

## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460  
Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)

(916) 653-8007



### Effectiveness Monitoring Program Grant Guidelines Fiscal Year 2022–2023 Request for Proposals

*Initial Project Concept Proposals Due **Wednesday, September 21, 2022***

#### Effectiveness Monitoring Committee State Board of Forestry and Fire Protection

#### I. EFFECTIVENESS MONITORING COMMITTEE PROGRAM SUMMARY

The Effectiveness Monitoring Committee (EMC) is an advisory body to the California State Board of Forestry and Fire Protection (Board) that is intended to fund robust scientific research aimed at testing the efficacy of the California Forest Practice Rules (FPRs) and other natural resource protection statutes, laws, codes, and regulations. The EMC creates an active feedback loop to policymakers, managers, agencies, and the public by facilitating the transfer of research results to policy; the EMC does so by working with Project Investigators to produce white papers, publish scientific reports and journal articles, and present policy implications to the Board for consideration. The FPRs and the Board's related policies and regulations address a variety of natural resource issues including, but not limited to, watershed science, wildlife concerns, and wildfire hazard. As a result, projects funded by the EMC span a wide array of topics and approaches but are generally focused on timberlands and rangelands in California, consistent with the Board's jurisdiction.

The Effectiveness Monitoring Committee (EMC) is seeking project proposals that:

- (1) Address one or more of the **critical effectiveness monitoring questions** identified in the [EMC 2018 Strategic Plan](#),<sup>1</sup> and
- (2) Address **natural resource protection issues** that are important for **California forestlands**.

The critical monitoring questions referenced in (1) above are organized under 11 themes:

- |  |   |
|--|---|
| 1. Watercourse and Lake Protection Zone (WLPZ) riparian function | 6. Wildfire hazard                          |
| 2. Watercourse channel sediment                                  | 7. Wildlife habitat: species and nest sites |
| 3. Road and WLPZ sediment  | 8. Wildlife habitat: seral stages           |
| 4. Mass wasting sediment   | 9. Wildlife habitat: cumulative impacts     |
| 5. Fish habitat  | 10. Wildlife habitat: structures            |
|  | 11. Hardwood values                         |

<sup>1</sup> <https://bof.fire.ca.gov/media/9122/2018-emc-strategic-plan-ada.pdf>

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Projects that address multiple EMC critical themes and multiple critical questions within a given theme will be ranked higher than those that only address a single theme and critical question, particularly if the projects align with the EMC’s prioritized critical questions in that funding year. Five to six prioritized critical questions are determined by vote amongst the current EMC members at the beginning of each calendar year (see **Section VIII.a. Evaluation Criteria**, for details).

### II. FUNDING AVAILABILITY

The Board anticipates having \$425,000 available to fund EMC projects each fiscal year for the 2022/2023, 2023/24, and 2024/25, for a total of \$1,275,000 over three years.

### III. AWARD LIMITATIONS

In fiscal year 2022/2023, up to \$425,000 will be awarded to eligible applicants through the EMC’s Effectiveness Monitoring Program. An individual project proponent may be awarded up to \$1,275,000, with funding installments of up to \$425,000 annually for up to three fiscal years with demonstrated progress towards project completion. Applicants requesting more than 425,000 per fiscal year or more than \$1,275,000 total will not be considered.

Longer-term projects (greater than three years) may re-apply for additional funding through the competitive grants process. While the EMC may choose to fund projects that span multiple fiscal years, up to the annual funding cap, the EMC prefers to fund multiple research projects annually. Proposers should keep this in mind when developing their project and annual budget requests.

### IV. TIMELINE AND DEADLINES

A general timeline for review of EMC project proposals and funding decisions is as follows:

**Table 1. General Timeline for Effectiveness Monitoring Committee Project Proposal Submission and Administration.**

July 2022	Sept / Oct 2022	Nov 2022	Dec 2022	Jan	Mar 2023	June 2023
Request for Proposals released	Initial Concept Proposals due; EMC will review & request Full Project Proposals	Full Project Proposals due; EMC will rank projects, recommend funding, and notify applicants	EMC will rank projects, recommend funding, and notify applicants	Grants developed and submitted to grant staff		Funds dispersed; project work begins

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The Initial Concept Proposal is due on **Wednesday, September 21, 2022** at 5:00 pm Pacific Standard Time (PST).

If endorsed, the EMC will request a more detailed Full Project Proposal at the end of September or October, which will be due in November 2022 on the date provided in the email notification.

### V. ELIGIBILITY

All applications will be screened for eligibility. Applications must be complete and submitted by an eligible applicant. Applications that do not meet these criteria will not be scored against the selection criteria and will not be eligible for award.

#### A. ELIGIBLE ACTIVITIES

Eligible projects will be effectiveness monitoring projects which test a specific FPR or other rule or regulation under the Board's jurisdiction and which addresses one or more of the Critical Monitoring Questions in Section 2.4 of the [EMC's Strategic Plan](#).<sup>2</sup>

Proposed projects must clearly apply to management activities on private timberlands in California. Projects on public land may be eligible for EMC funding so long as they clearly apply to the activities and systems that exist on non-federal timberland.

The EMC also encourages proposals that address critical monitoring questions and themes that have not been addressed by previously funded projects.

All funding awards will be distributed through state procurement processes.

#### B. ELIGIBLE ORGANIZATIONS AND PARTNERS

Eligible applicants are local, state, and federal agencies including federal land management agencies; institutions of higher education; special purpose districts (e.g., public utilities districts, fire districts, conservation districts, and ports); Native American tribes; private landowners; for-profit entities; and non-profit 501(c)(3) organizations (e.g., fire safe councils, land trusts).

Applicants may work cooperatively with local partners to implement projects and achieve an outcome that is larger than the sum of the individual projects that may have been undertaken by each partnering organization independently. Applicants should take care to clearly indicate what work will be completed with funds from this solicitation if partnerships are noted.

<sup>2</sup> <https://bof.fire.ca.gov/media/9122/2018-emc-strategic-plan-ada.pdf>

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Your agency, business, or organization must have an active registration in the System for Award Management<sup>3</sup> (SAM) to apply. You must include a screenshot of the SAM registration page in the application appendices to be eligible for an award. There is no charge for registration. Active registration must be maintained throughout the life of the award. Note: The approval process for a new or renewal SAM's registration can take several months.

### **C. PROJECT SCALE**

Proposed projects should focus on large, landscape-scale forestlands composed of one or more landowners, which may cover multiple jurisdictions. Proposed projects that have a wide geographic scope or a wide applicability of results within the State are preferred.

### **D. PROJECT READINESS**

Eligible projects must be able to complete grant-related work by no later than **March 31, 2025**.

### **E. TRANSPARENCY AND CONFLICTS OF INTEREST**

All proposals, requests for funding, ranking results, and related project materials will be made publicly available on the [EMC's website](#).<sup>4</sup> Final results and data from EMC-approved projects will also be publicly available.

If an EMC member is the principal investigator or a collaborator on a proposed project, the EMC member will recuse themselves from ranking that project or participating in funding recommendations for that project. Applicants and EMC members shall disclose to the EMC any potential financial or non-financial conflicts of interests related to the proposal, including direct or indirect financial or non-financial relationships with the EMC, Board, Department, or applicants.

For-profit organizations or entities that could benefit (either directly or indirectly) financially from the proposed project outcomes may only participate as an in-kind contributor and may not participate in any activities or analyses that result in project findings or outcomes. For-profit organizations or individuals must clearly detail their role(s) in the proposed research, such as in-kind contributions of labor, equipment, or access to land. All research activities related to the collecting or analyzing data or reporting on the results must be performed by research institutions or individuals affiliated with such institutions.

<sup>3</sup> <https://sam.gov/content/home>

<sup>4</sup> <https://bof.fire.ca.gov/board-committees/effectiveness-monitoring-committee/>

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Applicants should clearly indicate what work will be completed with funds from this solicitation if partnerships are noted. Generally, project proponents must avoid participating in or influencing any decision in which they have a direct or indirect financial interest or other personal interest.

### VI. ADDITIONAL BACKGROUND

The Effectiveness Monitoring Program is part of California Climate Investments<sup>5</sup> (CCI), a statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment, particularly in disadvantaged communities. The CCI program also creates financial incentives for industries to invest in clean technologies and develop innovative ways to reduce pollution. CCI projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling, and much more. As required by AB 1550, at least 35% of these investments are to be located within and benefit residents of disadvantaged communities, low-income communities, and low-income households across California.

### VII. APPLICATION SUBMISSION INFORMATION

#### A. APPLICATION

The EMC requires that proposals be submitted on the EMC's proposal templates, as described below. While applicants are encouraged to review past accepted projects on the [EMC's website](#),<sup>6</sup> the previous years' proposals may not adhere to the current formatting or submission standards.

Initial Concept Proposals are solicited annually in July. Applicants must submit a one to two-page project summary for initial review using the ["Initial Concept Proposal" template](#)<sup>7</sup> found on the [EMC's website](#).<sup>6</sup>

If endorsed, the EMC will request a more detailed ["Full Project Proposal"](#)<sup>8</sup>. The EMC will evaluate the project and consider it for final approval and funding recommendations to the Board. All sections of the templates must be filled out, and they may be broken into further subsections if necessary. There is no page requirement or page limit for the Full Project Proposal.

<sup>5</sup> <http://www.caclimateinvestments.ca.gov/>

<sup>6</sup> <https://bof.fire.ca.gov/board-committees/effectiveness-monitoring-committee/>

<sup>7</sup> <https://bof.fire.ca.gov/media/9176/concept-proposal-template-6419-ada.pdf>

<sup>8</sup> <https://bof.fire.ca.gov/media/9175/clean-full-project-proposal-template-6419-ada.pdf>

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The Initial Concept Proposal is due on **Wednesday, September 21, 2022** at 5:00 pm PST.

If endorsed, the EMC will request a more detailed Full Project Proposal at the end of September, which will be due in November 2022 on the date provided in the email notification.

All templates necessary to complete an application package can be found on the California Board of Forestry and Fire Protection [EMC's website](#),<sup>9</sup> with further details described below.

### **B. CONTENT AND FORM OF APPLICATION SUBMISSION**

- i. Initial Concept Proposal.** The proposal package must include all information listed below, utilizing the ["Initial Concept Proposal" template](#)<sup>10</sup> found on the [EMC's website](#),<sup>9</sup> by **September 21, 2022** at 5:00 pm PST. Any documents submitted separately will not be accepted or considered. Proposals will NOT be accepted by fax machine or hard copy.
  - a. Date Submitted**
  - b. Project Title**
  - c. Project #** (*leave blank; to be assigned by EMC*)
  - d. Principal Investigator(s)**
  - e. Collaborator(s)**
  - f. Critical Question Theme and Forest Practice Rules or Regulations Addressed.** *Please identify the Critical Questions by number and letter (as identified in the [EMC's Strategic Plan](#)<sup>11</sup>), and the associated regulations by number. Please also describe how your project will address these questions and the efficacy of each regulation.*
  - g. Project Description.** *In not more than 500 words, provide a problem statement, research question, description of methods, and identified monitoring location(s).*
- ii. Full Project Proposal.** If the project proposal is endorsed for Full Proposal submission, the Project Proponent will be notified by the end of September or October that the ["Full Project Proposal"](#)<sup>12</sup> will be due in November 2022 on the date provided in the email notification. Applicants must submit all

<sup>9</sup> <https://bof.fire.ca.gov/board-committees/effectiveness-monitoring-committee/>

<sup>10</sup> <https://bof.fire.ca.gov/media/9176/concept-proposal-template-6419-ada.pdf>

<sup>11</sup> <https://bof.fire.ca.gov/media/9122/2018-emc-strategic-plan-ada.pdf>

<sup>12</sup> <https://bof.fire.ca.gov/media/9175/clean-full-project-proposal-template-6419-ada.pdf>

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parts of the application **in one email**, including any tables, figures, or photos as needed. **Incomplete applications will not be considered.**

- a. **Project #** (provided by EMC if endorsed for full proposal submission)
- b. **Date**
- c. **Project Title**
- d. **Principal Investigator(s)**
- e. **Collaborator(s)**
- f. **Contact Information**
- g. **Project Duration** (Years/Months)
- h. **Project Information:**
  - i) **Background and Justification**
  - ii) **Objectives and Scope**
  - iii) **Critical Question Theme and Forest Practice Rules or Regulations Addressed.** Please identify the Critical Questions by number and letter (as identified in the [EMC's Strategic Plan](#),<sup>13</sup> and the associated regulations by number. Please also describe how your project will address these questions and the efficacy of each regulation.
  - iv) **Research Methods**
  - v) **Scientific Uncertainty and Geographic Application.** Please consult section 4.4 of the [EMC's Strategic Plan](#)<sup>13</sup> for further information.
  - vi) **Collaborations and Project Feasibility**
  - vii) **Project Deliverables**
  - viii) **Detailed Project Timeline**
  - ix) **Requested Funding.** Please provide the total requested amount of funding along with a line-item budget for each fiscal year of the project. You may break each "Category" into as many sub-categories as needed to fully describe your budget. See page 2 of the "[Full Project Proposal](#)"<sup>14</sup> Application for example table format with a year-by-year breakdown and total, including descriptions of the following:

<sup>13</sup> <https://bof.fire.ca.gov/media/9122/2018-emc-strategic-plan-ada.pdf>

<sup>14</sup> <https://bof.fire.ca.gov/media/9175/clean-full-project-proposal-template-6419-ada.pdf>

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- a) **Personnel.** *Identify all personnel costs including field technicians, graduate students, Principal Investigators, etc. Show these values as individual rates per unit of time.*
  - b) **Fringe Benefits.** *Cite as actual benefits or a percentage of personnel costs.*
  - c) **Operating Expenses.** *Include rent, supplies, and equipment costs as separate line items.*
  - d) **Indirect Costs.** *Not to exceed 15%. Additionally, only one professor's summer salary may be included in funding requests.*
  - e) **Travel.** *Express as per diem rates specified by [CalHR](#),<sup>15</sup> or verification that such rates are not available to you.*
  - f) **Total Costs.** *Sum of above items.*
  - g) **Matching or In-Kind Contributions**
  - h) **TOTAL EMC Funding Requested**
- x) **Additional Required Forms**
- a) **Employer Identification Number (EIN).** *Is there an EIN specifically assigned to your organization, or is there a number that is "shared" with other parts of a larger organization? Is there more than one EIN? If so, please provide the one EIN that matches the IRS letter showing the organization's current not-for-profit or for-profit tax status.*
  - b) **Letters of Support.** *If collaborations or partnerships are noted in the proposal, letter of support or other forms of evidence that partners are aware of and in support of the proposed project should be provided.*
  - c) **Sample Resolution.** *If nonprofit or local agency, please provide a Sample Resolution (see [example](#)<sup>16</sup>).*
  - d) **Nondiscrimination Compliance Statement<sup>17</sup> – Form Std 19**
  - e) **Drug-Free Workplace Certification<sup>18</sup> – Form Std 21**
  - f) **Payee Data Record<sup>19</sup> – Form Std 21**

<sup>15</sup> <https://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203>

<sup>16</sup> [https://www.fire.ca.gov/media/10181/calfire\\_fhgrants\\_resolution19\\_20.pdf](https://www.fire.ca.gov/media/10181/calfire_fhgrants_resolution19_20.pdf)

<sup>17</sup> <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std019.pdf>

<sup>18</sup> <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf>

<sup>19</sup> <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

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**VIII. APPLICATION REVIEW INFORMATION****A. EVALUATION CRITERIA**

The EMC will conduct a preliminary technical review of all Initial Concept Proposals that are received by the due date. This review will consider the completeness of the proposals and whether they are within the scope of the Themes and Critical Monitoring Questions elaborated in Section 2.4 of the [EMC's Strategic Plan](#).<sup>20</sup> The EMC will work with Board staff to screen proposals for any conflicts of interest. The EMC may request the Principal Investigator to provide additional information within a reasonable period. When the EMC determines that an Initial Concept is complete and within scope, it will invite the Principal Investigator to submit a Full Project Proposal by a specified date, typically in November.

Full Project Proposals will be evaluated by the EMC using the ranking criteria and approach outlined in Section 5.0 of the [EMC's Strategic Plan](#).<sup>20</sup> Ranking results will be posted on the EMC website and applicants will be notified of the results and receive comments from the EMC. The EMC will complete the review of Full Project Proposals and make any funding recommendations for the 2022/23 fiscal year at their December 2022 meeting.

This review will consider the completeness of the proposals and whether they are within the scope of the Themes and Critical Monitoring Questions as detailed in Section 2.4 of the [EMC's Strategic Plan](#).<sup>20</sup> Principal Investigators will be invited to present and discuss their proposals at an EMC meeting. If needed, the EMC may request the Principal Investigator to provide additional information within a reasonable period.

When a Full Project Proposal is deemed complete and ready for ranking, EMC members will rank the proposal according to the ranking process. EMC members will individually rank each project and the average ranking score will be calculated for each project. No specific minimum average ranking score is required for support; rather, individual project scores will be considered relative to other project scores. Once all Full Project Proposals for the annual project cycle have been ranked, the EMC members will vote to make recommendations for allocation of available EMC funds to the Proposals, taking into consideration the project ranking score, how well the project tests the effectiveness of the FPRs, and the reasonableness of the requested budget. The EMC may decide to recommend funding a proposal in full, in part, or not at all. The Board will make the final funding decision.

<sup>20</sup> <https://bof.fire.ca.gov/media/9122/2018-emc-strategic-plan-ada.pdf>

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It is the intent of the EMC to keep the ranking process transparent, with the ranking done in an easily trackable manner. The ranking will take place during regular, public meetings of the EMC. Thereafter, both the written notes of the meeting and ranking results are published on the Board's website. Project Principal Investigators will be notified of their project ranking, and any comments regarding their project referred to them from the Committee. EMC members who are the Principal Investigator or Collaborator on a project will recuse themselves from ranking their proposal.

Preference may be given to projects based on the following factors, which are used to rank the proposed projects:

### **Critical Questions**

Projects that address multiple EMC critical themes and multiple critical questions within a given theme will be ranked higher than those that only address a single theme and critical question, particularly if the projects align with the EMC's prioritized critical questions in that funding year. Five to six prioritized critical questions are determined by vote amongst the current EMC members at the beginning of each calendar year. Prioritized critical questions in fiscal year 2022/23 are as follows:

- PRIORITIZED LIST
- PRIORITIZED LIST
- PRIORITIZED LIST
- PRIORITIZED LIST
- PRIORITIZED LIST
- PRIORITIZED LIST

Additionally, projects must describe appropriate study design and methods to adequately address the proposed critical question(s), and approximate time frame to conclude results that may be used by the Board to use an evidence-based approach in rule revision(s).

### **Scientific Uncertainty**

Projects will be ranked higher when our current scientific understanding of forest practice effectiveness in the FPRs and associated regulations is incomplete. A goal is to promote projects that address large gaps in the knowledge of the effectiveness of the FPRs and associated statutes and regulations. Projects should propose to investigate high priority critical monitoring themes, as detailed in Section 2.4 of the [EMC's Strategic Plan](#).<sup>21</sup>

<sup>21</sup> <https://bof.fire.ca.gov/media/9122/2018-emc-strategic-plan-ada.pdf>

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### **Geographic Application**

Proposed projects that have broad application throughout California forestlands both public and private will be ranked higher than those with application limited to a specific geomorphic region or sub-region. Projects need not be physically located in California to produce findings that apply to multiple areas in the state.

### **Collaboration & Feasibility**

Projects will receive higher ranking when they have a broad array of collaborative partners involved with substantive expertise in the proposed study. This is to encourage multidisciplinary approaches in the proposals. Project proponents are encouraged to collaborate with state and federal agencies, universities, private industry, NGOs, watershed groups, etc. Past performance in delivering timely, acceptable monitoring reports within available budgets will be considered.

### **EMC Funding Request**

We report the amount of EMC funding requested for information; it is not a ranking criterion. The proposed monitoring projects need to describe existing collaboration and funding that will ensure achieving goals and objectives of monitoring. Also, the proposals need to clearly state funding requested from the EMC. Project proponents shall provide the information on the requested funding in proportion to the total project budget.

Projects will be evaluated by each EMC member within each of the above categories. Each category will be assigned a Ranking of 1 to 5, as described in Figure 1, below.

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**Ranking Method for Monitoring Projects**

**Critical Question:** Proposed monitoring project addresses one or more EMC critical monitoring questions with appropriate study design and experimental methods.

**Scientific Uncertainty:** Current scientific understanding is not well-studied or validated. This ranking is weighed twice (2 times) the weight of other rankings.

**Geographic Application:** Critical question and proposed project has broad geographic application.

**Collaboration & Feasibility:** Number of active contributing collaborators relative to the monitoring subject.  
Consider the magnitude and expertise of the collaborators.  
Feasibility of monitoring project to meet stated goals and objectives within expected budget and timelines needed by the EMC, Board, or stakeholders.

On an ordinal scale of 1 to 5, with a Ranking of 5 being the most desirable, reviewers should refer to the following guidance when reviewing any category:

- 1 = Does not meet any portion of the Ranking
- 2 = Does not meet key portions of the Ranking
- 3 = May meet some portions of the Ranking, either key or ancillary
- 4 = Meets key portions of the Ranking and does not address ancillary portions
- 5 = Meets all portions of the Ranking

**Figure 1. EMC Ranking Method for Proposed Projects<sup>22</sup>**

Each project will be individually ranked within each of the four categories—with the ranking for Scientific Uncertainty multiplied by a factor of 2—and the total score will be calculated by summing rankings across the categories. The final ranking score is based on the average of all total scores as ranked by each EMC member for each project. The maximum score possible is 25; the minimum score possible is 5. No specific minimum average ranking score is required for support; rather, individual project scores will be considered relative to other project scores.

<sup>22</sup> The metrics used for ranking EMC projects were modeled on the Cooperative, Monitoring, Evaluation and Research Committee (CEMR) (established by the State of Washington Forest Practices Board) general method for ranking projects. This was deemed prudent during the initial formation of the EMC as CEMR is roughly similar in scope and mission as the EMC, and is a well-respected governmental advisory committee. (<https://www.dnr.wa.gov/about/boards-and-councils/forest-practices-board/cooperative-monitoring-evaluation-and-research>).

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**B. REVIEW AND SELECTION PROCESS**

Applications will be evaluated against the criteria listed in the Evaluation Criteria subsection, above. All applications will be screened to ensure compliance with the requirements as set forth in these grant guidelines. Applications that do not follow the directions for submission or that are incomplete will not be considered. Proposals will be evaluated for merit and assigned a Ranking using criteria listed in this document. If the highest-ranking proposals are equally ranked, the top-ranking proposal(s) that in combination best align(s) with the current fiscal year preferences will be chosen. Newly awarded projects are subject to funding limits based on previous-year allocations, and previously allocated funds in upcoming years will be considered during the EMC's review of new proposals each year.

**C. ANTICIPATED ANNOUNCEMENT AND AWARD DATE**

<b>July 2022</b>	Approximate Month for Issuance of Request for Proposals
<b>September 21, 2022</b>	Initial Project Proposal submission deadline
<b>September / October 2022</b>	Approximate month when Full Project Proposals will be requested from Project Proponents
<b>November 2022</b>	Approximate deadline for Full Project Proposal submission for selected proposals
<b>December 2022 / January 2023</b>	Approximate month of award announcement
<b>June 30, 2023</b>	Approximate date of award and work begins
<b>March 31, 2025</b>	Work must be completed
<b>May 30, 2025</b>	Last day to submit invoices
<b>June 30, 2025</b>	Last day for appropriation of funds

**IX. AWARD ADMINISTRATION INFORMATION****A. AWARD NOTICES**

Applicants will be notified by email about funding decisions in approximately **December 2022**.

**B. REPORTING AND DELIVERABLES**

Applicants should include a description of project deliverables in the Full Project Proposal, as indicated on the required form. The EMC is interested in receiving periodic updates, field tours, scientific reports, published journal articles, and/or other relevant deliverables during the life of the project. The EMC also encourages education and outreach events for the public. Specific reporting requirements are detailed below:

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### i. Project Reporting

Project Management Board, agency, assigned project liaisons, and EMC staff will work closely with Project Proponents to manage the current and ongoing project workload. Project liaisons will report out on progress at each EMC meeting; the EMC meets approximately 6 times per year. Co-chairs will brief the Board during EMC advisory committee updates as needed.

#### a. Annual and Final Reporting

Status and Progress Reports Principal Investigators will provide yearly updates on status and progress. In-person reports may be requested by the EMC at committee meetings.

- i) **EMC Scientific Reports.** Members of the EMC or principal investigators conducting monitoring will synthesize the results into final reports for the EMC. The reports shall include descriptions of purpose and need, scientific methods, results and technical analysis, evaluation of implications for resources and forest management operations, and disclosure of any possible limitations of results and any scientific uncertainty. The reports shall not provide policy or regulatory recommendations, other than ideas for potential further refinement of study methods to address any significant limitations and remaining scientific uncertainty. All final reports will be made available to the public on the EMC webpage. All reports shall discuss the statistical, physical and biological relevance of the monitoring and results. Due to relatively small sample sizes and lack of controls for both dependent and independent variables associated with “specific question” studies, statistically rigorous testing of water quality, aquatic habitat and wildlife resource questions is often difficult. However, well developed resource monitoring questions can improve scientific monitoring designs so that they limit spurious results and enhance the range of inference. Both statistical and biological relevance of the monitoring and the resulting acceptable level of scientific uncertainty should be clearly stated in each monitoring proposal and final report. Development of possible rule language options based on results and findings of EMC reports, if necessary, shall be proposed by or brought before the Board’s Forest Practice Committee (FPC) for review and comment prior to submittal to the full Board.
- ii) **Completed Research Assessment.** The EMC’s [Completed Research Assessment](#)<sup>23</sup> should be consulted to ensure the final deliverables meet the EMC’s high standards for scientific integrity,

<sup>23</sup> [https://bof.fire.ca.gov/media/wktpsaxf/emc-completed-research-assessment\\_ada.pdf](https://bof.fire.ca.gov/media/wktpsaxf/emc-completed-research-assessment_ada.pdf)

**EFFECTIVENESS MONITORING COMMITTEE**

P.O. Box 944246  
 SACRAMENTO, CA 94244-2460  
 Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)

(916) 653-8007



and to ensure a strong link from research to policy and practice. This document must be completed and submitted to the EMC for review and will be submitted to the Board of Forestry and Fire Protection for final assessment of the completed project.

**b. Required Statements on All Documents, Publications, Audiovisual Material, and Electronic Media**

The following statement needs to be included on all documents, publications, audiovisual material, electronic media, and related informational pieces for public distribution that result from projects funded by the EMC:

***“This work was funded in whole (or in part) through a grant from the California State Board of Forestry and Fire Protection Effectiveness Monitoring Committee.”***

**c. Accounting Requirements**

The grantee must maintain an accounting system that accurately reflects fiscal transactions. The accounting system must provide an adequate audit trail, including original source documents, such as receipts, progress payments, invoices, purchase orders, timecards, cancelled checks, etc. The accounting system must document the total cost of the project. The grantee must maintain accounting records for one year following the duration of the Project Performance Period or after final disposition of any disputed audit findings. Grantees are required to keep source documents for all expenditures related to each grant for at least three years following Project completion and one year following an audit.

**C. PAYMENT OF GRANT FUNDS**

Funds will be disbursed only once there is a fully executed Grant Agreement between the EMC and the grantee. Payments will be made on a reimbursement basis (i.e., the grantee pays for services, products or supplies; invoices EMC for the same; and the State reimburses the grantee upon approval of the invoice). No work prior to or after the grant period will be reimbursable. The invoice will then be forwarded to Sacramento Headquarters for review and subsequent approval of payment. Expect payment to be issued 45 to 60 calendar days from the time an acceptable invoice is received. If an invoice is incomplete or non-reimbursable, it will be returned to the grantee.

**D. PUBLICITY**

Communication about all press releases, media events, activities, and reports generated by the award should be coordinated with and provided to Kristina Wolf,

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Environmental Scientist for the Board of Forestry and Fire Protection in advance of the event, media release, or release to the public. All materials will need to be approved by the EMC at a scheduled public meeting prior to release.

### X. PROPOSAL SUBMISSION AND CONTACT INFORMATION

Interested applicants should carefully review these grant guidelines and the [EMC's website](#).<sup>24</sup> **All Project Concept Proposals must be submitted on the form provided and received by the due date.** Please direct all questions and requests for further information via email; proposals should also be emailed to:

**[kristina.wolf@bof.ca.gov](mailto:kristina.wolf@bof.ca.gov)**

<sup>24</sup> <https://bof.fire.ca.gov/board-committees/effectiveness-monitoring-committee/>