

**TOWN OF FAIRFAX
STAFF REPORT**

To: Mayor, Members of the Town Council

From: Michael Rock, Town Manager
Kathy Wilkie, Public Works Director 

Date: January 13, 2010

Subject: Update on the Hazardous Fuel Reduction Grant

RECOMMENDATION

Receive update on the Hazardous Fuel Reduction Grant.

DISCUSSION

Background: In July 2009, the Town was notified that the grant application for hazardous fuel reduction is being funded in the amount of \$187,590. The USDA Forest Service is contributing \$168,831, while the Town, Fire Department and Volunteers are contributing \$18,759 in in-kind services. The official Letter of Award was received on December 10, 2009.

The Scope of Work authorized in the grant includes the following elements:

1. Biological and Cultural Consultation – to determine any potential CEQA impacts of the project;
2. Public Education and Outreach – to inform and educate Fairfax residents and to coordinate hazardous fuel reduction activities in the target neighborhoods;
3. Roadside vegetation clearing – Clearing flammable brush and trees on five feet of either side of the hillside roads in three target areas (Manor Hill, the Cascades, and Deer Park);
4. Chipper days - At no cost to residents to create defensible space around homes;
5. Removal of up to 50 of the most fire prone trees;
6. Mowing, weed eating and pulling of flammable vegetation - in identified areas of high risk.

Project Phasing:

The first step in the process is to engage a consultant to determine what environmental impacts might occur as part of this project. This information will be used to prepare and file the appropriate CEQA documentation and to develop guidelines and/or restrictions for the removal of vegetation. The grant allocates up to \$20,000 for the environmental review.

The bulk of the work will occur in preparation for the dry fire season. This work will include contracting with contractor to conduct roadside vegetation and dead tree removal, and contracting with a local tree service to provide chipper days.

Project Coordination:

The Public Works Director will be responsible for grant and contract management. The Town will be seeking a consultant through an informal bid process to coordinate and promote the grant. Ross Valley Fire Chief and this consultant will be responsible for public education and outreach materials. Participation from Town Council

members and Fairfax Volunteers is strongly encouraged, highly valued and necessary to ensure that the community is fully engaged in this project.

FISCAL IMPACT

In-kind services in the amount of \$18,759 will be provided by Ross Valley Fire and the Town of Fairfax.

ATTACHMENTS

1. Hazardous Fuel Reduction Award Letter

RECEIVED
DEC 14 2009
TOWN OF FAIRFAX



December 8, 2009

Kathleen Wilkie
Town of Fairfax
142 Bolinas Road
Fairfax, CA 94930

Dear Ms. Wilkie:

Congratulations! We're excited to provide funding for the Town of Fairfax's "Hazardous Fuel Reduction" project. The project being funded is as described in the organization's application for funding. Your Cooperative Fire Protection (Emergency Supplemental) grant is made possible by federal financial assistance provided to the California Fire Safe Council from the USDA Forest Service (USFS). The project is funded via Cooperative Forestry Assistance, CFDA # 10.664. We appreciate your work in making California's residents and communities safe from wildfire. This Sub-Award agreement outlines the project and related requirements.

Your grant number is 10USFS-ES556. Please use this number when contacting the CALIFORNIA FIRE SAFE COUNCIL about your grant. Funding for this project is \$168831, and the non-federal match that you have agreed to provide is \$18759. The approved grant period is effective October 1, 2009 through October 1, 2011. You may not receive funding for portions of the project completed after the end date of the project.

The basis for this agreement is for the support or stimulation of a public purpose under the Cooperative Forestry Assistance Act of 1978 PL 95-313, 92 Stat. 365, 16 U.S.C. 2104-2114 as amended and the Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009, P.L. 110-329.

Definitions

CFDA – Catalog of Federal Domestic Assistance. www.CFDA.gov

CFR – Code of Federal Regulations. <http://www.gpoaccess.gov/cfr/index.html>

OMB – Office of Management and Budget. www.omb.gov

Recipient – An organization receiving financial assistance directly from federal awarding agencies to carry out a project or program. The CALIFORNIA FIRE SAFE COUNCIL is the recipient.

Subaward – An award of financial assistance made under an award by a recipient to an eligible subrecipient. A subaward is the award of funding for this project.

Subgrant – Subgrant will be referred to as subaward for the purposes of this agreement.

502 W. Rte. 66, Suite 17▲ Glendora, CA ▲ 91740
(626)335-7426 ph. ▲ (626)335-4678 fax ▲ www.firesafecouncil.org

Subrecipient – The government or other legal entity to which a subgrant is awarded and which is accountable to the recipient for the use of funds provided. Subrecipients will be referred to as subrecipients in this agreement.

Subrecipient – The legal entity to which a subaward is made and which is accountable to the recipient for the use of funds provided. The Town of Fairfax is the subrecipient.

Administrative and Other Requirements

The subrecipient's project is being funded through the CALIFORNIA FIRE SAFE COUNCIL by the USFS. Therefore, it is subject to A-102 and A-102 as implemented by the USFS in 7 CFR 3016; OMB Circular 225 (A-87); and OMB Circular A-133, Audits of States, Local Governments and Non-profit Organizations and A-133 as implemented in 7 CFR 3052. The OMB Circulars are available at www.omb.gov. The CFR is available at <http://www.gpoaccess.gov/cfr/index.html>.

Environmental Compliance Requirements

National Environmental Policy Act (NEPA)

Because the U.S. Forest Service did not select this project for funding, it is not subject to NEPA.

All environmental compliance completed by a federal agency for a National Fire Plan grant only covers relevant federal laws, not any state laws or local ordinances. It is the responsibility of the subrecipient to ensure that they comply with any relevant state laws or local ordinances.

Endangered Species Act (ESA)/Migratory Bird Treaty Act (MBTA)/National Historic Preservation Act (NHPA)

The subrecipient shall ensure that the project is in compliance with all applicable environmental and cultural resource laws – federal, state and local – prior to beginning any ground-or vegetation-disturbing activities.

The U.S. Forest Service has contracted with the Bureau of Land Management professional staff to review the 2010 projects for compliance with all federal environmental regulations. Bureau of Land Management staff will advise whether your project is clear or whether additional studies or mitigation measures are needed. They will contact you directly to obtain any supplemental materials, maps or other information needed. You are not to begin any ground-disturbing work until you have been notified by CALIFORNIA FIRE SAFE COUNCIL staff that your project is cleared. PAYMENTS WILL BE DELAYED UNTIL OFFICIAL DOCUMENTATION IS PROVIDED TO THE CALIFORNIA FIRE SAFE COUNCIL.

Other applicable laws

The subrecipient agrees to comply with all other applicable federal, state and local laws, regulations and policies governing the funds provided under this agreement.

Workers Compensation requirement

The subrecipient shall provide workers compensation insurance for all of its employees involved in the performance of this agreement. Please discuss any pertinent requirements as regards to workers compensation insurance for contractors and/or volunteers with your insurance carrier.

Prevailing Wage requirement

Grant funds received through the California Fire Safe Council Grants Clearinghouse are federal grant funds unless otherwise noted. Federal regulations require that contractors providing services for projects funded wholly or in part by federal funds must pay "prevailing wage" to all employees. (McNamara – O'Hara Service Contract Act, 29 CFR Part 4). All contracts for services issued by Sub-Grantees must include a requirement that service contractors pay employees the "prevailing wage", as required by 29 CFR Part 4.

Insurance requirement

The subrecipient shall carry insurance coverage sufficient to protect agreement assets from loss due to theft, fraud and/or undue physical damage. The subrecipient shall provide proof of insurance to the CALIFORNIA FIRE SAFE COUNCIL prior to engaging in activities for which funding is provided by the CALIFORNIA FIRE SAFE COUNCIL. If funds provided as part of this award are to purchase insurance, the subrecipient shall provide proof of insurance to the CALIFORNIA FIRE SAFE COUNCIL upon obtaining a policy. The subrecipient is responsible for sending current insurance certificates upon annual renewal of coverage.

Termination of grant project

The subrecipient is responsible for ensuring expenditures of federal funds are allowable. Unallowable costs may not be paid with federal funds and become the subrecipient's responsibility.

This agreement may be terminated in accordance with the provisions of OMB A-102.43-44, and 7 CFR 3016.43 and 3016.44. Termination may occur for such reasons as nonadherence to grant terms, misrepresentation, fraud, nonperformance, misuse of funds, inability to perform, lack of capacity and other causes as determined by CALIFORNIA FIRE SAFE COUNCIL.

Audit requirement

If the subrecipient expends \$500,000 or more in federal awards during the subrecipient's fiscal year, the subrecipient shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB A-133 and 7 CFR 3052.

Record Retention requirement

All subrecipient records with respect to any matters covered by this agreement shall be made available to the CALIFORNIA FIRE SAFE COUNCIL, USFS, their designees or the federal government at any time during normal business hours. Retention and access requirements for records shall be governed by OMB A-102, C.42 and 7 CFR 3016.42.

Financial Support

Payments shall be advanced to the subrecipient on a quarterly basis. Advance payment shall be in the form of electronic direct deposit through ACH processing to a bank account. Quarterly payments shall be made in the quarterly amounts as identified in the attached Estimated Payment and Match Schedule. Subrecipients may not receive advance payments totaling 100% of their project in any quarter except the last one. **The subrecipient is not entitled to payment unless and until the CALIFORNIA FIRE SAFE COUNCIL receives payment from the federal funding agency.**

Cost sharing for this agreement shall be in accordance with OMB A-102.24 and 7 CFR 3016.24.

Program income earned will be added to funds committed and used to further project objectives.

Property Management and Disposition

Any property used or other property acquired under this agreement, including intangible property such as copyrights and patents shall be governed by the provisions of OMB A-102.24, and 7 CFR 3016.31-3016.34. Each party agrees that it will be responsible for its own acts and the results thereof and shall not be responsible for the acts of the other party and the results thereof. Each party, therefore, agrees, to the extent authorized by applicable laws that it will assume all risks and liability to itself, its agents or employees, for any injury to persons or property resulting from any operations of its agents or employees under this agreement, and for any loss, cost, damage, or expense resulting at any time from any and all clauses due to any acts, or negligence, or the failure to exercise proper precautions of or by itself or its own agents to this agreement.

Equipment

If the subrecipient purchases equipment having a unit cost of \$5,000 or more with a life span of more than one year, the subrecipient will be responsible for completing an "equipment schedule" every two years. In addition the equipment in question will also be subject to a periodic physical inspection by CALIFORNIA FIRE SAFE COUNCIL.

Deliverables and Reports

The subrecipient agrees to submit progress reports, including photos of projects in progress and samples of outreach products created. All reports are due quarterly and are to cover a three month period.

QUARTER	PERIOD	DUE DATE
1	October 1, 2009 -December 31, 2009	January 31, 2010
2	January 1, 2010 – March 31, 2010	April 30, 2010
3	April 1, 2010- June 30, 2010	July 31, 2010
4	July 1, 2010- September 30, 2010	October 31, 2010
5	October 1, 2010- December 31, 2010	January 31, 2011
6	January 1, 2011- March 31, 2011	April 30, 2011
7	April 1, 2011- June 30, 2011	July 31, 2011
8	July 1, 2011- October 1, 2011	October 31, 2011

Progress reports shall be filed electronically to the CALIFORNIA FIRE SAFE COUNCIL and are to be available at www.grants.firesafecouncil.org and/or www.firesafecouncil.org. If subrecipient sends photos and outreach products by mail, they shall be sent to their Grant Manager at the address below.

Note: Failure to submit the above reports by the deadlines may be the basis for withholding payments until reports are received.

Grant Close-out

Within 30 days of project completion, the subrecipient agrees to provide the CALIFORNIA FIRE SAFE COUNCIL with the following:

1. One original and one copy of each educational or outreach product developed with grant dollars.
2. Close-out Report sent to the Grant Manager (as listed).
3. Confidential Close-out Survey sent to the Executive Director via the Glendora Office.
4. Final progress report submitted online at www.grants.firesafecouncil.org.
5. A check made payable to CALIFORNIA FIRE SAFE COUNCIL of any unused grant funds.
6. A check made payable to CALIFORNIA FIRE SAFE COUNCIL of interest earned in excess of \$250.

Recognition for projects, activities and products should be included on all products developed with grant dollars.

Recognition should be stated: Funding provided by a National Fire Plan grant from the USDA Forest Service through the California Fire Safe Council.

Key Contacts

California Fire Safe Council
Southern Coast Region Grant Manager
Randy Richter
5834 Price Ave, #101
McClellan, CA 95652
1-888-320-1157 ph
1-800-257-7096 fax
rrichter@cafiresafecouncil.org

Town of Fairfax
Kathleen Wilkie
142 Bolinas Road
Fairfax, CA 94930
1-888-320-1157 ph 1-800-257-7096 fax
kwilkie@townoffairfax.org

Order of Precedence

Any inconsistency in this agreement will be resolved by giving precedence in the following order: (a) any national policy requirements and administrative management standards; (b) requirements of the applicable OMB Circulars and Treasury regulations; (c) OMB A-102; (d) 7 CFR 3016; (d) special terms and conditions; and (e) all Agreement sections, documents, exhibits, and attachments.

Revision of Budget and Program Plans

Revisions to budget and/or program plans shall be made in accordance with OMB A-102, C.30 and 7 CFR 3016.30.

Procurement Procedures

It is a national policy to place a fair share of purchases with minority business firms. Positive efforts shall be made by recipients and subrecipients to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Recipients and subrecipients of Federal awards shall take all of the following steps to further this goal:

1. Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
3. Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.

4. Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
5. Use the services and assistance, as appropriate, of such organizations as the Small Business Development Agency in the solicitation and utilization of small business, minority-owned firms and women's business enterprises.

General Provisions

National Policy Requirements and Administrative Management Standards. All applicable national policy requirements and administrative management standards as set forth in the Office of Management and Budget, Financial Management Division, Directory of Policy Requirements and Administrative Standards for Federal Aid Programs are incorporated by reference.

Administrative Requirements

OMB A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments is incorporated by reference.

7 CFR 3016, Uniform Administrative Requirements for Grants and Agreements State and Local Governments is incorporated by reference.

Cost Principles

2 CFR 225, Cost Principles for State, Local and Indian Tribal Governments, is incorporated by reference.

Debarment & Suspension

2 CFR 180, Governmentwide Debarment and Suspension (nonprocurement) is incorporated by reference.

Drug-Free Workplace

7 CFR 3021, Governmentwide Requirements for Drug-Free Workplace (Financial Assistance) is incorporated by reference.

Restrictions on Lobbying

7 CFR 3018, New Restrictions on Lobbying is incorporated by reference.

Title VI of the Civil Rights Act of 1964

USDA Forest Service Form 1700-1 is incorporated by reference.

Audits

OMB Circular A-133, Audits of States, Local Governments and Non-profit Organizations, is incorporated by reference.

7 CFR 3052, Audits of States, Local Governments and Non-profit Organizations, is incorporated by reference.

SF-424B, Assurances – Non-construction Programs. The subrecipient certifies that it will comply with the provisions outlined in SF-424B.

A-102, C. .36 (i) and 7 CFR 3016.60 are incorporated by reference. All contracts awarded by the subrecipient shall contain the provisions referenced in these sections.

Opposition to Any Legislation

The subrecipient shall not use any part of the payments from the CALIFORNIA FIRE SAFE COUNCIL as part of this subaward for any activity or the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.

Increasing Seat Belt Use in the United States

Recipients of grants/cooperative agreements and/or subawards are encouraged to adopt and enforce on-the-job seat belt use policies and programs for their employees when operating company-owned, rented, or personally owned vehicles. These measures include, but are not limited to, conducting education, awareness, and other appropriate programs for their employees about the importance of wearing seat belts and the consequences of not wearing them.

Attachments

1. Grant Proposal
2. Application
3. Project Maps (If applicable)
4. Copy of subaward letter for your files
5. Environmental Compliance information (if applicable)
6. ACH Processing Form- *please return*
7. Estimated payment and match schedule-*please return*

Please sign this agreement and keep a copy for your records. Return the original with a copy of 1) the ACH processing form and the 2) Estimated Payment and Match Schedule to the CALIFORNIA FIRE SAFE COUNCIL at: California Fire Safe Council, 502 W. Route 66, Suite 17 Glendora, CA 91740.

Please note: Due to the widespread fire danger in California and extreme demand for these limited grant funds, please sign and return this agreement to the CALIFORNIA FIRE SAFE COUNCIL at your earliest convenience. If we do not receive the signed copy of the agreement within one month of the

date of this letter, the CALIFORNIA FIRE SAFE COUNCIL may redirect these grant funds to another project. If you anticipate any difficulty in meeting this condition, please contact your Grant Manager immediately to discuss your situation.

Best wishes for success with your project!



Bruce Turbeville
Chairman
for California Fire Safe Council, Inc.

12-11-09
Date

Kathleen Wilkie
for Town of Fairfax

Date

Application
Hazardous Fuel Reduction | 10UFS0556

Organizational Information:

1. Organization Name

Town of Fairfax

2. Organization Address

Address 1	142 Bolinas Rd	City	Fairfax
Address 2		State	CA Zip 94930

3. Project Contact Person

First Name	Kathleen	Last Name	Wilkie
Phone	415-453-0291	Fax	415-453-1618
E-mail	kwilkie@townoffairfax.org	E-mail Type	HTML

4. Administrative Contact Person

First Name	Yvonne	Last Name	Roberts
Phone	415-458-2339	Fax	415-453-1618
E-mail	yroberts@townoffairfax.org		

5. Type of organization

Municipal

6. Fiscal Sponsor Organization Name

Town of Fairfax

7. Fiscal Sponsor Organization Address

Address 1	142 Bolinas Rd	City	Fairfax
Address 2		State	CA Zip 94930

8. Fiscal Sponsor Contact Person

First Name	Michael	Last Name	Rock
Phone	415-458-2345	Fax	415-453-1618
E-mail	mrock@townoffairfax.org		

9. Fiscal Sponsor Organization Type

Municipal

10. Project Name and Priority

Hazardous Fuel Reduction

Priority 1 of 1

Financial Information:

11. Funding requested

\$168,831.00

12. Match amount, if any, by organizations providing match

Organization Name	\$ Value	Organization Name	\$ Value
1) Fairfax Volunteers	\$5259	6)	\$
2) Ross Valley Fire Department	\$6720	7)	\$
3) Town of Fairfax	\$6780	8)	\$
4)	\$	9)	\$
5)	\$	10)	\$
			TOTAL: \$18759

13. Anticipated Quarterly Payment Needs

Quarter 1 \$0.00
Quarter 2 \$0.00
Quarter 3 \$0.00
Quarter 4 \$0.00
Quarter 5 \$0.00
Quarter 6 \$0.00
TOTAL: \$0.00

14. Anticipate Quarterly Matching Amounts

Quarter 1 \$0.00
Quarter 2 \$0.00
Quarter 3 \$0.00
Quarter 4 \$0.00
Quarter 5 \$0.00
Quarter 6 \$0.00
TOTAL: \$0.00

15. Project Total

\$0.00

Project Location:

16. Latitude: 37.98538 N

Longitude: -122.59071 W

Project Overview:

17. Project Deliverables

	Amount Projected	Federal Cost
<i>Community Assessment Wildfire Planning</i>		
<i>Information/Education</i>		
Education/Information Products		\$1,547.00
Monitoring		\$432.00
<i>Fuels Treatment</i>		
Preparation for Treatment	70	\$27,860.00
Mechanical Treatment	222	\$157,751.00
<i>Values Protected</i>		
Estimate the number of homes protected by your project	350	
Estimate the number of community members protected by your project	777	
Estimate the value of property protected by your project		146300000

Hazardous Fuel Reduction | 10UFS0556

Budget

18. Budget

Cost Categories	Funding Sources			Total
	1. Grant	2. Applicant	3. Other Partners	4. Total
a. Personnel	\$6,195.00	\$4,796.00	\$8,859.00	\$19,850.00
b. Fringe Benefits	\$2,394.00	\$1,984.00	\$3,120.00	\$7,498.00
c. Travel	\$0.00	\$0.00	\$0.00	\$0.00
d. Equipment	\$0.00	\$0.00	\$0.00	\$0.00
e. Supplies	\$802.00	\$0.00	\$0.00	\$802.00
f. Contractual	\$159,440.00	\$0.00	\$0.00	\$159,440.00
g. Other	\$0.00	\$0.00	\$0.00	\$0.00
h. Total Direct Costs (sum a - g)	\$168,831.00	\$6,780.00	\$11,979.00	\$187,590.00
i. Indirect Charges	\$0.00	\$0.00	\$0.00	\$0.00
j. Project Total (sum h - i)	\$168,831.00	\$6,780.00	\$11,979.00	\$187,590.00
k. Program Income	\$0.00	\$0.00	\$0.00	\$0.00

Fuel Treatment Projects:

19. Treatment Type

Mechanical

Chipping	acres: 80
Mastication/mowing	acres: 2
Biomass removal	acres: 50
Tree felling & removal	acres: 10
Thinning	acres: 80

Prescribed Fire

Other

20. Environmental and cultural compliance is:

Partially complete

Initial investigation indicates that very little environmental impact will occur due to the size and scope of the project. We included \$20,000 for biologic and cultural consultation that may or may not be necessary to help us understand and address all environmental compliance issues.

21. Has NEPA been completed by a federal agency, and/or has CEQA been completed at the state/local level for this project or adjacent projects?

No

If this is an existing project, please identify the name and grant number of the project that the earlier parts of the project were funded under.

22. What's the approximate acreage of the project's surface disturbance?

80 acres; heavy rains may limit work between November and April

23. Proposed months of treatment?

April through November

24. Time of day of treatments?

9am to 4pm

25. Is the project located on an existing road?

Yes

26. Is the project located off-road?

Yes

Part of it; less than 1/4 mile off the road

27. Will new or temporary roads be developed?

No

28. What is the distance (in feet) from live stream, wetlands and other special site characteristics? What are the site characteristics?

40 feet or more

Treatment will be conducted along roadways, as well as in residential neighborhoods, within the wildland urban interface. The target area has steep hillsides with narrow roadways.

29. What is the dominant vegetation type at treatment site?

Oak Woodland

30. If vegetation is to be modified, describe in detail.

Oak Woodland – *Non-natives, oak woodlands*

The treatment to be implemented:

- 1 –The roadside vegetation clearing will be in the public right of way, 5 feet on either side of the road going up three hillsides.
- 2 –The neighborhood chipping and brush removal will take place in the three most fire endangered areas of town.
- 3 –We have several hundred oaks that have died from Sudden Oak Death. The project includes the removal of 50 of the most hazardous ones.
- 4 –Finally, there will be some mowing, weed eating and French and Scotch broom clearing in additional selected locations within the town.

The equipment to be used:

Professional tree trimming and removal equipment
chipper
mower
weed eater
hand pulling

The personnel/vendor to be used and how they will be used:

Local professional tree service
Marin Conservation Corps and volunteers – brush removal, piling for chipping
Town Public Works staff – Overall project Management, mowing, worker oversight
Town Finance personnel – contract administration, check processing, photo monitoring
Ross Valley Fire personnel – Overall project coordination, hotline monitoring, project publicity

31. Will the project generate biomass, small logs of a merchantable volume or a marketable product?

Yes

If yes, estimate the type and volume of biomass.

Chips (green ton) 100000 Green Tons

32. Is the Biomass product being utilized?

Yes

33. Are Elderberry shrubs present in your project area?

No

34. Submit Maps of Treatment Area

If your project involves fuel reduction activities, you will have to submit one, and possibly two types of project maps.

PROJECT LOCATION MAP:

For all fuel reduction projects, mark the general location of your project on a 1:100,000 scale map.

1. For small projects, mark the location with an X. Then draw an 8 ½" x 11" rectangle on the map, with the project location at the center, and cut it out.
2. If the project covers a very large area, such as for a county-wide chipping project, draw the outer project boundaries on the map. Then cut the map into enough 8½ " x 11" rectangles to cover the project boundaries. (For these large projects, this is the only map you will submit.)
3. If you are able to create the 1:24,000 scale maps using map software, print the map page or pages on 8 ½" x 11" paper.

PROJECT VICINITY MAP:

For smaller fuel reduction projects, you must also submit a "Project Vicinity Map."

1. Mark the boundaries of your proposed fuel treatment area on a 7 ½ minute (1:24,000 scale) USGS topographical map. If your project covers all or part of more than one quadrangle map, use as many as necessary to show the entire project boundary.
2. Mark out enough 8 ½" x 11" rectangles on each of the maps to cover the entire project area.
3. Cut out the rectangles. Be sure to show the official USGS name of the quadrangle on each rectangle you cut out.
4. If you are able to create the 1:24,000 scale maps using map software, print the map page or pages on 8 ½" x 11" paper.
5. If while planning your project you have created digital map boundary data, such as a "shape" file, please include a note to that effect along with the map rectangles. You will be contacted later and asked to send the data file to the agency doing the environmental and cultural resource impact review of the project.

Send in this Grant Application, Grantee Survey and associated documents, and project maps in one package via US Mail, UPS, or FedEx to the address below.

You may NOT submit any of this information by email. **Your packet must be postmarked by midnight, May 22, 2009.**

MAILING ADDRESS FOR GRANT APPLICATION PACKETS in NORTHERN CALIFORNIA:

California Fire Safe Council
ATTN: 2010 Grantee Survey Packet Grant # _____
5834 Price Ave #101
McClellan, CA 95652

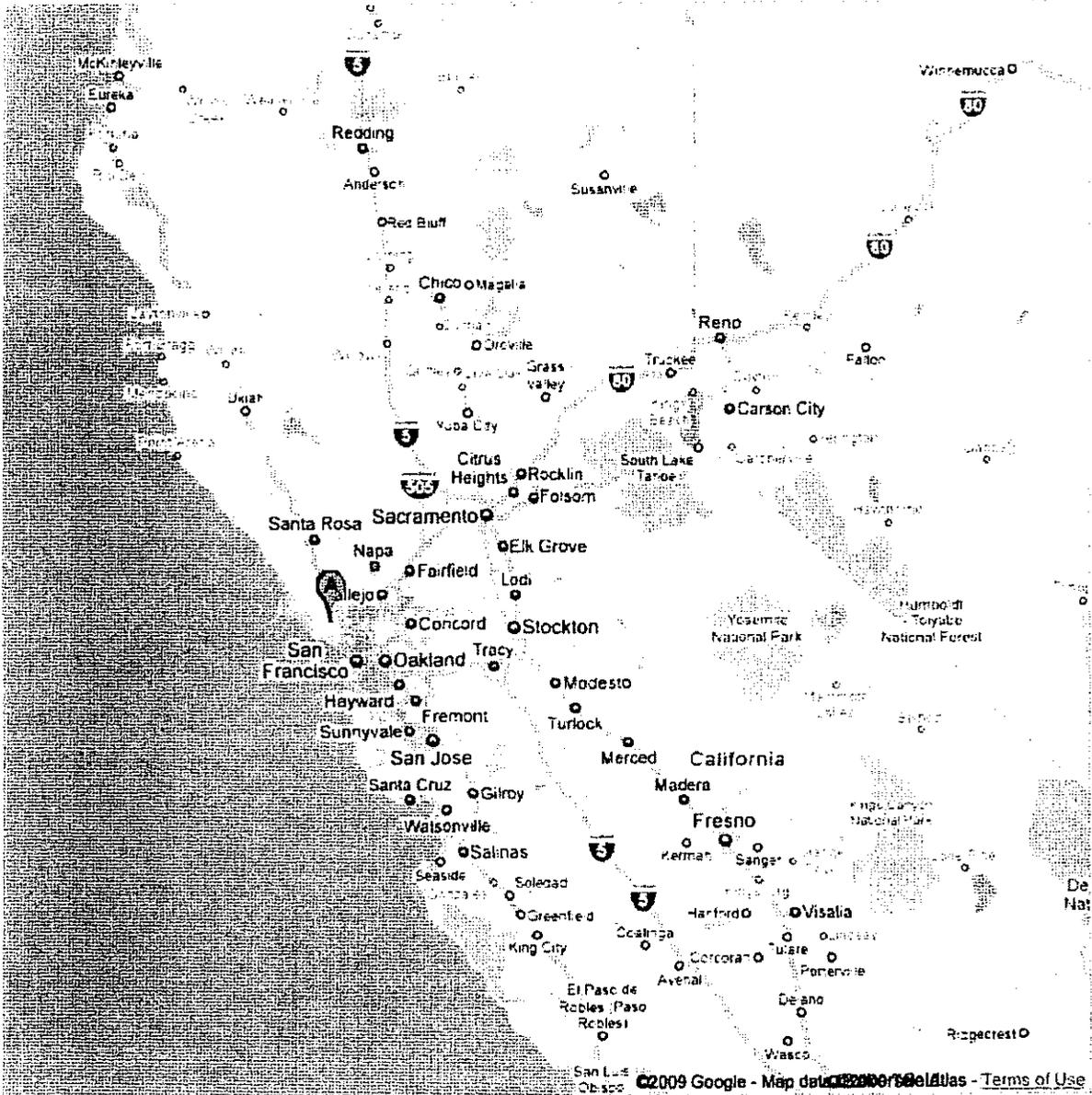
MAILING ADDRESS FOR GRANT APPLICATION PACKETS in SOUTHERN CALIFORNIA:

California Fire Safe Council
ATTN: 2010 Grantee Survey Packet Grant # _____
502 West Route 66, Ste #18
Glendora, CA 91740



Address Fairfax, CA

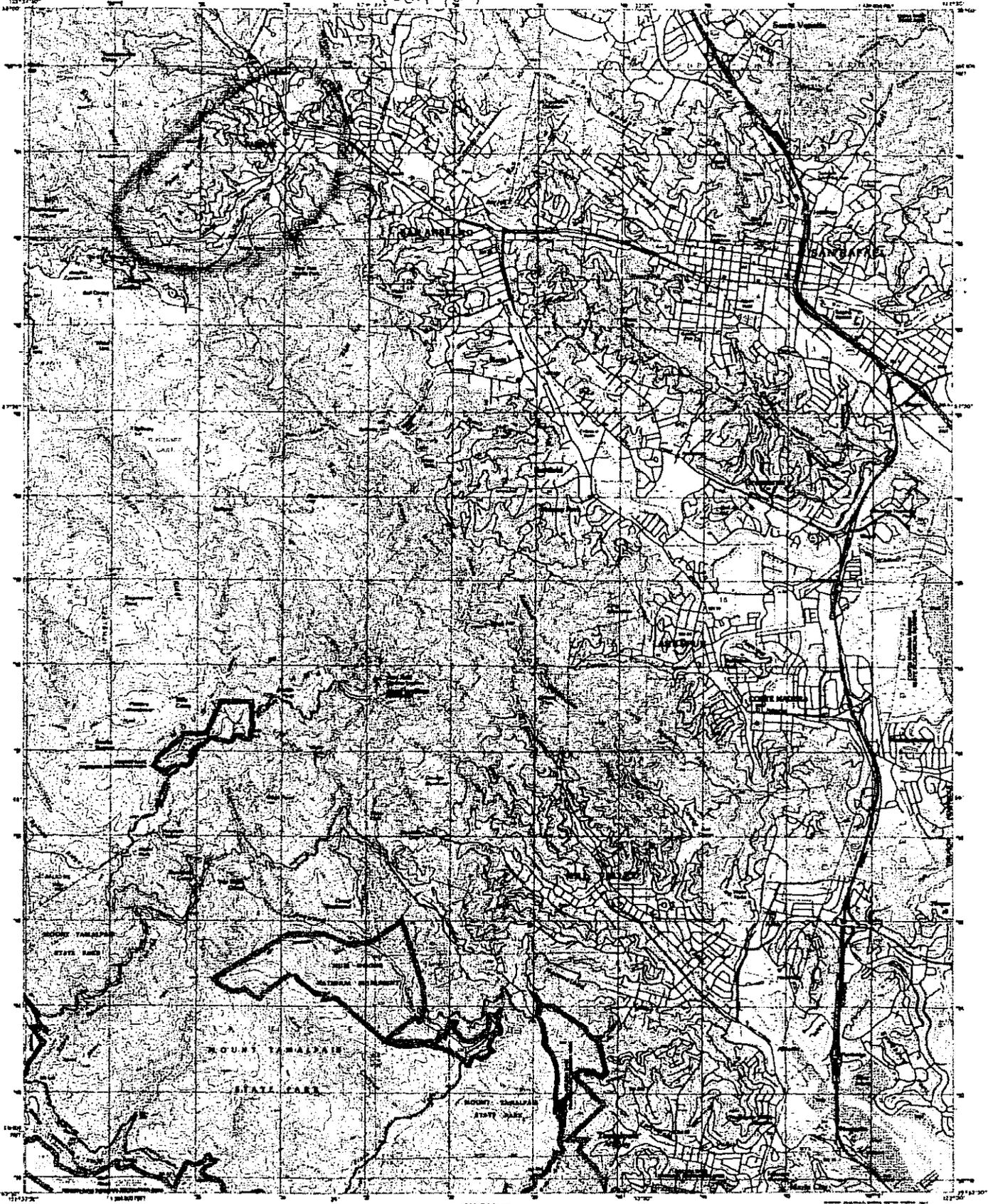
Notes Marker A indicates the Town of Fairfax



1015FS-ES0556
MAP 1 of 3

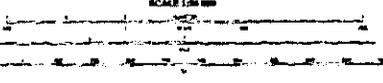
RECEIVED
MAY 19 2009
BY: _____

10000 of Fairfax



Produced by the United States Geological Survey
Copyright © 1987 by the United States Geological Survey
RECEIVED
MAY 18 2009
BY:

mkp2013



CENTIMETER INTERVAL IN FEET
NATIONAL GEODESIC TRIANGULAR SYSTEM
10USFS-ES0554
FOR SALE BY U.S. GEOLOGICAL SURVEY, P.O. BOX 988, DOWNEY, CALIFORNIA 90242
A product of the National Geographic Society

USGS SYMBOLS

Spot Elevation	Spot Elevation
Contour Interval	Contour Interval
...	...

SAN RAFAEL, CA
1983
Scale 1:25,000

UNITED STATES
DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY

RECEIVED
MAY 19 2009
BY:

1005FS-150554
map 3 of 3

