

**Truckee Fire Protection District
Wildfire Prevention Division**

**Community Wildfire Prevention
Grant Program
Procedural Guide
FY 2024/25**

April 18th, 2024



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Introduction

This procedural guide includes information about the Truckee Fire Protection District (Truckee Fire) Community Wildfire Prevention Grant Program (Grant Program). The Grant Program is funded by Measure T – a community wildfire protection tax to be spent solely on wildfire prevention and mitigation activities. An emphasis with this local funding source is establishing a community grant that private landowners, non-profit organizations, local districts and organizations can apply to for a multitude of different project types. The grant program is intended to enhance forest management and fuel reduction projects, and/or support new projects and programs, with the main objective of reducing the threat and intensity of wildfire in the Truckee and Donner Summit Wildland Urban Interface (WUI) by reducing fuel loads and better preparing the community for wildfire.

These grant guidelines serve as a grant solicitation. **Applications submitted must be in full compliance with all stated requirements to be considered for funding. Please read these guidelines carefully.** It is important to note that applications will be treated in accordance with the CA Public Records Act requirements and that certain information, subject to those requirements, may be publicly disclosed. Additionally, some project information reported by applicants will be made available on the Truckee Fire website.

Community Wildfire Prevention Grant Program Summary

The Community Wildfire Prevention Grant Program provides funding for wildfire prevention projects and activities, within the Truckee Fire Protection District (see Appendix “A”- District Map), that focus on increasing the protection of people, structures, and communities. The program will prioritize funding projects that align with priority areas for wildfire resilience, as identified in local and regional plans and assessments (e.g., Truckee CWPP). Truckee Fire will consider the wildfire hazards and risks to an area, the geographic balance of projects, and whether the project is complementary to other ongoing wildfire prevention projects when awarding grants. Projects that are “shovel-ready”, have strong community support, and contain matching funds will receive additional priority in the scoring process. Projects will be selected on a competitive basis, successful solicitation or consecutive awards are not guaranteed. Truckee Fire will provide technical expertise and management oversight of grants but may not be the primary agency or applicant in projects.

Up to \$500,000 dollars will be allocated to the Community Wildfire Prevention Grant Program in Fiscal Year 2024-2025 from the Measure T Wildfire Prevention Fund. There is no minimum or maximum funding request for this round of solicitation. For more information about this program please visit our website at www.truckeefire.org/grants, or email grants@truckeefire.org

Qualifying Project Types and Activities

The Grant Program will provide funding for a multitude of project types including but not limited to; Forest Fuels Reduction, Forest Health and Resiliency, Community Wildfire Preparedness, and Wildfire Prevention Education. Below are some examples of qualifying

projects and activities. If you have questions about whether your project qualifies for funding, please contact Truckee Fire as soon as possible to discuss.

Forest Fuels Reduction

- Vegetation clearance in critical locations to reduce wildfire intensity and rate of spread.
- Creation or maintenance of fuel breaks in strategic locations as identified in a Community Wildfire Protection Plan, or similar strategic planning document.
- Removal of ladder fuels to reduce the risk of crown fires within and around communities.
- Selective tree removal (thinning) to improve forest conditions to withstand wildfire.
- Modification of vegetation adjacent to roads to improve public safety for egress of evacuating residents and ingress of responding emergency personnel.
- Reduction of fuel loading around critical infrastructure to maintain continuity of critical services.
- Equipment purchases to support forest fuels reduction programs and activities within and around communities.
- Technical assistance from a Licensed Registered Professional Forester. Technical assistance may include but is not limited to; development of forest management plans, conducting environmental permitting to achieve CEQA compliance, project design and layout, contractor oversight etc.

Forest Health and Resiliency

- Reforestation to establish a diverse, native forest, which results in stable carbon sequestration and storage, improves watershed and habitat functions, and forest resilience.
- Pest Management to improve forest health, while reducing pest-related mortality. Harvesting activities should focus on removing dead and/or diseased trees.
- Biomass utilization of wood products such as post and pole, dimensional lumber, plywood, firewood, or to generate energy through combustion or gasification.
- Prescribed fire activities that focus on the need to reintroduce fires to fire-adapted forest ecosystems. Applying fire to the landscape may serve multiple purposes, including reducing fuel loads, creating heterogeneous and diverse vegetation, maintaining cultural practices, promoting healthy ecosystem processes, and public education.
- Technical assistance from a Licensed Registered Professional Forester. Technical assistance may include but is not limited to; development of forest management plans, prescribed burn plans, conducting environmental permitting to achieve CEQA compliance, project design and layout, contractor oversight etc.

Community Wildfire Preparedness

- Projects to improve community compliance with laws and regulations required by Public Resources Code Section 4291 and local defensible space ordinances.
- Projects to improve the hardening of structures in a Firewise community.
- The purchase and utilization of early fire detection technology and software.

- Evacuation planning and/or route improvements.

Wildfire Prevention Education

- Development and Implementation of public education and outreach programs.
- Workshops, meetings, materials creation, and other educational activities with the purpose of increasing knowledge and awareness of information that could be used to reduce the total number of wildfires, acres burned, and structures lost.
- To educate the public regarding making homes and communities more wildfire resilient.
- Activities are subject to Truckee Fire approval.

Eligibility, Conditions, and Important Points

Eligibility

Projects are limited to the geographic area of the Truckee Fire Protection District, no projects proposed outside of the Fire District boundary will be eligible. Forest fuels reduction and forest health and resiliency projects must be a minimum of 5 acres, multiple smaller landowners may combine to create a project area greater than or equal to 5 acres. Those who are eligible to apply include:

- Local Agencies / Special Districts
- Native American Tribes
- Non-profit organizations or HOAs with a 501(c)(3) designation

Eligible applicants ***may be*** one of the following only under specific conditions:

- Private, non-industrial landowners (**specific requirements are outlined on page 11**).
- Other HOAs, POAs, or other Mutual Benefit Corporations or similar (**specific requirements are outlined on page 11**).
- A privately held, for-profit company or corporation, **only if 2:1 match can be provided.**
 - For example, if a wireless provider proposed a fuel reduction project around critical cell towers that would cost \$90,000 total, Truckee Fire would provide \$30,000 towards the project and the applicant would have to provide \$60,000 in match.

Eligible costs include, but are not limited to:

- Costs that are necessary and prudent to the accomplishment of the project, e.g.,
 - Equipment purchases not to exceed a cumulative cost of \$150,000
 - Project supplies (supplies include items under \$5,000 per unit cost)
 - Fuel and Maintenance
 - CEQA permitting costs
 - Technical Assistance costs
- Removal of live and dead vegetation for the purpose of fuel reduction, community protection, forest management etc.
- Contracted tree removal, transportation, holding site fees, and disposal.
- Staff salaries and benefits directly related to project management and implementation.

- Indirect costs up to 10% associated with the administration and management of the project.

Ineligible costs include, but are not limited to:

- Costs that are not directly associated with the project.
- Costs associated with replacing an existing program.
- Costs already funded or budgeted through another source (i.e., supplanting).
- Costs incurred before or after the project performance period.
- Costs of preparing a project application.
- Overtime, for employees and/or contractors. Overtime hours will be reimbursed at the straight time rate.
- Minor road upgrading such as rocking or installing rolling dips, except where needed to prevent erosion and sedimentation to a watercourse within a project treatment area.
- Late fee, penalties, and bank fees.
- Costs associated with improvement or establishment of landscaping.
- Any practice or activity that, in Truckee Fire’s judgement, is not a best management practice or that is, or could be, harmful to the forested landscape.
- Any indirect costs based on percentage of equipment costs.

Non-qualifying project types and activities include, but are not limited to:

- Purchase of capital equipment (using grant funds) greater than \$150,000 cumulative.
- Purchase of capital equipment without clearly demonstrating how the equipment will be utilized.
- Installation, creation, upgrade, or maintenance of fire protection features, such as: roads, bridges, structures, or water storage facilities or other permanent infrastructure.
- Individual or private landowners requesting a grant specifically for work within the defensible space zone (as defined by PRC 4291) on their own property is not eligible for funding. It is the landowner’s responsibility to manage 100’ from their structures.
- Projects or activities utilizing Truckee Fire staff without prior approval from Truckee Fire. These projects are intended to be managed by the applicant or professional third party, such as a consulting Registered Professional Forester.
- Requests seeking funding for programs and/or services already provided by Truckee Fire.

Conditions and Important Points

1. **Submission of Application is due by June 14, 2024 at 3:00pm (PST)**
2. Forest fuels reduction and forest health and resiliency projects must be at least 5 acres in size and provide benefits to people, structures, and the environment within the Truckee Fire Protection District geographic boundary.
3. Qualifying projects and activities are limited to those where the proposed project or activity addresses the hazards and risks to wildfire threatened communities in the Fire

District, and that focus on increasing the protection of people, structures, communities, and the natural environment.

4. Fuel reduction vegetation treatment prescriptions shall focus on increasing safety for the public and first responders, reducing fire hazards to improve the protection of lives, structures, and communities, and improving forest health and resilience to disturbances. Treatments shall eliminate the vertical and horizontal continuity of vegetative fuels for the purpose of reducing the rate of fire spread, duration and intensity, fuel ignitability, and the ignition of tree crowns and/or structures.
5. Forest fuels and residual material created must be disposed of in accordance with all applicable laws and local regulations.
6. For commercial projects, any revenue generated from the sale of forest products, or as a result from any project activities, must be reinvested back into the project.
7. Grantees must have the ability to plan, administer, and complete the grant project.
8. The contractor or organization performing the work must be properly licensed to perform forestry and fuels reduction work in the State of California.
9. For some projects, the grantee may be required to prepare a California Environmental Quality Act (CEQA) document. Projects requiring CEQA review are required to provide documented compliance within 6 months from the grant execution. CEQA compliance must begin immediately after grant execution. **Documented CEQA compliance is required prior to commencing any ground disturbing activity.** Truckee Fire can assume lead agency for CEQA determinations if the Grantee is not a public agency, however the Grantee must have capacity to produce necessary documentation.
10. Projects proposed on a “forested landscape,” as defined in Public Resources Code (PRC) §754, will require a Registered Professional Forester (RPF) to design and oversee any fuel hazard reduction vegetation removal, as defined in PRC §753. **Truckee Fire has an RPF on staff who can assist with project design and will conduct site visits regularly during active project operations to ensure vegetation removal is being conducted according to the prescription, and applicable laws and regulations.** An RPF is not required to provide the general project information required in the Scope of Work during the grant application phase, but the applicant must demonstrate how CEQA compliance will be met, including RPF involvement in the Project Scope of Work, **and include this cost in the budget if applicable.**
 - a. *PRC §753 - “Forestry,” as used in this article, refers to the science and practice of managing forested landscapes and the treatment of the forest cover in general, and includes, among other things, the application of scientific knowledge and forestry principles in the fields of fuels management and forest protection, timber*

growing and utilization, forest inventories, forest economics, forest valuation and finance, and the evaluation and mitigation of impacts from forestry activities on watershed and scenic values, to achieve the purposes of this article. The practice of forestry applies only to those activities undertaken on forested landscapes. The professions specified in Section 772 are not practicing forestry when mitigating or recommending mitigation of impacts from previous forestry activities on related watershed or ecological values within their area of professional expertise or when recommending those mitigations for proposed timber operations. However, public, and private foresters are required to be licensed pursuant to this article when making evaluations and determinations of the appropriate overall combination of mitigations of impacts from forestry activities necessary to protect all forest resources.

b. PRC §754 - "Forested landscapes" means those tree dominated landscapes and their associated vegetation types on which there is growing a significant stand of tree species, or which are naturally capable of growing a significant stand of native trees in perpetuity, and is not otherwise devoted to non-forestry commercial, urban, or farming uses.

11. No reimbursable work on proposed grant projects may commence until there is a fully executed agreement between Truckee Fire and the Grantee. An agreement is considered fully executed upon signature and approval by the Truckee Fire Protection District Fire Chief, or designee.
12. The MT grant program is not designed nor intended to create or substantially support ongoing administrative positions.
13. All projects funded both fully and partially by Measure T must clearly display, identify, and label themselves as being part of the "Truckee Fire Measure T program". The acknowledgement must contain the Measure T and Truckee Fire logos as well as the following statement: *"Funding for this Project provided by the Truckee Fire Protection District as part of the Truckee Fire Measure T Community Wildfire Prevention Fund."*
14. Truckee Fire provides no opinion as to whether projects may be subject to prevailing wages. For determination for prevailing wages, please contact the Department of Industrial Relations (DIR). It is the applicant's responsibility to budget for prevailing wages in their project cost when applicable.
15. Records in Truckee Fire's possession, including but not limited to application packages, agreements, and grant project financial records may be subject to public inspection or disclosure pursuant to the California Public Records Act.

Application Process and Project Administration

Applicants should work with Truckee Fire for guidance in developing project plans for your application. *Applications not received by the deadline, or that do not fully adhere to procedures outlined in this guide, will not be accepted or considered.*

Project Application

Applicants must request **a project identification number** by emailing grants@truckeefire.org. When requesting an ID number, the request shall include:

- The applicant or organization name
- The name of the project
- Contact information for individual(s) submitting the proposal

Truckee Fire will reply with an assigned Project ID number to be listed on your application.

All documents related to your application must be hand delivered to Station 91 (10049 Donner Pass Road, Truckee CA), or emailed to grants@truckeefire.org no later than **3:00 PM PST on June 14, 2023**. Late submissions will be rejected, no exceptions.

The Project Application Package consists of several attachments, discussed below. These documents are all available online at www.truckeefire.org/grants. A completed Application Package **must include the following documents in the format provided by Truckee Fire and described in this section. Failure to include any required attachments will result in rejection of an application, no exceptions;**

- Attachment 1 - Grant Application (available in a fillable PDF online) ***Required**
- Attachment 2 - Scope of Work (MS word or PDF, 3-page limit) ***Required**
- Attachment 3 - Project Budget (Must use provided excel sheet online) ***Required**
- Attachment 4 - Project Budget narrative (MS word or PDF, 1-page limit) ***Required**
- Attachment 5 - Project Map (and GIS shapefiles if available) ***Required**
- Attachment 6 - Letters of Support and Letters of Commitment ***Required**

Additional attachments may include (if available);

- Attachment 7 - CEQA compliance documentation, if applicable (not required)
- Attachment 8 - Competitive Bid Documentation, if applicable (not required)

The following nomenclature should be followed by applicants when submitting your proposal:

- Attachment number_attachment name.Project ID
 - (note that the gray number is the only number that needs to be changed based on your unique ID)
 - 01_Grant Application.01_2024
 - 02_Scope of Work.01_2024

- 03_Project Budget.01_2024
- 04_Project Budget Narrative.01_2024
- 05_Project Map.01_2024
- 06_Letters of support and commitment.01_2024
- 07_CEQA Documentation.01_2024
- 08_Bid Documentation.01_2024

Scope of Work

The Scope of Work shall be submitted in MS Word or a PDF document, and is limited to 3 pages, single spaced, using 11-point or greater, Arial font. **The Scope of Work must address the following:**

- Project Background and Statement of Need:
 - Describe the geographic scope of the project and the names of the specific communities that will benefit from the project.
 - Describe the goals, objectives, and expected outcomes of the project.
 - Include pre-and post-treatment description of site conditions and project results relative to hazardous tree or vegetative conditions, wildfire hazard reduction goals, Firewise community action plans, land management objectives, previous accomplishments, etc.
 - Provide a clear rationale for how the proposed project will reduce the risks associated with wildfire.
 - Demonstrate how the project increases pace and scale, capacity, and clearly does not replace any previous or existing programs or efforts.
 - Identify any additional assets at risk to wildfire that will benefit from the project. This may include, but is not limited to, domestic and municipal water supplies, power lines, communication facilities etc.
- Project Deliverables (measurable metric(s) for evaluation of the project):
 - Please describe the proposed project activities including on-the-ground treatments and other expected project deliverables/milestones. Applicants are expected to have a comprehensive project with explicit details on deliverables/milestone including the location and prescription of all proposed treatment types, acres to be treated, and other details as necessary.
 - Consider presenting a scalable project to allow for flexibility given the limited Measure T funding for this program.
 - i. For example, an applicant could present 2 different options for funding. One would be the preferred number of acres treated and associated costs, another would be a reduced project with less acres and lower costs.

- Environmental Compliance:
 - Please describe any existing or needed permits or regulatory approvals needed to meet environmental compliance in order to complete the project. Applicant should clearly articulate who will be completing environmental permits (i.e. consulting Forester). This includes CEQA document type, timeline, and lead agency. If unknown, please contact Truckee Fire before submitting a proposal.
- Implementation Plan/schedule of events
 - Please provide a tentative implementation plan that includes a detailed timeline that addresses specific tasks and milestones to measure progress during implementation of the project.

Project Budget

Applicants are required to provide a project budget and narrative.

A detailed budget must be provided in the provided Excel spreadsheet available online at www.truckeefire.org/grants. Consideration should be given to including costs for Registered Professional Forester services, environmental compliance, and adequate and thorough reporting to Truckee Fire. The inclusion of indirect costs is acceptable for grant projects up to 10% of the total amount of direct grant funds provided to the grantee, minus equipment costs.

The budget narrative allows for additional justification of how and/or why a budget line item helps to meet the project deliverables. The project budget narrative shall be in MS Word or PDF document limited to one page, single spaced, using 11-point or greater, Arial font. Please address the following:

- Using bullets please list each object category amount that you are requesting and the detail of how that would support meeting the grant objectives.
- 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.
- 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.

Project Mapping

Adequate maps showing the project area and proposed treatments is required. If the applicant has access to GIS software, please submit shapefiles with your proposal and a PDF map that is georeferenced.

If the applicant does not have access to GIS software, it is recommended that applicants contact Truckee Fire for assistance or use a publicly available mapping software such as CalTopo, Google Earth, or utilize Truckee CWPP maps, which can be found online at www.truckeefire.org/cwpp and be printed and drawn on. For accuracy purposes, Truckee Fire will develop GIS shapefiles of the project prior to awarding a grant agreement.

In general, the maps should meet the following requirements:

- Electronic PDF format
- Printed format(s) should measure 8 ½ by 11 inches
- The map(s) should show enough of the surrounding area so that the application review team can understand the spatial extent of the project.
- The map(s) should show the following:
 - Project Boundaries
 - Treatment area(s) by type
 - Roads
 - Watercourses
 - Other necessary information

If the project does not involve vegetation management practices (i.e., equipment purchases, early detection cameras etc.) please submit a map with a general area in which the project will occur.

Letters of Support/Commitment

Applicants must submit letters of support and letters of commitment clearly labeled and identified as such.

Letters of support are to be used to illustrate local support for the project. Letters of support should have a letterhead and executive signature from the entity supporting the project and should only include individuals and entities that are not primary project partners.

Primary project partners are those who are implementing on-the-ground work, or are monetarily supporting the project through cash match or in-kind contributions. Projects utilizing partners must provide a letter of commitment from the entity as proof that they have contacted the entity, the entity has the required resources (if needed) to commit toward the project, and the entity supports the project. The letter of commitment should identify how much funding the entity can provide towards the project (if applicable). If the organization or individual applying for the grant (Grantee) is to provide match to the project, a letter of commitment is still required.

Specific Requirements for Private Non-Industrial Landowners

In order for private non-industrial landowners and mutual benefit corporations (HOAs, POAs etc.) to be eligible to apply to this program, the following requirements must be met at the time of proposal submission.

1. Private non-industrial landowners can only apply for Forest Fuel Reduction and Forest Health and Resiliency project types (see page 3).

2. Private landowners and mutual benefit corporations (HOAs, POAs) should consult with Truckee Fire's Registered Professional Forester to discuss their project before submission. Consultation may include email/phone conversations and/or site visits to determine the eligibility and of the proposed project and how to present a competitive project to the District.
3. **Private landowners and mutual benefit corporations (HOAs, POAs) must demonstrate that they have retained a Consulting Registered Professional Forester (RPF)** that is available to complete environmental permitting and oversee project implementation from start to finish including project design, unit layout, timber marking, contractor oversight, and assist as needed with project reporting to Truckee Fire.
 - a. A consulting RPF contact list can be found online at <https://bof.fire.ca.gov/projects-and-programs/professional-foresters-registration/rpf-crm-rosters/>
 - i. Or under grantee resources at www.truckee-fire.org/grants.
 - b. It is recommended that you have your selected Consulting RPF contact Truckee Fire to discuss their involvement and expectations for the project.
 - c. A signed letter from the Consulting RPF must be included in the project application. The letter should clearly state the RPFs involvement in the project.
 - d. Applicant must demonstrate that they have budgeted appropriately for RPF consultation and services throughout the project performance period. RPF consultation and technical assistance is an eligible cost for the grant to cover.

Project Reporting

Grantees are required to report on progress toward completion of the Scope of Work included in the Grant Agreement with every invoice, or quarterly, whichever is more frequent, using the Community Wildfire Prevention Grant Progress Report template, available online at www.truckee-fire.org/grants. If reporting quarterly, reports are due on the last business day of the month following the end of a quarter (April 30, July 31, October 31, January 31).

Information to be submitted includes, but is not limited to:

- Project accomplishments
- Challenges and obstacles
- Measure T dollars expended and matching funds contributed
- Acres of land treated, activities completed, and GIS shapefile that map those treatments
- Before, during and after photographs. (Videos and GIFs also accepted)

Changes to an Approved Project and Amendments

A grantee wishing to change the scope of work, budget, or project performance period of an approved project must submit the proposed change to Truckee Fire for review and approval. Requested budget changes may not increase the amount of funds awarded by Truckee Fire, unless such changes are initiated by Truckee Fire.

The following scope of work revisions may require the project Grant Agreement to be amended:

- Change in project end date
- Modifications in any budget categories by more than 10%
- Change in physical project location.
- Change in scope of work, prescription or implementation methods

Truckee Fire reserves the right to reject proposed changes to an approved project and/or budget. Specific amendment guidance will be provided as needed. Once a Grant Agreement has been signed, it may only be amended with advanced written consent of Truckee Fire and the grantee.

Accounting Requirements and Record Retention

The grantee will be provided with an accounting spreadsheet specific to Truckee Fire that will help accurately reflect fiscal transactions. The accounting spreadsheet must be submitted with each invoice for payment and must accurately reflect costs and revenues specific to the project. The Grantee must maintain an adequate audit trail, including original source documents, such as receipts, progress payments, invoices, purchase orders, timecards, cancelled checks, etc., and submit them as supporting documentation with invoices.

The grantee must maintain accounting records for four (4) years after final payment by Truckee Fire. In the case an audit occurs, all such records shall be retained for three (3) years from the date audit is completed or the four (4) years, whichever date is later.

Loss of Funding

Truckee Fire reserves the right to withdraw funding award if stated requirements are not met. The following are examples of actions that may result in a grantee's loss of funding. This is not a complete list and is intended only to show examples.

1. Grantee has not satisfied all legal requirements (e.g., CEQA, ancillary contracts, agreements, MOUs, etc.) necessary to initiate ground disturbing project work within 6 months of grant agreement execution.
2. Grantee fails to use all of the grant funds.
3. Grantee fails to complete the funded project described in the Grant Agreement Scope of Work.
4. Grantee fails to submit all documentation within the time periods specified in the Grant Agreement.
5. Grantee changes the Project Scope of Work or project implementation without Truckee Fire's prior written approval.
6. Grantee changes the Project Scope of Work that is inconsistent with the overall program goals or eligible activities.
7. Grantee does not reinvest project income back into the project.
8. Grantee or Truckee Fire terminates the Agreement.

Payment of Grant Funds

Funds will be disbursed only once there is a fully executed Grant Agreement between Truckee Fire and the Grantee. Payments will be made on a reimbursement basis (i.e., the grantee pays

for services, products, or supplies; invoices Truckee Fire for the same; and Truckee Fire reimburses the grantee upon approval of the invoice.) No work prior to or after the grant period will be reimbursable. Advance funds may be provided (see Advances below) in lieu of reimbursement.

The grantee will submit to Truckee Fire an invoice form consistent with invoice guidance (Appendix “C”) when requesting payment of any type and to include appropriate documentation to support the costs (e.g., paid vendor receipts, payroll documents, other back-up documentation of expenses). An invoice template is available on the Grantee Resources webpage. A Community Wildfire Prevention Grant Project Progress Report, or Final Report, and an accurate accounting spreadsheet shall accompany all invoices. Truckee fire will conduct a site inspection to verify that work invoiced has been satisfactorily completed before remitting payment.

For services satisfactorily rendered, and upon receipt and approval of invoices for payment, Truckee Fire will remit payment to the grantee in an amount equal to ninety-five percent (95%) of the amount of each approved invoice. Expect payment to be issued 45-60 calendar days from the time an undisputed invoice is received. If an invoice is incomplete or non-reimbursable, it will be returned to the grantee. Upon completion of the Project, the remaining five percent (5%) of all invoices will be paid after the Project is inspected and accepted by Truckee Fire.

Advances

Advance payments may be considered for nonprofit organizations, local agencies, special districts (including RCDs), and California Native American tribes. Advance payments are solely at Truckee Fire’s discretion. An Advance Payment Request Form must be submitted identifying how funds may be used over a six-month period. No single advance payment shall exceed 25% of the total grant award. An accountability report must be submitted to Truckee Fire no later than every four months after receiving the advance until the funds have been fully utilized. Advances should be fully utilized within a six-month period unless additional time is approved by Truckee Fire. No additional advances may be requested until acceptable documentation is received by Truckee Fire that the previous advance has been fully exhausted on eligible expenses.

Audit

Upon completion of the project, Truckee Fire, or a 3rd party auditor, may audit the project records. A project is considered complete upon receipt of final grant payment from Truckee Fire. The purpose of the audit is to verify that project expenditures were properly documented. The audit would be requested by Truckee Fire 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 to the audit commencing. The audit should include all books, papers, accounts, documents, or other records of the grantee, as they relate to the project for which Measure T funds were granted. Projects may be subject to an audit at any time during the Project Performance Period and three years following Project completion.

Grant Application Review and Evaluation Factors

Review Process

Project applications will be reviewed and scored independently by an application review committee specific to the Community Wildfire Prevention grant, this may include internal employees at Truckee Fire and external partners. These individuals may or may not be familiar with landowners or their proposed project area. To avoid any sort of bias, grant reviewers will be instructed that nothing can be considered for project application prioritization if it is not represented in the application or supporting documentation provided by the applicant.

Upon receipt of a complete project application package, Truckee Fire staff shall complete a first review to ensure all required materials have been submitted and screen for eligibility requirements. All applications that pass this first stage of review will then be advanced to the application review committee. The application review committee will evaluate each application for completeness and the ability to achieve the objectives of the program. Incomplete applications will be returned to the applicant with 1) a request for additional information or 2) declination language based on project fit or ineligibility. Please see the applicable section in this document for eligibility and scoring criteria.

Approximately 4 weeks after the close of the application period, successful applicants will be announced.

Evaluation Criteria

The Evaluation Team will score the proposals based on the evaluation criteria described below.

Project Background and Scope of Work – 10 points

The Project Background and Scope of Work clearly demonstrates that the project is appropriate for the program and includes a clear, complete articulation of the work to be completed. This includes the degree to which the project improves wildfire resiliency and community protection, and results in multiple tangible benefits. The Scope of Work provides clarity on the project purpose, goals, deliverables, treatment approach, schedule, and environmental compliance.

Collaboration, Community Engagement, and Local Support – 10 points

The project includes broad community engagement, partnerships, or collaborative efforts. Collaboration and support on a project are best demonstrated by community involvement in its planning, funding, and implementation. The project includes plans for external communications, such as planned press releases, community meetings or field tours that all, or in part, reach owners and residents in the project area.

Local support is best demonstrated by the degree to which a project provides in-kind services and/or has secured federal, state, private, or local cost share funding (hard match). Although matching funds are not required, the existence of match greater than 20% of the total direct costs will result in more points and a higher ranking.

Project Readiness – 5 points

“Readiness” is the ability to implement the project and the capability to begin ground disturbing activities promptly after execution of a grant agreement. Preference will be given to projects that are ready to implement, with all required documents and legal requirements such as CEQA, private property right-of-entry agreements, permits, ancillary contracts, and agreements in place at time of proposal submittal.

Landscape-level context and project benefits – 5 Points

The project is part of a larger plan, coordinated effort or is proximate to essential community services, public lands, or recreational amenities. The project supports broader, cumulative efforts to restore/protect strategic goals. The project itself is large in size and/or scope and will provide benefits at a significant scale. The project delivers enduring and sustainable benefits and co-benefits that support the environment, public health, and community wildfire resiliency.

Vulnerable/ Priority Populations – 5 points

Vulnerable populations disproportionately incur the greatest losses during natural disasters. The demographic makeup of vulnerable populations includes but is not limited to; Ages 65 or older, people with disabilities, minority populations, low-income and under-employed residents, single-parent households, those whose first language is not English, or those who have limited access to resources.

Projects that provide a direct, meaningful, and assured benefit to vulnerable populations within the Truckee Fire Protection District will be prioritized and awarded additional points.

Grantee’s Administrative Capacity and Past Forest Management History – 5 points

The applicant shows an acceptable amount of experience in administering grants. This is largely based on successfully administering other grant-funded projects/activities over the past five years. Project proponents having no previous experience with similar projects should discuss any past experiences that may help show capacity to successfully complete the proposed project. This may include partnering with a more experienced organization that can provide project support.

Local and Regional Plans and Assessments compatibility – 5 points

The project is included in or consistent with the Truckee Community Wildfire Protection Plan (Truckee CWPP) and/or one or more of the following other plans; CAL FIRE Unit Fire Plan, County Fire Plan, Community Evacuation Plan, Fire Safe Council Action Plan, Firewise USA Community Wildfire Risk Assessment, Local Hazard Mitigation Plan, Safety Element plan, or other local plan that addresses the hazards and risks from wildfire.

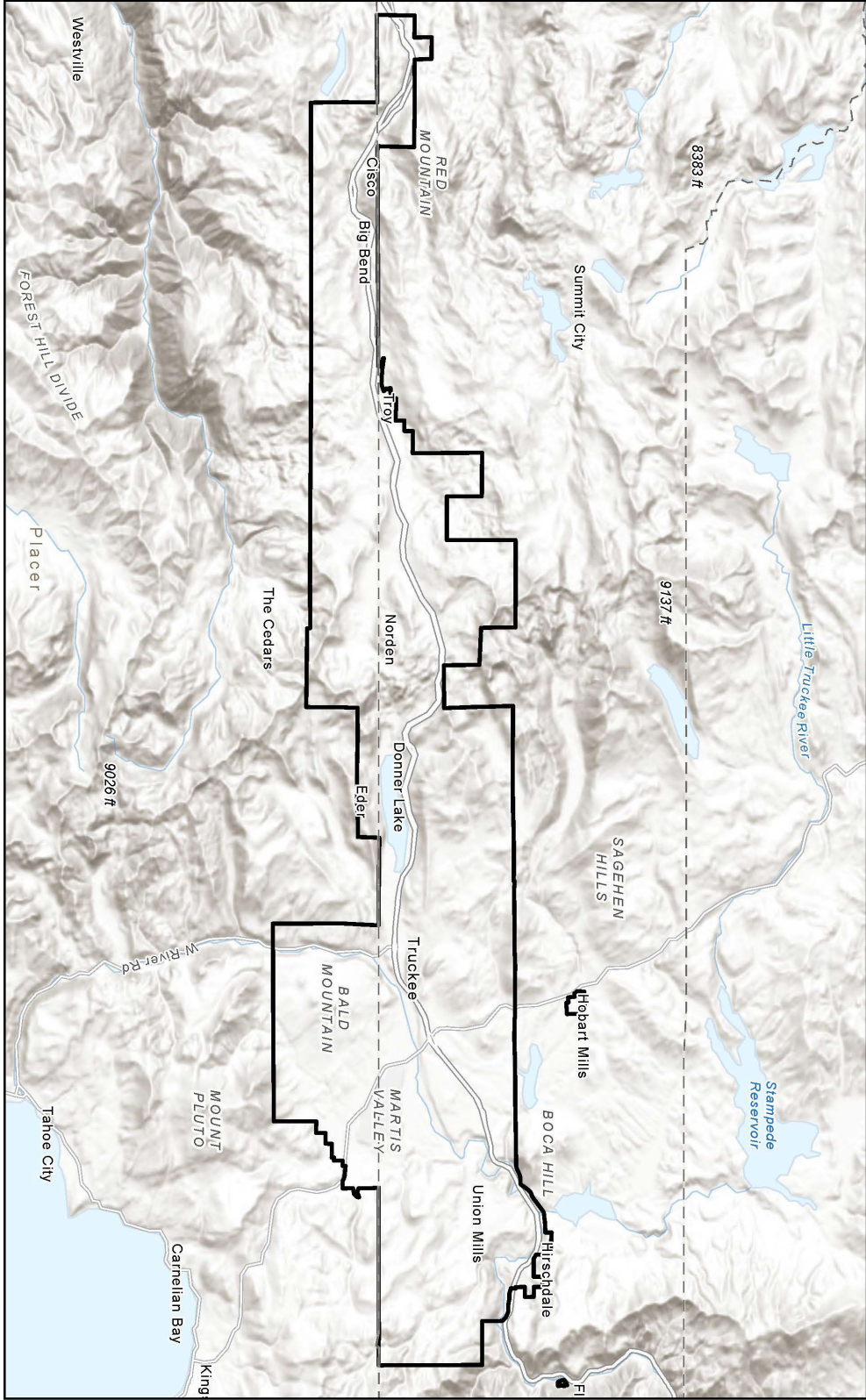
Please note that as of the release of this procedural guide, the 2024 Truckee CWPP is in draft state, but is available to the public and should be signed and finalized by May 2024. The 2024 Truckee CWPP should be used to address this evaluation criteria, it can be found here www.truckee.org/cwpp.

Budget – 5 points

The budget and narrative are clear and depict how costs are reasonable for the proposed treatments, deliverables, and Scope of Work. The budget specifies the number of salaried employees and contractors to be funded under the grant and the cost basis for each. Indirect costs are reasonable for the project proposed and do not exceed 10% of the total direct grant request, minus equipment costs.

Appendix A – District Map

Truckee Fire Protection District



Truckee Fire Protection District



Appendix B – Environmental Compliance

NOTE: Grantee must submit proof of California Environmental Quality Act (CEQA) compliance within six months of the execution of the grant agreement. To ensure this occurs in a timely manner, applicants should contact Truckee Fire’s Forester, before submitting an application. Truckee Fire will work with the applicant to develop a strategy and discuss costs and timelines. CEQA compliance may be accomplished by one or more of the following methods:

1. Notice of exemption filed with the State Clearinghouse and/or the county clerk.
2. Initial study and negative declaration or mitigated negative declaration and all associated noticing documents filed with the State Clearinghouse or the county clerk.
3. Draft and final environmental impact report and all associated noticing documents, or documents demonstrating consistency with an existing EA, or EIR, filed with the State Clearinghouse or the county clerk.
4. Timber harvesting permit, or exemption, or notice in compliance with the California Forest Practice Act and Rules for projects that undertake timber operations per Public Resources Code § 4527. The timber harvesting document must cover grant-funded activities for the associated treatment area or be supplemented by additional CEQA documents.
5. Completed and accepted project-specific analysis under the CalVTP and all associated noticing documents filed with the State Clearinghouse or the county clerk.

For exempt projects, where the grantee is a public agency, the grantee, or a willing project partner that is a public agency will be responsible for: (a) completing their due diligence for an Exempt Project and preparing the notice of exemption; and (b) filing the notice of exemption with the State Clearinghouse or the county clerk. For exempt projects where the grantee is not a public agency (e.g., fire safe council), the grantee will be responsible for (a) conducting (or contracting) the necessary archaeological record checks, surveys, and reporting (b) preparing the Environmental Review Report for an Exempt Project in accordance with Truckee Fire’s procedures. Truckee Fire Protection District will (a) prepare the notice of exemption; and (b) file the notice of exemption.

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

The lead agency may require the Grantee to prepare, or retain a consultant to prepare, the environmental documents required for demonstrating adequate compliance with CEQA. When Truckee Fire is the lead agency, the Grantee must work closely with the department to ensure the environmental documents reflect its independent judgement. **Grantees should ensure they ask for adequate funds for environmental work when applying for grants.** When preparing their budgets, Grantees should consider the need to contract with appropriate resource professionals to do the necessary environmental effects assessment and document preparation work. This may include biologists, Registered Professional Archaeologists, air quality experts, Registered Professional Foresters, environmental planners, etc.

Appendix C – Invoice

Invoice Requirements when requesting reimbursement:

- Completed Invoice with supporting documentation
 - o Supporting Documentation includes:
 - Maps with associated shapefiles
 - Pre, during, and post treatment photos
 - Payroll documents and Invoices from consultant/contractor identifying expenditures, services performed and period of services.
- Completed Progress Report or Final Report
- Completed and accurate Accounting Spreadsheet

Invoice Guidelines:

It is preferred, but not required, to use the invoice template posted on the Truckee Fire Community Wildfire Prevention Grants website. Due to differences in accounting systems used by the grantee, the grantee must include the following elements when submitting a payment request, either on the grantee's invoice or as an attachment to the invoice. If a grantee chooses to use their invoice in lieu of the invoice template provided, the invoice must be put on grantee's official letterhead.

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

9. Offset to current cost – Include the balance of advance funds given to grantee as well as program income earned from the grant if applicable.
10. The total amount for which grantee is requesting reimbursement from Truckee Fire
11. Grantee contact name, phone number, and email address for questions related to the invoice.
12. All backup documentation to support the invoice.
13. Certification and signature of authorized representative - Please see sample invoice for certification language.