California Fire Safe Council 22 SFA Application Webinar

Presented by:

Thomas Shumaker

&

Becca Joyner

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Agenda

1. Grant Program Overview

2. Federal Grants Basics

3. Environmental Compliance

4. Grant Life Cycle Phases

5. Writing the Application

6. Submittal Requirements

7. Selection and Award Process

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Webinar Logistics

- Please direct your Questions to the Q&A Box

- Recording and FAQ's will be provided on CFSC website

- Resources:
  - Application Guide
  - Application Planning Tool
  - 22 SFA Support Link
  - Links discussed will be provided in the chat

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Acknowledgements

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Federal Grant Funds

- A successful grant application is more than just a good project proposal.

- Federal grants are subject to the applicable federal rules and regulations (2 CFR 200) and terms and conditions of the program.

- This workshop is to assist you in how to write a competitive grant application while also addressing all the rules and eligibility requirements of the grant program.

- CFSC wants you to be prepared BEFORE submitting the application to receive and manage a federal grant.

- CFSC federal grants are not free money (and you don't have to accept it)

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The Grants Clearinghouse

Created by the California Fire Alliance and CFSC
Operated by CFSC: Find us Online at
www.cafiresafecouncil.org

Agencies That Have Traditionally Funded the CFSC the
Grants Clearinghouse
- U.S. Forest Service
- Bureau of Land Management
- National Park Service
- Fish and Wildlife Service
- State Farm Insurance

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Resources

Found on the CFSC website, www.cafiresafecouncil.org

- Application Handbook
- Request for Applications
- Application Planning Tool

ZoomGrants

www.cafiresafecouncil.org/zoomgrantslogin

www.zoomgrants.com

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CFSC Administrative Contacts

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Important Dates

2022 Grant Application Period Opens	March 1, 2022
Grant Application Training Workshops Online/Zoom	March 2, 4, & 9, 2022
Applications Due Online	**April 14, 2022, by 11:59 PM**
Preliminary Award Announcements	June 2022

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Program Funding

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

Assisting People and Communities to Moderate the Threat of Catastrophic Fire through:

- Fuel Hazard Mitigation on Non-Federal Land
- Community Hazard Mitigation and Planning
- Prevention and Mitigation Education

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Available Funding

State Fire Assistance Grant Program

- $1,175,000 in State Fire Assistance (SFA) grant funds available for 2022 wildfire prevention projects

- $200,000 maximum on funding requests

- Dollar for Dollar match requirement

- Projects must be located in California or Tahoe Basin region of Nevada

- 24 Month Term Grant

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SFA Program

Match Requirement

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

Application Limit

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

California's Forest and Rangelands

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

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

Connecting your Application Project to the 2017 Assessment

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

Types of Projects

Prevention Education and Outreach
Project Examples

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

Types of Projects

Community Hazard Mitigation and Planning Project Examples

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

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Types of Projects

Fuel Hazard Mitigation Project Examples

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

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Eligibility

Projects must be located in California or Tahoe Basin region of Nevada. **Individuals are not eligible to apply!**

Eligible Organizations:

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

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Do you need a fiscal sponsor?

Role of Fiscal Sponsor:
- Act on behalf of an applicant organization that is not incorporated or does not have the organizational capacity to receive federal grant funds
- Assume legal responsibility for the management of grant funds
- Signing the Subaward Agreement
- Receiving the Grant Funds
- Full Accounting Services
- Prepare Reports
- Project Management
- Bid Solicitation and Contracting
- Processing Invoices or Work Orders

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Role of the Subrecipient: Project Implementation

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

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Proper Grant Management for Awarded Projects

- Follow all grant requirements
- Provide accurate, complete, and timely reports
- Meet all deadlines
- Document, document, document!!
  - Expenses and Match
- Keep complete accounting records until notified from CFSC (3 years after master grant closeout)

Capacity Considerations

- Does your organization have the _capacity_ to manage the project and the grant funds in accordance with federal regulations?

- Does your financial management system meet federal requirements?

- Do you have the necessary project management and technical expertise, or can you get it?

- Have you successfully completed similar projects?

- Do you need a Fiscal Sponsor?

- Can you handle the added workload?

Federal Grant Rules

Federal grant funds may only be used in accordance with:

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

- Regulations provide detailed guidance on how you must manage your grant funds and project activities.

- There are consequences for not complying with the federal regulations – *including repayment of the grant funds!*

- **READ** the regulations that apply to your organization *before* you decide to apply for a grant

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Written Policies

<u>Financial and Accounting:</u> protect the grant funds; determine allow-ability; maintain accurate documentation

<u>Personnel:</u> proper time and effort reporting (for employees and volunteers); consistent, allowable charges

<u>Procurement/Purchasing:</u> solicitation of services and goods; avoid unnecessary purchasing; allowability of costs

<u>Property Management</u>: safeguard equipment; how to acquire/dispose of property

<u>Travel</u>: reimbursement/approval of travel; mileage

<u>Conflict of Interest</u>: procedure for handling conflicts; address Board and Staff

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Debarment and Suspension:

Certain parties who are debarred, suspended or otherwise excluded **may not** be participants or principals in Federal assistance awards and sub awards, and in certain contracts under those awards and sub awards.

- Check your own organization *and* contractors
- Search for records at https://www.sam.gov/

Cost Principles

- Allowable
- Allocable
- Reasonable
- Necessary
- Verifiable

Example of Cost Principle

Compensation for personnel services is <u>allowable</u> if:

- It is reasonable for the services rendered,
- It Conforms to the <u>established policy</u> of the organization/agency and is <u>consistently applied</u> to both Federal and non-Federal activities
- It is determined by and supported with documentation as provided by the applicable cost principles.

Documentation for these costs <u>must meet the federal standards (2CFR 200.430)</u>, which may be different from time-keeping and activity tracking procedures of your organization

Grant Funds and Matching Contributions

Grant funds are provided to the CFSC via a master grant from a funding agency.

Matching contributions are cash or in-kind goods or services that come from non-federal sources.

Matching Contributions

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

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

Federal Environmental Compliance Requirements for 2022 SFA Grants

- **All Projects must be reviewed for compliance with the following federal environmental regulations:**
  - Endangered Species Act (ESA)
  - Migratory Bird Treaty Act (MBTA)
  - National Historic Preservation Act (NHPA)
  - Bald and Golden Eagle Protection Act (BGEPA)
- **CFSC uses a <u>Registered Professional Forester</u> contractor for the <u>federal review</u>**
  - If funded, you may be contacted by <u>Able Forestry</u>

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State and Local Environmental Regulations <u>May</u> Apply

Examples:

- California Environmental Quality Act (CEQA)
- California Endangered Species Act (CESA)
- Local tree ordinances
- Air quality/smoke permit requirements

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Consider Consulting with a Registered Professional Forester

Management of Forested Landscapes:

- RPFs are licensed by the state
- RPF involvement is required when managing forested landscapes

RPFs Can Assist With:

- Prescriptions for treatment
- Sale of forest products
- Environmental surveys
- Site considerations like water quality and soil protection

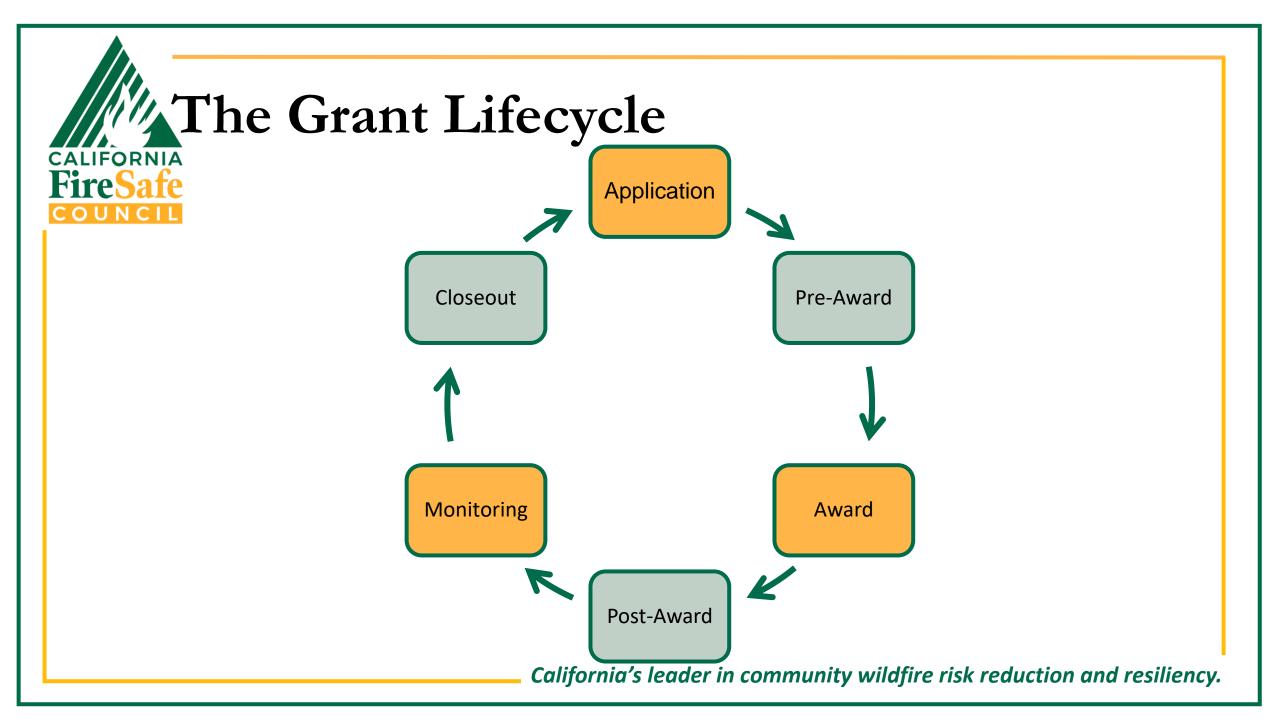*California's leader in community wildfire risk reduction and resiliency.*

Fuel Treatment Project Environmental Considerations

- Aesthetics
- Air Quality
- Biological Resources and time of year
- Cultural Resources
- Geology and Soil
- Hazards and Hazardous Materials
- Water Quality
- Noise
- Maintenance type and interval

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Environmental Compliance Budgeting and Grant Implementation

- **Approved <u>grant-funded work or match</u> cannot begin until they received clearance**
  - Funds may be requested for environmental surveys and other non-vegetation treatment activities
  - Project areas may include <u>species, habitats, cultural resources, or historical sites</u> that require special protection
  - Record Searches or Surveys may be required prior to the project implementation
  - Include the potential costs in your application budget

Application Phase

Preparation

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

Submission

- Complete Application Package
- Application Form
- Letters of Commitment
- Fiscal Sponsor Agreement (if applicable)
- Maps
- Federal indirect cost rate approval (if applicable)
- Submit by the Deadline – April 14, 2022, by 11:59 PM

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Pre-award Phase

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

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

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Post-award Phase

If your project is approved the next step is –

Project Implementation

- Environmental Compliance Review

- Select Contractors, Vendors, etc.

- Complete Project Tasks

- Monitor and Track Project Accomplishments & Progress
- Before, During, and After Photos
- Grant Specialist Site Visit

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Post-award Phase

Proper grant management tips for approved applications during the grant term:

- Request and Receive Grant Payments

- Submit completed Quarterly Reports **_on time_**

- Progress reports and Match/Expense reports

- Track all expenditures and match contributions

- Renew annually organizational information

- Insurance, CAGE number, SAM registration

- Document, document, document!!

- Maintain an organized grant file

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Closeout Phase

Grant Closeout items for awarded projects:

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

Awarded projects must retain grant file until three years after CFSC's master grant closes.
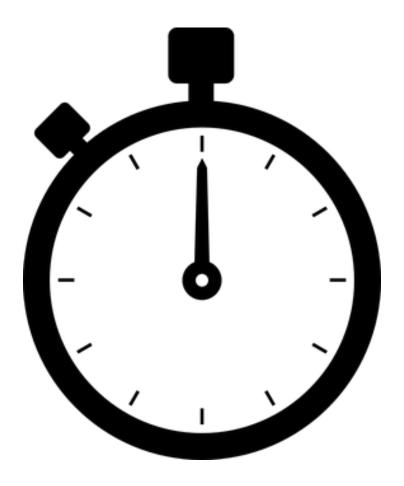
Before You Apply, Please Keep in Mind:

- There are many rules and regulations that govern the use of federal grant funds!

- Your agency will have to abide by ALL of the applicable federal grant regulations if your agency accepts the funds!

- It is *your* agency's responsibility to review and abide by all of the regulations governing the grant.

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Break Time

PART 2:

Writing the Application

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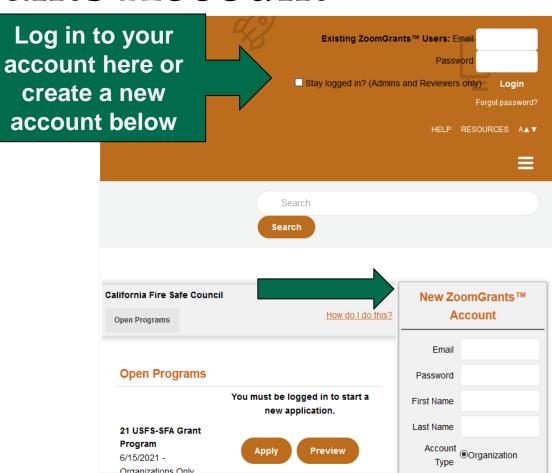
Writing the Application

- ZoomGrants Overview & Introduction
- Completing your application in ZoomGrants
- Best Practices
- Next steps
- Resources
  - Application Planning Tool
  - 22 SFA Support Link

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Create a ZoomGrants Account

- Navigate to our CFSC website first. Once you've selected the application within the account set up, you can login directly through zoomgrants.com

- When you select the ZoomGrants login option, you will see this screen. You can "preview" the grant program announcement and create a new account.

- You must create an account first to begin a grant application.

Log in to your account here or create a new account below

Existing ZoomGrants™ Users: Email

Password

☐ Stay logged in? (Admins and Reviewers only)   **Login**

Forgot password?

HELP   RESOURCES   A▲▼

Search

Search

California Fire Safe Council

Open Programs

How do I do this?

New ZoomGrants™ Account

Open Programs

You must be logged in to start a new application.

21 USFS-SFA Grant Program
6/15/2021 -
Organizations Only

Apply   **Preview**

Email

Password

First Name

Last Name

Account Type   ◉ Organization

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ZoomGrants: My Account Home
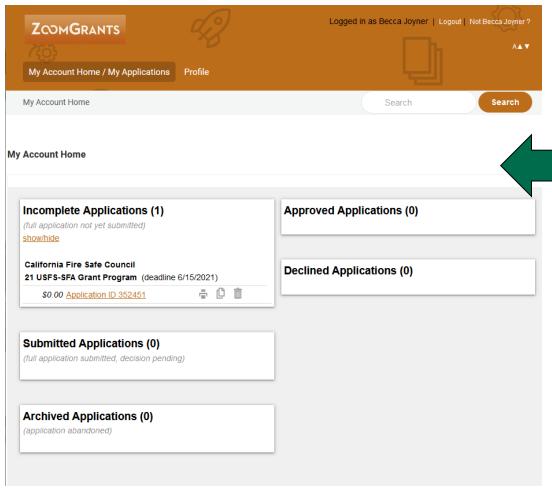
Your ZoomGrants Clearinghouse Account

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

Start an Application

- To start a new application, select the "Open Programs" tab and you will see the 2022 Grants Clearinghouse SFA
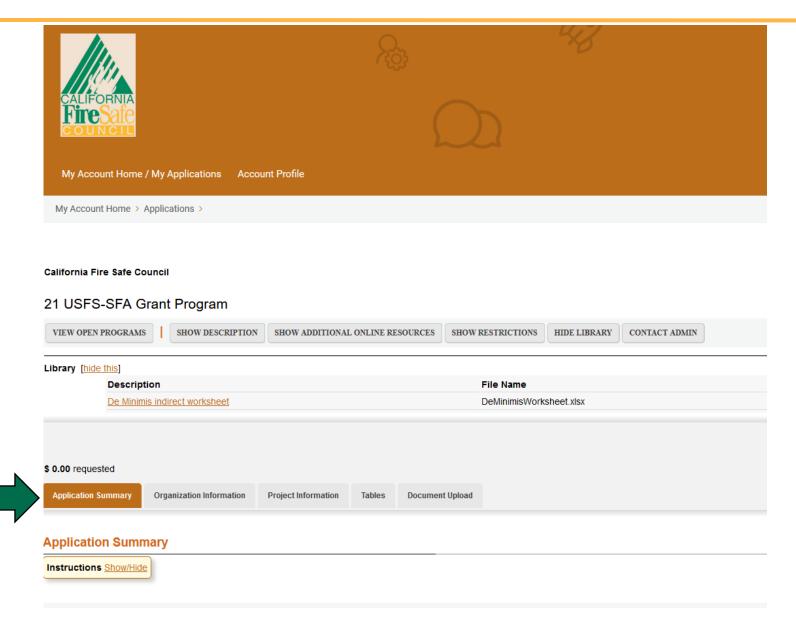- Select the hyperlinked text to start a new application

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Intro to ZoomGrants:

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

Application Snapshot Tabs 1-3

Application Summary (Tab 1)

- Project Name
- Amount Requested
- Projected Match
- Organizational Contact Information

Organization Information (Tab 2)

- Organizational Info and Capacity Questions
- Fiscal Sponsor Questions

Program Information (Tab 3)

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

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Application Snapshot Tabs 4&5

Tables (Tab 4)

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

Documents (Tab 5)

- Letters of Commitment
- Letters of Commitment Cover Letter
- Maps
- Fiscal Sponsor Agreement Letter (If Applicable)
- Indirect Cost Rate Agreement (If Applicable)

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Tab 1: Application Contacts

Application Snapshot

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

Project Name	
Amount Requested *Grant Funding Requested*	$ 0
Match Amount *Applicants are required to contribute 100% match (dollar-for-dollar).*	$ 0

Applicant Information

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

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

Organization Name	Sutter Creek Fire Safe Council
Address 1	P.O. Box 1234
Address 2	
City	Sutter Creek
State/Province	CA
ZIP+4/Postal Code	95685

Tab 1: Application contacts

This contact person must be different from the first entry

Insert email addresses here, no titles or names

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

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

Collaborators

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

Email Address	Editing Access	Status
	Application	
Email Address	☐	Invite
☐ Add to Additional Contacts *(below)*		

Additional Contacts for this Application

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

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Tab 2: Organizational Capacity

Organizational Capacity:

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

History & Accomplishments:

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

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Tab 3: Project Information

Project Narrative

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

Tab 3: Public Engagement & Sustainability

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

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Tab 3: Community Impacts

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

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

Staffing:
- Employees
- Contractors

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Tab 3: Cohesive Strategy

Connecting your Project to the Cohesive Strategy

The Cohesive Strategy addresses the nation's wildfire problems by focusing on three key areas (listed below). Explain how your project will advance these three key areas:

- <u>Restore & Maintain Resilient Landscapes</u>: Landscapes across all jurisdictions are resilient to fire-related disturbances in accordance with management objectives.

- <u>Fire Adapted Communities</u>: Human populations and infrastructure can withstand a wildfire without loss of life and property. More information on the next slide.

- <u>Wildfire Response</u>: All jurisdictions participate in making and implementing safe, effective, efficient risk-based wildfire management decisions.

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Tab 3: California Forest Action Plan

Priority Landscapes : Conserve, Protect, Enhance

Tab 3: Location and Condition of Project Area

Fire Hazard Severity Zone

Fire Regime

Latitude and Longitude

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

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Project Location Survey

Once the Project Location Survey has been submitted, sign and date this document. Then, upload the signed certification with your 22 SFA Application.

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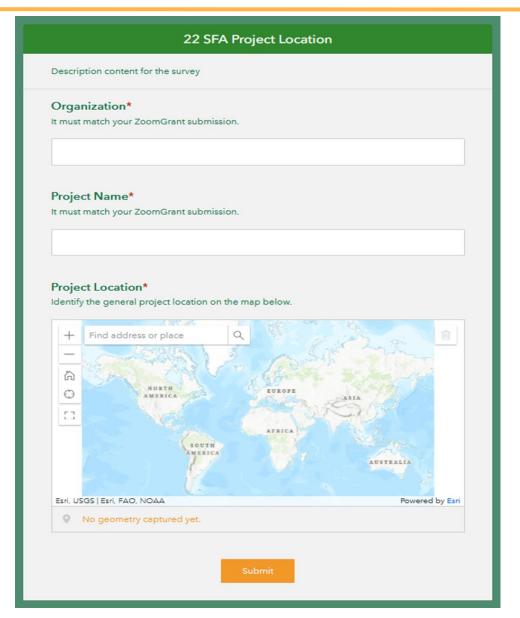
By signing below you acknowledge that you have successfully submitted the Project Location Survey for your 22 SFA Application.

X _____   _____
Signature   Date

Project Location Survey

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

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Tab 3: Fuels Treatment & Project Information

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

Tab 3: Fuels Treatment & Project Information

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

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

Tab 4: Tables

Work Plan

Sequential Task/Activity

- A sequence of major activities needed to complete the project

Timeframe (in months)

- Representing the span of time needed to complete the project

Responsible Party

- Applicant and cooperator roles are identified

Expected Outcome/Result (Deliverables)

- There are defined objectives for the project

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Tab 4: Project Deliverables

How to report deliverables:

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

Note: Enter whole numbers <u>ONLY</u>:

- No decimals or cents

Tab 4: Project Deliverables

Hazardous fuel treatment deliverables

Preparation for Treatment:

- Activities undertaken to prepare the area for fuels treatment

Mechanical Treatment:

- Work that removes or modifies fuel and vegetation

Prescribed Fire:

- To attain planned resource management objectives

Other Treatment:

- Using chemicals and/or biological methods like grazing

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Project Deliverable Tables

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

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Budget Detail

List individual budget items under these cost categories:

- Personnel
- Fringe Benefits
- Travel
- Equipment (items > $5,000/unit)
- Supplies
- Contractual
- Other
- Indirect costs

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Indirect Costs

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

Matching Contributions

Match items are:

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

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Match:

49. Match Amount By All Organizations

MATCH AMOUNTS BY ALL ORGANIZATIONS
- Applicants are required to contribute dollar for dollar match.
- Match amounts must align with the Budget Detail.
- Use whole dollars only (no cents).
- Refer to the grant application handbook for details on eligible match and contact a CFSC grant specialist for assistance.
Match Information Guidelines
Organization Name:
- Enter the official name of the organization, agency or person contributing match to the project.
Cost Category:
- Select the cost category(ies) for the match contribution. May be more than one cost category if the contributor is providing multiple types of support.
Type of Match
- Select in-kind or cash. In-kind refers to donated time, goods, or services whose value is calculated as match. Cash refers to actually money (dollars) given to complete the project.
Amount
- Enter the amount of match provided. Use whole dollars only (no cents).

Name of Match Contributor (Organization, agency, or person)	Cost Category(ies)	Type of Match	Amount ($)
1			$
2			$
3			$
4			$
5			$
6			$
7			$
Total		0	$ 0

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Tab 5: Documents

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

The following Documents are required as part of the application:
- Letters of Commitment and Letters of Commitment Cover Letter
- Project Location Survey Certification
- Fiscal Sponsor Agreement (If Applicable)
- Indirect Cost Rate Agreement (If using indirect rate approved by Cognizant Agency)

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

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Fiscal Sponsor Agreements

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

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

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Letters of Commitment

Letters of Commitment (LOCs) are required from all contributors of cash or in-kind match:

- **Must** be uploaded with your grant application on ZoomGrants.

- **Must** be on organizational letterhead or as an email with organizational identification (such as logo)

LOCs Must Include:
- 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)
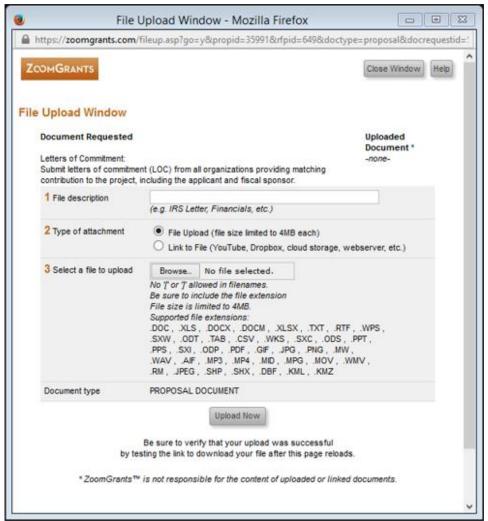- Signature of an appropriate organization representative

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Uploading Documents into ZoomGrants

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

Individual files must be less than 4 MB to be accepted by the ZoomGrants site.

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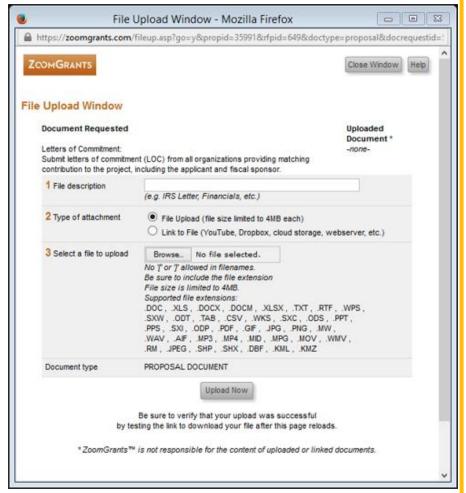
Uploading Documents into ZoomGrants

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

Letters of Commitment
- Letters of Commitment are uploaded here and are part of the application. Please include the name of the contributing organization in the file description.

Fiscal Sponsor Agreement (if applicable)
- If your organization is applying with a fiscal sponsor, attach a copy of the fiscal sponsor agreement signed by all parties. This is part of the grant application.

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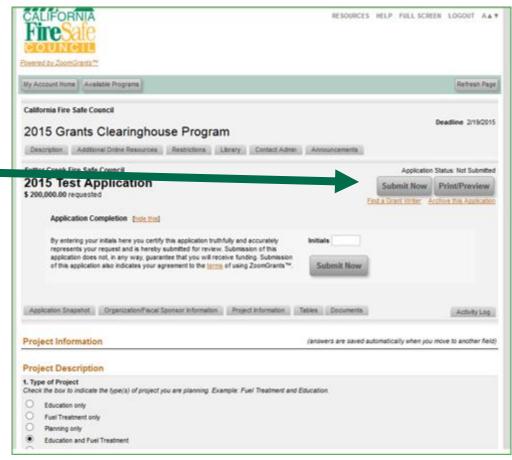
Checking for Errors

Submitting and Error Check

- When every tab is complete, click the "Submit Now" button. The system will perform an error check and list the questions that are incomplete or have errors.

- Scroll down past the questions to correct the errors. The questions with errors will also be highlighted in red.

- Once you have fixed the errors, click the "Refresh Page" button and the system will re-check all your answers again.

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Submitting the application

- After all the errors have been fixed and you have refreshed the page, you'll see this screen where you'll be prompted to enter your initials and select the "Submit Now" button.

- By entering your initials, you certify that this application truthfully and accurately represents your request and is hereby submitted for review. Submission of this application does not, in any way, guarantee that you will receive funding. Submission of this application also indicates your agreement to the terms of using ZoomGrants.
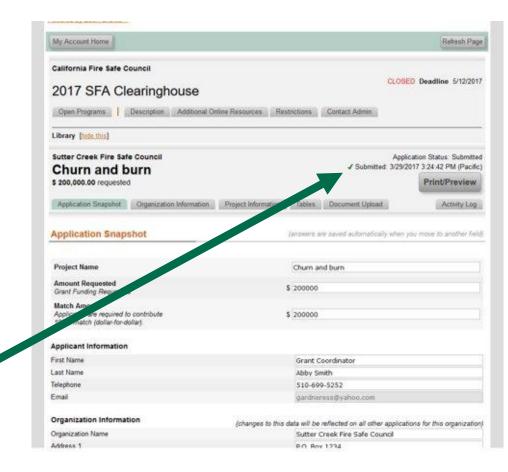
Application Submission Confirmation

Application Submitted

- Once you have successfully completed the application, you will receive a confirmation message.

- There will also be a timestamp of the date and time the application was submitted where the "Submit Now" button was.

Viewing Submitted Applications

Application Status

- If you have an application in progress, select the "Incomplete" tab to continue work. Your incomplete applications will be shown by application ID number until they are given a name.

- If you have submitted one and want to review it, select the "Submitted" tab.

- On the account "Home Page" you have the option to "Print" or "Archive" applications.

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Things You Can Do To Submit Successfully:

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

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Phase 1: Application Review

Initial Screening

- Application submitted on time &complete.

- Applicant organization is eligible.

- Application is 1 of 2 maximum.

- Grant amount requested on application(s) does not exceed maximum allowable.

- Letters of Commitment are complete and properly uploaded.

- Match amounts in LOCs are consistent with budget.

- A fiscal sponsor agreement and map was submitted (*if applicable*).

- If proposing to purchase equipment, applicant contacted a CFSC grant specialist and submitted the required cost-benefit analysis via email.

- Budgeted costs are allowable, and figures are consistent with the funding request amount.

- Deliverable costs are consistent with the budget totals.

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Phase 1: Application Review

Review Committee

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

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

Phase 2: Organizational Capacity & Risk Assessment

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

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Important Dates

2022 Grant Application Period Opens	March 1, 2022
Grant Application Training Workshops Online/Zoom	March 2, 4, & 9, 2022
Applications Due Online	**April 14, 2022, by 11:59 PM**
Preliminary Award Announcements	June 2022

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CFSC Resources

CFSC Website – 22 SFA Grant Program Page:
https://cafiresafecouncil.org/grants-and-funding/2022-sfa-grant-opportunity/

ZoomGrants: www.zoomgrants.com

CFSC ZoomGrants Login:
www.cafiresafecouncil.org/zoomgrantslogin

CFSC 22 SFA Application Support Site:
https://cfsc.maps.arcgis.com/apps/MapSeries/index.html?appid=121941428e344608a1b6045f5dcf66f8

GRANTS & FUNDING

APPLY FOR A GRANT

GRANT PROGRAMS

○ 2022 SFA GRANT OPPORTUNITY

○ 2021 COUNTY EVACUATION ROUTE GRANT OPPORTUNITY

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Upcoming CFSC News

Upcoming Webinars

- CA Regional Coordinator Check-ins
  - Please reach out to your local RC for upcoming meeting information
    - Michael Wilson, Northern CA Regional Coordinator
    - Brooke McAllister, Central CA Regional Coordinator
    - Britney Munoz, Southern CA Regional Coordinator

March Regional Workshops

- Join the team-leading California to be wildfire-ready and resilient in March for COMMUNICATIONS, PEER to PEER learning, and more
- Find out more here: https://cafiresafecouncil.org/cafsc-events/

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THANK YOU!

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