CITY OF COLFAX, CALIFORNIA

Home Hardening & Defensible Space Program



REQUEST FOR QUALIFICATIONS

for

Preferred General Contractors (List A)

and

Preferred Defensible Space Contractors (List B)

FUNDED BY	IN PARTNERSHIP WITH	ADMINISTERED BY
FEMA — Hazard Mitigation Grant Program	**Cal OES**	**4Leaf, Inc.**

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Program Contact: Matt Walbeck, 4Leaf, Inc. — Program Administrator

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https://colfax-ca.gov/homehardening/

Table of Contents

Introduction 3
Program at a Glance 4
RFQ Objective and Contractor Lists 5
Qualified Vendor Letter of Interest Requirements 6
1. Vendor Can Meet Minimum Qualifications 6
2. Vendor Will Agree to Assignment of Work Process 7
3. Vendor Will Agree to Process for Changes in the Work 8
4. Vendor Can Fulfill General Responsibilities 8
5. Warranty 10
6. Emergencies 11
7. Default 11
8. Vendor Will Enter Tri-Party Agreement with Homeowner and the City of Colfax 11
9. Vendor Will Agree to Invoicing and Payment Procedure 11
How to Submit a Letter of Interest 12
REQUIREMENTS FOR SERVICE CATEGORY #1 14
REQUIREMENTS FOR SERVICE CATEGORY #2 16
REQUIREMENTS FOR SERVICE CATEGORY #3 18
REQUIREMENTS FOR SERVICE CATEGORY #4 20
REQUIREMENTS FOR SERVICE CATEGORY #5 21
REQUIREMENTS FOR SERVICE CATEGORY #6 22
REQUIREMENTS FOR SERVICE CATEGORY #7 23
REQUIREMENTS FOR SERVICE CATEGORY #8 24
REQUIREMENTS FOR SERVICE CATEGORY #9 25
REQUIREMENTS FOR SERVICE CATEGORY #10 29
Attachment A — CWMP Minimum Quality Standards 30

Introduction

Wildfire is the defining natural hazard for the City of Colfax. Located in the Sierra Nevada foothills of Placer County, Colfax lies within a high wildfire hazard area where ember-driven fire behavior places the entire community at risk. The devastating River Fire of 2021 burned immediately adjacent to the City, demonstrating how quickly a wildfire can threaten an entire community. To better protect the homes of its residents, the City of Colfax has established the Colfax Home Hardening and Defensible Space Program (the "Program"), funded through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) administered by the California Governor's Office of Emergency Services (Cal OES), and aligned with the California Wildfire Mitigation Program (CWMP) Wildfire Community Hardening Framework. The City has retained 4Leaf, Inc. to administer and manage the Program on the City's behalf. See project website at https://colfax-ca.gov/homehardening/ for more information.

The Program focuses on retrofitting homes with ignition-resistant materials and creating compliant defensible space around homes located within the corporate limits of the City of Colfax (95713). It provides direct financial assistance to homeowners, covering 90% of eligible project costs with a 10% homeowner cost share, and is open to all homeowners within the city limits with no income restrictions. The Program anticipates hardening approximately 100 homes, in addition to providing community and homeowner wildfire education on defensible space and home retrofitting.

In support of this grant program, the City of Colfax is seeking qualified Vendors to provide, on an as-needed basis, home hardening retrofits and defensible space work at participating homes in Colfax. Home hardening addresses the most vulnerable components of a home with building materials and installation techniques that increase resistance to the heat, flames, and embers that accompany most wildfires. Qualifying homes include single-family homes; mobile and manufactured homes may also be eligible. A home assessment will determine the specific measures to be taken at each homesite. Commercial buildings and apartment complexes do not qualify for this Program at this time.



CAL FIRE "Harden Your Home" — ReadyforWildfire.org

Two separate contractor lists. The City of Colfax is developing two separate lists of pre-qualified Vendors: a list of General Contractors for home hardening work (List A) and a separate list of Defensible Space Contractors for vegetation management work (List B). Firms may submit for either list or for both lists, provided they meet the licensing and qualification requirements for each list they apply to.

All work completed under the scope of this agreement shall be done in accordance with California Building Code Chapter 7A, California Public Resources Code Section 4291, and the CWMP Minimum Quality Standards (Attachment A). Interested Vendors who meet the minimum requirements outlined in Section 1 below may submit a Letter of Interest / Statement of Qualifications (SOQ) for any or all of the following ten (10) service categories for site-built, modular, and mobile homes:

#	Service Category	Contractor List
1	Roof Removal, Repair, or Replacement	**List A — General Contractors**
2	Windows/Doors Installation, Repair, or Replacement	**List A — General Contractors**
3	Vent Removal, Repair, or Replacement	**List A — General Contractors**
4	Garage Door Repair or Replacement	**List A — General Contractors**
5	Gutter and Gutter Cover Repair, Removal, or Installation	**List A — General Contractors**
6	Walls/Siding Installation, Repair, or Replacement	**List A — General Contractors**
7	Attachments to Residence Removal, Repair, or Replacement	**List A — General Contractors**
8	Mobile Home Hardening Elements	**List A — General Contractors**
9	Defensible Space (Zones 0, 1, and 2)	**List B — Defensible Space Contractors**
10	Auxiliary Buildings & Structures	**List A or List B (per Work Order)**

Program at a Glance

Project Area	All residential parcels within the corporate limits of the City of Colfax, California (95713).
Funding Source	FEMA Hazard Mitigation Grant Program (HMGP), administered by Cal OES. Federal procurement standards (2 CFR 200) apply.
Program Administrator	4Leaf, Inc. — application intake, property assessments, scope development, contractor coordination, construction oversight, inspection, and payment.
Eligible Homeowners	Legal owners of record of single-family homes (including mobile/manufactured homes) within city limits. No income limits. Renters, apartment buildings, and commercial buildings are not eligible.
Cost Structure	Up to $60,000 in eligible project costs per property. The Program covers 90% of eligible project costs, with a 10% homeowner cost share (up to $54,000 in Program funding and $6,000 homeowner contribution at the maximum eligible project cost). The homeowner cost share is secured before construction begins.
Prevailing Wage	This Program is a public works / prevailing wage project. All Vendors and subcontractors must comply with California prevailing wage law and be registered with the Department of Industrial Relations (DIR).

Standards	California Building Code Chapter 7A; PRC 4291; CWMP Minimum Quality Standards (Attachment A); FEMA Environmental & Historic Preservation (EHP) conditions.
Contractor Lists	List A — General Contractors (home hardening; Service Categories 1–8 and 10). List B — Defensible Space Contractors (Service Category 9 and vegetation-related work in Category 10). Firms may apply for one or both lists.
Contract Vehicle	Master Services Agreement with each Qualified Vendor; per-home Work Orders awarded by competitive bid among list members; tri-party agreement among the City/4Leaf, Homeowner, and Vendor.
Program Contact	Matt Walbeck, 4Leaf, Inc. — Program Administrator — mwalbeck@4Leafinc.com — (530) 907-9855

RFQ Objective and Contractor Lists

The objective of this RFQ process is to create two pools of Qualified Vendors to harden homes in Colfax against the risk of wildfire losses through ignition-resistant retrofit measures and defensible space, so that homes are more resistant to heat, flames, and embers:

LIST A — PREFERRED GENERAL CONTRACTORS (HOME HARDENING)

Licensed general and specialty contractors performing structural home hardening retrofits: roofs, windows and doors, vents, garage doors, gutters, walls and siding, attachments (decks, stairs, fences), mobile home hardening elements, and retrofit of auxiliary buildings and structures (Service Categories 1–8 and 10).

LIST B — PREFERRED DEFENSIBLE SPACE CONTRACTORS

Licensed tree service and landscape contractors performing vegetation management and defensible space work in Zones 0, 1, and 2, including tree removal, limbing, chipping, hazardous fuel reduction, hardscaping, and relocation or removal of combustible materials (Service Category 9 and vegetation-related work in Category 10).

Firms may apply for both lists. A firm that holds the required licenses for both home hardening and defensible space work may submit a single Letter of Interest identifying both lists. The City will evaluate the firm separately against the qualifications for each list, and acceptance to one list does not guarantee acceptance to the other. Work Orders for each list will be published only to the Vendors qualified on that list.

If approved as a Qualified Vendor, the City of Colfax, through 4Leaf, Inc., will enter into a Master Services Agreement with each Vendor establishing them as a member of the applicable pool. Work Order bid opportunities will be issued by 4Leaf to the members of the applicable list ONLY, as site-specific Scopes of Work are finalized. There is no initial qualification period: a Vendor becomes eligible to receive Work Order bid opportunities as soon as its Master Services Agreement has been executed, and additional Vendors may be added to either list at any time through the rolling Letter of Interest process. Bids will be accepted on an as-needed basis at the discretion of the Vendor. There is no guaranteed minimum amount of work. Any Vendor interested in becoming a Qualified Vendor shall submit a Letter of Interest based on the requirements below.

Qualified Vendor Letter of Interest Requirements

1. Vendor Can Meet Minimum Qualifications

The following minimum qualifications apply to all ten (10) service categories listed in the Introduction above. Licensing requirements are specific to the list applied for; all other requirements apply to both lists.

Licensing — List A (General Contractors)

a. General Contractors must hold a current California license as a General "B" (Residential Builder), "B-2" (Residential Remodeler), C-47 (General Manufactured Housing Contractor) and/or a C-61 (Limited Specialty) classification appropriate to the work.

b. Roofers must hold a current California C-39 (Roofing) license, or a D-39 or "B" license where the roofing scope is performed under a general contractor.

c. Specialty work (e.g., windows/doors, siding, garage doors) may be self-performed or subcontracted to appropriately licensed specialty contractors under the Vendor's supervision. Subcontractors are held to the same licensing, insurance, prevailing wage, quality, and performance requirements as the Vendor, and the Vendor is responsible for their performance.

Licensing — List B (Defensible Space Contractors)

a. Defensible Space Vendors must hold a current California D-49 (Tree Service) and/or C-27 (Landscaping Contractor) license. Tree felling and limbing shall be performed by qualified tree workers as described in Title 8 CCR Section 3420(b).

b. Where a Work Order includes both defensible space and hardscape or fence work, the Vendor must hold, or subcontract to, the appropriate license classification for that work.

Requirements applicable to both lists

a. Vendors must not be debarred from conducting business with the State of California.

b. Vendors must not be on the SAM.gov Debarment or Suspended list and must hold an active SAM.gov registration (Unique Entity ID).

c. Vendors must be registered with the California Department of Industrial Relations (DIR) as a public works contractor (Labor Code Section 1725.5) and must comply with California prevailing wage requirements, including payment of prevailing wage rates, maintenance of accurate payroll records, submission of certified payroll reports through the DIR eCPR system, and applicable apprenticeship standards. 4Leaf, Inc. will retain a Labor Compliance Officer to monitor compliance. The applicable DIR general prevailing wage determinations (or a link to the current determinations) will be included with each Work Order bid package so that Vendors can account for the correct rates in their bids.

d. Vendors must possess a current City of Colfax business license where required by local law.

e. Vendors must provide proof of sufficient worker's compensation and general liability insurance in compliance with the City of Colfax's $1,000,000 minimum per occurrence, per contract, and must name the City of Colfax and 4Leaf, Inc. as additional insureds.

f. Vendors must possess sufficient financial stability to finance construction projects for thirty (30) days while reimbursement from the City of Colfax is processed.

g. Vendors are expected to comply with 2 CFR Part 200, the federal guidelines on federally funded projects, including the contract provisions in 2 CFR 200.327 and Appendix II.

h. Vendors are required to provide a 5% Bid Guarantee when the Federal Simplified Acquisition Threshold (SAT) is met or exceeded.

i. Vendors are required to provide a Performance Bond for 100% of the contract price on any Work Order that meets or exceeds $25,000 (twenty-five thousand dollars).

j. Vendors are required to provide a Payment Bond for 100% of the contract price on any Work Order that meets or exceeds $25,000 (twenty-five thousand dollars).

2. Vendor Will Agree to Assignment of Work Process

The Work Order process shall be a defined project upon which Qualified Vendors on the applicable list will submit competitive bids.

a. The bid price will determine the Work Order stipulated lump sum compensation.

b. Work will be awarded to the lowest responsive, qualified bidder on the applicable list.

c. Work Orders will include a site-specific Scope of Work, developed from the 4Leaf wildfire vulnerability assessment, which will describe in detail the scope and the work required for the performance thereof. Prior to submitting a bid, the Qualified Vendor will participate in a site visit/bid walk with the 4Leaf representative to review existing conditions and the final site-specific Scope of Work.

a. Payment for all work shall be on a firm fixed-price basis. Due to the short duration of work, one (1) payment shall be paid at the completion of the project and approval by 4Leaf and City. No materials or progress payments will be made.

d. Vendors are not required to bid on Work Orders if they choose not to.

e. Only those Vendors qualified on the list for the specific category will be contacted to submit bids on Work Orders. Work Order bid opportunities will be distributed by email to the designated contact of record for each Qualified Vendor on the applicable list, with the Scope of Work, bid walk date, bid due date, and applicable prevailing wage determinations attached. Home hardening Work Orders are published to List A; defensible space Work Orders are published to List B. Where a home requires both, separate Work Orders may be issued to each list, or a Vendor qualified on both lists may bid on a combined Work Order.

f. The City of Colfax reserves the right to use other than the lowest cost Vendor(s) if, in its sole discretion, it is deemed necessary to respond to an emergency or to ensure work is completed within a narrow window of opportunity.

g. Any and all bids may be rejected if there is a sound documented reason (2 CFR 200.320).

h. Vendor agrees to furnish all labor, materials, tools, equipment, permits, licenses, and services for the work.

i. All work shall be performed in a workmanlike manner, in accordance with State and local building codes and applicable ordinances, industry standards, manufacturer specifications, and the CWMP Minimum Quality Standards (Attachment A).

j. Substantial Completion shall be achieved within thirty (30) calendar days, dependent on the extent of the scope of work, with an additional seven (7) calendar days allowed for final completion to include punch list items. Substantial Completion is the state in the progress of the work when the work is sufficiently complete in accordance with the Contract Documents so that the work can be occupied and utilized for its intended use. The number of calendar days from the date of the Notice to Proceed through the date set forth for Substantial Completion shall constitute the "Term."

k. Within three (3) working days of the Notice to Proceed, and weekly thereafter until final completion, the Vendor shall provide the 4Leaf Project Manager a written two-week look-ahead schedule identifying the work planned, crew and subcontractors on site, inspections, and material deliveries. 4Leaf will use the look-ahead schedule to track performance. A Vendor that fails to submit the schedule or is not staying on track may be removed or

replaced on the Work Order and, for repeated or uncured performance failures, removed from the Qualified Vendor list.

l. The property shall remain occupied by the homeowner (or, for an eligible rental property, by the tenant) during construction. The Program does not provide temporary relocation.

m. Any defects or deficiencies in materials or workmanship that are deemed by the City of Colfax or 4Leaf, Inc. as needing immediate correction shall be addressed within ten (10) days of written notification to the Vendor.

n. All communications, written or verbal, between the Vendor and the homeowner shall be conducted through the 4Leaf Project Manager. If the Vendor has questions or clarifications that need to be made, the Vendor shall contact the Project Manager to discuss the issues that need clarification. Written correspondence shall be in email form and shall be addressed to the Project Manager (mwalbeck@4Leafinc.com). Whenever practical, email is the preferred form of communication for project correspondence, and it is recommended that all verbal communications regarding design or contract-related issues be followed up with a confirmatory email to the parties involved. The Vendor will be required to respond to any phone, verbal, or electronic communication from the Project Manager, or any other representative of the Program, by the close of business the next day.

3. Vendor Will Agree to Process for Changes in the Work

Except in an emergency endangering life or property, no changes in the work shall be made by the Vendor unless the Vendor receives a prior written Change Order agreed upon by the homeowner AND the 4Leaf Project Manager.

a. The Agreement sum and Term may be changed only by written Change Order. No extra costs will be paid to the Vendor when the Vendor has neglected to properly evaluate the extent of the work.

b. All substitutions and Change Orders will be approved, in writing, by the 4Leaf Project Manager prior to installation, or the Vendor risks replacing such materials at its own expense. Any Change Order increasing the total project cost must also be approved in writing before execution in accordance with City and Cal OES financial procedures.

c. Vendor will contact the 4Leaf Project Manager immediately for Change Orders requiring immediate attention.

d. Vendor will photograph all work (before, during, and after) for the client file.

4. Vendor Can Fulfill General Responsibilities

Vendor can show intent that it will agree to be bound by all terms and conditions of the Contract Documents, which will include:

a. **Worksite**

   i. Vendor shall always have a competent resident job superintendent on the worksite while work is in progress. The superintendent will be the Vendor's representative at the worksite and shall have authority to act on behalf of the Vendor. All directions given to the superintendent shall be binding on the Vendor.

   ii. Vendor shall confine construction equipment, stored materials and equipment, and the operations of workers to only those areas prescribed by the City of Colfax / 4Leaf. Vendor is responsible for the secure storage of all equipment and materials. The Homeowner, the City of Colfax, and 4Leaf, Inc. will not be held liable for any losses or damages sustained during the construction project. The Vendor will not

store equipment and materials on site that are not used for the work described in the contract/Work Order for that homesite.

iii. During the progress of the work, Vendor shall keep the premises free from accumulation of waste materials, rubbish, and all other debris resulting from the work. At the completion of the work, Vendor shall remove all waste materials, rubbish, and debris from and about the premises, as well as all tools, appliances, construction equipment and machinery, and surplus materials, and shall leave the site clean and ready for occupancy by the homeowner. Vendor shall restore areas disturbed by construction measures to original condition.

iv. Vendor is responsible for any damages made to the property as a result of performing the scope of work that may occur during the construction period. Vendor will repair or replace all damaged property at no cost to the City of Colfax, 4Leaf, Inc., or the Homeowner.

v. Vendor will be responsible for on-site specific fire suppression equipment as determined by the Project Manager.

b. **Construction Debris Removal & Disposal**

i. Vendor shall be responsible for the removal of its own debris, recyclable materials, and green waste.

ii. Vendor is required to recycle 65% of all debris and show proof by receipt from refuse centers.

iii. Vendor shall provide onsite portable toilet facilities when necessary for staff use in accordance with City of Colfax requirements.

iv. When applicable, Vendor shall provide plastic dust barriers to renovated areas to minimize dust and use drop cloths to protect flooring and furniture.

v. Vendor shall vacuum and clean all areas outlined in the specific Scopes of Work for each project.

vi. Vendor is required to remove all metal objects (nails, screws, flashing scraps) from the premises once the work is finished.

c. **Personnel**

i. Vendor shall appoint one individual to act as the representative regarding the contract. Contact numbers for this individual and for a secondary or back-up person shall be provided to 4Leaf, Inc.

ii. Vendor shall utilize competent employees in performing the work. At the request of the City of Colfax or 4Leaf, Inc., Vendor shall replace any incompetent, unfaithful, abusive, and/or disorderly person in Vendor's employ. 4Leaf and Vendor shall each be promptly notified by the other of any complaints received. Smoking and/or vaping is prohibited at the homeowner's premises and Vendor shall assure that its employees, subcontractors, and subcontractors' employees abide by this requirement. All Vendor and subcontractor vehicles shall have their company names located on the sides and all personnel shall be required to wear company attire. Vendor shall coordinate services with the 4Leaf Project Manager for purposes of this contract, Matt Walbeck, (530) 907-9855.

d. **Working Hours**

i. Normal work hours are from 7:00 A.M. to 5:00 P.M., Monday through Friday. Any changes in the work hours must be agreed to by the Project Manager, homeowner, and Vendor and any subcontractors, and must comply with the City of Colfax Municipal Code.

e. **Signage**
   i. Vendor shall not display any signs, posters, or other advertising matter in or on any part of the Work or around the site thereof without the specific approval in writing by the City of Colfax.

f. **Permits and Compliance**
   i. Vendor shall promptly secure and submit to 4Leaf, Inc. all necessary licenses, permits, inspections, and approvals required prior to work beginning, and allow all inspections of all work by authorized personnel. Building permits are issued by the City of Colfax Building Department.
   ii. Vendor or Company Representative will be onsite at all inspections.
   iii. Vendor shall pay for and post on site all permits and licenses necessary to complete the project.
   iv. Vendor and any subcontractors must have current licenses required by the State of California and the City of Colfax.
   v. Vendor shall provide current copies of the company's vehicle insurance.
   vi. Vendor shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public body having jurisdiction over the safety of persons or property, or to protect them from damage, injury, or loss; and shall erect and maintain all necessary safeguards for such safety and protection. All injury or loss to any property caused, directly or indirectly, in whole or in part, by Vendor, any subcontractor, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, shall be remedied by Vendor. Vendor's duties and responsibilities for the safety and protection of the work shall continue until such time as the work is completed and accepted by the City of Colfax.
   vii. Pre-construction nesting bird surveys will be conducted prior to any construction activity and within seven (7) days of the commencement of work within nesting bird season (February 1 to August 31). The City of Colfax will be responsible for the expense of the original nesting bird survey. Vendor agrees that any delay, inefficiency, or interference at no fault of the City causing additional nesting bird surveys to be conducted will be at the expense of the Vendor.
   viii. If any historic, Native American, and/or archaeological artifacts are unearthed during construction, all work must be halted immediately, and Vendor must notify the 4Leaf Project Manager. The FEMA Record of Environmental Consideration (REC) and the parcel-specific Environmental and Historic Preservation (EHP) conditions will be provided to the selected Vendors before the quote process. Homes 45 years old or older may be subject to additional Section 106 review before work may proceed.

g. **Damage**
   i. Any damage to the existing facilities or surrounding grounds shall be restored by the Vendor to an acceptable condition as directed by the 4Leaf Project Manager. No additional compensation shall be made for site restoration.

5. Warranty

Vendor shall guarantee to correct any work that fails to conform to the Contract Documents and shall correct such defects due to faulty materials, equipment, or workmanship which appear during the progress of the work or within a period of one (1) year from the date of final inspection and acceptance, or such longer periods of time as may be specified by law or by the terms of any special guarantees required by the Contract Documents.

The provisions of the contract will apply to work done by subcontractors as well as work done by the Vendor. Furthermore, Vendor shall furnish homeowners with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under the contract.

6. Emergencies

In an emergency affecting the safety of life or property, Vendor, without special instruction or authorization from the 4Leaf Project Manager, will be permitted, authorized, and directed to act at its own discretion to prevent threatened loss or injury.

Except in the case of an emergency requiring immediate remedial work, any work performed after regular working hours, on Saturdays, Sundays, or legal holidays shall be performed without additional expense to the City of Colfax unless such work has been specifically requested and approved by the 4Leaf Project Manager.

Vendor will agree to file with the 4Leaf Project Manager the names, addresses, and telephone numbers of its representatives who can be contacted at any time in case of emergency. Vendor representatives must be fully authorized and equipped to correct unsafe or excessively inconvenient conditions on short notice by the City of Colfax, 4Leaf, Inc., or public inspectors.

7. Default

Vendor will agree that the City of Colfax reserves the right to immediately cancel, either in whole or in part, any portion of this Agreement due to failure of the Vendor to carry out any obligation, term, or condition of the Agreement. The City of Colfax will issue a written notice of default effective immediately and not deferred by any interval of time. A default shall be any act or failure to act on the part of the Vendor including, but not limited to, any of the following:

a. Vendor fails to adequately perform the services set forth in the specifications of this Agreement.
b. Vendor provides material that does not meet the specifications of this Agreement.
c. Vendor fails to complete the work required within the time stipulated in this Agreement, fails to make progress in the performance of this Agreement, and/or gives the City of Colfax reason to believe that Vendor will not or cannot perform to the requirements of this Agreement.
d. Vendor fails to comply with prevailing wage, certified payroll, or labor compliance requirements.
e. Vendor fails to submit the required weekly look-ahead schedule, or the schedule shows the Vendor is not maintaining progress toward Substantial Completion.

8. Vendor Will Enter Tri-Party Agreement with Homeowner and the City of Colfax

There will be a tri-party agreement made and entered into among the City of Colfax (acting through its Program Administrator, 4Leaf, Inc.), the Homeowner, and the licensed Vendor who will be performing the retrofit and/or defensible space work on the assigned home. The homeowner cost share is ten percent (10%) of the total approved project cost. The homeowner's cost share must be secured before construction begins and will be managed in accordance with City of Colfax and Cal OES financial procedures. Homeowners also commit under the tri-party agreement to maintain completed improvements and defensible space for a minimum of ten (10) years.

9. Vendor Will Agree to Invoicing and Payment Procedure

The 4Leaf Project Manager and Project Coordinators will verify the reported work completion, which includes a physical inspection of the property and City of Colfax Building Department permit final/clearance if applicable. After verification of the work and permit clearance, the Vendor will prepare and submit an invoice. The Project Manager will investigate any discrepancies and make the final determination.

a. Upon the execution of the tri-party agreement, the City of Colfax will pay the Vendor a one-time upfront payment for 25% of the contracted materials cost.
b. Vendor shall claim payment only for the amount quoted per the project's Work Order and contract. Vendor will not be compensated for work done beyond what was assigned and approved by the Project Manager. Any excess hours not approved will be absorbed by the Vendor.
c. **Invoicing**
    i. The City of Colfax will pay Vendors within thirty (30) days of receipt of an approved invoice. The City's obligation is payable only and solely from grant funds appropriated for the purpose of this Agreement.
    ii. The period of performance specified in the Vendor's invoice(s) must coincide with the period of performance specified in the applicable Work Order.
    iii. Each invoice submitted by the Vendor shall specify:
        1. City of Colfax / 4Leaf contract and Work Order number
        2. Date(s) when work was performed
        3. Address and Assessor's Parcel Number of the property where work was performed
        4. A brief description of the deliverable(s) for which payment is claimed, the respective number(s) assigned to the deliverable(s) (Attachment A MQS codes where applicable), and the individual amount being billed for each allowable deliverable
        5. Confirmation that certified payroll for the invoice period has been submitted through the DIR eCPR system (eCPR confirmation number or a PDF copy of the submitted certified payroll report)
        6. The total amount of the invoice
    iv. Invoices shall be submitted to Matt Walbeck at mwalbeck@4Leafinc.com, who is the initial point of receipt for invoice review. Invoices should not be sent directly to the City of Colfax.

How to Submit a Letter of Interest

If your firm believes it would be a good candidate for the Preferred General Contractor list (List A), the Preferred Defensible Space Contractor list (List B), or both, based on the above requirements, please submit a single Letter of Interest by email to the Program Contact below. The Letter of Interest serves as your Statement of Qualifications; no separate formal SOQ document is required, provided the letter addresses items a through g below. There is no initial submission deadline. Letters of Interest will be accepted and reviewed on a rolling basis, and Vendors will be notified in writing of acceptance to the applicable list(s). Upon acceptance, Qualified Vendors will proceed with execution of a Master Services Agreement and, once completed, will be eligible to receive applicable Work Order bid opportunities. Your Letter of Interest should include:

a. Which list(s) you are applying for: List A (General Contractors), List B (Defensible Space Contractors), or both, and the Service Categories (1–10) you wish to be considered for.

b. Company name, address, principal contact, phone, email, and DIR public works registration number.
c. California Contractors State License Board license number(s) and classification(s), with the name of the qualifying individual.
d. SAM.gov Unique Entity ID and a statement that the firm is not debarred or suspended.
e. Certificates of insurance evidencing current general liability and workers' compensation coverage, and a bonding capacity letter from your surety. Additional-insured endorsements naming the City of Colfax and 4Leaf, Inc. are not required with the Letter of Interest; they will be required after acceptance, prior to execution of the Master Services Agreement.
f. A brief description of relevant experience (home hardening, roofing, siding, windows/doors, vegetation management, tree work) and at least three references from homeowners or public agencies for comparable work completed within the last three years, with current contact information. 4Leaf, Inc. will contact references and may inspect completed work before a firm is accepted to a list; documentation alone does not establish qualification, and acceptance is conditioned on satisfactory reference checks regarding performance, quality of work, and adherence to the scope of work.
g. Acknowledgment that all work under the Program is subject to California prevailing wage requirements and 2 CFR 200.

PROGRAM CONTACT — SUBMIT LETTERS OF INTEREST AND QUESTIONS TO:

Matt Walbeck
4Leaf, Inc. — Program Administrator
Colfax Home Hardening & Defensible Space Program
Email: mwalbeck@4Leafinc.com
Phone: (530) 907-9855
Program website: colfax-ca.gov/homehardening

REQUIREMENTS FOR SERVICE CATEGORY #1
ROOF REMOVAL, REPAIR, OR REPLACEMENT

(PERMIT REQUIRED)

LIST A — GENERAL CONTRACTORS (HOME HARDENING)

DISCLAIMER: The work specified below is not all-inclusive. These are general requirements so Vendors can preview the typical specifications used on Colfax Home Hardening and Defensible Space projects. Before an awarded Vendor starts a specifically assigned project, the Vendor is required to verify exact measurements, sizes, and quantities, understand job conditions, and immediately notify the 4Leaf Project Manager of any other work necessary to achieve quality finished products that meet or exceed applicable specifications and codes prior to work commencing. See Attachment A for additional details.

General Requirements

a. Roof assemblies shall be Class A rated as described in CBC Section 705A Roofing and CRC R337.5.2, CBC Chapter 15 or CRC Sections R901.1–R908.6, and CRC Chapter 9 Roof Coverings, or equivalent local ordinance.
b. Vendor is responsible for confirming all measurements, roof square footage, and quantities for all roofing materials required to complete the roof replacement when the final quote is submitted.
c. Shingle color to be selected by the homeowner and approved by the 4Leaf Project Manager.
d. Vendor is required to notify the Project Manager two working days in advance of the roof tear-off date.
e. Prior to dry-in, decking, truss repair, and wood fascia must be inspected by the City of Colfax Building Inspector. Inspection date and time to be established by the Vendor. Vendor to inform the Project Manager of the appointment date and time.
f. Vendor and employees must use extreme caution while working around electrically charged wires to the existing weather-head. Vendor and subcontractors are responsible for providing safety training for all employees and trades while conducting work activities related to this project.
g. Remove all existing shingles and underlayment down to the roof decking.
h. Replace roof covering with Class A where required.
i. Replace plastic skylights with multi-pane tempered glass outer pane. If the skylight opens, install a metal screen on the inside; mesh will not exceed 1/8". If the screen on the inside is non-metal, replace with metal screen. Install or replace metal flashing if necessary. Refer to Chapter 7A Section 708A (Exterior Windows, Skylights, and Doors).
j. Install metal flashing at roof-to-wall intersections to avoid moisture problems.
k. Install a non-combustible gutter cover. If a non-combustible gutter cover cannot be installed on a combustible gutter, replace the gutter with a non-combustible material fitted with a non-combustible cover.
l. Install a metal drip edge on all gutters.
m. Add metal flashing (drip edge by 1 ½") if fascia does not cover roof sheathing.
n. Close, plug, or fill roof openings with metal or non-combustible bird stopping.
o. Replace non-metal ridge vents with metal ridge vents and install according to manufacturer's recommendations.
p. Replace off-ridge vents with ember- and flame-resistant vents and install according to manufacturer's recommendations.

q. Add metal baffles or replace plastic ridge vents with metal ridge vents.

Services

a. Vendor to remove all existing shingles and underlayment down to roof decking.
b. Vendor to remove gutters carefully and reinstall existing gutters when the roof is complete. Note: this only applies to existing gutters.
c. Re-nail existing sheathing per code specifications.
d. Furnish and install code-compliant underlayment properly nailed per code.
e. Furnish and install new code-compliant roof plumbing vent stacks.
f. Apply roofing tar and fasteners per manufacturer instructions.
g. Furnish and install new retrofit adjustable pipe flashing boot around the existing weather-head mounted through the roof.
h. Remove all water-damaged wood fascia around the home as needed. Note: the Project Manager must inspect the repair before covering.
i. Furnish and install pressure-treated lumber to replace rotten framing behind finished fascia. Note: the Project Manager must inspect the repair before covering.
j. Furnish and install pressure-treated lumber to replace rotten finished fascia. Note: the Project Manager must inspect the repair before covering.
k. Furnish and install the same species of lumber to replace rotten trusses, rafters, or truss tails. Note: the Project Manager must inspect the repair before covering.
l. Furnish and install new metal ridge vent with matching shingles installed on the top surface, per Building Code and manufacturer specifications.
m. Furnish and install new drip edge to cover the entire roof perimeter. Drip edge to match the color of shingles, per Building Code and manufacturer specifications.
n. Furnish and install 30-year architectural/dimensional shingles for the repaired roof area. Provide warranty information.
o. During roof rafter and fascia repairs, soffits and other brackets may become loose and come apart. Vendor to reinstall all loose brackets and soffit sections around the entire home, as needed. All soffits damaged during construction are the Vendor's responsibility to furnish and install to original condition.
p. Construct/reconstruct and re-roof any crickets that may be needed on the upslope side of any/all fireplace penetrations.
q. Vendor to spread tarps along the base of the home to protect shrubs and catch roofing debris during demolition and reinstallation.
r. Vendor to thoroughly clean up roof debris on the exterior of the home and use a rolling magnet device to pick up nails when the roof replacement is completed.

REQUIREMENTS FOR SERVICE CATEGORY #2
WINDOWS/DOORS INSTALLATION, REPAIR, OR REPLACEMENT

(PERMIT MAY BE REQUIRED)

LIST A — GENERAL CONTRACTORS (HOME HARDENING)

DISCLAIMER: The work specified below is not all-inclusive. These are general requirements so Vendors can preview the typical specifications used on Colfax Home Hardening and Defensible Space projects. Before an awarded Vendor starts a specifically assigned project, the Vendor is required to verify exact measurements, sizes, and quantities, understand job conditions, and immediately notify the 4Leaf Project Manager of any other work necessary to achieve quality finished products that meet or exceed applicable specifications and codes prior to work commencing. See Attachment A for additional details.

General Requirements

a. Vendor shall meet all requirements of California Building Code Chapter 7A, Section 708A, Exterior Windows and Doors.
b. Vendor is responsible for all final measurements of windows and doors.
c. Vendor must provide all materials required to complete replacement of windows and doors according to manufacturer's recommendations.
d. Window and door color will be selected by the homeowner.
e. Vendor is required to notify the Project Manager two working days in advance of the window and door replacement date.
f. Prior to window and door installation, the area must be inspected by the 4Leaf Project Manager.
g. Vendor will remove and dispose of all existing exterior windows and doors to prepare the site.
h. Vendor will use retrofit windows or equivalent and install according to manufacturer's recommendations.
i. Vendor and employees must use extreme caution while working around electrically charged wires to the existing weather-head. Vendor and subcontractors are responsible for providing safety training for all employees and trades while conducting work activities related to this project.
j. Vendor may shift furniture, curtains, blinds, and other contents in order to protect assets. Vendor will concur with the Homeowner on the best option.

Services

Windows

a. Replace exterior windows with dual-pane windows (exterior pane to be tempered glass) and install according to manufacturer's recommendations. Refer to Chapter 7A Section 708A.
b. Replace all single-pane windows with non-combustible frame, dual-pane windows and install according to manufacturer's recommendations.
c. Replace all exposed wooden or aluminum frame dual-pane windows with non-combustible frame, dual-pane windows, adding a metal screen, and install according to manufacturer's recommendations.
d. Reseal windows and paint around windows to match the residence.
e. Vendor will make sure windows open and close freely once window installation is complete.

Window Screens

a. Add metal screens on exterior opening windows and install according to manufacturer's recommendations.

Exposed Wooden Frame Single Pane

a. Vendor will replace with non-combustible frame, dual-pane exterior window.

Exposed Wooden Frame Dual Pane Exterior Windows (without screen)

a. Vendor will add a metal screen and install according to manufacturer's recommendations.
b. Vendor will replace with non-combustible frame, dual-pane exterior windows and install according to manufacturer's recommendations.

Exterior Doors (non-sliding)

a. Furnish and install new pre-hung, insulated metal door according to manufacturer's recommendations. Refer to Chapter 7A Section 708A.3.
b. Install metal door jamb kit and metal threshold; add metal kick plate and a metal door bottom according to manufacturer's recommendations.
c. Replace with metal door frame and metal threshold; add metal kick plate and a metal door bottom.

Exterior Door (sliding)

a. Replace with non-wood slider with dual-pane tempered glass and metal screen and install according to manufacturer's recommendations.
b. Install with double-pane glazing (both panes tempered) according to manufacturer's recommendations.

Wood Screen Door

a. Replace wooden screen door with a metal door frame.

Plastic Screen in Screen Door

a. Replace with metal screen (1/16 inch or greater).

REQUIREMENTS FOR SERVICE CATEGORY #3
VENT REMOVAL, REPAIR, OR REPLACEMENT

(PERMIT MAY BE REQUIRED)

LIST A — GENERAL CONTRACTORS (HOME HARDENING)

DISCLAIMER: The work specified below is not all-inclusive. These are general requirements so Vendors can preview the typical specifications used on Colfax Home Hardening and Defensible Space projects. Before an awarded Vendor starts a specifically assigned project, the Vendor is required to verify exact measurements, sizes, and quantities, understand job conditions, and immediately notify the 4Leaf Project Manager of any other work necessary to achieve quality finished products that meet or exceed applicable specifications and codes prior to work commencing. See Attachment A for additional details.

General Requirements

a. Vendor will meet all requirements of California Building Code Chapter 7A, Sections 706A and 707A.5.
b. Vendor will remove all existing vents that are not compliant with Chapter 7A Section 706A and replace with code-compliant materials according to manufacturer's recommendations.
c. Vendor is responsible for replacing all vents and furnishing materials as needed.
d. Vendor is required to notify the Project Manager two working days in advance of the tear-out date.
e. Vendor and its employees must use extreme caution while working around the resident's home.
f. Vendor is responsible for providing safety training for all employees and trades while conducting work activities related to this project.

Services

a. Remove all ridge vents, in addition to metal baffles, and replace with a metal ridge vent according to manufacturer's recommendations.
b. Remove all gable vents and replace with ember- and flame-resistant gable vents according to manufacturer's recommendations.
c. Replace all under-eave vents in the under-eave area with ember- and flame-resistant vents and add fire caulking around all blocking.

Ridge Vent

a. Add metal baffle.
b. Replace ridge vent with metal ridge vent.

Off Ridge

a. Replace with ember- and flame-resistant vent.

Gable Vent

a. Remove gable vent and replace with ember- and flame-resistant vent according to manufacturer's recommendations. Refer to Chapter 7A Section 706A.

Under-eave and any vents in the under-eave area on the rake (gable) end of the building

a. Vendor will meet all requirements of Chapter 7A Sections 706A and 707A.5 and install according to manufacturer's recommendations.
b. Replace with ember- and flame-resistant vent; add fire caulking around all blocking.
c. Create a soffited eave (horizontal) or closed eave (angled) using non-combustible or ignition-resistant material. Refer to Chapter 7A Section 707A.4.

Crawl Space Vents

a. Replace with ember- and flame-resistant vent according to manufacturer's recommendations.
b. Replace with ember- and flame-resistant vent and add moisture barrier (reducing required vent area by 10x) according to manufacturer's recommendations.

Dryer Vents

a. Install metal flapper (closed unless in use) according to manufacturer's recommendations.

Makeup Air Intake

a. Replace makeup air intake vents with ember- and flame-resistant vents according to manufacturer's recommendations.

Other Penetrations (e.g., electrical, water)

a. Close with fire caulking and inspect during routine maintenance.

REQUIREMENTS FOR SERVICE CATEGORY #4
GARAGE DOOR REPLACEMENT OR REPAIR

(PERMIT NOT REQUIRED)

LIST A — GENERAL CONTRACTORS (HOME HARDENING)

DISCLAIMER: The work specified below is not all-inclusive. These are general requirements so Vendors can preview the typical specifications used on Colfax Home Hardening and Defensible Space projects. Before an awarded Vendor starts a specifically assigned project, the Vendor is required to verify exact measurements, sizes, and quantities, understand job conditions, and immediately notify the 4Leaf Project Manager of any other work necessary to achieve quality finished products that meet or exceed applicable specifications and codes prior to work commencing. See Attachment A for additional details.

General Requirements

a. Vendor will meet all requirements of California Building Code Chapter 7A, Section 708A.4.
b. Vendor will remove all existing garage door materials that are not compliant with Chapter 7A and replace with code-compliant materials.
c. Vendor is required to notify the Project Manager two working days in advance of the tear-out date.
d. Vendor and employees must use extreme caution while working around the resident's home and around electrically charged wires to the existing weather-head. Vendor and subcontractors are responsible for providing safety training for all employees and trades while conducting work activities related to this project.

Services

a. If the garage door is not metal, cover with metal flashing around the bottom of the door (both inside and outside for the first 6 inches using a metal "C" channel).
b. Add metal flashing at the base of the framing for the first 6 inches, going as close to the ground as possible (< 1/8" desired; raise wood and extend flashing to lower than the bottom of the wood).
c. Add gasketing if gaps are present.
d. Replace all wooden garage doors with metal doors and install according to manufacturer's recommendations.
e. Add metal flashing to wooden door jambs and headers.

REQUIREMENTS FOR SERVICE CATEGORY #5
GUTTER INSTALLATION, REPAIR, OR REPLACEMENT

(NO PERMIT REQUIRED)

LIST A — GENERAL CONTRACTORS (HOME HARDENING)

DISCLAIMER: The work specified below is not all-inclusive. These are general requirements so Vendors can preview the typical specifications used on Colfax Home Hardening and Defensible Space projects. Before an awarded Vendor starts a specifically assigned project, the Vendor is required to verify exact measurements, sizes, and quantities, understand job conditions, and immediately notify the 4Leaf Project Manager of any other work necessary to achieve quality finished products that meet or exceed applicable specifications and codes prior to work commencing. See Attachment A for additional details.

General Requirements

a. Vendor will meet all requirements of California Building Code Chapter 7A, Section 705A.4.
b. Vendor will remove all existing combustible materials that are not compliant with Chapter 7A and replace with code-compliant materials.
c. Vendor is required to notify the Project Manager two working days in advance of the tear-out date.
d. Vendor and employees must use extreme caution while working around the resident's home and around electrically charged wires to the existing weather-head. Vendor and subcontractors are responsible for providing safety training for all employees and trades while conducting work activities related to this project.

Services

a. Vendor is responsible for the removal of all combustible gutters.
b. If there is no gutter, add metal flashing if fascia does not cover roof sheathing.
c. Install non-combustible gutter cover.
d. If a non-combustible gutter cover cannot be installed on a combustible gutter, the gutter must be replaced with non-combustible material and fitted with a non-combustible cover.
e. Install a metal drip edge.

REQUIREMENTS FOR SERVICE CATEGORY #6
WALL/SIDING INSTALLATION, REPAIR, OR REPLACEMENT
(PERMIT REQUIRED)

LIST A — GENERAL CONTRACTORS (HOME HARDENING)

DISCLAIMER: The work specified below is not all-inclusive. These are general requirements so Vendors can preview the typical specifications used on Colfax Home Hardening and Defensible Space projects. Before an awarded Vendor starts a specifically assigned project, the Vendor is required to verify exact measurements, sizes, and quantities, understand job conditions, and immediately notify the 4Leaf Project Manager of any other work necessary to achieve quality finished products that meet or exceed applicable specifications and codes prior to work commencing. See Attachment A for additional details.

General Requirements

a. Vendor will meet all requirements of California Building Code Chapter 7A, Section 707A.3.
b. Vendor and employees must use extreme caution while working around electrically charged wires to the existing weather-head. Vendor and subcontractors are responsible for providing safety training for all employees and trades while conducting work activities related to this project.

Services

a. Vendor will remove and replace all combustible exterior wall covering with non-combustible exterior wall covering.
b. Vendor will replace exterior wall covering with non-combustible materials for the bottom 2 ft. (from the ground).
c. Vendor will add metal flashing to protect the bottom edge of sheathing.
d. Vendor will enclose exposed framing with non-combustible material. If the framing is enclosed with combustible material, it will need to be replaced with non-combustible material.

Bump Outs

a. Add on top of existing cladding, or replace with, non-combustible cladding. Trim must be non-combustible.
b. If exposed framing, enclose with non-combustible material. If enclosed with combustible material, replace or cover with non-combustible material. Trim must be non-combustible and extend vertically to account for added material.

Siding

a. Replace all combustible siding with non-combustible options.
b. Replace all under-eave construction with non-combustible options or cover with non-combustible material.
c. Replace all siding around dual-pane windows.

Window

a. Replace with dual-pane window with one pane being tempered.

Trim

a. Install trim that is non-combustible.

REQUIREMENTS FOR SERVICE CATEGORY #7
ATTACHMENTS TO RESIDENCE REMOVAL, REPAIR, OR REPLACEMENT

(PERMIT MAY BE REQUIRED)

LIST A — GENERAL CONTRACTORS (HOME HARDENING)

DISCLAIMER: The work specified below is not all-inclusive. These are general requirements so Vendors can preview the typical specifications used on Colfax Home Hardening and Defensible Space projects. Before an awarded Vendor starts a specifically assigned project, the Vendor is required to verify exact measurements, sizes, and quantities, understand job conditions, and immediately notify the 4Leaf Project Manager of any other work necessary to achieve quality finished products that meet or exceed applicable specifications and codes prior to work commencing. See Attachment A for additional details.

General Requirements

a. Vendor will meet all requirements of California Building Code Chapter 7A, Section 709A.

Services

Decks, Stairs, and Landings that Attach to Residence

a. Vendor will remove all combustible deck, stair, and landing material.
b. Vendor will replace the walking-surface deck boards with non-combustible deck board for the first 1 ft. away from the residence.
c. Vendor will replace the entire deck with a non-combustible option (metal or other option) within 10 feet of the building it is attached to.

Deck-to-Wall Intersection

a. Vendor will replace the bottom 2 ft. of combustible siding with non-combustible siding (e.g., fiber cement) and add metal flashing to protect exposed sheathing.
b. Vendor will remove combination decks that are combustible within the 0–5 ft. zone around decks and will replace the combination deck with a non-combustible or fire-treated material.

Between Deck Boards

a. Insert metal flashing between deck boards at joists.

Fence to Residence

a. Replace with non-combustible option (metal or other option) for a minimum of 8 feet from the residence.

Steps Connected to Residence

a. Introduce a non-combustible barrier/section between steps and house (12 inches minimum).
b. Introduce a non-combustible barrier/section between handrails and residence, or replace with a non-combustible handrail (12 inches minimum).

Other Attachments

a. Introduce a non-combustible barrier/section between the combustible attachment and the residence, or replace with non-combustible material (12 inches minimum).

Attached Retaining Wall

a. Replace retaining wall length equal to two times the retaining wall height with non-combustible components.

REQUIREMENTS FOR SERVICE CATEGORY #8
MOBILE HOMES

(PERMIT MAY BE REQUIRED)

LIST A — GENERAL CONTRACTORS (HOME HARDENING)

DISCLAIMER: The work specified below is not all-inclusive. These are general requirements so Vendors can preview the typical specifications used on Colfax Home Hardening and Defensible Space projects. Before an awarded Vendor starts a specifically assigned project, the Vendor is required to verify exact measurements, sizes, and quantities, understand job conditions, and immediately notify the 4Leaf Project Manager of any other work necessary to achieve quality finished products that meet or exceed applicable specifications and codes prior to work commencing. See Attachment A for additional details.

General Requirements

a. Vendor will meet all requirements of California Building Code Chapter 7A Wildland-Urban Interface requirements, Section 701A.

b. If the mobile home was built after June 15, 1976, is located on a private lot, and is attached to a designated foundation system, it shall comply with the provisions of Section 18551 of the Health and Safety Code and shall be covered with a non-combustible exterior wall finish (stucco, cement fiber board, etc.) per CBC Section 704A.3.1. The exterior covering material shall extend to the ground, except that when a solid concrete or masonry perimeter foundation is used, the exterior covering material need not extend below the top of the foundation.

c. Roofs shall have a pitch of not less than 2" vertical rise for each 12" of horizontal run (2:12) and consist of asphalt shingles or other materials customarily used for conventional dwellings, unless waived by the City of Colfax Building Official. All roofing shall have a Class "A" fire rating per CBC Section 1505.1.

Services

Skirting

a. Vendor will install mobile home non-combustible skirting on all sides.

Crawl Space Vents

a. Vendor will install ember- and flame-resistant vents according to manufacturer's recommendations if venting is required.

REQUIREMENTS FOR SERVICE CATEGORY #9
DEFENSIBLE SPACE
(PERMIT MAY BE REQUIRED)

LIST B — DEFENSIBLE SPACE CONTRACTORS

DISCLAIMER: The work specified below is not all-inclusive. These are general requirements so Vendors can preview the typical specifications used on Colfax Home Hardening and Defensible Space projects. Before an awarded Vendor starts a specifically assigned project, the Vendor is required to verify exact measurements, sizes, and quantities, understand job conditions, and immediately notify the 4Leaf Project Manager of any other work necessary to achieve quality finished products that meet or exceed applicable specifications and codes prior to work commencing. See Attachment A for additional details.

General Requirements

a. Contractor will meet all requirements of California Public Resources Code Section 4291, Title 14 CCR Section 1299.03, the CAL FIRE / Board of Forestry General Guidelines for Creating Defensible Space, and California Building Code Chapter 7A, Section 709A.
b. Zone 0 extends 0–5 feet from each structure (or attached deck); Zone 1 extends 5–30 feet; Zone 2 extends 30–100 feet from each structure (up to 200 feet where warranted) but not beyond the property line.
c. Contractor shall contact Underground Service Alert (California811.org) prior to any ground-disturbing work and shall be responsible for safe operation around overhead and underground utilities.
d. Contractor shall comply with the parcel-specific FEMA Environmental and Historic Preservation (EHP) conditions provided with the Work Order, including nesting bird season restrictions (February 1 – August 31).

Defensible Space Measures

Zone 0 (0–5 feet — Ember-Resistant Zone)

a. Removal of leaves, needles, or other vegetation on roofs, gutters, decks, porches, and stairways in compliance with PRC 4291.
b. No equipment shall be used that will damage existing building components.
c. All vegetation removed from the project site will be disposed of at an approved facility. Vegetation chipped on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches.
d. Combustible item removal within Zone 0, which extends five feet (5 ft.) from each structure or, if applicable, an attached deck.
e. All items designated for removal will be identified by flagging or marking prior to initiating work.
f. Remove all woodchips, bark, combustible mulch, synthetic lawns, combustible boards, timbers, and planting pots or containers.
g. Remove combustible materials located on top of or underneath a deck, balcony, or stairs.
h. Remove planting pots or containers, regardless of material, mounted on the structure or located directly beneath a window.
i. Relocate exposed firewood piles in Zone 0 (that are not completely covered in a fire-resistant material) 30 feet from the primary structure, adjacent residences, accessory buildings, fences, and other miscellaneous structures, or remove from the property.
j. Stumps or logs shall be removed, cut, or mulched down to ground level.

k. Remove all living, dead, or dying grass, including grass lawns, herbaceous ground covers, plants, shrubs, and bushes within Zone 0, including underneath decks, balconies, or stairs.

l. Remove all live and dead tree branches 10 feet above the roof and 10 feet away from chimneys and stovepipe outlets. Remove all live or dead branches or ladder fuels within five feet (5 ft.) of the sides of the structure in Zone 0.

m. All hazardous materials will be disposed of at an approved facility.

n. Tree felling will only be performed on the designated property. Property boundary delineations will be identified prior to the initiation of work. If flagging is required, the property boundary will be identified in red flagging.

o. It is the responsibility of the contractor to adhere to local ordinances regulating tree removal (including the City of Colfax tree ordinance) and to obtain applicable permits.

p. Trees designated for removal will be marked with blue tracer paint. Designated trees will have a painted, highly visible attention band 2" wide at eye level, visible from 360 degrees and from at least 50 feet. Cut trees will also have two painted stump marks placed in the furrows of the bark at ground level on the downhill and uphill sides of the tree. Stump marks will touch the ground and be at least 2" wide.

q. Tree stumps will be removed to ground level. Stump material deposited on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Areas with equipment or work exclusions will be flagged prior to the initiation of work. Watercourse and Lake Protection Zone (WLPZ) delineations will be identified with blue and white stripe flagging with "Watercourse and Lake Protection Zone" black print. Equipment Exclusion Zone delineations will be identified with yellow and white stripe flagging with "Equipment Exclusion Zone" black print.

r. The contractor will prepare a hardscaping site plan that includes all areas around the structure, including any attached decks.

s. The contractor will be responsible for adhering to requirements outlined in PRC 4427 (operation of fire-causing equipment), PRC 4431 (gasoline-powered saws, etc.; firefighting equipment), and PRC 4442 (spark arresters or fire prevention measures; requirement; exemptions).

t. No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements.

Zone 1 (5–30 feet — Lean, Clean, and Green Zone)

a. Annual grasses and forbs will be mowed or cut and should not exceed 4 inches in height. If there are areas that need to be retained to a height not to exceed 18 inches above the ground, where necessary to stabilize the soil and prevent erosion, the areas will be identified to the contractor and flagged prior to the initiation of work.

b. Removal of all branches within 10 feet (or more if local ordinance is more stringent) of any chimney or stovepipe outlet.

c. Removal of leaves, needles, cones, bark, etc. from roofs, gutters, decks, porches, and stairways.

d. Stumps or logs shall be removed, cut, or mulched down to ground level. Vegetation stems/stobs/stumps will be removed to ground level.

e. Lower limbs of trees will be limbed/pruned to at least 6 feet and up to 15 feet (or the lower 1/3 of branches for small trees).

f. Removal of dead and dying trees, branches, shrubs, or other plants adjacent to or overhanging buildings. If this includes the removal of conifer trees, ensure the procedures for obtaining a timber harvest exemption are followed (if applicable).

g. Trees designated for removal will be marked with blue tracer paint as described for Zone 0. Tree stumps will be removed to ground level.

h. It is the responsibility of the contractor to adhere to local ordinances regulating tree trimming and to obtain applicable permits.

i. Areas with equipment or work exclusions will be flagged prior to the initiation of work (WLPZ and Equipment Exclusion Zone flagging as described for Zone 0).

j. Removal of dead and dying grass, plants, shrubs, trees, branches, leaves, weeds, and needles within the distance provided by state or local ordinance of the home.

k. Creation of appropriate separation (the distance provided by state or local ordinance) between shrubs and live flammable ground cover and all structures.

l. Removal of any flammable vegetation or items that could catch fire that are adjacent to or below combustible decks, balconies, and stairs.

m. Relocation of firewood and lumber not completely covered in fire-resistant material to Zone 2, or the distance established by local ordinance if more stringent.

n. Installation of non-structural hardscape such as gravel, decomposed granite, pavers set on base, and other non-combustible mulch materials. No combustible bark or mulch. List B Vendors may perform hardscape only where it aligns with State Fire Marshal / CAL FIRE defensible space (Zone 0 and Zone 1) requirements and does not require structural engineering or concrete work of any type; poured concrete, footings, retaining walls, and other structural hardscape will be issued to List A.

o. Replacement of combustible fencing, gates, and arbors attached to the residence with non-combustible alternatives. Fence and gate replacement will be issued to List A unless 4Leaf determines in the Work Order that the work is limited to non-structural clearance and replacement consistent with State Fire Marshal defensible space requirements, in which case it may be issued to List B.

p. All vegetation removed from the project site will be disposed of at an approved facility. Vegetation chipped on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches.

q. The contractor will be responsible for adhering to requirements outlined in PRC 4427, PRC 4431, and PRC 4442.

r. No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements.

Zone 2 (30–100 feet — Reduced Fuel Zone)

a. Annual grasses and forbs will be mowed or cut and should not exceed 4 inches in height. Areas to be retained up to 18 inches for erosion control will be flagged prior to the initiation of work.

b. Trimming or removal of any tree branches that are at least the distance provided by state or local ordinance from the ground.

c. Tree felling for designated trees within Zone 2, which extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure, but not beyond the property line.

d. The contractor shall utilize qualified tree workers as described in Title 8 California Code of Regulations Section 3420(b). The contractor shall comply with applicable requirements for tree workers identified in Title 8 CCR for Tree Work, Maintenance or Removal, including

Sections 3420–3427 and 3458, and shall also abide by other requirements in Title 8 CCR including Section 2940.2 (clearances from high-voltage power lines), 3203 (Injury and Illness Prevention), 3328 (machinery and equipment), 3380 (personal protective devices), 3395 (heat illness prevention), and 3648 (fall protection). For additional information see the Cal/OSHA Tree Work Safety Guide.

e. Lower limbs of trees will be limbed/pruned to at least 6 feet and up to 15 feet (or the lower 1/3 of branches for small trees).
f. Stumps shall be removed, cut, or mulched down to ground level. Stump material deposited on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches.
g. Creation of vertical space (3 times the height of the shrub) between grass, shrubs, and trees, and creation of effective horizontal space between shrubs and trees.
h. If this includes the removal of conifer trees, ensure the procedures for obtaining a timber harvest exemption are followed (if applicable).
i. If woodpile(s) are exposed, creation of a minimum of 10 feet of clearance, down to bare mineral soil, in all directions.
j. Removal of any dead and dying woody surface and aerial fuels.
k. Removal of fallen leaves, needles, twigs, bark, cones, and small branches; however, they may be permitted to a depth of 3 inches.
l. Removal of logs or stumps embedded in the soil that are close to other vegetation. Vegetation will be removed to ground level.
m. Groups of vegetation (numerous plants growing together less than 10 feet in total foliage width) may be treated as a single plant.
n. Areas with equipment or work exclusions will be flagged prior to the initiation of work (WLPZ and Equipment Exclusion Zone flagging as described for Zone 0).
o. The contractor will be responsible for adhering to requirements outlined in PRC 4427, PRC 4431, and PRC 4442.
p. No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements.

Other

a. Ensuring 10 feet of clearance to bare mineral soil around propane tanks and no flammable vegetation for an additional 10 feet around their exterior. Relocate propane tank if necessary.
b. Replacing address numbers displayed in contrasting colors (4" minimum size) and placing them where readable from the street or access road.
c. Covering the chimney and/or stovepipe opening with a metal screen mesh having openings between 3/8 and 1/2 inch.

REQUIREMENTS FOR SERVICE CATEGORY #10
AUXILIARY BUILDINGS & STRUCTURES

(PERMIT MAY BE REQUIRED)

LIST A (GENERAL CONTRACTORS) OR LIST B (DEFENSIBLE SPACE CONTRACTORS), AS ASSIGNED IN THE WORK ORDER

DISCLAIMER: The work specified below is not all-inclusive. These are general requirements so Vendors can preview the typical specifications used on Colfax Home Hardening and Defensible Space projects. Before an awarded Vendor starts a specifically assigned project, the Vendor is required to verify exact measurements, sizes, and quantities, understand job conditions, and immediately notify the 4Leaf Project Manager of any other work necessary to achieve quality finished products that meet or exceed applicable specifications and codes prior to work commencing. See Attachment A for additional details.

(e.g., storage units, tool sheds, playground equipment, detached fences, garbage can enclosures, and vehicles)

General Requirements

a. Vendor will meet all requirements of California Building Code Chapter 7A, Section 710A, and the applicable CWMP Minimum Quality Standards for Accessory Buildings (ACC) and Miscellaneous Structures (MIS) in Attachment A.
b. Work under this category will be assigned to List A (structural retrofit, replacement, or relocation of buildings, and any concrete, footing, or structural work) or List B (removal, relocation of combustible materials, and vegetation clearance around structures) as specified in each Work Order. 4Leaf will review each Work Order that falls between the two lists and will assign it to the list whose Vendors are qualified for the predominant trade; List B Vendors will not be assigned work beyond ground and vegetation clearance unless 4Leaf specifically determines they are qualified for it.

Services

a. Relocation
b. Removal
c. Retrofitting
d. Replacement

Attachment A — CWMP Minimum Quality Standards

The following Minimum Quality Standards (MQS) are adopted from the California Wildfire Mitigation Program (CWMP) Wildfire Community Hardening Framework and apply to all work performed under the Colfax Home Hardening and Defensible Space Program. Each Work Order and Scope of Work will reference the applicable MQS codes. Where a local City of Colfax or Placer County ordinance is more stringent, the more stringent requirement governs.

Codes ROO, GUT, FAS, EAV, SKY, VEN, WAL, WIN, DOO, DEC, STA, RAM, ATT, ACC, and MIS generally apply to **List A — General Contractors**. Codes DZ0, DZ1, DZ2, and DSO generally apply to **List B — Defensible Space Contractors**. Removal and relocation items (e.g., DEC-ARM, STA-BRM, MIS-FRM) may be assigned to either list per the Work Order.

Code	Retrofit Name	Minimum Quality Standard
ROO-AFR	Roof Assembly Full Replacement Retrofit	• Roof assemblies shall be Class A rated as described in the CBC Section 705A Roofing and CRC R337.5.2 Roof Coverings or equivalent local ordinance. • The roof covering/assembly will be replaced with a similar code compliant product. • The Roof will have a 30 year lifecycle. • Roofs will be installed by its listing and the manufacturer's installation instructions. • Roofs will be assembled following the CBC Chapter 15 Roof Assemblies and Rooftop Structures or CRC Chapter 9 Roof Assemblies or equivalent local ordinance.
ROO-APR	Roof Assembly Partial Replacement Retrofit	• Roof assemblies shall be Class A rated as described in the CBC Section 705A Roofing and CRC R337.5.2 Roof Coverings or equivalent local ordinance. • The roof covering/assembly will be replaced with a similar code compliant product. • The Roof will have a 30 year lifecycle. • Roofs will be installed in accordance with its listing and the manufacturer's installation instructions. • Roofs will be assembled following the CBC Chapter 15 Roof Assemblies and Rooftop Structures or CRC Chapter 9 Roof Assemblies or equivalent local ordinance.
ROO-AOR	Roof Assembly Openings or Gaps Retrofit	• Shall comply with CBC Section 705A.2 Roof Coverings or CRC R337.5.2 Roof Coverings or equivalent local ordinance. • Bird stops shall be used at the eaves when the profile fits, to prevent debris at the eave. • Hip and ridge caps shall be mudded in to prevent intrusion of fire or embers or CRC Section.
ROO-DER	Roof Drip Edge Retrofit	• Roof drip edge shall comply with CBC Section 1503.2 Flashing or CRC Section R903.2 Flashing or equivalent local ordinance. • The roof drip edge shall extend down to the gutter.
ROO-VAR	Roof Valley Retrofit	• Roof valley retrofit shall comply with CBC Section 705A.3 Roof Valley and CBC Chapter 15 or CRC R337.5.3 Roof Valleys and CRC Chapter 9 or equivalent local ordinance.

Code	Retrofit Name	Minimum Quality Standard
ROO-CDR	Roof Combustible Debris Removal	• Leaves, needles or other vegetation on roofs will be removed in compliance with PRC § 4291 (a)(4) or GC Section 51182 (a)(4) and 14 CCR § 1299.03(a)(1) or equivalent local ordinance. • No equipment shall be used that will damage roof assembly building components. • Personnel working on a roof will have the required licenses and training. • All vegetation removed from the project site will be disposed at an approved facility.
ROO-CAR	Roof Combustible Attachment Retrofit	• Features attached to the roof (Solar Panels, Air Conditioners, etc.) will be installed with non-combustible attachments and provide adequate clearance underneath the attachment to reduce the accumulation of debris.
GUT-COR	Gutter Cover Retrofit	• Shall comply with the CBC Section 705A.4 Roof Gutters or CRC R337.5.4 Roof Gutters or equivalent local ordinance. • Roof gutter covers will be replaced with a noncombustible and corrosion resistant material and if available an integrated metal drip edge.
GUT-SYR	Gutter System Replacement Retrofit	• Roof gutters shall comply with the CBC Section 705A.4 Roof Gutters or CRC R337.5.4 Roof Gutters or equivalent local ordinance. • Roof gutter systems will be replaced with a noncombustible and corrosion resistant material not less than .032 gauge. • The roof gutter components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • Roof gutter replacement color shall be matched with existing building components.
GUT-CDR	Gutter Combustible Debris Removal	• Leaves, needles or other vegetation on and in gutters will be removed in compliance with PRC § 4291 (a)(4) or GC Section 51182 (a)(4) and 14 CCR § 1299.03(a)(1) or equivalent local ordinance. • No equipment shall be used that will damage roof assembly building components. • All vegetation removed from the project site will be disposed at an approved facility.
FAS-FFR	Roof Eave Fascia Replacement Retrofit	• Roof eave fascia materials will be replaced in compliance with the CBC Section 707A Exterior Covering or CRC Section R337.7 Exterior Covering. • Roofs will be assembled following the CBC Chapter 15 Roof Assemblies and Rooftop Structures or CRC Chapter 9 Roof Assemblies or equivalent local ordinance. • Fascia penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • The roof eave fascia components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • Replacement building components shall have a primer and paint applied that matches current the building color.

Code	Retrofit Name	Minimum Quality Standard
FAS-HGR	Roof Eave Fascia Holes or Gaps Retrofit	• Fascia penetrations including holes and gaps shall be mitigated for ember exposure by using a putty or calking designed for wood products. If hardening for fire has been identified and the facia could be exposed to fire, the holes and gaps shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.
EAV-EER	Existing Open Roof Eaves or Enclosed Roof Eaves or Roof Eave Soffits Retrofit	• Retrofitting existing open or soffit eave components shall comply one or more of the following requirements as described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: (1) Noncombustible material; (2) Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2; (3) Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Vents will comply with CBC 706A.2 or CRC R337.6.2. Retrofit will also comply with CBC 1202.2 Roof Ventilation or CRC Section R806 Roof Ventilation. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.

Code	Retrofit Name	Minimum Quality Standard
EAV-ECR	Enclosed Roof Eaves and Roof Eave Soffits Conversion Retrofit	• Retrofitting existing open eaves to soffit eaves materials shall comply one or more of the following requirements as described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: 1. Noncombustible material 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2. 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Buildings shall be provided with natural ventilation in accordance with CBC Section 1202 Roof Ventilation or CRC Section R806 Roof Ventilation. • Vents will comply with CBC 706A.2 or CRC R337.6.2. Retrofit will also comply with CBC 1202.2 Roof Ventilation or CRC Section R806 Roof Ventilation. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.
SKY-FFR	Skylight Flashing Retrofit	• Skylight flashing shall comply with CBC Chapter 15 – Roof Assemblies and Rooftop Structures or CRC Chapter 9 – Roof Assemblies. • Skylight flashing shall be made of a corrosion-resistant metal of minimum nominal 0.019 inch (0.483 mm) thickness. • Skylight flashing shall be installed so that no exposed wood is present. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.
SKY-SRR	Skylight Replacement Retrofit	• Skylight glazing shall comply with CBC 708A.2.1 Exterior Windows, Skylights and Exterior Glazed Door Assembly Requirements or CRC R337.8.2.1 Exterior Windows, Skylights and Exterior Glazed Door Assembly Requirements. • Operable skylights shall be protected by a noncombustible mesh screen in accordance with CBC 708A.2.2 Operable Skylights or CRC R337.8.2.2 Operable Skylights. • Alteration or replacement of roof coverings or assemblies shall comply with CBC Section 705A Roofing and Chapter 15 – Roof Assemblies and Rooftop Structures and CRC R337.5.2 Roof Coverings and CRC Chapter 9 – Roof Assemblies. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • The installation of the exterior covering shall comply with the products manufacturer's installation instructions
SKY-SCR	Operable Skylight Screen Retrofit	• Operable skylights with missing, combustible, or damaged screens will be retrofitted as described below: • Operable skylights shall be protected by a noncombustible mesh screen in accordance with CBC 708A.2.2 Operable Skylights or CRC R337.8.2.2 Operable Skylights. • Building components being replaced will be the responsibility of the contractor to remove and dispose of at an approved disposal site.

Code	Retrofit Name	Minimum Quality Standard
VEN-ARR	Attics and Rafter Space Flame and Ember Resistant Vent Retrofit	• Attics and Rafter Space ventilation for buildings shall be provided with natural ventilation in accordance with the California Building Code Section 1202 – Ventilation, California Residential Code Section R806 Roof Ventilation, or mechanical ventilation by the California Mechanical Code. The Contractor will be required to provide documentation showing compliance with these codes after the installation of retrofitted vents. • All vents (Except Ridge and Off Ridge Vents) shall comply with CBC Section 706A.2 Vent Requirements or CRC R337.6.2 Vent Requirements or equivalent local ordinance. • The installation of vents shall comply with the product manufacturer's installation instructions. • For the installation or repair of vents, the contractor will make sure there are no gaps or areas where embers can penetrate the concealed space around the vent. Penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Building components being replaced will be the responsibility of the contractor to remove and dispose of at an approved disposal site.
VEN-ARM	Attics and Rafter Space Metal Mesh Vent Retrofit	• Attics and Rafter Space ventilation for buildings shall be provided with natural ventilation in accordance with the California Building Code Section 1202 – Ventilation, California Residential Code Section R806 Roof Ventilation, or mechanical ventilation by the California Mechanical Code. The Contractor will be required to provide documentation showing compliance with these codes after the installation of retrofitted vents. • Ridge and Off Ridge Vents shall comply with CBC Section 706A.2.1 Off Ridge and Ridge Vents or CRC R337.6.2.1 Off Ridge and Ridge Vents or equivalent local ordinance. • For vents where it is not feasible or there is not a retrofit Wildfire Flame and Ember Resistant vents approved and listed by the California State Fire Marshal, or WUI vents tested to ASTM E2886 as required by the CBC 706A.2 Vent Requirement or CRC R337.6.2 Vent Requirements or equivalent local ordinance, vents shall be covered with a non-combustible and corrosion-resistant mesh where the dimensions of the mesh is a minimum of 1/16-inch (1.6 mm) and does not exceed 1/8-inch (3.2 mm) in diameter. • The installation of vents shall comply with the product manufacturer's installation instructions. • For the installation or repair of vents, the contractor will make sure there are no gaps or areas where embers can penetrate the concealed space around the vent. Penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.

Code	Retrofit Name	Minimum Quality Standard
VEN-UFR	Under-Floor Ventilation Flame and Ember Resistant Vent Retrofit	• Under-Floor ventilation for buildings shall be provided with natural ventilation in accordance with the California Building Code Section 1202.4 Under-Floor Ventilation or California Residential Code Section R408.2 Openings for Under-Floor Ventilation. The Contractor will be required to provide documentation showing compliance with these codes after the installation of retrofitted vents. • All vents (Except Ridge and Off Ridge Vents) shall comply with CBC Section 706A.2 Requirements or CRC R337.6.2 Requirements or equivalent local ordinance. • For vents where it is not feasible or there is not a retrofit Wildfire Flame and Ember Resistant vents approved and listed by the California State Fire Marshal, or WUI vents tested to ASTM E2886 as required by the CBC 706A.2 or CRC R337.6.2 or equivalent local ordinance, vents shall be covered with a noncombustible and corrosion resistant mesh where the dimensions of the mesh is a minimum of 1/16-inch (1.6 mm) and does not exceed 1/8-inch (3.2 mm) in diameter. • The installation of vents shall comply with the product manufacturer's installation instructions. • For the installation or repair of vents, the contractor will make sure there are no gaps or areas where embers can penetrate the concealed space around the vent. Penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.
VEN-UMR	Under-Floor Ventilation Metal Mesh Vent Retrofit	• Under-Floor ventilation for buildings shall be provided with natural ventilation in accordance with the California Building Code Section 1202.4 Under-Floor Ventilation or California Residential Code Section R408.2 Openings for Under-Floor Ventilation. The Contractor will be required to provide documentation showing compliance with these codes after the installation of retrofitted vents. • For vents where it is not feasible or there is not a retrofit Wildfire Flame and Ember Resistant vents approved and listed by the California State Fire Marshal, or WUI vents tested to ASTM E2886 as required by the CBC 706A.2 or CRC R337.6.2 or equivalent local ordinance, vents shall be covered with a noncombustible and corrosion resistant mesh where the dimensions of the mesh is a minimum of 1/16-inch (1.6 mm) and does not exceed 1/8-inch (3.2 mm) in diameter. • The installation of vents shall comply with the product manufacturer's installation instructions. • For the installation or repair of vents, the contractor will make sure there are no gaps or areas where embers can penetrate the concealed space around the vent. Penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.

Code	Retrofit Name	Minimum Quality Standard
VEN-AIR	Air Intake Vent Retrofit	• Air Intake Vents utilized for attics and rafter space ventilation or ventilation for water heater rooms shall be provided with natural ventilation in accordance with the California Building Code Section 1202 – Ventilation, California Residential Code Section R806 Roof Ventilation, and the requirements outlined for systems outlined in the California Mechanical Code. • All vents (Except Ridge and Off Ridge Vents) shall comply with CBC Section 706A.2 Vent Requirements or CRC R337.6.2 Vent Requirements or equivalent local ordinance. • The installation of vents shall comply with the product manufacturer's installation instructions. • For the installation or repair of vents, the contractor will make sure there are no gaps or areas where embers can penetrate the concealed space around the vent. Penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Building components being replaced will be the responsibility of the contractor to remove and dispose of at an approved disposal site.
VEN-DVR	Dryer Vent Retrofit	• Dryer vents shall be covered with a non-combustible and corrosion-resistant louvered cover. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.
WAL-FFR	Exterior Wall Full Replacement Retrofit	• The replacement of the exterior covering shall comply with one or more of the following requirements as described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: 1. Noncombustible material 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2. 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2. • Flashing will be installed at the base of the exterior covering if there is a gap between the covering and foundation that would allow for the intrusion of embers. • The replacement exterior covering will be of a similar design as the structures existing exterior covering. • The installation of the exterior covering shall comply with the products manufacturer's installation instructions and CBC Chapter 14 Wall Covering, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.

Code	Retrofit Name	Minimum Quality Standard
WAL-WPR	Exterior Wall Partial Replacement Retrofit	• Replace exterior wall covering for the bottom 2 ft (from ground). • The replacement of the exterior covering shall comply with one or more of the following requirements as described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: (1) Noncombustible material; (2) Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2; (3) Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2. • Flashing will be installed at the base of the exterior covering if there is a gap between the covering and foundation that would allow for the intrusion of embers. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.
WAL-WCR	Exterior Wall Ground Clearance Retrofit	• Replace exterior wall covering or clad the exterior wall covering for the bottom 6 inches (from ground). • The replacement of the exterior covering shall comply with only the following option as described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: 1. Noncombustible material • Flashing will be installed at the base of the exterior covering if there is a gap between the covering and foundation that would allow for the intrusion of embers. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.

Code	Retrofit Name	Minimum Quality Standard
WAL-SPR	Support Post or Stair Riser or Stair Stringer Cladding Retrofit	• Install a noncombustible cladding vertically for a minimum of 6 inches from the ground. • The replacement of the exterior covering shall comply with only the Noncombustible Material option described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.
WAL-GOR	Exterior Wall Gaps or Openings Retrofit	• Exterior coverings shall resist the intrusion of embers or flames by preventing openings or gaps exceeding 1/8 inch (3.2 mm). • Small opening or gaps less than 1/4-inch Fascia penetrations including holes and gaps shall be mitigated for ember exposure by using a putty or calking designed for the existing wall material. If hardening for fire has been identified and the wall could be exposed to fire, the holes and gaps shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Larger gaps greater than 1/4 inch shall utilize a partial replacement of the exterior covering and shall comply with CBC 707A.1-707A.11, CRC R337.7.1 - R337.7.11 or equivalent local ordinance. • The replacement exterior covering will be of a similar design as the structures existing exterior covering. • The installation of the exterior covering shall comply with the products manufacturer's installation instructions and CBC Chapter 14 Wall Covering, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • Replacement building components shall have a primer and paint applied that matches current the building color.
WAL-TRR	Exterior Wall Trim Retrofit	• Exterior trim materials will be replaced in compliance with the CBC Section 707A Exterior Covering or CRC Section R337.7 Exterior Covering. • Trim penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • The exterior wall trim components being replaced will be the responsibility of the contractor to remove and dispose of at an approved disposal site. • Replacement building components shall have a primer and paint applied that matches current the building color.

Code	Retrofit Name	Minimum Quality Standard
WAL-PCR	Exterior Porch Ceilings Retrofit	• Retrofitting exterior porch ceilings shall comply with one of the identified options described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: 1. Noncombustible material 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2. 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Buildings shall be provided with natural ventilation in accordance with CBC Section 1202 Roof Ventilation or CRC Section R806 Roof Ventilation. • All vents (Except Ridge and Off Ridge Vents) shall comply with CBC 706A.2 or CRC R337.6.2. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.
WAL-FPR	Exterior Floor Projection Retrofit	• Retrofitting exterior floor projections shall comply with one of the identified options described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: (1) Noncombustible material; (2) Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2; (3) Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Buildings shall be provided with natural ventilation in accordance with CBC Section 1202 Roof Ventilation or CRC Section R806 Roof Ventilation. • All vents (Except Ridge and Off Ridge Vents) shall comply with CBC 706A.2 or CRC R337.6.2. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.

Code	Retrofit Name	Minimum Quality Standard
WAL-UPR	Exterior Underfloor Protection Retrofit	• Retrofitting exterior underfloor protection shall comply with one of the identified options described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: 1. Noncombustible material 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2. 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Buildings shall be provided with natural ventilation in accordance with CBC Section 1202 Roof Ventilation or CRC Section R806 Roof Ventilation. • All vents (Except Ridge and Off Ridge Vents) shall comply with CBC 706A.2 or CRC R337.6.2. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.
WAL-UAR	Exterior Wall Unenclosed Area Retrofit	• Unenclosed areas of exterior walls where debris can accumulate and are difficult to access for removal. • All debris and combustible material will be removed prior to retrofitting unenclosed areas of exterior walls. • Unenclosed areas will be covered with a noncombustible and corrosion resistant mesh where the dimensions of the mesh shall be a minimum of 1/16-inch (1.6 mm) and shall not exceed 1/8-inch (3.2 mm) in diameter. The metal mesh shall be installed to allow for occasional access for debris removal. • Metal mesh enclosures shall comply with the natural ventilation requirements outlined in the CBC Section 1202 Ventilation or CRC Section R408 Under-Floor Space.
WAL-FRR	Combustible Wall at Roof Intersection Flashing or Cladding Retrofit	• Install metal or noncombustible flashing at roof-to-wall intersection extending a minimum of 6" up the wall. • The installation of the flashing shall comply with CBC 1404.4 - Flashing or CRC R703.4 - Flashing or equivalent local ordinance.. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa).

Code	Retrofit Name	Minimum Quality Standard
WAL-RWR	Combustible Wall at Roof Intersection Full Replacement Retrofit	• Replace exterior wall covering at roof Intersection. • The replacement of the exterior covering shall comply with one or more of the following requirements as described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: (1) Noncombustible material; (2) Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2; (3) Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.
WAL-AWR	Exterior Underside of Appendages Retrofit	• Retrofitting exterior underside of appendages shall comply with one of the identified options described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: 1. Noncombustible material 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2. 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Buildings shall be provided with natural ventilation in accordance with CBC Section 1202 Roof Ventilation or CRC Section R806 Roof Ventilation. • All vents (Except Ridge and Off Ridge Vents) shall comply with CBC 706A.2 or CRC R337.6.2. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.

Code	Retrofit Name	Minimum Quality Standard
WAL-CMR	Crawl Space Access Ignition Resistant Material Retrofit	• Replace an exterior crawl space opening that is missing, combustible, or deteriorated with an ignition-resistant material as described below: • The replacement of the crawl space opening shall comply with one or more of the following requirements as described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: 1. Noncombustible material 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2. 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2. • Building components being replaced will be the responsibility of the contractor to remove and dispose of at an approved disposal site. • The installation of the exterior covering shall comply with the product manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.
WAL-CIR	Crawl Space Access Metal Mesh Retrofit	• Cover an exterior crawl space opening that is missing, combustible, or deteriorated with a noncombustible and corrosion-resistant mesh as described below: • All debris and combustible material will be removed before retrofitting the crawl space access opening. • Crawl space access openings will be covered with a noncombustible and corrosion-resistant mesh where the dimensions of the mesh shall be a minimum of 1/16-inch (1.6 mm) and shall not exceed 1/8-inch (3.2 mm) in diameter. The metal mesh shall be installed using a noncombustible frame to allow for access to underfloor areas. There will be no gaps or holes greater than 1/8" around the frame and the crawl space access opening. • Metal mesh enclosures shall comply with the natural ventilation requirements outlined in the CBC Section 1202 Ventilation or CRC Section R408 Under-Floor Space. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.
WAL-HGR	Window Frame Holes and Gaps Retrofit	• Exterior window frame holes or gaps shall be mitigated for ember exposure by using a putty or calking designed for wood products. If hardening for fire has been identified and the facia could be exposed to fire, the holes and gaps shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.

Code	Retrofit Name	Minimum Quality Standard
WAL-WFR	Window Frame Replacement Retrofit	• Replace an exterior window frame with an ignition-resistant material as described below: • The replacement of the crawl space opening shall comply with one or more of the following requirements as described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: 1. Noncombustible material 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2. 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2. • Building components being replaced will be the responsibility of the contractor to remove and dispose of at an approved disposal site. • The installation of the exterior covering shall comply with the product manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.
WAL-ADR	Combustible Wall Above Deck Intersection Retrofit	• Replace the upper 2 feet of combustible exterior wall covering at deck Intersection with the material described below: • The replacement of the exterior covering shall comply with one or more of the following requirements as described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: 1. Noncombustible material 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2. 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.

Code	Retrofit Name	Minimum Quality Standard
WAL-BDR	Combustible Wall Below Deck Intersection Retrofit	• Replace the bottom two feet of a combustible exterior wall covering at the deck Intersection with the material below: • The replacement of the exterior covering shall comply with one or more of the following requirements as described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: (1) Noncombustible material • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.
WIN-WRR	Exterior Window Retrofit	• Window retrofits shall comply with CBC Section 708A Exterior Windows, Skylights and Doors including Section 708A.1-708A.2.1 or CRC Section R337.8 Exterior Windows, Skylights and Doors including Sections R337.8.1 -R337.8.2.1 or equivalent local ordinance. • When hardening for fire, double pain windows will have both panes tempered and the window frame will be non-combustible. • Building components being replaced will be the responsibility of the contractor to remove and dispose of at an approved disposal site. • The installation of the exterior covering shall comply with the product manufacturer's installation instructions and CBC Chapter 14 - Exterior Walls including Section 1404.4 Flashing and Section 1404.13 Exterior Windows and Doors or CRC Section R703 Exterior Covering including Section R703.4 Flashing. • Window retrofits shall also comply with other applicable codes including Installation Standards (CBC 104.9 and CRC R104.9), Efficiency Standards (CEES 150.2(b), Emergency Escape (Egress) Windows in Sleeping Rooms (CBC 1030 and CRC R310.2), Fall Protection (CBC 1015.1 and CRC R312.2), Natural Light and Ventilation (CBC 1204.2, 1202.5.1, and CRC R303.1) and Tempered Glazing (CBC 2406 and CRC R308). • Penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa).
WIN-SCR	Exterior Window Screen Retrofit	• The replacement or repair of the window screens shall include the following: • The window screen frame shall be constructed of a non-combustible material and the window screen will fit securely without gaps into the window channels or slot. • The recommended window screen material shall be aluminum with wire diameter not to exceed 1/8 inch.

Code	Retrofit Name	Minimum Quality Standard
DOO-DFR	Exterior Door Full Replacement Retrofit	• Shall comply with CBC 708A.3 Exterior Doors or CRC R337.8.3 Exterior Doors or equivalent local ordinance. • Doors shall be replaced with a similar 708A.3 Exterior Doors or CRC R337.8.3 Exterior Doors compliant product. • The door finish will match the existing building component finish. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.
DOO-DPR	Exterior Door Partial Retrofit	• Install noncombustible door kick plate that covers 100 percent of the bottom 6" of the door, install noncombustible door bottom tested to UL Fire Rate 10C. • Install a noncombustible door jamb kit and metal threshold.
DOO-SDR	Exterior Sliding or Swinging Screen Door Retrofit	• The door frame shall be constructed of a non-combustible material and the window screen will fit securely without gaps into the window channels or slot. • The window screen material shall be aluminum with 18 mesh × 16 mesh and a minimum .21 Wire Diameter (mm). • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.
DOO-GFR	Garage Door Full Replacement Retrofit	• Garage doors shall comply with 708A.3 Exterior Doors and the exterior surface or cladding shall be of noncombustible material. • Shall comply with CBC Section 708A.4 Garage Door Perimeter Gap or CRC 337.8.4 or equivalent local ordinance. • Building components being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site. • The installation of the garage door shall comply with the products manufacturer's installation instructions.
DOO-GPR	Garage Door Partial Retrofit	• A Metal Kick Plate or Metal flashing shall be installed along the bottom 6 inches of the combustible garage door. The kick plate or metal flashing shall be properly sealed to retard moisture. If the garage door frame is constructed of combustible material one of the additional retrofits is required:1) A noncombustible and corrosion-resistant metal flashing can be added to the base of a combustible garage door frame to a minimum height of 6 inches. 2) The combustible garage door frame trim can be replaced in accordance with CBC, Section 708A.4 Garage Door Perimeter Gap or CRC, Section R337.8.4 Garage Door Perimeter Gap and the materials used should be in accordance with the CBC, Section 704A.2 Ignition- Resistant Materials or CRC, Section R337.4.2 Ignition-Resistant Materials or equivalent local ordinance. • Exterior garage doors shall resist the intrusion of embers from entering by preventing gaps between doors and door openings, at the bottom, sides, and tops of doors, from exceeding 1/8 inch (3.2 mm). Gaps between doors and door openings shall be controlled by one of the methods described in CBC Section 708A.4 Garage Door Perimeter Gap or CRC 337.8.4 or equivalent local ordinance. • Penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa).
DOO-GGR	Garage Door Perimeter Gap Retrofit	• Exterior garage doors shall resist the intrusion of embers from entering by preventing gaps between doors and door openings, at the bottom, sides and tops of doors, from exceeding 1/8 inch (3.2 mm). • Gaps between doors and door openings shall be controlled by one of the methods described in CBC Section 708A.4 Garage Door Perimeter Gap or CRC 337.8.4 or equivalent local ordinance.

Code	Retrofit Name	Minimum Quality Standard
DEC-DFR	Deck Walking Surface Full Replacement Retrofit	• Decks shall comply with CBC Section 709A Decking or CRC Section R337.9 Decking or equivalent local ordinance. • The replacement of walking surface deck boards shall comply with one or more of the following requirements as described in CBC Section 709A.3 Decking Surfaces or CRC Section R337.9 Decking or equivalent local ordinance: 2) Ignition-resistant material that complies with the performance requirements of Section 704A.3 4) Exterior fire-retardant-treated wood 5) Noncombustible material. • Deck walking surfaces located at means of egress locations shall utilize a slip-resistant surface described in CBC Section 1003.4 Slip-Resistant Surface. • The installation of a deck shall also comply with the CBC Chapter 16 Structural Design including section 1604.8.3 Decks or CRC Section R507 Exterior Decks. • Building components that are being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.
DEC-DPR	Deck Walking Surface Partial Replacement Retrofit	• Replace walking surface deck boards and deck rails for the first 1 ft away from the residence with materials identified below. • Decks shall comply with CBC Section 709A Decking or CRC Section R337.9 Decking or equivalent local ordinance. The replacement of walking surface deck boards shall comply with only the non-combustible material option described in CBC Section 709A.3 Decking Surfaces or CRC Section R337.9 Decking or equivalent local ordinance. • Deck walking surfaces and deck rails located at means of egress locations shall utilize a noncombustible slip-resistant surface described in CBC Section 1003.4 Slip-Resistant Surface. • Building components that are being replaced will be the responsibility of the contractor to remove and dispose of at an approved disposal site. • This retrofit also requires WAL-ADR Combustible Wall Above Deck Intersection Retrofit and the WAL-BDR Combustible Wall Below Deck Intersection Retrofit.
DEC-FDR	Deck Full Replacement Retrofit	• Decks shall comply with CBC Section 709A Decking or CRC Section R337.9 Decking or equivalent local ordinance. The replacement of walking surface deck boards, support structures and posts and rails shall comply with only the non-combustible material option described in CBC Section 709A.3 Decking Surfaces or CRC Section R337.9 Decking or equivalent local ordinance. • Deck walking surfaces and deck rails located at means of egress locations shall utilize a noncombustible slip-resistant surface described in CBC Section 1003.4 Slip-Resistant Surface. • Building components that are being replaced will be the responsibility of the contractor to remove and dispose of at an approved disposal site. • This retrofit also requires WAL-ADR Combustible Wall Above Deck Intersection Retrofit and the WAL-BDR Combustible Wall Below Deck Intersection Retrofit.

Code	Retrofit Name	Minimum Quality Standard
DEC-DRR	Deck Removal	• All decking components will be disassembled, and all debris will be disposed of at an approved off-site facility. • If the exterior siding at the attached deck location is damaged and needs repair, that section of exterior coving will be replaced and shall comply with CBC Section 707A Exterior Covering or CRC Section R337.7 Exterior Covering or equivalent local ordinance. • The replacement exterior covering will be of a similar design as the structure's existing exterior covering. • The installation of the exterior covering shall comply with the product manufacturer's installation instructions and CBC Chapter 14 Wall Covering, Section 1404.1-1404.18, or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.
DEC-UAR	Deck Unenclosed Area Retrofit	• Unenclosed decks 4 feet or less off grade where debris can accumulate and are difficult to access for removal. • All debris and combustible material will be removed before retrofitting unenclosed areas under the deck. • Unenclosed areas will be covered with a non-combustible and corrosion-resistant mesh where the dimensions of the mesh shall be a minimum of 1/16-inch (1.6 mm) and shall not exceed 1/8-inch (3.2 mm) in diameter. The metal mesh shall be installed to allow for occasional access for debris removal. • Metal mesh enclosures shall comply with the natural ventilation requirements outlined in the CBC Section 1202 Ventilation or CRC Section R408 Under-Floor Space.
DEC-SPR	Deck Ground Clearance Retrofit	• Install a noncombustible cladding vertically for a minimum of 6 inches from the ground. • The replacement of the exterior covering shall comply with only the Noncombustible Material option described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.
DEC-CDR	Deck Combustible Vegetative Debris Removal	• Leaves, needles, vegetation or debris on decks will be removed in compliance with 14 CCR § 1299.03 (a) Zone 1 Requirements: (1) Remove all dead or dying grass, plants, shrubs, trees, branches, leaves, weeds, and pine needles from the Zone whether such vegetation occurs in yard areas around the "Building or Structure," on the roof or rain gutters of the "Building or Structure," or any other location within the Zone. • All vegetation removed from the project site will be disposed at an approved facility.

Code	Retrofit Name	Minimum Quality Standard
DEC-ARM	Above Deck Combustible Material Removal	• Combustible materials located above a deck will be removed in accordance with 14 CCR § 1299.03, (a) Zone 1 Requirements: (4) Remove flammable vegetation and items that could catch fire which are adjacent to or under combustible decks, balconies and stairs. • All items designated for removal will be identified by flagging or marking prior to initiating work. • All combustible material removed from the project site will be disposed at an approved facility. • All hazardous materials will be disposed of at an approved facility.
DEC-ARL	Above Deck Combustible Material Relocation	• Combustible materials located above a deck will be relocated to a safe location in accordance with 14 CCR § 1299.03, (a) Zone 1 Requirements: (4) Remove flammable vegetation and items that could catch fire which are adjacent to or under combustible decks, balconies and stairs. • Small combustible items will be located at least 5 feet from a structure or deck. • All combustible items determined to be relocated will be flagged by the program and the contractor will be given instructions on where the items will be relocated.
DEC-BRM	Below Deck Combustible Material Removal	• Combustible materials below a deck will be removed in accordance with 14 CCR § 1299.03, (a)Zone 1 Requirements: (4) Remove flammable vegetation and items that could catch fire which are adjacent to or under combustible decks, balconies and stairs. • All combustible items determined to be removed from the property will be flagged by the program prior to removal. • All combustible items will be disposed of at an approved facility. • All hazardous materials will be disposed of at an approved facility.
DEC-BRL	Below Deck Combustible Material Relocation	• Combustible material below a deck will be relocated to a safe location in accordance with 14 CCR § 1299.03 (a) Zone 1 Requirements: (4) Remove flammable vegetation and items that could catch fire which are adjacent to or under combustible decks, balconies and stairs. • Small combustible items will be located at least 5 feet from a structure or deck. • All combustible items determined to be relocated will be flagged by the program and the contractor will be given instructions on where the items will be relocated.
STA-WFR	Stair Walking Surface Full Replacement Retrofit	• Stairway retrofit will comply with CBC Section 709A Decking or CRC Section R337.9 Decking or equivalent local ordinance. • The replacement of walking surface stair boards shall comply with one or more of the following requirements as described in CBC Section 709A Decking or CRC Section R337.9 Decking or equivalent local ordinance:2) Ignition-resistant material that complies with the performance requirements of Section 704A.3 4) Exterior fire-retardant-treated wood 5) Noncombustible material. • Installation shall comply with the requirements of the CBC Section 1011 Stairways or CRC R311.7 Stairways • Building components that are being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.

Code	Retrofit Name	Minimum Quality Standard
STA-WPR	Stairs Walking Surface Partial Replacement Retrofit	• Replace stair walking surface boards and handrails for the first 1 ft away from the residence. • Stairway retrofit will comply with CBC Section 709A Decking. • The replacement of stair walking surface boards and handrails shall comply with only the non-combustible option described in CBC Section 709A.3 Decking Surfaces or CRC 337 or equivalent local ordinance. • Installation shall comply with the requirements of the CBC Section 1011 Stairways or CRC R311.7 Stairways • Building components that are being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.
STA-SFR	Stair Complete Replacement Retrofit	• Stairway retrofit will comply with CBC Section 709A Decking or CRC Section R337.9 Decking or equivalent local ordinance. • The replacement of walking surface stair boards shall comply with one or more of the following requirements as described in CBC Section 709A Decking or CRC Section R337.9 Decking or equivalent local ordinance: 2) Ignition-resistant material that complies with the performance requirements of Section 704A.3 4) Exterior fire-retardant-treated wood 5) Noncombustible material. • Installation shall comply with the requirements of the CBC Section 1011 Stairways or CRC R311.7 Stairways • Building components that are being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.
STA-UAR	Stairs Unenclosed Area Retrofit	• Unenclosed stairs 4 feet or less off grade where debris can accumulate and are difficult to access for removal. • All debris and combustible material will be removed before retrofitting unenclosed areas under the deck. • Unenclosed areas will be covered with a non-combustible and corrosion-resistant mesh where the dimensions of the mesh shall be a minimum of 1/16-inch (1.6 mm) and shall not exceed 1/8-inch (3.2 mm) in diameter. The metal mesh shall be installed to allow for occasional access for debris removal. • Metal mesh enclosures shall comply with the natural ventilation requirements outlined in the CBC Section 1202 Ventilation or CRC Section R408 Under-Floor Space.
STA-SGR	Stairs Ground Clearance Retrofit	• Install a noncombustible cladding vertically for a minimum of 6 inches from the ground. • The replacement of the exterior covering shall comply with only the Noncombustible Material option described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.

Code	Retrofit Name	Minimum Quality Standard
STA-CDR	Stair Combustible Vegetative Debris Removal	• Leaves, needles, vegetation or debris on decks will be removed in compliance with 14 CCR § 1299.03 (a) Zone 1 Requirements: (1) Remove all dead or dying grass, plants, shrubs, trees, branches, leaves, weeds, and pine needles from the Zone whether such vegetation occurs in yard areas around the "Building or Structure," on the roof or rain gutters of the "Building or Structure," or any other location within the Zone. • All vegetation removed from the project site will be disposed at an approved facility.
STA-ARM	Above Stair Combustible Material Removal	• Combustible materials located above a stair will be removed in accordance with 14 CCR § 1299.03, (a) Zone 1 Requirements: (4) Remove flammable vegetation and items that could catch fire which are adjacent to or under combustible decks, balconies and stairs. • All items designated for removal will be identified by flagging or marking prior to initiating work. • All combustible material removed from the project site will be disposed at an approved facility. • All hazardous materials will be disposed of at an approved facility.
STA-ARL	Above Stair Combustible Material Relocation	• Combustible materials located above a stair will be relocated to a safe location in accordance with 14 CCR § 1299.03, (a) Zone 1 Requirements: (4) Remove flammable vegetation and items that could catch fire which are adjacent to or under combustible decks, balconies and stairs. • Small combustible items will be located at least 5 feet from a structure or deck. • All combustible items determined to be relocated will be flagged by the program and the contractor will be given instructions on where the items will be relocated.
STA-BRM	Below Stair Combustible Material Removal	• Combustible materials below a stair will be removed in accordance with 14 CCR § 1299.03, (a)Zone 1 Requirements: (4) Remove flammable vegetation and items that could catch fire which are adjacent to or under combustible decks, balconies and stairs. • All combustible items determined to be removed from the property will be flagged by the program prior to removal. • All combustible items will be disposed of at an approved facility. • All hazardous materials will be disposed of at an approved facility.
STA-BRL	Below Stair Combustible Material Relocation	• Combustible material below a stair will be relocated to a safe location in accordance with 14 CCR § 1299.03 (a) Zone 1 Requirements: (4) Remove flammable vegetation and items that could catch fire which are adjacent to or under combustible decks, balconies and stairs. • Small combustible items will be located at least 5 feet from a structure or deck. • All combustible items determined to be relocated will be flagged by the program and the contractor will be given instructions on where the items will be relocated.
RAM-RFR	Ramp Complete Replacement Retrofit	• Ramps walking surfaces will comply with CBC Section 709A Decking. • The replacement of walking surface boards and handrails shall comply with one or more of the following requirements as described in CBC Section 709A.3 Decking Surfaces or CRC 337 or equivalent local ordinance: 2) Ignition-resistant material that complies with the performance requirements of Section 704A.3 4) Exterior fire-retardant-treated wood 5) Noncombustible material. • Installation shall comply with the requirements of the CBC Section 1012 Ramps or CRC R311.8 Ramps • Building components that are being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.

Code	Retrofit Name	Minimum Quality Standard
RAM-RPR	Ramp Partial Replacement Retrofit	• Replace ramp walking surface deck boards and handrails for the first 1 ft away from the residence. • Ramp retrofit will comply with CBC Section 709A Decking or CRC 337 or equivalent local ordinance. • The replacement of ramp walking surface boards and handrails shall comply with only the non-combustible option described in CBC Section 709A.3 Decking Surfaces or CRC 337 or equivalent local ordinance. • Installation shall comply with the requirements of the CBC Section 1012 Ramps or CRC R311.8 Ramps • Building components that are being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.
RAM-UAR	Ramp Unenclosed Area Retrofit	• Unenclosed ramps 4 feet or less off grade where debris can accumulate and are difficult to access for removal. • All debris and combustible material will be removed before retrofitting unenclosed areas under the deck. • Unenclosed areas will be covered with a non-combustible and corrosion-resistant mesh where the dimensions of the mesh shall be a minimum of 1/16-inch (1.6 mm) and shall not exceed 1/8-inch (3.2 mm) in diameter. The metal mesh shall be installed to allow for occasional access for debris removal. • Metal mesh enclosures shall comply with the natural ventilation requirements outlined in the CBC Section 1202 Ventilation or CRC Section R408 Under-Floor Space.
RAM-SPR	Ramp Ground Clearance Retrofit	• Install a noncombustible cladding vertically for a minimum of 6 inches from the ground. • The replacement of the exterior covering shall comply with only the Noncombustible Material option described in CBC 707A.3 Exterior Wall Coverings or R337.7.3 Exterior Wall Coverings or equivalent local ordinance: • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • The installation of the exterior covering shall comply with CBC Chapter 14 Exterior Walls, Section 1404.1-1404.18 or CRC Chapter 7 Wall Covering, Section R703.1-703.17. • Wall penetrations shall be protected by an approved penetration firestop system installed as tested in accordance with ASTM E119, ASTM E814, UL 263, or UL 1479 with a positive pressure differential of not less than 0.01 of an inch of water (0.002 kPa). • Replacement building components shall have a primer and paint applied that matches current the building color.
RAM-CDR	Ramp Combustible Vegetative Debris Removal	• Leaves, needles, vegetation or debris on decks will be removed in compliance with 14 CCR § 1299.03 (a) Zone 1 Requirements: (1) Remove all dead or dying grass, plants, shrubs, trees, branches, leaves, weeds, and pine needles from the Zone whether such vegetation occurs in yard areas around the "Building or Structure," on the roof or rain gutters of the "Building or Structure," or any other location within the Zone. • All vegetation removed from the project site will be disposed at an approved facility.

Code	Retrofit Name	Minimum Quality Standard
RAM-ARM	Above Ramp Combustible Material Removal	• Combustible materials located above a ramp will be removed in accordance with 14 CCR § 1299.03, (a) Zone 1 Requirements: (4) Remove flammable vegetation and items that could catch fire which are adjacent to or under combustible decks, balconies and stairs. • All items designated for removal will be identified by flagging or marking prior to initiating work. • All combustible material removed from the project site will be disposed at an approved facility. • All hazardous materials will be disposed of at an approved facility.
RAM-ARL	Above Ramp Combustible Material Relocation	• Combustible materials located above a ramp will be relocated to a safe location in accordance with 14 CCR § 1299.03, (a) Zone 1 Requirements: (4) Remove flammable vegetation and items that could catch fire which are adjacent to or under combustible decks, balconies and stairs. • Small combustible items will be located at least 5 feet from a structure or deck. • All combustible items determined to be relocated will be flagged by the program and the contractor will be given instructions on where the items will be relocated.
RAM-BRM	Below Ramp Combustible Material Removal	• Combustible materials below a ramp will be removed in accordance with 14 CCR § 1299.03, (a)Zone 1 Requirements: (4) Remove flammable vegetation and items that could catch fire which are adjacent to or under combustible decks, balconies and stairs. • All combustible items determined to be removed from the property will be flagged by the program prior to removal. • All combustible items will be disposed of at an approved facility. • All hazardous materials will be disposed of at an approved facility.
RAM-BRL	Below Ramp Combustible Material Relocation	• Combustible material below a ramp will be relocated to a safe location in accordance with 14 CCR § 1299.03 (a) Zone 1 Requirements: (4) Remove flammable vegetation and items that could catch fire which are adjacent to or under combustible decks, balconies and stairs. • Small combustible items will be located at least 5 feet from a structure or deck. • All combustible items determined to be relocated will be flagged by the program and the contractor will be given instructions on where the items will be relocated.
ATT-RHB	Rails, Handrails and Baluster Replacement Retrofit	• The replacement of a minimum of one foot of rails, handrails and balusters attached closest to the home shall comply with one or more of the following requirements as described in CBC Section 709A.3 Decking Surfaces or CRC 337 or equivalent local ordinance: 2) Ignition-resistant material that complies with the performance requirements of Section 704A.3 4) Exterior fire-retardant-treated wood 5) Noncombustible material. • Installation shall comply with the requirements of the CBC Section 1012 Ramps or CRC R311.8 Ramps • Building components that are being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.
ATT-FGR	Attached Combustible Fence/Gate Retrofit	• Attached sections of fence or gates within 8 feet (Or property line) and attached to a primary residence will be replaced with a non-combustible material as defined by the CBC Section 202 or CRC R201 • Building components that are being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.

Code	Retrofit Name	Minimum Quality Standard
ATT-RER	Attached Combustible Fence/Gate Removal	• All fence and gate components will be disassembled, and all debris will be disposed of at an approved off-site facility.
ATT-RWR	Attached Retaining Wall Retrofit	• Replace retaining wall length equal to two times retaining wall height with non-combustible material as defined by the CBC Section 202 or CRC R201. • Retaining wall retrofits will also comply with CBC Section 1807.2 Retaining Walls. • Building components that are being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.
ATT-ACR	Attached Awning and Coverings Retrofit	• Shall comply with CBC Section 3105 Awnings and Canopies • The installation of the exterior covering shall comply with the products manufacturer's installation instructions • Building components that are being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.
ATT-PTR	Attached Pergola or Trellis Retrofit	• Remove vegetation, detached from residence • Create a 2 ft open space/separation from residence • The replacement of pergola or trellis components shall comply with one or more of the following requirements as described in CBC Section 709A.3 Decking Surfaces or CRC 337 or equivalent local ordinance: 2) Ignition-resistant material that complies with the performance requirements of Section 704A.3 4) Exterior fire-retardant-treated wood 5) Noncombustible material. • Building components that are being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.
ATT-MAR	Other Miscellaneous Attachments Retrofit	• The replacement of other miscellaneous attachments shall comply with one or more of the following requirements as described in CBC Section 709A.3 Decking Surfaces or CRC 337 or equivalent local ordinance: 2) Ignition-resistant material that complies with the performance requirements of Section 704A.3 4) Exterior fire-retardant-treated wood 5) Noncombustible material. • Building components that are being replaced will be the responsibility of the contractor to remove and disposed of at an approved disposal site.

Code	Retrofit Name	Minimum Quality Standard
ACC-REL	Accessory Building Relocation	• Accessory buildings moved to a new location will have a new foundation installed to fully support the building. The building foundation will be installed to not allow ember intrusion under the building and will be required to have a 0 ft to 5 ft ember-resistant zone. • Auxiliary buildings <64 ft2 in size will be moved at least 30 feet away from the non-hardened primary structure and also must be 30 feet away from any adjacent parcel primary residence. • Accessory buildings 64 ft2 to 120 ft2 in size will be moved at least 40 feet away from the non-hardened primary structure and also must be 40 feet away from any adjacent parcel primary residence. • Accessory buildings >120 ft2 in size will be moved at least 50 feet away from the non-hardened primary structure and also must be 50 feet away from any adjacent parcel primary residence. • Accessory buildings <26 ft2 in size will be moved at least 10 feet away from hardened (Chapter 7A Compliant) structures and must also be 10 feet away from any adjacent parcel primary residence. • Accessory buildings <26 ft2 to 64ft2 in size will be moved at least 15 feet away from hardened (Chapter 7A Compliant) structures and must also be 15 feet away from any adjacent parcel primary residence. • Accessory buildings will also not be located closer than the distances identified below from other miscellaneous structures: 1) Must be 10 feet away from combustible retaining walls. 2) Must be 10 feet away from single combustible fences 3) Must be 20 feet away from double combustible fences. 4) Must be 30 feet away from wood piles. 5) Must be located 50 feet (MFSD) away from large auxiliary structures such as an RV's, Gazebo, or boats.
ACC-REM	Accessory Building Removal	• All buildings will be disassembled, and all debris will be disposed of at an approved off-site facility.
ACC-RET	Accessory Buildings Retrofit	• Accessory buildings less than 120 square feet shall be constructed in accordance with CBC Section 704A.2, specifically section 710A.3.3 Accessory Buildings 120 Square Feet (11.15 M2) or Less, Located 3 Feet (914 mm) or More but Less Than 50 Feet (15 240 mm) and 710A.4 Roof Construction. • Accessory building vents shall be in accordance with any of the following retrofits, Attics and Rafter Space Flame and Ember Resistant Vent Retrofit (VEN-ARR), Attics and Rafter Space Metal Mesh Vent Retrofit (VEN-ARM) Under-Floor Ventilation Flame and Ember Resistant Vent Retrofit (VEN-UFR) or Under-Floor Ventilation Metal Mesh Vent Retrofit (VEN-UMR). • Accessory building doors shall not have gaps greater than 1/8 that would be vulnerable to embers. • The accessory building foundation shall be noncombustible or be enclosed using the ATT- UAR Deck/Stairs/Ramp Unenclosed Area Retrofit. • This retrofit will also require the Outbuilding Clearance (DZ1-OCT) treatment.

Code	Retrofit Name	Minimum Quality Standard
ACC-RPL	Accessory Building Replacement	• Accessory buildings less than 120 square feet shall be replaced with a building that is constructed in accordance with CBC Section 704A.2, specifically section 710A.3.3 Accessory Buildings 120 Square Feet (11.15 M2) or Less, Located 3 Feet (914 mm) or More but Less Than 50 Feet (15 240 mm) and 710A.4 Roof Construction. • Accessory building doors shall be located away from the primary residence and detached combustible hazards. • Accessory building vents shall be in accordance with any of the following retrofits, Attics and Rafter Space Flame and Ember Resistant Vent Retrofit (VEN-ARR), Attics and Rafter Space Metal Mesh Vent Retrofit (VEN-ARM) Under-Floor Ventilation Flame and Ember Resistant Vent Retrofit (VEN-UFR) or Under-Floor Ventilation Metal Mesh Vent Retrofit (VEN-UMR). • Accessory building doors shall not have gaps greater than 1/8 that would be vulnerable to embers. • The accessory building foundation shall be non combustible or be enclosed using the ATT- UAR Deck/Stairs/Ramp Unenclosed Area Retrofit. • This retrofit will also require the Outbuilding Clearance (DZ1-OCT) treatment.
MIS-REL	Miscellaneous Structures - Relocating	• Large miscellaneous structures such as an RV's, Gazebo, or boats shall be relocated 50 feet (MFSD) away from the primary residence and also must be 50 feet away from any adjacent parcel primary residence. • Wood piles shall be moved 30 feet away from the primary residence and also must be 30 feet away from any adjacent parcel primary residence. • Double combustible fences shall be relocated 20 away from the primary residence and also must be 20 feet away from any adjacent parcel primary residence. • Single combustible fences shall be relocated 10 feet away from the primary residence and also must be 10 feet away from any adjacent parcel primary residence. • Combustible retaining walls shall be relocated 10 feet away from the primary residence and also must be 10 feet away from any adjacent parcel primary residence.
MIS-REM	Miscellaneous Structures- Removing	• All miscellaneous structures will be disassembled and all debris will be disposed of at an approved off site facility.
MIS-RET	Miscellaneous Structures - Retrofitting	• Miscellaneous Structures mitigations shall include: 1) Clearing all debris from on and under the miscellaneous structures 2) Clearing all small combustibles to at least 5 feet away from the miscellaneous structure. 3) Mitigate all holes or gaps greater than 1/8 inch.
MIS-VRR	Vehicle Relocation	• Inoperable vehicles should be relocated a minimum of 50 feet away from the primary residence, neighboring residence, or any building or structure. • Vehicles will also not be located closer than the distances identified below from other miscellaneous structures: 1) Must be 10 feet away from combustible retaining walls. 2) Must be 10 feet away from single combustible fences 3) Must be 20 feet away from double combustible fences. 4) Must be 30 feet away from wood piles.
MIS-VRM	Vehicle Removal	• Inoperable vehicles will be removed to an approved off site facility. 19.030 Junking a Vehicle—Individual (VC §11520) Prior to dismantling a vehicle, the vehicle owner must submit an application to DMV to record the vehicle as “Junk.” When an owner dismantles a vehicle prior to doing this, the owner is subject to an investigative service fee.

Code	Retrofit Name	Minimum Quality Standard
MIS-VHR	Vehicle Hardening	• Vehicle Hardening mitigations shall include: 1)Clearing all debris from on and under the vehicle. 2)Clearing all small combustibles to at least 5 feet away from the vehicle. 3) Mitigate all holes or gaps greater than 1/8 inch on the vehicle.
MIS-VCR	Vehicle Cover	• Vehicle covers shall be flame-retardant fabrics or materials approved by the by CAL FIRE Office of the State Fire Marshal (OSFM) in accordance with 19 CCR § 332. Flame Resistance and be tagged and labeled with the Seal of Registration of the OSFM. • The vehicle cover will completely cover the vehicle and the cover will be kept free of debris.
MIS-FRM	Detached Combustible Fence Removal	• All fence components will be disassembled, and all debris will be disposed of at an approved off-site facility.
MIS-FRE	Detached Combustible Fence Relocation	• Detached combustible fences will not be located closer than the distances identified below from buildings or structures: • Single combustible fences must be located 10 feet away from any building or structure • Double combustible fences must be 20 feet away from any building or structure.
MIS-FRT	Detached Fence Retrofit	• Fence components including posts, rails and pickets will be replaced with components that meet the requirements below: 1. Noncombustible material 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2. 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2. • Building components being replaced will be the responsibility of the contractor to remove and dispose of at an approved disposal site.
MIS-RWR	Detached Retaining Wall Retrofit	• Retaining wall components including posts, rails and pickets will be replaced with components that meet the requirements below: 1. Noncombustible material 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2. 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2. • Building components being replaced will be the responsibility of the contractor to remove and dispose of at an approved disposal site.
MIS-GCR	Garbage Can Enclosure	• Garbage can enclosures shall be constructed of components as defined below: 1. Noncombustible material 2. Ignition-resistant material. The ignition-resistant material shall be labeled for exterior use and shall meet the requirements of Section 704A.2. 3. Fire-retardant-treated wood. The fire-retardant-treated wood shall be labeled for exterior use and shall meet the requirements of Section 2303.2.
DZ0-GFR	Zone 0 Ground Level Vegetation Removal	• Ground level vegetation will be removed within Zone 0 which extends five feet (5 ft.) from each structure or, if applicable, an attached deck. • Ground level vegetation will be removed and disposed of at an approved off site facility.
DZ0-GFM	Zone 0 Ground Level Vegetation Modification	• TBD by Board of Forestry Regulations

Code	Retrofit Name	Minimum Quality Standard
DZ0-MUR	Zone 0 Combustible Mulch Removal	• Mulch will be removed within Zone 0 which extends five feet (5 ft.) from each structure or, if applicable, an attached deck. • Mulch will be removed and disposed of at an approved off-site facility.
DZ0-SLR	Zone 0 Synthetic Lawn Removal	• Combustible synthetic lawns will be removed within Zone 0 which extends five feet (5ft.) from each structure or if applicable, an attached deck. • Material will be removed and disposed of at an approved off-site facility.
DZ0-PPR	Planter Pot Relocation	• Planter pots will be removed within Zone 0 which extends five feet (5 ft.) from each structure or, if applicable, an attached deck.
DZ0-HAR	Zone 0 Hardscaping	• Installation of a hardscape in Zone 0 which extends five feet (5 ft.) from each structure or, if applicable, an attached deck. • The contractor will prepare a hardscaping site plan that include all areas around the structure including any attached decks. The site plan will include: 1) Procedures for avoiding utilities. The contractor will be responsible for contacting the Underground Service Alert https://www.california811.org/ to assure all utilities will be avoided during site preparation and construction. 2) Procedures for securing existing irrigation lines. 4) Guidelines for obtaining compliance with ground sloping requirements as required by CBC Chapter 18 Soils and Foundations, Section 1804.4 Site Grading. 5) The installation of a permeable weed barrier and hardscaping material.
DZ0-SFR	Zone 0 Surface Level Vegetation Removal	• Surface Vegetation removal from Zone 0 which extends five feet (5 ft.) from each structure or, if applicable, an attached deck includes removing all living, dead or dying shrubs, bushes and plants, within Zone 0 including underneath decks, balconies, or stairs. • All vegetation removed from the project site will be disposed at an approved facility. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 Gasoline powered saws, etc.; firefighting equipment and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements. • The contractor will be responsible for the safe operation around utilities. The contractor will be responsible for contacting the Underground Service Alert https://www.california811.org/ to assure all utilities will be avoided during site preparation and construction.
DZ0-SFM	Zone 0 Surface Level Vegetation Modification	• TBD by Board of Forestry Regulations

Code	Retrofit Name	Minimum Quality Standard
DZ0-VCL	Zone 0 Vertical Clearance Tree Limbing	• Tree trimming within Zone 0 which extends five feet (5 ft.) from each structure or, if applicable, an attached deck. • Remove all live and dead tree branches 10 feet above the roof and 10 feet away from chimneys and stovepipe outlets. Remove all live or dead branches or ladder fuels within five feet (5 ft.) of the sides of the structure in Zone 0. • It is the responsibility of the contractor adhere to local ordinances regulating tree trimming and to obtaining applicable permits. • All vegetation removed from the project site will be disposed at an approved facility. • Vegetation chipped on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. • The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements. • The contractor will be responsible for the safe operation around utilities. The contractor will be responsible for contacting the Underground Service Alert https://www.california811.org/ to assure all utilities will be avoided during site preparation and construction. • The contractor shall utilize qualified tree workers as described in Title 8 California Code of Regulations Section 3420(b). The contractor shall comply with applicable requirements for tree workers identified in Title 8 California Code of Regulations for Tree Work, Maintenance or Removal including sections 3420-3427 & 3458. The contract shall also abide by other requirements in Title 8 California Code of Regulations including, section 2940,2 (Clearances from high-voltage power lines), 3203 (Injury and Illness Prevention), 3328 (Machinery and equipment), 3380 (Personal Protective Devices), 3395 (Heat Illness Prevention), and 3648 (Fall protection). For additional information see the Cal/OSHA Tree Work Safety Guide.

Code	Retrofit Name	Minimum Quality Standard
DZ0-TFT	Zone 0 Tree Felling	• Tree felling for designated trees within Zone 0 which extends five feet (5 ft.) from each structure or, if applicable, an attached deck. • Tree felling will only be performed on the designated property. Property boundary delineations will be identified prior to the initiation of work. If flagging is required, the property boundary will be identified in red flagging. • It is the responsibility of the contractor to adhere to local ordinances regulating tree removal and to obtaining applicable permits. • Trees designated for removal will be marked with blue tracer paint. Designated trees will have a painted highly visible attention band 2” wide at eye level. The attention mark will be visible from 360 degrees and from at least 50 feet. Cut trees will also have two painted stump marks on all marked trees. The stump marks shall be placed in the furrows of the bark at ground level on the downhill and uphill sides of the trees. Stump marks will touch the ground and be at least 2” wide. • Tree stumps will be removed to ground level (See Stump Removal MQS). • Areas with equipment or work exclusions will be flagged prior to the initiation of work. Watershed and Lake Protection Zones (WLPZ) delineations will be identified with blue and white stripe flagging with “Watercourse and Lake Protection Zone” black print. Equipment Exclusion Zone delineations will be identified with yellow and white stripe flagging with “Equipment Exclusion Zone” black print. • All vegetation removed from the project site will be disposed at an approved facility. • Vegetation chipped on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements. • The contractor will be responsible for the safe operation around utilities. The contractor will be responsible for contacting the Underground Service Alert https://www.california811.org/ to assure all utilities will be avoided during site preparation and construction. • The contractor shall utilize qualified tree workers as described in Title 8 California Code of Regulations Section 3420(b). The contractor shall comply with applicable requirements for tree workers identified in Title 8 California Code of Regulations for Tree Work, Maintenance or Removal including sections 3420-3427 & 3458. The contract shall also abide by other requirements in Title 8 California Code of Regulations including, section 2940,2 (Clearances from high-voltage power lines), 3203 (Injury and Illness Prevention), 3328 (Machinery and equipment), 3380 (Personal Protective Devices), 3395 (Heat Illness Prevention), and 3648 (Fall protection). For additional information see the Cal/OSHA Tree Work Safety Guide.

Code	Retrofit Name	Minimum Quality Standard
DZ0-MIS	Zone 0 Miscellaneous Combustible Material Removal	• Combustible item removal within Zone 0 which extends five feet (5 ft.) from each structure or, if applicable, an attached deck. • All items designated for removal will be identified by flagging or marking prior to initiating work. • Remove all woodchips, bark, combustible mulch, synthetic lawns, combustible boards, timbers, planting pots or containers. • Remove combustible materials located on top of or underneath a deck, balcony, or stairs in compliance with 14 CCR § 1299.03(a)(4). • Remove planting pots or containers, regardless of material, mounted on the structure or located directly beneath a window or near vents. • All combustible material removed from the project site will be disposed at an approved facility. • All hazardous materials will be disposed of at an approved facility. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements.
DZ0-MCR	Zone 0 Miscellaneous Combustible Material Relocation	• Miscellaneous combustibles identified for relocation will be flagged prior to moving. • The contractor will be provided the location for combustible items to be relocated. • Miscellaneous combustibles will be moved a minimum of 5 feet from the structure or attached deck.
DZ0-FRM	Zone 0 Firewood Removal	• Remove exposed firewood located in Zone 0 and from the property. This is an alternative method of compliance with PRC 4291 (e)(1) or GC Section 51182 (c)(1) and 14 CCR § 1299 .03(a)(3) or equivalent local ordinance. • All combustible material removed from the project site will be disposed at an approved facility.
DZ0-FRL	Zone 0 Firewood Relocation	• Relocate exposed firewood piles located in Zone 0 that are not completely covered in a fire-resistant material in accordance with PRC 4291 (e)(1) or GC Section 51182 (c)(1) and 14 CCR § 1299 .03(a)(3) or equivalent local ordinance. • Firewood will be relocated a minimum of 30 feet from the primary structure. • Firewood piles will also be located 30 feet away from adjacent residences, accessory buildings, fences and other miscellaneous structures.

Code	Retrofit Name	Minimum Quality Standard
DZ0-STM	Zone 0 Stump Mitigation	• Stumps located within Zone 0 which extends five feet (5 ft.) from each structure or, if applicable, an attached deck. • Stumps shall cut or mulched down to ground level. • All vegetation removed from the project site will be disposed at an approved facility. • Stump material deposited on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements.
DZ0-LGM	Zone 0 Log Mitigation	• Logs located within Zone 0 which extends five feet (5 ft.) from each structure or, if applicable, an attached deck shall be removed. • Log material deposited on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements. • All vegetation removed from the project site will be disposed at an approved facility.
DZ1-GFM	Zone 1 Ground Level Litter or Woody Material Removal	
DZ1-CUT	Zone 1 Cutting of Annual Grasses and Forbs	• Cutting of Annual Grasses and Forbs in Zone 1 which extends five to thirty feet (30 ft.) from each structure in compliance with PRC 4291 (e)(1) or GC Section 51182 (c)(1) and 14 CCR § 1299 .03(a)(1) or equivalent local ordinance. • Annual Grasses and Forbs will be mowed or cut and should not exceed 4 inches in height. If there are areas that need to be retained to a height not to exceed 18 inches above the ground, where necessary to stabilize the soil and prevent erosion, the areas will be identified to the contractor and flagged prior to the initiation of work. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements.

Code	Retrofit Name	Minimum Quality Standard
DZ1-VRT	Zone 1 Surface Level Vegetation Horizontal Clearance Modification	• Vegetation Removal within Zone 1 which extends five to thirty feet (30 ft.) from each structure. • Vegetation horizontal or vertical separation distances shall be incompliance with the Board of Forestry General Guidelines for Creating Defensible Space (Appendix A), Reduced Fuel Zone: Fuel Separation Guidelines and Plant Spacing Guidelines table. • Groups of vegetation (numerous plants growing together less than 10 feet in total foliage width) may be treated as a single plant. • Vegetation removal will only be performed on the designated property. Property boundary delineations will be identified prior to the initiation of work. If flagging is required, the property boundary will be identified in red flagging. • It is the responsibility of the contractor to adhere to local ordinances regulating vegetation removal and to obtaining applicable permits. • Vegetation will be removed to ground level. • Areas with equipment or work exclusions will be flagged prior to the initiation of work. Watershed and Lake Protection Zones (WLPZ) delineations will be identified with blue and white stripe flagging with “Watercourse and Lake Protection Zone” black print. Equipment Exclusion Zone delineations will be identified with yellow and white stripe flagging with “Equipment Exclusion Zone” black print. • All vegetation removed from the project site will be disposed at an approved facility. • Vegetation chipped on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements.
DZ1-DDR	Zone 1 Surface Level Dead or Dying Vegetation Removal	

Code	Retrofit Name	Minimum Quality Standard
DZ1-VCL	Zone 1 Tree Vertical Clearance Limbing	• Tree limbing within Zone 1 which extends five to thirty feet (30 ft.) from each structure or property line, whichever comes first. • Lower limbs of trees will be limbed/pruned to at least 6 feet up to 15 feet (or the lower 1/3 branches for small trees). • It is the responsibility of the contractor adhere to local ordinances regulating tree trimming and to obtaining applicable permits. • All vegetation removed from the project site will be disposed at an approved facility. • Vegetation chipped on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. • The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements. • The contractor will be responsible for the safe operation around utilities. The contractor will be responsible for contacting the Underground Service Alert https://www.california811.org/ to assure all utilities will be avoided during site preparation and construction. • The contractor shall utilize qualified tree workers as described in Title 8 California Code of Regulations Section 3420(b). The contractor shall comply with applicable requirements for tree workers identified in Title 8 California Code of Regulations for Tree Work, Maintenance or Removal including sections 3420-3427 & 3458. The contract shall also abide by other requirements in Title 8 California Code of Regulations including, section 2940,2 (Clearances from high-voltage power lines), 3203 (Injury and Illness Prevention), 3328 (Machinery and equipment), 3380 (Personal Protective Devices), 3395 (Heat Illness Prevention), and 3648 (Fall protection). For additional information see the Cal/OSHA Tree Work Safety Guide.
DZ1-HCL	Zone 1 Tree Horizontal Clearance Limbing	

Code	Retrofit Name	Minimum Quality Standard
DZ1-HCF	Zone 1 Horizontal Clearance Tree Felling	• Tree felling for designated trees within Zone 1 which extends five to thirty feet (30 ft.) from each structure or property line, whichever comes first. • Tree horizonal separation distances shall be incompliance with the Board of Forestry General Guidelines for Creating Defensible Space (Appendix A), Reduced Fuel Zone: Fuel Separation Guidelines and Plant Spacing Guidelines table. • Tree or vegetation vertical separation distances shall be incompliance with the Board of Forestry General Guidelines for Creating Defensible Space (Appendix A), Reduced Fuel Zone: Fuel Separation Guidelines and Plant Spacing Guidelines table. • Tree felling will only be performed on the designated property. Property boundary delineations will be identified prior to the initiation of work. If flagging is required, the property boundary will be identified in red flagging. • It is the responsibility of the contractor to adhere to local ordinances regulating tree removal and to obtaining applicable permits. • Trees designated for removal will be marked with blue tracer paint. Designated trees will have a painted highly visible attention band 2” wide at eye level. The attention mark will be visible from 360 degrees and from at least 50 feet. Cut trees will also have two painted stump marks on all marked trees. The stump marks shall be placed in the furrows of the bark at ground level on the downhill and uphill sides of the trees. Stump marks will touch the ground and be at least 2” wide. • Tree stumps will be removed to ground level. • Areas with equipment or work exclusions will be flagged prior to the initiation of work. Watershed and Lake Protection Zones (WLPZ) delineations will be identified with blue and white stripe flagging with “Watercourse and Lake Protection Zone” black print. Equipment Exclusion Zone delineations will be identified with yellow and white stripe flagging with “Equipment Exclusion Zone” black print. • All vegetation removed from the project site will be disposed at an approved facility. • Vegetation chipped on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements. • The contractor will be responsible for the safe operation around utilities. The contractor will be responsible for contacting the Underground Service Alert https://www.california811.org/ to assure all utilities will be avoided during site preparation and construction. • The contractor shall utilize qualified tree workers as described in Title 8 California Code of Regulations Section 3420(b). The contractor shall comply with applicable requirements for tree workers identified in Title 8 California Code of Regulations for Tree Work, Maintenance or Removal including sections 3420-3427 & 3458. The contract shall also abide by other requirements in Title 8 California Code of Regulations including, section 2940,2 (Clearances from high-voltage power lines), 3203 (Injury and Illness Prevention), 3328 (Machinery and equipment), 3380 (Personal Protective Devices), 3395 (Heat Illness Prevention), and 3648 (Fall protection). For additional information see the Cal/OSHA Tree Work Safety Guide.

Code	Retrofit Name	Minimum Quality Standard
DZ1-AFL	Zone 1 Tree Dead or Dying Aerial Material Limbing	• Tree limbing within Zone 1 which extends from five feet (5 ft.) to thirty feet (30 ft.) from each structure. • It is the responsibility of the contractor adhere to local ordinances regulating tree trimming and to obtaining applicable permits. • All vegetation removed from the project site will be disposed at an approved facility. • Vegetation chipped on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. • The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements. • The contractor will be responsible for the safe operation around utilities. The contractor will be responsible for contacting the Underground Service Alert https://www.california811.org/ to assure all utilities will be avoided during site preparation and construction. • The contractor shall utilize qualified tree workers as described in Title 8 California Code of Regulations Section 3420(b). The contractor shall comply with applicable requirements for tree workers identified in Title 8 California Code of Regulations for Tree Work, Maintenance or Removal including sections 3420-3427 & 3458. The contract shall also abide by other requirements in Title 8 California Code of Regulations including, section 2940,2 (Clearances from high-voltage power lines), 3203 (Injury and Illness Prevention), 3328 (Machinery and equipment), 3380 (Personal Protective Devices), 3395 (Heat Illness Prevention), and 3648 (Fall protection). For additional information see the Cal/OSHA Tree Work Safety Guide.

Code	Retrofit Name	Minimum Quality Standard
DZ1-SGM	Zone 1 Snag Mitigation	• Snags identified for removal will adhere to the requirements below: • Tree felling will only be performed on the designated property. Property boundary delineations will be identified prior to the initiation of work. If flagging is required, the property boundary will be identified in red flagging. • It is the responsibility of the contractor to adhere to local ordinances regulating tree removal and to obtaining applicable permits. • Snags designated for removal will be marked with blue tracer paint. Designated trees will have a painted highly visible attention band 2” wide at eye level. The attention mark will be visible from 360 degrees and from at least 50 feet. Cut trees will also have two painted stump marks on all marked trees. The stump marks shall be placed in the furrows of the bark at ground level on the downhill and uphill sides of the trees. Stump marks will touch the ground and be at least 2” wide. • Tree stumps will be removed to ground level. • Areas with equipment or work exclusions will be flagged prior to the initiation of work. Watershed and Lake Protection Zones (WLPZ) delineations will be identified with blue and white stripe flagging with “Watercourse and Lake Protection Zone” black print. Equipment Exclusion Zone delineations will be identified with yellow and white stripe flagging with “Equipment Exclusion Zone” black print. • All vegetation removed from the project site will be disposed at an approved facility. • Vegetation chipped on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements. • The contractor will be responsible for the safe operation around utilities. The contractor will be responsible for contacting the Underground Service Alert https://www.california811.org/ to assure all utilities will be avoided during site preparation and construction. • The contractor shall utilize qualified tree workers as described in Title 8 California Code of Regulations Section 3420(b). The contractor shall comply with applicable requirements for tree workers identified in Title 8 California Code of Regulations for Tree Work, Maintenance or Removal including sections 3420-3427 & 3458. The contract shall also abide by other requirements in Title 8 California Code of Regulations including, section 2940,2 (Clearances from high-voltage power lines), 3203 (Injury and Illness Prevention), 3328 (Machinery and equipment), 3380 (Personal Protective Devices), 3395 (Heat Illness Prevention), and 3648 (Fall protection). For additional information see the Cal/OSHA Tree Work Safety Guide. "

Code	Retrofit Name	Minimum Quality Standard
DZ1-STM	Zone 1 Stump Mitigation	• Stumps or logs located within Zone 1 which extends five to thirty feet (30 ft.) from each structure. • Stumps or logs shall be removed, cut or mulched down to ground level. • All vegetation removed from the project site will be disposed at an approved facility. • Stump material deposited on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements.
DZ1-LGM	Zone 1 Log Mitigation	• Logs located within Zone 1 which extends five to thirty feet (30 ft.) from each structure shall be removed. • Log material deposited on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements. • All vegetation removed from the project site will be disposed at an approved facility.
DZ1-MIS	Zone 1 Miscellaneous Combustible Material Removal	• The Zone 1 "Miscellaneous Combustible Material Removal" mitigation measure is utilized for the removal of all combustibles items within five feet (5 ft.) from each structure in Zone 1 or to provide desired minimum vertical clearance between lower limbs of aerial fuels or the desired minimum horizontal spacing between trees and shrubs as described in the General Guidelines for Creating Defensible Space, Plant Spacing Guidelines.
DZ1-FRL	Zone 1 Firewood Relocation	• Relocate exposed firewood piles located in Zone 1 which extends five to thirty feet (30 ft.) from each structure that are not completely covered in a fire-resistant material in accordance with PRC 4291 • Firewood will be located a minimum of 30 feet from the primary structure. • Firewood piles will also be located 30 feet away from adjacent residences, accessory buildings, fences and other miscellaneous structures.
DZ1-FRM	Zone 1 Firewood Removal	• Remove exposed firewood located in Zone 1 which extends five to thirty feet (30 ft.) from each structure and from the property. • All combustible material removed from the project site will be disposed at an approved facility.

Code	Retrofit Name	Minimum Quality Standard
DZ1-FRE	Zone 1 Firewood Fire Resistant Enclosure	• Firewood Fire Resistant Enclosures shall comply with 14 CCR § 1299.03 (3) Relocate exposed firewood piles outside of Zone 1 unless they are completely covered in a fire-resistant material. • Firewood enclosures less than 120 square feet shall be constructed in accordance with CBC Section 710A Accessory Buildings and Miscellaneous Structures, specifically Section 710A.3.4 Miscellaneous Structures Located 3 Feet (914 mm) or More but Less Than 50 Feet (15 240 mm) and 710A.4 Roof Construction. • Firewood enclosure doors shall be located away from the primary residence and detached combustible hazards. • Firewood enclosure vents shall be in accordance with any of the following retrofits, Attics and Rafter Space Flame and Ember Resistant Vent Retrofit (VEN-ARR), Attics and Rafter Space Metal Mesh Vent Retrofit (VEN-ARM) Under-Floor Ventilation Flame and Ember Resistant Vent Retrofit (VEN-UFR) or Under-Floor Ventilation Metal Mesh Vent Retrofit (VEN-UMR). • Accessory building doors shall not have gaps greater than 1/8 that would be vulnerable to embers. • The accessory building foundation shall be non-combustible or be enclosed using the ATT- UAR Deck/Stairs/Ramp Unenclosed Area Retrofit. • This retrofit will also require the Outbuilding Clearance (DZ1-OCT) treatment.
DZ1-FRC	Zone 1 Firewood Fire Resistant Cover	• Firewood Fire Resistant covers shall comply with 14 CCR § 1299.03 (3) Relocate exposed firewood piles outside of Zone 1 unless they are completely covered in a fire-resistant material. • The firewood covers shall be flame-retardant fabrics or materials approved by the by CAL FIRE Office of the State Fire Marshal (OSFM) in accordance with 19 CCR § 332. Flame Resistance and be tagged and labeled with the Seal of Registration of the OSFM. • The firewood cover will completely cover the firewood pile with no openings greater than 1/8" that would allow for embers intrusion. The cover will be kept free of debris. • This retrofit also requires clearance described in DZ1-FWC Firewood Clearance treatment.
DZ1-FWC	Zone 1 Firewood Clearance	• Firewood piles that cannot be relocated more than 30 feet away from a building or structure will require clearance as described in 14 CCR Article 3. Fire Hazard Reduction Around Buildings and Structures § 1299.03 Requirements. (b) Zone 2 Requirements: (C) All exposed wood piles must have a minimum of ten feet (10 ft.) of clearance, down to bare mineral soil, in all directions. • Firewood piles that cannot be relocated more than 30 feet away from a building or structure will require Fire Resistant covers shall comply with 14 CCR § 1299.03 (3) Relocate exposed firewood piles outside of Zone 1 unless they are completely covered in a fire-resistant material. See DZ1-FRC Firewood Fire Resistant Cover or DZ1-FRE Firewood Fire Resistant Enclosure.
DZ1-FCL	Zone 1 Combustible Fence Clearance	
DZ1-OCT	Zone 1 Outbuilding Clearance	• Outbuildings shall have 10 feet of clearance to bare mineral soil and no flammable vegetation for an additional 10 feet around their exterior, pursuant to 14 CCR § 1299.03(c)(1).

Code	Retrofit Name	Minimum Quality Standard
DZ1-RCM	Zone 1 Outbuilding Roof Combustible Material Removal	• The "Roof Combustible Material Removal" mitigation measure includes removing all accumulated debris from the roof covering, roof valleys, wall intersections and gutters. Accumulated debris are susceptible to embers and direct flame contact and when ignited can expose combustible building components.
DZ2-GFM	Zone 2 Ground Level Litter or Woody Material Removal	
DZ2-AFM	Zone 2 Cutting of Annual Grass or Forbs Mitigation	• Cutting of Annual Grasses and Forbs in Zone 2 which extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure • Annual Grasses and Forbs will be mowed or cut and should not exceed 4 inches in height. If there area areas that need to be retained to a height not to exceed 18 inches above the ground, where necessary to stabilize the soil and prevent erosion, the areas will be flagged prior to the initiation of work. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements.

Code	Retrofit Name	Minimum Quality Standard
DZ2-VRT	Zone 2 Surface Level Vegetation Horizontal Clearance Modification	• Vegetation Removal within Zone 2 which extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure, but not beyond the property line. • Vegetation horizontal or vertical separation distances shall be incompliance with the Board of Forestry General Guidelines for Creating Defensible Space (Appendix A), Reduced Fuel Zone: Fuel Separation Guidelines and Plant Spacing Guidelines table. • Groups of vegetation (numerous plants growing together less than 10 feet in total foliage width) may be treated as a single plant. • Vegetation removal will only be performed on the designated property. Property boundary delineations will be identified prior to the initiation of work. If flagging is required, the property boundary will be identified in red flagging. • It is the responsibility of the contractor to adhere to local ordinances regulating vegetation removal and to obtaining applicable permits. • Vegetation will be removed to ground level. • Areas with equipment or work exclusions will be flagged prior to the initiation of work. Watershed and Lake Protection Zones (WLPZ) delineations will be identified with blue and white stripe flagging with “Watercourse and Lake Protection Zone” black print. Equipment Exclusion Zone delineations will be identified with yellow and white stripe flagging with “Equipment Exclusion Zone” black print. • All vegetation removed from the project site will be disposed at an approved facility. • Vegetation chipped on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements.
DZ2-DDR	Zone 2 Surface Level Dead or Dying Vegetation Removal	• 14 CCR § 1299.03, (b) Zone 2 Requirements: (A) Dead and dying woody surface fuels and aerial fuels shall be removed.

Code	Retrofit Name	Minimum Quality Standard
DZ2-VCL	Zone 2 Tree Vertical Clearance Limbing	• Tree limbing within Zone 2 which extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • Lower limbs of trees will be limbed/pruned to at least 6 feet up to 15 feet (or the lower 1/3 branches for small trees). • It is the responsibility of the contractor adhere to local ordinances regulating tree trimming and to obtaining applicable permits. • All vegetation removed from the project site will be disposed at an approved facility. • Vegetation chipped on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. • The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements. • The contractor will be responsible for the safe operation around utilities. The contractor will be responsible for contacting the Underground Service Alert https://www.california811.org/ to assure all utilities will be avoided during site preparation and construction. • The contractor shall utilize qualified tree workers as described in Title 8 California Code of Regulations Section 3420(b). The contractor shall comply with applicable requirements for tree workers identified in Title 8 California Code of Regulations for Tree Work, Maintenance or Removal including sections 3420-3427 & 3458. The contract shall also abide by other requirements in Title 8 California Code of Regulations including, section 2940,2 (Clearances from high-voltage power lines), 3203 (Injury and Illness Prevention), 3328 (Machinery and equipment), 3380 (Personal Protective Devices), 3395 (Heat Illness Prevention), and 3648 (Fall protection). For additional information see the Cal/OSHA Tree Work Safety Guide.
DZ2-HCL	Zone 2 Tree Horizontal Clearance Limbing	

Code	Retrofit Name	Minimum Quality Standard
DZ2-HCF	Zone 2 Horizontal Clearance Tree Felling	• Tree felling for designated trees within Zone 2 which extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure, but not beyond the property line. • Tree separation distances shall be incompliance with the Board of Forestry General Guidelines for Creating Defensible Space (Appendix A), Reduced Fuel Zone: Fuel Separation guidelines and Plant Spacing Guidelines table. • Tree felling will only be performed on the designated property. Property boundary delineations will be identified prior to the initiation of work. If flagging is required, the property boundary will be identified in red flagging. • It is the responsibility of the contractor to adhere to local ordinances regulating tree removal and to obtaining applicable permits. • Trees designated for removal will be marked with blue tracer paint. Designated trees will have a painted highly visible attention band 2” wide at eye level. The attention mark will be visible from 360 degrees and from at least 50 feet. Cut trees will also have two painted stump marks on all marked trees. The stump marks shall be placed in the furrows of the bark at ground level on the downhill and uphill sides of the trees. Stump marks will touch the ground and be at least 2” wide. • Tree stumps will be removed to ground level. • Areas with equipment or work exclusions will be flagged prior to the initiation of work. Watershed and Lake Protection Zones (WLPZ) delineations will be identified with blue and white stripe flagging with “Watercourse and Lake Protection Zone” black print. Equipment Exclusion Zone delineations will be identified with yellow and white stripe flagging with “Equipment Exclusion Zone” black print. • All vegetation removed from the project site will be disposed at an approved facility. • Vegetation chipped on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements. • The contractor will be responsible for the safe operation around utilities. The contractor will be responsible for contacting the Underground Service Alert https://www.california811.org/ to assure all utilities will be avoided during site preparation and construction. • The contractor shall utilize qualified tree workers as described in Title 8 California Code of Regulations Section 3420(b). The contractor shall comply with applicable requirements for tree workers identified in Title 8 California Code of Regulations for Tree Work, Maintenance or Removal including sections 3420-3427 & 3458. The contract shall also abide by other requirements in Title 8 California Code of Regulations including, section 2940,2 (Clearances from high-voltage power lines), 3203 (Injury and Illness Prevention), 3328 (Machinery and equipment), 3380 (Personal Protective Devices), 3395 (Heat Illness Prevention), and 3648 (Fall protection). For additional information see the Cal/OSHA Tree Work Safety Guide.
DZ2-AFL	Zone 2 Tree Dead or Dying Aerial Material Limbing	• 14 CCR § 1299.03, (b) Zone 2 Requirements: (A) Dead and dying woody surface fuels and aerial fuels shall be removed.

Code	Retrofit Name	Minimum Quality Standard
DZ2-SGM	Zone 2 Snag Mitigation	• Snags identified for removal will adhere to the requirements below: • Tree felling will only be performed on the designated property. Property boundary delineations will be identified prior to the initiation of work. If flagging is required, the property boundary will be identified in red flagging. • It is the responsibility of the contractor to adhere to local ordinances regulating tree removal and to obtaining applicable permits. • Snags designated for removal will be marked with blue tracer paint. Designated trees will have a painted highly visible attention band 2” wide at eye level. The attention mark will be visible from 360 degrees and from at least 50 feet. Cut trees will also have two painted stump marks on all marked trees. The stump marks shall be placed in the furrows of the bark at ground level on the downhill and uphill sides of the trees. Stump marks will touch the ground and be at least 2” wide. • Tree stumps will be removed to ground level. • Areas with equipment or work exclusions will be flagged prior to the initiation of work. Watershed and Lake Protection Zones (WLPZ) delineations will be identified with blue and white stripe flagging with “Watercourse and Lake Protection Zone” black print. Equipment Exclusion Zone delineations will be identified with yellow and white stripe flagging with “Equipment Exclusion Zone” black print. • All vegetation removed from the project site will be disposed at an approved facility. • Vegetation chipped on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements. • The contractor will be responsible for the safe operation around utilities. The contractor will be responsible for contacting the Underground Service Alert https://www.california811.org/ to assure all utilities will be avoided during site preparation and construction. • The contractor shall utilize qualified tree workers as described in Title 8 California Code of Regulations Section 3420(b). The contractor shall comply with applicable requirements for tree workers identified in Title 8 California Code of Regulations for Tree Work, Maintenance or Removal including sections 3420-3427 & 3458. The contract shall also abide by other requirements in Title 8 California Code of Regulations including, section 2940,2 (Clearances from high-voltage power lines), 3203 (Injury and Illness Prevention), 3328 (Machinery and equipment), 3380 (Personal Protective Devices), 3395 (Heat Illness Prevention), and 3648 (Fall protection). For additional information see the Cal/OSHA Tree Work Safety Guide. "

Code	Retrofit Name	Minimum Quality Standard
DZ2-STM	Zone 2 Stump Mitigation	• Stumps or logs located within Zone 2 which extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • Stumps shall be removed, cut or mulched down to ground level. • All vegetation removed from the project site will be disposed at an approved facility. • Stump material deposited on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements.
DZ2-LGM	Zone 2 Log Mitigation	• Logs located within Zone 2 which extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • Log material deposited on site may only be distributed in Zone 2 and only to a permitted depth of 3 inches. Zone 2 extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure. • The contractor will be responsible for adhering to requirements outlined in PRC 4427 (Operation of fire causing equipment), PRC 4431 (Gasoline powered saws, etc.; firefighting equipment) and PRC 4442 (Spark arresters or fire prevention measures; requirement; exemptions). • No operations will be allowed on days identified by the National Weather Service as Fire Weather Watch or Red Flag Warning. The contractor will be responsible for adhering to any local daily Fire Danger and Project Activity Level requirements. • All vegetation removed from the project site will be disposed at an approved facility.
DZ2-MIS	Zone 2 Miscellaneous Combustible Material Removal	• The Zone 2 "Miscellaneous Combustible Material Removal" mitigation measure is utilized for the removal of all combustible items within five feet (5 ft.) from each structure in Zone 2.
DZ2-FWC	Zone 2 Firewood Clearance	• Firewood piles are required to have clearance as required by 14 CCR § 1299.03, Article 3 Fire Hazard Reduction Around Buildings and Structures, (b) Zone 2 Requirements: (C) All exposed wood piles must have a minimum of ten feet (10 ft.) of clearance, down to bare mineral soil, in all directions.
DZ2-FCL	Zone 2 Combustible Fence Clearance	
DZ2-OCT	Zone 2 Outbuilding Clearance	• Outbuildings shall have 10 feet of clearance to bare mineral soil and no flammable vegetation for an additional 10 feet around their exterior, pursuant to 14 CCR § 1299.03(c)(1).
DZ2-RCM	Zone 2 Outbuilding Roof Combustible Material Removal	• The "Zone 2 Outbuilding Roof Combustible Material Removal" mitigation measure includes removing all accumulated debris from the roof covering, roof valleys, wall intersections, and gutters for outbuildings located in Zone 2. Accumulated debris is susceptible to embers and direct flame contact and when ignited can expose combustible building components.

Code	Retrofit Name	Minimum Quality Standard
DSO-BAR	Building Address Retrofit	• Building addressing shall comply with the CFC Section 505 Premises Identification, the CBC Section 502 Building Address, CRC Section R319 Site Address, or equivalent local ordinance. • The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). • Addressing shall also comply with 14 CCR State Minimum Fire Safe Regulations, 14 CCR § 1274.03. Addresses for Buildings additionally require, “Addresses for residential Buildings shall be reflectorized”.
DSO-SPR	Street Public Way Address Retrofit	• Building addressing shall comply with the CFC Section 505 Premises Identification, the CBC Section 502 Building Address, CRC Section R319 Site Address, or equivalent local ordinance. • The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). • Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other approved sign or means shall be used to identify the structure. • Addressing shall also comply with 14 CCR State Minimum Fire Safe Regulations, 14 CCR, § 1274.03 Addresses for Buildings and § 1274.04 Address Installation, Location, and Visibility. These regulations require addresses for residential buildings to be reflectorized, address signs along one-way roads shall be visible from both directions, where multiple addresses are required at a single driveway, they shall be mounted on a single sign or post and where a road provides access solely to a single commercial or industrial business, the address sign shall be placed at the nearest Road intersection providing access to that site, or otherwise posted to provide for unobstructed visibility from that intersection.
DSO-CSR	Chimney Spark Arrestor Retrofit	• Chimney Spark Arrestor shall comply with CBC 2113.9.2 Spark Arrestors or CRC R1003.9.2 Spark Arrestors or equivalent local ordinance.
DSO-PTR	Propane Tank Retrofit	• Propane tank relocation shall comply with CFC Chapter 61 - Liquified Petroleum Gases including Section 6104 - Location of LP Gas Containers, Section 6104.3 - Container Location, and Section 6107 - Safety Precautions and Devices. Relocation standards described in Section 6104.3 will also consider distance to adjacent residences. • If it is not feasible to relocate a propane tank that is too close to a structure, a non-combustible barrier as described by the CBC Chapter 2 Definition “Noncombustible”, may be installed between the propane tank and structure in compliance with CFC Chapter 61.
DSO-PTC	Propane Tank Vegetation Clearance	• Vegetation clearance around a propane tank shall comply with 14 CCR § 1299.03 (c)(1) Liquid Propane Gas (LPG) storage tanks shall have the following minimum clearance: ten feet (10 ft.) of clearance to bare mineral soil and no flammable vegetation for an additional ten feet (10 ft.) around their exterior and CFC Chapter 61 - Liquified Petroleum Gases, Section 6107.3 Clearance to Combustibles: Weeds, grass, brush, trash and other combustible materials shall be kept not less than 10 feet (3048 mm) from LP-gas tanks or containers.

Code	Retrofit Name	Minimum Quality Standard
DSO-PTE	Propane Tank Screen Retrofit	• The "Propane Tank Screen Retrofit" shall comply with the California Code of Regulations, Article 3. Fire Hazard Reduction Around Buildings and Structures and NFPA 58 Liquefied Petroleum Gas Code. • Liquid Propane Gas (LPG) storage tanks shall have the following minimum clearance: ten feet (10 ft.) of clearance to bare mineral soil and no flammable vegetation for an additional ten feet (10 ft.) around their exterior (14 CCR § 1299.03) and combustible materials shall not accumulate or be stored within 10 ft of a container (NFPA 58, section 6.5.3.3) • The propane tank screen will be constructed of noncombustible materials as defined in the California Building Code, Section 202 Definitions. • The propane tank screen shall comply with the following NFPA 58, Section 6.5.4 Structure Requirements: 1) Clearance shall be provided around the container for inspection and maintenance (3 feet). 2) The structure shall be open on at least one side that includes the longest dimension of the container. 3) The top of the container shall be capable of being wetted by an emergency response hose stream.

CITY OF COLFAX

Community Home Hardening & Defensible Space Program

MASTER AGREEMENT FOR AS-NEEDED HOME HARDENING AND DEFENSIBLE SPACE CONSTRUCTION SERVICES

Master Agreement No. _____

between

THE CITY OF COLFAX

a California general law city

and

_____

[Contractor legal name, entity type and state of organization]

CSLB License No. _____ Classification(s): _____

DIR Public Works Contractor Registration No. _____

Funded in whole or in part by the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program, DR-4619-866-9R, administered by the California Governor's Office of Emergency Services (Cal OES), Project No. AP-00866.

Service Category (check all that apply): ☐ Category 1 – Home Hardening Construction ☐ Category 2 – Defensible Space & Vegetation Management

KEY TERMS AT A GLANCE

*This page is a plain-language summary for Contractors. It is **not** part of the Agreement and does not change any term. If anything here differs from the Articles that follow, the Articles control.*

Topic	What it means for you
What this is	A standing ("master") agreement that qualifies you to bid on individual homes. It does not promise you any work. Each home you win becomes a separate **Tri-Party Agreement** signed by you, the homeowner and the City.
How work is awarded	The City's Program Manager (4LEAF, Inc.) sends Work Order bid packages to qualified contractors in your category. Lowest responsive, responsible bid wins. You may decline to bid on any Work Order.
Who you deal with	All direction comes from the City through its Program Manager — never directly from the homeowner. Homeowner requests for changes or extras go through the Program Manager.
Getting paid	One lump-sum payment per home, after final inspection and acceptance, within 30 days of an approved Application for Payment. No progress payments and no retention. You must pay your subcontractors within 7 days of receiving payment.
Prevailing wage	This is a California public works project. You and every subcontractor must be registered with the DIR, pay State prevailing wages, and submit certified payroll electronically to the DIR. The federal Davis-Bacon Act does **not** apply.
Insurance	General liability $1,000,000 per occurrence / $2,000,000 aggregate; auto $1,000,000; workers' compensation as required by law. The City must be named additional insured before your first Work Order.
Bonds	Payment and performance bonds (100% of price) are required only for a Tri-Party Agreement over $25,000. Your $25,000 CSLB license bond must stay in force at all times.
Schedule	Each Work Order states its completion time (default: 30 calendar days to substantial completion, 7 more for punch list). Liquidated damages are $100 per calendar day of unexcused delay.
Site rules	Exterior work only; homes stay occupied. Work hours 7:00 a.m.–5:00 p.m. Monday–Friday. No defensible space operations on Red Flag Warning days. No excavators, chippers or stump grinders — stumps are flush-cut by hand. Nesting-bird survey rules apply Feb. 1–Aug. 31.
Materials	Only products listed in the California State Fire Marshal WUI Products Handbook (or otherwise meeting CBC Chapter 7A) may be installed. Homeowner color and material selections are locked before bid. Paint only the areas your work touches.
Warranty	One year on labor and materials from acceptance; manufacturer warranties pass to the homeowner.
Term	Three years from signing, with up to two one-year extensions at the City's option. Payment is always contingent on grant funds remaining available.

MASTER AGREEMENT

This Master Agreement for As-Needed Home Hardening and Defensible Space Construction Services ("Master Agreement" or "Agreement") is made and entered into effective as of the date of the last signature on the signature page ("Effective Date") by and between the **City of Colfax**, a California general law city ("City"), and **_____**, a [_____] whose principal place of business is at _____ ("Contractor"). City and Contractor are each a "Party" and together the "Parties."

Recitals

A. The City has received a Hazard Mitigation Grant Program (HMGP) subaward from the Federal Emergency Management Agency (FEMA), through the California Governor's Office of Emergency Services (Cal OES) as recipient, identified as DR-4619-866-9R / Cal OES Project No. AP-00866 (the "Grant"), to implement the City of Colfax Community Home Hardening & Defensible Space Program (the "Program"). The Program provides exterior wildfire mitigation improvements — structural home hardening and defensible space — to eligible owner-occupied residential properties within the Colfax city limits.

B. The City has retained 4LEAF, Inc. as its program and construction manager (the "Program Manager") to administer the Program on the City's behalf, including property assessments, preparation of Scopes of Work, procurement of construction services, construction oversight and inspection, labor compliance monitoring, and grant compliance documentation.

C. Through a competitive Request for Qualifications issued in accordance with the City's procurement procedures and 2 C.F.R. §§ 200.318–200.327, the City has established a pool of pre-qualified contractors (the "Qualified Contractor Pool"). Contractor has submitted a Statement of Qualifications, has been determined to be responsible and qualified in the Service Category(ies) identified on the cover page, and desires to be included in the Qualified Contractor Pool.

D. Work on each participating property will be competitively bid among members of the Qualified Contractor Pool and performed under a separate Tri-Party Agreement among the City, the homeowner and the successful Contractor, in the form attached as **Exhibit D**, which incorporates this Master Agreement.

E. The Work is a "public work" within the meaning of California Labor Code section 1720 et seq. and is subject to California prevailing wage law. The federal Davis-Bacon Act does not apply to HMGP-funded work; nothing in this Agreement shall be construed to invoke it.

NOW, THEREFORE, in consideration of the mutual covenants herein, the Parties agree as follows:

PART I — NATURE OF AGREEMENT, TERM AND WORK ASSIGNMENT

1. Contract Documents and Order of Precedence

This Master Agreement consists of this document and the following Exhibits, each incorporated by reference: **Exhibit A** – Program Work Categories, Technical Standards and Site Rules; **Exhibit B** – Work Order and Bid Form (template); **Exhibit C** – Application and Certificate for Payment (template); **Exhibit D** – Form of Tri-Party Agreement; **Exhibit E** – Federal and State Certifications; **Exhibit F** – Contractor Compliance Checklist. The City of Colfax Home Hardening & Defensible Space Minimum Quality Standards

("MQS"), as published by the Program and in effect on the date a Work Order is issued, are incorporated by reference into every Work Order.

In the event of a conflict among the documents governing any Work, the following order of precedence applies, from highest to lowest: (1) federal and State laws and regulations and the required contract provisions in Part IV; (2) this Master Agreement, including Exhibit A; (3) the executed Tri-Party Agreement for the property, including its Exhibits; (4) the Work Order, Scope of Work and Contractor's accepted bid; (5) the MQS; and (6) manufacturer installation instructions. A Tri-Party Agreement may modify a provision of this Master Agreement only where it expressly identifies the Article being modified and the modification applies solely to that property. The Tri-Party Agreement (Exhibit D) states this same order of precedence.

2. Nature of Agreement; No Guarantee of Work

This Master Agreement establishes the terms under which Contractor may be assigned Work on individual properties. It is **not exclusive**. The City makes no guarantee, express or implied, of any minimum quantity or dollar value of Work. Contractor shall not perform, and the City shall not pay for, any Work except under a fully executed Tri-Party Agreement and written Notice to Proceed.

The cumulative value of all Tri-Party Agreements issued to Contractor under this Master Agreement shall not exceed **$_____** (the "Maximum Agreement Amount") without a written amendment. The City's obligation to pay is limited to, and contingent upon, Grant funds appropriated and available for the Program. If Grant funds are reduced, suspended, or the Grant period of performance expires, the City may suspend or terminate this Agreement or any Tri-Party Agreement without liability other than payment for Work satisfactorily completed and accepted.

3. Term

This Master Agreement commences on the Effective Date and expires **three (3) years** thereafter unless sooner terminated under Articles 33–34. The City, in its sole discretion, may extend the term for up to two (2) additional periods of up to one (1) year each by written notice to Contractor at least fifteen (15) calendar days before expiration. No Tri-Party Agreement shall be issued with a completion date beyond the expiration of this Master Agreement or beyond the Grant period of performance then in effect, as communicated in writing by the City. Warranty, indemnity, record-retention and audit obligations survive expiration or termination.

The City maintains records of Contractor performance, including timeliness, quality, safety, labor compliance and homeowner relations. The City may consider that record in deciding whether to extend this Agreement, to invite Contractor to bid on future Work Orders, or to terminate.

4. Service Categories and Licensing

Contractor is qualified for the Service Category(ies) checked on the cover page and will be invited to bid only on Work Orders in those categories:

(a) **Category 1 – Home Hardening Construction.** Exterior structural retrofits described in Exhibit A, Part 1. Requires a current CSLB Class **B** (General Building) or **B-2** (Residential Remodeling) license. A specialty contractor holding only a trade license (e.g., C-17 Glazing, C-39 Roofing for vent/flashing/gutter work, C-43 Sheet Metal, C-61/D-28 Doors, C-33 Painting, C-47 General Manufactured Housing) may be qualified for Work Orders limited to the scope of that license.

(b) **Category 2 – Defensible Space and Vegetation Management.** Vegetation treatment and hardscape described in Exhibit A, Part 2. Requires a current CSLB Class **C-27** (Landscaping) and/or **C-61/D-49** (Tree Service) license as appropriate to the Work. Tree work shall be performed by qualified tree workers under Title 8, California Code of Regulations, sections 3420–3428.

Contractor warrants that it holds, and shall maintain in good standing throughout the term, every license required for the Work under the Contractors' State License Law (Bus. & Prof. Code § 7000 et seq.), a current registration with the Department of Industrial Relations under Labor Code sections 1725.5 and 1771.1, a City of Colfax business license, and a license bond as required by Business and Professions Code section 7071.6 (currently $25,000). Contractor shall notify the City in writing within five (5) business days of any suspension, expiration, citation or disciplinary action affecting any license or registration. Copies of Contractor's license, DIR registration, business license and insurance certificates are attached to this Agreement.

5. Work Order Bidding and Award

Work will be assigned through competitively bid Work Orders, as follows:

(a) **Bid package.** For each property, the Program Manager will issue to all pool members in the applicable Service Category a Work Order bid package (Exhibit B) containing the property-specific Scope of Work with line items keyed to the MQS, the Fire Aside assessment report, homeowner material and color selections, applicable environmental conditions from the FEMA Record of Environmental Consideration, permit requirements, the required completion time, and the bid due date.

(b) **Site visit.** Contractor is responsible for verifying measurements, quantities, access and site conditions before bidding. A scheduled bid walk will be offered; Contractor may not contact the homeowner directly to arrange access.

(c) **Bid.** Bids shall be submitted on the Bid Form as a firm, fixed, lump-sum price with line-item pricing for each Scope of Work item, including any items designated "unfunded/if-selected" so that the City may make final funding allocations after bid opening. The bid price shall include all labor, materials, equipment, supervision, mobilization, disposal and recycling, prevailing wages, bonds (if required), insurance, overhead and profit. Permit fees shall be listed as a separate line item at actual cost without markup and will be reimbursed at actual cost. Bids are firm for sixty (60) days.

(d) **Award.** The City will award each Work Order to the lowest responsive, responsible bidder as a public works contract. The City may reject any or all bids for documented cause, may award to other than the low bidder where necessary to respond to an emergency or to meet a Grant deadline (with written justification retained in the Program file as required by 2 C.F.R. § 200.320), and may remove line items to fit the per-property funding limit before award.

(e) **No obligation to bid.** Contractor may decline to bid on any Work Order without affecting its standing in the Qualified Contractor Pool. Repeated failure to perform awarded Work, however, is grounds for removal under Article 34.

(f) **Tri-Party Agreement and Notice to Proceed.** Upon award, the City, Contractor and homeowner shall execute a Tri-Party Agreement (Exhibit D) for the property. Contractor shall deliver any required bonds and updated insurance certificates within seven (7) calendar days of award. The City will then issue a written Notice to Proceed. Contractor shall not mobilize, order custom

materials or perform any Work before the Notice to Proceed; any Work performed earlier is at Contractor's sole risk and expense.

(g) **Accessory dwelling units.** Where a parcel contains a qualifying accessory dwelling unit with its own Scope of Work, that structure will be bid and contracted under a separate Work Order and Tri-Party Agreement.

6. Time of Completion; Liquidated Damages

Time is of the essence. Each Work Order states the time allowed for completion. Unless the Work Order provides otherwise, Contractor shall achieve Substantial Completion within **thirty (30) calendar days** after the date stated in the Notice to Proceed, and Final Completion (including all punch-list items, final inspections and closeout submittals) within **seven (7) calendar days** after Substantial Completion. "Substantial Completion" means the Work is complete in accordance with the Contract Documents except for minor punch-list items that do not affect the fire-resistive function of the improvements.

Because the Program operates under a fixed Grant period of performance and the City's damages from delay are impracticable to determine, Contractor shall pay the City **One Hundred Dollars ($100) per calendar day** of unexcused delay beyond the Final Completion date, as liquidated damages and not as a penalty, which the City may deduct from any payment due. Contractor is entitled to an extension of time, without additional compensation, for delay caused by (i) City or homeowner error, omission or directed suspension; (ii) a materially differing site condition not reasonably discoverable before bid; (iii) Red Flag Warning or Fire Weather Watch days, nesting-bird or other environmental restrictions, or other causes beyond the reasonable control of both Parties; or (iv) permit or inspection delays not attributable to Contractor. Contractor shall request any extension in writing within five (5) business days after the delay begins. Compensation for delay is recoverable only where the delay is caused solely by the City.

PART II — PERFORMANCE OF THE WORK

7. Standard of Performance

Contractor shall furnish all labor, materials, tools, equipment, supervision, transportation, permits (other than permit fees reimbursed under Article 5(c)), disposal and services necessary to complete the Work in a safe, skillful and workmanlike manner, in strict conformance with the Contract Documents, the MQS, Chapter 7A of the California Building Code (or Section R337 of the California Residential Code, as applicable), the California Fire Code, Public Resources Code section 4291, City ordinances, manufacturer installation instructions, and all applicable laws. Contractor is responsible for the acts and omissions of its employees, subcontractors and suppliers.

Contractor acknowledges that the Work must meet the approval of the City and that the City, through its Program Manager and Building Official, will monitor and inspect the Work. Approval or payment does not constitute acceptance of latent defects or relieve Contractor of responsibility for nonconforming Work.

8. Program Manager; Communications

The City Manager is the City's Contract Administrator for this Agreement. The City has designated **4LEAF, Inc.** as Program Manager, with authority to issue Work Order bid packages, conduct bid walks, review submittals, inspect the Work, recommend payment, and give day-to-day direction. The Program Manager

does not have authority to amend this Agreement or to approve a change in price or time except by a written Change Order executed as provided in Article 11.

All communications regarding the Work — including questions, clarifications, schedule changes, change requests and homeowner concerns — shall be directed to the Program Manager, in writing by e-mail wherever practical. Contractor shall **not** take direction from, negotiate with, or accept payment from the homeowner for Work under a Tri-Party Agreement. Contractor shall respond to Program Manager communications by close of business the next business day, and shall designate a primary and a back-up representative with authority to act for Contractor, including after-hours emergency contact information.

9. Pre-Construction Requirements

Before starting Work on any property, Contractor shall: (a) attend a pre-construction meeting at the property with the Program Manager and homeowner to confirm the Scope of Work, locked homeowner selections, staging and storage areas, access routes, utility locations, environmental flagging and protected areas; (b) submit a schedule and a list of subcontractors and suppliers; (c) submit product data or listing documentation for every exterior product to be installed, identifying the manufacturer, model and the applicable listing (State Fire Marshal WUI Products Handbook listing, ASTM E2886/E2912 vent test, Class A roof assembly, ignition-resistant or noncombustible classification, as applicable); (d) obtain all required permits from the City of Colfax Building Division, written as "replace existing [component] – home hardening," and post them on site; and (e) confirm that insurance and, where required, bonds are in place.

Substitutions of specified or listed products require the Program Manager's prior written approval. Unapproved substitutions shall be removed and replaced at Contractor's expense. Where existing siding, trim or decking material is identified in the Scope of Work as "unknown," Contractor shall confirm the material at the pre-construction meeting with the Program Manager before ordering replacement materials.

10. Site Conduct, Protection and Cleanup

(a) **Occupied homes; exterior only.** The Work is limited to the exterior of the residence and the parcel. The homeowner will remain in occupancy. Contractor shall not enter the interior of any structure except as expressly required by the Scope of Work (e.g., interior garage-door flashing) and then only with the homeowner present.

(b) **Superintendent.** A competent English-speaking superintendent authorized to act for Contractor shall be on site whenever Work is in progress.

(c) **Hours.** Work hours are 7:00 a.m. to 5:00 p.m., Monday through Friday, excluding City holidays. Other hours require the written agreement of the Program Manager and homeowner.

(d) **Staging and storage.** Equipment, materials and operations shall be confined to areas approved at the pre-construction meeting. Contractor bears the risk of loss of its equipment and materials. Neither the City nor the homeowner is liable for theft or damage to Contractor property.

(e) **Protection and restoration.** Contractor shall protect the residence, landscaping, hardscape, utilities, irrigation, septic systems, wells, fences and neighboring property, and shall repair or replace, at its own cost and to the Program Manager's satisfaction, anything damaged by its operations. Tarps or drop cloths shall be used to catch debris; a rolling magnet shall be used to recover fasteners at the end of each day.

(f) **Cleanup, disposal and recycling.** The site shall be kept orderly and left clean at the end of each day. All debris, green waste and surplus material shall be removed and lawfully disposed of or recycled off site. Contractor shall recycle or divert at least sixty-five percent (65%) of construction debris and provide weight tickets or facility receipts with its Application for Payment. No burning of vegetation or debris on site.

(g) **Personnel conduct.** Contractor shall employ competent personnel and, at the City's request, remove from the Program any person who is incompetent, discourteous, or unsafe. Smoking, vaping, alcohol, cannabis and controlled substances are prohibited on all Program properties. No loud music. Company-identified vehicles and company attire or identification are required. Contractor personnel shall not solicit homeowners for additional work during performance of a Tri-Party Agreement.

(h) **Signage and publicity.** No Contractor signs or advertising on the property without written City approval. Contractor shall not use the FEMA, DHS, Cal OES or City seals, logos or flags, or make public statements on the City's behalf.

(i) **Sanitation.** Contractor shall provide portable toilet facilities where the homeowner has not offered facilities and Work exceeds two (2) days on site.

(j) **Photo documentation.** Contractor shall take dated "before," "during" (for concealed conditions such as rot repair or flashing) and "after" photographs of every Scope of Work item and submit them in digital form with its Application for Payment.

11. Changes in the Work

Except in an emergency endangering life or property, Contractor shall make no change to the Scope of Work, price or completion time without a written **Change Order** signed by the Contractor, the homeowner and the City's Contract Administrator or authorized designee. Oral directions, homeowner requests, and Program Manager field clarifications that do not change price or time are not Change Orders. The City will not pay for extra Work that Contractor should have anticipated from a reasonable pre-bid examination of the property and the bid package.

Change Orders shall state the scope of the change, the amount added or deducted, and the effect on the completion date. Under the Grant, any change must be necessary, reasonable, allocable to and within the approved scope of the Grant (2 C.F.R. Part 200, Subpart E); the City may decline any change that is not eligible for Grant reimbursement. Where a homeowner has self-performed items in the Scope of Work before Contractor's start, those items will be removed by deductive Change Order. Where a Change Order increases the price, the City will not execute it until the homeowner's cost share has been received.

Contractor shall notify the Program Manager within two (2) business days of discovering any concealed condition (e.g., dry rot, structural deficiency, pest damage, hazardous material, or construction that differs from the assessment) and shall not proceed with affected Work until directed in writing.

12. Permits, Inspections and Acceptance

Contractor shall obtain all permits from the City of Colfax Building Division, schedule all required inspections, have a representative present at every inspection, and correct any deficiency before cover. Where the Building Official requires it, Contractor shall provide manufacturer installation details or the Program's engineer-stamped standard repair details for siding and trim replacement. Contractor shall

notify the Program Manager at least two (2) working days before beginning demolition or removal of any exterior component.

Upon Substantial Completion, Contractor shall request a final walkthrough. The Program Manager, with the City Building Official as required, will inspect the Work against the Scope of Work and MQS checklist and issue a punch list. When the punch list is complete, all permits are finaled, and the closeout submittals in Article 14 are received, the City will issue written **Acceptance**, which fixes the warranty start date. Acceptance does not waive latent defects.

13. Warranty and Guarantee

Contractor warrants that all materials will be new, of good quality, listed or classified as required by the Scope of Work, and installed per manufacturer instructions, and that the Work will be free of defects in materials and workmanship and conform to the Contract Documents. For **one (1) year from Acceptance**, or any longer period required by law or by a manufacturer's warranty, Contractor shall, within ten (10) calendar days of written notice (or immediately where the defect creates a safety or weather-intrusion hazard), correct any defective or nonconforming Work at no cost, including damage to other Work caused by the defect. If Contractor fails to do so, the City may correct the Work and recover the cost from Contractor and its surety.

Contractor shall assign and deliver to the homeowner, through the Program Manager, all manufacturer and supplier warranties for products installed, and shall act as co-guarantor for the term of any manufacturer warranty longer than one year. These warranties run to both the City and the homeowner and survive expiration or termination of this Agreement.

14. Payment

(a) **Lump sum at completion.** The City will pay Contractor the Tri-Party Agreement price, as adjusted by approved Change Orders, in a **single payment after Acceptance**. There are no progress payments, no advance or materials deposits, and no retention. Contractor shall not request or accept any payment from the homeowner for Work under a Tri-Party Agreement. The homeowner's cost share is paid to the City, not to Contractor.

(b) **Application for Payment.** Contractor shall submit an Application and Certificate for Payment (Exhibit C) to the Program Manager at homehardening@colfax-ca.gov with: (1) an itemized invoice referencing the Master Agreement and Tri-Party Agreement numbers, property address and APN, and dates of Work; (2) the executed final inspection and MQS closeout checklist; (3) evidence that all permits are finaled; (4) before/during/after photographs; (5) product listing documentation and manufacturer warranties; (6) recycling/disposal receipts; (7) conditional waivers and releases upon final payment from Contractor and every subcontractor and supplier (Civ. Code §§ 8136, 8138), with unconditional final releases (Civ. Code §§ 8138, 8140) due within ten (10) days after payment; (8) confirmation that certified payroll for the property has been submitted to the DIR; and (9) the Labor Compliance Officer's clearance.

(c) **Timing.** Consistent with Public Contract Code section 20104.50, the City will pay a proper Application for Payment within thirty (30) calendar days after approval. The Program Manager will return a defective application within seven (7) days stating the deficiency. The City may withhold from payment amounts for liquidated damages, uncorrected defective Work, stop payment notices (Civ. Code § 9350 et seq.), unpaid prevailing wage or penalties assessed by the

Labor Commissioner (Lab. Code §§ 1727, 1775), and third-party claims arising from Contractor's operations.

(d) **Taxes.** The price includes all sales, use and other taxes. Contractor shall have a current IRS Form W-9 on file with the City before first payment; an out-of-state contractor shall also provide Franchise Tax Board Form 590 or be subject to withholding.

(e) **Disallowed costs.** If Cal OES or FEMA disallows any cost paid to Contractor because of Contractor's act or omission (including labor-compliance or documentation failures), Contractor shall refund that amount within thirty (30) days of demand, or the City may offset it against any other payment due.

15. Subcontractors and Prompt Payment

The Subletting and Subcontracting Fair Practices Act (Pub. Contract Code §§ 4100–4114) applies. Contractor shall list in its bid every subcontractor who will perform work valued at more than one-half of one percent of the bid, and shall not substitute a listed subcontractor without City consent. Every subcontractor shall hold the required CSLB license and DIR registration, shall not be suspended or debarred, and shall be bound in writing to the applicable terms of this Agreement and the Tri-Party Agreement, including the prevailing wage, insurance, EEO, and federal provisions. Contractor remains fully responsible for the Work of its subcontractors and suppliers.

Contractor shall pay each subcontractor and supplier within **seven (7) days** of receiving payment from the City for that work, as required by Business and Professions Code section 7108.5 and Public Contract Code section 10262.5, except amounts properly withheld under a written notice given to the subcontractor and Program Manager within three (3) business days.

16. Protection of Persons and Property; Emergencies

Contractor is solely responsible for the safety of its operations and for compliance with Cal/OSHA and all applicable safety laws, including Title 8, California Code of Regulations sections 1509 (Injury and Illness Prevention Program), 1670 et seq. (fall protection), 2940 et seq. (clearances from energized lines), 3395 (heat illness prevention), and 3420–3428 (tree work). Contractor shall keep driveways, entrances and emergency access clear, shall store flammable materials in sealed containers removed daily, and shall report to the Program Manager within twenty-four (24) hours any accident involving injury or property damage exceeding $500.

In an emergency affecting life or property, Contractor may act at its discretion to prevent loss or injury and shall notify the Program Manager immediately thereafter. Contractor shall file emergency contact information for a representative able to respond on short notice at any time.

17. Environmental and Historic Preservation Conditions

The Program is subject to FEMA environmental and historic preservation (EHP) review and to conditions in the FEMA Record of Environmental Consideration (REC) for the Grant, which will be included in each Work Order. Contractor shall comply with every REC condition and the following:

(a) **Nesting birds.** Between **February 1 and August 31**, vegetation removal, tree work and exterior demolition may proceed only after a pre-construction nesting bird survey, arranged and paid for by the City, conducted within seven (7) days before the start of that Work. If Contractor's schedule

slips so that a new survey is needed, the cost of the repeat survey is Contractor's. Active nests and any buffers flagged by the biologist shall be avoided until cleared in writing.

(b) **Cultural resources.** If any artifact, bone, or evidence of historic or Native American cultural material is encountered, Contractor shall stop Work within fifty (50) feet, protect the area, and notify the Program Manager immediately. Work shall not resume until the City authorizes it in writing. If human remains are encountered, Contractor shall also notify the Placer County Coroner as required by Health and Safety Code section 7050.5.

(c) **Water quality and stormwater.** Contractor shall comply with the Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), the State Water Resources Control Board Construction General Permit where applicable, and City stormwater requirements, shall prevent discharge of sediment, sawdust, paint, solvents, or wash water to streets, drainages or storm drains, and shall report any violation to the City.

(d) **Hazardous materials.** Contractor shall handle, remove and dispose of lead-based paint, asbestos-containing materials (including some older siding and skirting), treated wood and other hazardous materials in compliance with federal, State and local law, including EPA Renovation, Repair and Painting Rule certification for pre-1978 homes, and shall immediately report any discharge or release to the Program Manager and any agency required by law.

(e) **Protected areas.** Equipment exclusion zones, watercourse protection zones, property lines and trees designated for retention or removal will be flagged or marked by the Program Manager before Work begins. Contractor shall not disturb flagged areas and shall fell or trim only marked trees, and only on the subject parcel.

18. Fire Safety During Construction

Contractor shall comply with Public Resources Code sections 4427 (fire-causing equipment), 4431 (gasoline-powered saws and firefighting equipment) and 4442 (spark arresters), and with any CAL FIRE Project Activity Level restrictions in effect. **No defensible space, vegetation, chainsaw, grinding, cutting, welding or other spark-producing operations shall be conducted on any day for which the National Weather Service has issued a Red Flag Warning or Fire Weather Watch for the Colfax area**, unless the Program Manager approves specific precautions in writing. Contractor shall maintain on site a fire extinguisher (minimum 2A:10B:C) and a shovel and water supply during vegetation and hot work, and shall have a means to call 911.

PART III — CALIFORNIA PUBLIC WORKS AND RISK PROVISIONS

19. Prevailing Wages; Labor Compliance

The Work is a public work under Labor Code section 1720 et seq., and **California prevailing wage law applies** to all Work regardless of the amount of any individual Tri-Party Agreement. Contractor and every subcontractor shall:

(a) be registered with the DIR under Labor Code section 1725.5 at the time of bid and throughout performance (Lab. Code § 1771.1);

(b) pay not less than the general prevailing rate of per diem wages, including holiday and overtime rates, determined by the Director of Industrial Relations for each craft or classification, as in effect

on the bid advertisement date for each Work Order; the determinations are available at www.dir.ca.gov/OPRL and from the Program Manager (Lab. Code §§ 1770–1773.2, 1774);

(c) pay forfeitures for underpayment as provided in Labor Code section 1775, and observe the eight-hour day and overtime requirements of Labor Code sections 1810–1815;

(d) keep accurate certified payroll records and furnish them electronically to the DIR, and to the City or its Labor Compliance Officer on request, as required by Labor Code section 1776 and 8 C.C.R. § 16401 et seq.; records shall be available for inspection by the City, the Division of Labor Standards Enforcement and the Division of Apprenticeship Standards;

(e) employ apprentices as required by Labor Code sections 1777.5–1777.7 and 8 C.C.R. § 200 et seq.;

(f) post the job-site notices required by Labor Code section 1771.4 and 8 C.C.R. § 16451, including the prevailing wage determinations; and

(g) not accept, take or receive any portion of a worker's wages as a kickback or fee, in violation of Labor Code section 1778.

The City, through the Program Manager, has retained a **Labor Compliance Officer** (LCO) who will review certified payrolls, conduct on-site worker interviews and assist Contractor in resolving discrepancies. The LCO's role is supportive, but the City may withhold payment for unresolved prevailing wage violations and will report violations to the Labor Commissioner as required. The City is responsible for filing the PWC-100 notice of award with the DIR for each Work Order. Contractor acknowledges that these obligations arise under State law; the federal Davis-Bacon Act and Copeland Act do not apply to this Grant and are not incorporated.

20. Workers' Compensation Certification (Labor Code § 1861)

By signing this Agreement, Contractor certifies: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this contract."

21. Bonds

For any Tri-Party Agreement with a price **exceeding $25,000**, Contractor shall deliver, before the Notice to Proceed and on forms acceptable to the City, (a) a **payment bond** in the amount of one hundred percent (100%) of the price, as required by Civil Code section 9550 et seq., and (b) a **performance bond** in the amount of one hundred percent (100%) of the price, each issued by an admitted surety insurer (Code Civ. Proc. § 995.120). No bonds are required for a Tri-Party Agreement of $25,000 or less. Contractor's CSLB license bond (Bus. & Prof. Code § 7071.6) shall remain in force at all times. The surety waives notice of changes, extensions and Change Orders. Bond premiums are included in the bid price. The City may, in its sole discretion and in writing, accept a single annual performance and payment bond covering all of Contractor's Tri-Party Agreements in lieu of per-project bonds.

22. Insurance

Before the first Notice to Proceed and at all times during the term and the warranty period, Contractor shall maintain, at its own cost, with insurers admitted in California and rated at least A-:VII by A.M. Best, the following:

(a) **Commercial General Liability** on ISO form CG 00 01 or equivalent, including premises/operations, products and completed operations, contractual liability and independent contractors, with limits not less than **$1,000,000 per occurrence and $2,000,000 general aggregate**;

(b) **Automobile Liability** covering owned, hired and non-owned vehicles with a combined single limit not less than **$1,000,000**;

(c) **Workers' Compensation** as required by the Labor Code and **Employer's Liability** of not less than $1,000,000 per accident, with a waiver of subrogation in favor of the City; and

(d) for Category 2 tree work, the general liability policy shall not exclude tree trimming, removal or felling operations.

The City of Colfax, its officers, officials, employees, agents and volunteers, and 4LEAF, Inc. as Program Manager, shall be named as **additional insureds** on the general liability and automobile policies by endorsement (ISO CG 20 10 and CG 20 37 or equivalent) for ongoing and completed operations. Contractor's coverage shall be primary and non-contributory. Each policy shall provide, or Contractor shall provide, thirty (30) days' prior written notice of cancellation or material reduction. Deductibles over $10,000 shall be disclosed and approved by the City. Contractor shall require every subcontractor to carry the same coverages (general liability limits of not less than $1,000,000 per occurrence) naming Contractor and the City as additional insureds, or shall cover subcontractors under its own policies. Failure to maintain insurance is a material breach. Insurance obligations do not limit Contractor's indemnity obligations.

23. Indemnification

To the fullest extent permitted by law, Contractor shall defend (with counsel reasonably acceptable to the City), indemnify and hold harmless the City, its officers, officials, employees, agents and volunteers, and the Program Manager (collectively "Indemnitees") from and against all claims, demands, suits, losses, damages, liabilities, fines, penalties and costs, including reasonable attorneys' fees and expert costs, arising out of or connected with Contractor's performance of the Work or breach of this Agreement, including bodily injury, death, property damage, prevailing wage violations, stop payment notices and lien claims, and damage to the homeowner's property, regardless of whether an Indemnitee is alleged to be passively negligent, except to the extent caused by the active negligence, sole negligence or willful misconduct of an Indemnitee. This obligation is intended to comply with Civil Code section 2782 et seq. and includes the duty to defend under Civil Code section 2778. It survives Acceptance and termination.

24. Independent Contractor

Contractor is an independent contractor and not an employee, agent, partner or joint venturer of the City or the homeowner. Contractor controls the means, methods and sequence of the Work, is solely responsible for its employees' wages, taxes, benefits and workers' compensation, and has no authority to bind the City or the homeowner.

25. Compliance with Laws; Nondiscrimination

Contractor shall comply with all applicable federal, State and local laws, including the Americans with Disabilities Act, the California Fair Employment and Housing Act, Title VI and Title VII of the Civil Rights Act of 1964, Government Code section 11135, the Unruh Civil Rights Act and the Drug-Free Workplace Act (Gov. Code § 8355 et seq.). Contractor shall not discriminate against any employee, applicant, subcontractor or homeowner on the basis of race, color, religion, sex, sexual orientation, gender identity,

national origin, ancestry, age, disability, medical condition, marital status, military or veteran status, or any other protected characteristic. Contractor shall provide services to homeowners without regard to any protected characteristic and shall accommodate homeowners with limited English proficiency or disabilities in coordination with the Program Manager.

26. Conflicts of Interest; Gifts

Contractor represents that it, its principals and its employees have no interest, and shall acquire none, that conflicts with the Work, and that no City officer or employee has a financial interest in this Agreement in violation of Government Code section 1090 et seq. or the Political Reform Act. Contractor shall not offer or give any gift, payment or thing of value to any City officer, employee, Program Manager staff, or homeowner in connection with the Program, and shall not perform private work for a homeowner at a Program property until after Acceptance of the Program Work. Contractor shall promptly disclose any potential conflict in writing.

27. Records, Audit and Access

Contractor shall maintain complete and accurate books, records, payrolls, invoices, receipts, photographs and correspondence relating to each Tri-Party Agreement for **three (3) years after the City submits its final expenditure report to Cal OES for the Grant**, or longer if any audit, litigation or claim is pending (2 C.F.R. § 200.334). The City, Cal OES, FEMA, the Comptroller General of the United States, the California State Auditor (Gov. Code § 8546.7) and their authorized representatives shall have access to those records and to the work sites for audit, examination, excerpts and transcriptions, and may interview Contractor personnel. Contractor shall reimburse the City for audit and investigation costs where Contractor is found in material breach.

28. Debarment and Suspension (2 C.F.R. Parts 180 and 3000)

This Agreement and each Tri-Party Agreement is a covered transaction. Contractor certifies that neither it nor any of its principals (2 C.F.R. § 180.995) or affiliates (§ 180.905) is excluded (§ 180.940) or disqualified (§ 180.935), is presently debarred, suspended, proposed for debarment or declared ineligible by any federal, State or local agency, has within three years been convicted of or had a civil judgment for fraud or a criminal offense in connection with a public transaction, or has had a public transaction terminated for default. Contractor shall verify the same for each subcontractor at SAM.gov and the DIR and CSLB websites before use, shall include this requirement in each lower-tier covered transaction, and shall notify the City within five (5) business days of any change. This certification is a material representation of fact on which the City and the federal government rely; the federal government may pursue remedies including suspension and debarment for noncompliance.

29. Claims and Dispute Resolution

Any claim by Contractor for additional time or money arising under this Agreement or a Tri-Party Agreement shall first be presented in writing to the Program Manager with supporting documentation within thirty (30) days after the event giving rise to it. Claims not resolved by the Program Manager shall be presented to the City Manager, whose written decision is the City's final administrative decision. Claims of $375,000 or less are subject to Public Contract Code sections 20104–20104.8, and all claims are subject to Public Contract Code section 9204, including its forty-five (45) day response, meet-and-confer and nonbinding mediation provisions, which are incorporated herein. Contractor shall continue to perform

during any dispute. Disputes between the homeowner and Contractor concerning the Work shall be resolved by the City as provided in the Tri-Party Agreement.

30. Notices

Notices shall be in writing and are deemed given when personally delivered, one business day after deposit with an overnight courier, three days after mailing by first-class mail, or when sent by e-mail with confirmation of transmission (for notices other than termination, which require delivery by one of the other methods in addition to e-mail). Notices to the City: City of Colfax, Attn: City Manager, 33 South Main Street, P.O. Box 702, Colfax, CA 95713, with a copy by e-mail to the Program Manager, 4LEAF, Inc., at homehardening@colfax-ca.gov. Notices to Contractor: at the address on the signature page. Either Party may change its notice address by notice.

31. Assignment; Successors

Contractor shall not assign this Agreement, any Tri-Party Agreement, or any payment due hereunder without the City's prior written consent and, where bonds are in place, the surety's consent. This Agreement binds and benefits the Parties' permitted successors and assigns. Nothing in this Agreement confers rights on any third party, except that the homeowner under a Tri-Party Agreement is an intended beneficiary of Contractor's warranty and site-conduct obligations.

32. Force Majeure

Neither Party is liable for delay or failure to perform caused by events beyond its reasonable control and not due to its fault or negligence, including wildfire, evacuation orders, public safety power shutoffs, earthquake, flood, severe weather, epidemic, labor disturbance not involving the affected Party's own workforce, or governmental action. The affected Party shall give prompt written notice and resume performance as soon as practicable. Force majeure extends time but does not entitle Contractor to additional compensation, and does not excuse payment for Work already accepted.

33. Termination for Convenience

The City may terminate this Agreement or any Tri-Party Agreement, in whole or in part, for convenience at any time by written notice stating the effective date, including upon loss, reduction or expiration of Grant funding. Contractor shall stop Work as directed, protect the Work in place, and submit a final Application for Payment. The City shall pay for Work satisfactorily performed and accepted through the termination date and reasonable, documented, unavoidable costs of demobilization and of specially ordered materials that cannot be returned, not to exceed the Tri-Party Agreement price. The City shall not be liable for lost profit on unperformed Work or any consequential damages. Termination for convenience does not waive the City's rights under any warranty or for any prior breach.

34. Termination for Cause; Removal from Pool

The City may terminate this Agreement or any Tri-Party Agreement for cause, after written notice and a cure period of not less than ten (10) calendar days (or five (5) days where the default threatens safety or a Grant deadline), if Contractor: (a) fails to prosecute the Work diligently or to meet the completion schedule; (b) performs defective Work and fails to correct it; (c) fails to pay subcontractors, suppliers or workers, or violates prevailing wage law; (d) fails to maintain required licenses, registration, insurance or bonds; (e) violates the conflict-of-interest, gift, or site-conduct rules, or deals directly with a homeowner

in violation of Article 8; (f) becomes insolvent or makes an assignment for the benefit of creditors; (g) makes a false certification; or (h) otherwise materially breaches this Agreement. Upon termination for cause the City may complete the Work by any reasonable means and charge the excess cost to Contractor and its surety, and may withhold further payment until the Work is complete. If it is later determined that Contractor was not in default, the termination shall be treated as one for convenience.

Independently of termination of any Tri-Party Agreement, the City may remove Contractor from the Qualified Contractor Pool, after written notice and an opportunity to respond, for the grounds above or for a documented pattern of poor performance, homeowner complaints or safety violations. Removal does not affect Contractor's obligations under any Tri-Party Agreement then in progress unless the City also terminates it.

PART IV — REQUIRED FEDERAL CONTRACT PROVISIONS (2 C.F.R. PART 200, APPENDIX II)

The Work is funded in whole or in part by FEMA through Cal OES. The following provisions are required by federal law or FEMA policy and apply to Contractor and shall be flowed down to every subcontract and supply agreement at every tier. Where a provision applies only above a dollar threshold, it applies to any Tri-Party Agreement, or to this Master Agreement in the aggregate, that meets the threshold. References to "contractor" in quoted federal text mean Contractor.

35. Acknowledgement of Federal Funding; Compliance

Contractor acknowledges that FEMA financial assistance will be used to fund all or a portion of each Tri-Party Agreement and agrees to comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures and directives, including 2 C.F.R. Part 200 and the FEMA Hazard Mitigation Assistance Program and Policy Guide.

36. No Obligation by Federal Government

The Federal Government is not a party to this Agreement or any Tri-Party Agreement and is not subject to any obligations or liabilities to the City, Contractor, the homeowner or any other party pertaining to any matter resulting from them.

37. Program Fraud and False or Fraudulent Statements (31 U.S.C. Chapter 38)

Contractor acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to Contractor's actions pertaining to this Agreement and every Tri-Party Agreement, certification and Application for Payment.

38. Remedies for Breach; Termination (2 C.F.R. Part 200, App. II (A)–(B))

The remedies for breach, including administrative, contractual and legal remedies and sanctions, and the provisions for termination for cause and for convenience, are set forth in Articles 6, 13, 14, 29, 33 and 34.

39. Equal Employment Opportunity (41 C.F.R. § 60-1.4(b))

This is a "federally assisted construction contract." During the performance of this Agreement, Contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The City further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work, and will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause.

40. Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701–3708) — applies to contracts over $100,000 employing laborers or mechanics

(1) **Overtime requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages and interest from the date of the underpayment. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchpersons and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of $32 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) **Withholding for unpaid wages and liquidated damages.** The City of Colfax may, upon its own action, or must, upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor so much of the accrued payments or advances as may be considered necessary to satisfy the liabilities of the prime contractor or any subcontractor for any unpaid wages; monetary relief, including interest; and liquidated damages required by the clauses set forth in this section on this contract, any other federal contract with the same prime contractor, or any other federally assisted contract subject to the Contract Work Hours and Safety Standards Act that is held by the same prime contractor. The Department of Labor has priority to funds withheld over claims by a contractor's surety, a contracting agency for

reprocurement costs, a trustee in bankruptcy, an assignee, a successor, or a claim under the Prompt Payment Act.

(4) **Subcontracts.** The contractor or subcontractor must insert in any subcontracts the clauses set forth in paragraphs (1) through (5) of this section and a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor is responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (5). In the event of any violations of these clauses, the prime contractor and any subcontractor(s) responsible will be liable for any unpaid wages and monetary relief, including interest from the date of the underpayment or loss, due to any workers of lower-tier subcontractors, and associated liquidated damages and may be subject to debarment, as appropriate.

(5) **Anti-retaliation.** It is unlawful for any person to discharge, demote, intimidate, threaten, restrain, coerce, blacklist, harass, or in any other manner discriminate against, or to cause any person to discharge, demote, intimidate, threaten, restrain, coerce, blacklist, harass, or in any other manner discriminate against, any worker or job applicant for: (i) notifying any contractor of any conduct which the worker reasonably believes constitutes a violation of the Contract Work Hours and Safety Standards Act (CWHSSA) or its implementing regulations; (ii) filing any complaint, initiating or causing to be initiated any proceeding, or otherwise asserting or seeking to assert on behalf of themselves or others any right or protection under CWHSSA; (iii) cooperating in any investigation or other compliance action, or testifying in any proceeding under CWHSSA; or (iv) informing any other person about their rights under CWHSSA.

41. Clean Air Act and Federal Water Pollution Control Act — applies to contracts over $150,000

Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq., and the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq. Contractor agrees to report each violation to the City of Colfax and understands and agrees that the City will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency and the appropriate Environmental Protection Agency Regional Office. Contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with federal assistance provided by FEMA.

42. Suspension and Debarment (2 C.F.R. Parts 180 and 3000)

See Article 28, which sets forth the required certification and flow-down. Contractor shall execute the certification in Exhibit E.

43. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352) — applies to bids or awards over $100,000

Contractors who apply or bid for an award of more than $100,000 shall file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the federal agency. Contractor shall execute the Certification

Regarding Lobbying in Exhibit E with this Agreement and with any Tri-Party Agreement exceeding $100,000.

44. Procurement of Recovered Materials (2 C.F.R. § 200.323; 42 U.S.C. § 6962)

In the performance of this contract, Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired (a) competitively within a timeframe providing for compliance with the contract performance schedule; (b) meeting contract performance requirements; or (c) at a reasonable price. Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guideline web site, https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program. Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

45. Domestic Preference for Procurements (2 C.F.R. § 200.322)

As appropriate and to the extent consistent with law, Contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). For purposes of this section: "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber. Contractor shall include this requirement in all subcontracts.

46. Build America, Buy America Act (Pub. L. 117-58, §§ 70901–70927)

FEMA has determined that privately owned residential structures generally are not "infrastructure" subject to the Build America, Buy America Act (BABAA). If FEMA or Cal OES notifies the City that BABAA domestic-content requirements apply to any Work Order, the City will so state in the Work Order, and Contractor shall then ensure that all iron, steel, manufactured products and construction materials incorporated into that Work are produced in the United States as defined in 2 C.F.R. Part 184, unless a waiver applies, and shall furnish the certification in Exhibit E, Part 3, with its bid.

47. Prohibition on Covered Telecommunications Equipment or Services (2 C.F.R. § 200.216; Pub. L. 115-232 § 889)

Contractor and its subcontractors may not use Grant funds to procure or obtain, extend or renew a contract to procure or obtain, or provide as part of the Work, any equipment, system or service that uses covered telecommunications equipment or services (as defined in FEMA Policy 405-143-1, including equipment produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or their subsidiaries or affiliates) as a substantial or essential component of any system, or as critical technology as part of any system. If Contractor identifies such equipment or services during performance, it shall report to the City within one business day the contract number, supplier name, brand, model number, item description and any mitigation actions, and within ten business days any further information about mitigation actions. Contractor shall insert the substance of this clause in all subcontracts.

48. Access to Records (2 C.F.R. § 200.337)

Contractor agrees to provide the City of Colfax, Cal OES, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions; to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed; and to provide the FEMA Administrator or his or her authorized representatives access to construction or other work sites pertaining to the work being completed under the contract. See also Article 27.

49. DHS Seal, Logo and Flags

Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. Contractor shall include this provision in any subcontracts.

50. Copyright and Data

Contractor grants to the City and FEMA a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in any photographs, reports or other data first produced in the performance of this Agreement to reproduce, publish or otherwise use such data for Program and government purposes.

51. Affirmative Socioeconomic Steps (2 C.F.R. § 200.321)

If subcontracts are to be let, Contractor shall take all necessary affirmative steps identified in 2 C.F.R. § 200.321(b)(1)–(5) to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible, including placing qualified firms on solicitation lists, soliciting them whenever they are potential sources, dividing requirements into smaller tasks or quantities where economically feasible, and establishing delivery schedules that encourage their participation.

PART V — GENERAL PROVISIONS

52. Governing Law; Venue

This Agreement is governed by the laws of the State of California. Venue for any action lies in the Superior Court of California, County of Placer.

53. Amendments; Waiver

This Agreement may be amended only in a writing signed by both Parties. No waiver is effective unless in writing, and no waiver of any breach is a waiver of any other or subsequent breach. Remedies are cumulative.

54. Severability

If any provision is held invalid or unenforceable, the remainder shall continue in full force, and the invalid provision shall be reformed to the minimum extent necessary to be enforceable consistent with the Parties' intent.

55. Entire Agreement

This Agreement, with its Exhibits and each Tri-Party Agreement executed under it, is the entire agreement between the Parties concerning its subject matter and supersedes all prior negotiations, proposals, and

the Request for Qualifications, except that Contractor's Statement of Qualifications and the representations therein are incorporated and relied upon by the City.

56. Counterparts; Electronic Signatures

This Agreement and any Tri-Party Agreement may be executed in counterparts and by electronic signature pursuant to the California Uniform Electronic Transactions Act (Civ. Code § 1633.1 et seq.), each of which is an original and all of which constitute one instrument.

57. Authority

Each person signing below represents that he or she is duly authorized to execute this Agreement and bind the Party on whose behalf he or she signs. Contractor further certifies the truthfulness and accuracy of each statement in its Statement of Qualifications and in the certifications in Exhibit E, and acknowledges that 31 U.S.C. Chapter 38 applies to those certifications.

SIGNATURE PAGE

IN WITNESS WHEREOF, the City of Colfax and Contractor have executed this Master Agreement effective as of the date of the last signature below.

CITY OF COLFAX

By: _____ Date: _____

Ron Walker, City Manager

ATTEST:

By: _____ Date: _____

City Clerk

APPROVED AS TO FORM:

By: _____ Date: _____

City Attorney

CONTRACTOR

By: _____ Date: _____

Name: _____ Title: _____

Legal entity name: _____

Address: _____

Telephone / E-mail: _____

CSLB License No. / Classification(s): _____

DIR Registration No.: _____

Federal Tax ID: _____

Workers' Compensation Certification (Labor Code § 1861): I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this contract.

Contractor signature: _____ Date: _____

EXHIBIT A — PROGRAM WORK CATEGORIES, TECHNICAL STANDARDS AND SITE RULES

This Exhibit describes the kinds of Work the Program performs and the standards that apply to all of it. Each Work Order will contain the property-specific Scope of Work; **not every item below appears on every home**. Contractor must verify all measurements, quantities and conditions before bidding and must notify the Program Manager before Work begins of any additional work it believes is necessary to achieve a code-compliant, fire-resistive result.

Part 1 — Category 1: Home Hardening Construction

All home hardening Work shall meet California Building Code Chapter 7A / California Residential Code Section R337 (Materials and Construction Methods for Exterior Wildfire Exposure), the California Fire Code, Colfax Building Division requirements, and the MQS. Products shall be listed in the California Office of the State Fire Marshal **Building Materials Listing / WUI Products Handbook** or otherwise demonstrated by test report to meet the applicable Chapter 7A standard. Contractor shall deliver listing or test documentation for every product before installation. **Roof covering replacement is not within the Program scope.**

Component	Typical Work and governing standard
Vents (CBC 701A.3, 706A)	Replace attic, gable, eave/soffit, foundation/crawl-space and off-ridge vents with ember- and flame-resistant vents listed by the State Fire Marshal (or 1/16"–1/8" corrosion-resistant metal mesh where listed vents are infeasible). Add metal baffles to ridge vents where specified. Install dryer vent with metal flapper. Fire-caulk gaps at penetrations. Install per manufacturer instructions.
Eaves and soffits (CBC 707A.4–707A.5)	Enclose open eaves with ignition-resistant or noncombustible soffit material; replace combustible soffit/fascia with noncombustible or ignition-resistant materials; repair rot with like species before cover (Program Manager to inspect concealed repairs).
Gutters and gutter guards (CBC 705A.4)	Replace combustible gutters with metal; install noncombustible gutter covers; install metal drip edge; add metal flashing where fascia does not cover sheathing.
Exterior walls and siding (CBC 707A.3)	Replace combustible siding and trim with noncombustible or ignition-resistant material. **Program standard: replace the lower twenty-four (24) inches of combustible siding and trim at grade and at deck-to-wall intersections**, with metal flashing protecting exposed sheathing; full-height replacement only where the Scope of Work specifies. Verify existing material (fiber-cement vs. engineered wood) before ordering. Paint only the areas disturbed by the Work, matched to the existing color.
Windows and skylights (CBC 708A.2)	Replace single-pane or non-tempered windows with dual-pane units having at least one tempered pane, in noncombustible or listed frames; install metal screens (1/16"–1/8" mesh) on operable windows; replace plastic skylights with tempered glass. Reseal and paint perimeter to match.
Exterior doors and garage doors (CBC 708A.3–708A.4)	Replace combustible or glazed exterior doors with noncombustible, solid-core, or listed assemblies; add metal thresholds and weatherstripping; replace wood screen doors and plastic screens with metal. Garage doors: replace wood doors

Component	Typical Work and governing standard
	with metal; install flashing, bottom seals and side/top gasketing to close ember gaps.
Decks, stairs, landings and attachments (CBC 709A)	Replace combustible decking within ten (10) feet of the structure with ignition-resistant or noncombustible listed decking; replace combustible stairs/landings or install a noncombustible break of at least twelve (12) inches at the house; install metal flashing between deck boards at joists and at the deck-to-wall intersection; replace combustible fences, gates, arbors and handrails within five (5) feet of the structure with noncombustible sections; enclose under-deck areas with 1/8" metal mesh or noncombustible skirting.
Manufactured homes (CBC 701A; H&SC § 18551)	Install noncombustible skirting on all sides with listed foundation vents; replace vents, gutters and penetrations as above.
Accessory structures (CBC 710A)	Harden, relocate or remove sheds and other accessory structures within thirty (30) feet of the residence as specified in the Scope of Work.
Address numbers; chimneys	Install 4-inch minimum reflective address numbers visible from the street; install 3/8"–1/2" metal spark-arrestor mesh on chimney and stovepipe outlets.

Part 2 — Category 2: Defensible Space and Vegetation Management

Defensible space Work shall comply with Public Resources Code section 4291, Title 14 C.C.R. § 1299.03 (General Guidelines for Creating Defensible Space), the Colfax Fire Code and the MQS. Zones are measured from the exterior of each structure and attached deck: **Zone 0** (0–5 ft, ember-resistant zone), **Zone 1** (5–30 ft, lean/clean/green), **Zone 2** (30–100 ft or to the property line, reduced fuel). Work stops at the property line; no work on neighboring parcels.

Zone / item	Program requirements
Zone 0 (0–5 ft)	Remove all vegetation, combustible mulch, bark, wood chips, synthetic turf, stored combustibles, firewood, planters and debris; remove combustibles under decks and stairs; remove leaves and needles from roof and gutters; relocate firewood at least 30 ft from all structures. Install noncombustible hardscape where specified: **3/4-inch crushed rock or pea gravel (not 3/8-inch) over a 10-year commercial-grade weed barrier, held back from siding and edges as detailed in the MQS; no combustible mulch or bark of any kind.** Limb trees so no branches are within 5 ft of the structure or 10 ft of the roof surface, chimney or stovepipe outlet.
Zone 1 (5–30 ft)	Mow annual grasses to 4 inches or less (18 inches where flagged for erosion control); remove dead and dying vegetation, ladder fuels and debris; prune tree limbs to 6 ft above ground (or lower one-third of small trees); create separation between shrubs and from structures as specified; remove stumps, logs and woody debris in contact with other vegetation; relocate lumber and firewood out of Zone 1 unless fully enclosed in a noncombustible container.
Zone 2 (30–100 ft)	Mow grasses to 4 inches; thin shrubs and trees to the horizontal and vertical spacing in the Scope of Work (vertical clearance three times shrub height); remove dead and dying surface and aerial fuels; fallen needles, leaves and small

Zone / item	Program requirements
	branches may remain to a depth of 3 inches; create 10 ft of bare-mineral-soil clearance around exposed woodpiles and propane tanks.
Tree work	Only trees marked by the Program Manager (blue paint band at eye level with two stump marks) may be removed; trees to be retained are not marked or are flagged orange. Removal of conifers requires that the City confirm any timber-harvest exemption before Work. Tree work by qualified tree workers under 8 C.C.R. §§ 3420–3428 and the Cal/OSHA Tree Work Safety Guide; no tree work within 10 ft of energized conductors without utility coordination.
Equipment limits	**No excavators, skid-steers, chippers, or stump grinders on any Program property.** Stumps shall be flush-cut to within 2 inches of grade with hand-held tools (chainsaws). Hand tools, string trimmers, pole saws, mowers and wheelbarrows are permitted. All cut vegetation shall be hauled off site to a permitted facility; **no on-site chipping, mulching or pile burning.** Violation is grounds for removal from the Qualified Contractor Pool.
Fire safety	No operations on Red Flag Warning or Fire Weather Watch days (Article 18). Spark arresters on all gas-powered equipment (PRC § 4442); fire extinguisher, shovel and water on site (PRC § 4431); no hot work in dry grass.
Protected resources	Observe all flagged equipment-exclusion zones, watercourse protection zones and nesting-bird buffers; no ground disturbance beyond that necessary for hardscape; no herbicide use unless specified and applied by a licensed applicator.

Part 3 — Rules Applicable to All Work

- **Homeowner selections are locked before bid.** Colors, products and hardscape materials chosen by the homeowner at the selections meeting are stated in the Work Order. Contractor shall not offer the homeowner alternatives or upgrades.
- **No cherry-picking.** All items in the final Scope of Work must be completed; Contractor may not omit items or accept homeowner instructions to omit items. Deletions require a Change Order.
- **Concealed conditions** (rot, pests, structural damage, hazardous materials) are to be photographed and reported within two business days and before cover; Program Manager inspection is required before concealed repairs are closed.
- **Permits** are required for siding, window, door, deck and most structural items and shall be written as “replace existing [component] – home hardening.” Vents, gutters, flashing and defensible space work generally do not require permits; confirm with the Colfax Building Division.
- **Documentation**: dated before/during/after photographs of every item; product listing documentation; warranty documents; disposal and recycling receipts; signed MQS closeout checklist.
- **Ten-year homeowner maintenance covenant.** The homeowner has agreed to maintain the improvements and defensible space for ten (10) years. Contractor shall provide the

homeowner with care and maintenance instructions for installed products at the final walkthrough.

EXHIBIT B — WORK ORDER AND BID FORM (TEMPLATE)

Issued by the Program Manager for each property. The accepted bid becomes the price under the Tri-Party Agreement.

Work Order No.	_____	Service Category	☐ 1 – Home Hardening ☐ 2 – Defensible Space
Property address	_____	APN	_____
Homeowner(s)	_____	Structure	☐ Primary residence ☐ ADU
Bid walk date/time	_____	Bid due date/time	_____
Completion time	_____ calendar days to Substantial Completion; 7 days to Final	Permits required	_____
EHP / REC conditions	☐ Nesting-bird survey (Feb 1–Aug 31) ☐ Cultural monitor ☐ Other: _____	Flood zone	☐ Not in SFHA ☐ In SFHA

Item	MQS code	Description / location	Qty	Unit	Funded?	Bid price
1					☐ Funded ☐ If-selected	$
2					☐ Funded ☐ If-selected	$
3					☐ Funded ☐ If-selected	$
4					☐ Funded ☐ If-selected	$
5					☐ Funded ☐ If-selected	$
6					☐ Funded ☐ If-selected	$
		Permit fees (actual cost, no markup)				$
		Bonds (if price > $25,000)				$
		TOTAL LUMP-SUM BID				$

Bidder certifications. By signing, Bidder certifies that: it has examined the property and bid package; its price includes California prevailing wages for all crafts; it and all listed subcontractors are DIR-registered and CSLB-licensed; it is not suspended or debarred; the bid is firm for 60 days; and the subcontractor list below is complete (Pub. Contract Code § 4104).

Subcontractor / supplier	Portion of work	CSLB No.	DIR No.

Bidder: _____ By: _____ Date: _____

AWARD (City use): Awarded to _____ on _____ in the amount of $_____. Notice to Proceed date: _____. Program Manager: _____

EXHIBIT C — APPLICATION AND CERTIFICATE FOR PAYMENT (TEMPLATE)

Submit one application per Tri-Party Agreement after Acceptance to homehardening@colfax-ca.gov.

Master Agreement No.	_____	Tri-Party Agreement No.	_____
Contractor	_____	Property address / APN	_____
Notice to Proceed date	_____	Acceptance date	_____
Original price	$_____	Approved Change Orders (+/–)	$_____
Adjusted price	$_____	Less liquidated damages (if any)	$_____
Permit fees reimbursable (attach receipts)	$_____	**AMOUNT DUE**	**$_____**

Closeout checklist (all required):

- ☐ Final inspection and MQS closeout checklist signed by Program Manager
- ☐ All permits finaled (attach job card)
- ☐ Before/during/after photographs (digital)
- ☐ Product listing documentation and manufacturer warranties
- ☐ Disposal and recycling receipts (≥ 65% diversion)
- ☐ Conditional waivers and releases on final payment — Contractor and all subcontractors/suppliers (Civ. Code § 8136)
- ☐ Certified payroll submitted to DIR for all weeks; LCO clearance attached
- ☐ Homeowner maintenance instructions delivered

Contractor's certification. The undersigned certifies that the Work covered by this Application has been completed in accordance with the Contract Documents; that all amounts due to subcontractors, suppliers and workers for the Work have been paid or will be paid within seven (7) days of receipt of this payment; that all workers were paid not less than the applicable prevailing wage; and that this Application is true and correct. The undersigned acknowledges that 31 U.S.C. Chapter 38 and California Penal Code section 72 apply to this certification.

Contractor: _____ By: _____ Date: _____

Program Manager recommendation: ☐ Approved for payment in the amount of $_____ ☐ Returned — deficiency: _____ By: _____ Date: _____

City approval: _____ Date: _____

EXHIBIT D — FORM OF TRI-PARTY AGREEMENT

The Tri-Party Agreement among the City of Colfax, the Homeowner and the Contractor is a separate document, *“City of Colfax Community Home Hardening & Defensible Space Program — Tri-Party Agreement,”* in the form approved by the City Attorney and issued with each awarded Work Order. The Tri-Party Agreement incorporates this Master Agreement by reference, states the same order of precedence set forth in Article 1, and sets the property-specific price, Scope of Work, completion time, homeowner cost share, maintenance covenant and homeowner obligations. In case of conflict, Article 1 of this Master Agreement controls.

EXHIBIT E — FEDERAL AND STATE CERTIFICATIONS

Part 1 — Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (2 C.F.R. Parts 180 and 3000)

The undersigned certifies, to the best of its knowledge and belief, that it and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency, or by the State of California; (b) have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State or local) with commission of any of the offenses enumerated in paragraph (b); and (d) have not within a three-year period preceding this certification had one or more public transactions (federal, State or local) terminated for cause or default. The undersigned agrees to include this certification in all lower-tier covered transactions and to notify the City immediately if it learns that this certification was erroneous when made or has become erroneous.

Contractor: _____ By: _____ Title: _____ Date: _____

Part 2 — Certification Regarding Lobbying (44 C.F.R. Part 18, Appendix A) — required for awards over $100,000

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this

transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure. The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chapter 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Contractor: _____ By: _____ Title: _____ Date: _____

Part 3 — Build America, Buy America Act Certification — required only when a Work Order states that BABAA applies

The undersigned certifies that, for Work Order No. _____, all iron and steel used in the project are produced in the United States (all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States); all manufactured products purchased with FEMA financial assistance are produced in the United States (the cost of components mined, produced or manufactured in the United States is greater than 55% of the total cost of all components, unless another standard applies under applicable law or regulation); and all construction materials are manufactured in the United States (all manufacturing processes for the construction material occurred in the United States), except as waived by FEMA. The undersigned understands that 31 U.S.C. Chapter 38 applies to this certification.

Contractor: _____ By: _____ Title: _____ Date: _____

Part 4 — Iran Contracting Act (Pub. Contract Code §§ 2202–2208)

Applies only if the Maximum Agreement Amount is $1,000,000 or more. If so, Contractor shall complete the City's Iran Contracting Act certification form before execution. ☐ Not applicable (Maximum Agreement Amount under $1,000,000) ☐ Certification attached

EXHIBIT F — CONTRACTOR COMPLIANCE CHECKLIST

A working checklist for Contractors and the Program Manager. It summarizes, and does not replace, the requirements of the Agreement.

Before signing the Master Agreement

- ☐ Active CSLB license in the correct classification; copy attached
- ☐ DIR public works contractor registration; number on cover page
- ☐ City of Colfax business license
- ☐ Certificates of insurance with additional-insured endorsements (CGL $1M/$2M, Auto $1M, WC/EL) naming City of Colfax and 4LEAF, Inc.
- ☐ IRS Form W-9 (and FTB Form 590 if out of state)
- ☐ Exhibit E Part 1 (Debarment) signed; Part 2 (Lobbying) signed if award > $100,000
- ☐ SAM.gov exclusion check completed by Program Manager

For each Work Order

- ☐ Attend bid walk; verify measurements and conditions
- ☐ Submit Bid Form with line-item pricing, permit fees separate, subcontractor list
- ☐ On award: sign Tri-Party Agreement; deliver payment and performance bonds if price > $25,000
- ☐ Receive written Notice to Proceed before any mobilization
- ☐ Pre-construction meeting; confirm locked selections, staging, flagged areas
- ☐ Submit product listing documentation for every exterior product
- ☐ Pull permits (“replace existing — home hardening”); post on site
- ☐ Confirm nesting-bird survey clearance if Feb 1–Aug 31
- ☐ Check NWS Red Flag Warning / Fire Weather Watch status each morning before vegetation or hot work

During the Work

- ☐ Superintendent on site; hours 7–5 M–F; no smoking/vaping/alcohol/cannabis
- ☐ Direct all questions and homeowner requests to the Program Manager — never negotiate with homeowner
- ☐ Photograph before/during/after; report concealed conditions within 2 business days
- ☐ Weekly certified payroll to DIR; cooperate with Labor Compliance Officer interviews
- ☐ No excavators, chippers or stump grinders; haul all vegetation off site
- ☐ Daily cleanup; magnet sweep; protect landscaping and property
- ☐ Notify Program Manager 2 working days before demolition of any exterior component
- ☐ Report accidents within 24 hours; report stormwater or hazardous-material incidents immediately

Closeout and payment

- ☐ Request final walkthrough; complete punch list within 7 days
- ☐ All permits finaled
- ☐ Submit Exhibit C with all attachments (photos, listings, warranties, recycling receipts, conditional releases, LCO clearance)
- ☐ Deliver maintenance instructions and manufacturer warranties to homeowner via Program Manager
- ☐ Pay subcontractors and suppliers within 7 days of receiving City payment; deliver unconditional final releases within 10 days
- ☐ Retain all records for 3 years after the City's final Grant expenditure report

CITY OF COLFAX

Community Home Hardening & Defensible Space Program

TRI-PARTY AGREEMENT

for Home Hardening and/or Defensible Space Work at a Participating Property

Tri-Party Agreement No.	_____	Work Order No.	_____
Master Agreement No.	_____	Service Category	☐ 1 – Home Hardening ☐ 2 – Defensible Space
Property address	_____, Colfax, CA 95713	APN	_____
Structure covered	☐ Primary residence ☐ Accessory dwelling unit	Grant	FEMA HMGP DR-4619-866-9R / Cal OES AP-00866

[CONTRACTOR BUSINESS NAME]

[Contractor business address, city, state, zip code, telephone]

CSLB License No. [_____] DIR Registration No. [_____]

Any Notice of Cancellation may be mailed or delivered to the City of Colfax at the address in Article 23.

HOW THIS AGREEMENT WORKS — PLAIN-LANGUAGE SUMMARY

This summary is for the Homeowner and Contractor. It is not part of the Agreement; if it differs from the Articles that follow, the Articles control.

Question	Answer
Who are the parties?	Three: the **City of Colfax** (which runs the Program and pays the Contractor with grant funds), the **Homeowner** (who owns and lives in the home), and the **Contractor** (a licensed, pre-qualified contractor who won the bid for this home).
What work will be done?	Only the items in **Exhibit A** (the Scope of Work and Fire Aside assessment). Work is exterior only. No one needs to enter your home.
What does the Homeowner pay?	Ten percent (10%) of the price, paid to the **City** (never to the Contractor) before the City issues the Notice to Proceed. If the final cost is lower, the City refunds the difference.
What does the City pay?	Ninety percent (90%) from the FEMA grant plus the Homeowner's 10%, paid to the Contractor in one lump sum after final inspection and acceptance.

Question	Answer
Who gives the Contractor directions?	Only the City, through its Program Manager (4LEAF, Inc.). Homeowner questions, concerns and change requests go to the Program Manager — not to the crew.
Can the Homeowner cancel?	Yes, within three (3) business days after receiving a signed copy (five (5) business days if the Homeowner is 65 or older), using the Notice of Cancellation in Article 13. After that, cancellation requires the City's approval and may cost the Homeowner the City's incurred costs.
What happens after the work is done?	The Homeowner agrees to maintain the improvements and defensible space for **ten (10) years** (Exhibit B), lets the City inspect periodically, and tells the City before selling the property.
Is the home now fireproof?	**No.** Home hardening and defensible space reduce risk; they do not eliminate it. The City and Contractor make no guarantee that the home will survive a wildfire.

TRI-PARTY AGREEMENT

THIS TRI-PARTY AGREEMENT ("Agreement") is made effective as of the date of the last signature on the signature page among the **CITY OF COLFAX**, a California general law city ("City"); _____ ("Homeowner"), the owner(s) of record of the residential property located at _____, Colfax, California 95713, APN _____ (the "Property"); and _____, a [_____], CSLB License No. _____ ("Contractor"). The City, Homeowner and Contractor are each a "Party" and together the "Parties." The City, Contractor and Homeowner agree as follows:

1. Contract Documents; Order of Precedence

The complete agreement among the Parties consists of the following Contract Documents: (a) this Tri-Party Agreement and its Exhibits — **Exhibit A** Scope of Work, Accepted Bid and Assessment Report; **Exhibit B** Ten-Year Maintenance Covenant; **Exhibit C** Special Flood Hazard Area Acknowledgement (if applicable); **Exhibit D** Homeowner Acknowledgements and Releases; (b) the Master Agreement for As-Needed Home Hardening and Defensible Space Construction Services No. _____ between the City and Contractor dated _____ (the "Master Agreement"), including its Exhibits; (c) the Work Order and Notice to Proceed; (d) Contractor's bonds (if required) and certificates of insurance; and (e) all executed Change Orders.

The Master Agreement is incorporated by reference as though fully set forth here. Homeowner acknowledges having been offered a copy of the Master Agreement. In the event of conflict, the order of precedence stated in Article 1 of the Master Agreement governs: (1) federal and State law and the required federal provisions in Part IV of the Master Agreement; (2) the Master Agreement, including its Exhibit A; (3) this Tri-Party Agreement, including its Exhibits; (4) the site-specific Work Order, Scope of Work and accepted bid; (5) the Program Minimum Quality Standards ("MQS"); and (6) manufacturer installation instructions. This Agreement modifies the Master Agreement only where it expressly identifies the Master Agreement Article being modified for this Property. Capitalized terms not defined here have the meanings given in the Master Agreement.

2. Purpose; Program Funding

The City of Colfax Community Home Hardening & Defensible Space Program (the "Program") is funded by a FEMA Hazard Mitigation Grant Program subaward (DR-4619-866-9R / Cal OES AP-00866) administered by the California Governor's Office of Emergency Services (Cal OES). Under the Program, eligible work is funded ninety percent (90%) by the Grant and ten percent (10%) by the Homeowner, up to the Program's per-property maximum. The City acts as the Homeowner's agent for procurement, oversight, inspection and payment of the Work, and the Contractor performs the Work under a public works contract with the City.

3. Term

This Agreement is effective upon execution by all Parties and remains in effect until the City issues written Acceptance of the Work and the Contractor has been paid, except that the warranty, maintenance covenant, indemnity, record and audit provisions survive. If the Work has not been completed within twelve (12) months after the Effective Date, the City may terminate this Agreement without liability to the Contractor beyond payment for Work accepted.

4. Scope of Work

Contractor shall furnish all labor, materials, tools, equipment, permits, supervision, disposal and services necessary to complete the Work described in **Exhibit A** in accordance with the Contract Documents, the MQS, Chapter 7A of the California Building Code, Public Resources Code section 4291, City codes and manufacturer installation instructions. The Work is limited to the exterior of the structure(s) and the parcel. Contractor shall not perform, and the City will not pay for, any work not in Exhibit A unless added by Change Order. If the Property contains an accessory dwelling unit with its own Scope of Work, that structure is covered by a separate Tri-Party Agreement.

Homeowner has reviewed Exhibit A, including any items identified as not funded by the Program, and has made the material and color selections stated in Exhibit A. **Those selections are final** and may be changed only by Change Order.

5. Agreement Price

The price for the Work is **$_____** (_____ dollars and ___/100) (the "Agreement Price"), which is Contractor's accepted lump-sum bid as adjusted by any approved Change Orders. The Agreement Price includes all labor, materials, prevailing wages, bonds, insurance, disposal, overhead and profit. Permit fees of $_____ are reimbursable to Contractor at actual cost in addition to the Agreement Price, as provided in the Master Agreement.

6. Homeowner Cost Share

(a) **Amount.** Homeowner shall pay to the **City of Colfax** — not to the Contractor — ten percent (10%) of the Agreement Price, which is **$_____** (the "Cost Share"), by check, money order or electronic payment within ten (10) calendar days after the Effective Date and in any event **before** the City issues the Notice to Proceed. The City will hold the Cost Share in a segregated Program account and apply it toward payment to the Contractor.

(b) **Change Orders.** If a Change Order increases the Agreement Price, Homeowner shall pay ten percent (10%) of the increase to the City within five (5) business days after signing the Change Order; the City will not execute the Change Order until that amount is received. If a Change Order reduces the Agreement Price, or the final cost is otherwise less than the Agreement Price, the City will refund the corresponding portion of the Cost Share to Homeowner within forty-five (45) days after final payment to the Contractor.

(c) **Items not funded by the Program.** Any Scope of Work items marked "not funded" in Exhibit A, and any work the Homeowner wants beyond Exhibit A, are not part of this Agreement. Homeowner may contract separately and directly with Contractor or any other contractor for such work only **after** the City issues Acceptance of the Program Work, at Homeowner's sole cost, and the City has no role or liability in that work.

(d) **Taxes.** The City makes no representation about the tax consequences of Program benefits. Homeowner is encouraged to consult a tax professional.

7. Time of Commencement and Completion

Contractor shall not begin Work until the City issues a written Notice to Proceed, which the City will issue after (i) all Parties have signed, (ii) the Homeowner's cancellation period in Article 13 has expired, (iii) the Cost Share is received, and (iv) Contractor's bonds (if required) and insurance are confirmed. Contractor

shall begin Work within fourteen (14) calendar days after the Notice to Proceed date (subject to nesting-bird or other environmental clearances) and shall achieve Substantial Completion within **_____ calendar days** after the Notice to Proceed and Final Completion within seven (7) calendar days thereafter, as provided in Article 6 of the Master Agreement. Liquidated damages of $100 per calendar day apply to unexcused delay. If the Contractor fails to complete timely, Contractor is also responsible for reasonable, documented costs the Homeowner incurs as a direct result (for example, temporary storage), not to exceed $1,000 unless otherwise agreed.

8. Changes in the Work

No change to the Work, the Agreement Price or the completion time is effective unless set forth in a written Change Order signed by the Contractor, the Homeowner and the City. A Change Order must state the scope of the change, the amount added to or deducted from the Agreement Price, and the effect on the completion date. Homeowner may not direct Contractor to perform extra work, omit items, or change materials; such requests shall be made to the Program Manager, who will determine Grant eligibility and prepare a Change Order if appropriate. Items the Homeowner self-performs before the Contractor starts will be removed by deductive Change Order after the Program Manager verifies they meet the MQS. Contractor's failure to obtain a Change Order does not preclude recovery of compensation based on legal or equitable remedies designed to prevent unjust enrichment.

9. Payment

The City will pay the Contractor the Agreement Price, as adjusted by Change Orders, in **one payment after Acceptance** in accordance with Article 14 of the Master Agreement, within thirty (30) days after approval of a complete Application and Certificate for Payment. There are no progress payments and no down payment. **Contractor shall not request or accept any payment, deposit or thing of value from the Homeowner for the Work**, and Homeowner shall not make any such payment. Any such payment is a material breach by Contractor and grounds for removal from the Program.

Downpayment notice (Bus. & Prof. Code § 7159). IT IS AGAINST THE LAW FOR A CONTRACTOR TO COLLECT PAYMENT FOR WORK NOT YET COMPLETED, OR FOR MATERIALS NOT YET DELIVERED. HOWEVER, A CONTRACTOR MAY REQUIRE A DOWNPAYMENT. THE DOWNPAYMENT MAY NOT EXCEED ONE THOUSAND DOLLARS ($1,000) OR TEN PERCENT (10%) OF THE CONTRACT PRICE, WHICHEVER IS LESS. Under this Agreement the downpayment is **$0.00** and there is no schedule of progress payments: ☒ Payment is not due until completion.

Lien releases. With its Application for Payment, Contractor shall furnish conditional waivers and releases upon final payment from itself and every subcontractor and supplier (Civ. Code § 8136), and within ten (10) days after payment shall furnish unconditional waivers and releases upon final payment (Civ. Code § 8138), copies of which the City will provide to Homeowner.

10. Mechanics Lien Warning

Anyone who helps improve your property, but who is not paid, may record what is called a mechanics lien on your property. A mechanics lien is a claim, like a mortgage or home equity loan, made against your property and recorded with the county recorder. Even if you pay your contractor in full, unpaid subcontractors, suppliers, and laborers who helped to improve your property may record mechanics liens and sue you in court to foreclose the lien. If a court finds the lien is valid, you could be forced to pay twice or have a court officer sell your home to pay the lien. Liens can also affect your credit.

To preserve their right to record a lien, each subcontractor and material supplier must provide you with a document called a "Preliminary Notice." This notice is not a lien. The purpose of the notice is to let you know that the person who sends you the notice has the right to record a lien on your property if they are not paid. BE CAREFUL. The Preliminary Notice can be sent up to twenty (20) days after the subcontractor starts work or the supplier provides material. This can be a big problem if you pay your contractor before you have received the Preliminary Notices. You will not get Preliminary Notices from your prime contractor or from laborers who work on your project. The law assumes that you already know they are improving your property.

PROTECT YOURSELF FROM LIENS. You can protect yourself from liens by getting a list from your contractor of all the subcontractors and material suppliers that work on your project. Find out from your contractor when these subcontractors started work and when these suppliers delivered goods or materials. Then wait twenty (20) days, paying attention to the Preliminary Notices you receive. PAY WITH JOINT CHECKS. One way to protect yourself is to pay with a joint check. When your contractor tells you it is time to pay for the work of a subcontractor or supplier who has provided you with a Preliminary Notice, write a joint check payable to both the contractor and the subcontractor or material supplier. For other ways to prevent liens, visit CSLB's internet website at www.cslb.ca.gov or call CSLB at 800-321-CSLB (2752). REMEMBER, IF YOU DO NOTHING, YOU RISK HAVING A LIEN PLACED ON YOUR HOME. This can mean that you may have to pay twice or face the forced sale of your home to pay what you owe.

How the Program protects you. *Under this Agreement the City — not you — pays the Contractor, and only after the Contractor delivers lien releases from its subcontractors and suppliers. For a Tri-Party Agreement over $25,000, the Contractor must also post a payment bond that protects against unpaid claims. Forward any Preliminary Notice you receive to the Program Manager immediately.*

11. Information About the Contractors State License Board (CSLB)

CSLB is the state consumer protection agency that licenses and regulates construction contractors. Contact CSLB for information about the licensed contractor you are considering, including information about disclosable complaints, disciplinary actions, and civil judgments that are reported to CSLB. Use only licensed contractors. If you file a complaint against a licensed contractor within the legal deadline (usually four years), CSLB has authority to investigate the complaint. If you use an unlicensed contractor, CSLB may not be able to help you resolve your complaint. Your only remedy may be in civil court, and you may be liable for damages arising out of any injuries to the unlicensed contractor or the unlicensed contractor's employees. For more information: visit CSLB's internet website at www.cslb.ca.gov; call CSLB at 800-321-CSLB (2752); or write CSLB at P.O. Box 26000, Sacramento, CA 95826.

Contractor's bond. Contractor's $25,000 contractor's license bond (Bus. & Prof. Code § 7071.6) is filed for the benefit of consumers who may be damaged as a result of defective construction or other license law violations, and for the benefit of employees who have not been paid wages due to them.

12. Homeowner's Right to Cancel

YOU (HOMEOWNER) ARE ENTITLED TO A COMPLETELY FILLED-IN COPY OF THIS AGREEMENT, SIGNED AND DATED BY YOU AND THE CONTRACTOR, BEFORE ANY WORK MAY BE STARTED. Your receipt of that copy starts your right to cancel under Civil Code sections 1689.5 to 1689.14 and Business and Professions Code section 7159. Initial the one box that applies:

☐ **Three-Day Right to Cancel.** You, the Homeowner, have the right to cancel this contract within three (3) business days. You may cancel by e-mailing, mailing, faxing, or delivering a written notice to the City of Colfax Program Manager at the address in Article 23 by midnight of the third business day after you received a signed and dated copy of the contract that includes this notice. Include your name, your address, and the date you received the signed copy of the contract and this notice. Homeowner initials: _____

☐ **Five-Day Right to Cancel (if any contracting owner is 65 years or older).** You, the Homeowner, have the right to cancel this contract within five (5) business days. You may cancel by e-mailing, mailing, faxing, or delivering a written notice to the City of Colfax Program Manager at the address in Article 23 by midnight of the fifth business day after you received a signed and dated copy of the contract that includes this notice. Include your name, your address, and the date you received the signed copy of the contract and this notice. Homeowner initials: _____

If you cancel, any payment you made to the City will be returned within ten (10) days of receipt of your notice. Because no materials will be delivered to the Property before the cancellation period ends, you will have no goods to return. If you fail to cancel within the applicable period, this Agreement is binding and may thereafter be cancelled by you only with the City's written consent under Article 19.

I, _____ (Homeowner), acknowledge that on _____ (date) I received a signed and dated copy of this Agreement including this Notice of Right to Cancel. Signature: _____

13. Notice of Cancellation (Form)

To cancel, complete and deliver this form, or any other written notice, to: **City of Colfax Home Hardening Program, c/o 4LEAF, Inc., Program Manager, 33 South Main Street, P.O. Box 702, Colfax, CA 95713; e-mail homehardening@colfax-ca.gov**, not later than midnight of _____ (date).

Date of transaction (date you received a signed copy): _____

You may cancel this transaction, without any penalty or obligation, within three (3) business days from the above date (five (5) business days if any contracting owner is 65 or older). If you cancel, any payments made by you under the contract will be returned within ten (10) days following receipt by the City of your cancellation notice.

I hereby cancel this transaction. Date: _____ Homeowner signature: _____

14. City Responsibilities

(a) The City, through its Program Manager (4LEAF, Inc.), administers this Agreement as Homeowner's agent for the Work: it issues the Notice to Proceed, gives all direction to the Contractor, inspects the Work, resolves concerns raised by the Homeowner or Contractor, approves Change Orders, conducts the final inspection, issues Acceptance, and pays the Contractor.

(b) The City may stop or suspend the Work at any time for safety, environmental compliance, Contractor default, loss of Grant funding or any other reason, and may terminate this Agreement as provided in Article 19.

(c) The City will arrange and pay for the initial nesting-bird survey when required, will obtain FEMA environmental conditions for the Property, and will coordinate required inspections with the City Building Official.

(d) The City will provide the Homeowner with copies of the final inspection checklist, manufacturer warranties and maintenance instructions after Acceptance, and will retain Program records as required by the Grant.

(e) The City's obligations are limited to those stated in this Agreement. The City does not warrant the Contractor's Work; the Contractor's warranty in Article 17 runs to the Homeowner as well as the City.

15. Contractor Responsibilities

In addition to all obligations under the Master Agreement, which apply to the Work at the Property, Contractor shall:

(a) perform the Work in a safe, skillful and workmanlike manner in strict conformance with Exhibit A, the MQS and all applicable codes, using only listed or approved products and the materials and colors selected in Exhibit A;

(b) keep a competent superintendent on site at all times Work is in progress; work only between 7:00 a.m. and 5:00 p.m., Monday through Friday, unless the Program Manager and Homeowner agree otherwise in writing;

(c) confine operations, staging and storage to the areas identified at the pre-construction meeting; protect the home, landscaping, hardscape, utilities and neighboring property; and repair at its own cost any damage caused by its operations;

(d) keep the site clean daily, haul all debris and vegetation off site, recycle at least 65% of construction debris, and recover fasteners with a magnet sweep;

(e) comply with the site conduct rules in Article 10 of the Master Agreement: no smoking, vaping, alcohol, cannabis or drugs; company-identified vehicles and attire; courteous conduct; no soliciting the Homeowner for other work until after Acceptance;

(f) direct all questions and all Homeowner requests to the Program Manager and take no direction from the Homeowner; never request or accept payment from the Homeowner;

(g) obtain and post all permits, attend all inspections, and give the Program Manager two (2) working days' notice before removing any exterior component;

(h) comply with all environmental, cultural-resource, stormwater, hazardous-material and fire-safety requirements of Articles 17 and 18 of the Master Agreement, including the nesting-bird season (February 1–August 31) survey requirement, the stop-work rule for cultural finds, the Red Flag Warning work prohibition, and the equipment limits (no excavators, chippers or stump grinders; stumps flush-cut by hand; no on-site chipping or burning);

(i) pay California prevailing wages, submit certified payroll to the DIR, cooperate with the Labor Compliance Officer, and comply with the federal provisions in Part IV of the Master Agreement;

(j) maintain the insurance required by Article 22 of the Master Agreement, naming the City and Program Manager as additional insureds, and deliver bonds if the Agreement Price exceeds $25,000;

(k) photograph the Work before, during and after, and deliver all manufacturer warranties and care instructions to the Homeowner through the Program Manager at the final walkthrough; and

(l) be bound by, and bind every subcontractor to, the Contract Documents; furnish the subcontractor list within seven (7) days after the Notice to Proceed; and use no subcontractor that is unlicensed, unregistered with the DIR, or suspended or debarred.

16. Homeowner Responsibilities

(a) **Ownership and authority.** Homeowner represents that Homeowner holds title to the Property, that every owner of record has signed this Agreement, that the Property is Homeowner's primary residence (or is otherwise eligible under the Program rules), and that no consent of any lender, lessee, homeowners' association or other person is required for the Work — or, if it is, that Homeowner has obtained it and will provide a copy. Homeowner shall obtain any homeowners' association architectural approval before the Notice to Proceed; the Program Manager will assist with the application.

(b) **Right of entry.** Homeowner grants the City, Cal OES, FEMA, the Contractor and its subcontractors, the Program Manager, the Labor Compliance Officer, environmental and cultural-resource monitors, and inspectors a right to enter the exterior areas of the Property to perform, inspect, monitor and photograph the Work, from the Effective Date until Acceptance, and thereafter on reasonable notice for warranty, audit and maintenance-covenant inspections during the ten (10) year covenant period. Entry will be limited to the areas needed for the Work and access to them.

(c) **Occupancy; access; personal property.** Homeowner (or Homeowner's tenant) will continue to occupy the Property during the Work; the City is not responsible for relocation. Homeowner shall provide access on the agreed schedule, unlock gates, move vehicles, planters, furniture and other personal property out of the work and staging areas before the start date, and keep children, visitors and pets away from the work area at all times. Pets remain Homeowner's responsibility.

(d) **Utilities.** Homeowner shall furnish electricity and water for the Work at no cost to the Contractor or City.

(e) **No direct dealings with Contractor.** Homeowner shall not direct, instruct, or negotiate with the Contractor or its workers about the Work, shall not pay the Contractor anything, and shall not ask the Contractor to add, omit or change any item. All questions, concerns and requests go to the Program Manager, who will resolve them with the Contractor. If a concern cannot be resolved, the City may stop or terminate the Work, and the City's determination is final as between Homeowner and Contractor.

(f) **Self-performed items; interim maintenance.** Homeowner shall notify the Program Manager before performing any defensible space or exterior work on the Property between the assessment and Acceptance. Items Homeowner wishes to complete personally must be approved by the Program Manager in advance, verified against the MQS, and removed from Exhibit A by Change Order.

(g) **Cost Share.** Homeowner shall pay the Cost Share as provided in Article 6.

(h) **Ten-year maintenance covenant.** Homeowner shall sign and comply with **Exhibit B**, agreeing to maintain the defensible space and home hardening improvements for ten (10) years after Acceptance, and acknowledges that the City may record a notice of the covenant against the Property and may enforce it as provided in Exhibit B.

(i) **Flood hazard.** Homeowner shall indicate below whether the Property is in a FEMA-mapped Special Flood Hazard Area (SFHA) and, if so, shall sign Exhibit C: ☐ The Property is **not** in an SFHA. ☐ The Property **is** in an SFHA (Exhibit C attached and signed).

(j) **Photographs and publicity.** Homeowner grants the City, Cal OES, FEMA and the Program Manager permission to photograph and video the exterior of the Property and the Work, and to use those images for Program documentation, reporting, education and publicity, without compensation, as further stated in Exhibit D. Homeowner may opt out of publicity (but not documentation) use by checking the box in Exhibit D.

(k) **Insurance.** Homeowner is responsible for maintaining Homeowner's own property insurance. The City does not insure the Property or Homeowner's personal property.

(l) **No guarantee of outcome.** Homeowner acknowledges that home hardening and defensible space reduce, but do not eliminate, wildfire risk; that the City, the Program Manager and the Contractor make no promise or guarantee that the Property will survive a wildfire or any other hazard; and that Homeowner accepts that risk.

(m) **Sale or transfer.** Homeowner shall give the Program Manager at least thirty (30) days' written notice before selling or transferring the Property. If the Property is sold before Acceptance, the new owner must sign this Agreement (or a replacement) before close of escrow or the Property will be withdrawn from the Program and Homeowner will be liable to the City for costs incurred. After Acceptance, the maintenance covenant in Exhibit B runs with the Property and binds successors.

(n) **Information and eligibility.** Homeowner certifies that the information in the Program application is true and complete and shall notify the Program Manager of any change affecting eligibility. Homeowner acknowledges that a knowing misstatement in connection with federally funded assistance may be subject to penalties under 18 U.S.C. § 1001 and 31 U.S.C. Chapter 38.

(o) **Public records.** Homeowner acknowledges that this Agreement and Program records may be subject to disclosure under the California Public Records Act (Gov. Code § 7920.000 et seq.) and to review by Cal OES and FEMA; the City will redact personal financial information to the extent permitted by law.

17. Warranty; Acceptance

Contractor warrants the Work to the City **and to the Homeowner** as provided in Article 13 of the Master Agreement: for one (1) year after Acceptance (or longer where required by law or a manufacturer warranty), Contractor shall correct defective or nonconforming Work at no cost within ten (10) days of written notice from the City or Homeowner (immediately for safety or weather-intrusion defects). Homeowner should report any suspected defect to the Program Manager, who will coordinate the correction. Manufacturer warranties are assigned to the Homeowner. Acceptance by the City does not waive latent defects.

18. Indemnification; Release

(a) **By Contractor.** Contractor shall defend, indemnify and hold harmless the City, its officers, officials, employees, agents and volunteers, the Program Manager, **and the Homeowner** from and against all claims, losses, damages, liabilities and costs (including reasonable attorneys' fees) arising out of or connected with Contractor's performance of the Work, including injury or death of any

person, damage to the Property or neighboring property, mechanics lien and stop payment claims, and prevailing wage violations, except to the extent caused by the sole negligence or willful misconduct of the indemnified party, consistent with Article 23 of the Master Agreement and Civil Code section 2782.

(b) **By Homeowner.** To the fullest extent permitted by law, Homeowner releases and agrees to hold harmless the City, Cal OES, FEMA and their officers, employees and agents, and the Program Manager, from claims for loss or damage arising from the City's discretionary decisions about whether, when and how to provide Program assistance, from the Homeowner's own acts or omissions, and from the condition of the Property not caused by the Work. Homeowner does not release the Contractor from liability for the Contractor's own negligence or defective Work, and does not release any party from liability for its own willful misconduct.

19. Default; Termination

(a) **Contractor default.** The City may terminate this Agreement for Contractor default as provided in Article 34 of the Master Agreement (ten (10) days' notice and opportunity to cure, or five (5) days where safety or a Grant deadline is threatened) and may complete the Work with another pool contractor at Contractor's and its surety's expense. Grounds include failure to perform or to make progress, defective Work or materials, violation of site rules or environmental conditions, dealing directly with or accepting payment from the Homeowner, and loss of license, registration, insurance or bonds.

(b) **Homeowner default.** If Homeowner fails to pay the Cost Share, denies access, interferes with the Work, directs the Contractor, or otherwise breaches this Agreement, the City may, after written notice and a reasonable opportunity to cure, suspend or terminate this Agreement, and Homeowner shall reimburse the City for costs the City has incurred or is obligated to pay for the Property, including Contractor costs for Work performed and materials ordered.

(c) **Termination for convenience or loss of funding.** The City may terminate this Agreement at any time for convenience, including if Grant funds become unavailable or the Grant period of performance expires, by written notice as provided in Article 33 of the Master Agreement. Contractor will be paid for Work satisfactorily performed and accepted; the City will refund any unapplied Cost Share to the Homeowner.

(d) **Cancellation by Homeowner or Contractor.** After the Homeowner's statutory cancellation period, neither Homeowner nor Contractor may cancel or terminate this Agreement without the City's written consent. Any decision by the City concerning termination is binding on all Parties.

20. Disputes

Disputes between the Homeowner and the Contractor concerning the Work shall be submitted to the Program Manager and, if not resolved, to the City Manager, whose decision is final as between those Parties for purposes of the Program. Contractor claims against the City for additional time or money are governed by Article 29 of the Master Agreement and Public Contract Code sections 9204 and 20104 et seq. Nothing in this Article limits any Party's rights under the Contractors' State License Law or in a court of competent jurisdiction. Venue is the Superior Court of California, County of Placer, and California law governs.

21. Licenses and Business License

Contractor warrants that it holds, in good standing, CSLB License No. _____, Classification(s) _____, that the classification is proper for the Work, that it is registered with the DIR (Registration No. _____), and that it holds a City of Colfax business license. Contractor shall maintain each throughout the Work.

22. Assignment; Successors; No Third-Party Beneficiaries

Neither Homeowner nor Contractor may assign this Agreement without the City's prior written consent. This Agreement binds the Parties' heirs, successors and permitted assigns, and the covenant in Exhibit B runs with the Property. Except for the Homeowner's rights under Articles 17 and 18(a) and the City's rights under the Master Agreement, this Agreement confers no rights on any person who is not a Party.

23. Notices; Program Contacts

Notices shall be in writing and delivered personally, by first-class mail, by overnight courier, or by e-mail with confirmation, to the addresses below, or to any changed address a Party designates by notice.

To the City / Program Manager:	City of Colfax Home Hardening & Defensible Space Program, c/o 4LEAF, Inc., Program Manager, 33 South Main Street, P.O. Box 702, Colfax, CA 95713 · homehardening@colfax-ca.gov · (____) ____-_____
To the Contractor:	_____, Attn: _____, _____ . _____ (e-mail) · (____) ____-_____
To the Homeowner:	At the Property address, or: _____ . _____ (e-mail) · (____) ____-_____

24. General Provisions

(a) **Amendments; waiver.** This Agreement may be amended only in a writing signed by all three Parties. Any attempt by Homeowner and Contractor to amend, waive or alter any term without the City's written consent is void and is a default. No waiver is effective unless in writing.

(b) **Independent contractor.** Contractor is an independent contractor and not an employee or agent of the City or the Homeowner.

(c) **Severability; counterparts; electronic signatures.** If any provision is held invalid, the remainder continues in effect. This Agreement may be signed in counterparts and electronically under the California Uniform Electronic Transactions Act, with the same effect as original signatures.

(d) **Entire agreement.** The Contract Documents are the entire agreement among the Parties concerning the Work at the Property and supersede all prior oral or written understandings, including any Preliminary Commitment Letter, which is non-binding and is superseded by this Agreement.

(e) **Authority.** Each person signing represents that he or she is authorized to sign and bind the Party for whom he or she signs. Contractor reaffirms the certifications in Exhibit E of the Master Agreement for this Agreement.

(f) **Federal provisions.** Contractor acknowledges that the Work is federally funded and that the required federal contract provisions in Part IV of the Master Agreement apply to this Agreement, including the acknowledgement that the Federal Government is not a party and that 31 U.S.C. Chapter 38 applies to Contractor's certifications and invoices.

25. Exhibits

Exhibit A – Scope of Work, Accepted Bid and Assessment Report; Exhibit B – Ten-Year Maintenance Covenant; Exhibit C – Acknowledgement of Conditions for Mitigation of Property in a Special Flood Hazard Area with FEMA Grant Funds (if applicable); Exhibit D – Homeowner Acknowledgements and Releases.

SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties have executed this Tri-Party Agreement on the dates indicated below, the latest of which is the Effective Date. Homeowner acknowledges receipt of a completely filled-in copy of this Agreement, signed and dated by the Homeowner and the Contractor, including the Notice of Right to Cancel in Article 12.

HOMEOWNER(S)

Signature: _____ Printed name: _____ Date: _____

Signature: _____ Printed name: _____ Date: _____

(All owners of record must sign; attach additional signature lines as needed.)

CONTRACTOR

Business name: _____ CSLB No. _____

By: _____ Name/Title: _____ Date: _____

CITY OF COLFAX

By: _____ Date: _____

Ron Walker, City Manager, or authorized designee

Program Manager acknowledgement (4LEAF, Inc.): _____ Date: _____

EXHIBIT A — SCOPE OF WORK, ACCEPTED BID AND ASSESSMENT REPORT

Attach: (1) the final Home Hardening Scope of Work and/or Defensible Space Scope of Work for the Property, with line items keyed to the MQS and each item marked Funded or Not Funded; (2) the Contractor's accepted Bid Form (Master Agreement Exhibit B) with line-item prices and subcontractor list; (3) the Fire Aside assessment report for the Property; (4) the Homeowner Selections sheet (colors, products, hardscape); and (5) the FEMA Record of Environmental Consideration conditions applicable to the Property.

Property / APN	_____ / _____
Scope of Work version and date	HH SOW v____ dated _____ DS SOW v____ dated _____
Fire Aside assessment date	_____
Homeowner selections confirmed on	_____ by (Program Manager): _____
EHP / REC conditions	☐ Nesting-bird survey required (Feb 1–Aug 31) ☐ Cultural monitor ☐ None ☐ Other: _____
Items Homeowner will self-perform (removed by Change Order)	_____
Items not funded by the Program (not part of this Agreement)	_____

EXHIBIT B — TEN-YEAR MAINTENANCE COVENANT

Property owner(s): _____

Property address / APN: _____

In consideration of the federally funded wildfire mitigation improvements provided to the Property under the City of Colfax Community Home Hardening & Defensible Space Program, the undersigned owner(s) ("Owner") covenant and agree, for the benefit of the City of Colfax and the public, as follows:

1. **Term.** This covenant runs for **ten (10) years** from the date of the City's written Acceptance of the Work (the "Covenant Period"), consistent with the useful life assumed in the Program's FEMA benefit-cost analysis.
2. **Defensible space.** Throughout the Covenant Period, Owner shall, at Owner's own expense, maintain defensible space on the Property in compliance with Public Resources Code section 4291, Title 14 C.C.R. § 1299.03 and City ordinances, including: keeping Zone 0 (0–5 ft) free of vegetation, combustible mulch, stored combustibles and debris; keeping roofs and gutters clear of leaves and needles; keeping grasses mowed and ladder fuels removed in Zones 1 and 2; and maintaining tree limb clearances from the structure, roof and chimney. The Program will provide an annual maintenance checklist.
3. **Home hardening improvements.** Throughout the Covenant Period, Owner shall keep all home hardening improvements installed under the Program (including vents, gutters and guards, siding, flashing, windows, doors, decking, skirting and hardscape) in place and in good repair, and shall not remove or replace them except with materials of equal or better fire resistance meeting Chapter 7A of the California Building Code.
4. **Inspection.** Owner shall permit the City or its Program Manager, on reasonable notice, to inspect the exterior of the Property during the Covenant Period to verify compliance, and shall complete and return the Program's annual self-certification if requested.
5. **Compliance with law.** Owner shall maintain the Property in conformance with all applicable federal, State and local laws, ordinances, codes and regulations.
6. **Transfer.** This covenant runs with the land and binds Owner's heirs, successors and assigns. Owner shall disclose this covenant to any purchaser or transferee and shall notify the City at least thirty (30) days before any sale or transfer. The City may record a Notice of Maintenance Covenant against the Property in the Official Records of Placer County; Owner agrees to sign any document reasonably required for recordation.
7. **Enforcement.** If Owner fails to maintain the improvements or defensible space after written notice and a reasonable opportunity to cure (not less than thirty (30) days, or such shorter time as fire conditions require), the City may (a) perform the maintenance and recover its reasonable costs from Owner; (b) enforce this covenant by any remedy available under City ordinance or State law, including as a public nuisance or fire hazard abatement; and/or (c) where required by Cal OES or FEMA, recover from Owner the portion of Grant funds expended on the Property that the funding agency disallows because of Owner's noncompliance. Enforcement is in the City's discretion; the City has no duty to Owner or any third party to inspect or enforce.
8. **No guarantee.** Nothing in this covenant or the Program is a guarantee that the Property will withstand wildfire.

Owner: _____ Printed name: _____ Date: _____

Owner: _____ Printed name: _____ Date: _____

Accepted — City of Colfax: By: _____ Title: _____ Date: _____

(If the City elects to record this covenant, a notary acknowledgement will be attached.)

EXHIBIT C — ACKNOWLEDGEMENT OF CONDITIONS FOR MITIGATION OF PROPERTY IN A SPECIAL FLOOD HAZARD AREA WITH FEMA GRANT FUNDS

Complete only if the Property is located in a FEMA-mapped Special Flood Hazard Area (SFHA). If the Property is not in an SFHA, check here ☐ and leave the remainder blank.

Property owner(s)	_____
Property address / APN	_____
Deed dated / recorded	_____ / _____
FIRM map panel no. / effective date	_____ / _____
Flood zone / Base Flood Elevation (ft, NAVD88)	_____ / _____

As a recipient of federally funded hazard mitigation assistance under the Hazard Mitigation Grant Program, as authorized by 42 U.S.C. § 5170c, the Property Owner accepts the following conditions:

1. That the Property Owner has insured all structures that will not be demolished or relocated out of the SFHA for the above-mentioned property to an amount at least equal to the project cost or to the maximum limit of coverage made available with respect to the particular property, whichever is less, through the National Flood Insurance Program (NFIP), as authorized by 42 U.S.C. § 4001 et seq., as long as the Property Owner holds title to the property as required by 42 U.S.C. § 4012a.
2. That the Property Owner will maintain all structures on the above-mentioned property in accordance with the flood plain management criteria set forth in Title 44 of the Code of Federal Regulations (CFR) Part 60.3 and City ordinance as long as the Property Owner holds title to the property. These criteria include, but are not limited to, the following measures: (a) enclosed areas below the Base Flood Elevation will only be used for parking of vehicles, limited storage, or access to the building; (b) all interior walls and floors below the Base Flood Elevation will be unfinished or constructed of flood resistant materials; (c) no mechanical, electrical, or plumbing devices will be installed below the Base Flood Elevation; and (d) all enclosed areas below Base Flood Elevation must be equipped with vents permitting the automatic entry and exit of flood water.
3. The above conditions are binding for the life of the property. To provide notice to subsequent purchasers of these conditions, the Property Owner agrees that the City will legally record with the Placer County Recorder a notice that includes the name of the current property owner (including book/page reference to record of current title, if readily available), a legal description of the property, and the following notice of flood insurance requirements: "This property has received Federal hazard mitigation assistance. Federal law requires that flood insurance coverage on this property must be maintained during the life of the property regardless of transfer of ownership of such property. Pursuant to 42 U.S.C. § 5154a, failure to maintain flood insurance on this property may prohibit the owner from receiving Federal disaster assistance with respect to this property in the event of a flood disaster. The Property Owner is also required to maintain this property in accordance with the flood plain management criteria of Title 44 of the Code of Federal Regulations Part 60.3 and City ordinance."
4. Failure to abide by the above conditions may prohibit the Property Owner and/or any subsequent purchasers from receiving Federal disaster assistance with respect to this property in the event of any future flood disasters. If the above conditions are not met, FEMA may recoup the amount of the grant award with respect to the subject property, and the Property Owner may be liable to repay such amounts.

This acknowledgement binds the Property Owner's heirs, successors, personal representatives and assigns. Property Owner: _____ Date: _____ City of Colfax: _____ Date: _____

EXHIBIT D — HOMEOWNER ACKNOWLEDGEMENTS AND RELEASES

1. Photo and Media Release

I authorize the City of Colfax, its Program Manager (4LEAF, Inc.), Cal OES and FEMA to photograph and record the exterior of my Property and the Work, and to use, reproduce and publish those images, with or without my name and the street name (but not my house number), for Program documentation, grant reporting, education and publicity in any medium, without compensation. I waive any claim arising from such use. This release does not cover images of the interior of my home or of me or my family unless I separately consent.

☐ I consent to documentation and grant-reporting use only, and **opt out** of publicity and educational use.

2. Acknowledgements

☐ I have received and reviewed the Scope of Work (Exhibit A) and understand which items are funded by the Program and which are not.

☐ I understand that all work is exterior, that I may remain in my home, and that the Contractor will not enter my home.

☐ I understand that my material and color selections are final and that changes require a written Change Order and may cost me 10% of any increase.

☐ I understand that I must not direct the Contractor or pay the Contractor anything, and that all questions go to the Program Manager at homehardening@colfax-ca.gov.

☐ I understand my 10% Cost Share is paid to the City before work begins and is refunded in part if the final cost is lower.

☐ I have read the Mechanics Lien Warning and the CSLB information in Articles 10 and 11.

☐ I understand the Ten-Year Maintenance Covenant (Exhibit B) and that it will bind anyone who buys my Property.

☐ I understand that the Program does not guarantee that my home will survive a wildfire, and that I remain responsible for my own property insurance.

☐ I understand that benefits received may have tax consequences and that the City does not provide tax advice.

☐ I understand that this Agreement and Program records may be public records and are subject to review by Cal OES and FEMA.

Homeowner: _____ Printed name: _____ Date: _____

Homeowner: _____ Printed name: _____ Date: _____