

EXHIBIT E

CHANGES TO DIRECT PROTECTION AREA (DPA)

Changes to Direct Protection Area (DPA) boundaries will be identified in collaboration between CAL FIRE and the affected Federal Agencies through an annual process to update the DPA spatial database. Changes can be divided into two groups -- Changes to negotiated boundaries (signature required) and other changes (signature not required). Proposed annual changes can be submitted as per the schedule provided below or as agreed to by CWCG Agency Directors.

The DPA boundaries delineated within the GIS data layer displays the most accurate line location based on accuracy of current jurisdictional land status and county parcel data. DPA boundaries may change as agencies acquire and/or dispose of lands or through negotiations between CFMA agencies. As incidents occur, the use of the master DPA GIS layer should be used to determine gross scale boundary locations. Locally updated and accurate GIS layers displaying land status shall be used during incidents to determine accurate DPA boundaries.

Process for Changes to Negotiated Boundaries

The current DPA geospatial database reflects the result of past negotiated agreements, specifically areas where one agency has agreed to provide protections of lands that are the legal responsibility of other signatory agencies, within specific negotiated boundaries. Typically, these negotiated boundaries follow identifiable features such as roads, rivers, canals, or ridgetops.

Changes can be proposed for negotiated boundaries, or to which agency lands are to be protected within the boundary. These are usually significant changes to the pattern of protection responsibility, and as such a completed Change Form with signatures is required. Signatures for agencies that are incurring a change in protection responsibility are required as part of the approval process. Signatures for other affected signatory agencies, for example those that administer lands within the change area, are required as part of the notification process.

Submission Packages for negotiated boundary changes will be created by local units and will include:

- Digital data in standard format displaying the proposed change(s)
- Change Form including description and rationale for proposed changes(s), and required signatures

Process for “Other” Changes or Adjustments

“Other” changes include the following:

CAL FIRE

- Incorporations/annexations of State Responsibility Area (SRA)
- Changes to Local Wildland Contracts, where CAL FIRE agrees to protect Local Responsibility Area (LRA) lands
- Inclusion or exclusion of lands from SRA approved by the California Board of Forestry and Fire Protection as part of the SRA review process
- GIS mapping error corrections

Federal Agencies

- All land acquisitions and disposals
- GIS mapping error corrections

Each agency will provide a GIS data layer for their specific “Other” changes. For each change, this includes a proposed DPA provider. For an acquisition by a federal agency (or new SRA), the proposed DPA provider can be inferred based on the existing pattern of negotiated agreements, i.e., who currently protects this agency’s lands (or SRA) in the surrounding area. For instances where the proposed provider is not obvious, discussions need to occur at the local level to reach agreement on a proposed provider.

Note that many of the federal land acquisitions and disposals will not result in a DPA change. However, they are included in the process as part of the notification process so other agencies can confirm no DPA change is required, and so the change can be tracked in companion datasets such as SRA.

Each agency will need to review the proposed “Other” changes to verify that the new DPA provider is in fact consistent with existing agreements. Agencies will work to resolve any issues with proposed changes, and to identify if any of the changes affect negotiated boundaries and must go through the more formal process requiring signatures. Once any issues are resolved, each agency provides blanket approval for the entire package of changes through their CWCG representative.

Review of Proposed DPA Changes

Processing of DPA changes will be as follows:

- **Post:** DPA Data Steward will post all submitted changes so they are accessible to all CFMA agencies for review.
- **Notify:** DPA Data Steward will notify the CWCG representatives and their designated GIS staff via email with specified date upon which reviews must be completed.
- **Review:** Reviews will have identified version. Reviews will continue until all parties agree with the proposed changes and provide the DPA Data Steward written notification of acceptance.

- **Dispute Resolution:** If there are issues at any level within this process, the affected agencies can elevate the issue(s) to their respective agency's next level for review and resolution. If the next review level cannot resolve, then the issue can be sent to the CWCG for a decision.
- **Repost:** When issues are resolved, DPA Data Steward will notify the CWCG representatives that the final package is completed and pending their approval.
- **Records Retention:** Once DPA changes have been approved by CWCG, DPA Data Steward will ensure all records and versions are archived and meet appropriate records retention management policies of the USDA.

Schedule

EVENT	DUE DATE
Annual submission process for proposed DPA changes begins. NOTE: CWCG will send a reminder letter requesting DPA updates annually by October 1 st . The letter will provide links to resources that support the change submittal process (e.g. Change Form, standard GeoDatabase template, current DPA data and maps), and the name for each agency's data collection point.	October 1 st
Each Agency will submit a geospatial database of "Other" changes (see above) that do not require signature to the DPA Data Steward.	December 1 st
Agencies identify, gather, and submit proposed changes to negotiated DPA boundaries to State/regional DPA leads.	December 1 st
Each Agency submits changes to negotiated DPA boundaries that require a signature to the DPA Data Steward.	January 6 th
DPA Data Steward consolidates and prepares web map, hardcopy or PDF maps, and documentation for viewing submitted DPA changes.	February 15 th
All Agency reviews will be finalized. All final changes or modifications are sent back to the DPA Data Steward	April 1 st
DPA draft geospatial database ready for CWCG review	April 15 th
CWCG reviews and approves final DPA geospatial database.	May 1 st
Final DPA geospatial database posted and letter of notification sent.	May 15 th
State and County DPA PDF maps posted by DPA Data Steward.	June 15 th