

**CAL FIRE State Responsibility Area Fire Prevention Fund Projects
Concept Proposal Form Completion Instructions and Hints**

Note: The numbering system on this sheet corresponds to the associated number on the Concept Proposal Online form.

1. Create and enter a name or title that will be the identifying name throughout the project.
2. Use the drop down boxes to enter both the County in which the project will occur and the CAL FIRE Unit or Contract County in which the project will occur. Contact your local Unit gain a better understanding of jurisdiction if it is unclear
3. Sponsoring Organization: Enter proper or full name of organization
Organization Type: Use drop down box to identify organization type
Enter organization type in Other box only if Other was chosen in drop down
Project Manager:
Title: Enter title of Project Manager as related to the organization
First Name and Last Name: Enter first and last name of the Project Manager
Address 1: Enter physical address of the organization
Address 2: Enter secondary or mailing address of organization, if different than Address 1
City, State, and Zip Code: Enter according to the mailing address

Phone Number: Enter the primary phone number where the Project Manager may be reached
Secondary Phone Number: Enter the secondary phone number where Project Manager may be reached or an office phone number for the organization
Email Address: Enter the best Email address for contact. May be the Project Manager or organization
Fax Number: Enter the fax number for the organization
4. Enter activity for which funding is being requested. Enter an amount in only one field for Item #4. If funding is being sought for more than one activity, Concept Proposals will need to be filled out for each activity separately. Examples: Development or updating of local plans, such as Community Wildfire Protection Plans (CWPP), risk mapping or other similar activities for habitable structures that address the risk and/or potential impact of wildfire in SRA.
5. Enter funding amount being requested in dollars.
6. Enter projected start and end dates. Take note of the mandatory completion date.
7. Enter general location or center of project as Latitude-Longitude, Degrees, Minutes, Seconds in NAD83
If possible, attach a parcel polygon in one of the formats listed on the form. Please attach the project name or title and the sponsoring organization so that reference can be made if the form and file become separated.

8. Enter name of at risk community. If the community in which the project will be located is not a recognized Community At Risk, enter "None" in the text box.
9. Check all that apply. It is possible that a project may overlay more than one fire hazard severity zone. Enter approximate percentages for each fire hazard severity zone in which your project would occur. Insure that total percentages equal 100%.
10. Use drop down menu to enter worst case drought measurement (D2-D4) as specified on the US Drought Monitor for the State of California on or after July 1, 2014. The link provided on the concept proposal will allow the applicant to view current data. Past data is also available on the left side of the page.
11. Enter project description. Provide anticipated direct personnel and administrative costs
Note: The SRAFPF Grants are not intended to create or support ongoing administrative positions
 - a.) Enter acres within project and acres to be treated ONLY if project is fuel treatment related.
Leave the boxes associated with a.) blank if the project is not fuel treatment related
 - b.) Enter a description of SRA that the project will be encompassed by a non-fuel treatment related project. Leave the box associated with b.) blank if submitting a fuel treatment related project
 - c.) Enter description of the activities and costs associated with the project concept as described on the form.Attach a map of the proposed project area to your electronic or mail submittal
12. Enter the goals and objectives of the project. This should include a well-developed overview of what the project will be and what is intended to be accomplished. Also include expected milestones that take into account seasonal limitations or restrictions. Provide a list of measurable outcomes to evaluate the project's overall success.
13. Enter specific and general discussion about how risk from wildfire will be reduced for habitable structures in the SRA. Include the number of habitable structures affected by the project
14. Enter specific and general discussion about how risk from wildfire will be reduced for infrastructure that directly supports and/or is critical habitable structures in the SRA. Include the number and types of infrastructure that will be affected by the project. Place emphasis items such as, singular sources of water or electrical power to communities or infrastructure support (hospitals or public safety facilities).
15. Enter other funding sources that will be leveraged to extend the benefit of the funds allocated by this submittal. Include all funding sources and their combined total, both in terms of actual funds and percentage of match for the grant for which the concept proposal is being submitted. Volunteer, community or company employee time donation may be considered to be valuation for match criteria.

16. Enter community support as listed on form. Also, enter communication plans such as, planned press releases, education signs to be posted at the project site, community meetings, etc.
17. Identify whether the project is a part of or consistent with local and Unit or Contract County Fire Plans. Enter all plans with which the project is or will be consistent. Examples could include, but not be limited to, CWPP, County General Plans, etc.
18. Enter other projects (past or present) that will be positively affected by the completion of this proposed project. Also, list if this project will be positively affected by other projects in the area. List only projects that have been conducted or completed within the past 5 years.
19. Enter the organization's or project manager's past experience with similar grants or project management opportunities. If the organization or project manager does not have any past experience in this type of grant management, list a plan to partner with another person or organization that can help manage the project. For the project manager, list any project related grant experience, the status and outcomes of grants of under the project manager's control.

Enter the name of all people who will responsible for project expenses and the maintenance of project records. Also, enter all administrative expenses that are expected for the project.

20. Enter the submitter's name, title, and the date on which the proposal was completed