

# NOVATO FIRE PROTECTION DISTRICT

## Vegetation Management Matching Grant Program



### GRANT GUIDELINES FOR APPLICANTS

#### VMMGP District Representative

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#### General Instructions to Apply for the Grant

- Obtain the Pre-Approval Packet from the Grant Coordinator or download from the District website
- Read Grant Information section (3 pages)
- Complete VMMGP Application for Pre-Approval (all signatures must be original)
- Return completed Application to Grant Coordinator

#### Specific Instructions to Apply for the Grant and Receive Payment

##### Launch Phase

1. Check for Grant announcements from the District (July 15 – July 31)  
Some options: [www.novatofire.org](http://www.novatofire.org) (PDF file for download or printing) / NFPD Facebook (link to Grant announcement)
2. Applications are available from August 1 to May 30

##### Pre-Approval Phase

3. Obtain the document Pre-Approval Packet.pdf
  - If completing by hand, you must request an electronic or paper copy from the Grant Coordinator
  - If completing electronically, request an electronic copy by e-mail from the Grant Coordinator or download it from the District webpage and save it to your computerThis document should contain the following pages:
  - Grant Guidelines for Applicants
  - VMMGP Grant Information (3 pages)
  - VMMGP Pre-Approval Application Form (1 page)
4. Provide completed VMMGP Pre-Approval Application Form (1 page) to District representative using ONLY one method below:
  - E-mail OR
  - Fax OR
  - Mail/in person to the District's Administration Building located at 95 Rowland Way, Novato CA 94945

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- Grant Coordinator will notify you of your status once the application has been reviewed; if approved you will receive the [Post-Approval Packet.pdf](#) for review and completion to obtain payment.

Post-Approval Phase
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- Complete document [Post-Approval Packet.pdf](#). This document will contain the following:
  - Award Letter (1 page)
  - VMMGP Agreement Form (1 page)
  - VMMGP Payee Information Form and VMMGP Media Release Form (1 page)
- Complete paperwork itemized below and send to the Grant Coordinator (e-mail/fax/mail/in person); original signatures are required on applicable pages but you may scan the final copy to send by e-mail if desired
  - VMMGP Agreement Form
  - VMMGP Payee Information Form with VMMGP Media Release Form
  - IRS W-9 (applicant is responsible for obtaining this form, we simply provide a link to the IRS website where you can get the most current document version from the IRS)
  - Original PAID Invoices/Receipts
- Funds are distributed to approved applicants from August 15 – June 15; invoices are paid on a Net-30 cycle

# NOVATO FIRE PROTECTION DISTRICT

## Vegetation Management Matching Grant Program



### INTRODUCTION

In the interest of best practices in fire prevention, the Novato Fire Protection District (District) has implemented a Vegetation Management Matching Grant Program (VMMGP). This program utilizes a matching grant with District funding designed to support one-time-only per fiscal year awards for projects that involve the use of a chipper service and/or fire fuels removal as defined in the eligibility criteria section of the grant application process. These projects must involve active participation by a Fire District member in order to meet matching grant guidelines.

### THE PROCESS

- **ELIGIBLE RECIPIENTS**
- **APPLICATION**
- **DECISION**
- **IMPLEMENTATION**
- **COMMUNITY AWARENESS**
- **TO APPLY FOR A GRANT**
- **ELIGIBILITY GUIDELINES AND CRITERIA**

### ELIGIBLE RECIPIENTS

There are two categories of recipients eligible for the matching grant: 1) Home Owners Association (HOA), and 2) Private Homeowner (PH). The VMMGP offers matching grants up to a maximum of \$500 and \$1,500 to the PH and HOA levels, respectively.

Grant money is allocated from the District's annual budget, so the amount available for funding the program will depend on each annually approved fiscal budget and is subject to change without notice. Once funding has been allocated, a set number of HOA and PH grants will be designated by the District. If one or more grants from either level are not used, the District reserves the right to move the grant money to supplement the other level.

### APPLICATION FOR PRE-APPROVAL

This program is a competitive process on a first-come, first-served basis which provides a \$1 match for every \$1 of expenditure by the Pre-Approved Applicant, up to the maximum allowable grant amount for each level. HOA and PH pre-approval applications are received and reviewed by the District VMMGP Grants Coordinator and awards presented to winning Applicants.

<b>VMMGP Business Cycle</b>	
Grant applications are accepted and reviewed on a rolling basis from August 1 to May 31; grants are approved and distributed on a first-come, first-served basis as long as all requirements are met.	
Application Period	August 1 – May 31
Distribution Period	August 15 – June 15

### DECISION

#### Announcement Letter

Once an Applicant has been pre-approved, they will be notified by the District VMMGP Grants Coordinator via an announcement letter. This is an official notification that a matching grant Applicant has been pre-approved and it will be sent to the primary contact noted on the application form; it explains the steps the Applicant must take in order to receive the grant funds.

# NOVATO FIRE PROTECTION DISTRICT

## Vegetation Management Matching Grant Program



### Agreement Form

Each HOA and/or PH Applicant must be willing to sign a VMMGP Agreement, which is a legal document stating the responsibilities of the HOA and/or the PH. By signing this form, the HOA and/or PH are agreeing to the terms and conditions stated in the document. The Agreement Form must be completed and signed by the HOA and/or PH representative and sent to the District before payment of a matching grant can be authorized.

### Payee Information Form

The completed Payee Information Form provides the District with instructions on how to issue payment of the matching grant to the pre-approved Applicant. Payments will not be issued to a beneficiary, cooperating organization, or anyone else other than the Applicant.

### IMPLEMENTATION

Once the vegetation management project has been completed, the District will require documentation from the Applicant confirming the use of the funds in support of best practices for Fire Prevention. A section is included on the Payee Information Form for this reporting process. The Application will need to provide the Address of where the project was implemented and a brief description of what was done to the property. Note: supporting documentation (i.e. detailed Invoices) will be required for disbursement of District funds for the matching grant.

### COMMUNITY AWARENESS

During the period the work is being performed or immediately at the conclusion of the work, the HOA and/or PH agree to allow and/or participate in any media release on the project which may include, but not be limited to, photos, video and interviews.

### TO APPLY FOR THE GRANT

Applicant must be willing to do the following:

1. Complete an Application for Pre-Approval to receive a matching grant
2. Abide by the **Eligibility Guidelines and Criteria** when making a decision to apply for a matching grant; any Applicant not meeting the **Eligibility Guidelines and Criteria** will not be considered for a matching grant.
3. Complete, sign and return required documents (Agreement, Payee Information, Media Release, IRS W-9\*, Copy of paid Receipts/Invoices) to the District Grant Coordinator if pre-approved.
4. Acknowledge that the matching grant award may only be used for payment of goods and services in compliance with the HOA and PH qualifications documented below in the **Eligibility Guidelines and Criteria** section.

\*IRS W-9 Form should only be completed once for all payment requests on a single matching grant award unless new information needs to be added to the form.



**VMMGP ELIGIBILITY GUIDELINES AND CRITERIA**

HOA and PH Applicants will be considered ONLY if they meet each and every qualification in their respective level. Details are noted below:

**A. HOA Qualifications**

1. The properties that are governed by the HOA must be in a designated WUI area as per the officially adopted WUI map. (in some areas, one or more homes may not fall in the WUI, but as long as the majority do)
2. The matching grant for any HOA shall be limited to a maximum of \$1,500, depending on the approved budget and is subject to change annually.
3. The HOA must provide a matching amount for the work completed. For example, if the work totals \$3,000, the HOA must pay at least \$1,500 and the District will grant \$1,500.
4. The funds must be used for either or both of the following:
  - The HOA providing chipper service for individual residents within the HOA to utilize after residents clear flammable vegetation on their own property, and/or
  - the HOA hiring a company to provide fire fuels removal from common areas, around homes, and/or create fuel breaks around the HOA to help protect all homes within the HOA and to the benefit of all residents.
5. New HOA Applicants shall make an appointment with a member of the District to perform a free vegetation evaluation on the property/properties prior to being approved for the grant or any work being completed.
6. Grants may be used to replace highly flammable vegetation with approved fire resistant plants. For example, a HOA removes all juniper and cypress from common areas and wants to replace with approved fire resistant plants.

**B. Private Homeowner Qualifications**

1. The individual house must be within the designated WUI area per the officially adopted WUI map.
2. The matching grants for individual homeowners shall be limited to a maximum of \$500, depending on the approved budget and is subject to change annually.
3. The homeowner must provide a matching amount for the work completed. For example, if the work totals \$1,000, the homeowner must pay at least \$500 and the District will grant \$500.
4. Individual homeowners shall make an appointment with a member of the District to perform a free vegetation evaluation on the property prior to being approved for the grant or any work being completed.
5. The funds must be used for the following services
  - Providing chipper service for use after resident clears flammable vegetation on their own property, and/or
  - Hiring a company to provide fire fuels removal from around the home, and/or the property per the recommendations noted on the vegetation evaluation.
6. Grants may be used to replace highly flammable vegetation with approved fire resistant plants. For example, a homeowner removes all juniper and cypress from around the home and wants to replace with approved fire resistant plants.

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## Vegetation Management Matching Grant Program



VMMGP Application For Pre-Approval	
Legal Name of Applicant (print clearly):	
Date:	
Street Address:	
City, State Zip Code:	
Contact Name:	
Contact Telephone Number:	
Designation: check ONLY one	<input type="checkbox"/> Home Owners Association (HOA) <input type="checkbox"/> Private Homeowner (PH)
Tax Identification Number (TIN):	
SECTION A ( <u>HOA ONLY</u> ): If you have a TIN complete this section SECTION B ( <u>HOA and PH</u> ): If you do not have a TIN or SSN complete this section	
SECTION A (HOA ONLY)	SECTION B
_____	<input type="checkbox"/> I/We do not have a TIN or SSN
TIN	
Amount requested:	
- HOA request may not exceed \$1,500 - PH request may not exceed \$500	\$ _____
Description of your project:	
I certify that all information noted on this document is accurate and true.	
Signature of Applicant: _____	
Date Signed: _____	

**APPLICANT DO NOT WRITE BELOW THIS LINE**

DISTRICT USE ONLY	
<input type="checkbox"/> Approved      Amount: \$ _____	<input type="checkbox"/> Application for Pre-Approval <input type="checkbox"/> Agreement Form <input type="checkbox"/> Payee Information Form <input type="checkbox"/> W-9 Form (IRS) <input type="checkbox"/> Media Release Form <input type="checkbox"/> Copy of PAID Receipt/(s)/Invoice/(s)
<input type="checkbox"/> Not Approved If not approved, provide comments below:	