

Council Business Meeting

April 7, 2020

Agenda Item	Ashland Community Wildfire Protection Plan (CWPP) Grant Application	
From	Chris Chambers Katie Gibble	Wildfire Division Chief Fire Adapted Communities Coordinator
Contact	Chris.Chambers@ashland.or.us ; (541) 552-2066	

SUMMARY

Ashland Fire & Rescue is seeking approval to apply for and accept a \$50,000 grant to update Ashland's 2004 Community Wildfire Protection Plan (CWPP).

POLICIES, PLANS & GOALS SUPPORTED

City Council Goal: Reduce Wildfire Risk

City Council Goal: Address Climate Change

City Plans: 2004 Ashland Community Wildfire Protection Plan, 2016 Ashland Forest Plan, Ashland Climate Energy Action Plan, Ashland Natural Hazard Mitigation Plan

PREVIOUS COUNCIL ACTION

Council approved the original Ashland Community Wildfire Protection Plan in 2004.

Council created the Firewise Commission (now Wildfire Safety Commission) in 2011.

Council voted in a utility bill surcharge to fund the Ashland Forest Resiliency Project in 2013, renewed in 2019.

Council passed expansion of Wildfire Lands Overlay and Land Use ordinance in 2018.

BACKGROUND AND ADDITIONAL INFORMATION

The [City of Ashland's 2004 Community Wildfire Protection Plan](#) (CWPP) became a national model for collaborative landscape fuels reduction across multiple land ownerships (Federal, City and private) that is still being implemented through the Ashland Forest Resiliency Project (AFR), as well as community wildfire mitigation measures like the Firewise USA program. Many of the goals identified within the CWPP have been accomplished, notably including the goal to develop and adopt a Wildfire Safety Ordinance, which has been in effect since October 2018. Recognizing the successful implementation of the 2004 CWPP, the Fire Department seeks to update Ashland's CWPP to leverage recent risk mapping, plan and prioritize new risk reduction projects within the City, and develop new community generated and supported objectives to reduce Ashland's wildfire risk. The updated CWPP will identify implementable on-the-ground wildfire mitigation projects to benefit all residents in Ashland, expanding beyond current Firewise efforts. Ashland Fire & Rescue was invited to apply for the full Action, Implementation, and Mitigation (AIM) grant after a successful pre-application submission was submitted in February.

The AIM Grant would fund a contractor to facilitate and compile Ashland's CWPP update. Fire Department staff alone have not had the capacity to update the CWPP. Importantly, there is an urgent need to update the CWPP to take advantage of recent sidewalk risk assessments before data loses utility. The CWPP would provide a mechanism to prioritize projects based upon current risk data.

The contractor would be responsible for gathering data and information, co-convening stakeholders, facilitating meetings, synthesizing discussions and compiling the final CWPP document. The contractor's efforts will be guided by a core group of stakeholders, which would include Fire Department staff, members of Ashland's Wildfire Safety and Forest Lands Commissions, Firewise community leaders, Oregon Department of Forestry, U.S. Forest Service, Ashland Chamber of Commerce and citizens at

large. Funds from the grant would cover printing and advertising costs along with 10 percent administration charge now required on all grants.

The AIM Grant would fund the following:

- CWPP Contractor: \$44,500
- City's 10 percent grant administration fee: \$5,000
- Printing and materials: \$500

FISCAL IMPACTS

This grant requires a 100 percent local match, which will be met by a combination of hard and soft match. The Fire Department received a \$25,000 grant (hard match) from Oregon DEQ to develop a smoke response plan, which will be included as a chapter in the CWPP. Existing staff time spent liaising with the contractor, in addition to partner and public participation and data gathering and grant administration provide a \$25,000 soft match.

STAFF RECOMMENDATION

Staff recommends that Council approve of the Fire Department's request to apply for Coalitions & Collaboratives' AIM Grant.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve the Fire Department's request to apply for the Coalitions & Collaboratives' Action, Implementation and Mitigation (AIM) grant in the amount of \$50,000 to update the Ashland Community Wildfire Protection Plan.

REFERENCES & ATTACHMENTS

Attachment 1: Ashland's AIM Grant Pre-application

Attachment 2: AIM Grant Criteria

AIM ROUND 4 PRE-APPLICATION PROPOSAL

Project Name	City of Ashland CWPP Update
Applicant Organization	City of Ashland, Oregon
Organization Type (Check one)	<input type="checkbox"/> Fire Safe Council/Wildfire Council (fiscal agent acceptable) <input type="checkbox"/> Non-Profit Organization (fiscal agent acceptable) <input type="checkbox"/> Fire Department <input checked="" type="checkbox"/> City or County Government <input type="checkbox"/> Conservation District <input type="checkbox"/> Tribal Nation <input type="checkbox"/> College or University
Project Manager	Katie Gibble
E-mail	katie.gibble@ashland.or.us
Phone Number	(541) 552-2231
Address	455 Siskiyou Blvd, Ashland OR, 97520
Website	ashland.or.us/firewise
Fiscal Agent (if applicable)	

Focus Area (check all that apply)
<input type="checkbox"/> Personnel Capacity Building <input type="checkbox"/> Equipment Capacity Building (purchase or rental) <input checked="" type="checkbox"/> Planning Capacity <input type="checkbox"/> Hazardous Fuels Reduction
Stage of Project Development
<input type="checkbox"/> Design (at this point, just a concept) <input checked="" type="checkbox"/> Development (still refining process, writing job descriptions, getting bids, laying out project) <input checked="" type="checkbox"/> Implementation (partners in place, programs designed, ready to implement once funding is available or project is underway but there are gaps that need to be filled)
Jurisdiction or Ownership
<input checked="" type="checkbox"/> Private Land <input checked="" type="checkbox"/> City or County owned <input type="checkbox"/> Tribal Lands

1. SUMMARY OF YOUR PROPOSAL *(500 characters or less)*

Ashland Fire & Rescue (AF&R) will hire a contractor to facilitate and compile Ashland's CWPP update. Originally completed in 2004, Ashland's CWPP is outdated, and needs to be updated to address community-wide hazards using current data. AF&R staff alone do not have the capacity to complete the update without assistance. Our objectives are to:

1. Collaboratively update the Ashland CWPP by mid-2021.
2. Inspire community risk ownership and implement widespread mitigation measures.

2. A BRIEF DESCRIPTION OF YOUR ORGANIZATION *(1000 characters)*

The City of Ashland has actively supported fuels reduction on federal, City and private lands for over two decades. Wildfire risk reduction activities are helmed by two full-time staff at AF&R funder the positions of a Wildfire Division Chief and a Fire Adapted Communities (FAC) Coordinator; the former focuses efforts on reducing wildfire risk sourced from the watershed above the city of Ashland, while the latter prepares residents, businesses, vulnerable populations and visitors for wildfire within the city. AF&R also staffs a seasonable weed abatement coordinator who assists with wildfire risk reduction work when time allows. The City of Ashland employs an Accounting/Financing team to process reimbursements, while reporting milestones and outcomes under this grant will be the responsibility of the FAC Coordinator.

3. YOUR ORGANIZATION'S INVOLVEMENT IN WILDFIRE RISK REDUCTION ACTIVITIES
(1000 characters)

The City of Ashland is a lead partner in the 13,000-acre Ashland Forest Resiliency Stewardship Project, which mitigates fuels and risk to the Ashland municipal watershed. Within the City, the FAC Coordinator conducts ~200, 1-hour wildfire home assessments annually for Ashland residents, manages 35 Firewise Communities and fuel reduction grants. In 2018, AF&R staff conducted wildfire risk assessments on ~6600 homes to help prioritize future mitigation. In 2019, the City began a spring Wildfire Preparedness Campaign – a three-month campaign that encourages every resident to increase wildfire preparedness. Despite these efforts, the ability to strategically plan for future wildfires within the city is hindered by a lack of staffing capacity to facilitate an update to the 2004 Ashland CWPP. Our biggest funding need is a one-time push to fund the update of the CWPP to guide recent efforts and strategize future projects, which is the goal of this AIM proposal.

4. YOUR TEAM'S EXPERIENCE *(750 characters)*

The FAC Coordinator for the City of Ashland will be responsible for managing the project, including designing the contractor RFP, coordinating reimbursements, and reporting progress to AIM. Katie has been the FAC Coordinator for 6 months and has 6 years of experience in FAC-related work for the City of Boise, State of Utah and now the City of

Ashland. Katie managed ~1 million dollars-worth of state level wildfire risk reduction grants while working in Utah, which included seeking bids, managing multiple contracts, reporting and sharing successes with project partners. Additionally, Katie facilitated approximately 15 CWPPs for cities in the Salt Lake Metropolitan area, which guide wildfire risk reduction efforts in the region.

5. DESCRIBE THE AREA WHERE YOU WILL BE WORKING *(1500 characters)*

The City of Ashland is home to ~21,000 residents. The entire city is designated as a Wildfire Hazard Zone. Ashland's steep, forested slopes, historically fire-adapted, have a mix of dense grass, shrub and forest fuels. The PNW Quantitative Risk Assessment rated Ashland 9th amongst at-risk communities. Major WUI wildfires in 2009 and 2010 led to evacuations and destroyed 12 homes. Embers sourced from wildfire in the watershed above town are a likely source of wildfire ignition in the city. As such, AF&R focuses much of its effort on helping homeowners reduce their individual wildfire risk; in 2018 AF&R staff conducted assessments of all ~6600 homes in the city, which provides a comprehensive view of the city's wildfire risk at the home scale. Results of this assessment show that many high-risk homes exist higher in the Ashland hills, where wildfire fuels around homes are most abundant, in topographically complex terrain receptive to extreme wildfire conditions and with poor emergency access and evacuation potential. However, recent fires occurring in lower, flatter elevations with finer fuels are a testament to the wildfire potential throughout the city. While approximately 10% of homes are within Firewise Communities, where fuels reduction work has reduced wildfire risk, the remaining 90% of the community is also within the Wildfire Hazard Zone and is in need of comprehensive planning to address widespread wildfire risks.

6. PROPOSAL DESCRIPTION WITH DETAILED SCOPE OF WORK *(2500 characters)*

The City of Ashland proposes to update the 2004 CWPP to leverage ongoing and recent work, and strategically prioritize and identify risk reduction projects that benefit the entire community. Ashland's 2004 CWPP led to a national model for collaborative landscape fuels reduction across all lands that is still being implemented. We anticipate a similar boost in activity with this update; the CWPP action plan will identify implementable on-the-ground wildfire mitigation efforts that expand beyond current efforts to benefit all citizens.

AF&R staff tasked with updating the CWPP are already at capacity, managing numerous projects under the Fire Adapted Communities and Resilient Landscapes elements. As such, the City of Ashland will hire a contractor to accomplish the required tasks listed below. The outcome will be an updated CWPP that plans for the entire footprint of Ashland, including all ~6,600 homes holding Ashland's ~21,000 population in addition to ~6,000 university students and 350,000 annual tourists. The CWPP will encompass a mix of city, private and federal land within and around Ashland.

Ashland’s CWPP update will follow a year-long timeline: (1) setting the intention of the CWPP update with a core group of stakeholders (forming and norming), (2) understanding the risk of wildfire to the community and setting priorities from this knowledge, and (3) developing an implementable action plan based upon the priorities set from the risk assessment with ways to track success. The core group will include City staff, members of Ashland’s Wildfire Safety and Forest Lands Commissions, Firewise Communities leaders, Oregon Dept of Forestry, U.S Forest Service, Ashland Chamber of Commerce, and citizens at large.

Completing the CWPP update will require:

Data/information gathering: City staff and partners will supply contractor with documents and data needed to develop the CWPP update.

Convening stakeholders, facilitating meetings, synthesizing discussion: The contractor will co-design public outreach using in part a 2015 commissioned report advising public communication strategies for a CWPP update. This updated report, along with new partner and citizen input, will guide creation of a novel public outreach effort for the CWPP update.

Synthesize and document: the contractor will develop an initial draft for review by the core team, solicit edits and comments, followed by submission of a final draft for City Council, ODF, and AF&R approval.

7. PROJECT TIMELINE

Date	Milestone	Anticipated Outcome
May, 2020	City of Ashland Receives AIM grant funds	Project set up in local finance system (Munis), RFP finalized
May, '20	RFP for CWPP Facilitator (contractor) sent out for bid	bids received over course of May Personal Services Contract drafted
May, '20	Core Group established	core group members identified and expectations for participation set
June, '20	Bids close for CWPP Facilitator	AF&R Staff and partners review proposals and budgets

June, '20	AF&R selects Contractor	Services agreement finalized and signed by City and Contractor
Before July 1, '20	Contractor begins work	AF&R staff provide contractor with files, confirms calendar of event for CWPP development
July '20 – '21	Contractor convenes stakeholder meetings, compiles CWPP text	3 CWPP meetings with core group, partners and interested participants of the public
Feb 15, '21	Contractor submits draft CWPP to core group	CWPP contains info gathered during CWPP meetings, AF&R places draft to City website for public comment, one month given for comments
March 15, '21	Core Group, partner, and public comments submit to contractor	Contractor works with core group to address comments, give one month for revisions
April 15, '21	Final draft submit to core group	Core group approves final CWPP, provides info to present CWPP to council
May 1, '21	CWPP Presented to Ashland City Council	CWPP approved by Council, CWPP adopted into Ashland Natural Hazard Mitigation Plan
May, '21	Notification of CWPP update provided to media	Media presents CWPP, looks ahead to next 10 years
May, '21	Notification of CWPP update provided to Jackson/Josephine Counties	As Rogue Valley Integrated Fire Plan and Jackson County Multi-Jurisdictional Natural Hazard Mitigation Plans are updated, authors will update references to the new CWPP in their document
May, '21	Action Plan of CWPP begins implementation	CWPP activities are tracked and updated as Action Plan is implemented, future meetings to update the plan are established in CWPP and followed through with set frequency

8. STRATEGIC VALUE OF PROJECT *(500 characters)*

Ashland does not just plan to plan, it is a community that implements plans; the 2004 CWPP has resulted in over 12,000 acres of fuels work and hundreds of homes with improved defensible space. And though Ashland's Firewise program leads the nation, it only encompasses 10% of households and 90% still do not participate in organized wildfire risk mitigation. Updating the CWPP will address the needs of the entire community and trigger widespread risk reduction programs, funding, and action.

9. FUNDING NEED *(750 characters)*

Despite the well-known success of AF&R's Forestry Division, staff time is already maximized and cannot provide the amount of time required to complete a CWPP. Using the wealth of 2018 wildfire risk data of all ~6600 homes in Ashland in a timely manner is critical to making wildfire risk reduction plans. With no current plan to utilize these data while they are still current, updating the CWPP now provides a timely planning mechanism to create a prioritized wildfire risk reduction action plan for Ashland. AF&R recognizes that support from a temporary contractor well-versed in CWPPs will open the door to completing the document, and create an effective action plan, without utilizing nonexistent staff time.

10. MEASURES OF SUCCESS *(750 characters)*

Completing the CWPP will provide the first measure of success. Completing the CWPP will include at least 3 public meetings, gathering input from key stakeholders, and many hours of reviewing the document. The hours spent and number of participants will be tracked by the contractor. Beyond its completion, metrics capturing an increase in mitigation activities will be tracked within the CWPP document itself; the method of tracking the progress of projects will include recoding dollars spent, hours/dollars matched, and volume removed. The anticipated increase in mitigation activity will be an increase in wildfire risk reduction projects outside of Firewise Communities, where mitigation dollars have historically been spent.

11. MATCH AND BUDGET

Match				
Contributors	Staff time	Partner Participation	OR DEQ Smoke Response Funding (CWPP chapter)	Total
Hard Dollars			\$25,000.00	\$ 25,000.00
Soft Match (in-kind hours valued @ \$25/hr)	\$ 13,000.00	\$ 12,000.00		\$ 25,000.00
Total	\$ 13,000.00	\$ 12,000.00	\$ 25,000.00	\$ 50,000.00

Total Project Budget	Grant Share Requested (\$)	Match (from match table above)		Total
		Dollars	In-kind	
Personnel/Labor	\$ -	\$ 2,000.00	\$ 25,000.00	\$ 27,000.00
Mileage	\$ -			\$ -
Materials/Supplies	\$ 500.00	\$ 500.00		\$ 1,000.00
Contractual Services	\$ 44,500.00	\$ 20,000.00		\$ 64,500.00
Indirect	\$ 5,000.00	\$ 2,500.00		\$ 7,500.00
Total Project Budget	\$ 50,000.00	\$ 25,000.00	\$ 25,000.00	\$ 100,000.00

12. BUDGET NARRATIVE (750 characters)

The City of Ashland is applying for the full \$50,000 grant. The City charges a 10% grant administration fee (\$5,000). \$500 from the grant will supply printing and materials to advertise public meetings, print maps and displays for public and stakeholder meetings. The remaining \$44,500 will fund a contractor responsible for convening meetings, gathering input from stakeholders and writing the CWPP document with oversight from the core group. The City of Ashland received a \$25,000 grant (hard match) from Oregon DEQ to develop a smoke response plan, which is an essential component in the *Fire Adapted Communities* chapter of the CWPP. Minimal staff time liaising with the contractor, and partner/public participation provide a \$25,000 soft match.

13. ASSISTANCE OTHER THAN FINANCIAL (300 characters)

The core team represents local and regional stakeholders. Though having a local core group is critical for developing a place based CWPP, we request COCO to act as a core team member of the CWPP update to provide outside perspective and insights from successes elsewhere.

Action, Implementation, and Mitigation (AIM) Program



Background

Coalitions and Collaboratives Inc. (COCO), a Colorado-based non-profit, started the Action, Implementation and Mitigation (AIM) Program to help accelerate fire adapted community concepts and reduce the risk from wildfire in the wildland-urban interface (WUI) across the United States. By increasing capacity and on-the-ground work, COCO hopes to increase community resilience, restore fire-adapted ecosystems and create safer conditions for firefighters and residents.

This funding opportunity is open to non-profits, collaborative groups, counties, and fire departments that are working to advance wildfire risk reduction; **homeowner associations, property owner associations, and metro districts are NOT eligible.** This is, in part, due to the amount of funding available and also COCO's desire to offer both financial help and mentorship to applicants that are at a tipping point to move their program(s) forward, which will hopefully, in turn, benefit some homeowner and property owner associations. Please share this opportunity with organizations that you know fit the definition above.

The AIM Partnership

AIM is a unique funding opportunity. At COCO, we understand that funding is only part of the picture. If awarded funding, you will be joining fellow fire and fuel-reduction practitioners from around the U.S. who will not only receive funding but will also learn together. COCO recognizes that everyone is in different places in their mitigation programs. COCO will connect awardees, as appropriate, with mitigation practitioners and other strategic partners, to provide training, mentorship and guidance along the way. If you anticipate needing mentorship or guidance, please build time into your proposal to accommodate your involvement.

This funding is available for a wide variety of capacity building activities, including personnel, equipment, planning efforts, and wildfire risk reduction work (on non-federal lands only). We expect the competition for funding to be quite high and COCO will be looking to fund a variety of different types of projects across the country. Applicants must show how their project proposal fits into the bigger wildfire mitigation landscape and are encouraged to coordinate with federal partners on nearby public lands projects.

Applicants must contribute a 100% non-federal match (cash or in-kind match is eligible) for a 1:1 grant to match ratio. If work will occur on private property, we require a 25% resident cash match to be eligible for funding. Funding will be provided to a wide array of organizations. Award funding will range from \$10,000 - \$50,000. Funding will be provided on a reimbursement basis.

Eligibility and Expectations

- The community and/or project area must be considered at high risk from wildfire and be in reasonable proximity to public lands. Applicants are encouraged to work with local federal personnel (USFS/BLM/NPS/BIA) in determining where federal treatments are planned for the wildland-urban interface and how to best coordinate project work (funded by this grant or planned for the near future if requesting capacity or assessment/planning funds) on non-federal lands in proximity to federal treatment areas (past or future).
- Proposals must ultimately lead to a meaningful increase in local capacity and on-the-ground wildfire risk reduction activities.
- The county, community or fire district should have a completed Community Wildfire Protection Plan (CWPP) or Wildfire Risk Assessment covering the project area or have one underway.
- Organizations or community groups should currently be planning or conducting pre-fire mitigation activities aimed at protecting their communities, watersheds and ecosystems.
- Organizations must be willing to work collaboratively with COCO staff to develop their proposal for funding and/or mitigation project.
- Organizations must be willing to share their lessons, challenges and successes with partners such as state and national fire adapted communities networks.
- Organizations must be able to ensure compliance with all grant reporting requirements and meet project completion milestones and deadlines.
- Organizations may participate in several AIM calls and webinars throughout the duration of the project.
- Applicants will be asked to attend Mitigation Best Practices training sometime during their award period.

Award Program Criteria

1. Eligible Organizations

The organization must have its nonprofit (501c3) status or have a nonprofit or local government fiscal sponsor that may include:

- Regional and local collaborative efforts

- Fire Safe Councils and/or Wildfire Councils
- Non-profit groups that promote hazardous forest fuel reduction treatment projects in partnership with local, state or private entities
- Fire departments
- Conservation Districts
- Tribes
- City or county government

Even if they have 501c3 status, homeowner or property owner associations, metro districts, road districts, etc. are **NOT** eligible to apply.

Please note, once funded through the competitive process, applicants must wait one year (12 months) from time of signed sub-award before submitting a new application.

2. Project Purpose

Project proposals must fit within one or more of the following categories:

A. Personnel

COCO recognizes that it is difficult, if not impossible, to complete projects without adequate staffing, whether that be someone to run incentive programs, motivate residents, conduct wildfire risk assessments, or lay out projects. If your proposal is seeking funding for a staff position, articulate how that position will increase your capacity for accomplishing on-the-ground work in the near future, and your plans to sustain that position over time.

B. Equipment

Often times the ability to own your own equipment can be a huge boost to a program. If seeking funding for equipment, discuss why it is critical to own a piece of equipment rather than rent or contract for your equipment. Also discuss your plan and your capacity to maintain the equipment and how your program will be structured to allow for use of the equipment.

C. Planning Efforts

COCO recognizes how valuable planning efforts like Community Wildfire Protection Plans (CWPP) and Community Wildfire Risk Assessments can be, especially when developed in a collaborative manner with a wide array of stakeholders and partners. Applicants with these types of projects should discuss their capacity to facilitate such planning efforts, how the effort fits into their overall program of work, and how the

planning effort will help to advance their on-the-ground wildfire mitigation efforts. Efforts like the development of prescribed burn plans also fits into this category.

D. Reduction of Hazardous Fuels

Successful project applicants shall facilitate and implement strategic fuels treatment at a meaningful scale in or adjacent to the zones at high risk to wildfire near public lands. Projects should be designed to limit the potential risk to life, property, infrastructure, water supplies, and other high-valued assets as a result of wildfire. Effective fuels mitigation treatments may be implemented across jurisdictional boundaries, on non-federal land. Successful applicants should consider all elements required to implement treatments on the ground, which includes acquiring necessary permits and consultations.

Examples of **qualifying project elements*** within the four categories above include:

- Hiring a Mitigation Coordinator or fuels/forestry staff to increase on-the-ground mitigation activities
- Hiring staff to develop or manage a chipping or slash-disposal program
- Hiring staff to conduct home site assessments
- Hiring administrative staff to assist with grant reimbursement requests and reporting, especially if it frees up time of technical specialists or the Executive Director
- Providing training programs for homeowners, fire department personnel or others specific to mitigation activities (chainsaw training, Mitigation 101, prescribed fire or other pertinent training)
- Developing a wildfire mitigation collaborative - paying for facilitators, staff, etc.
- Creating defensible space around homes and structures, based on approved defensible space guidelines
- Constructing fuel breaks, based on approved guidelines
- Reducing fuels beyond defensible space, especially designed to reduce fire intensity and protect water supplies or other valued resources
- Removal of usable materials with specific utilization plans; removal of slash including chipping, mulching, grinding, or mechanical removal
- Developing Community Wildfire Protection Plans or Community Wildfire Risk Assessments that identify wildfire risk and make specific recommendations on ways to improve wildfire preparedness and define areas in need of treatment
- Implementation of cross-jurisdictional prescribed fire (i.e. hiring of a burn boss to complete burning)
- Burning slash piles

- Purchasing a chipper, forestry equipment or other equipment needed to implement hazardous fuels reduction treatments, including removal and utilization of slash or other woody biomass (i.e. a wood chipper to be made available to community)
- Purchasing of equipment for the establishment and operation of neighborhood slash sites

** These projects are just examples. Please remember that the funding is intended to help you increase your capacity and lead to more on-the-ground work. If funded, you will be required to provide details on how the project will increase mitigation activities from where they are today, and will be expected to report actual mitigation outcomes.*

Examples of Projects that **DO NOT** qualify for this funding opportunity:

- Grant writing
- Suppression programs or projects (i.e. purchase of fire department equipment and/or fire training)
- Construction of permanent infrastructure (i.e. buildings or road construction)
- Local, state or federal policy development or advocacy
- Projects undertaken by and benefiting only an individual homeowner
- Projects on Federal lands
- Mitigation projects involving homeowners that do not meet the 25% cash match requirement (exceptions may be made for projects that include vulnerable populations)

3. Coordination Efforts

Applicants must coordinate proposed projects with relevant county, state or federal officials to ensure consistency with county-level wildfire risk reduction planning. The application should identify which officials were consulted and the outcome of those discussions. ***If selected to move your proposal to the application phase, you will be asked to supply two letters of support with your application.*** At least one letter must be from a local official (BOCC, Emergency Manager or Fire Chief), and the other from a key partner who understands how the project will benefit your program and move mitigation efforts forward in your area.

4. Geography Relevant to Federal Land (informational)

Applicants must identify if their proposed project will take place in close proximity to, or adjacent to, U.S. Forest Service (USFS) or other public lands projects that are planned and/or previously treated with an eye toward protecting the WUI. Maps identifying current, recent and proposed projects should be available through your local

USFS/BLM/NPS/Tribal offices. A map showing identified wildfire risk for your project area is also critical. Your local state forest service office or federal land manager may be able to assist you with developing maps if you do not currently have that capability.

5. Matching Funds

All applicants will be required to demonstrate an ability to match 100% of requested grant resources. The match may be in the form of a private or state dollar-for-dollar match or in-kind support for the project. If your proposal involves a chipping program, slash removal, cost-share program, and/or mitigation work on private property, the awardee must document at least a 25% cash match from the home or property owner. In-kind match may include donated supplies, equipment or time. For efficiency, donated time should be accounted for using a rate of \$25.00 per hour rate and must have documentation such as sign-in sheets. COCO will assist funded organizations in creating a system to manage this documentation if you do not currently have that capability.

6. Reporting and Monitoring Requirements

Recipients will be required to provide monthly project reporting updates. Upon completion of the project, recipients must report on project implementation outcomes that resulted from utilizing AIM funds or were enabled because of AIM capacity support, including the following that apply to your project:

1. Number of acres treated
2. Number of homes/properties treated or protected
3. Cost per acre to treat
4. Number of partnerships created or enhanced
5. Amount of woody material generated
6. Number of jobs created
7. Use of any forest products generated
8. Map of project area
9. Before and after pictures
10. How activities or outcomes increased from baseline conditions (i.e. 20% more homeowners or 5% more HOAs engaged; increase in the number of slash sites from 0 to 2 or increase in chipper program participants from 20 to 75; increase in slash chipped from 100 tons to 250 tons, etc.)