

2019 GRANTS CLEARINGHOUSE APPLICATION HANDBOOK

Fire Prevention Grants for Non-Federal Lands



California Fire Safe Council

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“Mobilize Californians to protect their homes, communities and environment from wildfires”

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INTRODUCTION

The Grant Application Handbook is designed to provide applicants and grantees of California Fire Safe Council's Grants Clearinghouse with essential information about the grant process, including grant requirements and expectations.

The information in this handbook is vital for successful grant management and is applicable to new applicants and previous or existing grantees.

For additional assistance with the grant process, please contact the Grant Specialist for your area. A list of the Grant Specialist is provided in the *Contact Information* section.

ACKNOWLEDGEMENTS

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California Fire Safe Council (CFSC) is committed to making its materials and programs accessible to all customers and employees. If you experience any difficulty accessing information provided by CFSC, please contact us at info@cafiresafecouncil.org or (916) 648-3600. We will do our best to assist you. This may include providing the information to you in an alternate format.

In accordance with federal law and U.S. Department of Agriculture (USDA) policy, CFSC is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. Not all prohibited bases apply to all programs. CFSC is an equal opportunity provider and employer.

To file a complaint of discrimination: write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

1. CFSC CONTACT INFORMATION

This section provides contact information for CFSC grant staff and web links to websites for reporting and grant-related information.

Administrative Headquarters (McClellan)
California Fire Safe Council
5834 Price Ave. Ste. 101
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Main line (916) 648-3600

Tracy Katelman Executive Director Phone: 916-648-3613 <u>Email: tkatelman@cafiresafecouncil.org</u>	
Dan Lang Senior Grant Specialist Phone: 916-256-3621 <u>Email: dlang@cafiresafecouncil.org</u>	Contact Dan if your project is located in Northern or Central California
Thelma Clark Senior Grant Specialist Phone: 916 256-3130 <u>Email: tclark@cafiresafecouncil.org</u>	Contact Thelma if your project is located in Northern or Central California
Bethany Perez Business Manager Phone: 916-648-3615 <u>Email: bperez@cafiresafecouncil.org</u>	Contact Bethany with questions relating to banking information for grant payments.
Amber Gardner Clearinghouse Administrator Phone: 916-256-3337 <u>Email: agardner@cafiresafecouncil.org</u>	Contact Amber if you have questions about how to use features in the ZoomGrants website.

**Ontario Field Office
 California Fire Safe Council
 3200 Inland Empire Blvd
 Suite 230
 Ontario, CA 91764**

Dalonna Scott, Data Management Specialist Phone: 909-906-9450 <u>Email:</u> dscott@cafiresafecouncil.org	Contact Dalonna with questions about the environmental compliance status of your grant.
Sandra Lyons Associate Grant Specialist Phone: 909-906-9472 <u>Email:</u> slyons@cafiresafecouncil.org	Contact Sandra if your project is located in Southern or Central California
Elizabeth LaMar Associate Grant Specialist Phone: 559-288-2603 <u>Email:</u> elamar@cafiresafecouncil.org	Contact Elizabeth if your project is located in Southern or Central California

Environmental Compliance Consultant

John S. Kessler, RPF #2494 John Kessler Forestry Phone: 530-859-0883 <u>Email:</u> jkforestry@snowcrest.net	Contact John with questions about the requirements of the environmental compliance process.
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2. IMPORTANT WEBSITES

California Fire Safe Council

www.cafiresafecouncil.org

The California Fire Safe Council website contains contact information, notices about funding sources, meetings and events that may be beneficial to your project or other fire prevention activities.

ZoomGrants

www.zoomgrants.com

ZoomGrants houses the clearinghouse grant application and progress reporting system and is the location for downloading and submitting payment request and grant modification forms. You will access ZoomGrants at least quarterly when you fill out grant progress reports and submit source documentation. Important notices will be sent through the ZoomGrants email system so be sure to keep your account contacts up to date.

SAM

www.sam.gov

The SAM website is used to renew your annual DUNS and CAGE codes. SAM accounts and renewals are free of charge so be sure to renew directly through SAM.gov. Other sites may offer to create or update accounts for a fee but that is not necessary. The debarred and suspended database on SAM.gov can be used to check the status of project managers, those with oversight of the project, and contactors providing \$25,000 worth or more in goods or services.

Code of Federal Regulations

https://ecfr.io/Title-02/cfr200_main

To access the text of the code of federal regulations for grants, find the reference numbers in your sub award for administrative regulations, cost principles, or audit requirements and search for them by clicking on the code of federal regulations link on the website above.

USDA Program Discrimination Complaint Process

<https://www.ascr.usda.gov/program-discrimination-complaint-filing>

As part of the grant agreement, recipients are required to provide information on how to file a complaint of program discrimination with the USDA. The website above describes the process for filing such a complaint.

Community Guide to Preparing and Implementing CWPPs

www.forestsandrangelands.gov/communities/documents/CWPP_Report_Aug2008.pdf

The Community Guide to Preparing and Implementing a Community Wildfire Protection Plan (Community Guide) is a guide intended to assist CWPP participants by providing innovative strategies, case studies, and additional resources to develop, implement, and monitor their CWPPs.

USFS Best Management Practices for Creating a CWPP (2011)

www.nrs.fs.fed.us/pubs/gtr/gtr_nrs89.pdf

The USFS Best Management Practices for Creating a CWPP is a collection of best management practices suggested by a variety of communities that have already implemented CWPPs

How to Complete a Community Wildfire Protection Plan for Washoe County Communities <http://www.unce.unr.edu/publications/files/nr/2013/sp1306.pdf>

The Living with Fire published template from their Learning Center prepared by the University of Nevada Cooperative Extension.

3. LIST OF ACRONYMS

The following is a list of the acronyms that may be used during the grant process. Please contact the California Fire Safe Council if you encounter any terms that you are not familiar with as you prepare your application.

BIA	Bureau of Indian Affairs (United States Department of the Interior)
BLM	Bureau of Land Management (United States Department of the Interior)
BLS	Bureau of Labor Statistics (United States Department of Labor)
BMP	Best Management Practices
BOF	Board of Forestry and Fire Protection
CAL EMA	California Emergency Management Agency (formerly referred to as OES)
CAL FIRE	California Department of Forestry and Fire Protection (formerly referred to as CDF)
CAR	Communities At Risk
CDF	California Department of Forestry and Fire Protection (currently referred to as CAL FIRE)
CDFG	California Department of Fish and Game
CEQA	California Environmental Quality Act
CERES	California Environmental Resources System
CESA	California Endangered Species Act
CFDA	Catalog of Federal Domestic Assistance
CFIRS	California Fire Incident Reporting System
CFP	California Fire Plan
CFR	Code of Federal Regulations
CFSC	California Fire Safe Council
COG	Council of Governments
COI	Community of Interest
CP	Community Protection
CPA	Certified Public Accountant
CWPP	Community Wildfire Protection Plan
DBH	Diameter Breast Height (a measurement of tree size)
DFPZ	Defensible Fuel Profile Zone
DMA	Disaster Management Assistance
DMA	Disaster Mitigation Act 2000 (FEMA)
DOI	United States Department of the Interior (also referred to as USDOJ)
EF	Emergency Funds
EIN	Employee Identification Number
EIR	Environmental Impact Report (CEQA)
EIS	Environmental Impact Statement (SEPA)

EPA	Environmental Protection Agency
ESA	Federal Endangered Species Act (also referred to as FESA)
FEMA	Federal Emergency Management Agency (United States Department of Homeland Security)
FESA	Federal Endangered Species Act (also referred to as ESA)
FFY	Federal Fiscal Year
FMAZ	Fire Management Analysis Zone (CFP)
FMP	Forest Management Plan
FOFEM	First Order Fire Effects Model
FR	Fuels Reduction
FRA	Federal Responsibility Area
FRAP	Fire and Resource Assessment Program
FRCC	Fire Regime and Condition Class
FS	United States Forest Service (United States Department of Agriculture – also referred to as USFS)
FSC	Fire Safe Council
FTB	Franchise Tax Board (State of California)
FWS	Fish and Wildlife Service (United States Department of the Interior – also referred to as USFWS)
FY	Fiscal Year
GIS	Geographic Information System
GM	Grant Manager
GPS	Global Position System
HFR	Hazardous Fuels Reduction
HFRA	Healthy Forests Restoration Act
HMGP	Hazard Mitigation Grant Program (FEMA)
HMP	Hazard Mitigation Plan
ICS	Incident Command System
JPA	Joint Powers Agreement
LAT	Latitude
LONG	Longitude
LRA	Local Responsibility Area
MBTA	Federal Migratory Bird Treaty Act
MOU	Memorandum of Understanding
NDDB	Natural Diversity Data Base (CDFG)
NEPA	National Environmental Policy Act
NFP	National Fire Plan
NFPA	National Fire Protection Association
NGO	Non-governmental Organization
NHPA	National Historic Preservation Act
NPS	National Park Service (United States Department of the Interior)
NRCS	Natural Resources Conservation Service (United States Department of Agriculture)
NWCG	National Wildfire Coordinating Group

OES	Office of Emergency Services
OMB	Federal Office of Management and Budget
OSFM	Office of the State Fire Marshall
PRC	Public Resources Code
Q1, Q2...	Quarter 1, Quarter 2, and so on... (Quarter is a 3-month period used for project planning, distributing funds, reporting project progress, etc.)
RC	Review Committee
RC&D	Resource Conservation and Development
RCD	Resource Conservation District
RFA	Request for Application
RFP	Request for Proposal
RPF	Registered Professional Forester
SAF	Society of American Foresters
SFA	State Fire Assistance
SFM	State Fire Marshal
SHPO	State Historic Preservation Office (California)
SNC	Sierra Nevada Conservancy
SOG	Strategic Opportunity Grants
SRA	State Responsibility Area
T&E	Threatened and Endangered Species
THP	Timber Harvest Plan
UBC	Uniform Building Code
UCCE	University of California Cooperative Extension
UFC	Uniform Fire Code
USDA	United States Department of Agriculture
USDOI	United States Department of the Interior
USFS	United States Forest Service (United States Department of Agriculture)
USFWS	United States Fish and Wildlife Service (United States Department of the Interior)
USGS	United States Geological Survey
VMP	Vegetation Management Plan (CAL FIRE)
WGA	Western Governors Association
WUI	Wildland Urban Interface

4. GRANT PROGRAM OVERVIEW

A. Submission Deadline

Application Period Opens	April 26, 2019
Grant Application Training Workshops (Various Locations)	May 6 – 24, 2019
Applications Due	June 5, 2019 5:00 p.m. PDT

B. Synopsis of Grant Opportunity

California Fire Safe Council (CFSC) is pleased to announce its competitive application process for 2019 wildfire prevention grants. Funding is provided through master grants to CFSC by the U.S. Forest Service to administer the Grants Clearinghouse program, with CFSC issuing subawards to successful applicants for the following areas of hazard mitigation competitive grants:

- Hazardous fuels reduction and maintenance projects on non-federal land
- Community Wildfire Protection Plans (CWPP) and other planning or assessment documents
- Prevention and mitigation education and outreach opportunities for landowners and residents in at-risk communities

C. Funding, Cost Share Requirement and Duration

CFSC has approximately \$ 2,000,000 in State Fire Assistance (SFA) grant funds available for 2019 wildfire prevention projects.

Individual applications that exceed \$200,000 will be ineligible (\$100,000 for organizations utilizing the services of a Fiscal Sponsor). Fiscal sponsors may submit 2 applications and

receive up to \$200,000 for themselves plus be awarded up to \$100,000 each for sponsoring organizations (up to 3 organizations total). To illustrate this, if a fiscal sponsor is sponsoring 3 organizations each asking for \$100,000, then all three may be funded, for a total of \$300,000 plus up to \$200,00 for their own request. So a fiscal sponsor can potentially be awarded up to \$500,000.

The minimum applicant cost share is 100% of the federal grant amount, but can be more. The applicant's matching contribution must come from non-federal sources, and can include cash and/or third-party in-kind contributions. For example, a \$200,00 grant request must be matched with \$200,000 or more from the applicant and cooperators. The grant performance period is 24 months. Grant funds cannot be expended after the termination date.

D. Form of Application Submission

- **Applications must be submitted online by 5:00 p.m. PDT on June 5, 2019 at <http://www.cafiresafecouncil.org/zoomgrantslogin/>.** To submit an application, your organization must have a free account with ZoomGrants. To create a free account, visit <http://www.cafiresafecouncil.org/zoomgrantslogin/> and complete the fields in the "New ZoomGrants Account" box on the right hand side of the screen.
- All supporting documents must be uploaded to the ZoomGrants account in the Documents Tab. Emailed, mailed or faxed documents will not be accepted and will result in application disqualification.
 - All applicants must submit Letter(s) of Commitment from all organizations contributing cash or in-kind services or goods.
 - treated more intensively.[] project map.
 - If your organization is required to use a Fiscal Sponsor, you must submit a Fiscal Sponsor Agreement Letter.
 - If your organization has been given a negotiated Federal Indirect Cost Rate Agreement (NICRA) with a federal agency, you must submit a copy of your NICRA.

E. ZoomGrants E-Grant Site

CFSC uses an online software vendor, ZoomGrants, for the 2019 CFSC Grants Clearinghouse. ZoomGrants is user-friendly, but please allow extra time to become oriented to the software if you are new to ZoomGrants. Applicants will use ZoomGrants to create and submit their 2019 grant applications. Applicants will also use the site to upload Letters of Commitment and Fiscal Sponsor Agreement letters (if applicable).

Go to <http://www.cafiresafecouncil.org/zoomgrantslogin/> to start a grant application today in our ZoomGrants system. You will use this online grant program through the entire period of performance should you be awarded a grant.

5. CFSC CLEARINGHOUSE GRANT HISTORY

The Grants Clearinghouse

The California Fire Alliance originally assisted CFSC in the creation of the Clearinghouse to help achieve the goals of the National Fire Plan by facilitating an open, collaborative process for grant funding. Operated by CFSC, the Grants Clearinghouse is an online grant application process located at www.cafiresafecouncil.org. Applicants can sign-up for a user name and password, and submit applications to the Clearinghouse for consideration.

Following the sunset of the National Fire Plan in 2010, California Fire Safe Council has continued to receive federal funding to provide grants through our Grants Clearinghouse. The National Cohesive Wildland Fire Management Strategy replaced the National Fire Plan and current funding is aligned with the objectives of the Cohesive Strategy and California's Forest and Rangelands: 2010 Strategy Report and 2010 Assessment Report which comprise the California Forest Action Plan.

Benefits for Grant Applicants

- One application process and one deadline for multiple grant programs.
- All requirements are found in the RFA so there is less research and less writing.
- All applications are judged by the same criteria through one process.
- Applications not selected for funding initially are retained in the Clearinghouse for one year in case additional funding becomes available. This has happened numerous times since our first grant cycle in 2004.

Benefits for Funding Agencies

- Funders can support local projects without taking on the required recordkeeping, monitoring, and other duties involved with managing grants.
- Funders can prioritize their own projects adjacent to Grants Clearinghouse-funded projects to achieve a wider sphere of fuel reduction.
- Funders have an effective way to distribute grant funds to local areas throughout California and the Tahoe Basin of Nevada.

In its fifteen years of grant making, CFSC has funded over 900 grants totaling over \$100 million for projects to make communities across California safer from wildfire. Each year, efforts are made to ensure competitive, equitable, and geographically diverse distribution of the available grant funds. The average grant award is around \$111,000.

6. 2019 FUNDING OPPORTUNITY

A. Funding Overview

The CFSC has approximately \$2,000,000 available for 2019 wildfire prevention projects.

Projects must be located within California and the Tahoe region of Nevada. Applications that exceed \$200,000 per application will be ineligible. The mandatory cost share is 100%. Federal funding can account for up to 50% of the project's total cost. The remaining 50% or more must come from non-federal sources, and can include cash and/or third-party in-kind services and goods. For example, a \$200,00 grant request must be matched with at least \$200,000 from the applicant and cooperators. The grant performance period is 24 months. Grant funds cannot be expended after the termination date.

B. Funding Areas

- **Community Hazard Mitigation Planning** CWPP's, Firewise assessments, hazard assessments and similar types of plans
- **Prevention and Mitigation Education** Outreach, mailings, workshops, events, PSA's and other education programs
- **Fuel Hazard Mitigation** Vegetation treatments such as chipping, thinning, burning, grazing, and mastication

Projects may focus on one or more of the categories. Most applications include fuels mitigation AND outreach/education or planning. Some include all three areas of focus.

U.S. Forest Service State Fire Assistance (SFA program)

2019 FUNDING

Approximately \$2,000,000 in State Fire Assistance (SFA) funds are available for the 2019 grant program.

PROGRAM & ELIGIBILITY INFORMATION

Funds are available for all fire prevention activities including training, planning, hazardous fuel treatments, and fire prevention education programs. This program emphasizes fire risk reduction activities by landowners and residents in at-risk communities to restore and maintain resilient landscapes and create fire-adapted communities.

Programs or activities proposed for SFA funding must meet the following criteria:

- Projects must be in the wildland urban interface (WUI) and protecting an officially-designated [Community-at-Risk \(CAR\)](#).
- Projects cannot be on Federal lands or lands leased/permitted by the federal government, with the exception of tribal lands.
- Programs, projects, or activities must address areas identified and prioritized in a Community Wildfire Protection Plan (CWPP) or equivalent document.
- Proposed projects should align with the applicable primary factors, guiding principles and core values identified in Phase I of the Cohesive Strategy.
- Projects will be used to implement actions that utilize strategies within priority landscapes as articulated in the State of California’s Forest Action Plan.

Hazardous fuel reduction proposals can include the purchase of needed supplies and tools such as chainsaws, personal protective supplies, hand tools, etc.

It is expected that applicants shall complete their projects within a 24-month grant term. If funded, applicants will be required to report specific project accomplishments, including statistical data and narrative descriptions on a quarterly basis-adhering to CFSC’s agreed upon schedule, and provide before, during and after photos.

PROHIBITED PROGRAM EXPENDITURES

Purchase of vehicles or heavy equipment such as tub grinders and other expensive assets will not be funded (suggest rental or lease of these items). Construction and purchasing land are not allowable under the State Fire Assistance Programs.

Applicants interested in applying for small equipment purchases such as chippers must contact a Grant Specialist prior to applying to discuss the requirements. In order to request purchase of equipment you must conduct a cost benefit analysis regarding the potential purchase, which would include surveying to see if there is similar excess federal equipment available, and providing a cost comparison between leasing and purchasing the identified equipment. The request to purchase equipment must be submitted in writing to a Grant Specialist prior to submitting an application.

ELIGIBILITY INFORMATION

Eligible Applicants*

- Nonprofit Organizations
- Home/Property Owners Associations
- Native American Tribes
- Resource Conservation Districts
- Municipalities: Towns and Cities and Counties
- Institutions of Higher Education
- Joint-Powers Authorities
- Special Districts
- School Districts
- Counties
- State Agencies
- For-profit Companies

Individuals are not eligible to apply. Unincorporated groups/organizations without “legal standing” * must have a Fiscal Sponsor, and submit a Fiscal Sponsor Agreement Letter with their application.

**Legal Standing: By definition, state and local government organizations have legal standing. Non-Profit, For-Profit, or Other organizations must be incorporated to do business in the State of California or Nevada, and have a Federal Employer Identification Number (EIN). Organizations that do not meet these requirements must identify an organization with legal standing to act as “fiscal sponsor” to administer the grant funds for the applicant.*

COST SHARING/MATCH

Federal funds received from the California Fire Safe Council must be matched with non-Federal funds. The 2019 U.S. Forest Service State Fire Assistance funds require a 50/50 (dollar for dollar) match. (Example: If the total project cost is \$400,000, then the applicant must provide \$200,000 in cost share and the grant will provide \$200,000.) Cost share or match may be in the form of cash or in-kind contributions. Match is subject to the provisions in federal regulations (see: 2 CFR 200 Subpart D (200.306)).

Matching contributions must meet the following criteria to be counted towards the grant.

- They shall be **verifiable** from the recipient’s records.
- They shall not be included as contributions for any other federally-assisted project or program.

- They shall be **necessary** and **reasonable** for the proper and efficient accomplishment of the project or program objectives and **allocable** under 2 CFR 200.
- They shall be **allowable** under the applicable cost principles.
- They shall not be paid by the Federal Government under another award or derived under any other federal assistance program
- Their value shall be determined using scales and estimates appropriate for the local area
- They shall not include grant application preparation fees

NOTE: *Cal Fire 2018-19 Community Wildfire Prevention Program (CWPP) grants and Cal Fire 2018-19 California Climate Investment (CCI) Program grants may be used as matching contributions for the CFSC 19 SFA grant program if the objectives of the CFSC 19 SFA grant application are included within the scope and the active dates of the Cal Fire grant.*

To utilize the CAL Fire CWPP or CCI grant as match, please ensure that:

1. The match is listed in the budget and detail is provided to clearly explain how it will be used. The match must be used to support budgeted project costs during the grant period.
2. A copy of the Cal Fire grant award letter will serve as the Letter of Commitment to the CFSC grant, and must be included with your application. If you are not using the entire CWPP or CCI grant as match, please include a cover letter explaining the contribution amount.
3. The same Cal Fire grant may not be used as a matching contribution for any other federally-assisted project or program.
4. If funded by CFSC, the applicant must submit verifiable records of all matching contributions. For Cal Fire grants, a copy of the grant award alone will not suffice. The verifiable records include receipts, invoices, documents and other items which validate the legitimacy of every grant expense paid with matching contributions must be reported and uploaded with the quarterly progress reports.

Federal Title III (Secure Rural Schools Act) funds are also allowable as match under some circumstances. Please consult with your county official that oversees its Title III allocation. Additional information about Title III can be found at:

<http://www.fs.usda.gov/main/pts/countyfunds>.

Letters of Commitment are required from all organizations providing matching contributions to the applicant's proposed project (except for Cal Fire grants). Letters of Commitment shall be sent by the contributing organization to the applicant. If the applicant organization is providing matching funds to the project, the applicant organization must submit its own Letter of Commitment.

TERMS AND CONDITIONS

1. Grant awards may not exceed \$200,000 per organization (\$100,000 for applicants using a fiscal sponsor)
2. No more than two applications may be submitted by a single organization, except that:
3. Fiscal sponsors may submit two applications of their own, for up to \$200,000 each. However, the maximum amount that the fiscal sponsor can receive for its own projects is \$200,000.
4. Fiscal sponsors may also manage up to \$100,000 in grant funds for each of up to 3 other organizations. To illustrate this, if a fiscal sponsor is identified by 3 organizations each applying for \$100,000, then the fiscal sponsor can manage all of the \$300,000 requested, if awarded.
5. The grant performance period is two years.
6. The proposed projects will address primary factors, guiding principles, and core values of the National Cohesive Strategy for Wildland Fire Management and the California Forest Action Plan.

C. Other Considerations

Before you apply, be sure that your organization has the capacity to manage the project and the grant funds in accordance with federal grant regulations found in 2 CFR 200.

Give careful consideration to these items:

- Written Policies and Procedures: Organizations selected for funding must have written policies and procedures for managing their business processes and duties. These should include written policies for financial management and accounting, procurement, personnel (if applicable), and conflict of interest.
- Financial Management Systems: Does your organization have adequate business management systems and internal controls in place that comply with the federal grant regulations? Does your organization have financial and accounting systems in place to ensure proper expenditure and accounting for the grant funds?
- Project Management Capabilities: Does your organization have sufficiently trained and knowledgeable staff and/or volunteers with the technical expertise to plan and implement the project? Does your organization have access to professionals who can assist in planning and implementing the project?
- Environmental Compliance: Before the grant is awarded, your project will be reviewed by the California Fire Safe Council for compliance with four specific federal acts. Those are the Endangered Species Act (Section 7), the Migratory Bird Treaty Act, the Bald and Golden Eagle Protection Act, and the National Historic Preservation Act.

It is the grantee's responsibility to assure that their project is in compliance with these Acts, *as well as all applicable state and local environmental laws and regulations. An example of an applicable state law is the California Environmental Quality Act (CEQA).*

No ground-disturbing work is allowed until environmental compliance assurances have been received by the grantee.

After the grant is awarded, grant funds may be used to pay for consultation with a qualified expert (such as a California Registered Professional Forester) to determine if the proposed activities could be in conflict with these Acts. Such consultation may also be available from foresters and other environmental experts employed by public agencies, such as Cal Fire, a county fire department, or a Resource Conservation District. The time required for such consultation, review, and approval must be considered when planning the project timeline and schedule.

See also Handbook Section 13 "Appendices", Appendix 6 "Using a Registered Professional Forester for Grants Clearinghouse Projects".

Be sure to thoroughly read and review the grant requirements in 2 CFR 200 and those that are highlighted in this handbook's "Grant Basics" section before you submit your grant application, so that you will know the expectations that come with accepting a grant. Go to www.ecfr.gov and search for Title 2 CFR 200.

D. Fiscal Sponsorship

(Required for organizations without legal standing)

Organizations that do not have legal standing may apply for grants with representation from a fiscal sponsor organization. The fiscal sponsor must meet the grant eligibility requirements and be able to receive the grant award, including meeting all terms and conditions in the subaward agreement on behalf of the organization it is sponsoring. The main role of the fiscal sponsor is to receive and manage the grant funds on behalf of the sponsored organization.

The role of the fiscal sponsor

Fiscal sponsor organizations are accountable for the grant funds and how they are spent. Grant payments are made directly to the fiscal sponsor's bank account, with only approved signers from the fiscal sponsor organization having access to or authority for spending the funds.

The grant subaward agreement will be sent to the fiscal sponsor organization, and must be signed by both the applicant organization and the fiscal sponsor.

Fiscal sponsor organizations may NOT give subawards or advance funds to the organization they are sponsoring. There must be a process for reimbursement or

direct payment of costs to vendors by the fiscal sponsor.

As cosigners to the grant, the subrecipient and fiscal sponsor are both responsible for ensuring that the grant progress reports are completed on time and are accurate.

It is the choice of the applicant organization and fiscal sponsor how much project management activities are shared beyond the funds management function of the fiscal sponsor and the fiscal sponsor may charge a fee for their services. The following are activities that are often shared or completed by the fiscal sponsor organization:

- Accounting Services
- Report Preparation
- Project Management
- Bid Solicitation and Contracting
- Processing Invoices or Work Orders

The fiscal sponsor agreement should define communication, changes to the budget or extensions (major changes require prior approval from CFSC), reporting of grant activities in progress reports and match and expense forms, and any other activities that will be part of the grant.

Changes to the project must be coordinated between the applicant and fiscal sponsor in order to avoid disallowed costs or deviations from the project scope and budget and to finish the project on time.

Fiscal sponsor costs charged by percent, flat fee, or other methods must be charged in a consistent manner and be described in the grant source documentation when reported.

7. FEDERAL GRANT BASICS

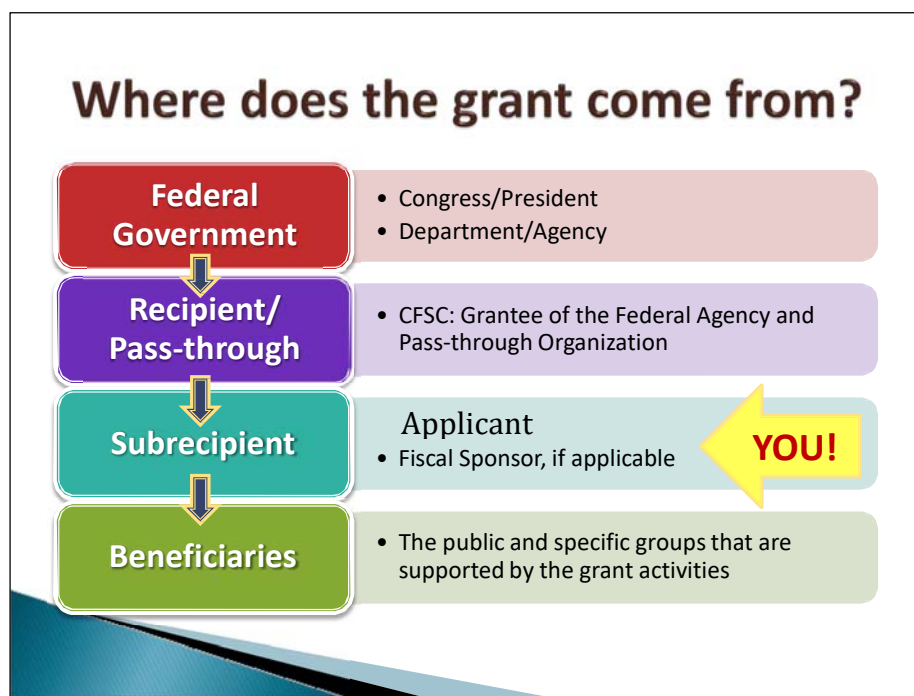
A. Federal Grant Overview

Federal grant funds are made available through appropriations at the federal government level, typically by Congress enacting legislation (laws or acts). The legislation defines specific grant parameters including the match requirements, eligibility information, reporting requirements, and program objectives. The legislation also identifies the federal agency that will be the grantor of the federal grant funds.

The federal agency receives the appropriated funds as part of its budget. The agency then awards grants from those funds to the recipients. The recipients must follow all of the grant regulations and implement projects within the grant parameters.

The federal agency may or may not have the capacity to track a specific program directly, in which case the agency awards the grant to a recipient that is a “pass-through organization”. The pass-through organization will make “subawards” from the master grant to “subrecipients” which are eligible organizations that will serve the beneficiaries of the grant.

The recipient (or the pass-through organization) is the official grantee of the federal agency.



The subrecipient is the grantee of the pass-through organization, NOT the federal agency.

California Fire Safe Council (CFSC) is a pass-through organization. CFSC receives a large master grant from the federal agency and makes subawards to eligible organizations to meet the objectives of the grant program. CFSC is legally responsible for the entire master grant term. CFSC must follow ALL of the federal grant

regulations and requirements, and meet the program requirements of the federal grant program. CFSC is also responsible for the entire subawarding process, from the application to final reports.

As a pass-through federal grantee, CFSC must *pass down* ALL of the applicable federal grant requirements to the subrecipients, since the origin of the grant is federal. The grant funds don't lose their "federal-ness" once they are passed through CFSC. The subrecipient must comply with these federal grant regulations and program requirements.

The subrecipient receives a "subaward" (subaward) to complete a project or manage a program. In order to be eligible to receiving the subaward, the subrecipient must have legal standing* and meet the minimum requirements for receiving grant funds. Applicant organizations that do not meet these minimum requirements must find a fiscal sponsor organization to receive the grant on their behalf.

The beneficiaries include the general public since it is their tax dollars that fund the grant. Beneficiaries also include specific groups that are directly and indirectly supported by the grant program activities – think the residents of the community.

Terminology that is often used interchangeably:

Award = Grant = Subgrant

Grantee = Subaward Recipient = Subrecipient

B. The Role of the Subrecipient

The subrecipient is the organization that carries out a grant project, with funding from the pass-through entity. The subrecipient includes the applicant organization and, if applicable, the fiscal sponsor organization.

The subrecipient enters in to a subaward agreement with the pass-through entity, which outlines the requirements and expectations for the subrecipient. The subrecipient signs the agreement therefore acknowledging that the organization will abide by ALL of the applicable grant regulations, terms and conditions.

The subrecipient is responsible for the successful implementation of the project AND the proper management of the grant. Both factors are equally vital for determining success of the grant. Think of "project implementation" as the content of the activity (measurable results), and "grant management" as the structure under which the activity happens, with the focus on documentation and processes (complete documentation).

Proper grant management includes understanding and complying with all of the grant requirements, completing all required reports on-time, maintaining adequate documentation for all grant activities, spending grant funds in accordance with federal requirements, and ensuring accurate accounting.

Project implementation includes finalizing the project plans, selecting and working with the necessary contractors and participants, tracking the accomplishments of the project, monitoring the project through photo documentation, and ensuring that the project meets the grant objectives as approved.

The Role of the Subrecipient

Project Implementation

- Accomplish the grant objectives
- Implement the project as Approved
- Monitor and track accomplishments and progress
 - Before/after photos

Proper Grant Management

- Follow all of the grant requirements
 - ▶ Provide accurate and complete reports on time
 - ▶ Meet all deadlines
 - ▶ Document, document, document!!
 - Expenses and Match

TWO FACTORS FOR SUCCESS!

The subrecipient will work with third-party organizations (“cooperators”) to carry out the grant activities. Cooperators may include contractors, vendors, volunteers, match contributors, and more. These organizations or individuals are part of the scope of the grant project and their involvement should be clearly defined in the grant application. They

should also understand their roles within completing the grant project.

The subrecipient must include certain clauses when entering into contracts with third-party organizations. The required clauses vary based on the cost, type of activity, and the type of subrecipient organization (nonprofit or government). The subrecipient should include a statement in the contract that the requirements of the statutes must be met. A detailed list of the required clauses can be found in 2 CFR200 Appendix 2.

Remember that, as a recipient of federal grant funds you are spending tax dollars and you are taking on the expectation of accountability that comes with any government spending. Accountability includes spending the funds in accordance with the grant agreement and ALL grant requirements. It also includes being responsive to your grantor (CFSC), completing the grant requirements, and maintaining adequate documentation.

C. The Role of the Fiscal Sponsor

Applicant organizations must be incorporated and have a federal employer ID# to be eligible to apply for federal grant funds. Applicant organizations must also meet the requirements for receiving federal grant funds. If your organization does not meet these requirements, you will need to partner with another organization that can serve as your “fiscal sponsor”.

Some applicants recognize that their organizations do not possess the necessary organizational capacity to apply for and receive federal grant funds. These applicants should seek a fiscal sponsor with the proper financial and business management systems to receive the grant on their behalf.

As the legal entity entering into the grant contract, the fiscal sponsor must comply with the applicable federal regulations that govern the grant. The actual grant agreement will be sent to the fiscal sponsor organization, and must be signed by both the applicant organization and

the fiscal sponsor.

In general, fiscal sponsor organizations will be accountable for the grant funds and how they are spent.

Grant payments will be made directly to the fiscal sponsor's bank account, with only approved signers from the fiscal sponsor organization having access to or authority for spending the funds.

In addition to the accounting services, some fiscal sponsors can also play a role in the project

management and implementation. The applicant organization and the fiscal sponsor will decide on the fiscal sponsor's role and memorialize the arrangement in a formal agreement.

Fiscal sponsors must sign an agreement with the applicant organization certifying that they intend to serve as a fiscal sponsor for the group(s) they will represent.

Written Policies

Federal grantees and subrecipients must have written policies that ensure proper handling of the funds. The policies demonstrate that the organization has internal control to protect, spend and manage the grant funds accurately and in compliance with the grant requirements.

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

Written Policies

- ▶ **Financial and Accounting**: protect the grant funds; determine allowability; maintain accurate documentation
- ▶ **Personnel**: proper time and effort reporting; consistent, allowable charges
- ▶ **Procurement/Purchasing**: solicitation of services and goods; avoid unnecessary purchasing; allowability of costs
- ▶ **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

When drafting and/or revising your written policies, refer to the federal grant regulations applicable to your organization. These regulations will direct what stipulations need to be included in your policies. Keep in mind that the federal grant regulations may go above and beyond your existing policies and procedures. If you want to receive federal grant funds, then your policies must meet the federal standards.

Also remember that 2 CFR 200 contains new and updated regulations that will impact your existing policies and procedures. Your organization needs to review the existing policies for compliance with the new regulation and be ready to implement changes as needed.

As a pass-through entity, CFSC must evaluate the capacity of each subrecipient prior to making a subaward. As part of this evaluation, each organization will be asked to self-certify that its policies meet the federal grant regulations applicable to the organization type.

Debarment and Suspension

The federal government maintains a list of the debarred, suspended and excluded parties on the System for Award Management (SAM) database. The list is known as the Excluded Parties List System (EPLS).

Debarred, suspended and excluded parties may not be participants or principals in Federal assistance awards and subawards. This requirement extends to contracts made under federal awards or subawards. Please check the Uniform Administrative Requirements in 2 CFR 200 for the complete verbiage regarding debarment and suspension.

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/>
- ▶ Start checking **NOW!**

Prior to receiving federal grant funds, grantees must verify that they have searched their organization, all principals with authority or involved with the grant, and any known contractors.

Contractors and vendors (and their principals) sought during the grant term must also be checked on SAM prior to entering into any formal agreement to make sure there is no debarment or suspension.

You can search for records on the SAM website: <http://www.sam.gov/> using the name of the organization, name of the person, or other identifiers, such as the DUNS or CAGE number.

Note that when a search result is found, there may be instances where an individual or organization has the same or similar name as your search request but is actually a different party. Therefore, it is important that you verify a potential match by checking other information on the record, such as the address.

Support of Salaries and Wages

EXAMPLE OF COST PRINCIPLES

Support of Salaries and Wages

- ▶ Wages, salaries, and fringe benefits of employees may be allowable
- ▶ Compensation for personnel services is allowable if it:
 - Is reasonable for the services rendered,
 - Conforms to the established policy of the organization/agency consistently applied to both Federal and non-Federal activities, and
 - Is determined 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

Salary, wages and fringe benefits are allowable under a grant, following certain criteria. These costs can be used as match towards the grant or be paid for with grant funds.

The Cost Principles in 2 CFR 200 explain the requirements for counting salary and wages toward a grant, either as an expense paid for by the grant or

a matching contribution. See the applicable federal grant regulation for the full description.

A recent audit report by the Office of Inspector General (OIG) described serious compliance issues related to salary management and administration with Recovery Act grants made to a variety of organizations. It was found that some salary costs were not tracked properly or allocated to grants in accordance with the Office of Management and Budget requirements and federal Cost Principles, and did not adhere to the Fair Labor Standards Act.

Common audit findings included: lack of salary documentation, or documentation that does not meet federal standards; employees charging salary as budgeted rather than as actually worked; and time worked on multiple grants/projects not recorded separately.

D. Grant Funds and Matching Contributions

The project will be funded by two sources: (1) grants funds and (2) matching contributions. Both sources are necessary to complete the proposed work and must meet certain requirements to determine that they are allocable to the grant.

Most federal grant programs require the recipient and the community to invest in the project in order to be eligible for the federal grant funds. This investment is known as “match” or “cost-share”. The amount of match required is specific to each grant program.

Location of Uniform Administrative Requirements regarding Matching Contributions: 2 CFR 200 Subpart D (200.306)

Matching contributions are budgeted and planned for in the grant proposal in the same way as grant funds. Just as federal expenses are reported once they are incurred, matching funds

must be spent for their intended purpose before they are reported in the project budget as match. Costs covered by matching contributions must be just as essential to the project objectives as those covered by grant funds. Costs covered by matching contributions must be documented, accounted for, and treated in the *same way as costs covered by grant funds, in accordance with the same cost principles and grant regulations.*

Project Funding:
Grant Funds and Matching Contributions

- ▶ Grant funds come from 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
- ▶ 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 Parts 220 or 230.
 - Are not paid by the Federal Government under another award

There are two types of match: (1) Cash contributions, including donations, non-federal grants, and state/local appropriations; and (2) In-kind contributions, including the value of donated goods and services, provided by the grantee organization or third-party contributors.

Matching contributions cannot include any goods, services, or time paid for or funded by the federal government. Grantees must check with the match contributor to ensure that the origin of the match is not in any way paid for or funded by the federal government.

Matching contributions used for the project are to be reported on a quarterly basis and during the closeout phase of the grant. Grantees shall only count match for which they have proper documentation and that meets the above criteria.

Criteria for all expenditures of grant funds, including matching contributions received:

Allowable: Just as you would treat a grant-funded expense, all expenses covered by matching contributions must be deemed allowable as per the federal cost principles applicable to the grantee organization.

Allocable: A matching cost that is allocable to a particular cost objective (i.e., a specific function, grant project, service, or other activity) in accordance with the relative benefits received. A cost is allocable to a Federal award where it is treated consistently with other costs incurred for the same purpose in like circumstances and (1) is incurred specifically for the award, (2) benefits both the award and other work and can be distributed in reasonable proportion to the benefits received, or (3) is necessary for the overall operation of the organization.

Reasonable: The value of the matching contribution should be consistent with the value of similar goods, services, wages, volunteer rates, etc. used at the same location and for the same project objective. Grantees should have a written policy for evaluating reasonableness, and that policy should be adhered to when valuing matching contributions.

Necessary: Matching contributions must relate to specific grant objectives and play an essential role in the completion of the grant project. Matching contributions are not “icing on the cake”; instead, they are vital for the project to succeed. Contributions that do not directly relate to specific grant objectives or project tasks shall not be accepted as match or counted toward the project.

Verifiable: Matching contributions must be thoroughly documented, with invoices for goods or services provided, time sheets for hours worked, receipts for donations accepted, etc.

Each piece of match and expense documentation must include key pieces of information, including:

Expense Documentation must include the following:

1. Date(s) of purchase or work done
2. CFSC grant number

3. Cost category
4. Approved by (initials and date)
5. Paid by (initials and date)
6. Check number
7. A clear description of items or services purchased that verifies relevance to the grant
8. If expenditure is being split between several grants, a description of the how the cost is allocated and what formula is being used to determine it.

Match Documentation must include the following:

1. Date(s) of the donation/contribution
2. CFSC grant number
3. Budget Cost Category
4. Name and contact information of the donor
5. Approved by (initials and date)
6. Detailed description of the item or service and that verifies the relevance to the grant (add comments if necessary)
7. If match contribution is being split between several grants, a description of the how the match is allocated and what formula is being used to determine it.
8. Value of the contribution, including how the value was determined and who made the determination

E. Avoiding Grants Fraud

Recent calls for increased accountability and transparency when it comes to government spending are experienced in the world of federal grants as increased scrutiny to show that the funds are being used appropriately for a public purpose and in compliance with the federal grant regulations.

Avoiding Grant Fraud

- ▶ Increased Accountability and Transparency
- ▶ Grant fraud includes:
 - Conflict of Interest
 - Materially false statements
 - Theft
- ▶ 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 or future grant awards
- ▶ Potential and actual grantees need to understand and follow the requirements NOW
 - Ignorance of the law is no excuse!

While most subrecipients would state that they would never knowingly commit grant fraud, it is important to understand the many, various ways that an organization may engage in activities that could be considered fraudulent.

Federal Offices of Inspector Generals (OIGs) conduct audits of grantees and grant processes as well as investigations related to fraud and other inappropriate uses of federal funds. They use the term “grant fraud” to describe a variety of improper actions, the most general being:

Conflict of Interest

Transactions involving undisclosed related parties, purchasing goods or services from a business in which the organization has an ownership interest.

Making materially false statements to the government

Misstatements, false certifications, failure to maintain adequate supporting documentation, misrepresentation of costs, and attempts to charge unallowable costs.

Theft

Fictitious transactions, creative bookkeeping, misuse of a credit card designated for grant funded purchases.

Subrecipients must do everything that they can to prevent grant fraud from taking place. Many organizations will need to review their business policies and procedures to ensure that proper internal controls are in place to ensure protection of the federal grant funds. They will also need to increase their standards for documenting match and expense.

For a full report, search the Internet for “Reducing Grant Fraud Risk: A Framework for Grant Training”, a report by Financial Fraud Enforcement Task Force Recovery Act, March 2012.

There are many examples of organizations that have been found to be noncompliant with certain grant requirements. One recent example involves the national charity, Big Brothers Big Sisters of America, which was found to have overpaid consultants, failed to track the grant funds, and failed to keep proper financial records. The charity is now at risk of having to repay the federal funds back to the awarding agency and may lose current and future funding. These results affected not just the national organization, but also the local chapters which received subawards from the national organization. The local subrecipients may also have to repay grant funds and face potential penalties.

Avoiding grant fraud is just another reason why it is of paramount importance that potential grantees understand and prepare their organizations NOW to ensure that they are ready and able to comply with ALL of the requirements associated with receiving federal grant funds.

F. Common Misconceptions

All applicant organizations need to consider whether they are ready to take on the commitment of managing a federal grant. This is especially necessary if the organization is operated solely by volunteers or has a relatively small staff. CFSC encourages participation by volunteer and community organizations, but wants to ensure that all applicants are aware of the requirements *before* accepting the grant. This training is designed to strongly urge

Common Misconceptions

- ▶ **“I’m just a volunteer.”**
 - 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.
- ▶ **“It’s too much of a hassle.”**
 - If you want to receive federal funding, you must fulfill all of the responsibilities of a grantee. If you don’t want to do that, don’t 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.

every applicant to review and thoroughly understand the expectations of all subrecipients.

You may have experienced less monitoring under a previous grant, but the requirements have been in place for federal grants for many years.

Consider the requirements of the grant and the workload associated with meeting those requirements and deadlines. Design your project and budget to accommodate the documentation and accounting

processes that will be required. Make sure you and your organization are prepared to take on the responsibility of managing a project this way.

Subrecipients are also closely monitored during the grant term through quarterly reports, site visits, and desk reviews of grant documentation. If a subrecipient is found to be in noncompliance or fails to meet certain requirements, then awarding agency may withhold pending and future grant payments and/or the termination of your grant based on failure to meet grant requirements or non-performance.

8. FEDERAL GRANT REGULATIONS

Since the grant funds awarded through the Grants Clearinghouse originate from the federal government, all subrecipients are required to comply with the applicable federal regulations. The federal regulations are assigned to each type of organization eligible for federal funding. Penalties for noncompliance may include termination of the grant, disallowance of costs, and repayment of the grant funds (even if they have already been spent).

The federal regulations include a wide variety of topics and provide expectations of the grantee organization. The regulations specify how to properly implement the grant, including detailed information on how to document expenses and match towards the grant.

CFSC strongly recommends that applicants take the time NOW to read the federal regulations applicable to their organizations in 2 CFR 200 in order to familiarize themselves with what will be expected if awarded a grant. The federal grant regulations are contained in the Code of Federal Regulations (CFR). Subrecipients are subject to the OMB guidance in subparts A through F of 2 CFR 200 as adopted and supplemented by the U.S. Department of Agriculture in 2 CFR Part 400.

As a recipient of federal funds, California Fire Safe Council complies with the applicable federal requirements. The entire Grants Clearinghouse process, including the application phase, as well as the requirements passed down to the subrecipients are generated by these regulations.

Grant subrecipients must comply with all applicable federal grant regulations and program requirements.

Uniform Administrative Requirements: These regulations establish consistency and uniformity in the administration of those grants and agreements. Topics found under the administrative requirements include standards for financial management systems, equipment, cost sharing/match, and revision of budget and program plans. The Administrative Requirements can be found in Parts A through D of 2 CFR 200.

Cost Principles: These regulations establish standards for determining what costs are allowable under federal awards carried out through grants, cost reimbursement contracts, and other agreements. Topics include allowability of costs, direct versus indirect costs, and a list of selected items of cost with details on how to properly evaluate and document the cost. The Cost Principles can be found in Part E of 2 CFR 200.

Audit Requirement: Grant recipients are subject to the “single audit” requirements defined in Part F of 2 CFR 200, if the applicant organization or fiscal sponsor spends \$750,000 or more in federal funds in its fiscal year. The single audit is an examination by an independent auditor of an

organization's financial records, internal controls and compliance with regulations governing federal awards. An organization that undergoes single audit should provide a copy of the audit report to CFSC during the pre-award phase and annually thereafter.

Many organizations undergo standard (non federal) audits annually to evaluate their procedures, accounting practices and internal controls. Copies of these audits should be provided to CFSC each year during the grant term.

A. Uniform Guidance 2 CFR 200 “Super Circular”

In December 26, 2013, the Uniform Grant Guidance (UGG) was released which combines the eight sets of federal grant regulations (OMB A-21, A-87, A-110, A-122, A-89, A- 102, A-133 and A-50) into one set for all types of grantees & subrecipients. All federal agencies were mandated to design regulations and adopt the guidance as of December 26, 2014. The transition to the UGG included over 60 changes to the existing requirements. The purpose was to emphasize oversight, with heavier responsibility on pass-through entities; stress importance of internal controls; and encourage efficient use of information technology.

Subrecipients should read and become familiar with 2 CFR 200. In particular, the UGG heavily emphasizes the need for established processes and written procedures related to procurement, travel, time-effort reporting and more. Without compliant policies, an organization will not be able to receive federal funding. Additionally, there are changes to dozens of selected items of cost and their allowability.

B. Prepare now

If you are considering applying for a grant, you should ask yourself if you are eligible AND if you are ready. These questions should be answered by the applicant organization AND the fiscal sponsor.

Subrecipients shall review their existing written policies for compliance with the federal regulations. There is even more of an emphasis on established processes and written procedures related to procurement, travel, time-effort reporting and more. Additionally, there are changes to dozens of cost items and their allowability.

Make changes to your organization's policies so that they meet these federal standards. Without compliant policies, your organization will not be able to receive federal funding.

C. Financial Management System

Does your organization have written policies and procedures that meet the federal requirements? Does your organization have adequate business management systems in place that comply with the federal grant regulations? Does your organization have financial and accounting systems in place to ensure proper expenditure and accounting for the grant funds?

D. Project Management Capabilities

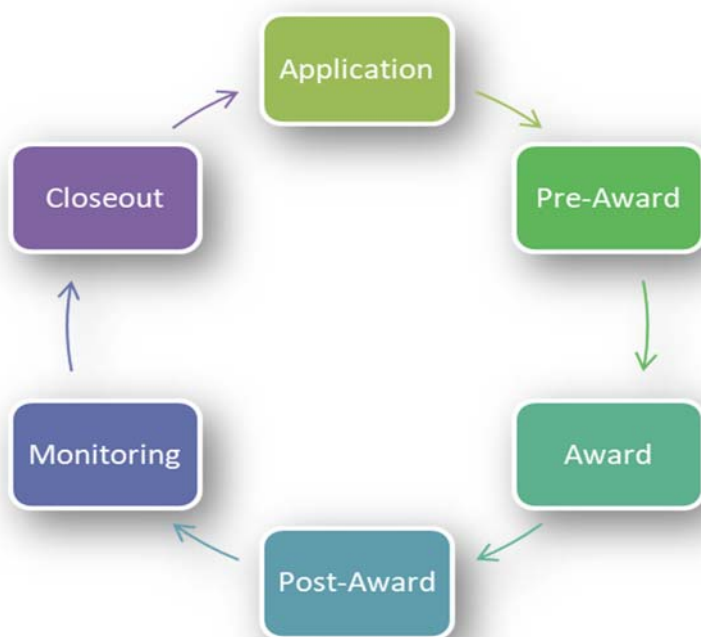
Does your organization have sufficiently trained and knowledgeable staff or volunteers with the technical expertise to plan and implement the project? Does your organization have access to

professionals who can assist in planning and implementing the project? Does your organization have experience in successful project management, including meeting project deadlines, managing the workload, and accomplishing clear objectives?

E. Website links for CFRs

Subject	State, Local, or Tribal Governments, Non-Profits, and Educational Institutions	For-Profits
Uniform Administrative Requirements	2 CFR 200-Subpart D Website: http://www.ecfr.gov	2 CFR 200-Subpart D Website: http://www.ecfr.gov/
Cost Principles	2 CFR 200-Subpart E Website: http://www.ecfr.gov	48 CFR FAR 31.2 Website: http://www.ecfr.gov
Audits	2 CFR 200-Subpart F Website: http://www.ecfr.gov	2 CFR 200.501(h) (For-Profit recipient Audit thresholds are determined by the awarding agency.)

9. GRANT CYCLE PHASES



Application	Advertisement of grant opportunity Application Preparation and Submission Application Scoring
Pre-Award	Pre-award document completion Risk Assessment Subaward preparation and signing
Award	CFSC prepares and disburses subawards and the recipient reviews the terms and conditions.
Post Award	Environmental Compliance Grant payments Project implementation Financial and accomplishment reporting (quarterly)
Monitoring	The monitoring phase spans the entire grant lifecycle and includes CFSC monitoring of the subgrantee for compliance, adherence to terms and conditions and achievement of performance goals. Desk reviews, site visits and technical assistance occur during this period.

Closeout	<p>Closeout report submitted within 90 days of grant end date</p> <p>Payment of remaining cost incurred during the grant period</p> <p>Document retention period of three years following closeout (3 years from close of master grant for federal subawards).</p>
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A. Application Phase

Advertisement of Grant Opportunity

Applications for grants are advertised with accompanying information relating to the source of funding, program description (types of activities that can be funded), important dates, eligibility information, application review criteria, and contacts for further information about the advertised grant opportunity.

Application Preparation, Submission and Scoring

Applicants are presented with an application process, timeline, and deadline, after which the applications are scored by the awarding agency personnel, volunteers, or grant reviewers. In the case of CFSC, grants are reviewed by a volunteer peer panel.

B. Pre-Award Phase

Pre- Award Document Completion

Organizations whose applications are selected for funding must complete additional certifications and provide documentation to establish their eligibility to receive funds. Documentation and certifications relate to the IRS tax status of the organization, insurance, lobbying activities, organization capacity, compliance with documentation standards, policies and procedures, financial reporting, audit history, and additional project details, among others.

Risk Assessment

As required by 2 CFR 200, grant applicants undergo a risk assessment as part of the pre award process. The risk assessment is a standardized evaluation based on items such as financial stability, business systems, performance history, audit reports and findings, and debarment or suspension status.

C. Award Phase

Subaward Agreement Preparation and Signing

The subaward agreement is a legal document that contains details and/or references to all the grant requirements, expectations and terms and conditions including the award amount and matching commitment, terms for reporting, compliance and termination. Applicants that receive final approval during the Pre-Award review process will receive a subaward agreement. This is the legal document binding the applicant, fiscal sponsor (if applicable), and grantor in agreement to the terms of the grant. The subaward agreement must be thoroughly reviewed by all parties participating in the grant and must be signed by a person with decision-making authority within the organization. Upon signing the subaward agreement, the subrecipient, and fiscal sponsor when applicable, are legally committing to meet the terms of the award. The grant is not official until the subaward agreement is signed and returned to the grantor. No grant activities may commence until the signed subaward is

received and the grant term has begun.

National Policy/Environmental Compliance

Compliance with all applicable national policies and administrative management standards including the code of federal regulations for grants is required. Compliance with federal environmental laws that are triggered by the award of funding is an example of this requirement.

D. Post Award Phase

Grant Payments

Throughout the Post-Award Phase, recipients and subrecipients request and draw down grant payments from the grantor. Some types of grants are paid out as a series of advance payments and others are paid as reimbursements for accrued expenses.

Project Management

Recipients are expected to complete all aspects of the project as outlined in the grant application. Projects are scored and funded based on their application and signing the subaward agreement is a commitment to complete those objectives.

Procurement

When selecting contractors and vendors, subrecipients must follow their organization's procurement policies and the grant regulations, documenting the selection process and checking the debarment status of each contractor and its principals (current 2 CFR 200 threshold for this requirement is \$25,000).

Reporting

Reporting (quarterly for Clearinghouse Grants) is a federal grant requirement. You will report on the progress of your grant, comparing your actual accomplishments to your projections. You will provide narrative descriptions on the project noting successes, setbacks, and any approved changes. You will also report on the grant budget, providing a complete accounting of all expenditures of grant funds and matching contributions over the course of the grant. You are expected to expend matching contributions regularly throughout the grant, showing increases in the total amount of matching contributions used to date in each quarterly report.

Documentation

Subrecipients are expected to maintain organized, detailed and complete grant files. Files should include all documentation related to the grant, including source documentation for all expenditures and match amounts. Source documentation includes, but is not limited to: invoices, receipts, time sheets, contracts, etc. Grant documents should be organized by quarter.

E. Closeout Phase

Closeout

Closeout procedures include finalizing payments that must be made with grant funds or match, returning surplus federal funds or interest in excess of the allowable threshold (currently interest amounts over \$500) and providing closeout report data requested by the

awarding agency. The Closeout Phase begins immediately following the grant term and lasts 90 days. The final progress report is due 30 days after the end of the grant term.

Subrecipients are responsible for providing safe and secure storage for the grant files, such as in a fire safe or other container to protect them from fire, water, pests, and other threats for three years following the close of the master grant under which they were awarded. If there is a change in the contact person for the grant, the awarding agency must be notified immediately.

10. APPLICATION INSTRUCTIONS

A. Application Assistance

Because CFSC grant specialists do not select applications for funding, they are available to read your application and provide feedback if time allows. This can be very helpful as a way of catching errors or areas where the application can be improved or clarified. If you request that a CFSC staff member reads your application please do the following:

- Have your application as complete as possible.
- Allow enough time for the grant specialist to read and respond to your application.
- If any changes are suggested, only make those that you are comfortable with
- Remember that having a CFSC staff member read your application does not guarantee that it will be funded.

B. How to Apply for Clearinghouse Grants

Create a ZoomGrants Account

CFSC receives applications via ZoomGrants. ZoomGrants is a software program that creates and holds the applicant's digital file.

1. Go to the CFSC website: www.cafiresafecouncil.org
2. Go to the “Apply For a Grant” tab.
3. Go to Current Grant Cycle (ZoomGrants Login).
4. Follow the directions for a New ZoomGrants Account.

When you select the ZoomGrants login option on the CFSC website, you can “preview” the grant program announcement and create a new account. You must create an account before you begin a grant application.

The ZoomGrants Technical Support team is available 8 a.m. to 5 p.m. Mountain Time Monday through Friday Toll Free at 866-323-5404.

The two views available in your account will be your account profile and your applications. Please complete your account profile before working on applications. If you are using a fiscal

sponsor, the application may be submitted through your own ZoomGrants account or through the fiscal sponsor's account. *Please Note: You can make the view larger (on a PC) by holding ctrl [+].*

C. My Account Home

Once you've logged into your account, the homepage screen will display the following tabs across the top:

- **Incomplete:** Incomplete/unsubmitted applications from every cycle. This is the default screen.
- **Submitted:** All applications submitted in every cycle.
- **Approved:** All approved and funded applications in every cycle.
- **Declined:** All declined applications in every cycle.
- **Archived:** Applications that were submitted in previous cycles.
- **Currently Open:** Currently open grant programs. [Start here to write a new application.](#)

Grant Program Overview Tabs - These are at the top of your screen

- [Description:](#) This section provides an overview of the grant program, eligibility requirements and grant criteria.
- [Additional Online Resources:](#) This section provides helpful online links that may assist you in applying for a grant.
- [Restrictions:](#) Grant program restrictions will be listed in this section.
- [Library:](#) Useful documents, such as How to Calculate Biomass Volume, are posted here.
- [Contact Admin:](#) Send an email directly to CFSC Clearinghouse Administrator.
- [Announcements:](#) Updates about the grant program.

D. Start an Application

1. To start a new application select the “Currently Open” tab from the Home Page and you will see the 2019 SFA Grants Clearinghouse. Select the hyperlinked text to start a new application.
2. Once you’ve opened a new application, you’ll need to select the “Start Now/Apply” button to activate the form and begin filling it out.

Please Note: Information entered into your application is saved automatically as you go through the application. There is no “Save” button.

Please Note: There is a link on the far right of the application page titled “find a grant writer.” This link will take you outside the California Fire Safe Council’s site as it is hosted by ZoomGrants to assist users in the grant writing process. This link is administered by ZoomGrants and is not affiliated or endorsed by CFSC. There may be a charge to utilize the services of a grant writer.

E. Complete the Application Online

The 2019 Grant Application is divided into 5 parts or tabs - All five parts must be completed to successfully submit an application.

TAB 1: Application Snapshot

- Project Name
- Amount Requested \$
- Match Amount \$
- Organizational Contact Information

TAB 2: Organization/Fiscal Sponsor Information

- Organizational Info and Capacity Questions

TAB 3: Project Information

- Project description questions
- Fuels Treatment project questions

TAB 4: Tables

- Workplan
- Detailed Budget

- Deliverables
- Match Table

TAB 5: Document Uploads

Letters of Commitment and Letters of Commitment Cover Letter

- Map (If Applicable)
- Fiscal Sponsor Agreement (If Applicable)
- Indirect Cost Rate Agreement (if using indirect rate approved by Cognizant Agency)

The planning tool is a version of the application, available in the ZoomGrants Library, which can be filled out offline to help you prepare your application responses. If you choose to use the planning tool, you may copy and paste your answers from there into the online application. Do not submit the planning tool.

F. Uploading Documents to ZoomGrants

The following section describes in detail the documents that must be uploaded and submitted with the grant application via ZoomGrants in order for the application to be considered complete and eligible

Use the file upload option only. Do not use a link to an external location.

Please Note: There is a 4MB size limit for uploading documents to ZoomGrants. Please scan at the lowest resolution and/or decrease the size by saving multiple-page documents as one or two pages.

1. Letters of Commitment (LOCs)

LOC's are required from all contributors of cash or in-kind match including applicant and/or third party organizations

- Must be uploaded with your grant application on ZoomGrants. CFSC will not accept faxed, mailed, or emailed LOCs.
- Must be on organizational letterhead or as an email with organizational identification (such as a logo)
- A cover letter from the applicant organization must be included that lists all contributing organizations and the value of the contribution from each.

Individual LOCs Must Include:

- A description and dollar value of the match provided and how it relates to the project
- Contributor contact information
- Timing of match provided
- Type of match (cash or in-kind)
- Signature of an appropriate organization representative

2. Fiscal Sponsor Agreement (if applicable)

If your organization is applying with a fiscal sponsor, attach a copy of the fiscal sponsor agreement signed by all parties. This is part of the grant application. See the section on fiscal sponsors in the Program and Eligibility section for details.

Fiscal Sponsor Agreement:

A fiscal sponsor agreement must be in place between the organizations applying, and a copy of the agreement must be uploaded with the grant application online. The fiscal sponsor agreement must include these items:

- Recognition of the fiscal sponsor's responsibility to manage the grant funds
- The communication process between the fiscal sponsor and applicant
- The process for reimbursement or direct 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

3. Project Vicinity Map

- A project location map is required for all projects.
- Provide the organization name, project title and identifying markers to show the county or regional area of the project.
- For projects with disbursed locations such as homeowner chipping or regional focus such as those for planning or education, a map that identifies the region of the activities is adequate.
- For vegetation treatment projects with specific locations such as fuel breaks, the map can either show a pin point or a boundary of the treatment area and must contain enough specific information that a grant reviewer can locate the project.

A simple map can be made by copying an existing map of the area where you will be working, such as from an atlas or road map, and drawing an "x" on the project location or circling the project area(s).

Please note: Additional detailed maps will be required for selected applications during the pre-award phase.

4. Indirect Cost Rate Agreement (If Applicable)

If your organization has been given a negotiated Federal Indirect Cost Rate Agreement (NICRA) with a federal agency, a copy of your NICRA must be uploaded to ZoomGrants and you must use this rate on all federally funded projects.

Indirect Costs

If your organization has a federally approved indirect cost rate, this rate must be included as a federal cost in your grant application budget. If you have an approved rate but do not intend to charge that rate as a federal cost to your grant, you must use the rate as match.

If you choose to use a federally negotiated indirect cost rate as a cost or match, documentation of the approved rate must be uploaded to ZoomGrants as part of your grant application.

De minimis rate of 10% of modified total direct costs (MTDC) Organizations that have **never** had a federally approved indirect cost rate may opt to use what is referred to as the “de minimis” rate of 10% of Modified Total Direct Costs. See the following description to determine your organization’s MTDC. Use the example included following this section as a model for documenting your Modified Total Direct Costs and allowable indirect costs.

2 CFR 200.414 Subpart E Cost Principles:

Any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

The following are eligible to use the de minimis rate of 10% of MTDC:

— Non-federal entities which have **never** held a negotiated rate are eligible to elect the de minimis rate of 10% of modified total direct costs (MTDC)

The following are ineligible to use the de minimis rate of 10% MTDC:

— State or Local Governments and Indian Tribes.— Non-federal entities who have **now, or have had in the past**, a negotiated indirect cost rate or approved cost allocation plan.

If you meet the eligibility criteria and elect to use the de minimis rate of 10% of MTDC described above, include this amount in your grant application budget.

To calculate the MTDC for your project:

1. Total all costs included under allowed budget costs as outlined in the below table. *These*

costs are project specific and based on the direct costs associated with the proposed budget submitted with this CFSC grant application.

2. Now calculate 10% of the total calculated in step 1 (which is the MTDC).
3. This is your de minimis rate of 10% of MTDC for this sub-award.

Allowed in MTDC Calculation	Excluded from MTDC Calculation
Salaries and wages	Matching contributions
Fringe benefits	Portion of each contract in excess of \$25,000
Materials and supplies	
Travel	
Contract (First \$25,000 of each contract)	

Important Considerations if you elect us use the de minimis rate:

- Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both.
- This methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

Sample de minimis rate calculation in a grant budget table:

Expense Category	Direct Cost	Modified Total Direct Cost	Allowable Indirect is 10%
PERSONNEL			
Employee #1	\$15,000.00	\$15,000.00	\$1,500.00
Employee #2	\$12,000.00	\$12,000.00	\$1,200.00
Total Personnel	\$27,000.00	\$27,000.00	\$2,700.00
FRINGE			
Employee #1	\$2,250.00	\$2,250.00	\$225.00
Employee #2	\$1,800.00	\$1,800.00	\$180.00
Total Fringe	\$4,050.00	\$4,050.00	\$405.00
TRAVEL			
Travel expense #1	\$550.00	\$550.00	\$55.00
Travel expense #2	\$130.00	\$130.00	\$13.00
Total Travel	\$680.00	\$680.00	\$68.00
EQUIPMENT			
chipper	\$11,000.00	(Not part of MTDC)	
Total Equipment	\$11,000.00	(Not part of MTDC)	
SUPPLIES			
Supply expense #1	\$1,400.00	\$1,400.00	\$140.00
Supply expense #2	\$675.00	\$675.00	\$67.50
Total Supplies	\$2,075.00	\$2,075.00	\$207.50
CONTRACTUAL			
Contract #1	\$18,000.00	\$18,000.00	\$1,800.00
Contract #2	\$30,000.00	\$25,000.00	\$2,500.00
Contract #3	\$55,000.00	\$25,000.00	\$2,500.00
Total Contractual	\$103,000.00	\$68,000.00	\$6,800.00
OTHER			
Other expense #1	\$64.00	\$64.00	\$6.40
Other expense #2	\$328.00	\$328.00	\$32.80
Total Other	\$392.00	\$392.00	\$39.20
Total Direct Costs	\$148,197.00		
Modified Total Direct Costs		\$102,197.00	
Indirect			\$10,219.70
Total Costs	\$158,416.70		

G. Application Submission

Once you have completed the necessary preparation, you will submit your grant application along with the accompanying documents. Once you have selected submit, ZoomGrants will perform an automatic check to see that a response has been given for each question and that items have been uploaded to the required document section. The error check does not verify whether answers are complete or if the documents submitted contain the necessary information. You will be prompted to complete any incomplete items. Once the error check is complete, you'll need to enter your initials verifying submission of the application and click the "Submit Now" button. You will receive a confirmation message. There will also be a timestamp of the date and time the application was submitted where the "Submit Now" button was.

Application Status

If you have an application in progress, select the "Incomplete" tab to continue work. Your incomplete applications will be shown by application ID number until they are given a name. If you have submitted an application and want to review it, select the "Submitted" tab. On the account "Home Page" you have the option to "Print" or "Archive" applications.

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
- Have a grant specialist read your application (CFSC staff can review drafts but it must be well before the deadline)
- Evaluate your application based on the scoring criteria
- Make sure the application is complete and is submitted on time

11. APPLICATION REVIEW

Initial Screening

There will be an initial screening of your application by CFSC staff to determine its eligibility and completeness before it is scored by the Review Committee. Eligible applications that meet the screening criteria are scored by a panel of volunteers who have expertise in reviewing grants and in wildland fire protection issues.

The following items are included in the initial screening:

- The applicant/fiscal sponsor organization is eligible
- Application responses are complete
- Letters of commitment are complete and consistent with the application
- A fiscal sponsor letter is included if applicable
- An indirect cost rate verification is included if applicable
- A map is included

Application Scoring and Review Process

Eligible applications that meet the screening criteria are scored by a panel of volunteers who have expertise in reviewing grants, and in wildland fire protection issues. In addition to the numerical score of the application, applications are ranked based on how well they achieve a geographical spread of funding throughout the state or relative to population.

Scoring Criteria

Scoring Criteria		
1	The applicant/fiscal sponsor has a history of successful completion of similar projects and has shown there is reasonable likelihood of success. The applicant/fiscal sponsor can feasibly add and complete an additional project without overtaxing its resources and workload.	5
2	The application appropriately addresses the wildland fire risk through fuels hazard mitigation, prevention education or planning within the project area.	5
3	The application demonstrates specific, planning for long-term sustainability of the project deliverables following the conclusion of the grant period.	5
4	The project will create or is linked to an interagency Community Wildfire Protection Plan (CWPP), collaborative community fire plan or an equivalent plan.	5
5	The project will improve wildfire survivability in a community appearing on the current California Fire Alliance “communities at-risk” list.	5
6	The project is within the wildland urban interface (WUI) as defined by the relevant planning document and is within an area designated by CAL FIRE as a “Very High Severity Zone”.	5
7	The application goals and objectives are consistent with the National Cohesive Wildland Fire Management Strategy goals.	5
8	The application clearly describes how the project supports the broad goals of the California Forest Action Plan through strategic actions within priority landscapes.	5
9	The detailed project description is realistic, clearly written and easy to understand. It demonstrates involvement of key partners in terms of matching funds and technical assistance. “Key partners” can be relevant federal agency staff, local fire and/or other government agencies, and/or other sources of significant resources for the proposed project.	5
10	Costs are reasonable in proportion to the proposed deliverables. The total amount requested is appropriate for the scope of the project. Staff costs (personnel/contractors/benefits) should be considered direct project expense.	5
Maximum number of points		50

12. NEXT STEPS FOR SELECTED APPLICATIONS

Pre-Award Phase

Project Review, eligibility and document completion

Organizations whose applications are selected for funding must complete additional certifications and provide documentation to establish their eligibility to receive funds.

Here is a list of documents that you will be asked to submit as part of the pre-award process. *Additional documentation and/or information may be required per grant requirements.*

- Completed and signed Pre-Award Report
- IRS determination letter for all 501 designated organizations (e.g. nonprofit organizations, homeowners associations, etc.)
- Insurance certificate (or self-insurance letter) for all forms of insurance (except employee benefits)
- Last two years' independent audits and all forms of management letters from CPA (if available)
- Last two years' IRS Form 990 or 990EZ
- Audit reports prepared as a result of a visit by a federal agency
- Organization's by-laws (for nonprofit organizations and HOAs)
- Board of directors roster (include names, addresses, phone numbers)
- Conflict of Interest Policy
- Certification that your organization has written Policies and Procedures for accounting, personnel, procurement, travel, and property management
- Approved Federal Indirect Cost Rate agreement (for applicants claiming indirect expenses greater than 10%)
- Additional map(s) of the area(s) to be covered by the proposed project
- Organization's Drug-Free Workplace Statement (for applicants with employees)
- Organization's National Incident Management System (NIMS) adoption (for fire protection agencies)
- Certification of Debarment Status on form AD 1048 and copies of searches performed
- Salary Certification Letter (for applicants with employees)
- Financial Statements covering the six-month period preceding the Pre-Award stage (whether prepared monthly or quarterly)
- Various Federal Assurances and Certifications as required

We strongly recommend that applicants and fiscal sponsors check that their organization-related documents included in the list above can be easily located to prepare for potential funding. It is also important to check that organizational policies and internal controls meet the federal standards listed in 2 CFR 200.

Organizational Capacity and Risk Assessment

If your project is preliminarily selected to move on to this phase, you will be contacted by a representative from CFSC. As the grantor, CFSC must review the risk of each applicant organization and/or fiscal sponsor prior to awarding a grant to the organization. CFSC staff will conduct phone interviews with each organization and/or fiscal sponsor to review its capacity to manage grants in accordance with the federal grant regulations. The assessment interview will include questions about the organization's financial and accounting systems, purchasing procedures, documentation standards, and other processes that demonstrate whether the organization can successfully manage grant-funded projects. A grant will not be awarded unless your organization can demonstrate adequate capacity to manage the grant funds and implement the grant project.

Grant Award

Subaward Agreement

Applicants that receive final approval during the Pre-Award review process will receive a subaward agreement. This is the legal document binding the applicant, fiscal sponsor (if applicable), and CFSC to the grant requirements, terms and conditions, funding and matching amounts, and project activities and deliverables listed in the grant application.

The subaward agreement must be thoroughly reviewed by all parties participating in the grant and must be signed by a person with decision-making authority within the organization.

The grant is not official until the subaward agreement is signed and returned to CFSC. **No grant activities may commence until the signed subaward is received by CFSC and the grant term has begun.**

Project Implementation

Payments, project activities, and reporting all occur during the designated grant period in the sub award agreement. Federal grant funds may be used to cover costs incurred during this period and the value of matching costs and in-kind activities can be applied to the reported grant budget.

Payments

Throughout the Post-Award Phase, incremental grant payments may be requested from CFSC using the Grantee Payment Request Form. You will need to identify the work plan activities that you will pay for with the funds and provide accurate match accounting for each request. It is the grantee's responsible to ensure that their insurance coverage and System for Award Management (SAM) registration are kept up-to-date and quarterly progress reports are complete to be eligible for payments.

CFSC does not have funds on hand to cover your requests. We regularly place consolidated requests for funds based on the payment requests we receive from the individual grantees. Payment to your organization are dependent upon our receipt of those funds from the federal awarding agency.

Procurement

When selecting contractors and vendors, you must follow your organization's procurement policies and the grant regulations. Be sure to document the selection process. Also be sure to check the debarment status of each contractor and its principals.

Follow Your Work Plan

Remember that your project was funded based on your application and you agreed to complete those objectives when signing the subaward agreement. Refer to your application throughout project implementation to ensure that you are following the work plan and meeting the goals.

Changes and Extensions

If you need to make any changes to your original grant project, you must contact your Grant Specialist for approval.

Reporting

Quarterly reporting is a requirement of the grant and a reporting period schedule will be in your subaward agreement. You will report on the progress of your grant, comparing your actual accomplishments to your projections. You will provide narrative descriptions on the project noting successes, setbacks, and any changes approved by CFSC. You will also report

on the grant budget, providing a complete accounting of all expenditures of grant funds and matching contributions with source documentation over the course of the grant. You are expected to expend matching contributions regularly throughout the grant, showing increases in the total amount of matching contributions generated to date in each quarterly report.

As part of the reporting requirement your organization will be required to provide source documentation for all costs and match, including timekeeping records for all employees working on the grant. This source documentation must support the costs being charged to the grant and show proof of payment of those costs. For organizations with direct employees, timekeeping records for those employees working on the grant must be kept which document 100% of the employee's time, not just time spent on the grant-funded project.

All data reported must be true and accurate. CFSC uses your data to compile periodic reports to the federal funding agency. Be sure to check, then double-check, your accounting!

Grantees are expected to maintain organized, detailed and complete grant files. Files should include all documentation related to the grant, including source documentation for all expenditures and match amounts. Source documentation includes, but is not limited to: invoices, receipts, time sheets, contracts, etc. Grant documents should be organized by quarter.

All reports must be complete and submitted to CFSC by the deadline. Failure to meet the reporting requirements may lead to the withholding of pending and future grant payments and/or the termination of your grant based on failure to meet grant requirements or non-performance.

Closeout Phase

The Closeout Phase begins immediately following the grant term. All grants must be properly closed out with CFSC in accordance with the grant requirements.

The Closeout process includes the following:

- A final Progress Report (30 days following the grant end date)
- A mandatory Grant Close-Out Report and an optional Confidential Questionnaire
- Photos from photo-monitoring work
- One original and one copy of each education and outreach products (brochures, handouts, flyers, news articles, etc.) created with grant funds
- Any unused surplus funds must be returned.
- Interest in excess of \$500 must be returned

— Documentation regarding disposition of property, if applicable

The final Progress Report is due 30 days after the end of the grant term. The Closeout Report and supplemental information are due 90 days after the end of the grant term.

All grant files should be properly stored until 3 years after the close of CFSC's master grant with the federal funding agency. *(This may be several years past the date your grant ended. Therefore the CFSC will notify you when you can dispose of your grant files).* You are responsible to provide safe and secure storage for the grant files, such as in a fire safe or other container to protect them from fire, water, pests, and other threats. If there is a change in the contact person for the grant, you must notify CFSC.

13. APPENDICES

1. Sample Subaward Letter
2. Sample Letters of Commitment
3. Sample Fiscal Sponsor Agreement
4. Sample Maps
5. SAM and DUNS
6. Sample Environmental Compliance Determination Letter
7. Request for Applications (RFA)



Sample Date

Sample Organization

Sample address

Sample City, State and Zip Code

Dear Sample,

Congratulations! California Fire Safe Council ("CFSC") has selected your "Sample Project" for funding by our 20__ SFA grant program. The project being funded is as described in your original application for funding. This Subaward agreement and its attachments outline the grant procedures and requirements. Please read it carefully and thoroughly. This State Fire Assistance (SFA) grant is made possible by federal financial assistance provided to the CFSC from the United States Department of Agriculture Forest Service ("USFS"). We appreciate your work in making California's residents and communities safe from wildfire.

The assigned number for this subgrant is 19 SFA XXXXXX. Please use this number when contacting CFSC about the subgrant. Funding provided for this project is \$Sample, and the non-federal match that Subrecipient has agreed to provide is \$Sample

The approved subaward period is effective (month/date), 2019 through (month/date), 2021. Subrecipient shall not receive funding for portions of the project completed before the start date or after the completion date of the project.

The project is funded via the Cooperative Forestry Assistance Program, CFDA # 10.664, under the authority of the Cooperative Forestry Assistance Act of 1978, PL 95-313, 92 Stat 365, 16 U.S.C. 2101-2114, as amended.

Definitions

CFR – Code of Federal Regulations <http://www.gpoaccess.gov/cfr/index.html>

OMB – Office of Management and Budget http://www.whitehouse.gov/omb/circulars_default/

Recipient – An organization receiving financial assistance directly from federal awarding agencies to carry out a project or program. The CFSC is the Recipient.

Subaward – An award of financial assistance made under an award by a Recipient to an eligible Subrecipient. A Subaward is the award of funding for this project.

Subrecipient – The legal entity to which a Subaward is made and which is accountable to the Recipient for the use of funds provided. The Sample is the Subrecipient.

A. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

This is a subaward of Federal financial assistance. Subrecipient and this Subaward are subject to the OMB guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400; and those provisions are incorporated herein by reference.

Electronic copies of the CFRs can be obtained at: <http://ecfr.gpo.gov>. If you are unable to retrieve these regulations electronically, please contact your assigned CFSC Grant Specialist at the office listed below.

1. Audit Requirements

If Subrecipient expends \$750,000 or more in federal funds from all sources during Subrecipient's fiscal year, Subrecipient is required to have a single or program-specific audit conducted for that year in accordance with the provisions of subpart F of 2 CFR Part 200.

2. Written Policies

Subrecipient must have approved, written policies that include procedures demonstrating its understanding, knowledge and adherence to all federal regulations required for compliance to the terms of this Subaward agreement. Such written policies include:

- a) Accounting and Financial Management
- b) Purchasing and Procurement
- c) Personnel, if Subrecipient has employees
- d) Property Management
- e) Travel
- f) Conflict of Interest

During the pre-award phase, Subrecipient submitted a self-certification statement that it has approved written policies and procedures that comply with 2 CFR Part 200 and that it will adhere to the terms of its approved policies in performing activities under this subaward.

Subrecipient shall grant access to these written policies to CFSC upon request. Should CFSC find that the written policies fail to adhere to all appropriate and current federal regulations, grant funds will be denied, and costs may be disallowed.

B. Environmental Compliance Requirements

Subrecipient shall ensure that the project is in compliance with all applicable environmental and cultural resource laws – federal, state and local – prior to beginning any ground or vegetation disturbing activities.

The following federal environmental acts are triggered by grant funding:

- Endangered Species Act (ESA)
- Migratory Bird Treaty Act (MBTA)
- National Historic Preservation Act (NHPA)
- Bald and Golden Eagle Protection Act (BGEPA) (if applicable)

Federal Environmental Compliance Process for Grants Clearinghouse Projects

CFSC has contracted with a registered professional forester (RPF) to review proposed projects for compliance with applicable federal environmental regulations listed above. Once this Subaward agreement is signed and returned, the RPF will advise whether the project may proceed or whether additional studies or mitigation measures are needed.

CFSC has sent the application, map(s), and supplemental environmental compliance information to the RPF for review. The RPF will contact the Subrecipient directly to obtain additional materials, maps or other information, as needed. The RPF may request a survey, record search or other pre-project examination during his review. Subrecipient is responsible for meeting these requirements and covering the costs for such work. Subrecipient shall contact CFSC immediately if the environmental compliance work will affect the approved budget.

Once the review is complete, the RPF will send the ESA, MBTA, NHPA and BGEP (If applicable) compliance determination to CFSC. CFSC staff will forward the determination to the Subrecipient with a cover letter stating that the project has been reviewed for compliance with federal environmental regulations.

Subrecipient may not to begin any ground disturbing work until notified by CFSC staff in writing. Grant payments will be denied until appropriate official documentation is provided to the CFSC by the RPF.

All environmental compliance reviews completed by the RPF for this subaward only cover relevant federal laws, and not any state laws or local ordinances. ***It is the responsibility of the Subrecipient to ensure compliance with any relevant state laws or local ordinances.***

National Environmental Policy Act (NEPA)

Because the U.S. Forest Service did not select this project for funding, it is not subject to NEPA.

CEQA Compliance on Fuels Treatment Projects Carried Out by CFSC Grantees

The California Environmental Quality Act (CEQA) requires “public agencies” (state or local government agencies) to consider, disclose and mitigate the environmental effects of projects that they carry out, fund, permit or assist. This includes projects where the public agency provides assistance to a non-profit organization, such as a fire safe council. The assisting public agency may require the Subrecipient to conduct surveys, collect information and provide documentation to meet the public agency’s CEQA responsibilities. Subrecipient shall contact its nearest CAL FIRE unit or contract county fire department to determine if CEQA compliance is required on their grant project. CFSC shall not be in any way responsible or obligated regarding CEQA compliance.

C. Subaward Provisions

Subrecipient agrees to comply with all applicable federal, state and local laws, regulations and policies governing the funds provided under this agreement. Any failure to comply with the provisions of this Subaward, including the provisions of the 2019 Grant Award Handbook (“Handbook”), all documentation submitted in the pre award phase and the other Attachments listed in Section H below will result in the denial of grant funds and possible termination of this Subaward.

1. Grant Award Workshop

Subrecipient shall send at least one representative to attend the 2018 Grant Award Workshop which is mandatory for all Subrecipients. The workshop will cover the requirements, expectations and procedures pertaining to this subaward. At the workshop, Subrecipient will receive the 2018 Grant Award Handbook which details the pertinent information and requirements for managing this subaward.

2. Insurance

Subrecipient is responsible for all grant funds received through CFSC and for all assets purchased with grant funds. This responsibility extends to any loss of grant funds attributable to fraud and/or misappropriation by third persons and to any expenditure not allowed by this agreement. Should any loss of grant funds or improper expenditure of grant funds occur, Subrecipient will be required to reimburse CFSC for those amounts.

In accordance with 2 CFR 200.310, Subrecipient must carry insurance coverage sufficient to protect all grant funds and other agreement assets from loss due to theft, misuse, fraud and/or negligence. Types of insurance may include, but are not limited to: general liability, errors and omissions, directors and officers, and a fidelity bond.

Subrecipient shall provide proof of appropriate insurance to CFSC prior to engaging in activities for which funding is provided by CFSC. If funds provided as part of this award are used to purchase insurance, Subrecipient shall provide proof of insurance to CFSC within 30 days of obtaining a policy. Subrecipient is responsible for sending all current insurance certificates of coverage upon annual renewal of coverage. Failure to maintain current coverage or provide the annual copy CFSC will cause denial of payment under this Subaward.

Subrecipient shall provide workers compensation insurance for all employees involved in the performance of this agreement. Workers compensation insurance for volunteers is strongly encouraged.

Contractors working on the project must carry their own insurance and furnish proof of coverage to Subrecipient.

Subrecipient must also perform all functions required by the IRS, including record keeping and the provision of Form 1099 where appropriate when using independent contractors.

3. Termination of grant project

This agreement may be terminated in accordance with the provisions of 2 CFR 200.338-342. The agreement may also be terminated for such reasons as nonadherence to grant terms, fraud, misuse of funds, misrepresentation, nonperformance, falsification of data, inability to perform, lack of capacity or for good cause as determined by CFSC.

4. Subawarding under this Subaward

Subrecipient is prohibited from subawarding any part of this project to another organization.

5. Record Retention and Access to Records

Subrecipient and this Subaward are subject to the requirements of 2 CFR 200.333-337 regarding retention and access requirements for records.

All Subrecipient records must be kept until CFSC staff notifies Subrecipient. Upon completion of the subaward, Subrecipient must maintain copies of all grant documentation, receipts, contracts, bid notices, time sheets, personnel time certifications, volunteer records, email, letters/memos, permits, grant application, progress reports, sub-award agreement, etc., in a safe, retrievable storage location until notified by a CFSC representative.

CFSC, USFS, their designees or the federal government have the right of timely and unrestricted access to any books, documents, papers, or other records of the Subrecipient that are pertinent to the Subaward, in order to make audits, examinations, excerpts, transcripts and copies of such documents. This right also includes timely and reasonable access to Subrecipient's personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but shall last as long as the records are retained.

6. Grant Payments

Grant payments shall only be in the form of electronic direct deposit through ACH processing to Subrecipient's bank account. (ACH processing is a safe form of a bank wire from CFSC's bank to Subrecipient's bank.) Every effort will be made to send advance payments on a regular basis throughout the grant term; however, if CFSC does not have the funds available, payment may be delayed until CFSC receives its advance payment from the appropriate federal agency.

Subrecipient shall submit completed Payment Requests to CFSC through ZoomGrants, concurrently with submittal of the quarterly reports. Instructions on Payment Requests can be found in the Handbook and on ZoomGrants. CFSC will review Subrecipient's progress on the project, timely submission of reports (including match and expense report and supporting documentation), and Subrecipient's financial need of such payment to continue progress on the Subaward. Disbursements shall not include 100% of the grant funds in any one quarter nor shall the previous advance funds remain unspent in any one quarter. Advance funds must be used within 30 days of their receipt.

Subrecipient should understand that it will not receive funds on a predetermined schedule since CFSC does not receive funds from USFS on a predetermined schedule. Funds are received by CFSC as the USFS processes them. Subrecipient is cautioned against employing contractors without means to pay for the services, since CFSC cannot control when receipt of advance payments from USFS will occur.

7. Cost Share/Match and Program Income

Cost sharing or matching for this agreement shall be in accordance with 2 CFR 200.306. Subrecipient is expected to accumulate and report shared costs and matching contributions regularly throughout the term of the grant based on the quarterly estimates of the stipulated cost share/match required by this agreement. It is essential that the Subrecipient provide documentable cost share/match quarterly. Advance funds disbursement may be based on accumulation of cost share/match.

If Subrecipient finds that it is having difficulty obtaining the previously identified and confirmed stipulated cost share/match, it should notify the Grant Specialist immediately. If it should find that its original stipulated cost

share/match is not attainable, it may be necessary to restructure the Subaward and reduce both the grant and the cost share/match amount.

Program income generated as a result of this Subaward shall be applied using the addition method as described in 2 CFR 200.307.

8. Property Standards and Equipment

Any property used or other property acquired under this agreement, including intangible property such as copyrights and patents shall be governed by the provisions of 2 CFR 200.310-316.

No equipment has been approved for purchase under this Subaward. Equipment is defined as a tangible item having a unit cost of \$5,000 or more with a life span of more than one year. Equipment purchased using federal grant funds is governed by 2 CFR 200.313.

NOTE: If Subrecipient currently owns equipment purchased under a prior CFSC grant, Subrecipient may not dispose of it without contacting CFSC first.

9. Modifications to Subaward & Extensions

Revisions to budget and/or program plans shall be made in accordance with 2 CFR 200.308. Subrecipient shall obtain prior written approval from CFSC for any changes to the scope of work plan, objectives of the approved project, key personnel, location or transfer of substantive programmatic work to another party, or budget modification. Modifications within the scope of this award shall be made only with CFSC Grant Specialist approval, by the issuance of Scope Change Form, prior to any changes being implemented.

It is the expectation of CFSC and the USFS that the Subrecipient make every effort to complete the approved project within the approved grant term. CFSC cannot honor any requests for extensions of time past the stated deadline. Any work performed or expense incurred without required prior written approval from CFSC will not be reimbursed.

10. Notification

Subrecipient shall immediately notify CFSC of developments that have a significant impact on activities supported under this Subaward. Written notification shall be given in case of problems, delays or adverse conditions that materially impact the ability to meet the objectives of the Subaward. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

11. Non-Liability

CFSC does not assume liability for any third-party claims for damages arising out of this Subaward. Each party agrees that it will be responsible for its own acts and the results thereof and shall not be responsible for the acts of the other party and the results thereof. Each party, therefore, agrees, to the extent authorized by applicable laws that it will assume all risks and liability to itself, its agents or employees, for any injury to persons or property resulting from any operations of its agents or employees under this agreement, and for any loss, cost, damage, or expense resulting at any

time from any and all clauses due to any acts, or negligence, or the failure to exercise proper precautions of or by itself or its own agents to this agreement.

12. Public Notices

Recognition for projects, activities and products should be included on all products developed with grant funds. Subrecipient is encouraged to give public notice of the receipt of this award and, from time to time, to announce the progress and accomplishments. Items such as press releases or other public notices shall include a statement as follows:

“Funding provided by a grant from the Cooperative Fire Program of the U.S. Forest Service, Department of Agriculture, Pacific Southwest Region, through California Fire Safe Council.”

Subrecipient is required to provide copies of notices or announcements to CFSC for review and approval prior to publication.

14. Endorsements

Subrecipient shall not publicize or otherwise circulate, promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, departmental, bureau, or government employee endorsement of a product, service, or position which the Subrecipient represents. No release of information relating to this award may state or imply that the Government or CFSC approves of Subrecipient's work products, or considers Subrecipient's work product to be superior to other products or services.

All information submitted for publication or other public releases of information regarding this project shall carry the following disclaimer:

“The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of California Fire Safe Council, the U.S Forest Service or the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by California Fire Safe Council, the U.S. Forest Service or the U.S. Government.”

15. Use of the U.S Forest Service Insignia & CFSC Logo

In order for Subrecipient to use the U.S Forest Service insignia on any published media, such as a webpage, printed publication or audiovisual production, permission must be granted from the U.S. Forest Service's Office of Communications before use. Subrecipient must contact the Grant Specialist in advance to use the insignia in this manner.

Subrecipient must contact the Grant Specialist in advance to use California Fire Safe Council logo on published media, as indicated above.

16. Nondiscrimination Statement- Printed, Electronic, or Audiovisual Material

Subrecipient shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)”

“To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.”

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

“This institution is an equal opportunity provider.”

As with the printed notices above, please provide the Grant Specialist with a draft copy containing the above nondiscrimination statement prior to publishing or printing it.

17. Order of Precedence

Any inconsistency in this agreement will be resolved by giving precedence in the following order: (a) any national policy requirements and administrative management standards; (b) requirements of the applicable OMB Circulars and Treasury regulations; (c) 2 CFR 200; (d) 2 CFR 400; and (e) all Subaward agreement sections, documents, exhibits, and attachments.

18. Inclusion of Women-, Minority-Owned, and Small Businesses

It is a National Policy to encourage purchases with minority business firms. Efforts shall be made by Subrecipient to utilize small businesses, minority-owned firms, and women’s business enterprises, whenever possible. Subrecipient shall take all of the following steps to further this goal:

- Ensure that small businesses, minority-owned firms, and women’s business enterprises are used to the fullest extent practicable.
- Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women’s business enterprises.
- Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women’s business enterprises.
- Encourage contracting with consortiums of small businesses, minority-owned firms and women’s business enterprises when a contract is too large for one of these firms to handle individually.
- Use the services and assistance, as appropriate, of such organizations as the Small Business Development Agency in the solicitation and utilization of small business, minority-owned firms and women’s business enterprises.
- It is good practice to keep good records of all attempts to use and actual use of these businesses.

19. National Policy Requirements and Administrative Management Standards

All applicable National Policy requirements and administrative management standards as set forth in the Office of Management and Budget, Financial Management Division, Directory of Policy Requirements and Administrative Standards for Federal Aid Programs are incorporated by reference.

20. Title VI of the Civil Rights Act of 1964

Subrecipient and this Subaward are subject to the requirements of USDA Forest Service Form 1700-1, and those provisions in addition to the provisions in the Civil Rights Compliance Review Form are incorporated herein by reference.

Subrecipient may request copies of the "And Justice for All" poster (Form AD-475C) by contacting their Grant Specialist.

21. Members of U.S Congress

Pursuant to 41 U.S.C. 22, no United States member of, or United States delegate to, Congress shall be admitted to any share or part of this Subaward, or benefits that may arise there from, either directly or indirectly.

22. Debarment & Suspension

Subrecipient and this Subaward are subject to the requirements of 2 CFR 180, Governmentwide Debarment and Suspension (non-procurement), and those provisions are incorporated herein by reference. Form AD -1048 "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transaction" must be completed with the Pre-Award packet and submitted to CFSC before receiving any payments. If Subrecipient determines any of their key personnel, volunteers or organization has been debarred or suspended, during the term of the grant, notify CFSC staff immediately.

When appropriate during the term of the Subaward and when hiring a contractor/vendor, the Subrecipient also agrees to complete the debarment and suspension check on potential candidates and final selection.

23. Restrictions on Lobbying

Subrecipient and this Subaward are subject to the requirements of 2 CFR Part 418, "New Restrictions on Lobbying", and those provisions are incorporated herein by reference.

Subrecipient shall not use any part of the Subaward payments from CFSC as part of this Subaward for any activity or the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.

24. Changes to Applicable Law

Subrecipient acknowledges that it is subject to each of the statutes, regulations, policies, and OMB circulars specifically cited and incorporated in this agreement including, but not limited to those statutes, regulations, policies, and OMB circulars cited in Sections A herein (hereinafter the "Incorporated Governing Law"). Subrecipient further acknowledges that the Incorporated Governing Law is subject to change, modification, and/or amendment during the course of this Subaward. It is specifically agreed and acknowledged by Subrecipient that this Subaward is subject to and governed by the Incorporated Governing Law and to any and all change, modification, or amendments implemented with respect to the Incorporated Governing Law prior to the expiration of this Subaward.

25. Trafficking in Persons

Subrecipient and its employees may not engage in forms of trafficking in persons, procure a commercial sex act, or use forced labor in the performance of the project during the term of the grant. If such activities occur, CFSC may unilaterally terminate this Subaward without penalty. Subrecipient is required to notify CFSC immediately of any information from a source alleging such a violation of the above prohibitions. For more information, see 22 U.S.C. 7102, TVPA.

D. Deliverables and Reports

CFSC uses an online grant management system called ZoomGrants for Subrecipient's grant reporting, document submission, payment requests and other grant related functions. This site can be found at: <http://www.cafiresafecouncil.org/zoomgrantslogin/> or at www.zoomgrants.com. Subrecipient agrees to submit to CFSC all the following deliverables and reports via ZoomGrants:

1. Progress Reports according to the schedule below. Progress reports shall contain information on:
 - a. A comparison of actual accomplishments to the goals established for the period. Where the output of the project can be readily expressed in numbers, a computation of the cost per unit of output may be required if that information is useful. Detailed instructions can be found in the 20__ Grant Award Handbook.
 - b. Reasons for delay if established goals were not met
 - c. Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs
2. Match and Expense Reports are required for every quarter according to the schedule below. Use the template titled Quarterly Match and Expense Reporting Form located in the Documents Tab. Detailed instructions can be found in 20__ Grant Award Handbook.
3. Match and Expense Source Documentation is required for every quarter according to the schedule below. Detailed instructions can be found in 20__ Grant Award Handbook. Source documentation includes receipts, invoices, documents and other items which validate the legitimacy of every grant expense, including those covered by matching contributions. All documentation must include the followings seven (7) items:

1. Date of purchase or work done
2. CFSC grant number
3. Cost category
4. Approved by (initials and date)
5. Paid by (initials and date)
6. Check number
7. A clear description of items or services purchased that verifies relevance to the grant

Subrecipients must complete the progress, match, and expense reports by the due date. Reports submitted after the deadline will be considered in default of the Subaward and advance funds will be withheld. The information requested in the progress, match and expense reports is essential and must be reported to the USFS quarterly by CFSC. If this information is not reported by all Subrecipients, CFSC's advance payments will be in jeopardy.

Subrecipients must answer all questions on the progress, expense and match reports completely and correctly. Failure to do so will cause the Subrecipient's progress report to be returned as incomplete. Incomplete progress reports are cause for withholding pending advance payments until all deficiencies are corrected.

All reports are due as stipulated in the schedule below; report periods are determined by the timing of the subaward.

Reporting Period 1: (date/year) through (date/year) Report Due: (30 days after end of reporting period)

Reporting Period 2: (date/year) through (date/year) Report Due: (30 days after end of reporting period)

Reporting Period 3: (date/year) through (date/year) Report Due: (30 days after end of reporting period)

Reporting Period 4: (date/year) through (date/year) Report Due: (30 days after end of reporting period)

Reporting Period 5: (date/year) through (date/year) Report Due: (30 days after end of reporting period)

Reporting Period 6: (date/year) through (date/year) Report Due: (30 days after end of reporting period)

Reporting Period 7: (date/year) through (date/year) Report Due: (30 days after end of reporting period)

E. Monitoring Visits and Desk Reviews

CFSC Grant Specialists, Business Manager, and Executive Director may conduct monitoring visit(s) and/or desk reviews during the life of the grant. A monitoring visit may last one full day depending on the number and location of projects. The CFSC Grant Specialist will contact the Subrecipient to schedule the visit and to inform them of the items to be reviewed.

Subrecipients are expected to cooperate in a timely manner with CFSC staff when contacted for scheduling of a monitoring visit and/or desk review, and any requests for documentation. Failure to comply will be cause for withholding advance payments. Funds can be suspended until the monitoring visit and/or the desk review is completed, and all deficiencies are corrected.

Some of the items that must be available for review during a monitoring view and desk review include:

- a) Grant fund accounting
- b) Salary expense documentation

- c) Match and Expense Documentation
- d) Other source documentation for project expenses
- e) Written Organizational Policies
- f) Audits (if conducted)

Desk reviews may be conducted by the Grant Specialist and/or other CFSC staff to review one or more quarters' Expense and Match reports and source documentation. Subrecipient should always keep its records up to date and in good order to be ready to respond if selected to participate in this review process. A good rule to follow is to always be "audit ready".

F. Grant Closeout

Within 30 days of project completion, Subrecipient agrees to upload the following documents to your grant account on ZoomGrants:

- a) Final Progress Report
- b) Final Quarter Match and Expense Reports and Source Documentation
- c) Closeout report (available in the documents section of your ZoomGrants account)
- d) Education/outreach products (brochures, flyers, news articles, etc.) developed under the Subaward
- e) Documentation regarding disposition of property, if applicable

Failure to comply with all closeout procedures by the deadline date will be considered noncompliance with the terms of the Subaward. Such noncompliance may be considered in the evaluation of organizational capacity for future Subawards.

Grant closeout procedures may be modified during the grant term. Subrecipient will be notified in writing at least 90 days in advance of such change.

Items to be sent to McClellan Office

- a) Confidential Closeout survey sent to Executive Director
- b) A check made payable to California Fire Safe Council for any unused grant funds.
- c) A check made payable to California Fire Safe Council for interest earned in excess of \$250 (\$100 if you are a government agency).

G. How to submit this Subaward Agreement to CFSC

1. Please read the entire subaward letter carefully.
2. An authorized representative for the applicant organization (as listed in the Pre-Award Report) and fiscal sponsor (if applicable) must provide a digital signature and title in the Signature Section at the bottom of this award. Write "N/A" in the fiscal sponsor signature section, if none exists, as the form requires an entry to be valid.
3. An authorized representative for the applicant organization (as listed in the Pre-Award Report) must provide a digital signature next to both the Bank Info and EIN (ACH Form) and Estimated Match and Expense Schedule in the Documents

Section. (Faulty or inaccurate information will delay payment. Notify CFSC of any bank information changes as soon as they occur.)

3. Download and print a copy of the Bank Info and EIN (ACH Form) and the Estimated Match and Expense Schedule. Complete and upload the form back to the same section in the Subaward letter.

If we do not receive the digitally signed copy of the agreement within thirty (30) days of receipt of this letter, the CFSC will cancel its offer of a Subaward to Subrecipient organization and redirect these grant funds to another worthwhile project. If Subrecipient anticipates any difficulty in meeting this condition, please contact the Grant Specialist immediately to discuss the situation.

- H. Attachments to the Subaward:
1. Estimated Match and Expense Schedule
 2. Bank Info and EIN (ACH Form)

Best wishes for success on the project!

/s/ Jerry Davies, Chairman for California Fire Safe Council, Inc

Date: _____

Authorized Signature

Letters of Commitment (LOCs) Samples



Sample Fire Safe Council
PO Box 123
Sample, CA 99999
Phone #: (555) 555-5550
Fax #: (555) 555-5551

(date)

California Fire Safe Council
5834 Price Avenue, #101
McClellan CA 95652

RE: Sample West Side Fuel Break Application
Letter of Commitment

Dear California Fire Safe Council:

In support of the Sample West Side Fuel Break project the Sample Fire Safe Council will be providing in-kind Personnel time valued at 13,560 and supplies with a value of \$1,100.

We will also provide a cash matching contribution of \$6,560 to cover the cost of Contractual services financial management services to be provided by the City of Sample.

Sincerely,

Primary Contact Signature

Organization Primary Contact

DESIGN-A-SIGN

1111 Along Way Phone #: (555) 555-5533
Carbonaceous, CA 99999 Fax #: (555) 555-5544

Sample Fire Safe Council
PO Box 123
Sample, CA 99999

(date)

RE: Project Name: Sample West Side Fuel Break
Letter of Commitment

Dear *(Sample Contact Person)*:

The Design-a-Sign company will provide printing and installation of 2 interpretive signs marking the fuel reduction that has been created for the Sample West Side Fuelbreak project. The signs will be installed on Flame Heights Drive at each end of the project area. The cost of design and installation is \$750 and will be donated by the Design-a-Sign company.

Sincerely,

Bill Board

Bill Board
Design-a-Sign



Mapdot Fire Safe Council
PO Box 123
Wherzat, CA 99999
Phone #: (555) 555-5550; Fax #: (555) 555-5551

California Fire Safe Council
Grant Manager
Address

(date)

RE: Project Name: Sample West Side Fuel Break
Cover Letter and Summary of Letters of Commitment

Dear California Fire Safe Council:

Attached are two Letters of Commitment to this grant. The total value of matching funds and in-kind services to be provided by these organizations is comprised of the following:

ORGANIZATION or INDIVIDUAL	MATCHING FUNDS	IN-KIND GOODS AND/OR SERVICES	TOTAL
APPLICANT: Sample FSC	\$6,560	\$14660	\$21,220
Design-A-Sign	\$0	\$750	\$750
TOTALS	\$6,560	\$15410	\$21,970

Please contact me if you have any questions about these in-kind and cash matching contributions.

Sincerely,

Primary Contact Signature

Organization Primary Contact

Sample Agreement between Fiscal Sponsor and Applicant Organization for Federally-Funded Grants Awarded by the California Fire Safe Council

This agreement is made the _____ day of _____, 2019 between the _____ (Fiscal Sponsor) and _____ (Applicant Organization).

The purpose of this agreement is to establish a fiscal sponsor relationship between the two organizations for the fiscal management and/or project management needs of _____ (Applicant Organization), an unincorporated group that may receive a grant from California Fire Safe Council (CFSC). CFSC provides grants that are federally funded and subject to the federal regulations. The proposed project _____ if funding will be subject to the federal regulations applicable to the Fiscal Sponsor's type of organization.

The sponsoring organization will be referred to as "Fiscal Sponsor" and the unincorporated group shall be referred to as "Grantee" in this document. Both parties are equally responsible for abiding by all of the terms and regulations cited in the CFSC grant agreement. The Fiscal Sponsor and the Grantee are considered "co applicants" for this grant.

1. The Fiscal Sponsor agrees to assume administrative and financial responsibilities for the purposes of the above CFSC grant.
 - a. They will provide these services at no charge, but will provide required documentation of these free services for use as in kind match for the grantee.
 - OR
 - b. They will provide these services for a sum of _____ to be paid on the following terms _____.
2. The Fiscal Sponsor also agrees to assume project management for the Grantee, following the outline and work plan in the application for project _____. (USE IF APPLICABLE)
 - a. They will provide these services at no charge, but will provide required documentation of these free services for use as in kind match for the grantee.
 - OR
 - b. They will provide these services for a sum of _____ to be paid on the following terms _____.
3. The Fiscal Sponsor also agrees to ensure that all progress reports, special reports, and final closeout documents are prepared and submitted for the grant as part of this agreement.
4. The Fiscal Sponsor and the Grantee understand that the Grantee shall not be a signer on the bank accounts related to this grant and administered by the Fiscal Sponsor, nor shall any representative of the Grantee organization have access to a debt card connected to the Fiscal Sponsor's grant bank account.
5. The Fiscal Sponsor understands that all accounting and funds related to this grant shall be kept separate from the Fiscal Sponsor's other funds through a process of "fund accounting", by which the income and expenditures of the grant funds can be accurately and clearly distinguished. The Fiscal Sponsor shall clearly document the process by which the funds will be separately handled and avoid any comingling or the appearance of comingling of the funds.

6. Since the grant funds will be received by the Fiscal Sponsor, the Fiscal Sponsor will include the grant funds in its organizational accounting system, IRS 990 filings and audits. The Fiscal Sponsor is fiscally liable for the proper use of the funds and for providing accurate and complete accounting records.
7. The Fiscal Sponsor also understands that since these grant funds are part of their overall financial management, they may be subject to an A-133 audit, if they meet the federal threshold on expenses that would require such an audit. The Fiscal Sponsor shall review the potential impact of an A-133 audit on their organization and determine that should such a situation occur what additional costs, if any, would be imposed on the Grantee for their share in such an audit. This estimate of cost shall be included in the overall charges to the Grantee for the services of the Fiscal Sponsor at the time this agreement is signed. It is understood by both parties that this is an estimated cost that may or may not be incurred, but should be budgeted.
8. The Grantee and the Fiscal Sponsor shall each designate a single person from their organization to be the single point of contact for one another and for CFSC.
9. It is expected that the grantee will need to incur expenses on behalf of the project. The Fiscal Sponsor and the Grantee will agree upon a specific procedure for requests for petty cash, advances and/or reimbursements necessary to accomplish the objectives of the project as budgeted.
10. The Fiscal Sponsor agrees to communicate with CFSC and the Grantee when necessary, and shall provide their point of contact and all relevant grant materials whenever a site visit is required by the funding entity, CFSC.
11. Both the Fiscal Sponsor and the Grantee understand and agree that they will safely store all documents related to the CFSC grant until CFSC notifies them in writing that the documents are no longer subject to audit by them or the Forest Service or other governmental agency.
12. The term of this Fiscal Sponsor agreement shall be the same term as the grant agreement with CFSC, which includes the "after grant term" period of 90 days for final grant closeout.
13. Should there be a dispute between the Fiscal Sponsor and the Grantee, CFSC shall be notified immediately and attempts to resolve the situation in a positive manner should be taken.

<i>In witness, whereof, the parties hereto have executed this agreement on the day and year first written above.</i>	
Accepted for the Fiscal Sponsor:	
Authorized Signer (sign and print):	Date:
Accepted for the Grantee:	
Authorized Signer (sign and print):	Date:

MAP INSTRUCTIONS FOR THE GRANT APPLICATION

1. No maps are required for proposed projects that do not involve “ground-disturbing work”. Examples would be a countywide fire prevention education program, or defensible space education program, or Community Wildfire Protection Plan project, or similar activity.

2. Project Vicinity Map: A Project Vicinity Map is required for proposed projects that DO involve the potential for “ground-disturbing work”, including local or countywide chipping projects. Mark the center of the project location with an X. Circle the individual communities or areas where the work will take place. Be sure that communities and major roads are clearly labeled.

3. Project Boundary Map: A Project Boundary Map is required for all proposed projects that DO involve hazardous fuel reduction work. These maps must show the planned boundaries of the areas to be treated. Create enough 8 ½" x 11" map pages to show the entire project area.

4. General

a. All maps must be submitted in 8 ½" x 11" format and uploaded to ZoomGrants.

b. Project maps must be US Geological Survey (USGS) quadrangle maps, or maps with a comparable level of detail. If USGS maps are used, **clearly identify the name of quadrangle used**. Landmarks, roads, and other features that help clarify the project area should be legible. Color maps are preferred but not necessary.

c. If you are not using mapping software, you can download and print topographic maps from the USGS. While map accuracy is required, the project boundary can be hand drawn or digitally entered, but it must be clearly legible. Be sure to show the official name of the USGS quadrangle map you are using on each page of the map.



Project Vicinity Map



Legend

- Project Area
- Landmark
- Clear Lake

Clearlake Oaks Quad
 Clearlake Highlands Quad
 Kelseyville Quad
 Lucerne Quad
 1:100,000

Created 6/15/2010

Soda Bay Road Shaded Fuel Break Project Boundary Map# 1

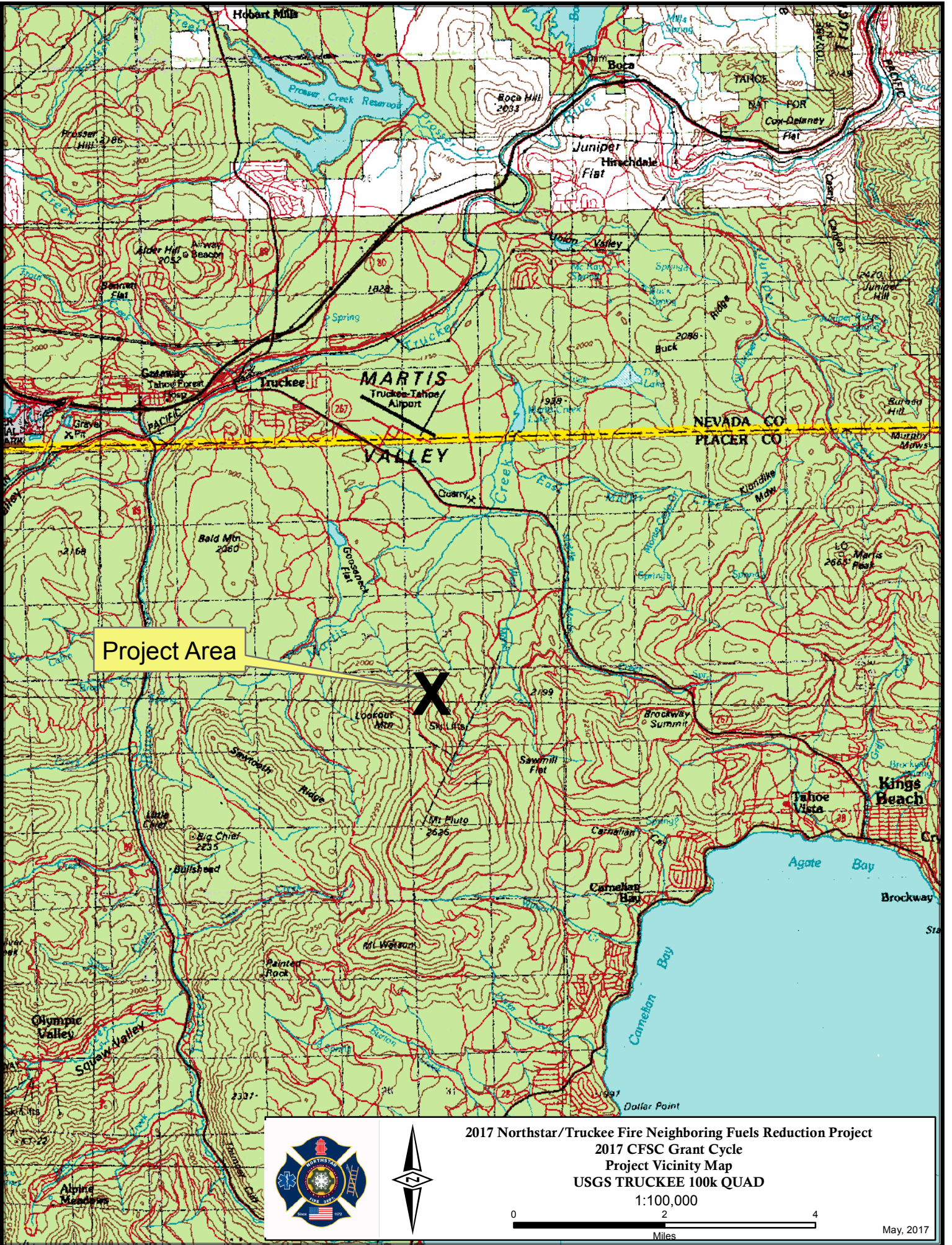


Legend

	Project Area
	Parcel Boundary
	Clear Lake

Clearlake Highlands Quad
Clearlake Highlands & Kelseyville Quads
1:24,000

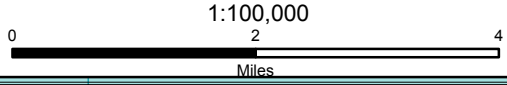




Project Area



2017 Northstar/Truckee Fire Neighboring Fuels Reduction Project
 2017 CFSC Grant Cycle
 Project Vicinity Map
 USGS TRUCKEE 100k QUAD



DUNS Number, SAM Registration, & CAGE Code Information

Per the ARRA (American Recovery and Reinvestment Act) and the FFATA (Federal Funding Accountability and Transparency Act) federal regulations, all subrecipients or subcontractors receiving federal grant awards or contracts must have a DUNS (Data Universal Numbering System) Number and be registered with the SAM (System for Award Management). This includes all subrecipients receiving funds from the California Fire Safe Council (CFSC).

All grants, subawards, and contracts funded in whole or in part with federal funds will contain DUNS and SAM/CAGE requirements, and no payments will be issued until the subrecipient or subcontractor has provided a valid DUNS number and certifies their registration with SAM to their granting/contracting agency.

The organization name should be exactly the same on both the DUNS and the SAM registration to avoid complications. This exact name should be used on the grant application.

Who needs a DUNS number?

All organizations receiving direct federal awards or indirect federal awards that pass through another agency (such as the CFSC) must have a DUNS number. This includes state and local government agencies, special districts, universities, and registered non-profit and for-profit corporations. If any of these types of subrecipients utilizes the services of a Fiscal Sponsor, then both the subrecipient and the Fiscal Sponsor must have a DUNS number.

(However, if the subrecipient does not fall into one of these categories, such as a non-profit organization that is not registered with the IRS, they will not be able to complete the SAM registration process. In that case they will have to use a "Fiscal Sponsor" organization that is a "legal entity", which will be the actual subrecipient identified by name in the sub award agreement. The Fiscal Sponsor must then have a DUNS number and be registered with the SAM

How do I find out if my organization already has a DUNS number?

Your chief fiscal officer, treasurer, business manager, executive director, or accountant is likely to be able to provide your organization's DUNS number if you already have one. Many larger organizations such as state and local government agencies, special districts, universities, non-profits, and for-profit corporations are likely to already have a DUNS number. If you don't know if you have one, you can search the Dun & Bradstreet website at: <http://fedgov.dnb.com/webform/CCRSearch.do>.

I've received federal grants/contracts for several years without a DUNS number. Why do I need one now?

Although these requirements have existed for a number of years for direct recipients of federal grants, this is a fairly new and developing requirement for subrecipients and subcontractors.

How do I get a DUNS number?

DUNS numbers are provided by Dun & Bradstreet (D&B). You can obtain a DUNS number by phone or through D&B's website. If you need your DUNS number immediately, you might consider making your request by phone where you will be assigned a DUNS number during the call.

An authorizing official of the organization, such as an Executive Director, Chief Financial Officer, etc. not a Project Director, should request a DUNS number. The following is a list of the information you will need in order to obtain it:

- Name of organization
- Organization address
- Name of the CEO/organization owner
- Legal structure of the organization (non-profit organization, for-profit corporation, etc.)
- Year the organization started
- Primary type of business
- Total number of employees (full and part time)

Contact Dun & Bradstreet

Phone: **866-705-5711**

Website: <http://fedgov.dnb.com/webform/displayHomePage.do>

Note: As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

How much will it cost to get a DUNS number?

Obtaining a DUNS number is absolutely FREE for all federal grant and contract applicants. Contact Dun & Bradstreet directly using the contact options listed above and you will quickly and easily obtain a DUNS number at no charge. There are companies who may offer to help you obtain a DUNS number for a fee, but this service is not necessary.

Dun & Bradstreet may also offer to sell their products to you for a fee, but purchase is not required to obtain a DUNS number.

My organization has more than one DUNS number. How do I know which one to use?

Organizations may have multiple DUNS numbers because they are issued by D&B by physical location. For consistency, the California Fire Safe Council will issue all subawards to the primary DUNS number of the organization. Contact D&B to identify which DUNS number is the primary one. You should also be sure that the DUNS number you use on your grant/contract is the same as the DUNS number used during registration with SAM as described below.

US General Services Administration “System for Award Management” (SAM) and Commercial and Government Entity (CAGE) Codes.

What is SAM?

The System for Award Management (SAM) combines federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. This consolidation is being done in phases. The first phase of SAM includes the functionality from the following systems:

- Commercial and Government Entity (CAGE) registration, formerly called the Central Contractor Registry (CCR)
- Federal Agency Registration (Fedreg)
- Online Representations and Certifications Application
- Excluded Parties List System (EPLS)

How will SAM benefit me?

The overarching benefits of SAM include streamlined processes, elimination of data redundancies, and reduced cost.. You will need a SAM User Account to register or update your entity records.

Create Your SAM User Account and Register Your Entity

You can create a SAM account and register your Entity (business, individual, or government agency) to do business with the Federal Government at www.SAM.gov

What is a CAGE code, and how are CAGE Codes assigned?

The Commercial and Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government, assigned by the Department of Defense’s Defense Logistics Agency (DLA). The CAGE code is used to support a variety of mechanized systems throughout the government and provides a standardized method of identifying a given facility at a specific location. The code may be used for a facility clearance, or a pre-award survey. You do not need to have a CAGE code prior to SAM registration, as one will be automatically assigned to you as a part of your entity's registration in SAM.

Search Records

All exclusion records from the Excluded Parties Listing System have been moved to SAM.

Frequently Asked Questions for DUNS Number and SAM Registration

From www.sam.gov

What is SAM?	SAM is the System for Award Management. This site, developed by the government will eventually combine eight federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. Phase one of SAM will combine CCR, ORCA, EPLS and FedReg. As a result, CCR, ORCA, EPLS and FedReg no longer exist since July 29, 2012. For more information visit https://www.sam.gov/sam/
Will I still need a DUNS number to enter SAM?	Yes, all activities related to D&B and the DUNS number will remain the same. The DUNS will be needed to begin your registration and any updates to your company name or address need to be made at D&B prior to entering SAM.
What is D&B Government iUpdate?	Government iUpdate is D&B's internet-based service that allows business owners, officers and managers the ability to request a DUNS or view, print and request updates to their existing company information.
Can every company use Government iUpdate?	No. Only those companies located in the continental US, Puerto Rico and US Virgin Islands can use Government iUpdate. Companies outside of these locations, as well as public companies, are unable to make changes to their company information via Government iUpdate.
Is D&B Government iUpdate Secure?	Government iUpdate is password protected and encrypted with Secure Socket Layer (SSL) Protocol. In addition, any changes made to your company information get processed through our internal system, which has over 800 validation checks.
Why were my requested changes rejected or not made?	To maintain accuracy of significant business information, D&B data update policies require certain change requests to be verified by a third party prior to entry. If verification cannot be confirmed, the change request will be denied. This policy is to assist in protecting you and your company from possible identity theft.
Why are you verifying my identity?	To help safe guard your company's data, D&B must first verify your personal identity and your affiliation with the selected company. To read about how we collect, manage, share and protect information, please review our Privacy Policy.
What are D&B's Data and Privacy Policies?	D&B's privacy policy can be found at http://www.dnb.com/US/home/privacy_policy/index.html .
How do you verify my identity?	D&B uses commercially available identity matching technology create a short series of challenge questions based on geographical and demographic data. This is only used to validate your

	information. we do not store this personal information. To read about how we collect, manage, share and protect information, please review our Privacy Policy.
Do I answer the challenge questions every time I enter Government iUpdate?	No, once successfully authenticated, you will establish an ID and Password.
What if I don't find my company in your database?	You may request a new DUNS number using Government iUpdate.
What if I answer the challenge questions wrong?	In order to maintain the proper security, you will be allowed two attempts to successfully complete the authentication exam. If the second attempt results in a failure, you will be asked to complete a D&B Government iUpdate Personal/Business Identification Certification before moving forward. This form requires backup documentation and notarization.
Has the website changed?	No. The website is still http://fedgov.dnb.com/webform .
This is my first time making a DUNS request on the Government iUpdate, should I call into the helpdesk or go to the website?	We recommend that you go directly to http://fedgov.dnb.com/webform because submitting online allows you to easily view and answer the personally derived questions and multiple choice answers the authentication exam.
How do I change my password for Government iUpdate?	Registered users can modify their Password or User ID through the User Profile option within Government iUpdate.
I forgot my password, can I still get access?	Yes, select the "forgot password" link on the main login screen. You will be required to answer your security questions created during registration. Once verified, your password will be e-mailed to you.
Can I use this web site if I have my popup blocker enabled?	Certain features and functionality within this web site are launched in popup windows. If you are experiencing any problems in using these features, D&B recommends you disable any popup blockers you have on your system.
What is a DUNS number and how are they assigned?	A DUNS number is a unique, non-indicative 9-digit identifier issued and maintained by D&B that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business.
Who is eligible for a D&B D-U-N-S® Number?	Commercial, non-profit or government entities Self-employed individuals (only individuals such as; physicians, lawyers, contractors, etc. who are engaged in a specific commercial business

	activity). All secondary locations including Branches and Divisions .
Is there a charge for U.S. Government contractors?	Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. This includes current and perspective Contractors, Grantees, and Loan recipients. Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B online process.
Are D&B D-U-N-S® Number re-used?	Once assigned, a D&B D-U-N-S® Number is not reused or reissued to another business entity.
How do I know if D&B has assigned my entity a new D-U-N-S Number?	A D&B Representative has confirmed that your entity has a new D-U-N-S Number. It is always best to confirm the correct D-U-N-S Number for your entity with D&B going online at http://fedgov.dnb.com/webform or by calling 1-866-705-5711 (US Only). International registrants can confirm by sending an e-mail to ccrhelp@dnb.com , including Company Name, D-U-N-S Number, and Physical Address, and Country.
Can I have more than one D-U-N-S Number at the same physical location?	Yes, more than one D-U-N-S Number can be issued at the same physical location if they are (1) separate legal entities (ie; LLC, Inc., Corp) or (2) companies that have the same legal business name but different DBA's and/or a different line of business that is specific to the nature of operations. An example of (2) is when a HQ and brand or division (see definitions below) are co-located, like a warehouse on the premises of the HQ. Definition: Headquarters is a business that has branches or divisions reporting to it and is financially responsible for them. Branch is a secondary location of the HQ. It is not a separate corporation and has no legal responsibilities for its debt. It can be located at the same address as the HQ, if a unique trade style is used. Division, like a branch, is a secondary location of a business. However, a division carries out specific business operations related to the headquarters under a divisional name.
How do I Register at SAM?	To register with SAM, go to www.SAM.gov , create a User ID and Password to begin, or enter your existing User ID and Password.
My Corporate Linkage information listed in SAM is incorrect.	Please send an email to govt@dnb.com including your DUNS number and contact information. In the email confirm what should be listed for the HQ/Parent, Domestic Ultimate and Global Ultimate. You will then be contacted by a D&B associate.
What is DUNS+4?	The +4 extension to a DUNS number is created by registrants in SAM when there is a need for more than one bank/Electronic Funds Transfer (EFT) account for a location. D&B does not create or maintain the +4 number.
How do I check my SAM Registration Status?	Go to www.SAM.gov and click "Search Records" located at the top of the page. Search by entering your DUNS number or business name. If found, your registration status will be displayed.

What is TIN Matching?	The TIN matching process is conducted between SAM and the IRS. Be sure to your Taxpayer Name is on the SAM IRS Consent Page as this may be different from your Legal Business Name. If your IRS Consent validation fails, please contact the IRS.
What if my DUNS Number is not recognized at grants.gov?	A DUNS number is accepted at grants.gov after you are registered at SAM. To get to the SAM site, use the link at grants.gov or go directly to www.SAM.gov.

Suggestions for Subrecipient Insurance

Insurance for employees, equipment, liability and the safeguarding of funds is a critical part of a grant project and should be considered when planning the grant application budget. Insurance coverage that is required is reasonable and necessary to completing the grant is an allowable grant expense.

Federal Grant Regulations require that grant recipients provide insurance coverage equivalent to that which is typically carried for equipment acquired with federal grant funds. All employers are required by state law to provide Worker’s Compensation Insurance for their employees. Additionally, grantees must maintain effective control over and accountability for all grant funds.

Also, during the course of normal business, officers, employees, and volunteers make decisions and take action on behalf of the organization. Sometimes these decisions may affect people outside the organization, either positively or negatively, and sometimes errors are made. Sometimes officers, employees, and volunteers exercise poor judgment and act inappropriately or illegally. In all of these situations, the organization, its officers, employees, and volunteers must be protected, and insurance may offer some degree of protection.

The following are several types of insurance policies that grantee organizations should consider to protect not only federal grant funds and equipment, but also the people and assets of the organization. Other types of insurance policies are available.

- Directors and Officers Insurance for Board of Directors and Staff.
- Fidelity Bond Insurance to cover all Federal grant funds.
- Insurance to cover replacement cost of any equipment items bought with grant funds. (Actual Cash Value insurance will be based on the age and condition of the equipment, and may not be enough to replace it.)
- Workers comp insurance for all employees and volunteers.
- Property Insurance (in the event buildings or other property is owned).

- Automobile Insurance, should grantees own vehicles.
- Liability insurance covering the organization.

This should not be considered a complete list of types of Insurance a subrecipient may need. Subrecipient's should discuss coverage limits and policy types with their insurance agent. He/she can make a recommendations based on the types of activities the grantee will be undertaking in the performance of work related to the grant project.

When providing proof of insurance to California Fire Safe Council, we need a copy of your "Certificate of Insurance" or "cover page". The document provided will need to confirm; the effective and expiration date of the policy, coverage type(s) and limits.

Sample Grants Clearinghouse Environmental Compliance Letter



March 13, 2014

Mr. Project Manager
456 Capable Street
Strong Town, CA 91234

Dear Mr. Manager:

The proposed project action of grant # 14USFS-SFA0000 has been reviewed for compliance with federal environmental laws, including Endangered Species Act (Section 7), Migratory Bird Treaty Act, Bald and Golden Eagle Protection Act, and National Historic Preservation Act (Section 106).

Enclosed is the document which states the applicable mitigation measures and additional requirements that must be followed based on the review of your project. As you proceed with the project activity, you must abide by all mitigation measures and additional requirements to be compliant with federal environmental laws.

This determination is based on the activity proposed in your approved application. If there is any change in the proposed action for the project, the project will need to be re-reviewed and this compliance determination may be no longer valid. Contact your Grant Manager immediately if you are considering changes to the approved project.

Environmental compliance completed by a federal agency for a Grants Clearinghouse projects covers only relevant federal laws. It is your responsibility as the grantee to have the project reviewed for compliance with any relevant state laws and/or local ordinances. Consult with your CAL FIRE Unit Forester, or local county Forester, to ensure compliance with all applicable state and local laws and ordinances. Please note that it is also your responsibility to adhere to any additional mitigation measures required for compliance with state laws and/or local ordinances.

Please print both this email and the attached document for your records. Refer to the both documents regularly as you proceed with your project.

Thank you for your patience as we do realize that the federal environmental compliance review is not a speedy process. Nevertheless, we believe it is important to safeguard the environment as well as the wellbeing of your organizations by waiting to release funds for your project until we receive the proper documentation from trained personnel. Please note payment of funds to you is dependent upon the California Fire Safe Council's receipt of funds from the USFS.

Best wishes for success on your project!

Fire Safe Council Grant Environmental Compliance

Name of Grant: Brushy Bash 2012

Grant Number: 14USFS-SFAXXXX

Organization Name: Ember Falls Homeowners Association

Location of Grant: Within the community of Ember Falls, Shasta County. (38.75365 N, -120.64028 W)

Size of Treatment Area: approximately 200 acres

Proposed Action: The fuel reduction portion will be performed on 12 acres below the Ember Falls community. A forester will be hired to prepare a fire hazard exemption and a prescription for thinning of trees within the project, and a tree faller will be hired to remove those trees. The wood produced will be sold as firewood to create program income for the grant. The residents will remove and stack the brush, and a chipping contractor will be hired to complete the brush chipping. The chips will be distributed over the ground to protect it from erosion. Any remaining large sticks or root balls will be piled and burned during the wet season.

Listed Species within potential to occur within treatment area: A CNDDDB search of the proposed treatment area shows the following species as occurring within the vicinity of the treatment area:

Chinook salmon (*Oncorhynchus tshawytscha*). Threatened. This species is known to occur near the project area. Since project activities will not affect aquatic features, no impacts to this species are anticipated.

Northern spotted owl (*Strix occidentalis caurina*). Threatened. There are several recorded occurrence of this species in the vicinity of the project area. While a majority of the project area does not appear to contain suitable habitat for this species, portions of the project are within or near areas that may provide habitat.

Fisher (*Martes pennanti*). Candidate. Requires coniferous or mixed forests with complex stand structure. Portions of the project area may contain suitable habitat for this species, with the nearest recorded occurrence located immediately adjacent to the proposed treatment area. While altering the forest structure, the removal of some woody vegetation would not result in such a loss of forest structure as to render it unsuitable for fisher, provided some level of complexity remains.

All environmental compliance completed by a federal agency for a National Fire Plan grant only covers relevant federal laws. It is the responsibility of the grantee to ensure that they comply with any relevant state laws or local ordinances.

Mitigation Measures:

Northern spotted owl: It has been determined that the project area falls within potential habitat for the Northern Spotted Owl (NSO), but due to the type of activities that will be implemented immediately adjacent to private homes, there should be no effects to NSO.

If treatments are implemented beyond 1000 feet of existing structures, then effects will need to be reassessed.

- Survey of all areas beyond 1000 feet of existing structures to determine:
- If suitable habitat for NSO existing within the project area
- If suitable habitat is available, if it is occupied by NSO
- If suitable habitat is available and occupied, then all treatment activities within ¼ mile of occupied habitat will be limited to a period of September 1 through January 31

Fisher: It is requested that you work closely with a biologist familiar with the species and its habitat requirements to determine if portions of the project are in fact suitable habitat and then retain all vegetative characteristics necessary to maintain the habitat.

ESA/MBTA Additional Requirements:

It is the responsibility of the grantee to ensure that all personnel working on the project can identify the species listed in this clearance. The following additional requirements will be implemented by the grantee:

- If any federally threatened or endangered species are detected in the project area that may be impacted by project activities, stop all work and immediately contact the BLM.
- Any detection of federally threatened or endangered species shall be documented using the California Department of Fish and Game California Native Species Field Survey Form (http://www.dfg.ca.gov/biogeodata/cnddb/pdfs/CNDDB_FieldSurveyForm.pdf). A copy will be submitted to the California Natural Diversity Database and the USFWS.

If one or more of the stated mitigation measures are not implemented, a new determination of effects will have to be conducted to determine if the project will continue to not affect federally listed species. If it is determined that the project may affect federally listed species, a Biological Assessment will be prepared by the Action Agency. The Action Agency will then determine if formal consultation with the US Fish and Wildlife service and/or NOAA Fisheries will be required.

Migratory Bird Treaty Act Species (MBTA)

The following avoidance measures must be implemented if any vegetation will be disturbed, pruned, or cut down that contains active nests used by species protected under the MBTA. Refer to <http://www.fws.gov/migratorybirds/RegulationsPolicies/mbta/mbtandx.html> for the list of species protected under the MBTA.

Field personnel performing activities that will disturb vegetation where nests may be present shall be instructed in the identification of any MBTA species and their nests that may occur within your project area. If MBTA species or any active nest is detected during pre-activity surveys or during project implementation:

- The species will not be killed, harmed or harassed;
- The active nest will not be adversely disturbed or destroyed;
- No activities will occur within 100 feet of an active nest during the breeding season for the MBTA species determined to be actively using the nest;
- Disturbance or removal of a MBTA species' nest can occur before or after the breeding season when the nest is not being actively used, unless it is not allowed by state law or county/city ordinance. Contact your local California Fish and Game office or City/County Planning office for further information.

If a survey is conducted and it is determined that either there are no MBTA species present within the project area or that the project activities will have no effect on MBTA species, the above avoidance measures do not have to be followed. A copy of the survey data and rationale shall be provided to the USFS prior to not implementing the avoidance measures.

The following general guidelines regarding breeding and nesting seasons of MBTA species is provided to give you basic information on when project activities may have the most potential for impacts. These dates are not definite and may vary by species and specific project location. In general, for bird species, the safest time of year to complete vegetation disturbing work is from September through December.

Geographic Area	Elevation	Breeding-Fledge Season
Northern Sierra Nevada	Above 3000 ft.	May-August
Northern Sierra Nevada	Below 3000 ft.	March-August
Southern Sierra Nevada	Above 5000 ft.	May-August
Southern Sierra Nevada	Below 5000 ft.	March-August
Valley/Coast	All Elevations	March-August

National Historic Preservation Act Determination (Cultural Resources)

We have determined that your project does not have potential to effect cultural resources under the National Historic Preservation Act. Project work associated with this grant is considered exempt from cultural resource inventory and evaluation.

However, removal of dense vegetation within the project area may reveal previously undiscovered historical resources. The discovery of any trash dumps, structures, prehistoric sites, or other significant resources shall require additional work by a qualified archaeologist. Please review the following guidance regarding inadvertent discovery of cultural resources:

- 1) If previously unidentified cultural resources are discovered during project implementation, the site will be flagged for avoidance and project activity will cease within

100 feet of the discovery. The project director and local archaeologist will be contacted and work will not resume within the area until further contact from the archaeologist.

2) If human remains are encountered, project work must stop and the County Coroner notified within 48 hours.

Project lead will inform the funding federal agency. There shall be no further disturbance to the area where the remains are found (Health and Safety Code Section 7050.5 (b)-(c)). If the remains are Native American, the Coroner must notify the Native American Heritage Commission within 24 hours. The NAHC will immediately notify the Most Likely Descendant (Public Resources Code 5097.98).

--OR--

National Historic Preservation Act Determination (Cultural Resources)

The cultural resources report generated for this project satisfies the requirements for protection of cultural resources under Section 106 of the National Historic Preservation Act (NHPA) and the CA-BLM State Protocol Agreement and Secretary of the Interior Standards.

We have determined that your project does not have potential to effect cultural resources under the National Historic Preservation Act.

However, please review the following guidance regarding inadvertent discovery of cultural resources:

1) If previously unidentified cultural resources are discovered during project implementation, the site will be flagged for avoidance and project activity will cease within 100 feet of the discovery. The project director and local archaeologist will be contacted and work will not resume within the area until further contact from the archaeologist.

2) If human remains are encountered, project work must stop and the County Coroner notified within 48 hours.

There shall be no further disturbance to the area where the remains are found. If the remains are Native American, the coroner must notify the Native American Heritage Commission within 24 hours. The NAHC will immediately notify the Most Likely Descendant (Public Resources Code 5097.98).

Using a Registered Professional Forester for Grants Clearinghouse Projects

The Benefits of Obtaining the Services of a Registered Professional Forester (RPF) to Assist With Planning and Managing Grants Clearinghouse Projects:

- California Fire Safe Council Grant Clearinghouse projects must comply with local, state and federal environmental laws in order to qualify for and obtain grant funding.
- Vegetation treatment projects usually change or remove plant and wildlife habitat and potentially can affect cultural resources.
- In some areas, Habitat Conservation Plans, Sensitive Ecological Habitat Areas, local environmental compliance ordinances, etc. have been established.
- Researching and understanding environmental requirements can be time-consuming, especially for applicants without a resource management background. Grant applicants may not be aware of what the pertinent environmental regulations are or how to comply with them.
- The applicant may have only a limited understanding of the terms used in the grant application, such as Fire Regime, Condition Class, Vegetation Type, Vegetation Management Treatments, ground disturbance. Applicants may lack knowledge about fire hazard mitigation, project prioritization, sustainability, roads impacts, stream alteration, biomass products, appropriate equipment needs, proper project timing, the presence of endangered biological species and cultural (archaeological) resources, etc.

The Role of a Registered Professional Forester (RPF):

The California Public Resources Code and Forest Practice Rules set forth the requirements to become a Registered Professional Forester. They state that a “Registered Professional Forester” is a person who holds a valid license as a professional forester. A Registered Professional Forester is licensed by the State of California to perform professional services that require the application of forestry principles and techniques to the management of forested landscapes and natural resources. In addition to being licensed, a RPF must:

- Be an individual of good moral character who also possesses a good reputation for honesty and integrity. No firm, company, partnership, or corporation can obtain a professional foresters license. Only individuals can obtain one.
- Have seven years of experience in forestry work. A person may substitute a Bachelor of Science in Forestry for four years of work experience.
- Pass a comprehensive examination administered by the Professional Foresters Examining Committee with a score of 75% or greater.
- RPFs can be employed by a government agency, private industry, or they can be independent consultants.

- RPFs must have an understanding of forest growth, development, and regeneration, timber harvesting operations, forest road design, soils, geology, hydrology, wildlife habitat, fisheries biology, and other natural resource management practices.
- RPFs are also trained in fire management and the application of the various fire hazard reduction methods.
- They prepare forest and land management plans, monitor and assess forest health, develop management strategies for protecting the forest from insects, disease, and wildfire, prepare and maintain inventories of forest resources, measure standing timber volume and appraise its market value, and assist in marketing forest products. They can also prepare plans to rehabilitate forests damaged by wildfire, windstorms, and other destructive natural forces.
- RPFs prepare Timber Harvesting Plans (THPs). In California, under current law, if trees are to be harvested for commercial purposes, a RPF must prepare a THP for review and approval by state agencies. Section 757.0 of the Public Resources Code provides for a landowner exemption, which allows a landowner who is a natural person to perform forestry activities on their own property without being licensed. Landowners should decide for themselves whether or not this exemption applies to them in a given situation. However, except for Conversion THPs, the Department of Forestry and Fire Protection may not accept a THP or Conversion Exemption for filing unless it has been prepared by a Registered Professional Forester.
- A RPF is authorized by the State to obtain and provide the Biological and Cultural Resource Record Searches needed to facilitate the environmental compliance process. A RPF must hold a State Archaeological Surveyor Certification.
- RPF professional expertise can expedite the environmental review process. Many RPFs conduct environmental assessments and obtain permits from a variety of state and federal agencies. They also have the advantage of being able to communicate with enforcement agencies on a professional Resource Manager-to-Resource Manager level.
- During project planning A RPF can investigate similar projects in the area, project resources available in the area, project implementation timing, etc.
- RPF can serve as the Project Manager of a grant-funded project ensuring the proper implementation of the environmental compliance mitigations and project goals and the most efficient use of grant funds. They can do on-site monitoring of contractor work to ensure that fuel treatment prescriptions are followed.
- RPFs can also assist the applicant/grantee with educating project cooperators, landowners, other stakeholders, and the general public about the project, its impacts, and its benefits.

All of this means that a California Registered Professional Forester has the knowledge and experience to assist grant applicants in planning and executing hazardous fuel reduction projects in a way that complies with federal, state, and local natural and cultural resource protection laws and regulations, and in a way that accomplishes project objectives in the most cost-effective manner. The California Fire Safe Council urges all grant applicants to consider engaging a RPF to provide professional resource management expertise to their hazardous fuel reduction efforts.

Environmental Considerations for Grants Clearinghouse Projects

This document provides environmental evaluation information and protection considerations for grants funded by California Fire Safe Council (CFSC). Some fuel reduction and other projects funded through the Grants Clearinghouse may not be subject to the California Environmental Quality Act (CEQA)¹ or the National Environmental Policy Act (NEPA). This document highlights certain resource areas of concern related to potential grant-funded activities and how to evaluate and address impacts to those areas.

CFSC recommends that grantee projects include the use of appropriate, qualified natural resources professionals. Fuel reduction projects involve manipulating vegetation that can have complex environmental effects. Qualified professionals including Registered Professional Foresters (RPFs), biologists, and archeologists may be necessary experts for project design and permitting needs as well as implementation oversight to ensure projects meet goals, avoid unnecessary adverse environmental impacts, and comply with state and federal laws for protection of natural resources. Further, California Public Resources Code² requires use of an RPF "when making evaluations and determinations of the appropriate overall combinations of impact from forestry activities necessary to protect all forest resources."

Below is a list of the primary natural resources areas associated with fuel hazard reduction projects that should be considered during project design to ensure avoiding of significant adverse environmental impacts. Further information on environmental protection and the CEQA review process can be found on the CAL FIRE website at www.fire.ca.gov.

Aesthetics

Grant-funded activities could cause a significant impact to aesthetics. This could occur by: (1) changing a scenic vista; (2) degrading the visual quality of the site; or (3) damaging scenic resources associated with a state scenic highway.

Assessing impacts to a scenic vista or the visual quality of the site should be simple. Consider the potential effect of project activities (especially vegetation modification and ground disturbance) on existing visual resources and the number of people that could see it. If very little vegetation modification or ground disturbance would occur or if the project area would quickly re-vegetate, then there might not be a significant effect. If the area is remote and few people would see it, then there might not be a significant effect. If there are no scenic vistas that overlook the project area, it should not have to be considered. However, if project activities could adversely change a scenic vista or substantially degrade the existing visual quality of the area where a substantial number of people could see it, then consider modifying project activities to lessen or avoid such impacts. This could be done by treating vegetation less intensively and limiting ground-disturbing activities immediately adjacent to well-used roads or residential areas. Areas that are farther away could be treated more intensively.

Assessing impacts to a scenic highway³ will depend on whether it could be associated with the project area. If such a highway is found, then consider the potential effects of project activities on the scenic corridor, which would be the band of land generally adjacent to the highway right-of-way. Significant impacts to a scenic highway could occur by damaging trees, rock outcroppings, and historic buildings within the scenic corridor. If project activities could adversely damage scenic resources associated with a state scenic highway, then consider modifying project activities to lessen or avoid such impacts. As with scenic vistas and the site's visual quality, this could be done by treating vegetation less intensively or limiting ground-disturbing activities within the scenic corridor.

Air Quality

Grant-funded activities could cause a significant impact to air quality and could cause public health impacts associated with poor air quality. This could occur by: (1) failing to comply with local air quality standards; or (2) subjecting local residents to smoke or fugitive dust.

Local air districts primarily enforce air pollution control laws in California. The Air Resource Board maintains a list of local air districts (<http://www.arb.ca.gov/capcoa/roster.htm>). If burning is proposed as part of grant-funded activities, then the local air district should be contacted about applicable rules. Depending on the size of the burn and the amount of expected emissions, an air district-approved smoke management and burn plans and an open burning permit from CAL FIRE may be needed. Burning is generally restricted to "burn days," which would be designated by the local air district. Usually, adherence to the smoke management and burn plans and restricting burning to designate burn days would be sufficient to prevent significant impacts associated with smoke. Each air district has specific local regulations and requirements. Restriction on the size of the burn project, timing of burning operations, permit requirement, fugitive dust abatement and smoke fees are determined at the local level. Coordinate with the local air district to determine compliance with laws, ordinances, regulations and standards related to air quality.

¹Non-profits are not subject to the requirements of CEQA because the definition of a "Project" includes activities directly undertaken, supported or approved by any public agency, and since non-profits are not public agencies, CEQA does not apply (PRC §§ 21063 and 21065, 14 CCR §§ 15002(b), 15378 and 15379).

²PRC 750-783

³The State Scenic Highway System includes a list of highways that are either eligible for designation as scenic highways or have been officially designated (<http://www.dot.ca.gov/hg/LandArch/scenic/cahisys.htm>). County highways that have outstanding scenic qualities are considered eligible. There is a map of California's officially designated scenic highways (http://www.dot.ca.gov/hg/LandArch/scenic_highways/index.htm).

Some local air districts could regulate fugitive dust, which is solid airborne matter emitted from any non-combustion source. It is also regulated per the Health and Safety Code (§41700). If grant-funded activities would generate dust in amounts that would violate local air quality laws, the Health and Safety Code, or create some other nuisance, then some level of treatment should be applied. Dust could be reduced by minimizing the surface area disturbed, limiting dust-generating work on windy days, and applying dust suppression measures. Dust suppression measures could include applying water or other stabilizing products. The California Air Resources Board has a good handbook on control of fugitive dust (http://www.arb.ca.gov/pm/fugitivedust_large.pdf).

Biological Resources

Grant-funded activities could cause a significant impact to biological resources. This could include but is not limited to: (1) harassing or harming state or federally listed species; (2) modifying riparian or other sensitive plant community; (3) interfering with species movement; (4) conflicting with a local tree ordinance; or (5) conflicting with a Habitat Conservation Plan or Natural Community Conservation Plan.

Relevant State and federal laws that protect biological resources include the following:

- FGC § 3503, and 3503.5 - Protection of birds' nests
(<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fgc&group=03001-04000&file=3500-3516>)
- FGC § 3511 - Fully Protected Birds
- FGC § 3513 - Non-game Migratory Birds
- FGC § 4700- Fully Protected Mammals
(<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fqc&group=04001-05000&file=4700>)
- FGC § 5050 - Fully Protected Reptiles and Amphibians
(<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fqc&group=05001-06000&file=5050>)
- FGC § 5515- Fully Protected Fish
(<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fgc&group=05001-06000&file=5500-5522>)
- California Endangered Species Act
(<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=fqc&group=02001-03000&file=2050-2069>)
- Federal Endangered Species Act
(<http://www.fws.gov/endangered/laws-policies/>)
- Migratory Bird Treaty Act
(<http://www.fws.gov/laws/lawsdigestlmigtrea.html>)

Assessing whether project activities could harass or harm listed species or modify riparian or another sensitive plant community would require determining what species and habitats could be present on the project area and assessing how the proposed activities could affect them. The first step would be to determine what wildlife, plant or sensitive plant community could be present.

The California Wildlife Habitat Relationships System (CWHR) (<https://www.dfg.ca.gov/biogeodata/cwhr/>) provides a predictive database to classify habitat and identify possible terrestrial vertebrate species that could occur on a project area. A Guide to the Wildlife Habitats of California (<https://www.dfg.ca.gov/biogeodata/cwhr/wildlifehabitats.asp>) provides guidance on how to classify wildlife habitats using this system. Once the project area has been classified into habitat types, develop a list of terrestrial vertebrate species that could be found there.

CWHR Life History Accounts and Range Maps (<https://www.dfg.ca.gov/biogeodata/cwhr/cawildlife.aspx>) contain species life history accounts and range maps, which could be used to determine species potentially present on the project area. The California Natural Diversity Database (CNDDDB) (<http://www.dfg.ca.gov/biogeodata/cnddb/>) provides additional information on plant and animal species and sensitive plant communities of concern that could occur within the project area. Species and plant communities identified through CWHR and CNDDDB queries that also could appear on one of the following lists are of particular interest to the project proponent:

- Special Vascular Plants, Bryophytes, and Lichens List
(<http://www.dfg.ca.gov/biogeodata/cnddb/pdfs/SPPplants.pdf>)
- Endangered, Threatened and Rare Plants List
(<http://www.dfg.ca.gov/biogeodata/cnddb/pdfs/TEPlants.pdf>)
- Endangered and Threatened Animals List
(<http://www.dfg.ca.gov/biogeodata/cnddb/pdfs/TEAnimals.pdf>)
- Fully Protected Animals List
(http://www.dfg.ca.gov/wildlife/nongame/te_spp/fully_pro.html)
- List of Migratory Bird Species Protected by the Migratory Bird Treaty Act
(<http://www.fws.gov/migratorvbirds/RegulationsPolicies/mbta/MBTANDX.HTML>)

Plants or animals on the above lists that are state listed endangered, state listed threatened, state listed rare, state candidate for listing, fully protected animals, federally listed endangered, federally listed threatened, or Rare Plant Rank 1A, 1B or 2, or on the list of migratory bird species, and potentially located on the project area, should be included on the potential project species list. The project species and sensitive plant community list should be further refined concerning presence and possible impact from project activities by considering habitat variables such as soil type, species distribution, elevation range occupied and other variables. In addition to the CWHR and CNDDDB queries, the following are examples of web sites that provide additional data pertinent to development of a finalized species and plant community list for assessment:

Plants: <http://www.calflora.org/species/index.html>
http://ucjeps.berkeley.edu/jepson_flora_project.html

Invertebrates:

<http://www.dfg.ca.gov/biogeodata/cnddb/invertebrates.asp>

Fish:

<http://www.calfish.org/>

Reptiles and Amphibians:

<http://www.californiaherps.com/index.html>

Once the species and sensitive habitats list has been compiled, it can be used to determine which species could be significantly affected by project activities. This is done by comparing the location and timing of project activities with the various species life histories and habitat requirements. If, for instance, project activities would fall trees used by nesting birds, but project activities would occur outside of the nesting season, then there likely would not be a significant impact. If species habitat is present, but species presence is unknown, and the project cannot be easily modified to avoid or reduce significant impacts, then surveys may be necessary to establish species presence or absence. The Department of Fish and Wildlife provides information about species surveys (https://www.dfg.ca.gov/wildlife/nongame/survey_monitor.html).

The Department of Fish and Wildlife's BIOS webpage (<http://www.dfg.ca.gov/biogeodata/bios/>) contains excellent information about the location of sensitive species and habitat connectivity. This information can be used to determine the project's potential effect on species movement.

Assessing whether project activities could conflict with a local tree ordinance depends on which county or city the project would be located. Information on local tree ordinances can often be found on county or city websites.

Determining whether project activities could conflict with a Habitat Conservation Plan or Natural Community Conservation Plan would involve determining if such a plan is in effect over the project area.

- The U.S. Fish and Wildlife Service provide information about existing Habitat Conservation Plans
- (http://ecos.fws.gov/conserv_plans/PlanReportSelect?region=9&type=HCP)
- The Department of Fish and Wildlife provides information about existing Natural Community Conservation Plans (<https://www.dfg.ca.gov/habcon/nccp/status/>)

Cultural Resources

Grant-funded activities could cause a significant impact to cultural resources. This could occur by: (1) damaging a historical or archaeological resource; (2) damaging a paleontological resource or site or unique geologic feature; or (3) disturbing human remains.

In order to avoid damaging a historical, archaeological or paleontological resource or a unique geologic feature it must first be identified and then avoided. In the case of historical, archaeological or paleontological resources, this would require gathering information about what could be present on the project area and surveying to ascertain what is there. Gathering information could include contacting local Native Americans about known resources in the area, querying the California Historical Information System (http://ohp.parks.ca.gov/?page_id=1068), researching available historical information about the area, and speaking to knowledgeable local people. This information would then be used to focus survey efforts. The survey would be used to confirm whether historical, archaeological or paleontological resources are present on the project area. It could also identify unique geologic features. Complete survey results would allow development of protection measures for any identified cultural resources. This work should be performed by a qualified professional. CAL FIRE provides some training in cultural resource protection (http://calfire.ca.gov/resource_mgt/archaeology-training.php). Many Registered Professional Foresters have completed archeological training provided by CAL FIRE and can be helpful in preliminary surveys. .

A list of certified archeological surveyors is found at:

[http://www.fire.ca.gov/resource_mgt/archaeology/downloads/Certified Arch Surveyors.pdf](http://www.fire.ca.gov/resource_mgt/archaeology/downloads/Certified_Arch_Surveyors.pdf).

Geology and Soils

Grant-funded activities could cause a significant impact to geological and soil resources. This could occur by: (1) causing substantial soil erosion; or (2) compromising the stability of an already unstable area.

Soil erosion could be caused by exposing erosive soils to hydraulic action. Eroded soil could lead to the loss of topsoil or sedimentation of watercourses. The intensity of erosion is influenced by the amount of ground cover, steepness of the slope, and erosiveness of the soil. Protection against erosion can be done by avoiding steep slopes, avoiding erosive soils, treating exposed areas with an erosion-resistant material, and timing project activities to avoid the wet season. A method of evaluating the erosiveness of a soil is found in Appendix I of the Forest Practice Rules

([http://calfire.ca.gov/resource_mgt/downloads/2014 FP Rulebook w TRA No.1.pdf](http://calfire.ca.gov/resource_mgt/downloads/2014_FP_Rulebook_w_TRA_No.1.pdf)).

This work should be done by a qualified professional.

Avoiding compromising an already unstable area should be done by identifying such areas prior to commencing the project and avoiding them or proposing activities thereon that would not cause additional instability. Identifying unstable areas could be done through field review and review of geologic maps.

Landslide maps by the California Geological Survey are good resources for locating unstable areas (<http://www.guake.ca.gov/gmaps/WH/landslidemaps.htm>). Also, Division of Mines and Geology Note 50, Factors Affecting Landslides in Forested Terrain may assist in assessing unstable terrain

(http://www.consrv.ca.gov/cgs/information/publications/cgs_notes/note_50/Document

[s/note50.pdf](#)). Once geologic and field review has identified unstable areas on the project, appropriate activities could be prescribed, or such areas could be excluded from the project. As with other resource areas, this should be done by a qualified professional. The California Licensed Foresters Association has prepared a document providing guidance on how to determine if a professional geologist should be called upon in preparation of a timber harvesting plan, which could provide valuable information (http://www.cdfa.org/wp-content/uploads/2012/09/GeologyGuide_v10_12pt1.pdf).

Hazards and Hazardous Materials

Grant-funded activities could cause a significant impact to the public or the environment from the hazards and hazardous materials. This could occur by: (1) transporting, using, or disposing of hazardous materials; (2) releasing hazardous materials; (3) using hazardous material near schools or airports; or (4) being located on a hazardous materials site.

Transporting, using or disposing of hazardous materials in California should occur per the limitations of a permit from an entity such as the county agricultural commissioner. The permit would stipulate the manner for materials transport, use and disposal. Generally, as long as actions taken are as prescribed in the permit, there should be no significant impacts associated with use of hazardous materials.

In order to ensure there are no significant impacts associated with the accidental release of hazardous materials (fuel, herbicides, etc.), there should be an emergency spill response plan. The specifics of the plan would depend on what, if any, hazardous materials are used in performing the project. The Department of Pesticide Regulation provides licenses and certificates for the use of pesticides including herbicide. Agricultural Pest Control Adviser Licensees (PCA), Qualified Applicator Licensees (QAL), Qualified Applicator Certificate Holders (QAC), and Private Applicator Certificate Holders (PAC) are regulated by the Department of Pesticide Regulation. The use for PCA and QAL may be required to apply herbicide. The County Agricultural Commissioner should be consulted if the use of pesticides is proposed in the project.

Whether there could be significant impacts associated with the use of hazardous materials near schools or airports would depend on the materials proposed for use and the project's proximity to schools and airports. The Department of Toxic Substances Control provides a list of hazardous waste sites (http://www.envirostor.dtsc.ca.gov/public/search.asp?cmd=search&reporttype=CORTESE&site_type=CSITES%2COPEN%2CFUDS%2CCLOSE&status=ACT%2CBKLG%2CCOM&reporttitle=HAZARDOUS%20WASTE%20AND%20SUBSTANCES%20SITE%20LIST). Refer to this list to see if the proposed project could be located on a hazardous waste site.

Hydrology and Water Quality

Grant-funded activities could cause a significant impact to the water quality. This could occur by: (1) violating water quality standards or waste discharge requirements; or (2) degrading water quality.

Water quality standards and waste discharge requirements are established by the Regional Water Quality Control Boards (<http://www.waterboards.ca.gov/waterboards/map.shtml>) and are described in each's Basin Plan (<http://www.waterboards.ca.gov/plans/policies/>). These differ with region. One should contact the local Regional Water Quality Control Board to determine the applicable water quality standards and waste discharge requirements given the project activities. Disturbing one acre or more of soil may require a National Pollutant Discharge Elimination System permit issued by the local Regional Water Quality Control Board. If the project proposes operating in the streambed, bank or channel of a watercourse a 1600 permit may be required from the California Department of Fish and Wildlife.

Ground-disturbing activities, equipment use, fueling, vehicle and equipment maintenance and herbicide use near watercourses, lakes, ditches, and ponds could degrade water quality. Avoiding such impacts should consist of identifying all waterbodies on or near to the project area and avoiding them or restricting nearby activities. One could also prescribe treatments to lessen impacts. Identifying waterbodies should be done through map and field review. The decision to avoid, restrict nearby activities or prescribe treatments should be done based on an assessment of the waterbody's sensitivity to project activities and the benefit it could provide. For example, a fish-bearing watercourse could be more sensitive to sediment inputs and would provide more benefits (fish) than a non-fish-bearing watercourse. Thus, the fish-bearing watercourse would receive a greater level of protection than the non-fish-bearing watercourse. Avoiding or lessening impacts could occur by treating disturbed soil near waterbodies with erosion-resistant material, excluding waterbodies from the project, providing buffers between project activities and the waterbody, or restricting certain activities near the waterbody. The California Forest Practice Rules provide a system by which one could classify waterbodies (see 14 CCR §916 et seq. at http://calfire.ca.gov/resource_mgt/downloads/2014_FP_Rulebook_w_TRA_No.1.pdf).

Noise

Grant-funded activities could cause a significant impact to the public from noise. This could occur by: (1) exposing persons to noise levels in excess of standards established in a general plan, noise ordinance, or other applicable local, state, or federal standards; or (2) creating a substantial temporary increase in ambient noise levels in the project vicinity above existing levels.

Most grant-funded activities should occur in rural or semi-rural areas away from municipalities that could have noise ordinances. This could preclude any violations of standards established in a general plan, noise ordinance, or other applicable standards. However, there could be noise generated from chipping and other heavy equipment use that would have the potential to temporarily increase ambient noise levels in the project

vicinity above existing levels. In order that such an increase should not cause a significant impact, project proponents could restrict the daily hours of operation and could prohibit operation on the weekends.



**California Fire Safe Council
Request for Applications (RFA)
Grants Clearinghouse 2019 Competitive Grants Program**

OVERVIEW INFORMATION

Important Dates:

April 24, 2019 Grants Clearinghouse Opens. Solicitation of Applications

June 5, 2019 Application Submission Deadline (5:00 p.m. PDT)

Synopsis of Grant Opportunity:

California Fire Safe Council (CFSC) is pleased to announce its competitive application process for 2019 wildfire prevention grants. Funding is provided through a master grant to CFSC by the U.S. Forest Service to administer the Grants Clearinghouse program, with CFSC issuing subawards to successful applicants to support fire risk reduction activities by landowners in at-risk communities to restore and maintain resilient landscapes and create fire adapted communities. Funds should be utilized for hazard mitigation competitive grants in the following categories:

- Hazardous fuels reduction and maintenance projects on non-federal land
- Community Wildfire Protection Plans (CWPP) and other community hazard mitigation and planning
- Prevention and mitigation education and outreach opportunities for landowners and residents in at-risk communities

Funding, Cost Share Requirement and Duration:

CFSC has approximately \$2 million available for 2019 SFA wildfire prevention projects.

The mandatory cost share is 100%. Federal funding can account for up to 50% of the project's cost and the remaining 50% must come from non-federal sources and can include cash and/or third-party in-kind.



For example, a \$200,00 grant request will need to be matched with \$200,000 from the applicant and cooperators.

We encourage applicants to utilize their Cal Fire 2018-19 Community Wildfire Prevention Program (CWPP) grants and Cal Fire 2018-19 California Climate Investment (CCI) Program grants as matching contributions for the CFSC 19 SFA grant program if the objectives of the CFSC 19 SFA grant application are included within the scope and the active dates of the Cal Fire grant. To see the list of Cal Fire award recipients, please visit http://calfire.ca.gov/fire_prevention/firepreventiongrants.

For more information on match and in-kind, please read the RFA and Handbook, available at <https://cafiresafecouncil.org/grants-clearinghouse/2019-grant-program/>

The grant performance period is 24 months. Grant funds cannot be expended after the termination date. The grant start date is anticipated to be October 2019, however dates are subject to change.

Grant Application Limits

The maximum grant application request cannot exceed \$200,000 for federal dollars.

The maximum amount of applications that can be submitted is two(2) by a single organization.

Fiscal sponsors may submit 2 applications and receive up to \$200,000 for themselves, plus be awarded up to \$100,000 each for sponsoring organizations (up to 3 organizations total). To illustrate this, if a fiscal sponsor is sponsoring 3 organizations each asking for \$100,000, then all three may be funded, for a total of \$300,000 plus up to \$200,00 for their own request. So a fiscal sponsor can potentially be awarded up to \$500,000. For more information on fiscal sponsors read our 19 SFA Application Handbook.

Additional Resources:

- Attend one of four (4) free Grant Application Training Workshops throughout California starting on May 9, 2019. We strongly recommend new applicants attend a training workshop in addition to reviewing the RFA and Handbook before completing the 2019 application. Please check our website at www.Cafiresafecouncil.org to register for a workshop near you
- Additional resources are available on CFSC's website at www.cafiresafecouncil.org/2019grantprogram to assist you in completing the application.
 1. 2019 Grant Application Training Handbook
 2. 2019 Grant Application Workshop PowerPoint Slideshow
 3. 2019 Grant Application Planning Tool. The tool is designed to assist prospective applicants to the 2019 Grants Clearinghouse. The planning tool is a Microsoft Word file



with the grant application questions and instructions. This file allows you to work on your application offline, save your work and spellcheck your responses. When you are ready to apply online, you may cut and paste your information from the planning tool to the Grants Clearinghouse application.

- Contact a Grant Specialist in your region for technical assistance.

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CLEARINGHOUSE INFORMATION

1. CLEARINGHOUSE BACKGROUND

The CFSC Grants Clearinghouse is a program of the California Fire Safe Council. It is an online grant application process that makes it easier to find and apply for wildfire prevention grants to support community projects.

Originally, federal agency members of the California Fire Alliance and CFSC Board of Directors spearheaded the development of the CFSC Grants Clearinghouse to assist in the achievement of the National Fire Plan by facilitating an open, collaborative process for grant funding. The CFSC Grants Clearinghouse expanded the playing field to more organizations by making it easier to find and apply for grants. It increased the collaboration among agencies, facilitated the planning process across agency boundaries and demonstrated California’s fire prevention needs and accomplishments to Congress.

The CFSC Grants Clearinghouse enhanced existing relationships between communities and federal agencies, and helped to create new relationships by expanding funding opportunities for eligible organizations and agencies. All applicants are encouraged to apply for CFSC Clearinghouse grants. Every application helps demonstrate greater need throughout the State.

The 2019 CFSC Grants Clearinghouse includes funds provided by the U.S. Forest Service. CFSC continues to be prepared to receive funds from other federal agencies or other sources should those funds become available later this year. Any projects approved during the 2019 Clearinghouse review but unfunded due to lack of available funds will be held for one year in the event that future funding becomes available.



2. FUNDING OPPORTUNITIES

A. U.S. Forest Service State Fire Assistance (SFA and SMG programs)

2019 FUNDING

Approximately \$2,000,000 in State Fire Assistance (SFA) funds are available for 2019.

PROGRAM INFORMATION

Funds are available for all fire prevention activities including training, planning, hazardous fuel treatments, and fire prevention education programs. This program emphasizes fire risk reduction activities by landowners and residents in at-risk communities to restore and maintain resilient landscapes and create fire-adapted communities.

Programs or activities proposed for SFA funding must meet the following criteria:

- Projects must be in the wildland urban interface (WUI) and protecting a [Community-at-Risk \(CAR\)](#).
- Projects cannot be on Federal lands or lands leased/permitted by the federal government with the exception of tribal lands
- Programs, projects, or activities must address areas identified and prioritized in a Community Wildfire Protection Plan (CWPP) or equivalent document.
- Proposed projects should align with the applicable primary factors, guiding principles and core values identified in Phase I of the Cohesive Strategy.
- Projects will be used to implement actions that utilize strategies within priority landscapes as articulated in the State of California's Forest Action Plan.

Hazardous fuel reduction proposals can include the purchase of needed supplies and tools such as chainsaws, personal protective supplies, hand tools, etc.

It is expected that applicants shall complete their projects within a 24-month grant term. If funded, applicants will be required to report specific project accomplishments, including statistical data and narrative descriptions on a quarterly basis-adhering to CFSC's agreed upon schedule, and provide before, during and after photos.



PROHIBITED PROGRAM EXPENDITURES

Purchase of vehicles or heavy equipment such as tub grinders and other expensive assets will not be funded (suggest rental or lease of these items). Construction and purchasing land are not allowable under the State Fire Assistance Programs.

Applicants interested in applying for small equipment purchases such as chippers must contact a Grant Specialist prior to applying to discuss the requirements. In order to request purchase of equipment you must conduct a cost benefit analysis regarding the potential purchase, which would include surveying to see if there is similar excess federal equipment available, and providing a cost comparison between leasing and purchasing the identified equipment.. The request to purchase equipment must be submitted in writing to a Grant Specialist prior to submitting an application.

ELIGIBILITY INFORMATION

A. Eligible Applicants

- Nonprofit Organizations
- Home/Property Owners Associations
- Native American Tribes
- Resource Conservation Districts
- Municipalities: Towns and Cities and Counties
- Institutions of Higher Education
- Joint-Powers Authorities
- Special Districts
- School Districts
- Counties
- State Agencies
- For-profit Companies

Individuals are not eligible to apply.

Unincorporated groups/organizations must have a Fiscal Sponsor. These applicants must submit a Fiscal Sponsor Agreement Letter with their application.



COST SHARING AND MATCH

Federal funds received from the California Fire Safe Council must be matched with non-Federal funds.

The 2019 U.S. Forest Service State Fire Assistance funds require a 50/50 (dollar for dollar) match. (If the total project cost is \$400,000, then the applicant must provide \$200,000 in cost share and the grant will provide \$200,000.)

Cost share or match, may be in the form of cash or in-kind contributions. Match is subject to the provisions in federal regulations (see: 2 CFR 200 Subpart D (200.306)).

Match contributions must meet the following criteria to be counted towards the grant.

- They shall be **verifiable** from the recipient's records.
- They shall not be included as contributions for any other federally-assisted project or program.
- They shall be **necessary** and **reasonable** for the proper and efficient accomplishment of the project or program objectives and **allocable** under 2 CFR 200.
- They shall be **allowable** under the applicable cost principles.
- They shall not be paid by the Federal Government under another award or derived under any other federal assistance program
- Their value shall be determined using scales and estimates appropriate for the local area
- They shall not include grant application preparation fees

Federal Title III (Secure Rural Schools) funds are allowable as match under some circumstances. Please consult with your county official that oversees its Title III allocation. Additional information about Title III can be found at: <http://www.fs.usda.gov/main/pts/countyfunds>. Letters of Commitment are required from all organizations providing matching contributions to the applicant's proposed project. Letters of Commitment shall be sent by the contributing organization to the applicant. If the applicant organization is providing matching funds to the project, the applicant organization must submit its own Letter of Commitment.

TERMS AND CONDITIONS

1. No more than two applications may be submitted by a single organization, and grant awards will not exceed \$200,000 per organization.
2. Fiscal sponsors may submit two applications of their own, and receive up to \$200,000 for their own project(s).



3. Fiscal sponsor organizations may also manage up to \$300,000 for other organizations (up to 3 organizations total). To illustrate this, if a fiscal sponsor is sponsoring 3 organizations each asking for \$100,000, then all three may be funded, for a total of \$300,000 plus up to \$200,00 for the fiscal sponsor's own request. Thus a fiscal sponsor can potentially be awarded up to \$500,000.
4. Grant performance period is two years.
5. Projects should focus on the Cohesive Strategy and California Fire Action Plan Objectives.
6. Projects will address the primary factors, guiding principles, and core values of the National Cohesive Strategy for Wildland Fire Management and the California Forest Action Plan.

Total value of USFS projects selected for funding in FFY 2018 (SFA, SMG and TMG): \$4.795 million

Average size of USFS grants in FFY 2018: \$125,000

Number of grants selected for funding in FFY 2018: 45



3. SUBMISSION INFORMATION

A. Application Package

This announcement contains all narrative instructions to complete an application package and includes Web links to additional useful resources.

B. Form of Application Submission

- **Applications must be submitted online by 5:00 p.m. PDT on June 5, 2019 at <http://www.cafiresafecouncil.org/zoomgrantslogin/>.** To submit an application, your organization must have a free account with ZoomGrants. To create a free account, visit <http://www.cafiresafecouncil.org/zoomgrantslogin/> and complete the fields in the “New ZoomGrants Account” box on the right hand side of the screen.
- All supporting documents must be uploaded to the ZoomGrants account in the Documents Tab. Emailed, mailed or faxed documents will not be accepted and will result in application disqualification.
 - All projects must submit Letter(s) of Commitment from all organizations contributing cash or in-kind match.
 - All projects must submit a project vicinity map.
 - If your organization is required to use a Fiscal Sponsor, you must submit a Fiscal Sponsor Agreement Letter.
 - If your organization has been given a negotiated Federal Indirect Cost Rate Agreement (NICRA) with a federal agency, you must submit a copy of your NICRA.

C. Submission Dates & Times

- **Application deadline: June 5, 2019 5:00 p.m. (PDT)**
- Online applications must be submitted by **5:00 p.m. PDT**, and all required supporting documentation must be uploaded by that time.
- Applications received after the deadline specified above, for any reason, will not be considered for funding.

D. ZoomGrants E-Grant Site

CFSC uses an online software vendor, ZoomGrants for the 2019 CFSC Grants Clearinghouse. ZoomGrants is user-friendly but please allow extra time to become oriented to the new site if you are new applicant to the system. Applicants will use it to apply and submit 2019 grant applications.



Applicants will also use the site to upload Letters of Commitment and Fiscal Sponsor Agreement letters (if applicable).

Please create only one ZoomGrants account per organization.

The Grant Application Handbook provides detailed instructions on how to complete and submit an application in ZoomGrants. This resource is available online.

E. Required Additional Documentation

1. Letters of Commitment

- Letters of Commitments, and Fiscal Sponsor Agreement Letters if applicable, must be uploaded to the Applicant's ZoomGrants account in the Documents Tab. Letters submitted by email, mail or fax to CFSC will not be accepted and are grounds for disqualification.
- All organizations providing match/cost-share to a project must submit a Letter of Commitment detailing their matching contribution (i.e., project name, a description of the service(s) or item(s) provided, and the dollar value of the service(s), item(s), or donation).
- Letters of Commitment should be on organizational letterhead and signed by an individual authorized to commit the organizations resources. In the event that the organization is unable to produce such a letter, an email with the all of the information listed above will be acceptable. This alternative should only be used in extreme circumstances. Please contact your Grant Specialist for more information.
- If the applicant organization itself proposes to contribute match, the applicant must submit its own Letter of Commitment.
- A signed cover letter from the applicant organization must be submitted with the Letters of Commitment. The cover letter must include a list of all of the organizations providing match, including the applicant and the total dollar value of each proposed match contribution. (See Part III for a sample LOC cover letter.)
- Organizational names and proposed match amounts in the Letters of Commitment must match the organizations and match amounts listed in the LOC cover letter and in your online application.

2. Fiscal Sponsors and Fiscal Sponsor Agreements

- Unincorporated groups/organizations are required to have a Fiscal Sponsor.
- A Fiscal Sponsor is an organization that assumes the legal responsibility for the management of grant funds awarded to another organization and will be the legal and primary recipient of the grant funds and signer of the grant agreement.



- Fiscal sponsors play a variety of roles for organizations they sponsor. Fiscal sponsors will sign the subaward agreement with the unincorporated group(s). Fiscal sponsors are subject to all federal and state regulations and policy requirements associated with the grant, including environmental compliance. Depending on the Fiscal Sponsor's own federal funds expenditures, this sponsorship may trigger an A-133 audit, which should be considered during the planning process. The Fiscal Sponsor is also required to carry appropriate insurance sufficient to protect the assets of the grant.
- Fiscal Sponsors may provide staffing, accounting services, project management and leadership. These services may be provided free of charge for the applicant organization or for a fee which may be included in the grant budget. The costs should be clearly stated in the budget and in the Fiscal Sponsor Agreement which is required as part of the application.
- The applicant who needs a Fiscal Sponsor must submit a Fiscal Sponsor Agreement with their application. The Fiscal Sponsor Agreement is a written and signed document on the Fiscal Sponsor's letterhead indicating that the Fiscal Sponsor will act on behalf of the applicant to receive, spend and otherwise manage the grant funds and property assets associated with the applicant's grant project in accordance with applicable federal, state and local laws and regulations.
- Remember, a Fiscal Sponsor may submit 2 applications and receive up to a maximum of \$200,000 for its own organization. A Fiscal Sponsor may also provide sponsorship for up to 3 organizations for a funding total not to exceed \$100,000 each. To illustrate this, if a fiscal sponsor is sponsoring 3 organizations each asking for \$100,000, then all three may be funded, for a total of \$300,000 plus up to \$200,00 for their own request. So a fiscal sponsor can potentially be awarded up to \$500,000.

3. Project Vicinity Map

- A project location map is required for all projects
- List the organization name, project title and identifying markers to show the county or regional area of the project.
- For projects with disbursed locations such as homeowner chipping or regional focus such as those for planning or education, a map that identifies the region of the activities is adequate.
- For vegetation treatment projects with specific locations such as fuel breaks, the map can either show a pin point or a boundary of the treatment area and must contain enough specific information that a grant reviewer can locate the project.

4. Indirect Cost Rate Agreement

- If your organization has been given a negotiated Federal Indirect Cost Rate Agreement (NICRA) with a federal agency, a copy of your NICRA must be uploaded to ZoomGrants.



4. ADDITIONAL ASSISTANCE FOR APPLICATION SUBMISSION

Administrative Headquarters (McClellan)
California Fire Safe Council
5834 Price Ave. Ste. 101
McClellan, CA 95652
Main line (916) 648-3600

Tracy Katelman Executive Director Phone: 916-648-3613 Email: tracy@cafiresafecouncil.org	
Dan Lang Senior Grant Specialist Phone: 916-256-3621 Email: dlang@cafiresafecouncil.org	Contact Dan if your project is located in Northern or Central California
Thelma Clark Senior Grant Specialist Phone: 916-256-3130 Email: tclark@cafiresafecouncil.org	Contact Thelma if your project is located in Northern or Central California
Bethany Perez Business Manager Phone: 916-648-3615 Email: bperez@cafiresafecouncil.org	Contact Bethany with questions relating to banking information for grant payments.
Amber Gardner Clearinghouse Administrator Phone: 916-256-3337 Email: agardner@cafiresafecouncil.org	Contact Amber if you have questions about how to use features in the ZoomGrants website.



Ontario Field Office
California Fire Safe Council
3200 Inland Empire Blvd
Suite 230
Ontario, CA 91764

Dalonna Scott, Data Management Specialist Phone: 909-906-9450 <u>Email: dscott@cafiresafecouncil.org</u>	Contact Dalonna with questions about the environmental compliance status of your grant.
Sandra Lyons Grant Specialist Phone: 909-906-9472 <u>Email: slyons@cafiresafecouncil.org</u>	Contact Sandra if your project is located in Southern or Central California
Elizabeth LaMar Grant Specialist Phone: 916-256-4434 <u>Email: elamar@cafiresafecouncil.org</u>	Contact Elizabeth if your project is located in Southern or Central California

Technical Assistance

ZoomGrants	(866) 323-5404 questions@ZoomGrants.com	Technical Assistance with ZoomGrants features
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5. APPLICATION REVIEW INFORMATION

A. Phase I: Project Review

1. Initial Screening

ZoomGrants will automatically perform an error check of all submitted applications for completeness and technical errors. If errors are found, ZoomGrants will provide a listing of any incomplete questions and missing documents and prompt the applicant to fix them. Applicants will not be able to submit their application until all errors are fixed.

Submitted applications will be screened for completeness. The initial review criteria are:

- Was the application received on time?
- Is the applicant an eligible organization?
- Did the applicant submit two or less applications?
- Does the application comply with all Uniform Administrative and Cost Principle federal regulations?
- Was the application complete? Were all appropriate questions answered?
- Were all Letters of Commitment (1) received on time; (2) on organizational letterhead or email equivalent; (3) signed and (4) from the same sources listed in the application?
- Did the match/cost-share amounts in the Letters of Commitment equal the amounts in the application?
- If the applicant indicated they would provide match, did they submit a Letter of Commitment?
- If the applicant has a Fiscal Sponsor, was a Fiscal Sponsor Agreement submitted with the Letters of Commitment?
- Did the applicant submit a Project Vicinity Map?
- Is the budget accurate and the match projection consistent throughout the proposal?
- Was the cost share equal to 50% of the project cost?
- Does the application request not exceed \$200,000.
- Did the applicant submit an Equipment Cost Benefit Analysis prior to submitting an application if they are requesting an equipment purchase?

Applications that satisfy all of the above criteria will move forward to the Review Committee.

Applications that do not meet any one of the above requirements may be disqualified.



B. Phase II: Application Scoring and Selection Process

Applications completing the Initial Screening will then be reviewed by the Grant Review Committee—an independent, volunteer panel of experts with varied backgrounds who have expertise in reviewing grants and in wildland fire protection issues.

During the review process, the grant review committee uses the scoring criteria below to score the projects. In addition to application score, program requirements, budget, the need for a competitive process and a reasonable geographic distribution are used in the project selection.

The CFSC Board of Directors reviews the recommendations, determines which projects are to be funded, and approves the final list of identified projects.

Scoring Criteria		Total Possible Points
1	The applicant/fiscal sponsor has a history of successful completion of similar projects and has shown there is reasonable likelihood of success. The applicant/fiscal sponsor can feasibly add and complete an additional project without overtaxing its resources and workload.	5
2	The application appropriately addresses the wildland fire risk through fuels hazard mitigation, prevention education or planning within the project area.	5
3	The application demonstrates specific, advance planning for long-term sustainability of the project deliverables following the conclusion of the grant period.	5
4	The project will create or is linked to an interagency Community Wildfire Protection Plan (CWPP), collaborative community fire plan or an equivalent.	5
5	The project will improve wildfire survivability in a community appearing on the current California Fire Alliance “communities at-risk” list.	5
6	The project is within the wildland urban interface (WUI) as defined by the relevant planning document and is within an area designated by CAL FIRE as a “Very High Severity Zone”.	5
7	The application goals and objectives are consistent with the National Cohesive Wildland Fire Management Strategy goals.	5
8	The application clearly describes how the project supports the broad goals of the California Forest Action Plan through strategic within priority landscapes.	5
9	The detailed project description is realistic, clearly written and easy to understand. It demonstrates involvement of key partners in terms of matching funds and technical assistance. “Key partners” can be relevant federal agency staff, local fire and/or other government agencies, and/or other sources of significant resources for the proposed project.	5
10	Costs are reasonable in proportion to the proposed deliverables. The total amount requested is appropriate for the scope of the project. Staff costs (personnel/contractors/benefits) should be considered direct project expense.	5
Maximum number of points		50



C. Phase III: Organizational Capacity and Risk Assessment

If your project is preliminarily selected, you will be contacted by a representative from CFSC. At that time, you will enter the Pre-Award phase during which applicants and fiscal sponsors must provide certain documents and certifications and undergo an organizational capacity risk assessment interview.

Below is a list of the documents that must be submitted as part of the Pre-Award process. *Additional documents or information may be required per grant requirements.*

- Completed and signed Pre-Award Report
- IRS determination letter for all 501 designated organizations (e.g. nonprofit organizations, homeowners associations, etc.)
- Insurance certificate (or self-insurance letter) for all forms of insurance (except employee benefits) (annual renewal waivers must be submitted). Proof of Directors and Officers and General Liability Insurance will be required.
- Last two years' independent audits and all forms of management letters from CPA (if available) (annual renewal waivers must be submitted).
- Last two years' IRS Form 990 or 990EZ
- Copy of any audit reports prepared as a result of a visit by a federal agency
- Copy of your organization's by-laws (for nonprofit organizations and HOAs)
- Copy of your Board of Directors roster (include names, addresses, phone numbers)
- Conflict of Interest Policy
- Certification that your organization has written Policies and Procedures for accounting, personnel, procurement, travel, and property management
- Copy of your Approved Federal Indirect Cost Rate agreement (for applicants claiming indirect expenses greater than 10%)
- Additional map(s) of the area(s) to be covered by the proposed project.
- Environmental reports from other agencies for projects on adjacent parcels (if available) **OR** a copy of a report from a previous grant for the same project area. (If no environmental clearance



work has been done in the past, the current project will be reviewed for compliance with appropriate federal laws as part of the award process.)

- Organization's Drug-Free Workplace Statement (for applicants with employees and an office)
- Organization's National Incident Management System (NIMS) adoption (for fire protection agencies)
- Certification of Debarment Status on form AD 1048 and copies of searches performed
- Salary Certification: If your organization has employees, it must follow the requirements of the appropriate CFR regulation.
- Organizations/Fiscal Sponsors must submit financial statements covering the six-month period preceding the Pre-Award stage (whether prepared monthly or quarterly)
- Various Federal Assurances and Certifications as required
- Certification of adherence to Title VI of the Civil Rights Act of 1964.
- Comply with a Financial Capacity Review before a final award offer can be made.

Do not submit these documents with your application.

Pre-Award materials must be submitted by the given deadline. *Failure to respond in a timely manner and/or failure to submit the documents and certifications by the deadline may result in the grant offer being rescinded.*

If your application is not selected, it will remain on a hold list for consideration in the event that additional funding becomes available later in the year. This has happened several times in past application cycles.

D. Environmental Compliance Review

All approved projects must undergo a mandatory review for compliance with the Federal Endangered Species Act (ESA); the Migratory Bird Treaty Act (MBTA); Bald and Golden Eagle Protection Act (BGEPA) and the National Historical Preservation Act (NHPA). This is required of all approved projects—no exceptions. If specific mitigation measures or additional studies of the project area are required as part of the review, representatives from CFSC will contact grantees directly. Grant funds may be used to pay for environmental and cultural compliance studies.

For the 2019 cycle, CFSC will continue to use a contracted California Register Professional Forester (RPF) to review all funded projects and check for compliance with the applicable federal regulations.



The RPF will follow a similar procedure as the BLM previously used. As needed, the RPF will contact the applicants for additional information and/or request further documentation. The applicants would still be responsible for arranging for the additional documentation needed (e.g. hiring a biologist or archaeologist for surveys or contracting with their own local RPF). Grant funds can be used for these purposes. The RPF will also provide technical assistance to the applicants on how to properly implement and adhere to the required mitigation measures.

Projects funded through the Grants Clearinghouse are not subject to NEPA; however, they must still comply with the above-mentioned acts (ESA, MBTA, BGEPA and NHPA).

Grantees are responsible for complying with all applicable state, local and special commission environmental regulations. Contact the appropriate state and local agencies for more information.

CEQA may apply to certain fuels projects. Consult with your CAL FIRE Unit Forester, or local county Forester, for more information.

Failure to comply with any of the necessary or appropriate federal, state and local laws may result in termination of the grant and legal actions.

6. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Funding decisions will be available on the California Fire Safe Council's website. The announcement date is to be determined.

B. Administrative Requirements

Grants made through this funding opportunity will be governed by the sub-award agreement between the California Fire Safe Council, the Applicant Organization and the Fiscal Sponsor (if applicable). The subaward agreement includes by citation all national policy requirements and appropriate federal regulations which must be followed (see table below).

It is strongly recommended Applicants and Fiscal Sponsors thoroughly review the appropriate federal grant regulations before they submit applications. These regulations can be found online at <https://www.whitehouse.gov/omb/circulars/>.



Subject	State, Local, or Tribal Governments, Non-Profits, and Educational Institutions	For-Profits
Administrative Requirements	2 CFR 200-Subpart D Website: http://www.ecfr.gov	2 CFR 200-Subpart D Website: http://www.ecfr.gov/
Cost Principles	2 CFR 200-Subpart E Website: http://www.ecfr.gov	48 CFR FAR 31.2 Website: http://www.ecfr.gov
Audits	2 CFR 200-Subpart F Website: http://www.ecfr.gov	2 CFR 200.501(h) (For-Profit recipient Audit thresholds are determined by the awarding agency.)

C. Grant Reporting

Quarterly program and financial reports, match and expense reports and source documentation, a final report and a detailed grant closeout report will be required as a condition of the grant award. This information, including specific due dates for reports, will be outlined in the official sub-award agreement provided to successful applicants. Advance payments are contingent upon applicant meeting progress report deadlines and submitting match and expense reports.

Grant applicants are expected to complete the required reports listed below on time and show adequate progress at each reporting interval. Failure to meet these requirements may result in withholding of grant funds and/or termination of the grant due to non-performance or lack of capacity.

- a. Progress Reports are to be submitted quarterly and include a comparison of actual accomplishments to goals in the narrative and table sections.
- b. Match and Expense Reports are annotated source documents corroborating project expenditures and matching funds. Match and Expense Reports will be required to be submitted with every progress report, and must match totals entered for that period on the progress report.
- c. Match and Expense Source Documentation are receipts, invoices, documents and other items which validate the legitimacy of every grant expense, including those covered by matching contributions. Source documentation is required quarterly and must be submitted via upload to the subrecipient’s ZoomGrants account



- d. Other documentation such as before, during and after photos of the project and copies of relevant project materials shall be uploaded to the ZoomGrants account during the quarter in which the activity occurred.

At the conclusion of the grant, subrecipients are required to return any unspent grant funds plus any interest earned above \$500.

D. Mandatory Grant Award Workshop

Successful applicants are required to attend a grant award workshop to prepare them to successfully complete the grant. The workshops typically cover the topics of the subaward agreement, the federal grant regulations, subgrant expectations and responsibilities and reporting requirements. These workshops are held throughout the state and may also be offered as an online webinar. Dates, times and locations will be posted online after the preliminary project selection decisions are announced.

7. ADDITIONAL INFORMATION

A. Indirect Costs

To be eligible to charge indirect expenses to a grant, your organization must have a Negotiated Federal Indirect Cost Rate Agreement (NICRA). A copy of your current NICRA will be required if your application is approved for funding. (Note: very few applicants have such an agreement. Lack of this agreement should not be a concern. If your organization does not have such a Federal Indirect Cost Rate Agreement, your administrative and overhead expenses must be distributed throughout your budget and you can leave that line item in the budget blank. Applicants without a NICRA now have the option of electing a de minimis indirect cost rate of 10% of Modified Total Direct Costs. For more information on this option see the grant application handbook section on indirect cost.

B. Insurance Requirement

You must have sufficient insurance coverage to protect the assets of the grant (i.e., the amount of the grant award). At a minimum, you will be required to show proof of General Liability and Directors and Officers Insurance. Please consult with your insurance broker to determine the most appropriate policies for your project given the abovementioned requirement and the nature of the work being performed (e.g., general liability, directors & officers, errors & omissions, fidelity bond). Cost of insurance can be covered by the grant.



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California Fire Safe Council (CFSC) is committed to making its materials and programs accessible to all customers and employees. If you experience any difficulty accessing information provided by CFSC, please contact us at info@cafiresafecouncil.org or (916) 648-3600. We will do our best to assist you. This may include providing the information to you in an alternate format.

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To file a complaint of discrimination: Write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Is your organization interested in applying for a grant?

Take the next step!

Click the link below to access the Sample Forms and Resources.

<http://www.cafiresafecouncil.org/grants-clearinghouse2019-grant-program/>

(If the above link does not work, cut and paste the address into your web browser.)