



2019 Annual Operating Plan

I. Key Objectives

1. Enhance and implement the Defensible Space & Structure Hardening Grants Program. Key areas of this program will include;
 - a. Public Education & Outreach – provide grants program information to eligible property owners and others through a variety of mediums (internet, community meetings, program open house for grant year information and program awards, targeted mailers, etc.).
 - b. Receiving, processing and awarding defensible space and structure hardening grants for eligible homeowners within the 2019 budget.
 - c. Grants Program Data & Financial Reports – reports will be provided describing the tracking and reporting of grant program information, the methodology for awarding homeowner grants, overall grant program successes and challenges and financial detail for all grants awarded and other disbursements from the Defensible Space & Structure Hardening Grants fund.
 - d. Grants Program Website – The www.sunrisepowerlinkgrants.com website will be modified to reflect 2019 Grants program standards, include educational, program information, frequently asked questions (FAQs) and have an available online application process for eligible homeowners.
 - e. SPFMG Website – www.spfmg.com website modified to contain Program news briefs, open house exhibits, archive documents and postings.
2. Maintain the Wells Fargo trust account for the SDG&E funding.
3. Support the professional contractors with expertise and guidance to implement the Defensible Space, Structure Hardening and Community Protection Grants Program.
4. Strategic Plan for Program
 - a. Develop policy(ies) in support of the implementation of the strategic plan.

II. Tasks/Responsibilities/Deadlines

The table below displays the tasks associated with the objectives, how the task will be accomplished and the expected date of completion.

Task	SDG&E	ERS	SPFMG	Due Date
Mail grant application and outreach materials to eligible homeowners		X		12/29/2018
Host 2019 Program rollout open house				1/16/2019
Public Education & Outreach		X	X	Throughout 2019
Due date for applications from homeowners		X		3/1/2019
Transfer 2019 Funds to Wells Fargo Trust Account	X			April 2019
Grant application analysis & recommendations	X	X	X	3/22/2019
Grant award notifications		X		3/29/19 to 4/5/19
Due date for homeowners to complete approved grant projects		X		7/26/2019
Host 2019 Program closeout open house	X	X	X	~9/19/2019
Develop grant evaluation & award criteria for 2020	X	X	X	October 2019
Strategic plan review	X	X	X	October 2019
Develop 2020 Annual Operating Plan	X	X	X	12/15/2019

III. Fire Mitigation Grant Funds

Fund Balance start of Year 2019 (ESTIMATED)	\$ 1,189,193.00
2019 Funding allocation from SDG&E	\$ 3,503,828.80
<i>ESTIMATED TOTAL FUNDS AVAILABLE</i>	\$ 4,693,021.80

These funds will be available to support all costs associated with this program. The following Table depicts the planned estimated expenditures from this fund for 2019.

<i>Year 2018 Approved Community Protection Projects Expense will occur in year 2019 the following were approved at time of adoption of Year 2019 Operating Plan.</i>	
• Calexico Lodge – Dead tree removal near structures	\$14,600.00
• Real East Fire Safe Council – Tule Jim fuel break, Boulevard	\$13,165.52
• Real East Fire Safe Council – Tierra Del Sol fuel break, Boulevard	\$14,471.10
• Fire Safe Council of San Diego County – Chipping & DSAP	\$130,631.18
Total Community Protection Approved Grants	\$172,867.80
<i>2019 Fire Mitigation Grants Program Administration</i>	
<i>Environmental Resource Solutions, Inc. - Contractor</i>	Estimate
• Public Education & Outreach Mailers and outreach materials, for eligible homeowners within 2019 Area of Eligibility.	\$27,020
• Website maintenance/modifications/hosting	\$72,500
• Grants Application Processing/inspections/office support/Program Administration	\$620,000
• Public Relations counsel to SPFMG	
• Year 2019 program rollout open house - January 2019	\$103,000
• Year 2019 program closeout open house – September 2019	
<i>Wells Fargo Trust – Administrative/Service Fees</i>	\$30,000
Total Administrative Budget	\$852,520
Funds Available for Program Grants	\$3,667,634
Community Protection Projects and Priority Vent Grants	
• Funds allocated by the SPFMG for projects to be designated in year 2019.	\$900,300
Funds Available for Program Homeowner Grants	\$2,767,334

*Any funds not spent during the calendar year will be carried forward for use in subsequent years.

IV. Annual Operating Plan Period

The calendar year, January 1st through December 31st will be the basis for the Annual Operating Plan.

V. Group Leadership

The SPFMG has a Chair and Vice-Chair. For 2019 Alpine Fire Protection District is Chair, San Diego Fire-Rescue is Vice Chair.

The Chair Leadership in subsequent years by the San Diego Fire-Rescue, San Diego County Fire Authority, BLM, Lakeside Fire Protection District and CalFire. Vice Chair position is filled by next year’s chairman.

SPFMG Chair and Vice Chair Leadership Schedule

Year	Alpine FPD	San Diego Fire-Rescue	San Diego County Fire Authority	BLM	Lakeside FPD	CalFire
2019	Chair	Vice Chair				
2020		Chair	Vice Chair			
2021			Chair	Vice Chair		
2022				Chair	Vice Chair	
2023					Chair	Vice Chair

VI. Meeting Dates in 2019

Planned meeting dates for the SPFMG:	Location/Time
• March 22, Grant Award Meeting	Alpine – 9:00 am – Noon/till done
• ~June 12, Meeting	Location to be determined
• ~August 7, Meeting	Location to be determined
• ~October 16, Meeting	Location to be determined

Additional meetings or sub-committee may be scheduled to address focused program planning items.