

Sunrise Powerlink Fire Mitigation Group

Annual Operating Plan 2017

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, targeted mailers, etc.).
 - b. Receiving, processing and awarding defensible space and structure hardening grants for eligible homeowners within the 2017 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 2017 Grants program standards, include educational, program information, frequently asked questions (FAQs) and have an available online application process for homeowners.
2. Maintain the Wells Fargo trust account for the SDG&E funding.
3. Support the professional contractor 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.

Task	SDG&E	ERS	SPFMG	Due Date
Mail Outreach material to Eligible homeowners		X		1/1/17
Public Education & Outreach		X	X	January to March 2017
SPFMG Meeting Schedule for 2017	X	X	X	January 2017
Strategic Plan Development	X	X	X	February 2017
Applications From Homeowners Due		X		3/10/2017
Transfer 2017 Funds to Wells Fargo Trust Account	X			April 2017
Grant Application Analysis & Recommendations	X	X	X	4/6/2017
Grant Award Notifications		X		4/7/17 to 4/14/17
Due date for Homeowners to complete approved grant projects		X		7/21/2017
Develop Grant Evaluation & Award Criteria for 2018	X	X	X	December 2017
Develop AOP for 2018	X	X	X	12/15/17

III. Fire Mitigation Grant Funds

Fund Balance start of Year 2017 (ESTIMATED)	\$ 605,000.00
2017 Funding allocation from SDG&E	\$3,367,770.86
<i>ESTIMATED TOTAL FUNDS AVAILABLE</i>	\$3,972,770.86

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 2017.

<i>Year 2016 Approved Community Protection Projects Expense will occur in year 2017</i>	
• Potrero Fuel Breaks	\$41,590.00
• BCLT Alpine Project	\$ 9,000.00
Total 2016 Community Protection Approved Grant Expenditures	\$50,590.00
<i>2017 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 2017 Area of Eligibility.	\$19,000
• Website maintenance/modifications/hosting	\$35,180
• Grants Application Processing/inspections/office support/Project Management	\$490,000
<i>Wells Fargo Trust – Administrative/Service Fees</i>	\$30,000
Total Administrative Budget	\$574,180.00
Funds Available for Program Grants	\$3,348,000
Allocated by the SPFMG for Community Protection Projects to be designated by the SPFMG in year 2017.	\$390,000
Funds Available for Program Homeowner Grants	\$2,958,000

*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 2017 San Diego Fire Rescue has the chair and Vice-Chair.

Followed in subsequent years by the CalFire, Alpine FPD, San Diego County Fire Authority, BLM then Lakeside Fire Protection District.

SPFMG Chair Leadership Schedule

Year	CalFire	Alpine FPD	San Diego County Fire Authority	BLM	Lakeside FPD	San Diego Fire-Rescue
2012	Chair					
2013		Chair				
2014			Chair			
2015				Chair		
2016					Chair	
2017						Chair
2018	Chair					

VI. Meeting Dates in 2017

Planned meeting dates for the SPFMG:	Location/Time
<ul style="list-style-type: none"> • February 	Lakeside - 9:00 – Noon
<ul style="list-style-type: none"> • April 6th Grant Award Meeting 	Alpine – 9:00 am – Noon-till done

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