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Overview

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

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The Grants Clearinghouse

- ❖ Created by the California Fire Alliance and CFSC
 - Operated by CFSC
- ❖ Mission: *"California's leader in community wildfire risk reduction and resiliency!"*
- ❖ A Single Place to Apply for Wildfire Prevention Grants
- ❖ CFSC has distributed over \$100 Million in more than 900 subgrants since inception in 2004
- ❖ Funding From

<ul style="list-style-type: none"> • U.S. Forest Service • Bureau of Land Management • National Park Service • Fish and Wildlife Service • State Farm Insurance 	<ul style="list-style-type: none"> • Southern California Edison • CAL FIRE (new)
--	--

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Resources

CFSC Website

- www.cafiresafecouncil.org

**Application Handbook
Request for Applications**

- Both available on our website



ZoomGrants

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



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Brochures Available

Is Your Home Hardened to Survive a Wildfire Ember Storm?

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

Creating Defensible Space to Help Survive a Wildfire Ember Storm

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



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Your Opinion Matters!

Grant Process Feedback Survey

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

Survey can be found online at:

- <https://www.surveymonkey.com/r/CFSCFeedback2020>
- Deadline May 31, 2020.



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Key Dates	
2020 Cycle Opens Call for Applications	May 15, 2020
Grant Application Webinars	May 19, 2020 May 21, 2020
Applications Due Online	June 18, 2020 5:00 p.m. PDST
Applicants Notified	August 2020
Awards Start	November 2020

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Available Funding

- \$1.4 Million

SFA Program

- State Fire Assistance Grant Program
 - \$1.4 million
 - 50/50 match requirement
- \$200,000 maximum on funding requests
- Projects must be located in California or Tahoe Basin region of Nevada.

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Program Funding

- U.S. Forest Service "SFA"
- State Fire Assistance Program

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

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


- Focus on the Cohesive Strategy and California's "Forest and Rangelands: 2017 Assessment".
 - 24-Month Term Grant

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SFA Program


Match Requirement

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



Application Limit

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



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2020 Grant Cycle

New for 2020

- ❖ The dollar amount available is \$1.4 million
- ❖ New narrative questions
- ❖ Updated links

Same but important

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



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Types of Projects




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Eligibility

Organizations working in California and the Lake Tahoe Basin of Nevada, representing their Communities:

- Nonprofit Organizations
- HOA/POAs
- Native American Tribes
- Resource Conservation Districts
- Towns and Cities
- Institutions of Higher Learning
- For-Profit Companies
- Special Districts

- School Districts
- Counties
- State Agencies



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Grant Program Participants

Federal Government	<ul style="list-style-type: none"> • Congress/President • Department/Agency
Recipient/Pass-through	<ul style="list-style-type: none"> • CFSC: Grantee of the Federal Agency and Pass-through Organization
Subrecipient	<ul style="list-style-type: none"> • Applicant Organization • Fiscal Sponsor, if applicable <div style="text-align: right; color: yellow; font-weight: bold; font-size: 1.2em;">← YOU!</div>
Beneficiaries	<ul style="list-style-type: none"> • The public and specific groups that are supported by the grant activities

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The Role of the Sub-recipient

Project Implementation	Proper Grant Management
<ul style="list-style-type: none"> • Accomplish the grant objectives • Implement the project as approved <ul style="list-style-type: none"> • Work with contractors, vendors, etc. • Monitor and track accomplishments and progress <ul style="list-style-type: none"> • Before/after photos 	<ul style="list-style-type: none"> • Follow all grant requirements • Provide accurate, complete, and timely reports • Meet all deadlines • Document, document, document!! <ul style="list-style-type: none"> • Expenses and Match • Keep complete accounting records


TWO FACTORS FOR SUCCESS!

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Capacity Considerations

- Does your organization have the *capacity* to manage the project and the grant funds in accordance with federal regulations?
 - Does your financial management system meet federal requirements?
 - Do you have the necessary project management and technical expertise, or can you get it?
 - Have you successfully completed similar projects?
 - Do you need a Fiscal Sponsor?
 - Can you handle the added workload?




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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




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Federal Grant Rules

- Federal grant funds may only be used in accordance with:
 - Code of Federal Regulations (2 CFR 200)
 - *Office of Management and Budget (OMB) policies.*




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Federal Grant Rules

- Regulations provide detailed guidance on how you must manage your grant funds and project activities.
- There are consequences for not complying with the federal regulations – *including repayment of the grant funds!*
- **READ** the regulations that apply to your organization *before* you decide to apply for a grant




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Scoring & Review Criteria

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



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Q & A



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How to submit an application in ZoomGrants

- Contact CFSC Staff for all technical issues
- May be referred to ZoomGrants staff for further assistance
- Additional assistance: <https://cafiresafecouncil.org/grants-and-funding/open-grant-programs/2020-sfa-grant-program/>



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Contact Us!

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

Patty Ciesla
Executive Director

Email:
pciesla@cafiresafecouncil.org

Amber Gardner
Clearinghouse Manager

Email: agardner@cafiresafecouncil.org

Dalonna Scott,
Data Management Specialist

Email: dscott@cafiresafecouncil.org

Elizabeth LaMar
Grant Specialist

Email: elamar@cafiresafecouncil.org

Dan Lang
Senior Grant Specialist

Email: dlang@cafiresafecouncil.org



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Accessing ZoomGrants

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

Returning users
login here

First-time users
register here

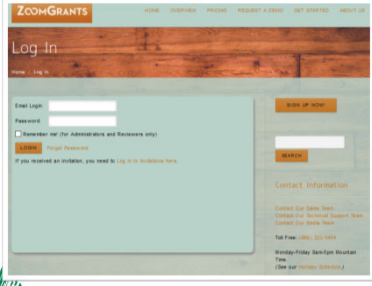


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ZoomGrants login page

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

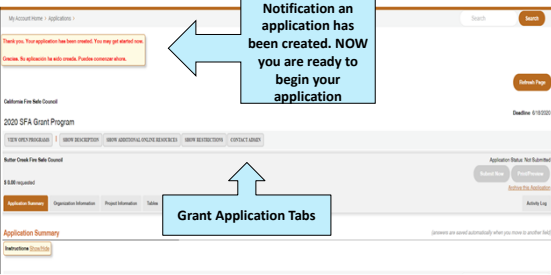


Contact the ZoomGrants Technical Support Team
 8 am to 5 pm Mountain Time Monday-Friday
 Toll Free: 866-323-5404

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Start an Application



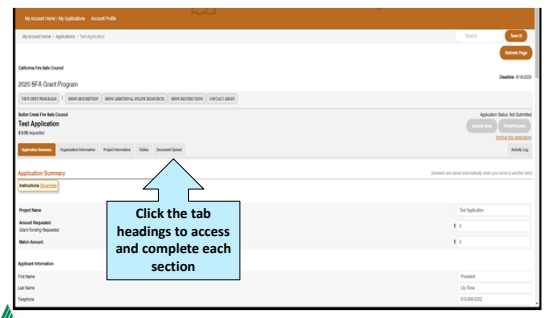
Notification an application has been created. NOW you are ready to begin your application

Grant Application Tabs

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Navigating the Application



Click the tab headings to access and complete each section

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Basic Contact Info

Application Summary

Application Number: 123456789

Applicant: [Name] | Telephone: [Number]

Headquarters: [Address] | City: [City] | State: [State] | Zip: [Zip]

Applicant Information

First Name: [Name] | Last Name: [Name] | Telephone: [Number] | Email: [Email]

Job Title: [Title]

Organization Information

Organization Name: [Name] | Address 1: [Address] | Address 2: [Address] | City: [City] | State: [State] | Zip: [Zip]

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Collaborators

Applicant Organization Executive Officer (i.e. Executive Director, President, Board Chair)

First Name: [Name] | Last Name: [Name] | Title: [Title] | Email: [Email]

This contact person must be different from the first entry

Bob Cooper
Board Chair of Sutter Creek FSC
bcooper@suttercreekfsc.org

Collaborators

Collaborators can only edit application data (answers). They cannot submit, archive, or delete this application.

Email Address	Editing Access	Status
[Email Address]	Application	

Add to Additional Contacts (below)

Additional Contacts for this Application

Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

Insert email addresses here, no titles or names

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Organizational Capacity

Organizational Capacity

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

History & Accomplishments

- Ability to complete target objectives
- Ability to manage a project start to finish





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Project Information

Project Narrative

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

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Public Engagement and Sustainability

Outreach Efforts To Engage The Public

Promotion Of Community Investment During And After The Grant

How Will The Project Accomplishments Be Maintained

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Community Impacts

Communities Affected

- Communities at risk
- Other communities
- Firewise communities

Political Boundaries



- Congressional District, Senate, State Assembly and the County your project is located within

Federal Land Adjacency

- Planning, Fuels, and Education

Employment

- Contractors and employees

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Cohesive Strategy

Cohesive Strategy Objectives

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




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California's Forest and Rangelands: Assessment 2017

Three Themes:

- Conserve
- Protect
- Enhance




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Building a Fire Adapted Community




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Location and Condition of Project Area

Latitude and Longitude

- Use a GPS or find your project location on a mapping website

- Fire Hazard Severity Zone

- Fire Regime and Condition Class



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Fuels Treatment - Project Information

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

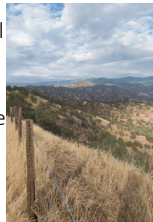


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Fuels Treatment - Project Information

- Total acreage of the project area
- Project footprint
- Number of fuels treatment projects will be completed with this grant
- Count by unique project
- Describe the method used to calculate this number



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Environmental Compliance

All Projects must be reviewed for compliance with the following federal environmental regulations:

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

Other Laws that may apply:

- California Environmental Quality Act (CEQA)
- California Endangered Species Act (CESA)




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More on the Federal Environmental and Cultural Protection Acts

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

Record Searches or Surveys may be required prior to the project implementation

- Include the potential costs in your budget






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Consult with a Registered Professional Forester

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

RPFs Can Assist With:


- Prescriptions for treatment
- Sale of forest products
- Environmental and site considerations
- Environmental surveys




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Tables

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




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Project Deliverables

- How to report Deliverables:
 1. Enter Projected Quantity and Associated Cost only ONCE
 2. Federal Grant Funded
 3. Match Funded
- Enter whole numbers ONLY
- No decimals or cents




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Completing the Project Deliverables Table

Project Deliverables	Quantity Projected	Federal Cost Projected	Match Cost Projected
Community Risk Assessment/Wildfire Planning		\$	\$
Community Risk Assessment		\$	\$
Community Wildfire Protection Plan		\$	\$
Fire Management Plan		\$	\$
Planning Subtotal	0	\$0	\$0
Information/Education			
Outreach/Education Programs		\$	\$
Education/Information Products		\$	\$
Information/Education Subtotal	0	\$0	\$0
Fuels Treatment			
Preparation for Treatment		\$	\$
Preparation for Treatment Subtotal	0	\$0	\$0
Mechanical Treatment			
• Biomass removal		\$	\$
• Chipping		\$	\$
• Crushing		\$	\$
• Hand pile		\$	\$
• Seeding		\$	\$
• Log and snags		\$	\$
• Machine pile		\$	\$
• Mastication/Mulching		\$	\$
• Thinning		\$	\$
• <small>Residuals - Please include total amount</small>		\$	\$

Enter one quantity and the respective federal and match costs.



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Types of Project Deliverables

COMMUNITY ASSESSMENT WILDFIRE PLANNING

- Community Risk Assessment
- Community Wildfire Protection Plan
- Fire Management Plan

INFORMATION/EDUCATION

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



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Types of Project Deliverables


HAZARDOUS FUEL TREATMENT DELIVERABLES

- Preparation for Treatment:
 - Activities undertaken to prepare the area for fuels treatment
- Mechanical Treatment:
 - Work that removes or modifies fuel and vegetation
- Prescribed Fire:
 - To attain planned resource management objectives

Other Treatment:

- using chemicals and/or biological methods like grazing

Mechanical Treatment with by-products utilized




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Budget Detail

List individual budget items under these cost categories

Cost Categories	(1) Grant	(2) Applicant	(3) Other Partners	(4) Total
a. Personnel (employees only)				
b. Fringe Benefits				
c. Travel				
d. Equipment (Items > \$5,000/unit)				
e. Supplies				
f. Contractual				
g. Other				
h. Total Direct Costs				
i. Modified Total Direct Costs				
j. Indirect Costs				
Project Total				



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Budget Detail: New Cost Category

f. Contractual			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Contractual Total	\$0	\$0	\$0
g. Other			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Other Total	\$0	\$0	\$0
h. Total Direct Costs	\$ 1,300	\$ 0	\$ 0 \$1,300
i. Modified Total Direct Costs	\$ 200	\$	\$ 500
j. Indirect Costs	\$ 200	\$	\$ 500
Total	\$ 2,300	\$ 0	\$ 0 \$2,300

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Match Amount by all Orgs

51. Match Amount by All Organizations
MATCH AMOUNTS BY ALL ORGANIZATIONS

Applicants are required to contribute 50% match or dollar for dollar
Match amounts must align with the Budget Detail
Use whole dollars only (no cents)
Refer to the grant application handbook for details on eligible match and contact a CFSC grant manager for assistance.

Match Information Guidelines

Organization Name
Enter the official name of the organization, agency or person contributing match to the project.

Cost Category
Select the cost category(ies) for the match contribution. May be more than one cost category if the contributor is providing multiple types of support.

Type of Match
Select In-kind or Cash. In-kind refers to donated time, goods, or services whose value is calculated as match. Cash refers to actually money (dollar) given to support the project.

Amount
Enter the amount of match provided. Use whole dollars only (no cents).

Name of Match Contributor (Organization, agency or person)	Cost Category(ies)	Type of Match	Amount (\$)
1			\$
2			\$
3			\$
4			\$
5			\$
Total			\$ 0 \$ 0

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Document Upload

After Check the Main Content

Test Application

15 MB required

Upload Summary: Organization: [Name], Report: [Name], Date: [Date] Upload Data

Document Upload

Document Required	Report	Upload Document
Letter of Commitment	None	Upload
Letter of Commitment (LCC) from an organization providing funding contribution to the project, including the applicant and local sponsor	None	Upload
Letter of Commitment Cover letter	None	Upload
Final Expense Agreement/Rate of Expenses	None	Upload
Project Budgeting Map	None	Upload
Approved/Revised Cost Rate Agreement / Application	None	Upload
Other documents	None	Upload

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Document Upload

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

Refresh your view and confirm that the upload was successful

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Matching Contributions

Match Amounts by All Organizations are listed in the Application.

Organization	Cost Category	Type of Match	Value
CAL FIRE	Contractual	In-Kind	\$
Foothills FSC	Other	Cash	\$

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

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Fiscal Sponsor Agreement

- For those groups using a fiscal sponsor, the signed fiscal sponsor agreement must be submitted with your application.
- The agreement will define:
 - The fiscal sponsor's responsibility to manage the grant funds
 - Communication between the fiscal sponsor and applicant
 - The process for reimbursement or payment of grant expenses
 - The role each organizations will have in managing the project
 - How grant documentation will be collected and stored
 - Who will complete grant related reports

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Letters of Commitment

- Letters of Commitment (LOCs) are required from all contributors of cash or in-kind match.
 - Must be uploaded with your grant application on ZoomGrants.
 - Must be on organizational letterhead or as an email with organizational identification (such as logo)
- LOCs Must Include:
1. A description and dollar value of the match provided and how it relates to the project
 2. Contributor contact information
 3. Timing of match provided
 4. Type of match (cash or in-kind)
 5. Signature of an appropriate organization representative



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Letters of Commitment

- LOCs Must Include:
1. A description and dollar value of the match provided and how it relates to the project
 2. A statement of “commitment” not support
 3. Contributor contact information
 4. Timing of match provided
 5. Type of match (cash or in-kind)
 6. Signature of an appropriate organization representative
- Additionally, the letter must be on letterhead.

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Project Vicinity Map



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Error Check

California Fire Safe Council
2016 SFA Grants Clearinghouse

Application Status: Not Submitted

Test 2016

Application Completion [Link]

By entering your initials here you certify the application is fully and accurately representing your application and is hereby submitted for review. Submission of this application does not, in any way, guarantee that your application will yield a favorable result. Submission of this application also indicates your agreement to the [Link] of using Clearinghouse™.

Some fields are missing answers:

- Question 1
- Question 2
- Question 3
- Question 4
- Question 5
- Question 6
- Question 7
- Question 8
- Question 9
- Question 10
- Question 11
- Question 12
- Question 13
- Question 14
- Question 15
- Question 16
- Question 17
- Question 18
- Question 19
- Question 20
- Question 21
- Question 22
- Question 23
- Question 24
- Question 25
- Question 26
- Question 27

Questions that have errors will be listed here →

Scroll down on this page to correct the errors.

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Submitting the Application

California Fire Safe Council
2015 Grants Clearinghouse Program

Application Status: Not Submitted

2015 Test Application

Application Completion [Link]

By entering your initials here you certify the application is fully and accurately representing your application and is hereby submitted for review. Submission of this application does not, in any way, guarantee that your application will yield a favorable result. Submission of this application also indicates your agreement to the [Link] of using Clearinghouse™.

Initial to submit →

Project Description

1. Type of Project

Check the box to indicate the type(s) of project you are planning. Example: Fuel Treatment and Education.

Education only

Fuel Treatment only

Planning only

Education and Fuel Treatment

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Submitted Confirmation

California Fire Safe Council
2017 SFA Clearinghouse

Application Status: Submitted

Status shows that the application is submitted →

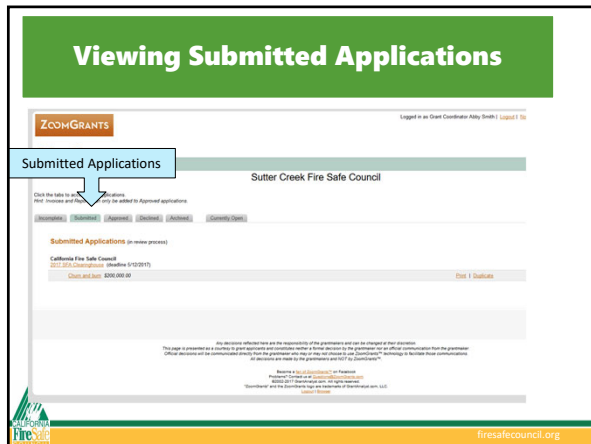
Project Name: Chains and Burn

Amount Requested: \$ 200,000

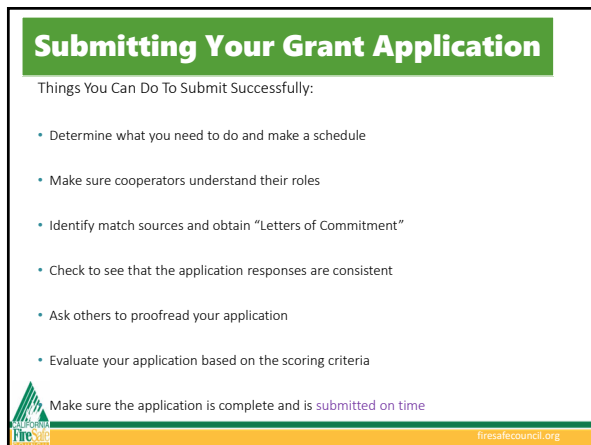
Match Amount: \$ 200,000

Applicant Information: Grant Coordinator

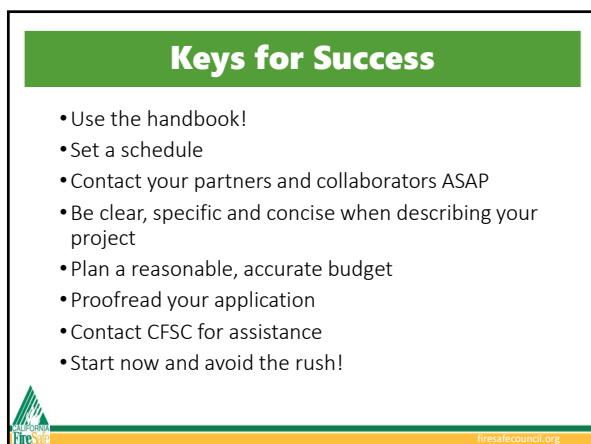
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Next Steps: After Applications are Submitted

Applications Due Online	June 18, 2020 5:00 p.m. PST
Phase 1 Review: Initial Application Screening and Review Committee Process	June- July 2020
Notification of Selected Projects	August 2020
Phase 2 Review: Organizational Capacity and Risk Assessment	August- September 2020

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

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Phase 1: Project Review

- Initial Screening

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

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Phase 1: Project Review

- Review Committee



- Applications passing initial screening will be reviewed and scored by the volunteer Grant Review Committee.
- The Committee is a panel of experts in wildfire issues and application review and selection. This Committee recommends projects for funding to the CFSC Board of Directors.

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Phase 2: Organizational Capacity and Risk Assessment

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



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Thank you for helping to protect your community!



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

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