

County Coordinators Grant Applicant Handbook

2021

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SECTION 1 REFERENCE MATERIALS



California Fire Safe Council County Coordinators Grant Opportunity

June 21, 2021

California Fire Safe Council (CFSC), in partnership with the California State Association of Counties (CSAC) and the Rural County Representatives of California (RCRC), is pleased to announce the 2021 County Coordinators Grant Program to assist counties with wildfire mitigation outreach and coordination. The objective of the County Coordinators Grant is to educate, encourage, and develop county-wide collaboration and coordination among various wildfire mitigation groups operating within counties containing State Responsibility Area (SRA) lands. Up to 24 counties will receive a one-time grant of \$175,000 to cover administrative costs relevant to county-wide coordination efforts, including but not limited to the salary, support, and administrative costs for a designated County Coordinator.

Funding Available:

Up to 24 counties will receive a one-time grant of \$175,000.

Eligibility:

The grant opportunity will give priority to counties with a high percentage of Very High Fire Hazard Severity Zones, a history of damaging fires, and a higher proportion of disadvantaged and/or low-income communities. To apply, counties must be the starting point and invested in the scope and goals of the project. However, counties may choose to direct the application process and funds to the non-profit or public agency that they feel are best equipped to execute the project. Local fire mitigation groups are not eligible to apply unless their county designates them as the primary applicant and provides a letter of support. Only one application per county will be accepted.

For local wildfire mitigation organizations, such as Fire Safe Councils and similar groups, the county must be the starting point to apply for the County Coordinators grant. We encourage groups to communicate closely with their county's board of supervisors to develop a shared plan and determine who is best suited to execute the County Coordinator's Project.

Goals

Counties and their Coordinators will work closely with the CA Fire Safe Council's existing Regional Coordinators to:

- (I) Build a census of all active wildfire mitigation groups, contact points, collaboration efforts, and projects.
- (II) Analyze gaps in county-wide wildfire resiliency and emergency preparedness and develop recommendation to fill these needs.
- (III) Develop mechanisms to improve outreach and coordination efforts, such as group

FOR MORE INFORMATION

CONTACT

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Amber Gardner (916) 256-3337 agardner@cafiresafecouncil.org

More information on our website:

https://cafiresafecouncil.org /grants-and-funding/2021county-coordinators-grantopportunity/

<u>Acknowledgements</u>

This grant program and publication are funded in full by the California Department of Forestry and Fire Protection (CAL FIRE) as part of the California Climate Investment Program.







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formation, funding plans, governance structures, and state/regional/local planning efforts.

(IV) Provide a comprehensive final report summarizing the County Wildfire Outreach and Coordination Plans, key issues, success outcomes and gaps, and recommendations.

Deliverables/Expectations

- (I) Participate in monthly check-in meetings with CFSC staff and quarterly meetings with state/regional/county coordinators and other interested county-wide wildfire mitigation groups.
- (II) Identify, summarize, and report on local groups, grants, and projects within each county at the onset of the grant project and the conclusion of the grant project.
- (III) Track and monitor collaborative efforts, tasks, meetings, workshops, and plans developed by the County Coordinator during the project window.
- (IV) Submit quarterly programmatic and fiscal reports.

\$175,000 Grant Suggested Uses:

- Hire/designate a County Coordinator to implement project
- Office space for County Coordinator
- Cost of outreach materials
- Technology/infrastructure needed to communicate, measure, and/or track groups and collaborative efforts
- Develop county wildfire protection plans (CWPP) or equivalent county-level planning effort
- Assist in new group formation (i.e. a county-wide Fire Safe Council)

Timeline:

Applications open <u>August 2nd</u>, <u>2021</u> and the application deadline is <u>September 30th</u>, <u>2021</u> at 11:59PM PST. Grants awards will be announced in October 2021.

To Apply:

Applications open August 2nd, 2021. Visit https://cafiresafecouncil.org/grants-and-funding/apply-for-a-grant/ to create a new ZoomGrants account or login to your existing account and select "2021 CAL FIRE County Coordinators" grant program to begin. Please note: Applications will not be available for viewing until August 2nd.

The County Coordinators Grant is part of California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment – particularly in disadvantaged communities. For more information, visit the California Climate Investments website at: www.caclimateinvestments.ca.gov.

1.2 Frequently Asked Questions

1. What is the application timeline and where do I apply?

Applications will open August 2nd, 2021, and close September 30th, 2021, at 11:59pm PST. Applications will be available at https://cafiresafecouncil.org/grants-and-funding/apply-for-a-grant/.

2. Who do I contact if I have questions or need assistance with my application?

Please contact CFSC Staff Grant Specialist, Julia Marsili, at <u>jmarsili@cafiresafecouncil.org</u> or 916-538-1852.

3. Is this an ongoing, annual grant opportunity?

Currently, this is a one-time pilot program; however, we hope to obtain additional funding to extend the project in the future.

4. What is the total funding available per county and what is the total length of the grant term? Will there be an option to extend the term if needed?

The funding maximum is \$175,000 per county. The total grant term is 18 months and there will be no extensions available at this time.

5. Can funds from this grant be used to support a paid position for a Fire Safe Council?

Yes, funds may be used to support a paid position for a Fire Safe Council or other fire mitigation organization; however, we will only accept one application per county. Counties must designate the fire mitigation organization as their county's applicant and provide a letter of support.

6. Can the County Coordinator help to prepare grant applications for fuel reduction projects or other administrative tasks relevant to fire readiness?

Yes, the County Coordinator may assist with planning and preparing grant applications, perform outreach and communications, attend meetings, coordinate volunteers, or otherwise support a county's current efforts as needed.

7. Are the funds limited to a single County Coordinator or can they be used to cover time for multiple individuals involved in county-wide programming?

Counties must designate one County Coordinator; however, funds may be used to cover time for positions directly related to the County Coordinator, such as a direct supervisor or assistant.

8. Can funds be used to cover the County Coordinator's benefits as well as salary? Funds may be used to cover any County Coordinator administrative costs including

benefits.

9. Can we offer the County Coordinator position to an existing employee within the county?

Yes, an existing employee may fill the County Coordinator role if they have the capacity to complete the job functions and manage the program. Counties or their designated agencies may also hire a new employee or create a contract position to fill the County Coordinator role.

10. Is my county eligible to apply if we have high fire risk but show limited low-income or disadvantaged communities?

Yes, all counties containing State Responsibility Area (SRA) land are encouraged to apply if they have a need for a County Coordinator. Applications will be evaluated on a combination of factors, including project need/viability, fire risk, past fire activity, and the prevalence of low-income/disadvantaged communities.

See section 4.2 of this handbook, "Data Citations", to learn more about your county's fire risk, past fire activity, and low-income/disadvantaged communities.

1.3 Application Information

Contact:

For any questions about this grant program or application, please contact Staff Grant Specialist Julia Marsili at (916) 538-1852 or jmarsili@cafiresafecouncil.org.

Important Websites:

For detailed information about the grant, visit: https://cafiresafecouncil.org/grants-and-funding/2021-county-coordinators-grant-opportunity/.

The application can be found at https://cafiresafecouncil.org/grants-and-funding/apply-for-a-grant/ in the ZoomGrants box under "open programs". Click on the application, login, or create a new account to begin.

Timeline:

August 2 nd , 2021	Applications Open
August 5 th , 2021- 10AM PST	Technical Webinar: Register <u>here</u> . Webinar will be recorded and posted on the County Coordinator Grant webpage.
September 30 th , 2021- 11:59PM PST	Applications Close
October 2021	Awards Announced

1.4-Sample County Coordinator Job Description

This job description is intended to be used as a template to help County Coordinator grant applicants understand the scope and general intention of the County Coordinator role. This description is not an exhaustive example of the County Coordinator position. Applicants are not bound to design their application or restrict their County Coordinator's job functions based on the example provided here.

The	County Coordinator will partne	r with representatives from	County.
		e county, and staff at the Californ	
Council to build	l a coordinated, county-wide wild	dfire mitigation strategy. The prin	nary goals of the
position are to	educate, encourage, and develop	county-wide collaboration and o	coordination
among wildfire	mitigation groups, helping to im	prove overall wildfire resiliency s	trategies and
community pre	paredness. These goals will be a	ccomplished by building relation	ships between
existing wildfire	e mitigation groups, connecting t	hese groups with county-level e	mergency
management c	officials, collaborating on fire mitig	gation projects, sourcing and ass	isting with
county-wide wi	ldfire grant applications, and per	forming outreach and communi	cation across the
county.			

Specific duties:

- Developing a census of all active wildfire mitigation groups, community stakeholders, contact points, collaboration efforts, and projects.
- Building a system to track these groups and efforts, including researching and implementing software and project management tools.
- Developing relationships and hosting regular communications/meetings between existing wildfire mitigation groups and county-level officials
- Analyzing gaps in county-wide wildfire resiliency and emergency preparedness and developing recommendations to fill these needs.
- Assisting with the development of County Wildfire Protection Plans and working to integrate existing community plans.
- Helping wildfire mitigation groups to coordinate and connect their existing and planned wildfire mitigation projects.
- Developing tools to assist counties in outreach and coordination efforts to support wildfire resiliency and emergency preparedness.
- Sourcing and applying for grants to benefit county-wide wildfire mitigation efforts.
- Hosting outreach and education events for fire mitigation groups and interested parties.

Expectations and outcomes include:

- Prepare and submit an initial work plan and strategic priorities over the course of the grant term
- Identify, summarize, and report on local groups, grants, and projects within the county at the onset of the grant project and the conclusion of the project
- Host regular meetings and workshops for local fire mitigation groups to build collaborative networks and disseminate best practices and resources
- Track all engagements with county contacts and groups
- Report on current Wildfire Mitigation Programs and Projects and gaps in wildfire resiliency programming
- Attend monthly check-ins with California Fire Safe Council (CFSC) staff
- Participate in quarterly meetings with other County Coordinators as well as state/regional stakeholders and other interested county-wide wildfire mitigation groups
- Submit funding requests and quarterly reports to the CFSC
- Provide CFSC with a comprehensive final report at the close of grant term, including outcomes, successes, and recommendations

The ideal candidate for the County Coordinator is someone with a background in community-level advocacy and demonstrated leadership skills working with a broad range of individuals and organizations. The candidate should have an ability to think strategically and creatively about the state of wildfire in California. Three or more years actively working in the wildfire resiliency and/or emergency preparedness space, whether through local or county-wide Fire Safe Councils, Resource Conservation Districts, or within a county level department or agency, is preferred.

SECTION 2 APPLICATION QUESTIONS

2.2 PDF of Application Questions

County/Organization Information

1. Which County do you represent?
2.Please select your application type. Please note: if you are an organization or agency designated by the county to apply and receive funds on their behalf, you must attach a letter of support from your county's Board of Supervisors in the "Documents" section of this application.
County Board of Supervisors or county employeeAn organization or agency designated by the county to apply
3. Please describe your county or organization's history, structure, and notable projects or accomplishments.
4. List key individuals from the applicant county or organization who will be involved in submitting the application, designing the project, and designating the County Coordinator. Please identify: 1) Name and title, 2) Roles and responsibilities 3) Whether they are paid or volunteer.
5. Describe any prior experience applying for and/or managing private, federal, or state grants.
6. Briefly summarize your county's current efforts to coordinate the various wildfire mitigation groups, programs, and projects taking place within the county's borders. You may include: successes and failures, future plans, and coordinated projects.
7. How many wildfire mitigation groups exist within your county? This may include but is not limited to: Fire Safe Councils, Firewise Communities, fire protection agencies, Resource Conservation Districts, and HOA groups actively engaged in wildfire mitigation projects.
8. What is the relationship between the various wildfire mitigation groups in your county?
9. How are your county's designated emergency services staff and/or wildfire mitigation groups currently funded?
10. Does your county have a county-wide emergency preparedness or protection plan? Please only answer this question for county-wide plans, not regional or local plans.
□ Yes □ No

or Resource Conservation District? Please only answer this question for groups who perform county-wide services, not local or regional groups.
□ Yes □ No
Project Information
12. Executive Summary/Abstract. Provide a brief summary (2-3 sentences) of your proposed project.
13. How will a County Coordinator benefit the county's efforts to encourage county-wide wildfire mitigation, outreach, and coordination?
14. Provide a narrative of the anticipated roles and responsibilities of the County Coordinator within your county. Please include an outline of their daily/weekly/monthly activities as well as anticipated hours worked per week.
15. How will funds be used to support a County Coordinator? A project budget will also be required in the following section.
16. How many wildfire mitigation groups, agencies, and community partners do you anticipate working in partnership with the County Coordinator? Describe how the County Coordinator wil work to build relationships and encourage collaboration among all groups.
17. Will the individual filling the County Coordinator role be a new hire, existing employee, or a contract position?
New hireExisting employeeContract position
18. If an existing employee will fill the role of the County Coordinator, describe this position's current job functions and why they are best suited to fill the role.
19. Describe the process for hiring and selecting the County Coordinator. Include hiring/selectio criteria and a timeline to situate the individual in the County Coordinator role.

- 20. Who will oversee the County Coordinator position? Please list name, organization/agency, title, contact information, and supervisory responsibilities.
- 21. Will any other positions or roles provide regular support to the County Coordinator? This includes volunteers, contractors, or additional support staff.
- 22. Will funds from the County Coordinator Grant Program be used to supplement the administrative costs of additional employees, such as a supervisor or support staff? If yes, please describe the need: If no funds will be used to supplement additional employees, outside of the County Coordinator, please put N/A as your answer.
- 23. Location. Enter the latitude and longitude of your county's administration building. Your response must be in decimal format to six places, for example: 39.375097 Latitude and -122.54454 Longitude.

Project Outcomes and Evaluation

- 24. Please describe the anticipated outcomes of the County Coordinator Grant Program:
- 25. How will you measure the success of the County Coordinator Grant Program?
- 26. How will your county or organization work to sustain efforts toward county-wide collaboration and coordination following the close of the grant term?

SECTION 3 REQUIRED DOCUMENTS

3.1 Required Documents Checklist

Required documents for nonprofit organizations, homeowners' associations, or other agencies designated to apply on behalf of a county			Uploaded into ZoomGrants
		IRS determination letter	
		Organization by-laws	
		Board of Directors Roster	
		Three Years (or most recent) 990 or 990EZ Form.	
		Copies of the last 5 years' audit reports and management letters received from subrecipient's independent auditor, if available.	
		Copies of reports of government agencies (Inspector General, state or local government auditors, etc.) resulting from audits, examinations or monitoring procedures	
		performed in the last three years.	
		Certificate of insurance	
		Letter of support from the county board of supervisors (see template section 3.2)	
Required documents for county applicants			
		Board of Supervisors roster	
		Certificate of insurance	
		Copies of the last 5 years' audit reports and management	
		letters received from subrecipient's independent auditor	
		A signed "Non-Applicable Documents Memo" on county letterhead certifying that you cannot submit additional required documents (see template section 3.3).	

This checklist is not required to be completed or submitted and is for individual use and tracking only.

3.2-Board of Supervisors Letter Template

California Fire Safe Council (CFSC), in partnership with the California State Association of Counties (CSAC) and the Rural County Representatives of California (RCRC), announces the 2021 County Coordinators Grant Program to assist counties with wildfire mitigation outreach and coordination. The objective of the County Coordinators Grant is to educate, encourage, and develop county-wide collaboration and coordination among various wildfire mitigation groups operating within counties containing State Responsibility Area (SRA) lands.

[Date]

Dear California Fire Safe Council,

The [County] Board of Supervisors authorizes [organization name] to apply on behalf of [County] for the 2021 California Fire Safe Council County Coordinators Grant Project and serve as the grant subrecipient. Our board is confident that [organization name] can execute the scope of the grant program and meet project metrics and deliverables.

[Organization name] is aware that, as a subrecipient, they will be required to work closely with the [County] Board of Supervisors and other fire mitigation groups within the county to meet the County Coordinators grant objectives of educating, encouraging, and developing county-wide collaboration and coordination. Our Board is prepared to support and assist [organization name] in the execution of these project goals.

Should you require additional confirmation of [County]'s support of [organization name], the Board of Supervisor's office may be reached at [phone number] and [email address].

Signed,	
Chair, [County] Board of Supervisors	
 Date	

3.3 Non-Applicable Document Template

MUST BE ON COUNTY LETTERHEAD

Date

California Fire Safe Council 5834 Price Avenue #101 McClellan, CA 95652

Re-Non-Applicable Documents County Coordinator Grant

Listed below are the p	re-award documents that do not apply to this project or the
County of	for the reasons stated in the table:

Non-Applicable Document	Reason
IRS determination letter	The County of is not a 501c3 designated organization
Organization by-laws	The County of is a public agency
Last two years' IRS form 990 or 990EZ	County governments are not required to file these forms
A signed letter from the County's Board of Directors (on county letterhead) stating that your organization is approved to apply for this grant on behalf of the county	The County of is applying directly for this grant

Sincerely

Signed by county official/applicant

SECTION 4 APPLICATION SCORING

4.1-Scoring Criteria

These criteria are specific to CFSC's County Coordinator grant applications. Applications will be scored by a review committee 1) using data to evaluate how well the applicant county fits into the priority areas (listed below) and 2) using a set of criteria to evaluate application quality and how well the proposed project fits the purpose and objectives of the County Coordinator Grant Program. If the applicant does not score well in one area, it does not exclude them from being selected as a grant recipient due to the combined nature of the scores.

The review committee will provide a sum of scores from the data set scoring plus scores based on application quality criteria. Scores will be given on a scale of 0-5, with 5 being the maximum score and 0 being the minimum score.

*See Data Citations (section 4.2) for more information about data sets used in the scoring process.

DATA SET SCORING

- 1) The county's percentage of acreage contained within a Very High Fire Hazard Severity Zone.
- 2) The percentage of the county covered by low-income census tracts.
- 3)The percentage of the county covered by low-income *and* disadvantaged census tracts.
- 4) The number of acres burned within the county from 2010-2020.

APPLICATION QUALITY SCORING

Criteria #1

Rate the county/organization's history of notable accomplishments/projects, successes, and prior grant experience.

Refer to County/Organization Information, #3, 5

Criteria #2

Rate how well the applicant's response expresses a need for a County Coordinator and how the County Coordinator's roles and responsibilities will address that need. Refer to Project Information, #12-26, Budget tab, Workplan tab

Criteria #3

The project budget and narrative are clear and reasonable. The proposed budget shows how grant funds will be spent by category and costs are reasonable for the size, scope, and benefit of the project.

Refer to Project Information, #15, Budget tab

Criteria #4

Rate how the applicant will work to engage and collaborate with all potential partners and stakeholders to improve wildfire resiliency.

Refer to County/Organization Information, #16

Criteria #5

Rate the clarity and achievability of the applicant's anticipated outcomes and measurements of success. Consider how well the applicant ties these outcomes back to their overall project plan.

Refer to County/Organization Information, #24-25, 12-15

Criteria #6

Rate the feasibility of the applicant's plan to hire, manage, and support the County Coordinator role. Consider whether the County Coordinator will have adequate support to be successful in their role.

Refer to County/Organization Information, #17-22

Criteria #7

Rate how well the applicant's anticipated outcomes will achieve the three goals of the County Coordinator Project: 1) build a census of all active wildfire mitigation groups, contact point, collaboration efforts, and projects, 2) Analyze gaps in county-wide wildfire resiliency and emergency preparedness and develop recommendations to fill these needs, 3) Develop mechanisms to improve outreach and coordination efforts.

Refer to County/Organization Information, #24

Criteria #8

Rate how well the applicant demonstrates a specific approach for long-term coordination and collaboration among wildfire resiliency groups following the conclusion of the grant period.

Refer to County/Organization Information, #26

4.2-Data Citations

The following data sets will inform the County Coordinators Grant Review Committee and help them to make scoring decisions based on the grant's priority areas. Scores from these data sets will be combined with the scores from the criteria shown on the *Application Scoring Criteria* document to determine a final score for each applicant.

The priority areas are as follows:

- 1) The percentage of the county covered by low-income census tracts.
- 2) The percentage of the county covered by low-income and disadvantaged census tracts.
- 3) The county's percentage of acreage contained within a Very High Fire Hazard Severity Zone.
- 4) The number of acres burned within the county from 2010-2020.





Senate Bill (SB) 535 (De León, Chapter 830, Statutes of 2012) and Assembly Bill (AB) 1550 (Gomez, Chapter 369, Statutes of 2016) direct State and local agencies to make investments that benefit California's priority populations: disadvantaged communities, low-income communities, and/or low-income households. These "priority populations" include residents of: (1) census tracts identified as disadvantaged by the CalEPA per SB 535; (2) census tracts identified as low-income per AB 1550; or (3) a low-income household per AB 1550.

This dataset represents census tracts identified as priority populations and is delineated into four categories: SB 535

Disadvantaged Communities, AB 1550 Low-income Communities, communities that are both SB 535 Disadvantaged and AB 1550 Low-income, and AB 1550 Low-income Communities that are within 1/2 mile of a SB 535 Disadvantaged Community.

Low Income utilized the AB 1550 Low-income Communities data from the dataset.

Low Income and Disadvantaged utilized the communities that are both SB 535 Disadvantaged and AB 1550 Low-income from the dataset.

https://databasin.org/datasets/e507bb2b6bc342a2a3b66b83fadb7159/

Fire Hazard Severity Zones



A Fire Hazard Severity Zone (FHSZ) is a mapped area that designates zones (based on factors such as fuel, slope, and fire weather) with varying degrees of fire hazard (i.e., moderate, high, and very high). FHSZ maps evaluate wildfire hazards, which are physical conditions that create a likelihood that an area will burn over a 30- to 50-year period. They do not take into account modifications such as fuel reduction efforts.

While FHSZs do not predict when or where a wildfire will occur, they do identify areas where wildfire hazards could be more severe and therefore are of greater concern. FHSZs are meant to help limit wildfire damage to structures through planning,

prevention, and mitigation activities/requirements that reduce risk. The FHSZs serve several purposes: they are used to designate areas where California's wildland urban interface building codes apply to new buildings; they can be a factor in real estate disclosure; and local governments consider fire hazard severity in the safety elements of their general plans.

This service includes proposed Fire Hazard Severity Zones for State Responsibility Area lands and separate draft Very High Fire Hazard Severity Zones for Local Responsibility Area lands. Moderate, high, and very high FHSZs are found in areas where the State has financial responsibility for fire protection and prevention (SRA). Only very high FHSZs are found in Local Responsibility Areas (LRAs).

https://databasin.org/datasets/fbb8a20def844e168aeb7beb1a7e74bc/



California Fire Perimeters

CAL FIRE Perimeters and Prescribed Burns (1950+). Includes separate groups for just large fires (5000+ acres) vs all fires, and a separate layer for Prescribed Burns.

All fires represented within the dataset were used between 2010 and 2020.

https://databasin.org/datasets/bf8db57ee6e0420c8ecce3c6395aceeb/