



Occupation Description Outline

AFSC Grants Coordinator/Project Manager

Responsibility Categories

GRANTS

- i. Grant applications
- ii. Post-award functions
- iii. Research New grant opportunities
- iv. Follow up with Future fuels projects
- v. Maintain grant documents and files
- vi. Grant Advance payment requests [CALfire only]
- vii. Manage fuels projects
- viii. Meet with property owners
- ix. Pre & post project community meetings [CALfire only]
- x. Progress Reports/FINAL grant close out report

TITLE III

- i. Determine future funding needs
- ii. CWPP & FireWise
- iii. Find fuels projects

ADVERTISING & OUTREACH

- i. Newsletter
- ii. Chipping Program
- iii. Greens Waste Vouchers
- iv. Literature distribution

COMMUNITY INVOLVEMENT/OTHER ENTITY OBLIGATIONS

- i. FireWise
- ii. Forest Health Community Working Group
- iii. Fire Risk Community list
- iv. County Grants Coordinator
- v. Defensible Space Inspections (CALfire)
- vi. Burn pile

Specific Duties

GRANTS

Prepare Grant applications

- i. Find Grant writer
- ii. Determine project areas
- iii. Determine if project area in WRMP (Wildfire Risk Mitigation Plan)
- iv. Determine needed project areas with County Grants Coordinator
- v. Work closely with the AFSC Administrator for accounting budgets
- vi. Preliminary meeting with project(s) property owners
- vii. Determine Projects Budget and overall Grant budget
- viii. Assist Grant writer in Scope of Work for each project
- ix. Obtain/determine AFSC approval of Grant application
- x. Submit to CALfire CNR Grants, before deadline
- xi. Once awarded, Review Grant Award with AFSC
- xii. Consult AFSC Administrator to establish New Grant bank account

Project management pre-fuels work (after grant award)

- i. Meet with property owners in project area to explain project [community mtg required by CALfire]
- ii. Obtain Right of Entry Authorization pre-CEQA from each property owner participating
- iii. Determine Lead Agency for Project Areas
- iv. Find and engage CEQA contractor [CALfire & title Grants only]
- v. Constant engagement with CEQA contractor throughout Study process
- vi. Consult County on Grant project areas that are within WRMP
- vii. Find and engage Fuels Contractor [RFP or direct award]
- viii. Establish schedule for fuels work
- ix. Take pre-fuels & post work project area pictures
- x. Submit Quarterly Progress report for each open Cal fire grant
- xi. Advance payment requests: work up preliminary budget; submit budget to AFSC Admin & CALfire; supervise budget; complete quarterly Advance Accounting reports to CALfire per Grant
- xii. Write FINAL Grant report and submit prior to Grant expiration date

Other grant-related activities

- i. Research new projects in Alpine County for future grant applications
- ii. Research New projects for future Grant applications
- iii. Maintain updated Grant files per Grant

TITLE III

- i. Meet with County Grants Coordinator for next Year's overall budget
- ii. Determine with AFSC Admin amount remaining in previous year's budget
- iii. Determine projects for Title III new year
- iv. Consult FireWise Communities for their individual budgets, i.e. projects & other tasks
- v. Supervise Title III fuels projects
- vi. Obtain Right of Entry from property owners
- vii. Find fuels contractors
- viii. Determine fuels budget for project work

AFSC NEWSLETTER & OTHER AFSC ADVERTISEMENT

- i. Write articles
- ii. Coordinate with AFSC Admin for postage, draft document, final document
- iii. Obtain AFSC banner for Burn Pile
- iv. Install AFSC banner at Burn Pile
- v. Greens waste Voucher program
- vi. Order 100-150 vouchers from Douglas waste [So. Tahoe] annually
- vii. Distribute Vouchers to AFSC members
- viii. Maintain vigilance with AFSC number of Vouchers left
- ix. Handle phone inquires from residents

CURBSIDE CHIPPING PROGRAM

- i. Handle phone requests
- ii. Call Chipping Crew with requests
- iii. Maintain log of requests and completed work for Grant report

FIREWISE

- i. Assist existing Communities with Action items
- ii. Assist existing communities with projects
- iii. Assist New communities with application and completing action items
- iv. Promote FireWise

AFSC LITERATURE

- i. Order from UNR & CALfire as needed
- ii. Maintain literature storage area at Fire Station #2
- iii. Update literature (UNR & CALfire)
- iv. Coordinate community meetings for Wildland Fire updates & distribute literature

FIRE RISK COMMUNITY LIST

- i. Attend Subcommittee meetings
- ii. Function within the subcommittee
- iii. Perform tasks as requested to move application forward toward next year

COUNTY BURN PILE

- i. Advertise
- ii. Post AFSC banner at burn pile annually

REQUIREMENTS OF POSITION:

1. Interface with the residents of Eastern Alpine County, for Defensible Space awareness, AFSC awarded Grants, Project work in or around Eastern Alpine County
2. Interface with the County Board of Supervisors as needed for updates on AFSC activities, Grants, etc.
3. Write fuels reduction Grants (CALfire, USFS, Calif Fire Safe Council, etc.) as necessary
4. Obtain Contractors to write Grants
5. Manage all parts of awarded Grants including:
 - Scope of Work for fuels projects
 - Securing Contractors for CEQA & fuels reduction work
 - Write Requests for Proposals [RFPs] for fuels reduction contractors
 - Obtain Qualified Managing CEQA Contractors to complete CEQA Study
 - Manage Budget for Grant projects
 - Meet with project property owners to obtain Right of Entry Authorization
 - Conduct required pre-project Community Meetings
 - Meet with awarded contractor and manage the project work
 - Obtain pre & post project pictures
 - Submit quarterly Grant progress reports as required
 - Meet with individual property owners for individual parcel fuels work
 - Maintain understanding and vigilance of needed fuels work under CWPP
 - Submit timely Final Grant report when Grant has been completed
 - Maintain constant AFSC awareness of the grant(s) status
 - Obtain bank accounts for each grant
 - Coordinate with AFSC Administrator for grant fund balance
6. Work with Alpine County Grants Coordinator on Community Wildfire Protection Plan (CWPP)
7. Get acquainted fervently with:
 - Battalion Chief Amador/Eldorado CALfire Unit, Brian Newman
 - Bret Swearengin CALfire Captain Defensible Space Inspections
 - Jeff Hoag CALfire Chief Defensible Space Inspections
 - Megan Scheline CALfire Commander Amador/Eldorado unit
 - USFS Humboldt Carson Ranger Matt Zumstein
 - Eastern Alpine Fire/Rescue Fire Chief Paul Washam
8. Be a participant on behalf of AFSC at:
 - Forest Health Community Working Group meetings and functions
 - Fire Risk Community list meetings
 - Title III funding
9. Attend bi-monthly AFSC meeting to report on all activities:
 - Grants Status
 - Upcoming grants
 - Meetings attended in behalf of AFSC
 - Defensible Space Inspections
 - Meetings with CALfire, USFS, BLM