Overview

- Programmatic Overview
  - CFSC overview and Mission
  - CFSC Resources
  - Key Dates, Grant Project Types and Scoring Criteria
  - Key Guidance to Applicants
  - Q&A
- Overview of the ZoomGrants Application System
  - Navigating ZoomGrants
  - Overview of questions
  - Submitting
  - Q&A

The Grants Clearinghouse

- Created by the California Fire Alliance and CFSC
- Operated by CFSC
- Mission: "California's leader in community wildfire risk reduction and resiliency!"
- A Single Place to Apply for Wildfire Prevention Grants
- CFSC has distributed over $100 Million in more than 900 subgrants since inception in 2004
- Funding From:
  - U.S. Forest Service
  - Bureau of Land Management
  - National Park Service
  - Fish and Wildlife Service
  - State Farm Insurance
  - Southern California Edison
  - CAL FIRE (new)
Resources

CFSC Website
  • www.cafiresafecouncil.org

Application Handbook
  Request for Applications
  • Both available on our website

ZoomGrants
  • https://cafiresafecouncil.org/grants-and-funding/apply-for-a-grant/
  • www.zoomgrants.org

Brochures Available

Is Your Home Hardened to Survive a Wildfire Ember Storm?

• If you would like one box or more fill out the form on our website
  https://cafiresafecouncil.org/resources/community-wildfire-practitioners/
• We will ship them to you via UPS (be sure to include a street address).

Creating Defensible Space to Help Survive a Wildfire Ember Storm

• One box contains 1,100 brochures of either the hardened homes or defensible space brochures. Shipments are made in complete cases only; cases cannot be broken into smaller quantities.

Your Opinion Matters!

Grant Process Feedback Survey

• The purpose of this survey is to gather information about your experience with CFSC’s Grants Clearinghouse process from start to finish. We will ask you questions about the application process, the support we provide to applicants, subgrantee monitoring, reporting, closeout and ZoomGrants

Survey can be found online at:
  • https://www.surveymonkey.com/r/CFSCFeedback2020
**Key Dates**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Cycle Opens Call for Applications</td>
<td>May 15, 2020</td>
</tr>
<tr>
<td>Grant Application Webinars</td>
<td>May 19, 2020 May 21, 2020</td>
</tr>
<tr>
<td>Applications Due Online</td>
<td>June 18, 2020 5:00 p.m. PDST</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>August 2020</td>
</tr>
<tr>
<td>Awards Start</td>
<td>November 2020</td>
</tr>
</tbody>
</table>

**Available Funding**

• $1.4 Million

**SFA Program**

• State Fire Assistance Grant Program
  • $1.4 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's “Forest and Rangelands: 2017 Assessment”.
  • 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).

2020 Grant Cycle

New for 2020
- The dollar amount available is $1.4 million
- New narrative questions
- Updated links

Same but important
- SAM and DUNS registration
- All materials must be submitted through ZoomGrants
- Detailed instructions are provided on the website in ZoomGrants
- Submit early to become familiar with ZoomGrants
- Submit early: You can make changes after submittal up until the deadline.
- Utilize CFSC Staff for technical assistance, review and project ideas.

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
- School Districts
- Counties
- State Agencies
- 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

Project Implementation

- Accomplish the grant objectives
- Implement the project as approved
- Work with contractors, vendors, etc.
- Monitor and track accomplishments and progress
- Before/after photos

Proper Grant Management

- Follow all grant requirements
- Provide accurate, complete, and timely reports
- Meet all deadlines
- Document, document, document!!!
  - Expenses and Match
- Keep complete accounting records

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.

Scoring & Review Criteria

❖ Phase I: Initial Screening for completeness
❖ Phase II: Scoring Criteria
  • Scoring System has 9 questions that is based on a 1-5 scale
  • Each application is scored on these criteria
  • Review the Scoring Criteria in the Handbook and the RFA on our website.
❖ Other Considerations
  • Geographic Distribution
  • Realistic, clearly written and easy to understand
  • Costs are reasonable in proportion to proposed deliverables.
  • Unique and innovation solution to the problem
  • Community Engagement

Q & A
How to submit an application in ZoomGrants

• Contact CFSC Staff for all technical issues

• May be referred to ZoomGrants staff for further assistance

• Additional assistance: https://cafiresafecouncil.org/grants-and-funding/open-grant-programs/2020-sfa-grant-program/

Contact Us!

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McClellan, CA 95652
(916) 648-3600

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Dan Lang
Senior Grant Specialist
Email: dlang@cafiresafecouncil.org

Accessing ZoomGrants

Login: https://cafiresafecouncil.org/grants-and-funding/apply-for-a-grant/

Returning users log in here

First-time users register here
Once you've started an application, you can log in directly at www.zoomgrants.com.

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

Start an Application

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

Grant Application Tabs

Navigating the Application

Click the tab headings to access and complete each section.
Basic Contact Info

Collaborators

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
**Project Information**

Project Narrative
- Identify the problem
- Describe the project activities
- How do the activities address the problem

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**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

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**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
Cohesive Strategy

Cohesive Strategy Objectives

• Restore and maintain resilient landscapes
• Fire-Adapted Community development
• Response to Wildfire

California’s Forest and Rangelands: Assessment 2017

Three Themes:
• Conserve
• Protect
• Enhance

Building a Fire Adapted Community

Fuel Reduction
Ready, Set, Go!
Forest Management
Prevention Education
External fuel buffer
Interior Safety Zones
Fire Safe Councils
Local capacity
Codes & Ordinances
CRMFP
Cooperation Fire Agreements
Fire Adapted Communities
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

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?

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
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
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

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

Enter one quantity and the respective federal and match costs.
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

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>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Equipment (Items &gt; $5,000/unit)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Contractual</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Indirect Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Document Upload**

Include the contributor name in the LOC description such as "ABC Consulting LOC".

Refresh your view and confirm that the upload was successful.

**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 organization 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

Letters of Commitment

• 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
Submit the Application

Submitted Confirmation
Viewing Submitted Applications

Submitted Applications

Submit 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
• Start now and avoid the rush!
Next Steps: After Applications are Submitted

<table>
<thead>
<tr>
<th>Application Due Online</th>
<th>June 18, 2020 5:00 p.m. PST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1 Review: Initial Application Screening and Review Committee Process</td>
<td>June-July 2020</td>
</tr>
<tr>
<td>Notification of Selected Projects</td>
<td>August 2020</td>
</tr>
<tr>
<td>Phase 2 Review: Organizational Capacity and Risk Assessment</td>
<td>August-September 2020</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 & 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!

2020 Grants Clearinghouse
Call for Applications
Applicant Informational Webinar
California Fire Safe Council
May 2020