Acknowledgements

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Agenda

1. Grant Program Overview
2. Federal Grants Basics
3. Grant Life Cycle Phases
4. Writing an Application
5. Submittal requirements
6. Selection and Award Process
**Federal Grant Funds**

CFSC federal grants are not free money (and you don’t have to accept it).

A successful grant application is more than just a good project proposal.

Federal grants are subject to the applicable federal rules and regulations (2 CFR 200) and terms and conditions of the program.

This workshop is to assist you in how to write a competitive grant application while, also addressing all the rules and eligibility requirements of the grant program.

CFSC wants you to be prepared BEFORE submitting the application to receive and manage a federal grant.

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**Who We Are**

*Created by the California Fire Alliance and CFSC*

*Operated by CFSC*

A Single Place to Apply for Wildfire Prevention Grants

*Online at www.cafiresafecouncil.org*

*Agencies That Have Used The Grants Clearinghouse*

- U.S. Forest Service
- Bureau of Land Management
- National Park Service
- Fish and Wildlife Service
- State Farm Insurance
Resources

CFSC Website
• www.cafiresafecouncil.org

Application Handbook
Request for Applications
• Both available on our website

ZoomGrants
• www.cafiresafecouncil.org/zoomgrantslogin
• www.zoomgrants.org

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We’re here to help
### Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Cycle Opens Call for Applications</td>
<td>April 24, 2019</td>
</tr>
<tr>
<td>Grant Application Training Workshops (Various Locations)</td>
<td>May 13-24, 2019</td>
</tr>
<tr>
<td>Applications Due Online</td>
<td>June 5, 2019 5:00 p.m. PDST</td>
</tr>
<tr>
<td>Preliminary Award Announcements</td>
<td>August 2019</td>
</tr>
</tbody>
</table>

### Available Funding

**$2 Million**

- **SFA Program**
  - State Fire Assistance Grant Program
  - $2 million
  - 50/50 match requirement
  - $200,000 maximum on funding requests
  - Projects must be located in California or Tahoe Basin region of Nevada.

### Program Funding

**U.S. Forest Service “SFA” State Fire Assistance Program**

Assisting People and Communities in the Wildland Urban Interface to Moderate the Threat of Catastrophic Fire through:

1. Community Hazard Mitigation and Planning
2. Prevention and Mitigation Education
3. Fuel Hazard Mitigation on Non-Federal Land

Focus on the Cohesive Strategy and California Forest Action Plan

24-Month Term Grant
SFA Program

Match Requirement
- 50/50 match (can be cash or in-kind)
That means, 50% of project costs come from the federal grant and 50% from the match.
For example, a $100,000 request must be matched by $100,000 from the applicant.

Application Limit
- $200,000 maximum request
- 2 application limit
- Fiscal Sponsors may submit 2 applications and receive up to $200,000 plus manage up to $300,000 for other organizations (up to 3 organizations total).

Types of Projects

Eligibility
Organizations working in California and the Lake Tahoe Basin of Nevada, representing their Communities:
- Nonprofit Organizations
- HOA/POAs
- Native American Tribes
- Resource Conservation Districts
- Towns and Cities
- Institutions of Higher Learning
- For-Profit Companies
- Special Districts
### Grant Program Participants

**Federal Government**
- Congress/President
- Department/Agency

**Recipient/Pass-through**
- CFSC: Grantee of the Federal Agency and Pass-through Organization

**Subrecipient**
- Applicant Organization
- Fiscal Sponsor, if applicable

**Beneficiaries**
- The public and specific groups that are supported by the grant activities

### The Role of the Sub-recipient

<table>
<thead>
<tr>
<th>Project Implementation</th>
<th>Proper Grant Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Accomplish the grant objectives</td>
<td></td>
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<tr>
<td>- Implement the project as approved</td>
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<tr>
<td>- Work with contractors, vendors, etc.</td>
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<tr>
<td>- Monitor and track accomplishments and progress</td>
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<tr>
<td>- Before/after photos</td>
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<tr>
<td>- Follow all grant requirements</td>
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<tr>
<td>- Provide accurate, complete, and timely reports</td>
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<tr>
<td>- Meet all deadlines</td>
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<tr>
<td>- Document, document, document!!</td>
<td></td>
</tr>
<tr>
<td>- Expenses and Match</td>
<td></td>
</tr>
<tr>
<td>- Keep complete accounting records</td>
<td></td>
</tr>
</tbody>
</table>

**TWO FACTORS FOR SUCCESS!**

### Capacity Considerations

Does your organization have the *capacity* to manage the project and the grant funds in accordance with federal regulations?

- Does your financial management system meet federal requirements?
- Do you have the necessary project management and technical expertise, or can you get it?
- Have you successfully completed similar projects?
- Do you need a Fiscal Sponsor?
- Can you handle the added workload?
The Role of the Fiscal Sponsor

Act on behalf of an applicant organization that is not incorporated or does not have the organizational capacity to receive federal grant funds

Assume legal responsibility for the management of grant funds

Fiscal Sponsor Duties:
- Signing the Subaward Agreement
- Receiving the Grant Funds
- Full Accounting Services
- Prepare Reports
- Project Management
- Bid Solicitation and Contracting
- Processing Invoices or Work Orders

Federal Grant Rules

Federal grant funds may only be used in accordance with:

- Code of Federal Regulations (2 CFR 200)
- Office of Management and Budget (OMB) policies.

Federal Grant Rules

Regulations provide detailed guidance on how you must manage your grant funds and project activities.

- There are consequences for not complying with the federal regulations – including repayment of the grant funds!

- READ the regulations that apply to your organization before you decide to apply for a grant
Written Policies

- Property Management: safeguard equipment; how to acquire/dispose of property
- Travel: reimbursement/approval of travel; mileage
- Conflict of Interest: procedure for handling conflicts; address Board and Staff

Written Policies

- Financial and Accounting: protect the grant funds; determine allow-ability; maintain accurate documentation
- Personnel: proper time and effort reporting (for employees and volunteers); consistent, allowable charges
- Procurement/Purchasing: solicitation of services and goods; avoid unnecessary purchasing; allow-ability of costs

EXAMPLE OF AN ADMINISTRATIVE REQUIREMENT

Debarment and Suspension

- Certain parties who are debarred, suspended or otherwise excluded may not be participants or principals in Federal assistance awards and sub awards, and in certain contracts under those awards and sub awards.
- Check your own organization and contractors
- Search for records at https://www.sam.gov/
COST PRINCIPLES

- Reasonable
- Necessary
- Allowable
- Applicable

EXAMPLE OF COST PRINCIPLES

Support of Salaries and Wages

Wages, salaries, and fringe benefits of employees must be allowable.

Documentation for these costs must meet the federal standards, which may be different from time-keeping and activity tracking procedures of your organization.

2CFR 200.430 and .431

EXAMPLE OF COST PRINCIPLES

Compensation for personnel services is allowable if:

- It is reasonable for the services rendered,
- It Conforms to the established policy of the organization/agency and is consistently applied to both Federal and non-Federal activities
- It is determined by and supported with documentation as provided by the applicable cost principles.
- Documentation for these costs must meet the federal standards, which may be different from time-keeping and activity tracking procedures of your organization.
- 2CFR 200.430
Grant Funds and Matching Contributions

Grant funds are provided to the CFSC via a master grant from a funding agency.

Matching contributions are cash or in-kind goods or services that come from non-federal sources.

Matching Contributions

All matching contributions must meet ALL of the following criteria in order to be accepted:

- Are verifiable from the recipient’s records.
- Are not included as contributions for any other federally-assisted project or program.
- Are necessary and reasonable for proper and efficient accomplishment of project or program objectives and allocable under 2 CFR 200
- Are allowable under applicable cost principles in 2 CFR 200 Subpart E (200.402-200.411)
- Are not paid by the Federal Government under another award

Federal Grant Regulations

- All Sub-recipients are required to comply with the applicable federal regulations
- The federal regulations specify how to properly implement the grant
  - 2CFR 200
The Grant Cycle Phases

Application Phase

**PREPARATION**
- Attend Grant Application Workshop
- Evaluate Organizational Capacity
  - Policies and Procedures
  - Financial & Business Systems
- Plan Project and Budget

**SUBMISSION**
- Complete Application Package
  - Application Form
  - Letters of Commitment
  - Fiscal Sponsor Agreement (if applicable)
  - Maps (if applicable)
  - Federal indirect cost rate approval (if applicable)
- Submit by the Deadline
  - Preliminary Selection

Pre-Award Phase

**PROJECT REVIEW**
- Initial Screening for completeness
- Independent Review Committee scoring and recommends to CFSC Board
- CFSC Board reviews and ratifies list of projects

**RISK ASSESSMENT**
- Complete Pre-Award Report
- Submit required documents and maps
- Undergo organizational capacity risk assessment
- Complete revised application, if necessary
- Review and sign subaward agreement
Post-Award Phase

Project Implementation

- Environmental Compliance Review
  - Federal, State and Local
- Select Contractors, Vendors, etc.
- Complete Project Tasks
- Monitor and Track Project Accomplishments & Progress
  - Before, during and after photos
- Grant Specialist Site Visit

Post-Award Phase

Proper Grant Management

- Request and Receive Grant Payments
- Submit completed Quarterly Reports on time
  - Progress reports and Match/Expense reports
- Track all expenditures and match contributions
- Renew annually organizational information
  - Insurance, CAGE number, SAM registration
- Document, document, document!!
- Maintain an organized grant file

Close-Out Phase

- Complete final Progress Report
- Complete Closeout Report
- Submit required documents
- Return unspent funds and excess interest
- Success Stories
- Confidential Questionnaire

You must retain your grant file until three years after CPSC’s master grant closes.
Avoiding Grant Fraud

Increased Accountability and Transparency

Grant fraud includes:

• Conflict of interest
• Materially false statements
• Theft

Penalties

Penalties for grant fraud may include:

• Repayment of grant funds to the awarding agency
• Criminal prosecution and civil fraud remedies
• Suspension, debarment and cancellation of current and/or future grant awards

Potential and actual grantees need to understand and follow the requirements!

Ignorance of the law is no excuse

Common Misconceptions

“I’m just a volunteer, so I don’t need to comply.”

• The regulations and requirements apply to ALL grant recipients, regardless of the size and/or complexity of the organization.

“I didn’t have to do this on our other grant. I’ve never seen anything like this before.”

• Increased accountability and transparency have led to increased monitoring and scrutiny of federal grants.
Common Misconceptions

“It’s too much of a hassle, so I don’t need to comply”

• If you want to receive federal funding, you must fulfill all of the responsibilities of a grantee. If you do not want to do that, do not take the money.

“My application was selected, I’m doing everything right, and I’ll receive the grant funds no matter what.”

• Successful applicants will undergo Pre-Award evaluations and ongoing monitoring throughout the grant term.

Remember

• There are many rules and regulations that govern the use of federal grant funds!

• Your agency will have to abide by ALL of the applicable federal grant regulations if your agency accepts the funds!

• It is your agency’s responsibility to review and abide by all of the regulations governing the grant.

Part II
Writing the Application
Create an Account to Apply for Grants
http://www.cafiresafecouncil.org/zoomgrantslogin/

Log in to your account here or create a new account below

New ZoomGrants Account
- First Name
- Last Name
- Email
- Password
- Confirm Password
- R. Organization
- Type

Contact the ZoomGrants Technical Support Team
8 am to 5 pm Mountain Time
Monday-Friday
Toll Free: 866-323-5404

Once you've started an application, you can log in directly at www.zoomgrants.com

My Account Home
Click the "My Account Home" button for other applications in your account

Click the link or "Apply" button to start a blank application
Start an Application

Notification an application has been created. NOW you are ready to begin your application.

Grant Application Tabs

The application has five tabs.

Tab 1: Application Contacts
Tab 1: Application Contacts

This contact person must be different from the first entry.

Email addresses here, no titles or names.

Tab 2: Organizational Capacity

Organizational Capacity
- Multiple people involved
- Roles and Responsibilities
- Processes and separation of duties
- Documentation

History & Accomplishments
- Ability to complete target objectives
- Ability to manage a project start to finish

Tab 3: Project Information

Project Narrative
- Identify the problem
- Describe the project activities
- How do the activities address the problem
Tab 3: Public Engagement and Sustainability

Outreach Efforts To Engage The Public

Promotion Of Community Investment During And After The Grant

How Will The Project Accomplishments Be Maintained

Tab 3: Community Impacts

Communities Affected
• Communities at risk
• Other communities
• Firewise communities

Political Boundaries
• Congressional District, Senate, State Assembly and the County your project is located within

Federal Land Adjacency
• Planning, Fuels, and Education Employment
• Contractors and employees

Tab 3: Cohesive Strategy

Cohesive Strategy Objectives

• Restore and maintain resilient landscapes

• Fire-Adapted Community development

• Response to Wildfire
Tab 3: California Forest Action Plan

Priority Landscapes

Three Themes:
• Conserve
• Protect
• Enhance

Tab 3: Building a Fire Adapted Community

Fire Adapted Communities

- Codes & ordinances
- Exterior Fuel buffer
- Prevention Education
- Fire Safe Councils
- Local capacity
- CWPP
- Cooperative Fire Agreements

Tab 3: Location and Condition of Project Area

Latitude and Longitude
- Use a GPS or find your project location on a mapping website
- Fire Hazard Severity Zone
- Fire Regime and Condition Class
Tab 3: Fuels Treatment - Project Information

• Describe the vegetation type at the treatment site
• Describe the planned vegetation treatment in detail
• Describe the pre- and post-treatment site
• If the project will generate biomass what type and quantity, and how is it being used?

Tab 3: Fuels Treatment – Project Information

Total acreage of the project area
• Project footprint

Number of fuels treatment projects will be completed with this grant
• Count by unique project
• Describe the method used to calculate this number
**Tab 3: Environmental Compliance**

All Projects must be reviewed for compliance with the following federal environmental regulations:
- Endangered Species Act (ESA)
- Migratory Bird Treaty Act (MBTA)
- National Historic Preservation Act (NHPA)
- Bald and Golden Eagle Protection Act (BGEPA)

Other Laws that may apply:
- California Environmental Quality Act (CEQA)
- California Endangered Species Act (CESA)

**More on the Federal Environmental and Cultural Protection Acts**

Your project area may include species, habitats, cultural resources, or historical sites that require special protection.

Record Searches or Surveys may be required prior to the project implementation:
- Include the potential costs in your budget

**Consult with a Registered Professional Forester**

Management of Forested Landscapes
- RPFs are licensed by the state
- RPF involvement is required when managing forested landscapes

RPFs Can Assist With:
- Prescriptions for treatment
- Sale of forest products
- Environmental and site considerations
- Environmental surveys
Tab 4: Tables

**Work Plan**
Sequential Task/Activity
• A sequence of major activities needed to complete the project
Timeframe (in months)
• Representing the span of time needed to complete the project
Responsible Party
• Applicant and cooperator roles are identified
Expected Outcome/Result (Deliverables)
• There are defined objectives for the project

Tab 4: Project Deliverables

**How to report Deliverables:**
1. Enter Projected Quantity and Associated Cost only ONCE
2. Federal Grant Funded
3. Match Funded

Enter whole numbers ONLY
• No decimals or cents

Completing the Project Deliverables Table

<table>
<thead>
<tr>
<th>Project Deliverables</th>
<th>Quantity (Projected)</th>
<th>Federal Cost (Projected)</th>
<th>Match Cost (Projected)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Enter one quantity and the respective federal and match costs.
Tab 4: Types of Project Deliverables

COMMUNITY ASSESSMENT WILDFIRE PLANNING
- Community Risk Assessment
- Community Wildfire Protection Plan
- Fire Management Plan

INFORMATION/EDUCATION
- Outreach/Education Programs (includes workshops)
- Education/Information Products

Tab 4: Types of Project Deliverables

HAZARDOUS FUEL TREATMENT DELIVERABLES
Preparation for Treatment:
- Activities undertaken to prepare the area for fuels treatment
Mechanical Treatment:
- Work that removes or modifies fuel and vegetation
Prescribed Fire:
- To attain planned resource management objectives
Other Treatment:
- Using chemicals and/or biological methods like grazing
Mechanical Treatment with by-products utilized

Budget Detail
List individual budget items under these cost categories

<table>
<thead>
<tr>
<th>Cost Categories</th>
<th>(1) Grant</th>
<th>(2) Applicant</th>
<th>(3) Other Partners</th>
<th>(4) Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Personnel (employees only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Fringe Benefits</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>c. Travel</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>d. Equipment (Items &gt; $5,000/unit)</td>
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<tr>
<td>e. Supplies</td>
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<tr>
<td>f. Contractual</td>
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<td></td>
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<td></td>
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<tr>
<td>g. Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Total Direct Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Modified Total Direct Costs</td>
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<tr>
<td>j. Indirect Costs</td>
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<tr>
<td>Project Total</td>
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</tbody>
</table>
Matching Contributions

Match Amounts by All Organizations are listed in the Application.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Cost Category</th>
<th>Type of Match</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAL FIRE</td>
<td>Contractual</td>
<td>In-Kind</td>
<td>$</td>
</tr>
<tr>
<td>Foothills FSC</td>
<td>Other</td>
<td>Cash</td>
<td>$</td>
</tr>
</tbody>
</table>

Match items are:
- Cash or in-kind
- From the applicant or third parties
- Listed in the budget and have a letter of commitment
- Conform to grant rules (OMB guidelines)
- Allowable and relevant to the grant funded project
- Verifiable (documentation will be required)
- Not counted as match for another federal grant
- Not from a federal source

Fiscal Sponsor Agreement

For those groups using a fiscal sponsor, the signed fiscal sponsor agreement must be submitted with your application. The agreement will define:

- The fiscal sponsor’s responsibility to manage the grant funds
- Communication between the fiscal sponsor and applicant
- The process for reimbursement or payment of grant expenses
- The role each organizations will have in managing the project
- How grant documentation will be collected and stored
- Who will complete grant related reports
Letters of Commitment

Letters of Commitment (LOCs) are required from all contributors of cash or in-kind match.
- Must be uploaded with your grant application on ZoomGrants.
- Must be on organizational letterhead or as an email with organizational identification (such as logo)

LOCs Must Include:
1. A description and dollar value of the match provided and how it relates to the project
2. Contributor contact information
3. Timing of match provided
4. Type of match (cash or in-kind)
5. Signature of an appropriate organization representative

Additionally, the letter must be on letterhead.

Project Vicinity Map
Error Check

Questions that have errors will be listed here

Scroll down on this page to correct the errors.

Submitting the Application

Initial to submit

Submitted Confirmation

Status shows that the application is submitted
**Viewing Submitted Applications**

**Submitted Applications**

- Sutter Creek Fire Safe Council

**Submitting Your Grant Application**

**Things You Can Do To Submit Successfully:**

- Determine what you need to do and make a schedule
- Make sure cooperators understand their roles
- Identify match sources and obtain "Letters of Commitment"
- Check to see that the application responses are consistent
- Ask others to proofread your application
- Evaluate your application based on the scoring criteria
- Make sure the application is complete and is submitted on time

**Keys for Success**

- Use the handbook!
- Set a schedule
- Contact your partners and collaborators ASAP
- Be clear, specific and concise when describing your project
- Plan a reasonable, accurate budget
- Proofread your application
- Contact CFSC for assistance
- Don’t wait until the last minute!
Next Steps: After Applications are Submitted

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Due Online</td>
<td>June 5, 2019 5:00 p.m. PST</td>
</tr>
<tr>
<td>Phase 1 Review: Initial Application Screening and Review Committee Process</td>
<td>June-July 2019</td>
</tr>
<tr>
<td>Notification of Selected Projects</td>
<td>August 2019</td>
</tr>
<tr>
<td>Phase 2 Review: Organizational Capacity and Risk Assessment</td>
<td>August-September 2019</td>
</tr>
</tbody>
</table>

All dates are tentative and subject to change. Contact CFSC for questions about the timeline and steps in the process.

Phase 1: Project Review

Initial Screening
1. Application submitted on time and complete.
2. Applicant organization is eligible.
3. Application is 1 of 2 maximum.
4. Grant amount requested on application(s) does not exceed maximum allowable.
5. Letters of Commitment are complete and properly uploaded.
6. Match amounts in LOCs are consistent with budget.
7. A fiscal sponsor agreement and map was submitted (if applicable).
8. If proposing to purchase equipment, applicant contacted a CFSC grant specialist and submitted the required cost-benefit analysis via email.
9. Budgeted costs are allowable and figures are consistent with the funding request amount.
10. Deliverable costs are consistent with the budget totals.

Phase 1: Project Review

Review Committee
Applications passing initial screening will be reviewed and scored by the volunteer Grant Review Committee.

The Committee is a panel of experts in wildfire issues and application review and selection. This Committee recommends projects for funding to the CFSC Board of Directors.
Phase 2: Organizational Capacity and Risk Assessment

- Complete Pre-Award Report
- Submit required organizational documents
- Self-certify organization’s written policies and procedures
- Sign and submit required certifications and assurances
- Undergo interview with CFSC on organizational capacity

Thank you for helping to protect your community!

2019 Grant Clearinghouse
Application Training
California Fire Safe Council
www.cafiresafecouncil.org
www.zoomgrants.com