



California Fire Safe Council 21 SFA Application Webinar

Presented by:

Thomas Shumaker, Staff Grant Specialist

Becca Joyner, Staff Grant Specialist

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Agenda

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





Poll Questions!



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Federal Grant Funds

- A successful grant application is more than just a good project proposal.
- Federal grants are subject to the applicable federal rules and regulations (2 CFR 200) and terms and conditions of the program.
- This workshop is to assist you in how to write a competitive grant application while also addressing all the rules and eligibility requirements of the grant program.
- CFSC wants you to be prepared BEFORE submitting the application to receive and manage a federal grant.
- CFSC federal grants are not free money (and you don't have to accept it)

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The Grants Clearinghouse

- Created by the California Fire Alliance and CFSC
 - Operated by CFSC: Find us Online at www.cafiresafecouncil.org
- Agencies That Have Traditionally Funded the CFSC the Grants Clearinghouse
 - U.S. Forest Service
 - Bureau of Land Management
 - National Park Service
 - Fish and Wildlife Service
 - State Farm Insurance



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Resources

CFSC Website

- Application Handbook
- Request for Applications
- Application planning tool
- www.cafiresafecouncil.org

ZoomGrants

- www.cafiresafecouncil.org/zoomgrantslogin
- www.zoomgrants.com



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

**Hedi Jalon
Executive Director
Email: hjalon@cafiresafecouncil.org**

**Amber Gardner
Clearinghouse Manager
Email: agardner@cafiresafecouncil.org**

**Becca Joyner
Staff Grants Specialist
Email: bjoyner@cafiresafecouncil.org**

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

**Thomas Shumaker
Staff Grant Specialist
Email: tshumaker@cafiresafecouncil.org**

**Dave Farley
Senior Grant Specialist
Email: dfarley@cafiresafecouncil.org**

**Liron Galliano
Senior Grant Specialist
Email: lgalliano@cafiresafecouncil.org**

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We're here to help!

Programs & Outreach Team

Elizabeth LaMar
Programs and Outreach Manager
Email:
elamar@cafiresafecouncil.org

Mala Arthur
**Southern California Regional
Coordinator**
Email:
marthur@cafiresafecouncil.org

Additional Support:

Dalonna Scott,
IT & Data Administration Manager
Email: dscott@cafiresafecouncil.org



Important Dates

2021 Cycle Opens Call for Applications	May 3, 2021
Grant Application Training Workshops Online/Zoom	May 3-14 , 2021
Applications Due Online	June 15, 2021 Midnight, PDT
Preliminary Award Announcements	August 2021

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Available Funding

SFA Program

- State Fire Assistance Grant Program
 - \$1.3 million
- Dollar for dollar match requirement
- \$200,000 maximum on funding requests
- Projects must be located in California or Tahoe Basin region of Nevada.



Program Funding

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

Assisting People and Communities 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
- 4) 24 Month Term Grant

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California's Forest and Rangelands: Assessment 2017, Chapter 11 *"Reducing Community Wildfire Risk"*

California's Forest and Rangelands: Assessment 2017, Chapter 11: Reducing Community Wildfire Risk

- Funding requirements (for state agencies) include "...federal funds will be used to implement actions that utilize community wildfire protection plan (CWPP) strategies.

Connecting your Project to the 2017 Assessment

- *Community Wildfire Protection Plans already exist throughout most of California.* Check with Cal Fire or your local government fire agency to see if one exists for your community.



SFA Program

Match Requirement

- Dollar for dollar 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 per applicant
- *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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Types of Projects

Prevention Education and Outreach Project Examples

- Defensible space education
- Door-to-door community outreach
- Creating/Disseminating outreach products, such as pamphlets, posters, mailings, billboards, videos, etc.
- Hosting educational workshops and training. (it's a good idea to include some funds in your budget for advertising and refreshments.)

Community Hazard Mitigation and Planning Project Examples

- Developing a Community Wildfire Protection Plan (CWPP) or equivalent plan that focuses on communities-at-risk (CAR) and/or at-risk communities adjacent to federal land and incorporating federal projects
- Conducting community risk and/or hazard assessments, including those needed for the Firewise Communities program.

Fuel Hazard Mitigation Project Examples

- Chipper programs: community-wide and/or curbside services
- Community protection fuel breaks and vegetation thinning projects
- Prescribed burning
- Fuel reductions delivering biomass to markets
- Maintenance of previous fuel reduction projects

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Eligibility: Organizations working in California and the Lake Tahoe Basin of Nevada:

- 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
- **Individuals are not eligible to apply!**





Do you need a fiscal sponsor?

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



Federal Government

- Congress/President
- Department/Agency

Recipient/ Pass-through

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

Subrecipient

- Applicant Organization
- Fiscal Sponsor, if applicable

YOU!

Beneficiaries

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



Role of the Subrecipient: Project Implementation

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



Proper Grant Management

- Follow all grant requirements
- Provide accurate, complete, and timely reports
- Meet all deadlines
- Document, document, document!!
 - Expenses and Match
- Keep complete accounting records 3 years after the grant closes



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?



Federal grant rules

Federal grant funds may only be used in accordance with:

- Code of Federal Regulation (2 CFR 200)
- *Office of Management and Budget (OMB) policies.*
- 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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Written Policies

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



Written Policies

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



Debarment and Suspension: Example of an Administrative Requirement

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



Cost Principles

- Reasonable
- Necessary
- Allowable
- Applicable





Example of Cost Principle

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

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Grant Funds and Matching Contributions

- Grant funds are provided to the CFSC via a master grant from a funding agency.
- Matching contributions are cash or in-kind goods or services that come from non-federal sources



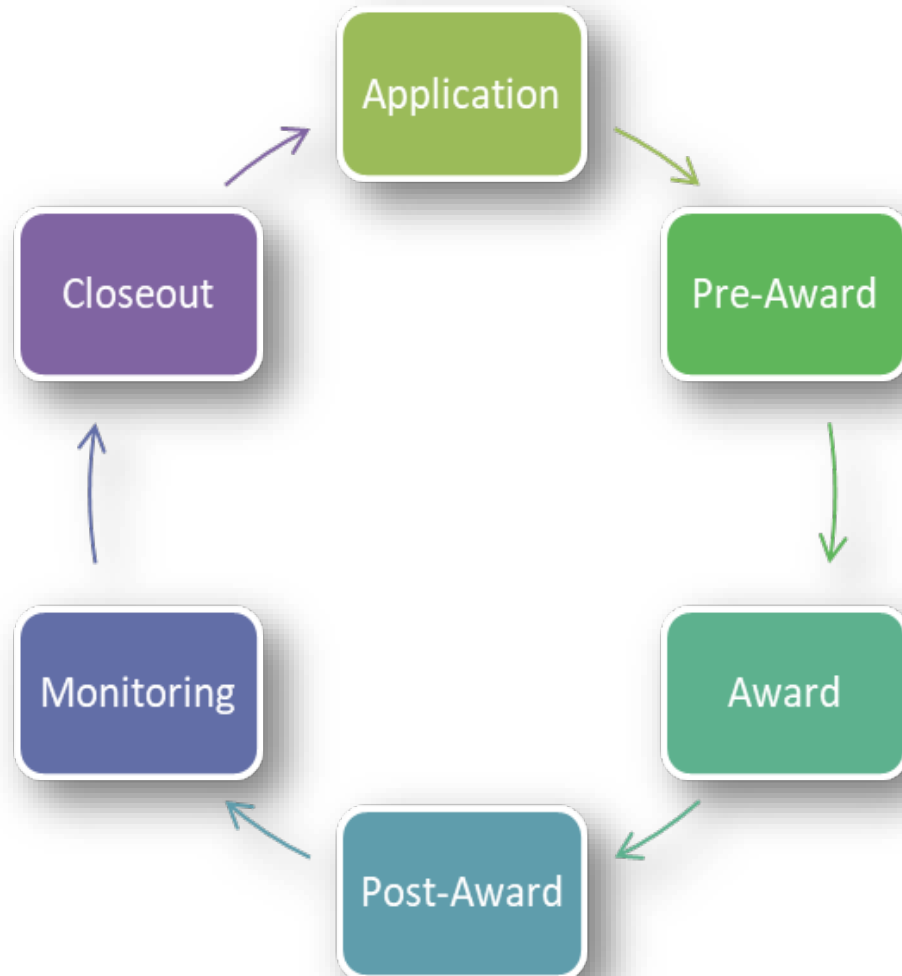
Matching Contributions

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

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



The Grant Lifecycle



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Application Phase

PREPARATION

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

SUBMISSION

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



Pre-award Phase

PROJECT REVIEW

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

RISK ASSESSMENT

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



Post-award Phase

Project Implementation

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



Post-award Phase

Proper Grant Management

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

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Closeout Phase

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

You must retain your grant file until three years after CFSC's master grant closes.



Avoiding Grant Fraud

- Increased Accountability and Transparency
- Grant fraud includes:
 - Conflict of Interest
 - Materially false statements
 - Theft



Penalties

- **Penalties** for grant fraud may include:
 - **Repayment** of grant funds to the awarding agency
 - **Criminal prosecution** and civil fraud remedies
 - **Suspension, debarment and cancellation** of current and/or future grant awards
- Potential and actual grantees need to understand and follow the requirements!

Ignorance of the law is no excuse

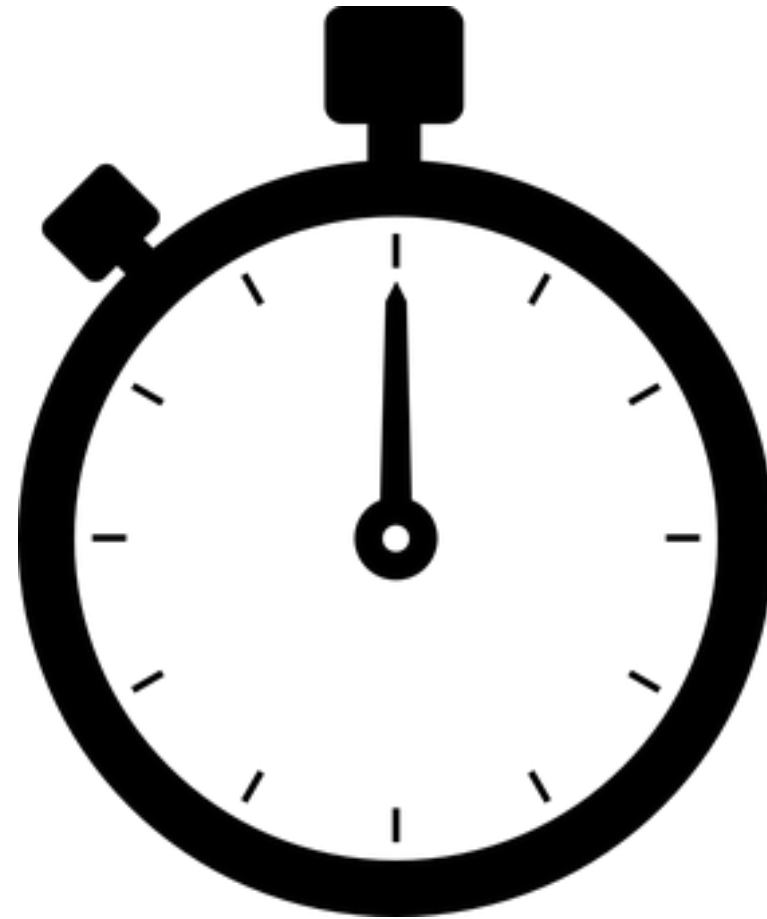


Please Keep in Mind:

- There are many rules and regulations that govern the use of federal grant funds!
- Your agency will have to abide by ALL of the applicable federal grant regulations if your agency accepts the funds!
- It is *your* agency's responsibility to review and abide by all of the regulations governing the grant.



Break Time



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PART 2:

Writing the Application

Presented by:

Becca Joyner

Staff Grant Specialist

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Writing the Application

- ZoomGrants Overview & Introduction
- Completing your application in ZoomGrants
- Best Practices
- Next steps
- Resources



Create a ZoomGrants Account

- Login on our CFSC website first. Once you've selected the application within the account set up, you can login directly through zoomgrants.com
- When you select the ZoomGrants login option, you will see this screen. You can "preview" the grant program announcement and create a new account.
- You must create an account first to begin a grant application.

A screenshot of the ZoomGrants website interface. At the top, there is a login section with fields for "Existing ZoomGrants™ Users: Email" and "Password", a "Login" button, and a "Stay logged in? (Admins and Reviewers only)" checkbox. Below this is a search bar with a "Search" button. The main content area is divided into two columns. The left column is titled "California Fire Safe Council" and contains a link for "Open Programs" and a message: "You must be logged in to start a new application." Below this message are two buttons: "Apply" and "Preview". The right column is titled "New ZoomGrants™ Account" and contains input fields for "Email", "Password", "First Name", and "Last Name", along with an "Account Type" dropdown menu set to "Organization". A green callout box with a white arrow points from the text "Log in to your account here or create a new account below" to the login section. An orange callout box with a white arrow points from the "Open Programs" link to the "Apply" and "Preview" buttons.



ZoomGrants: My Account Home

Your ZoomGrants Clearinghouse Account

- There are two views available in your account: your account profile and your applications. Please complete your account profile before working on applications.

Start an Application

- To start a new application, select the “Open Programs” tab and you will see the 2021 Grants Clearinghouse SFA. Select the hyperlinked text to start a new application.



Intro to ZoomGrants:

A screenshot of the ZoomGrants web application interface. The top navigation bar is orange and contains the "ZOOMGRANTS" logo, a rocket icon, and user information: "Logged in as Becca Joyner | Logout | Not Becca Joyner?". Below the navigation bar, there are tabs for "My Account Home / My Applications" and "Profile". A search bar is located on the right side of the main content area. The main content area is titled "My Account Home" and displays several application status categories: "Incomplete Applications (1)", "Approved Applications (0)", "Submitted Applications (0)", and "Archived Applications (0)". The "Incomplete Applications" section shows a single application: "California Fire Safe Council 21 USFS-SFA Grant Program (deadline 6/15/2021)" with a value of "\$0.00" and application ID "352451".

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

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My Account Home / My Applications Account Profile

My Account Home > Applications >

California Fire Safe Council

21 USFS-SFA Grant Program

- VIEW OPEN PROGRAMS
- SHOW DESCRIPTION
- SHOW ADDITIONAL ONLINE RESOURCES
- SHOW RESTRICTIONS
- HIDE LIBRARY
- CONTACT ADMIN

Library [\[hide this\]](#)

Description	File Name
De Minimis indirect worksheet	DeMinimisWorksheet.xlsx

\$ 0.00 requested

- Application Summary**
- Organization Information
- Project Information
- Tables
- Document Upload

Application Summary

Grant Application Tabs

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Application Snapshot

Application Snapshot (Tab 1)

- Project Name
- Amount Requested
- Organizational Contact Information

Organization/Fiscal Sponsor Information (Tab 2)

- Organizational Info and Capacity Questions

Program Information (Tab 3)

- Project Narrative
- Community Impacts
- Connecting project to: Cohesive Strategy & CA Forest Action Plan
- Type of Project

Tables (Tab 4)

- Workplan
- Federal and Match Deliverables
- Detailed Budget
- Match By All Organizations

Documents (Tab 5)

- Letters of Commitment
- Letters of Commitment Cover Letter
- Maps
- Fiscal Sponsor Agreement Letter (If Applicable)
- Indirect Cost Rate Agreement (If Applicable)
- ***Information entered into your application is saved automatically as you go through the application.***
- ***All five parts must be completed to submit an application.***

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Tab 1: Application Contacts

Application Snapshot (answers are saved automatically when you move to another field)

Project Name

Amount Requested
Grant Funding Requested

Match Amount
Applicants are required to contribute 100% match (dollar-for-dollar).

Applicant Information

First Name

Last Name

Telephone

Email

Organization Information (changes to this data will be reflected on all other applications for this organization)

Organization Name

Address 1

Address 2

City

State/Province

ZIP+4/Postal Code

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Tab 1: Application contacts

This contact person must be different from the first entry

Insert email addresses here, no titles or names

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

First Name	Bob
Last Name	Cooper
Title	Board Chair of Sutter Creek FSC
Email	bcooper@suttercreekfsc.org

Collaborators

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

Email Address	Editing Access	Status
<input type="text"/>	Application	
<input type="checkbox"/> Add to Additional Contacts (below)	<input type="checkbox"/>	<input type="button" value="Invite"/>

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.




Tab 2: Organizational Capacity

Organizational Capacity:

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

History & Accomplishments:

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

A photograph of a wildfire cleanup site. In the foreground, a yellow Vermeer wood chipper is parked on a dirt path. Several firefighters in orange gear are working around a pile of charred wood. The background shows a hillside covered in dense green vegetation under a clear blue sky.

Tab 3: Project Information

Project Narrative

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

Tab 3: Public Engagement & Sustainability

- Outreach Efforts To Engage The Public
- Promotion Of Community Investment During And After The Grant
- How Will The Project Accomplishments Be Maintained



Photo credit: Big Bear Fire Authority



Tab 3: Community Impacts

Communities Affected:

- "Communities at risk" designation
- Other communities affected
- Firewise communities

Political Boundaries

- Congressional District, Senate, State Assembly and the County your project is located within
- **Federal Land Adjacency**

Staffing:

- Employment
- Contractors and employees



Tab 3: Cohesive Strategy

The National Cohesive Wildland Fire Management Strategy

In 2002, the Wildland Fire Leadership Council (WFLC) was established by the Secretaries of the Interior and Agriculture to support the implementation and coordination of the Federal Fire Management Policy. The WFLC is comprised of staff from USFS, BLM, NPS, FWS, USGS, and BIA. In response to requirements of the Federal Land Assistance, Management, and Enhancement (FLAME) Act of 2009, the WFLC directed the development of the National Cohesive Wildland Fire Management Strategy (Cohesive Strategy).

- Connecting your project to the Cohesive Strategy:
 - Restore and maintain resilient landscapes
 - Fire-Adapted Community development
 - Response to Wildfire

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Tab 3: California Forest Action Plan

Priority Landscapes

- Conserve
- Protect
- Enhance

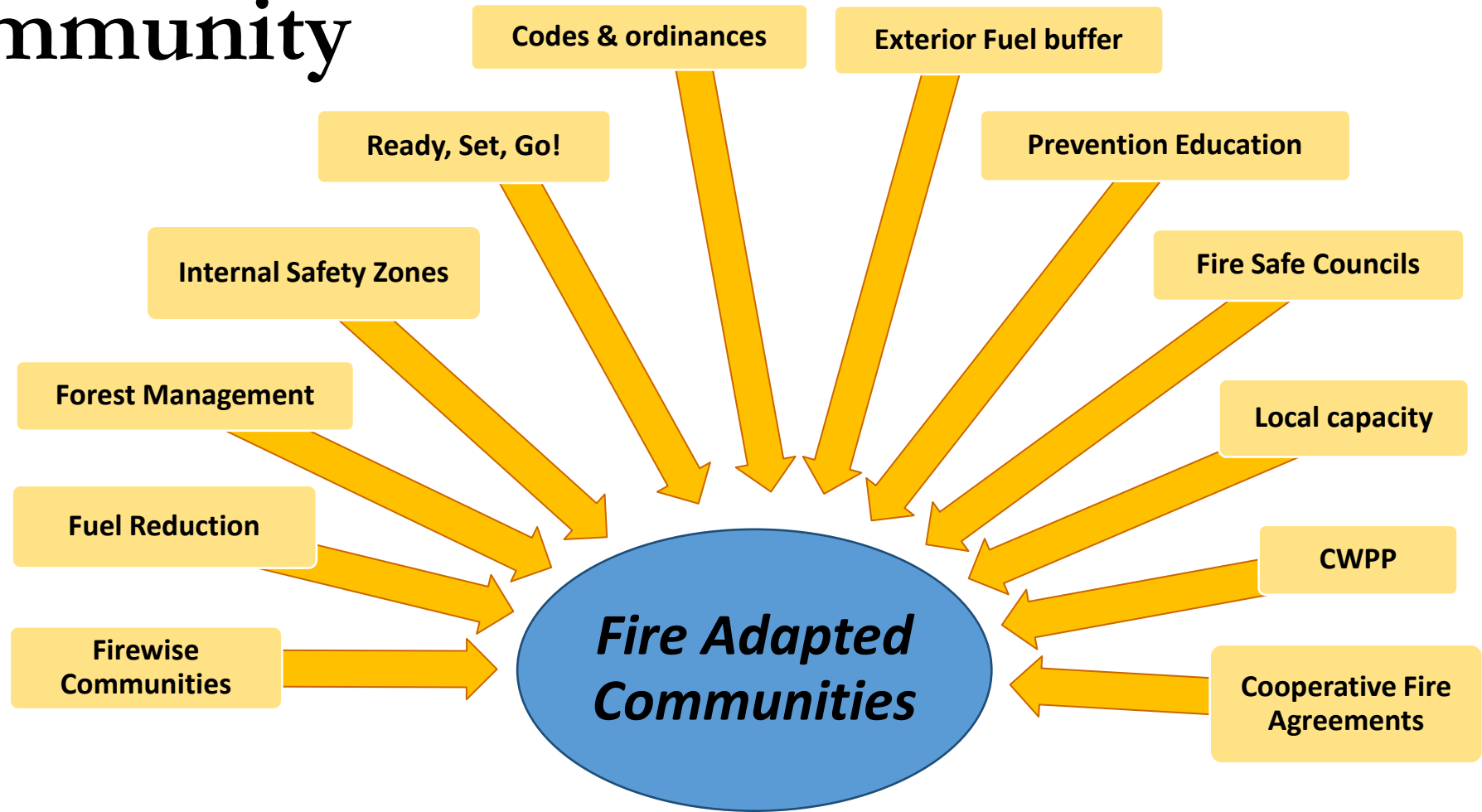


Photo Credit: Lake Shastina POA

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Tab 3: Building a Fire Adapted Community



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Tab 3: Location and Condition of Project Area

Latitude and longitude

- Use a GPS or find your project location on a mapping website
- Fire Hazard Severity Zone
- Fire Regime and Condition Class



Vicinity
Maps

Project
Areas:
Chipping &
Defensible
Space
Treatments

Match line Map 2

Vicinity Map (Map 1 of 5)

Diablo Fire Safe Council

2015 Filling More Gaps (in Community Defensible Space) 15USFS-SFA

San Francisco Quadrangle, 1978. Scale: 1:100,000



North



Tab 3: Fuels Treatment & Project Information

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



Tab 3: Fuels Treatment & Project Information

Number of fuels treatment projects will be completed with this grant:

- Count by unique project
- Describe the method used to calculate this number
- Total acreage of the project area



Tab 3: Environmental Compliance

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

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

Other Laws that may apply:

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



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



Federal Environmental & 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



Tab 4: Tables

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



Tab 4: Project Deliverables

How to report Deliverables:

- Enter Projected Quantity and Associated Cost for:
 - Federal Grant Funded
 - Match Funded

Enter whole numbers **ONLY**

- No decimals or cents



Tab 4: Types of Project Deliverables

COMMUNITY ASSESSMENT WILDFIRE PLANNING

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

INFORMATION/EDUCATION

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



Tab 4: 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**



Project Deliverable Tables

Project Deliverables	Federal Quantity Projected	Federal Cost Projected	Match Quantity Projected	Match Cost Projected
Community Risk Assessment Wildfire Planning				
Community Risk Assessment	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Community Wildfire Protection Plan	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Fire Management Plan	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Planning Subtotal	0	\$0	0	\$0
	0	\$ 0	0	\$ 0
Information/Education				
Outreach/Education Programs	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Education/Information Products	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Information/Education Subtotal	0	\$0	0	\$0
	0	\$ 0	0	\$ 0
Fuels Treatment Acres				
Preparation for Treatment	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Preparation for Treatment Subtotal	0	\$0	0	\$0
Mechanical Treatment Acres				
...Biomass removal	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
...Chipping	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
...Crushing	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
...Hand pile	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
...Seeding	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
...Lop and scatter	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>

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Budget Detail

- List individual budget items under these cost categories:
 - Personnel
 - Fringe Benefits
 - Travel
 - Equipment (items > \$5,000/unit)
 - Supplies
 - Contractual
 - Other
 - Indirect costs



Indirect Costs

If your organization has a federally approved indirect cost rate, this rate may 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 may use the rate as match.



Matching Contributions

- 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



Match:

49. Match Amount By All Organizations

MATCH AMOUNTS BY ALL ORGANIZATIONS

- Applicants are required to contribute dollar for dollar match.
- 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 specialist 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 (dollars) given to complete 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			\$
6			\$
7			\$
Total		0	\$ 0



Tab 5: Documents

Document Tab

- Under the documents tab in the application is where you will upload your letters of commitment and your fiscal sponsor agreement if you have a fiscal sponsor.
- Choose the “upload button” and navigate to the file on your computer.

The following Documents are required as part of the application:

1. Letters of Commitment and Letters of Commitment Cover Letter
2. Project Vicinity Map (If Applicable)
3. Fiscal Sponsor Agreement (If Applicable)
4. Indirect Cost Rate Agreement (If using indirect rate approved by Cognizant Agency)

Uploading Documents to ZoomGrants

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



Fiscal Sponsor Agreements

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

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



Letters of Commitment

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



Uploading Documents into ZoomGrants

- Use the file upload option only. Do not use a link to an external location
- Individual files must be less than 4 MB to be accepted by the ZoomGrants site.
- **The following documents must be uploaded and submitted with the grant application via ZoomGrants in order for the application to be considered complete and eligible.**
- **Letters of Commitment**
- Letters of Commitment are uploaded here and are part of the application. Please include the name of the contributing organization in the file description.
- **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.

A screenshot of the ZoomGrants File Upload Window in Mozilla Firefox. The window title is "File Upload Window - Mozilla Firefox" and the URL is "https://zoomgrants.com/fileup.asp?go=y&propid=35991&rfpid=649&doctype=proposal&docrequestid=!". The page has a "ZOOMGRANTS" logo and "Close Window" and "Help" buttons. The main content area is titled "File Upload Window" and contains a "Document Requested" section with the text "Letters of Commitment: Submit letters of commitment (LOC) from all organizations providing matching contribution to the project, including the applicant and fiscal sponsor." and an "Uploaded Document" section with the text "-none-". Below this is a form with three sections: "1 File description" with a text input field and the example "(e.g. IRS Letter, Financials, etc.)"; "2 Type of attachment" with radio buttons for "File Upload (file size limited to 4MB each)" (selected) and "Link to File (YouTube, Dropbox, cloud storage, webserver, etc.)"; and "3 Select a file to upload" with a "Browse..." button and the text "No file selected." Below the form are instructions: "No ' ' or ' ' allowed in filenames. Be sure to include the file extension. File size is limited to 4MB. Supported file extensions: DOC, .XLS, .DOCX, .DOCM, .XLSX, .TXT, .RTF, .WPS, .SXW, .ODT, .TAB, .CSV, .WKS, .SXC, .ODS, .PPT, .PPS, .SXI, .ODP, .PDF, .GIF, .JPG, .PNG, .MW, .WAV, .AIF, .MP3, .MP4, .MID, .MPG, .MOV, .WMV, .RM, .JPEG, .SHP, .SHX, .DBF, .KML, .KMZ". At the bottom of the form is a "Document type" dropdown menu set to "PROPOSAL DOCUMENT" and an "Upload Now" button. Below the form is a note: "Be sure to verify that your upload was successful by testing the link to download your file after this page reloads." and a disclaimer: "* ZoomGrants™ is not responsible for the content of uploaded or linked documents."



Checking for Errors

- **Submitting and Error Check**
- When every tab is complete, click the “Submit Now” button. The system will perform an error check and list the questions that are incomplete or have errors.
- Scroll down past the questions to correct the errors. The questions with errors will also be highlighted in red.
- Once you have fixed the errors, click the “Refresh Page” button and the system will re-check all your answers again.



Submitting the application

- After all the errors have been fixed and you have refreshed the page, you'll see this screen where you'll be prompted to enter your initials and select the "Submit Now" button.
- By entering your initials, you certify that this application truthfully and accurately represents your request and is hereby submitted for review. Submission of this application does not, in any way, guarantee that you will receive funding. Submission of this application also indicates your agreement to the terms of using ZoomGrants.

A screenshot of the ZoomGrants application submission interface. The page header includes the California Fire Safe Council logo and navigation links like "RESOURCES", "HELP", "FULL SCREEN", and "LOGOUT". The main content area shows the "2015 Grants Clearinghouse Program" with a deadline of 2/19/2015. It details a "2015 Test Application" for Sutter Creek Fire Safe Council, with a requested amount of \$200,000.00. The application status is "Not Submitted". A "Submit Now" button is visible, along with a text input field for "Initials". A disclaimer states: "By entering your initials here you certify this application truthfully and accurately represents your request and is hereby submitted for review. Submission of this application does not, in any way, guarantee that you will receive funding. Submission of this application also indicates your agreement to the terms of using ZoomGrants™." Below this, there are tabs for "Application Snapshot", "Organization/Fiscal Sponsor Information", "Project Information", "Tables", "Documents", and "Activity Log". The "Project Information" section is expanded, showing a "Project Description" with a "1. Type of Project" section containing radio button options: "Education only", "Fuel Treatment only", "Planning only", and "Education and Fuel Treatment" (which is selected).



Application Submission Confirmation

Application Submitted

- Once you have successfully completed the application, 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.

A screenshot of a web application interface for the California Fire Safe Council. The page title is "2017 SFA Clearinghouse" and it shows a "CLOSED Deadline 5/12/2017" status. The user is logged in as "Sutter Creek Fire Safe Council" and has submitted an application titled "Churn and burn" for \$200,000.00. The application status is "Submitted" with a timestamp of "3/29/2017 3:24:42 PM (Pacific)". The page includes a "Print/Preview" button and a navigation menu with options like "Application Snapshot", "Organization Information", "Project Information", "Tables", "Document Upload", and "Activity Log". The "Application Snapshot" section shows fields for Project Name, Amount Requested, Match Amount, Applicant Information, and Organization Information.

My Account Home Refresh Page

California Fire Safe Council

2017 SFA Clearinghouse CLOSED Deadline 5/12/2017

Open Programs | Description | Additional Online Resources | Restrictions | Contact Admin

Library [\[hide this\]](#)

Sutter Creek Fire Safe Council Application Status: Submitted
\$ 200,000.00 requested Submitted: 3/29/2017 3:24:42 PM (Pacific) [Print/Preview](#)

Application Snapshot | Organization Information | Project Information | Tables | Document Upload | Activity Log

Application Snapshot (answers are saved automatically when you move to another field)

Project Name Churn and burn

Amount Requested \$ 200000
Grant Funding Requested

Match Amount \$ 200000
Applicants are required to contribute 100% match (dollar-for-dollar).

Applicant Information

First Name Grant Coordinator
Last Name Abby Smith
Telephone 510-699-5252
Email gardneress@yahoo.com

Organization Information (changes to this data will be reflected on all other applications for this organization)

Organization Name Sutter Creek Fire Safe Council
Address 1 P.O. Box 1774



Viewing Submitted Applications

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 one 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:

- Use the handbook!
- Determine what you need to do and make a schedule
- Make sure cooperators understand their roles
- Identify match sources and obtain “Letters of Commitment”
- Check to see that the application responses are consistent
- Ask others to proofread your application
- Evaluate your application based on the scoring criteria
- Contact CFSC for assistance
- Don’t wait until the last minute!
- Make sure the application is complete and is **submitted on time**



Phase 1: Application Review

Initial Screening

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



Phase 1: Application Review

Review Committee

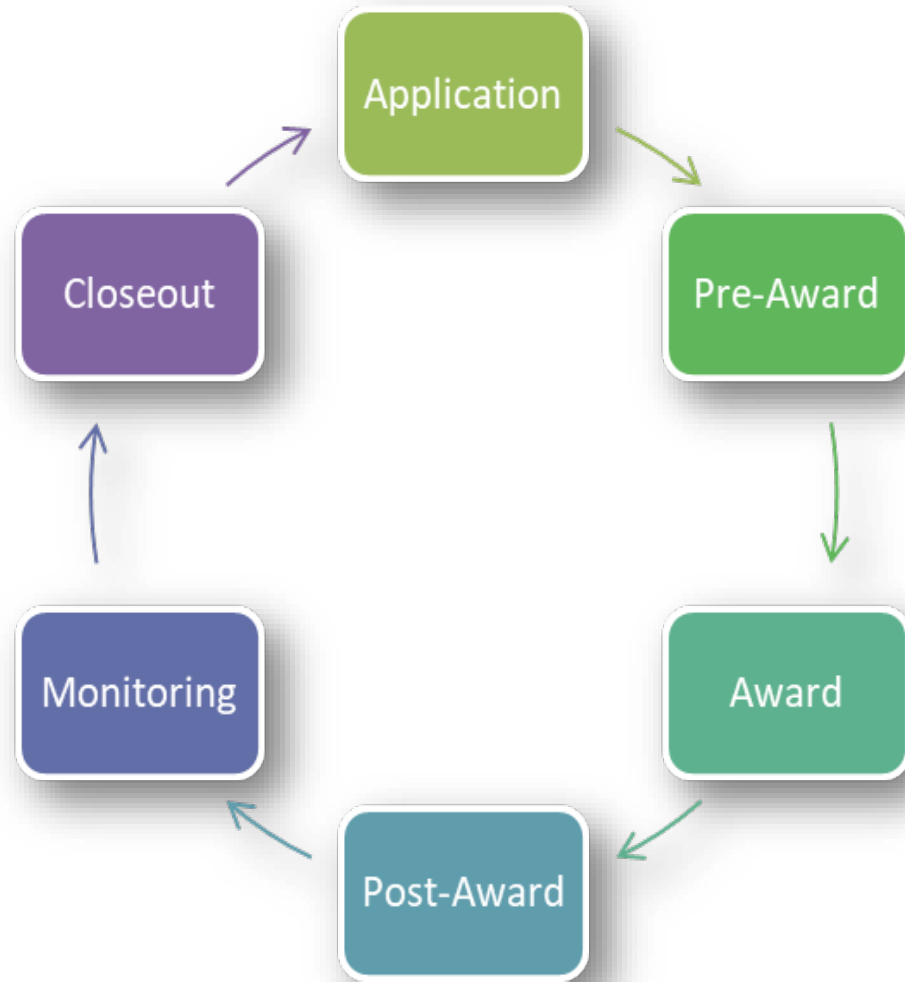
Applications passing initial screening will be reviewed and scored by the volunteer Grant Review Committee.

The Committee is a panel of experts in wildfire issues and application review and selection. This Committee recommends projects for funding to the CFSC Board of Directors.



Phase 2: Organizational Capacity & 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



California's leader in community wildfire risk reduction and resiliency.



Important Dates

2021 Cycle Opens Call for Applications	May 3, 2021
Grant Application Training Workshops Online/Zoom	May 3-14 , 2021
Applications Due Online	June 15, 2021 Midnight, PDT
Preliminary Award Announcements	August 2021



Thank you

CFSC Website

- Application Handbook
- Request for Applications
- Application planning tool
- www.cafiresafecouncil.org

ZoomGrants

- www.cafiresafecouncil.org/zoomgrantslogin
- www.zoomgrants.com

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