




COUNTY OF HUMBOLDT

For the meeting of: January 24, 2017

Date: January 4, 2017

To: Board of Supervisors

From:  Thomas K. Mattson, Public Works Director

Subject: Resolution Approving State Responsibility Area Fire Prevention Fund Grant Agreement and Supplemental Budget for Natural Resources Planning Division - FY 2016-17 (4/5 Vote Required)

RECOMMENDATIONS:

That the Board of Supervisors:

1. Reviews the staff report and associated supporting documents;
2. Adopts the attached resolution approving the State Responsibility Area Fire Prevention Fund grant agreement and authorizing the Director of Public Works to sign and execute said agreement, any future amendments thereto and other documents necessary to participate in the grant program; and
3. Adopts the following supplemental budget for FY 2016-17 and direct the Humboldt County Auditor-Controller to add the following revenue and expenditure line items (4/5 vote required):

Revenue:	1720289-514060	SRA Fire Prevention Fund	\$40,000
Expenditure:	1720289-3109	SRA Fire Prevention Project	\$40,000

SOURCE OF FUNDING:

Funding is provided by an award from the 2016-17 State Responsibility Area Fire Prevention Fund and Tree Mortality Grant Program.

Prepared by Cybel Immitt

CAO Approval Karen Clowes

REVIEW: Auditor M. M. County Counsel _____ Human Resources _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor Fennell Seconded by Supervisor Wilson
 Ayes Sundberg, Fennell, Bass, Bohn, Wilson
 Nays _____
 Abstain _____
 Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Meeting of: _____

Dated: Jan. 24, 2017
 By: [Signature]
 Kathy Hayes, Clerk of the Board

DISCUSSION:

On September 28, 2016, the County of Humboldt, by and through its Department of Public Works – Natural Resources Planning Division (“Public Works”), submitted an application to the California Department of Forestry and Fire Protection (“CAL FIRE”) 2016-17 State Responsibility Area Fire Prevention Fund and Tree Mortality Grant Program to support an update to the Humboldt County Community Wildfire Protection Plan (“CWPP”). The CWPP serves as the guiding document for reducing the risk of wildfire losses to Humboldt County communities, and has been an excellent tool for planning and securing funding for numerous projects that have helped local residents and community groups prepare for the impacts of wildfire. The CWPP is implemented and maintained by Public Works, under the guidance of the Humboldt County Fire Safe Council and is due for an update by May 28, 2018, or as soon thereafter as possible.

On December 2, 2016, the County’s application was selected for funding and on December 20, 2016, the associated grant agreement was received. Staff is now requesting that the Board approve the grant agreement and authorize the Public Works Director to administer the award of \$75,961 to fund a two-year CWPP update process. The total project cost is, \$97,889 including matching contributions. The \$75,961 in state grant funds will be matched by \$21,928 of in-kind contributions from local partners and the County of Humboldt. The \$1,346 commitment of match from the County is already budgeted for in the approved fiscal year 2016-17 Natural Resources-Planning budget, Title III Fund 3675 (1720289-505010). This County match will support the Firewise components of the updated CWPP. The remaining match will be provided by in-kind support based on planning partner participation in the CWPP update process.

FINANCIAL IMPACT:

The recommended actions will not impact the County General Fund. Accepting this grant will bring \$75,961 of state funding into Humboldt County to support continued planning to prepare rural communities for wildfire. The recommended supplemental budget for the 2016-17 fiscal year will increase appropriations in the Public Works budget by adding the new “SRA Fire Prevention Fund” revenue line in the amount of \$40,000 (revenue account 1720289-514060). This is the portion of the total award expected to be spent in the 2016-17 fiscal year.

The services provided through this project will advance three of the County’s core roles (provide for and maintain infrastructure, create opportunities for improved safety and health, and protect vulnerable populations).

OTHER AGENCY INVOLVEMENT:

CAL FIRE

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors may choose not to accept these grant funds. However, this is not recommended because of the community fire safety benefits that will be gained from maintaining a relevant and up-to-date CWPP.

ATTACHMENTS:

- Attachment 1: Resolution Approving the Department of Forestry and Fire Protection Agreement
- Attachment 2: CAL FIRE Grant Agreement and Associated Attachments

Resolution Approving the Department of Forestry and
Fire Protection Agreement

ATTACHMENT 1

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of January 24, 2017

RESOLUTION NO. 17-11

RESOLUTION APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION AGREEMENT 5GS16147 REGARDING THE HUMBOLDT COUNTY COMMUNITY WILDFIRE PROTECTION PLAN UPDATE

WHEREAS, on September 28, 2016, Humboldt County Public Works submitted an application to the Department of Forestry and Fire Protection ("CAL FIRE") for funding to update the Humboldt County Community Wildfire Protection Plan; and


WHEREAS, On December 2, 2016, Humboldt County Public Works received an award letter from CAL FIRE informing the County of a successful application; and

WHEREAS, On December 20, 2016, Humboldt County Public Works received a grant agreement from CAL FIRE for the Humboldt County Community Wildfire Protection Plan Update Project which provides funding for the update of the Humboldt County Community Wildfire Protection Plan.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board of Supervisors hereby approves the grant agreement with CAL FIRE; and
2. The Director of Public Works is hereby authorized to sign and execute said grant agreement and any necessary amendments on behalf of the County of Humboldt; and
3. The Director of Public Works is hereby authorized to sign and execute invoices and other documents necessary to participate in the grant program, including, without limitation, professional services agreements to assist with the implementation of the program, after review and approval by County Counsel and Risk Management on behalf of the County of Humboldt.

Dated: January 24, 2017



VIRGINIA BASS, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Fennell, seconded by Supervisor Wilson, and the following vote:

AYES:	Supervisors	Sundberg, Fennell, Bass, Bohn, Wilson
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA


Certified copy of portion of proceedings, Meeting of January 24, 2017

RESOLUTION NO. 17-11

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By ANA HARTWELL
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

CAL FIRE Grant Agreement and Associated Attachments

ATTACHMENT 2



DEPARTMENT OF FORESTRY AND FIRE PROTECTION

P.O. Box 944246
 SACRAMENTO, CA 94244-2460
 (916) 653-7772
 Website: www.fire.ca.gov



December 20, 2016

Cybelle Immitt
 County of Humboldt
 1106 Second Street
 Eureka, CA 95501

5GS16147; Humboldt County Community Wildfire Protection Plan Update

This agreement cannot be considered binding on either party until approved by appropriate authorized CAL FIRE designee. No services should be provided prior to approval, as the State is not obligated to make any payments on any Agreement prior to final approval. **FAILURE TO RETURN ALL DOCUMENTS BY DATE BELOW MAY RESULT IN LOSS OF FUNDING.**

Please contact Jason Butcher at (707) 726-1258 if you have questions concerning services to be performed.
 Please contact Bobby Nguyen at (916) 651-6620 if you have any administrative questions or concerns.

1. Full grant agreement including terms and conditions, project grant application form, scope of work, budget and map enclosed. Print (single sided) and return three (3) sets of agreements with original signatures in blue ink. In addition, please return the forms below, as applicable to your entity, to be received by CAL FIRE no later than **January 31, 2017**.
 - Attachment 5 – Std. 204 Payee Data Record <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>
 - Attachment 7 – Board Resolution or Attesting Document granting authority to sign (non-profit and local entity applicants)
 Return all originals and requested documents for further processing to:
 Department of Forestry and Fire Protection
 Attention: Grants Management Unit/SRA Fire Prevention Fund Grant
 P.O. Box 944246
 Sacramento, CA 94244-2460
As CAL FIRE has a limited time to obligate these funds, it is highly recommended that all originals are sent via overnight mail to the following physical address:
 1300 U Street
 Sacramento, CA 95818
2. Please initial change(s) made on all copies of the agreement on page(s) as marked.
3. Enclosed for your record is one fully executed copy of the agreement referenced above. When billing for services performed under this agreement, your invoices must reference the agreement number above and be submitted to the contract manager.

Thank you,

Bobby Nguyen
 Grants Analyst
 Grants Management Unit

Enclosures

State of California
 Dept. of Forestry and Fire Protection (CAL FIRE)
 State Fire Marshal's Office
GRANT AGREEMENT

APPLICANT: County of Humboldt
PROJECT TITLE: Humboldt County Community Wildfire Protection Plan Update
GRANT AGREEMENT: 5GS16147

PROJECT PERFORMANCE PERIOD IS from Upon Approval through February 28, 2019.
 Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Dept. of Forestry & Fire Protection, agrees to fund the project up the total state grant amount indicated.

PROJECT DESCRIPTION: Update a countywide CWPP and aims to benefit all Humboldt County communities located in the SRA.

Total State Grant not to exceed \$ 75,961.00 (or project costs, whichever is less)

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

County of Humboldt	STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION
Applicant	
By	By
Signature of Authorized Representative	
Title	Title:
Date	Date

CERTIFICATION OF FUNDING

AMOUNT OF ESTIMATE FUNDING \$ 75,961.00	GRANT AGREEMENT NUMBER 5GS16147	FUND Optional Line Item: 3540-001-3063 State Responsibility Area (SRA)		
ADJ. INCREASING ENCUMBRANCE \$ 0.00	APPROPRIATION General	Fire Prevention Fund		
ADJ. DECREASING ENCUMBRANCE \$ 0.00	FUNCTION General Fund			
UNENCUMBERED BALANCE \$ 75,961.00	LINE ITEM ALLOTMENT 3540-001-0001	CHAPTER 23	STATUTE 2016	FISCAL YEAR 16/17
T.B.A. NO.	B.R. NO. FY 16/17	INDEX 9212	OBJ. EXPEN D 418	PCA 91004
PROJECT/WORK PHASE VENDOR# 811700-02				

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

SIGNATURE OF CAL FIRE ACCOUNTING OFFICER

DATE

GRANT NUMBER 5GS16147
COUNTY OF HUMBOLDT

HUMBOLDT COUNTY COMMUNITY WILDFIRE PROTECTION PLAN UPDATE

TERMS AND CONDITIONS OF GRANT AGREEMENT

I. RECITALS

1. This 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 County of Humboldt, hereinafter referred to as "GRANTEE".
2. The STATE hereby grants to GRANTEE a sum (hereinafter referred to as "GRANT FUNDS") not to exceed Seventy Five Thousand Nine Hundred Sixty One Dollars (\$75,961.00).
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. State Responsibility Area Fire Prevention Fund and Tree Mortality Grant Program Procedural Guide
 - b. The submitted Application, Scope of Work, Budget Detail, and Exhibits

II. SPECIAL PROVISIONS

1. Recipients of GRANT FUNDS pursuant to California Public Resources Code Section 4212 shall abide by the provisions in this Agreement. This includes the requirement that work shall not commence prior to the execution of this Agreement by both parties. 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 the 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 produced with the use of GRANT FUNDS shall be available for public use.

III. GENERAL PROVISIONS

1. Definitions
 - a. The term "Agreement" means grant agreement number 5GS16147.

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- b. The term "GRANT FUNDS" means the money provided by the STATE to the GRANTEE in this Agreement.
- c. The term "GRANTEE" means an applicant who has a signed Agreement for the award for GRANT FUNDS.
- d. 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.
- e. The term "STATE" means the State of California, Department of Forestry and Fire Protection (CAL FIRE).
- f. The term "Project" means the development or other activity described in the "Project Scope of Work".
- g. The term "Project Budget Detail" as used herein defines the approved budget plan.
- h. The term "Project Scope of Work" as used herein means the individual scope of work describing in detail the approved tasks.

2. Project Representatives

The project representatives during the term of the agreement will be:

STATE: CAL FIRE	GRANTEE: County of Humboldt
Section/Unit: HUU - Humboldt-Del Norte Unit	Section/Unit: N/A
Attention: Jason Butcher	Attention: Cybelle Immitt
Mailing Address: 118 Fortuna Blvd. Fortuna, CA 95540	Mailing Address: 1106 Second Street Eureka, CA 95501
Phone Number: (707) 726-1258	Phone Number: (707)2679542
Email Address: Jason.Butcher@fire.ca.gov	Email Address: cimmitt@co.humboldt.ca.us

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Changes to the project representatives during the term of the agreement shall be made in writing. Notice shall be sent to the above representative for all notice provisions of this Agreement.

3. 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 the 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 amendment to the Project as set forth in the Application on file with the STATE must be submitted to the STATE for approval in writing. No amendment is allowed until written approval is given by the STATE.
- c. GRANTEE shall complete the Project in accordance with the time of Project performance set forth in this Agreement, unless an amendment has been approved and signed by the STATE under the terms and conditions of this Agreement. Amendments must 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 30 days from the Agreement expiration date and in no event less than 30 days before the effective date of the amendment. Approval of amendment is at the STATE's discretion.
- d. GRANTEE certifies that the Project Scope of Work complies with all local, State, and federal laws and regulations.
- e. 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 all other local, State, and federal 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. The start date is considered the date the last party signs the Agreement. 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

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marking property or project boundaries, contacting and signing up landowners, etc.).

- f. 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.
- g. 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.

4. Project Costs and Payment Documentation

- a. 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 CAL FIRE Project Representative of the STATE. A final invoice shall be submitted no later than 30 days after completion, expiration, or termination of this Agreement.
- b. 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, as Attachment 3 – Final Project Budget, and made a part of this Agreement.
- c. 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 State Responsibility Area Fire Prevention Fund and Tree Mortality Grant Program Procedural Guide.
- d. GRANT FUNDS in this Agreement 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.
- e. Except as otherwise provided herein, GRANTEE shall expend GRANT FUNDS in the manner described in the Project Budget Detail approved by the STATE. The dollar amount of an item in the Project Budget Detail may

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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 in project progress reports 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 before any such increase or decrease is made. A formal approved amendment is required to increase the total amount of GRANT FUNDS.

- f. GRANTEE shall promptly submit any and all records at the time and in the form as the STATE may request.
- g. GRANTEE shall submit each invoice for payment to:

California Department of Forestry & Fire Protection
Attention: Jason Butcher
118 Fortuna Blvd.
Fortuna, CA 95540

- h. Notwithstanding any of the provisions stated within this Agreement, the STATE may at its discretion make advance payment to the GRANTEE, if GRANTEE is a Community-based private non-profit agency, upon written request by the GRANTEE. Advance payment made by the STATE shall be subject to the circumstance and provisions below.
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:

- Modest reserves and potential cash flow problems 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 to 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 and must be spent on eligible costs within six months of the advance payment request. The balance of unspent advance payment funds not liquidated within the six month spending period will be billed for the return of the advanced funds to the STATE. The amount will be returned to the grant balance.

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- 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 fully liquidated via an invoice and supporting documentation and completed to the STATE's satisfaction before another advance payment will be made.
- Any advance payment received by a GRANTEE and not used for project eligible costs 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 reported as program income used toward offsetting the project cost or returned to the STATE.

5. Budget Contingency Clause

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

6. Project Administration

- a. GRANTEE shall provide the STATE a written report showing total final Project expenditures and matching funds before work on the Project begins. GRANTEE must report to the STATE all sources of other funds for the Project. If this provision is deemed to be violated, the STATE will request an audit of GRANTEE and can delay the disbursement of funds until the matter is resolved.
- b. GRANTEE shall promptly submit written Project reports as the STATE may request throughout the term of this Agreement.
- c. GRANTEE shall submit a final accomplishment report, final invoice with associated supporting documentation, and copies of materials developed using GRANT FUNDS, including but not limited to plans, educational materials, etc. within 30 days of Project completion.

7. Financial Records

- a. GRANTEE shall retain all records described in Section 7(c) below for three (3) years after final payment by the STATE. In the case an audit

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occurs, all such records shall be retained for one (1) year from the date is audit is completed or the three (3) years, whichever date is later.

- b. GRANTEE shall maintain satisfactory financial accounts, documents, and records for the Project and make them available to the STATE for review during reasonable times. This includes the right to inspect and make copies of any books, records, or reports of GRANTEE pertaining to this Agreement or matters related thereto.
- c. GRANTEE shall keep such records as the STATE shall prescribe, including, but not limited to, 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, other State of California agency, or other entity as determined by the State of California for auditing purposes at reasonable times.
- d. GRANTEE shall use any generally accepted accounting system.

8. Project Termination

- a. This Agreement may be terminated by the STATE or GRANTEE upon 30-days written notice to the other party.
- 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 at the discretion of the STATE.
- 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.

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- e. Final payment to GRANTEE may not be made until the STATE determines the Project conforms substantially to this Agreement.

9. 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.

10. 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 of California employees while acting within the scope of his or her employment, arising out of this Agreement.

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11. 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.

12. Incorporation

The grant guidelines and the Project Scope of Work, Project Budget Detail and any subsequent amendments or modifications to the Project Scope of Work and Project 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.

13. 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.

14. 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.

15. Assignment

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



**California Department of Forestry and Fire Protection (CAL FIRE)
SRAFPF & TM Grant Application
Fiscal Year 2016-17 Funding Opportunity**



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 - SRAFPF & TM 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.

Is your project tree mortality related? Yes No
 Is your project in the State Responsibility Area? Yes No

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 & 14)

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, 2019. Note that final billing is due 30 days after project completion. Please use MM/DD/YYYY format.

Project Start Date:

Project Completion Date:

Tracking #: 16-HUU-0072

Project Name: Humboldt County Community Wildfire Protection Plan Update

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 Project map in PDF format with geographic information describing your project location. The map should show the surrounding area in relation to the project. **File naming convention:** Features should be named with the Tracking # and Feature Type. Example: 16-UUU-XXXX-MAP.pdf

"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, provide a map that generally covers the area. For example, for a county-wide public education project, the map should identify the populated portion of the SRA in the county.

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" value="594,022"/>	<input type="text" value="37"/>	%
High	<input type="text" value="951,623"/>	<input type="text" value="58"/>	%
Moderate	<input type="text" value="75,402"/>	<input type="text" value="5"/>	%
Non SRA (Federal or Local Area)	<input type="text"/>	<input type="text"/>	%
TOTAL	1,621,0	100	%

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

8. 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.

9. 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:

10. 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".

There are 67 Humboldt county communities included in the Communities at Risk List maintained by the California State Forester, all of which are covered by the County CWPP.

Number of Communities in the project area:

11. 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" value="\$75,961.00"/>
Equipment Purchases (\$)	<input type="text"/>
Partners (\$)	<input type="text" value="\$21,928.00"/>
Total Project Budget (\$)	<input type="text" value="\$97889.00"/>

12. 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
- County Fire Department Strategic Fire Plan
- Local Fire Department Plan
- Homeowners' Association Plan
- Fire Safe Council Action Plan
- FIREWISE Community Assessment
- Community Wildfire Protection Plan
- Other Local Plan (Identify in Scope of Work)

13. 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

14. 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form (.pdf)	<input type="text" value="16-HUU-0072-Application.pdf"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Scope of Work	<input type="text" value="16-HUU-0072-SOW.doc"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Project Budget	<input type="text" value="16-HUU-0072-Budget.xls"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Project Map (.pdf)	<input type="text" value="16-HUU-0072-MAP.pdf"/>
<input type="checkbox"/>	<input type="checkbox"/>	Articles of Incorporation (.pdf)	<input type="text" value="N/A"/>

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

Original Signature Required: Grantee's Authorized Representative

9/28/16

Date Signed

Printed Name

Title

Executed on:

Date

at

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/TM 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 - SRAFPF & TM Grant, P.O. Box 944246, Sacramento, CA 94244-2460. Hard copy will need to be postmarked no later than September 28, 2016. Electronic copy must be submitted no later than September 28, 2016 at 3:00 pm. Applications postmarked after this date and time will be considered late.

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 #: 16-HUU-0072

Project Name: Humboldt County Community Wildfire Protection Plan Update



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

Project Name

Humboldt County Community Wildfire
Protection Plan Update

Project Tracking Number

16-HUU-0072

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.

The Humboldt County Community Wildfire Protection Plan (CWPP) has served as an excellent tool for planning and securing funding for numerous projects that have helped local residents and community groups reduce wildfire risks. The majority of the State Responsibility Area (SRA) within the county is characterized by wildland urban interface conditions with approximately 19,000 habitable structures scattered across the landscape. Many of these SRA residents are living in high or very high fire hazard severity zones. For that reason, keeping the CWPP relevant and reinvigorating the collaborative process with which it was last updated is important to the continued and successful empowerment of residents to reduce their vulnerability to wildfire losses. The County of Humboldt, on behalf of the Humboldt County Fire Safe Council (HFSC), is seeking funding to support a comprehensive update process. The proposed project will result in an updated CWPP, born out of strong collaboration with impacted stakeholders and a focus on reducing structural ignitability and identifying priority areas for hazardous fuels reduction projects.

A. Project Description

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.**

The proposed project will update a countywide CWPP and aims to benefit all Humboldt County communities located in the SRA. Humboldt County is located in a fire-dependent environment; fire has played a prominent role in shaping the natural environment here. Wildfire will happen. Exclusion of wildfire is not an option. The proposed CWPP update will help residents, local organizations, and agencies plan for that eventuality and design and secure funding for projects that aim to prevent loss of life, property, and other community values.

There are 67 Humboldt county communities included in the Communities at Risk List maintained by the California State Forester (CAL FIRE Director). The Humboldt County CWPP is a countywide plan, therefore all 67 Communities at Risk are considered to be in the project area and stand to benefit. CAL FIRE reports that there are 14,903 SRA fee payers in Humboldt County. Based on census data and GIS analysis of improved parcels within the county's SRA, it is approximated that there are over 19,000 habitable structures within rural towns and scattered across the landscape (this is likely an underestimate). CWPP update workshops will be held in locations similar to where workshops were held during the 2013 Humboldt CWPP update process. The 2013 CWPP groups communities into 13 planning units (smaller units of analysis that allowed individual neighborhoods to be studied in greater depth). Planning unit borders were based on the boundaries of watersheds, fire districts, and local Fire Safe Councils (FSCs).

- 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.**

Wildfire hazard mitigation, risk reduction, and community wildfire preparedness work is currently being guided by the 2013 Humboldt County CWPP. Humboldt County has maintained a CWPP since 2006 and each version has been an excellent resource for better understanding wildfire risks in the county. The County CWPP has been a valuable resource for developing a cohesive message from partner agencies on the best practices for risk reduction based on sound science and community supported action plans. The time has come to begin the process of updating our current plan so that it remains relevant and to reassess the level and type of wildfire risk to local communities. To this end, the risk assessment portion of the current CWPP will be evaluated and a detailed update process will be developed. The assessment of wildfire risks to residents and structures will be updated through a fresh analysis of the wildfire environment, values and assets at risk, wildfire protection capabilities, and community

preparedness. Climate change and the recent drought will need to be assessed more than they were in the 2013 CWPP, as well as the impacts of changing marijuana cultivation practices and regulations on wildfire hazards and firefighting water availability. The risk analysis will be based on a qualitative scale from low to very high, with very high signifying the highest risk in most cases. These rankings will inform the process of identifying priority actions on a countywide scale. In addition, each of the 13 planning unit action plans included in the 2013 CWPP contain a similar analysis, but at the planning unit scale so that the results are tailored to a more focused area of the County. This analysis will also be reevaluated and used to update each planning unit action plan.

3. Does the proposed plan add or build upon previous wildfire prevention planning efforts in the general project area?

This project will result in an update to the existing Humboldt County CWPP. The existing plan will be evaluated and updated as necessary to ensure that it remains a useful resource for identifying, funding, and implementing important community wildfire mitigation projects. The planning process and resulting CWPP will provide an updated perspective on best practices based on new findings and lessons learned from the destructive wildfires that have occurred over the past five years, particularly those located in Northern California. In addition, existing local FSC CWPPs, Firewise community risk assessments and action plans, and the CAL Fire Unit Fire Management Plan for the Humboldt-Del Norte Unit will all be evaluated for incorporation into and/or reference in the updated County CWPP.

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.

The proposed CWPP update process will be guided by the Humboldt County FSC through quarterly project updates and sub-committee participation. The membership of the County FSC includes representation from local FSCs and Firewise communities; the Humboldt County Fire Chiefs' Associations (both countywide and Southern Humboldt) and several local fire departments; the insurance industry; the County Office of Emergency Services; the Hoopa Valley Tribe; CAL FIRE; the US Forest Service; and the Bureau of Land Management. In addition, a Project Team will be assembled from members of the County FSC and any other stakeholders who have an interest in being involved in the update process and contributing to drafting the updated plan. A countywide stakeholder list will be generated, including a list for each of the 13 planning units within the county. These lists will identify key contacts from local fire departments, FSCs, Firewise communities, watershed groups, road associations, disaster preparedness groups, community emergency response teams (CERTs), neighborhood watch groups, local, state and federal land management agencies, cities, Tribes; the Sheriff's Department; and relevant non-

profit organizations. Outreach to these stakeholders will encourage participation and collaboration, resulting in ownership of the updated CWPP, particularly the planning unit action plans.

5. Describe the pathways for community involvement that will be incorporated in the planning process.

Stakeholders will be invited to participate in the update process in a variety of ways. Membership on the Project Team will be requested at the beginning of the planning effort with opportunity to join the team throughout the life of the project. Stakeholders from each of the planning units will have an opportunity to help plan and host community workshops and/or participate in them to help update their planning unit action plans. There will be at least 13 of the community workshops and highly involved stakeholders as well as the general public will be encouraged to participate. The workshops will be modeled after those that were held during the previous CWPP process because they were such a valuable venue to collect community input and share educational information about fire prevention and preparedness. The public will be invited to be part of the planning process before, during, and after the community workshops. Smaller meetings and conference calls will provide a venue for more in-depth stakeholder involvement for those who wish to assist with process design, research, and drafting the updated plan. A public review draft of the plan will also be produced, providing those who wish to be involved in a more general manner the opportunity to provide feedback.

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?

Maintaining a current CWPP also supports the goals and objectives of the California State Fire Plan in several ways and is consistent with its vision. Updating the County CWPP will provide a resource that can be used to guide and fund action that will result in more resilient natural environments and man-made assets that are more resistant to damage from wildfire. The proposed project (an update process and an updated CWPP) will "improve the availability and use of hazard and risk assessment" information, will create a venue for a shared vision among communities and agencies (including fire protection jurisdictions) that will be documented in a countywide plan, and will help leverage funds to "establish fire resistance in assets at risk". The updated CWPP will be used to guide action, including maintaining defensible space, improving the fire resistance and resiliency

of community assets (natural and man-made), and inspire a commitment in local communities for wildfire prevention and protection and fire planning.

The vision and central goals of 2016 CAL FIRE Humboldt-Del Norte Unit (HUU) Fire Management Plan are consistent with those of the State Fire Plan and are similarly supported by the proposed project as described above. The HUU plan emphasizes the need to increase the number of Firewise communities. The CWPP update will evaluate the County Firewise program and refine action items to support existing and establish new Firewise communities in the county. In addition, many HUU fuels reduction projects have been identified using the County CWPP and by collaborating with CAL FIRE on the update process, more priority projects can be identified and implemented.

This project supports 2013 CWPP action plan item III.5. "Implementing and Maintaining this CWPP" which recommends that the plan is reviewed and updated every five years. Maintaining a current CWPP also supports the implementation of all action items by keeping them relevant and in the public eye. The updated County plan may also serve as an alternative to updating some of the local CWPPs that might not have the resources to be maintained on a regular schedule, thus supporting the goals and objectives of those plans.

This project also addresses elements of a hazard mitigation action initiative from the 2013 Humboldt Operational Area Hazard Mitigation Plan – "Initiative HC-6: Implement priority recommendations from the Humboldt County Community Wildfire Protection Plan".

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:

The proposed project involves updating a countywide CWPP and approximately 95 percent of the SRA in Humboldt County is rated as high or very high fire hazard severity (37% Very High, 58% High, and 5% Moderate). Generally, the coastal areas and river valleys with fog influence are rated moderate, the western side of the county is rated high, and the eastern side of the county is rated very high fire hazard severity.

2. Describe the geographic proximity of the project to structures at risk to damage from wildfire in the SRA.

All at risk structures within the SRA stand to benefit from the proposed County CWPP update. The update process and resulting CWPP can be used to plan and fund mitigation project as well as serve to educate homeowners about what actions they can take to reduce their risk to damage from wildfire.

3. **Describe the projects geographic location related to the latest tree mortality Aerial Detection Survey and Tree Mortality High Hazard Zones.** Not applicable

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?**

There will be significant participation in the CWPP update process from members of the Humboldt County FSC as well as the members of the Project Team. In addition, County staff will collaborate with fire safety groups within each of the 13 planning units to advertise, promote, host, facilitate, and follow up on CWPP update workshops. This stakeholder involvement will be tracked and reported as in-kind match either at the actual pay rate of the participant or based on the Independent Sector's volunteer rate, which is currently \$27.59 per hour. The in-kind match estimated in the budget is the lowest possible amount that can be reasonably expected from planning partner support of and participation in; planning unit workshops, stakeholder meetings and conference calls, CWPP update development and review, and County FSC meetings. The actual match contribution will likely be much higher. County staff is committed to tracking these in-kind contributions from stakeholders and will ensure that the proper documentation is submitted.

2. **Describe plans for external communications during the life of the project to keep the effected community informed about the goals, objectives and progress of the project. Activities such as planned press releases, project signage, community meetings, and field tours are encouraged.**

Keeping the community informed about the CWPP update goals, objectives and progress will be a priority for this project. A website will be maintained where outreach materials and drafts of the updated plan can be accessed. Public dropbox folds will also be used to share information with interested community members, such as meeting agendas, draft documents, and background data. The project will also be promoted through a local media campaign including announcements on the radio and at fire chiefs' association meetings, and fire safe council meetings and events. News releases and public service announcements will also be used at key points during the process. There are several local community radio stations that would be happy to host call in shows during which CWPP update goals, objectives and progress can be discussed and community workshops can be promoted. Workshop flyers will also be made and widely distributed through local community bulletin boards, social networks, email list-serves, and website postings. Local and county fire safe council members, elected officials (such as the Humboldt County

Board of Supervisors) and fire department representatives will be counted on to spread the word widely through their contacts and promote the update process in their respective areas of the County. County staff will also work with local Firewise community representatives to ensure that participants in annual Firewise days are informed of and invited to engage in the CWPP update. Word-of-mouth has also proven to be a very effective means of raising awareness about events and programs, particularly in tightknit, remote communities, and will be encouraged among planning partners.

3. Describe any plans to maintain the project after the grant period has ended.

The County CWPP has been used effectively to plan projects and leverage resources and funding to support action. The Humboldt County FSC recognizes the value of the plan and will continue to collaborate on implementing the countywide action plan as well as the planning unit action plans. County staff will also continue to seek funding to maintain and implement the CWPP.

4. Does the proposed project work with other organizations or agencies to address fire hazard reduction at the landscape level?

The CWPP update process will include coordination with Local FSCs, CAL FIRE, and Six Rivers National Forest to identify and evaluate landscape level wildfire mitigation measures such as shaded fuel breaks and the use of prescribed fire.

E. Project Implementation

1. Discuss the anticipated timeline for the project. Make sure to take seasonal restrictions into account.

The timeline is presented in a quarterly reporting framework with the assumption that the grantee agreement will be in place by February 1, 2016; if that timeframe changes, adjustments will be made accordingly.

2017

Q1 - February – March (short quarter to get onto a fiscal year schedule): Initiate CWPP update process with all County staff, agency representatives, and community partners. Inform stakeholders about the CWPP update and request involvement. Begin to assemble the Project Team to provide guidance and assistance with the design of the CWPP update process and with drafting of the plan.

Q2 – April – June: Present the project scope of work as well as project goals and progress at the April meeting of the Humboldt County FSC. Activate a CWPP update FSC committee and confirm their role in the update process. Complete the formation of the Project Team and confirm roles and responsibilities. Prepare and

circulate requests for proposals for consultant services to assist with technical writing, research, and collaborative process design. Begin to conduct a thorough review of the 2013 CWPP and make a detailed plan for what specific sections need to be updated and begin to draft a 2013 CWPP action plan implementation progress review. Execute agreements with consultants.

Q3 – July – September: Present a project progress report at the July meeting of the Humboldt County FSC. Develop a framework for the structure of the updated CWPP. Work with the Project Team to develop a detailed public outreach strategy, including a community workshop schedule (at least 13 workshops) and a plan for involving stakeholders in the update process through email correspondence, conference calls, and small group meetings. Initiate public outreach strategy, including publicizing community workshops.

Q4 – October – December: Continue to implement the public outreach strategy. Conduct an intensive series of community workshops in October and November to seek information and participation from the public to effectively update the CWPP and to educate the public about fire safety. Create preliminary GIS maps to be used during the workshops. Use these maps to capture community identified fire planning features such as; community values at risk, wildfire hazards/risks, safety resources, and projects (including proposed and completed fuels reduction projects).

2018

Q5 – January – March: Present a project progress report and the results of implementing the public outreach strategy at the July meeting of the Humboldt County FSC. Based on research; ideas and data gathered through the community workshops; and input from stakeholders, complete an administrative draft of the plan for Project Team review. This will include a revised version of each section of the plan as necessary and an update of the GIS maps illustrating community identified fire planning features.

Q6 – April - June: Present the administrative draft plan at the April meeting of the Humboldt County FSC and request feedback. Incorporate the results of the Project Team review into a public review draft of the CWPP update. Publicize the availability of the public review draft plan through networks and the media (use email list serves, news releases, and web postings).

Q7 – July – September: Present the public review draft plan at the July meeting of the Humboldt County FSC and request feedback. Incorporate the results of the public review into a final draft plan.

Q8 – October – December: Begin the process of certifying that the final draft plan meets the standards of the Healthy Forest Restoration Act for a CWPP. Present

the final draft plan at the October meetings of the Humboldt County FSC and the Humboldt County Fire Chiefs' Association and request certification of the updated CWPP. Incorporate feedback from these meetings into the final draft plan as needed.

2019

Q9 – January – March 15: Complete the process of CWPP certification and ensure that all necessary signatures are placed on the CWPP Certification and Agreement Signature Sheet. To that end, schedule an agenda item in January for the County Board of Supervisors to review and certify the CWPP update. Publicize the availability of the CWPP update and make sure appropriate fire departments, FSCs, agencies, and other community group planning partners get copies and/or know how to access the plan on-line.

2. Verify the expected timeframes to complete the project will fall under the March 15, 2019 deadline.

The timeline above verifies that the project will be completed by the deadline.

3. Describe the milestones that will be used to measure the progress of the project.

Summary of Milestones:

1. Project Management: Documentation of all necessary grant program requirements, including invoicing, reporting, record keeping, and completion of deliverables.
2. Project Team Activities:
 - a. The formation of a Project Team with clearly identified roles and responsibilities and executed consultant contracts (as necessary).
 - b. Documented Project Team engagement in public outreach strategy and CWPP update drafting and review.
3. Community Outreach:
 - a. Detailed public outreach strategy
 - b. Documentation of community workshops and other means to gather public input.
 - c. Community input incorporated into the updated CWPP.
4. Draft Updated CWPP:
 - a. Administrative (Planning Team) review draft of CWPP update
 - b. Public review draft of CWPP update
 - c. Final draft of CWPP update

4. Describe measurable outcomes (i.e. project deliverables) that will be

used to measure the project's success.

Project deliverables will include quarterly reports and invoices; community workshop announcements, publicity, agendas, sign-in sheets, presentation materials, and notes; an administrative draft, public review draft, and final draft of the updated CWPP; and a final project report.

5. If applicable, how will the requirements of the California Environmental Quality Act (CEQA) be met? Not applicable

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.

Humboldt County Natural Resources Planning staff has experience managing numerous grants involving a range of funding agencies and dollar amounts. They include:

- Administration of a grant program to support local Firewise activities using County funds received through the Secure Rural Schools and Community Self-Determination Act, Title III. Through these grants, ten communities have received and maintained national Firewise recognition and one new 2016 Firewise community is in progress. In addition, these funds have been managed to maintain the County CWPP and support the creation or update of several local CWPPs. The most recent 2013 update of the County CWPP was supported by these funds and NRP staff managed the project and contracted with a consultant to assist with the completion of the work. This funding source has been significantly reduced and does not provide sufficient support for a comprehensive CWPP update.
- Administration of four California Fire Safe Council Clearinghouse grants, funded by the United States Department of Agriculture. Through these grants, the County has gathered data and conducted community outreach to maintain the County CWPP and implemented the Fire-Adapted Landscapes and Safe Homes (FLASH) Program (3 grants), resulting in over 750 acres of hazardous fuels reduction on residential properties, as well as hundreds of home wildfire risk assessments. The County has also recently been awarded a fifth Clearinghouse grant to support a fourth cycle of the FLASH program which will result in more than 115 additional acres of fuels reduction work. Maintaining a current CWPP has played a major role in the County's ability to

access these funds.

- Completed two FEMA grant projects, to create, and later update the multi-agency, multi-hazard Humboldt Operational Area hazard Mitigation Plan.
- Serve as the regional grant administrator for the seven county North Coast Resource Partnership (NCRP). County staff provides administration and oversight for Propositions 50 and 84 water bond funded projects in the North Coast Region. In addition, the County is in the process of executing an agreement with the state to administer \$2,650,000 of Propositions 1 water bond funds, on behalf of the NCRP, to conduct planning with disadvantaged communities in the North Coast Region. Planning funds will be followed by an additional 30 million dollars in project implementation funding, also administered by Humboldt County staff. Project benefits range from improving water supply and quality to addressing the socioeconomic needs of disadvantaged communities.

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.

Senior Planner, Cybelle Immitt, with assistance from environmental analysts on staff, will be the lead on this project. Cybelle has over ten years of grant management experience and is familiar with guiding projects to successful outcomes, tracking expenses, preparing reports and invoices, and maintaining auditable project records. Cybelle also has experience with developing and updating large complicated planning documents, including CWPPs. In addition, she has the privilege of works closely with members of the Humboldt County Fire Safe Council who also have experience with CWPP updates. She will seek participation and guidance from these experts as well as other community and agency stakeholders.

3. Describe partnering entities for the tree mortality work and existing projects that this proposed grant will assist or compliment. Not applicable

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.

Salaries and Wages/Employee Benefits (Combination of grant and match):

Humboldt County Natural Resources Planning staff will be responsible for grant administration, project management and implementation with a commitment to complete the project with an updated CWPP that is based on a strong collaborative process and supported by the impacted stakeholders. County staff will be responsible for executing and managing a consultant contract, preparing reports and invoices, collaboratively planning and facilitating at least 13 community workshops; organizing at least 15 Project Team and individual stakeholder meetings or conference calls; and preparing CWPP update reports for eight County FSC meetings. County staff will also be responsible for overseeing and contributing to drafting the updated CWPP. County GIS staff will be responsible for creating maps that will be used to capture community identified fire planning features and map figures that will be included in the update CWPP.

Contractual (grant expense):

A planning consultant will be hired to provide professional, expert, and technical services relative to the CWPP development and update process. Consultant services and expertise will support the development of a public involvement strategy and updated CWPP that best reflect the conditions, needs, and capabilities of the planning area. The consultant will be primarily involved in the research, writing, review of feedback and editing necessary to update the 2013 County CWPP with some involvement in providing guidance for the development of the update process.

Travel and Per Diem (grant expense):

Humboldt County is large and to foster meaningful public participation, it will be necessary to drive to remote areas for workshops and other stakeholder meetings. Fifteen hundred miles of travel is estimated at a rate of \$0.54 per mile.

Supplies (grant expense and match):

Newspaper advertising for the workshops will be purchased as one of the many methods of getting the word out and making sure stakeholders are aware of the opportunity to participate in the CWPP Update process. Printing costs will be incurred to produce large scale maps that will be used at community workshops to gather community identified fire planning features. Twenty copies of the updated CWPP will also be printed and strategically distributed to ensure that those who do not have reliable access to the internet may still access the plan and use it as a resource. Finally, general supplies such as paper, pens, highlighters, tape, and binders will be purchased as necessary to ensure that appropriate tools are available for planning and executing the public outreach strategy.

Indirect Costs (grant expense):

The expense of doing business so that our office can function well enough to administer and implement this grant will be charged at a rate of 10%. This will cover costs associated with office rental, maintaining a printer and computers, business

services, supervision of project staff, and providing technology necessary for the success of this project.

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.

The costs for each proposed activity are reasonable for the geographic area where they are to be performed. This is particularly true for what might seem to be the high cost of travel in the proposed budget. Humboldt County is a predominantly rural and very large county (3,573 square miles). Many miles will need to be traveled to provide for meaningful public participation in the CWPP update process. In order to produce 13 community workshops, it will be necessary to drive to each of the 13 planning units, many of which are a long distance from Eureka. In addition, the investment of time necessary to collaboratively plan the update process and conduct so many community workshops is large and consequently expensive with the professional guidance of County staff and consultants. However, this investment in the process is necessary to successfully achieve the goals of the project.

3. **Is the total project cost appropriate for the size, scope, and anticipated benefit of the project?**

The proposed budget is an honest and educated estimate of the true costs associated with a project of this scope and scale. Based on past experience, maintaining a current CWPP makes it possible to leverage funding for projects that benefit property owners and communities by reducing their vulnerability to wildfire losses. The educational value of a well maintained and implemented CWPP, not to mention the CWPP process, is immeasurable but believed to be significant. The cost of this project is believed to be worth the investment and well outweighed by the benefits.

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.**

The expense of doing business so that our office can function well enough to administer and implement this grant will be charged at a rate of 10%. This will cover costs associated with office rental, maintaining a printer and computers, business services, supervision of project staff, and providing technology necessary for the success of this project.

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											
	Senior Planner	323	Hours	\$ 37	95%	5%	0%	\$ 11,286	\$ 594	\$ -	\$ 11,880
	Administrative Analyst	179	Days	\$ 20	95%	5%	0%	\$ 3,331	\$ 175	\$ -	\$ 3,507
	GIS Analyst	75	Hours	\$ 30	100%	0%	0%	\$ 2,213	\$ -	\$ -	\$ 2,213
		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:							\$ 16,830	\$ 769	\$ -	\$ 17,600
B. Employee Benefits											
	Senior Planner	323	Days	\$ 30	95%	5%	0%	\$ 9,159	\$ 482	\$ -	\$ 9,642
	Administrative Analyst	179	Days	\$ 2	95%	5%	0%	\$ 264	\$ 14	\$ -	\$ 277
	GIS Analyst	75	Hours	\$ 14	100%	0%	0%	\$ 1,013	\$ -	\$ -	\$ 1,013
		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:							\$ 10,436	\$ 496	\$ -	\$ 10,932
C. Contractual											
	Planning Consultant	1	Each	\$ 36,400	100%	0%	0%	\$ 36,400	\$ -	\$ -	\$ 36,400
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Acres	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Miles	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
	Sub-Total Contractual:							\$ 36,400	\$ -	\$ -	\$ 36,400
D. Travel & Per Diem:											
	Travel for workshops/meetings	1500	Days	\$ 1	90%	10%	0%	\$ 729	\$ 81	\$ -	\$ 810
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
	Sub-Total Travel & Per Diem:							\$ 729	\$ 81	\$ -	\$ 810
E. Supplies											
	CWPP Printing (20 copies)	20	Each	\$ 75	100%	0%	0%	\$ 1,500	\$ -	\$ -	\$ 1,500
	Large scale workshop map printing	52	Each	\$ 30	100%	0%	0%	\$ 1,560	\$ -	\$ -	\$ 1,560
	Newspaper Advertising	13	Each	\$ 100	100%	0%	0%	\$ 1,300	\$ -	\$ -	\$ 1,300
	General workshop supplies	1	Each	\$ 300	100%	0%	0%	\$ 300	\$ -	\$ -	\$ 300
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
	Sub-Total Supplies:							\$ 4,660	\$ -	\$ -	\$ 4,660
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											
	In-Kind contribution-workshops	520	Hours	\$ 28	0%	0%	100%	\$ -	\$ -	\$ 14,347	\$ 14,347
	In-Kind contribution-other mtgs.	120	Hours	\$ 28	0%	0%	100%	\$ -	\$ -	\$ 3,311	\$ 3,311
	In-Kind contribution-CWPP devel.	50	Hours	\$ 28	0%	0%	100%	\$ -	\$ -	\$ 1,380	\$ 1,380
	In-Kind contribution-FSC mtgs.	56	Hours	\$ 28	0%	0%	100%	\$ -	\$ -	\$ 1,545	\$ 1,545
		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							\$ -	\$ -	\$ 20,582	\$ 20,582
Total Direct Costs								\$ 69,055	\$ 1,346	\$ 20,582	\$ 90,983
Indirect Costs								10%	\$ 6,906		\$ 6,906
Total Project Costs								\$ 75,961	\$ 1,346	\$ 20,582	\$ 97,889
Less Program Income								\$ -			\$ -
Total Grant Proposed Costs								\$ 75,961	\$ 1,346	\$ 20,582	\$ 97,889

Humboldt County

CWPP Update Project Map



Legend

- Fire Planning Units
 - ★ Proposed Workshop Locations
 - Parks/Public Land
 - Reservation/Tribal Land
 - City Boundary
- Humboldt County Community Wildfire Protection Plan Update
16-HUU-0072
County of Humboldt

This map is intended for planning purposes only and is not intended for legal property boundary determinations or precise measurement.

Map compiled by the County of Humboldt, November 2012 and modified in September 2016.
Contact: cimmitt@co.humboldt.ca.us

