2022 State Fire Assistance Competitive Grant Program

The California Fire Safe Council (CFSC) is excited to announce the 2022 State Fire Assistance (SFA) competitive application process for wildfire prevention grants. Funding is provided through a master grant awarded to CFSC by the U.S. Forest Service and is administered through CFSC's Grants Clearinghouse program.

On March 1, 2022, CFSC will begin accepting applications for State Fire Assistance Grants Program. Up to $1,175,000 will be awarded. CFSC will issue sub-awards to successful applicants that support fire risk reduction activities by landowners and residents in at-risk communities to restore and maintain resilient landscapes and create fire-adapted communities. Projects may focus on one or more of the following categories:

- **Fuel Hazard Mitigation vegetation treatments such as chipping, thinning, burning, or grazing.**
- **Community Hazard Mitigation Planning such as Community Wildfire Protection Plans (CWPP), Firewise assessments, hazard assessments, and similar types of planning activities.**
- **Prevention, Mitigation, and Education such as outreach, mailings, workshops, events, PSAs, and other educational programs.**

Applications must be submitted no later than April 14, 2022 at 11:59 PM PST. Overview of the grant program, application process, and workshop details will be posted on the 2022 SFA Grant Program webpage.

After March 1, 2022, Apply Directly: https://www.zoomgrants.com/zgf/22SFA

2022 SFA Application Checklist

California Fire Safe Council
Grant Application Checklist
2022 State Fire Assistance Grant Program

Tab #	Application Checklist Item	Completed in ZoomGrants
1	**Application Summary** ☐ Project Name ☐ Grant Funding Requested ☐ Match Amount Projected ☐ Applicant Information ☐ Organizational Information ☐ Applicant Organization Executive Officer Contact Information	☐
2	**Organizational Information** ☐ Applicant Organizational Capacity ☐ Fiscal Sponsor Information ☐ Fiscal Sponsor Capacity	☐
3	**Project Information** ☐ Project Description ☐ Sustainability ☐ Project Location ☐ Planning Document Applicability ☐ Project Effects ☐ Fuels treatment	☐
4	**Tables** ☐ Workplan ☐ Project Deliverables ☐ Budget Detail ☐ Match Amount Detail	☐
5	**Document Upload** ☐ Letters of Commitment ☐ Letters of Commitment Cover Letter ☐ Project Location Map Survey ☐ Project Location Map Certification Uploaded into ZoomGrants ☐ Fiscal Sponsor Agreement, If applicable ☐ Indirect Cost rate, if applicable	☐

This checklist is not required to be completed or submitted and is for individual use & tracking. All items must be completed and submitted through your 22 SFA ZoomGrants Application in order to successfully submit your 22 SFA Application to CFSC.

https://www.zoomgrants.com/zgf/22SFA

California Fire Safe Council

GRANTS CLEARINGHOUSE APPLICATION GUIDE

2022 State Fire Assistance Grant Program

Fire Prevention Grants for Non-Federal Lands

http://www.cafiresafecouncil.org

Contents

Purpose 3
Grant Cycle Phases 3
Grants Clearinghouse Background 4
Application Phase 5
Request for Applications (2022 USDA State Fire Assistance) 5
Summary 5
Acknowledgements 5
Program Description in Detail 6
Available Funding 7
Cost Share 7
Allowable Costs 8
Excluded Costs 8
Organization Eligibility 9
Other Considerations & Grant Compliance 9
Fiscal Sponsorship 10
How to Apply 11
2022 SFA Application Checklist 19
Application Scoring and Review Process 20
Initial Screening 20
Federal Grant Basics 22
Federal Grant Overview 22
The Role of the Subrecipient 23
Federal Grant Regulations 24
Prepare Now for Grant Success 25
Financial Management System 25
Project Management Capabilities 25
2 CFR 200 Purpose, Policies, and Procedures 26
Debarment and Suspension 26
Support of Salaries and Wages 27
Grant Funds and Matching Contributions 27
Avoiding Grant Fraud 29
Common Misconceptions 30

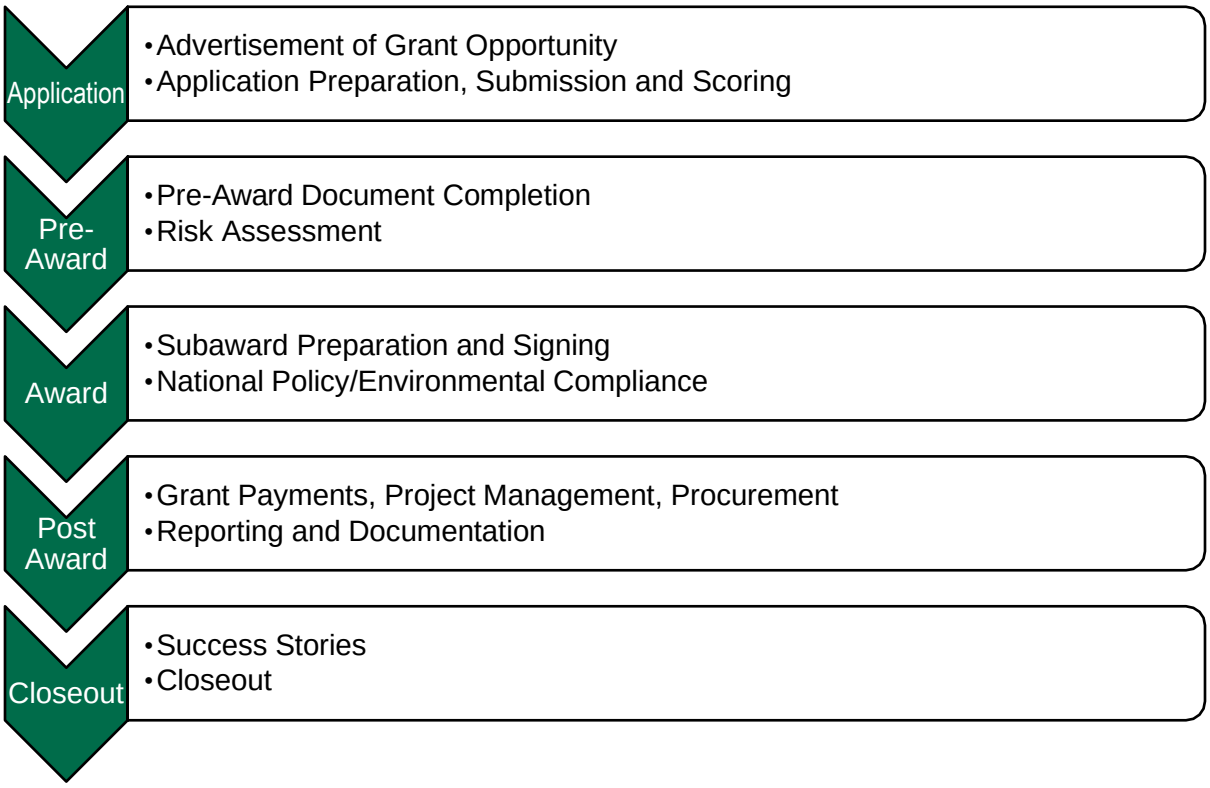
Pre-Award Phase (The Next Step if Your Application is Selected) 31
Organizational Capacity and Risk Assessment....32
Appendix....33
Grant Related Contact Information 33
List of Acronyms....34
Sample Letters of Commitment 37
Using Cal Fire Crews as Match....40
Sample Fiscal Sponsor Agreement....42
Project Location Survey and Completion Certification 44
Sample De Minimis Rate Calculation....46
About SAM Registration 47
About Unique Entity ID 47
Insurance Recommendations 48
Important Websites....49

California Fire Safe Council Grant Application Guide

Purpose

This guide serves as a support document for grant applicants and recipients of grants from the California Fire Safe Council's Grants Clearinghouse. It contains information about the grant application process, and requirements for grant recipients during the phases of thegrantmaking process.

Grant Cycle Phases



Grants Clearinghouse Background

The California Fire Alliance originally assisted California Fire Safe Council (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 here.

Allowing the sunset of the National Fire Plan in 2010, CFSC 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. 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 eighteen years of grant making, CFSC has provided over 900 grants totaling over $100 million to organizations and agencies located throughout California. Each year, efforts are made to ensure competitive, equitable, and geographically diverse distribution ofthe available grant funds. The average grant award is around $111,000.

Application Phase

During the application phase, opportunities 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 directions, application review criteria, and contacts for further information about the advertised grant opportunity.

Request for Applications (2022 USDA State Fire Assistance)

Summary

California Fire Safe Council (CFSC) is pleased to announce its competitive application process for 2022 wildfire prevention grants. CFSC has approximately $1,175,000 in State Fire Assistance (SFA) grant funds available for 2022 wildfire prevention projects. The maximum request allowed is $200,000 and the matching requirement is one to one (100%). Funding is provided through a master grant to CFSC by the U.S. Forest Service. The subgrant grant term will be 24 months beginning in July 2022. Funding is available in these program areas:

- Hazardous fuels reduction on non-federal land
- Creation of community wildfire protection plans (CWPPs) and other planning or assessment documents
- Prevention and mitigation education and outreach opportunities for landowners and residents in at-risk communities

Application Schedule:

February 16, 2022	Application Cycle Announcement
March 1, 2022	Grant Application Period Opens
March 2, 4, & 9, 2022	Grant Application Training Workshops
April 14, 2022	Applications Due by 11:59 PM PDT
June 2022	Award Announcement

Acknowledgements

This grant program and publication are funded in full by the U.S. Forest Service, Pacific Southwest Region under the terms of Grant numbers 21-DG-11052012-140.The opinions expressed are those of the authors and do not necessarily reflect the views of the U.S. Forest Service.

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.

Program Description in Detail

This grant 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. Projects may focus on one or more of the categories.

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

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

- Projects must be located within California and/or the Tahoe region of Nevada.
- Projects must be in the wildland urban interface (WUI) and protecting an officially designated. A map of designated Communities at Risk can be found in CFSC's 22 SFA Support Site.
- Projects cannot be on Federal lands or lands leased/permitted by the federal government, apart from 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 should be used to implement actions *in accordance with Chapter 11 "Reducing Community Wildfire Risk of "California's Forests and Rangelands: 2017 Assessment".*

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. Photos showing the project before, during and after, a success story about the project, and a closeout report will be required.

Available Funding

The CFSC has $1,175,000 available for wildfire prevention projects under the 22 SFA grant program.

Individual applications may request up to $200,000 federal funds. Individual applications that exceed $200,000 will be ineligible ($100,000 for organizations utilizing the services of a Fiscal Sponsor). Individual applicants may submit up to two applications.

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 grant performance period is 24 months. Grant funds cannot be expended, nor match activities completed after the termination date.

Cost Share

The 2022 U.S. Forest Service State Fire Assistance funds require a 50/50 (dollar for dollar) match. Federal funds received from the California Fire Safe Council must be matched with non-federal funds.

(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, goods, or in-kind services from the applicant or third-party contributors. 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.
- They shall occur within the grant period.

Letters of Commitment are required from all organizations providing matching contributions. There is an exception for Cal Fire grants (see details about how to submit letters of commitment in the "How to Apply" section).

Allowable Costs

General types of costs that are allowable under these grants include:

- Salaries and wages of staff to manage the project, and complete grant reporting.
- Contact costs for project-related services,
- Office related costs, printing and mailing, website publishing costs, and supplies
- Travel costs related to the project,
- Insurance,
- Tools such as chainsaws, gas or diesel, and hand tools for hazardous fuels reduction
- Equipment rental
- Meeting or office space rental costs
- Personal protective supplies

All costs must be incurred during the grant period.

Excluded Costs

- Purchase of vehicles or heavy equipment such as tub grinders and other expensive assets will not be funded or allowed as match (suggest rental or lease of these items). *
- Construction costs such as for water tanks, ponds, fences, office structures and maintenance, and road construction and maintenance are not allowable costs or match.
- Purchase of land with federal funds or use of land purchase value as match are not allowed.
- Items that are not documented with adequate source documentation are not allowed as costs or match.
- Costs that are not related to the scope of the grant are not allowed as federal costs or match.
- Any other items not allowed under 2 CFR 200 Cost Principles

*Applicants interested in applying for small equipment purchases such as chippers must contact a Grant Specialist prior to applying to discuss the requirements. 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 applying.

Organization Eligibility

The following types of organizations are eligible to apply*:

- 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 withtheir 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.

Other Considerations & Grant Compliance

Written Policies and Procedures: Organizations selected for funding must havewritten 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 inplace to ensure proper expenditure and accounting for the grant funds?

Project Management Capabilities: Does your organization have sufficiently trainedand knowledgeable staff and/or volunteers with the technical expertise to plan andimplement 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 complies 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 assuranceshave 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 conflict with these Acts. Such consultationmay 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 cost, time required for such consultation, review, and approval must be considered when planning the project timeline and schedule.
Consider adding an item to your budget if you anticipate using the services of a forester or archeologist.

NOTE: Be sure to thoroughly read and review the grant requirements in 2 CFR 200 and those that are highlighted in this guide'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.

Fiscal Sponsorship

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". 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 key role of the fiscal sponsor is to receive and manage the grant funds on behalf of the sponsored organization.

<u>NOTE:</u> 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 the legal entity entering 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.

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. Fiscal sponsor organizations will be accountable for the grant funds andhow they are spent.

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.

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

Fiscal Sponsor Agreement

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.

NOTE: See the appendices for a sample fiscal sponsor agreement.

How to Apply

The information below is an overview of the grant application steps. To see an offline list of every question on the application, you can download the application planning tool document that is available under the grants and funding tab on the CFSC website. The planning tool is not required and is only meant to help with application preparation. The actual application must be completed and submitted in ZoomGrants.

Application Schedule:

February 16, 2022	Application Cycle Announcement
March 1, 2022	Grant Application Period Opens
March 2, 4, & 9, 2022	Grant Application Training Workshops
April 14, 2022	Applications Due by 11:59 PM PDT
June 2022	Award Announcement

The following steps are required to submit a 22SFA clearinghouse application:

1. Create a free account with ZoomGrants if you do not already have one. Access ZoomGrants through the California Fire Safe Council webpage “grants and funding” tab and select “apply for a grant.” Then select “Apply via ZoomGrants” at the bottom of the page. You will be able to create a new account only when there is an open grant opportunity available.
2. 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 [+].*

   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 grant applications. Applicants will also use the site to upload Letters of Commitment and other documents, if applicable.

   In the ZoomGrants account, the homepage screen will display the following menus:

Incomplete	Submitted	Approved	Declined	Archived	Currently Open
Unsubmitted applications from every Cycle. This is the default screen.	All applications submitted in every cycle.	All approved and funded applications In every cycle.	All declined applications in every cycle.	Applications that were submitted in Previous Cycles.	Currently open grant programs. Start here to Write a new Application.

Once you have selected a grant program to apply for, these resources will be available within that program, along with the five application tabs:

Description:	Additional Online Resources:	Restrictions:	Library:	Contact Admin:	Announcements:
An overview of the grant program, Eligibility requirements And grant criteria.	This section provides online links that may assist you In applying For a grant.	Grant program restrictions will be listed in this section.	Useful documents such as How to Calculate Biomass Volume.	Send an email directly to CFSC Clearinghouse Administrator.	Updates about the grant program.

To start a new application, select the “Currently Open” tab from the Home Page and you will see the 2022 SFA Grants Clearinghouse. Select the hyperlinked text to start a new application.

Once you have opened a new application, you will need to select the “Start Now/Apply” button to activate the form and begin filling it out.

NOTE: Information entered is saved automatically as you go through the application. There is no “Save” button.

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.

3. Complete all questions and document uploads under the five grant application tabs. The Application is divided into 5 parts or tabs – All five parts must be completed to successfully apply:

   NOTE: Be sure to complete all five tabs! Every cycle there is an applicant who forgets to fill out one of the tabs and their application is incomplete.

TAB 1: Application Snapshot

This tab contains contact information and basic information about the project such as the title and dollar amounts.

TAB 2: Organization/Fiscal Sponsor Information

This tab contains organizational Information and questions to demonstrate and document the organization’s capacity to receive a grant and to enter fiscal sponsor information if applicable.

TAB 3: Project Information

This tab contains the narrative part of the grant application. There are project description questions and a section that covers fuels treatment information for projects that have a vegetation management component.

TAB 4: Tables

Tab four includes the tables for the workplan, grant budget, match budget, and grant deliverables. See the planning tool for details on how to complete these sections.

TAB 5: Document Uploads

This section describes in detail the documents that must be uploaded and submitted with the grant application via ZoomGrants for the application to be considered complete and eligible. These include Letters of commitment, the letter of commitment summary letter, CFSC completion certification for the Project Location Survey, fiscal sponsor agreement (if applicable) and Indirect Cost Rate Agreement (when using an indirect rate approved by your cognizant agency).

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

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

Letters of Commitment (LOCs)

LOCs are required from all contributors of cash or in-kind match including applicant and/or third-party organizations. Please see the note below for the exception related to Cal Fire grants.

LOCs must be uploaded with your grant application on ZoomGrants. CFSC will not accept faxed, mailed, or emailed LOCs. They must be on organizational letterhead or as a copy of 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

NOTE: ***Cal Fire grants may be used as match if the objectives of the clearinghouse grant application are included within the scope and the active dates of the Cal Fire grant*.**

To utilize the Cal Fire grants as match, please ensure that:

a) 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.

b) A copy of the Cal Fire grant award letter will serve as the Letter of Commitment to the CFSC grant once the Cal Fire grant is awarded. If you are not using the entire Cal Fire grant as match, please include a cover letter explaining the contribution amount.

c) If the Cal Fire grant has not been awarded at the time of CFSC application, include an explanation in the applicant organization's cover letter that includes a description of the Cal Fire match activities, the dollar amount, and the timeframe for approval. **Be aware that a 22SFA grant will not be funded until the Cal Fire grant is approved, or an alternative source of match is confirmed.**

d) The same Cal Fire grant may not be used as a matching contribution for any other federally-assisted project or program.

e) 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.

Please consult with your county official that oversees its Title III allocation. Additional informationabout Title III can be found at:
http://www.fs.usda.gov/main/pts/countyfunds

Fiscal Sponsor Agreement (For Organizations Using a Fiscal Sponsor)

If your organization is required to use a Fiscal Sponsor, you must submit a Fiscal Sponsor Agreement Letter

Upload 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 and see the appendix for a sample fiscal sponsor letter.

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 organization will have in managing the project.
- How grant documentation will be collected and stored.
- The entity/person who will complete grant related reports.

Negotiated Indirect Cost Agreements or the

If your organization has been given a federal Negotiated 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, including clearinghouse grants. 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.

De Minimis Indirect Rate of 10%

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 in the appendix as a model for calculating 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.

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.

To calculate the Modified Total Direct Cost for your project:

a) Total all costs included under allowed budget costs as outlined in the table. These costs are project specific and based on the direct costs associated with the proposed budget submitted with this CFSC grant application.

b) Now calculate 10% of the total calculated in step 1 (which is the MTDC).

Allowed in MTDC Calculation	Excluded from MTDC Calculation
Salaries and wages Fringe benefits Materials and supplies Travel Contractual costs (up to $25,000 of each contract) Items in the “other” cost category that are not on the excluded list.	Matching contributions Portion of each contract more than $25,000 Equipment (over $5,000)

Once you have calculated the Modified Total Direct Cost, take 10% of that number and that will be the total that you may charge as indirect cost in the grant budget.

If you are unsure of the correct MTDC for your project, feel free to contact a CFSC grant specialist to verify the amount.

Costs must be consistently charged as either indirect or direct costs and may not be double charged.

NOTE: See a sample chart showing a MTDC calculation in the appendices.

Project Location

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.

How to submit your 22 SFA Project Location:

- Download the map guide from the Documents Tab in your ZoomGrants application.
- Follow the survey link in your 22 SFA ZoomGrants Application.
- Enter your Organization Project name.
    - NOTE: Both the Organization and Project names must match the names in your 22 SFA ZoomGrants Application.
- Enter in your zip code or use the Find my Location button ( ) to go to your current location.
- Place the pin as close to the center of your project area as possible.
- Submit your project location survey.
- Sign and upload this document into the Documents Tab in your 22 SFA ZoomGrants Account.

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

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 extremely 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.

View and review your application(s). If you have an application in progress, select the “Incomplete” tab to continue working. 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.

Once you have completed the necessary application steps, 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 will need to enter your initials verifying submission of the application and click the “Submit Now” button. You will receive a confirmation message and there will also be a timestamp of the date and time the application was submitted where the “Submit Now” button was.

NOTE: To retrieve login information, you must contact ZoomGrants. CFSC staff do not have access to your login information. 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.

Applications must be submitted online by 11:59 p.m. PDT on April 14, 2022, at http://www.cafiresafecouncil.org/zoomgrantslogin/

2022 SFA Application Checklist

Tab	Application Checklist	Completed in ZoomGrants
1	**Application Summary** ☐ Project Name ☐ Grant Funding Requested ☐ Match Amount Projected ☐ Applicant Information ☐ Organizational Information ☐ Applicant Organization Executive Officer Contact Information	☐
2	**Organizational Information** ☐ Applicant Organizational Capacity ☐ Fiscal Sponsor Information ☐ Fiscal Sponsor Capacity	☐
3	**Project Information** ☐ Project Description ☐ Sustainability ☐ Project Location ☐ Planning Document Applicability ☐ Project Effects ☐ Fuels treatment	☐
4	**Tables** ☐ Workplan ☐ Project Deliverables ☐ Budget Detail ☐ Match Amount Detail	☐
5	**Document Upload** ☐ Letters of Commitment ☐ Letters of Commitment Cover Letter ☐ Project Location Map Survey ☐ Project Location Map Certification Uploaded into ZoomGrants ☐ Fiscal Sponsor Agreement, If applicable ☐ Indirect Cost rate, if applicable	☐

This checklist is not required to be completed or submitted and is for individual use & tracking.

All items must be completed and submitted through your 22 SFA ZoomGrants Application in order to successfully submit your 22 SFA Application to CFSC. https://www.zoomgrants.com/zgf/22SFA

Application Scoring and Review Process

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. 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.

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	Points
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 sponsorcan feasibly add and complete an additional project without overtaxing its resources and workload.	5
The application appropriately addresses the wildland fire risk through fuels hazardmitigation, prevention education or planning within the project area.	5
The application demonstrates specific, advance planning for long-term sustainabilityof the project deliverables following the conclusion of the grant period.	5
The project will create or is linked to an interagency Community Wildfire Protection Plan (CWPP), collaborative community fire plan or an equivalent.	5
The project will improve wildfire survivability in a community appearing on the currentCalifornia Fire Alliance “communities at-risk” list.	5
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 HighSeverity Zone”.	5
The application goals and objectives are consistent with the National Cohesive Wildland Fire Management Strategy goals.	5
The application clearly describes how the project supports the goal of Chapter 11 “Reducing Community Wildfire Risk” of the “California’s Forests and Rangelands:2017 Assessment” (http://frap.fire.ca.gov/assessment 2017).	5
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 othergovernment agencies, and/or other sources of significant resources for the proposed project.	5

Costs are reasonable in proportion to the proposed deliverables. The total amountrequested is appropriate for the scope of the project. Staff costs (personnel/contractors/benefits) should be considered direct project expenses.	5
Possible Maximum Score	50

Federal Grant Basics

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 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 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 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 like the residents of the community.

Terminology that is often used interchangeably:

Award = Grant = Subgrant

Grantee = Subaward Recipient = Subrecipient

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 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.

Two Factors for Success	
Project Implementation	**Proper Grant Management**
Accomplish the grant objectives Implement the project as approved Monitor and track accomplishments Follow standards for funds management	Follow all grant requirements Provide complete reports on time Meet all deadlines Document all expenses and match

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.

Federal Grant Regulations

The federal grant regulations are contained in the Code of Federal Regulations (CFR). 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. 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).

Subrecipients are subject to the OMB (Office of Management and Budget) 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.

Code of Federal Regulations for Grants (2 CFR 200)

CFSC strongly recommends that applicants take the time NOW to read the federal regulations applicable to their organizations in 2 CFR 200 to familiarize themselves with what will be expected if awarded a grant.

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.

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.

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.

Prepare Now for Grant Success

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.

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?

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?

2 CFR 200 Purpose, Policies, and Procedures

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.

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.

- 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

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.

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 s://www. sam.gov/ using the name of the organization, name of the person, or other identifiers, such as the CAGE (Commercial and Government Entity) 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

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.

Salaries, wages and fringe benefits must be reasonable for the services rendered, conform to the established policy of the organization/agency, and be consistently applied to both Federal and non-Federal activities. Costs must be determined and supported with documentation as provided by the applicable cost principles in 2 CFR 200.

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

Grant Funds and Matching Contributions

The project will be funded by two sources: (1) grants funds and (2) matching contributions. Bothsources 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 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.

The Uniform Administrative Requirements regarding Matching Contributions and found in 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.

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.

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

- Allowable: All expenses and 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 expense or 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: Expenses and 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.

Avoiding Grant Fraud

While most subrecipients would state that they would never knowingly commit grant fraud, it is important to understand the many 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:

Examples include 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.

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:

Examples include 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 example involves a national charity 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.

Penalties for grant fraud may include:

- Repayment of grant funds to the awarding agencyCriminal 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.

Common Misconceptions

"I'm just a volunteer." The regulations and requirements apply toALL grant recipients, regardless of the size and/or complexity of the organization.	"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.
"It's too much of a hassle." If you want to receive federal funding, you must fulfill all the responsibilities of a grantee.If you don't want to do that, don't take the money.	"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 scrutinyof federal grants.

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 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 terminate your grant based on failure to meet grant requirements for non-performance.

Pre-Award Phase (The Next Step if Your Application is Selected)

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.

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

- Completed and signed Pre-Award Report
- IRS determination letter for all IRS-designated “501” organizations (e.g., nonprofit organizations, homeowner’s 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%)
- 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

Organizational Capacity and 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.

If your project is preliminarily selected to move on to the Risk Assessment phase, you will be contacted by a representative from CFSC. As the grantor, CFSC must review the risks associated with each applicant organization and/or fiscal sponsor prior to awarding them a grant. 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.

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.

Appendix

Grant Related Contact Information

California Fire Safe Council 5834 Price Ave. Ste. 101 McClellan, CA 95652* Main line (916) 648-3600	
Amber Gardner Clearinghouse Manager Phone: (916) 256-3337 Email: agardner@cafiresafecouncil.org	Contact Amber if you have questions about how to use features in the ZoomGrants website.
Liron Galliano Senior Grant Specialist Email: lgalliano@cafiresafecouncil.org	Contact Liron with SFA grant applicationor project related questions.
Becca Joyner Senior Grant Specialist Phone: (916) 256-3215 Email: bjoyner@cafiresafecouncil.org	Contact Becca with SFA grant applicationor project related questions.
Thomas Shumaker Staff Grant Specialist Phone: (916) 256-3130 Email: tshumaker@cafiresafecouncil.org	Contact Thomas with SFA grant application or project related questions.
Dan Lang Senior Grant Specialist Phone: (916) 256-3621 Email: dlang@cafiresafecouncil.org	Contact Dan with CFSC State funded grant application or project related questions
Dave Farley Senior Grant Specialist Email: dfarley@cafiresafecouncil.org	Contact Dave with CFSC State funded grant application or project related questions.
Julia Marsili Staff Grant Specialist Email: jmarsili@cafiresafecouncil.org	Contact Julia with CFSC County Coordinator grant application or project related questions.
Nina Evans Associate Grant Specialist Email: nevans@cafiresafecouncil.org	Contact Nina with grant application or project related questions.
Sara Kniss Administrative Assistant Phone: (805) 290-2340 Email: skniss@cafiresafecouncil.org	Contact Sara with questions about the environmental compliance status of your grant during the pre-award phase.
Environmental Compliance Consultant *James L. Able Forestry Consultants, Inc.* *1410 Second Street* *Eureka, CA 95501* *(707) 445-4130* *Daniel G. Cohoon* DCohoon@ableforestry.com	Contact Able Forestry Consultants, Inc. with questions about the requirements ofthe environmental compliance process.

*As of March 1, 2022, the new California Fire Safe Council office address will be: 3237 Peacekeeper Way Suite 201, McClellan, CA 95652

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 USDOI)
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	Unites 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

Sample Letters of Commitment

Sample Fire Safe Council (SAMPLE Letter of commitment)

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 Beak 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

Sample Fire Safe Council

PO Box 123

Sample, CA 99999

DESIGNASIGN (SAMPLE Letter of Commitment)

Of the Times Way

To Go, CA 41411

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 during the project. 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 (SAMPLE Letter of Commitment)
PO Box 123
Wherzat, CA 99999
Phone #: (555) 555-5550;

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 three 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
Cal Fire Grant	75,000	$0	75,000
TOTALS	**$6,560**	**$15410**	**$96,970**

The Cal Fire grant awards will be announced in July. The grant that is being used as match will fund completion of the 60 acre section of road brush clearance to the west of the clearinghouse grant funded project. The value of the matching Cal Fire grant is $75,000.

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

Sincerely,

Primary Contact Signature

Organization Primary Contact

Using Cal Fire Crews as Match

California Department of Forestry and Fire Protection (CAL FIRE) Conservation Camp Crew Assistance with Fuel Reduction Projects (DRAFT) Dan Lang, Senior Grant Specialist, **California Fire Safe Council**

The California Department of Forestry and Fire Protection (CAL FIRE) is currently authorized to operate 30 Conservation Camps statewide that house more than 3,040 inmates and wards. These camps are operated in conjunction with the California Department of Corrections and Rehabilitation (CDCR) and the Division of Juvenile Justice. Through these cooperative efforts CAL FIRE is authorized to operate 152 fire crews year-round. These crews, also referred to as hand crews, are available to respond to all types of emergencies including wildfires, floods, search and rescue. Fire crews perform more than 3 million hours of emergency response work each year. When not assigned to emergency response or pre-fire project work, crews conduct labor-intensive project work on public and private lands. These fire crews conduct critical hazard fuels reduction projects in support the state and federal fire plans. Additionally, fire crew projects include repair and maintenance of levies for flood prevention; maintenance of local, state, and federal park infrastructures; clearing debris from streams; removing roadside litter; constructing hiking trails; and providing many other important community services.

A typical Cal Fire crew consists of an experienced Cal Fire captain and from 13 to 17 firefighters. They travel to and from project work sites in an Emergency Crew Transport vehicle equipped with firefighting tools and other items needed for emergency project work assignments.

Crew Work Projects

Cal Fire crews can be an important source of assistance for state and local government agencies and non-profit organizations engaged in hazardous fuels reduction programs.

One of the most common types of project work performed by Cal Fire crews is hazardous fuel reduction, including fuelbreak construction and chipping work.

There is a high demand for work by conservation camp crews, so we encourage applicants to contact their local conservation camp staff early in their project planning process to determine if the crews will be able to do the work. And even if the camp staff agrees to do the project, their ability to perform the work as scheduled is affected by weather, the availability of qualified crew members, and firefighting activity.

Costs

For California fiscal year 2021-22 the charge for crew work is $200 per day, plus a 13.47% Indirect Cost Rate charge to State and Local government agencies and non-profit organizations, resulting in a total a daily crew cost to the project sponsor of $226.64.

Direct payments to Cal Fire can be adjusted if the project sponsor provides goods and services that will assist Cal Fire in their recovery of operating costs for the project. Such goods and services could include fuel, tires, chainsaw parts and accessories, and similar items related to performing project work. This arrangement should be spelled out in the project “Letter of Understanding” described below.

If your project involves chipping, they may also be able to assist with that, but project sponsors must provide the chipper and any related items.

Matching Contribution Value

For FY 21/22, the in-kind Matching Contribution Value of work by a Cal Fire crew is

$2,069.89 per day.

Project Work Agreement Documents

If you think you might want to have a Cal Fire conservation camp assist you with accomplishing your project, contact the staff of your local Cal Fire conservation camp and ask to meet with them to discuss your project.

If Cal Fire decides to consider your project, they will have you submit a “Conservation Camp Program – Project Request” (FC-32).

If Cal Fire decides to do your project, they will have you complete a “Conservation Camp Program – Letter of Understanding” (FC-31).

Billings for services will come to you on a “Projects Order Form” (FC-80).

All forms and documents required will be provided by the Conservation Camp staff.

Sample Fiscal Sponsor Agreement

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____, _____2022 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.

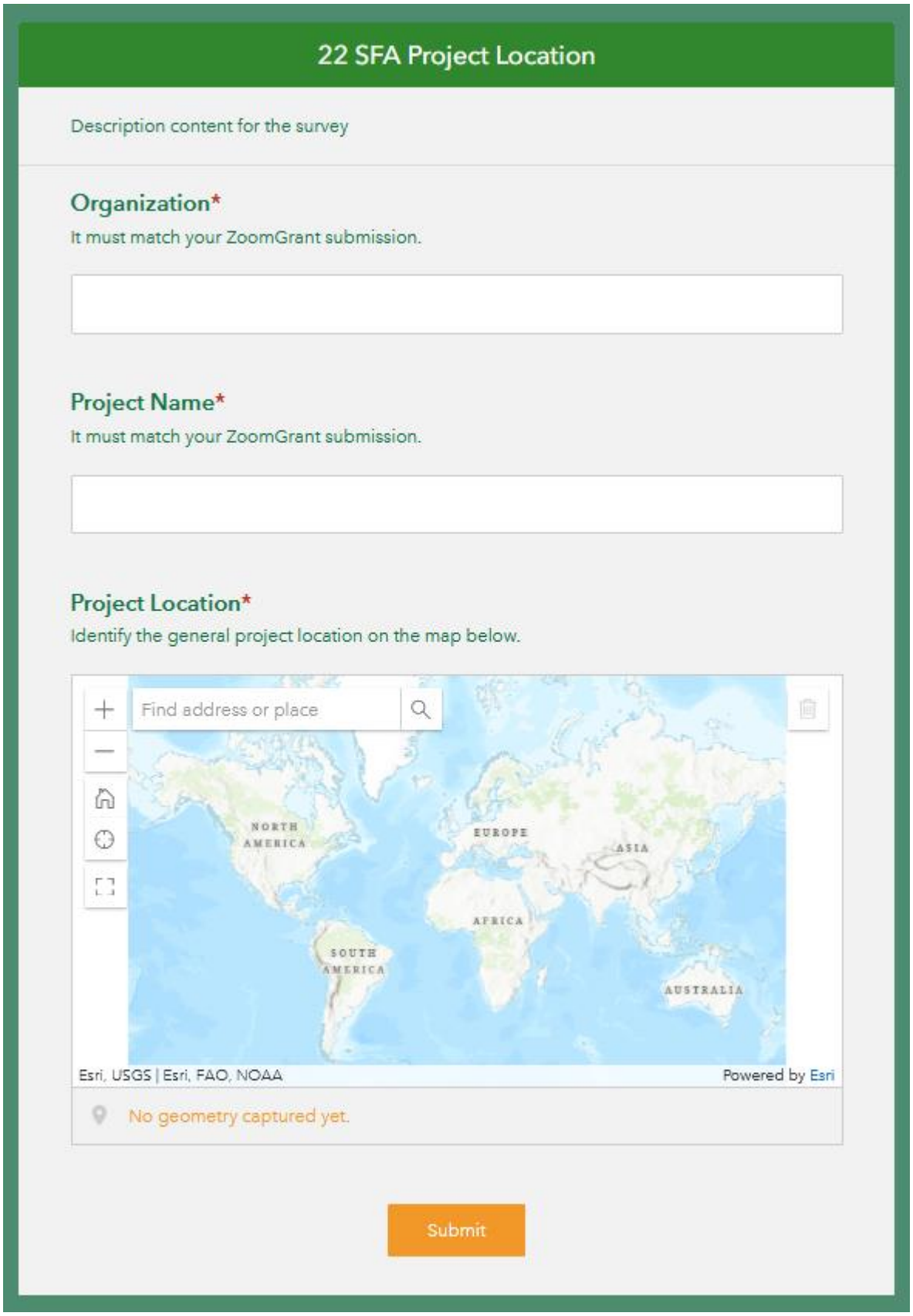
1. The Fiscal Sponsor agrees to assume administrative and financial responsibilities for the purposes of the above CFSC grant.
    a. They will provide these services at no charge, but will provide required documentation of these free services for use as in-kind match for the grantee. OR
    b. They 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 debit 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.

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

Project Location Survey and Completion Certification



22 SFA Project Location Survey

How-To Submit the Survey:

- Download the map guide from the Documents Tab in your ZoomGrants application.
- Follow the survey link in your 22 SFA ZoomGrants Application
- Enter your Organization Project name.
    - NOTE: Both the Organization and Project names **must** match the names in your 22 SFA ZoomGrants Application.
- Enter in your zip code or use the Find My Location button to go to your current location.
- Place the pin as close to the center of your project area as possible.
- Submit your project location survey.
- Sign and upload this document into the Documents Tab in your 22 SFA ZoomGrants Account.

By signing below you acknowledge that you have successfully submitted the Project Location Survey for your 22 SFA Application.

X _____ _____

Signature Date

Sample De Minimis Rate Calculation

Sample De Minimis Rate Calculation in a Grant Budget Table			
Budget Category	Cost	Modified Total Direct Cost	10% of MTDC
PERSONNEL			
Employee #1	$15,000	$15,000	$1,500
Employee #2	$12,000	$12,000	$1,200
FRINGE			
Employee #1	$2,250	$2,250	$225
Employee #2	$1,800	$1,800	$180
TRAVEL			
Travel Expense #1	$550	$550	$55
Travel Expense #2			
EQUIPMENT			
Chipper	$11,000	(not included)	$0
SUPPLIES			
Supply Expense #1	$1,400	$1400	$140
Supply Expense #2	$670	$670	$67
CONTRACTUAL			
Contract #1	$18,000	$18,000	$1800
Contract #2	$130,000	$25,000 (First $25,000)	$2500
OTHER			
Other Expense #1	$60	$60	$6
Other Expense #2	$320	$320	$32
TOTAL EXPENSES	**193,000**		
MODIFIED TOTAL DIRECT COST		**$77,050**	
ALLOWABLE INDIRECT AMOUNT			**$7,705**

About SAM Registration

Register on SAM.gov

Your organization must annually register on SAM.gov to remain eligible to receive program financial assistance. To complete the process on SAM, you will need the following information:

- Legal name of your business entity Address
- Phone number
- Name of the CEO or business owner
- Legal structure or type of business (corporation, partnership, proprietorship, etc.) Year the entity was created
- Primary line of business
- Total number of employees (full- and part-time)

Additionally, you will need your organization's Tax Identification Number (TIN) and other data to complete registration and reporting requirements.

If your organization has the necessary information ready, online registration will take about 30 minutes to complete, depending upon the size and complexity of your business entity. It may take 3 business days or up to 2 weeks before your SAM registration becomes active.

If you are updating or renewing your registration information, it will take approximately 24 hours to become active.

About Unique Entity ID

Previously the DUNS Number was the federal authoritative entity identifier. As of April 3, 2022, the DUNS number will no longer be used. Beginning April 4, 2022, the Unique Entity ID (SAM) will be required as the federal authoritative entity identifier.

All subrecipients who currently require a DUNS Number will need a Unique Entity ID (SAM) no later than April 4, 2022. To prepare for the transition on April 4, 2021, organizations may only obtain a Unique Entity ID (SAM) by going to SAM.gov.

Existing registrations do not need to be updated to be assigned the Unique Entity ID (SAM). If you are registered in SAM.gov now, you've already been assigned a Unique Entity ID (SAM). It's viewable on your entity registration record in SAM.gov. If you register on SAM.gov in the future, you'll be assigned a Unique Entity ID (SAM) as a part of the registration process.

The CAGE code will still be used and available on SAM.gov registration records. The change to the Unique Entity ID (SAM) does not impact the CAGE/NCAGE code. The Unique Entity ID (SAM) and the CAGE code are separate identifiers.

More information regarding the Unique Entity ID (SAM) can be found at https://www.gsa.gov/cdnstatic/To_Publish_-_FAQs_from_Unique_Entity_ID_Forum.pdf

If you have any questions regarding the transition from the DUNS Number to the Unique Entity ID (SAM) please reach out to a CFSC Grant Clearinghouse staff member (see page 31).

Insurance Recommendations

The subrecipient and fiscal sponsor, if applicable, are responsible for all grant funds received through the California Fire Safe Council Grants Clearinghouse 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 Contract. Should any loss of grant funds or improper expenditure of grant funds occur, the Subrecipient and its Fiscal Sponsor, if applicable, will be required to reimburse the awarding agency for those amounts.

The subrecipient and/or fiscal sponsor must carry insurance that is enough to protect the grant funds and all assets from any loss or misuse. Coverage should protect against theft, fraud, misappropriation, negligence, and undue physical damage or harm. The subrecipient must provide CFSC with proof of appropriate insurance1) during the pre-award phase and 2) prior to engaging in activities for which grant funds or matching contributions are provided. During the grant term, the subrecipient must send the CFSC current proof of insurance upon annual renewal.

Grant funds can be used to purchase appropriate insurance coverage. If the subrecipient is using grant funds to purchase insurance, then the subrecipient shall provide proof of insurance to the California Fire Safe Council within 30 days of obtaining the policy. Failure to maintain insurance coverage or to provide proof of insurance to CFSC, including upon annual renewal, will cause denial of grant payments.

Types of insurance coverage to consider:

- Directors and Officers (D&O): Cover the directors and officers of an organization in the event they are sued in conjunction with the performance of their duties that relate to the company.
- Workers Compensation: Provides medical care compensation for employees who are injured in the course of employment. All employers are required by state law to provide Worker's Compensation Insurance for their employees.
- Liability: Provides protection from claims arising from injuries or damage to other people or property.
- Equipment: Covers loss, theft and physical damage, and more, if specified on the policy.
- Errors and Omissions: Protects the organization against claims resulting from mistakes and things that your organization's officers and employees forgot to do.
- Fidelity Bond: Covers policyholders for losses that they incur as a result of fraudulent acts.
- Criminal Acts: Protects against damage or loss resulting from criminal acts of employees, officers, and contractors. Contact an insurance broker and discuss your potential liability, and the various types of insurance you may need to purchase to meet the requirement of our grant Contract.

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 & UEI

www.sam.gov

The SAM website is used to renew your annual CAGE code and Unique Entity ID. 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.usda.gov/oascr/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

https://extension.unr.edu/publication.aspx?PubID=2979

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