



**Wildfire Prevention Assessment District
2016-2017 Grant Program Application**

1. Projects are to occur only within the confines of The City of Oakland Wildfire District and on City-owned properties.
2. Only those volunteers or volunteer groups recognized through the City of Oakland's Adopt-a-Spot program are eligible. Projects should be reviewed with Environmental Services Division of Oakland Public Works. [Adopt-a-Spot program](#)
3. Maximum Grant amount not to exceed \$5,000.
4. Projects can include: Chipping and green waste removal; weed whacking; "limbing up" of trees or tree thinning (of trees not on the City of Oakland protected tree list); brush cutting; or grazing. Removal of trees will require approval by [OPW Tree Services Division](#).
5. Best Management Practices must be incorporated in all ground-disturbing fuel reduction work. Review with OPW Environmental Services and OFD Fire Prevention Bureau.
6. Every Project requires a written proposal, to include: [Alameda County Assessor's Parcel](#) Number (APN) of project site; work to be done; final objective; time-frame; itemization of costs.
7. Projects, where it is estimated that labor costs will be greater than \$500, will be required to provide a minimum of 3 bids.
8. The City has a list of approved vendors. Using vendors on this list will result in expedited project approval and payment. You may propose a vendor not on this list, but the contractor must go through the City's Contract Review process before being selected.
9. **Every project requires a review by Public Works Environmental Service, and an inspection by a Vegetation Management Inspector pre- and post-project. It requires their approvals before the project can proceed and before the project is considered completed.**
10. **Photographs** of the project area to be taken **pre-** and **post-**project and provided to the Fire Department and to the Public Works Adopt-a-Spot program for their records.
11. Expenses greater than the amount of the WPAD project grant will be paid for by the applicants.
12. If tools are needed, they may be borrowed from Environmental Services Division of Public Works. They have an extensive inventory of tools and materials; check their [inventory list](#)
13. Refer to the "Applying for a WPAD Grant" supplement for City department contacts and tips.

Contractors will be hired directly by volunteers with Wildfire Protection Assessment District (WPAD) funds, augmented by any other agency's contributions or private donations. The Vegetation Management Unit of the Oakland Fire Department has a list of Contractors to aid property owners with selection and scoping of project work.

Contractors and volunteers will not contract directly with the Wildfire Protection Assessment District. The City of Oakland Fire Department will pay directly to the contractors a portion of project costs up to \$5,000 per project.

To have your project considered for funding please complete the following information:

1. Designated Project Coordinator: _____

Phone: (Daytime) _____ (Evening) _____

(Cell) _____ (Email) _____

2. Park, Location &/or Street Names _____

3. Project Address or Location (APN) _____

4. Number of volunteers involved (minimum 5): _____

5. Names and address of volunteers involved (attach an additional sheet if necessary)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

6. Describe your project and the anticipated tasks and timeframe
(attach an additional sheet if necessary):

- Chipping of cut material
- Green waste removal of cut material
- Weed whacking/ mowing*
- Needle/ leaf removal
- Tree thinning (cutting of small trees)*
- Brush cutting*
- Tree "limbing up"*
- Grazing*

***Note:** *Your project may be located where there are federally protected species or other environmental concerns. **Ground disturbing projects as indicated by * will require environmental review by the Vegetation Management Unit of the Oakland Fire Department and Environmental Services Division of Oakland Public Works.** Best management practices will need to be incorporated into all ground disturbing fuel reduction work.*

6. Briefly describe the services or "in-kind" funding your volunteer group can provide. Services may include: project planning, organizing your volunteers for a work-day, volunteer time spent during a workday, follow-up weed control work with volunteers, tools or supplies purchased and donated to the project. Volunteer **hours are calculated at \$27.59 per hour as of 2015.** If you are providing matching funds, indicate that amount.

7. Briefly describe how the project will improve fire safety. Describe the current conditions of the project area and the overall vision for the project's impact. What is the planned outcome? What are the goals?

Oakland Fire Department Approval:

_____ Date: _____

Oakland Public Works Department Approval:

_____ Date: _____

I certify this information to be true and correct and that the information provided is subject to verification. We understand that we will be responsible for hiring a contractor for the work.

Applicant Signature: _____ Date: _____



WPAD - VEGETATION MANAGEMENT BID AWARD SPREADSHEET

ADOPT-A-SPOT GROUP:						DATE:	
PROJECT LOCATION:							
APN:							
TOTAL CONTRACT AMOUNT:							
TOTAL WPAD GRANT AMOUNT:							
TOTAL MATCHING FUNDS AMOUNT:							
TOTAL IN-KIND SERVICES AMOUNT:							

MINIMUM OF THREE (3) BIDS REQUIRED

	PRE-APPROVED VENDORS			ADDITIONAL VENDORS CONTACTED FOR BID		
NAME (Abrv):						
BID AMOUNT:						
TOTAL AWARDED:						

CITY OF OAKLAND PRE-APPROVED VENDORS LIST: AYDR - Arthur Young; AGS - A Green; CC - CC Construction; DSE - DeSilva; ETS - Expert Tree; LUK - Lukate; VP - VP Hauling; AW - Arbor Works; FC - Focon; ROCA - Roca Enviro Works; RC - Rozco; RMT - RMT Landscape; SAM - Sam's Low Cost

Applicants are not required to use one of these pre-approved vendors. However the selected vendor must comply with City Contracts and Compliance rules. Upon completion of work, contractor will submit their invoice to the Oakland Fire Department Vegetation Management Unit.

Additional Vendors Contacted for Bid:

Example Worksheet

									
		WPAD - VEGETATION MANAGEMENT BID AWARD SPREADSHEET							
ADOPT-A=SPOT GROUP		Friends of Oakland Hill Park						DATE: 2 Mar 2015	
PROJECT LOCATION:		Hill Park Picnic Grounds							
APN:		48Z-555-12-122							
TOTAL CONTRACT AMOUNT:		\$8,000							
TOTAL WPAD GRANT AMOUNT:		\$5,000							
TOTAL MATCHING FUNDS AMOUNT:		\$3,000 (Diablo Fire Safe Council grant and donations to Friends of Oakland Hill Park)							
TOTAL IN-KIND SERVICES AMOUNT:		\$2,000							
		MINIMUM OF THREE (3) BIDS REQUIRED							
		PRE-APPROVED VENDORS			ADDITIONAL VENDORS CONTACTED FOR BID				
NAME (Abv):					ABC	DEF	JKL		
BID AMOUNT:					\$11,250	\$9,500	\$8,000		
TOTAL AWARDED:								\$8,000	
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Additional Vendors Contacted For Bid:									
ABC		Albert Brooks Contracting, 1 International Blvd, Berkeley, 94705, 510-111-5252 Contractors Lic#: 123345							
DEF		David E. Franks Tree Service, 2 International Blvd, Oakland, 94618, 510-111-1245, Contractors Lic#: 23456							
JKL		Jim K. Lao Tree Service, 3 International Blvd, Oakland 94618, 510-111-4567, Contractors Lic: 34567							