



# Sunrise Powerlink Fire Mitigation Group

## Annual Operating Plan 2018

### 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 2018 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](http://www.sunrisepowerlinkgrants.com) website will be modified to reflect 2018 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](http://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. Develop Strategic Plan for Program
  - a. Three to five year scoping.
  - b. Organization structure.
  - c. Performance Matrix/ Fund Balance Management/policy
  - d. Develop large scale Defensible Space projects for consideration of Sunrise Powerlink Fire Mitigation Grant Funding.
    - i. Dead/Dying Tree removal
    - ii. Structure hardening i.e. vents
    - iii. Access – gates
    - iv. Water Storage
    - v. Defensible Space Assistance Program

## 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.

<b>Task</b>	<b>SDG&amp;E</b>	<b>ERS</b>	<b>SPFMG</b>	<b>Due Date</b>
Mail Outreach material to Eligible homeowners		X		12/29/2017
Open House – Year 2018 Program Information				1/17/2018
Public Education & Outreach		X	X	January to March 2018
Applications From Homeowners Due		X		3/2/2018
Transfer 2018 Funds to Wells Fargo Trust Account	X			April 2018
Grant Application Analysis & Recommendations	X	X	X	3/22/2018
Grant Award Notifications		X		3/23/18 to 3/30/18
Due date for Homeowners to complete approved grant projects		X		7/20/2018
Open House Year 2018 Results	X	X	X	9/19/2018
Develop Grant Evaluation & Award Criteria for 2019	X	X	X	October 2018
Strategic Plan Review	X	X	X	October 2018
Develop AOP for 2019	X	X	X	12/15/18

**III. Fire Mitigation Grant Funds**

Fund Balance start of Year 2018 (ESTIMATED)	\$ 1,021,000.00
2018 Funding allocation from SDG&E	\$ 3,435,126.28
<i>ESTIMATED TOTAL FUNDS AVAILABLE</i>	\$ 4,456,126.28

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 2018.

<i>Year 2016 &amp; 2017 Approved Community Protection Projects Expense will occur in year 2018 the following were approved at time of Year 2018 Operating Plan adoption.</i>	
• Potrero Fuel Breaks – 2016 Approved Project	\$ 10,087.67
• Dulzura Resource Center – Roadside vegetation removal 2017 Approved Project	\$ 19,920.80
• Pine Valley Fire Safe Council – Fuel Break 2017 Approved Project	\$ 17,299.00
Total Community Protection Approved Grants	\$ 47,307.47
<i>2018 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 2018 Area of Eligibility.	\$20,150
• Website maintenance/modifications/hosting	\$39,957
• Grants Application Processing/inspections/office support/Project Management	\$565,000
• Public Relations Support – Open House end of program, Grant Program Rollout Open House	\$120,000
<i>Wells Fargo Trust – Administrative/Service Fees</i>	\$30,000
Total Administrative Budget	\$775,107.
<b>Funds Available for Program Grants</b>	<b>\$3,633,711</b>
Community Protection Projects	
• Funds allocated by the SPFMG for projects to be designated in year 2018.	<b>\$300,000</b>
• Funds allocated by the SPFMG for Vent Retrofit/replacement Priority Grants.	<b>\$150,000</b>
<b>Funds Available for Program Homeowner Grants</b>	<b>\$3,183,711</b>

\*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 2018 San Diego Fire Rescue is Chair, Cal Fire is Vice Chair.

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

SPFMG Chair Leadership Schedule

Year	CalFire	Alpine FPD	San Diego County Fire Authority	BLM	Lakeside FPD	San Diego Fire-Rescue
2015				Chair		
2016					Chair	
2017					Chair	
2018						Chair
2019	Chair					
2020		Chair				
2021			Chair			

SPFMG Vice-Chair Leadership Schedule

Year	CalFire	Alpine FPD	San Diego County Fire Authority	BLM	Lakeside FPD	San Diego Fire-Rescue
2018	Vice Chair					
2019		Vice Chair				
2020			Vice Chair			
2021				Vice Chair		
2022					Vice Chair	
2023						Vice Chair

**VI. Meeting Dates in 2018**

Planned meeting dates for the SPFMG:	Location/Time
<ul style="list-style-type: none"><li>• March 22, Grant Award Meeting</li></ul>	Alpine – 9:00 am – Noon-till done

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