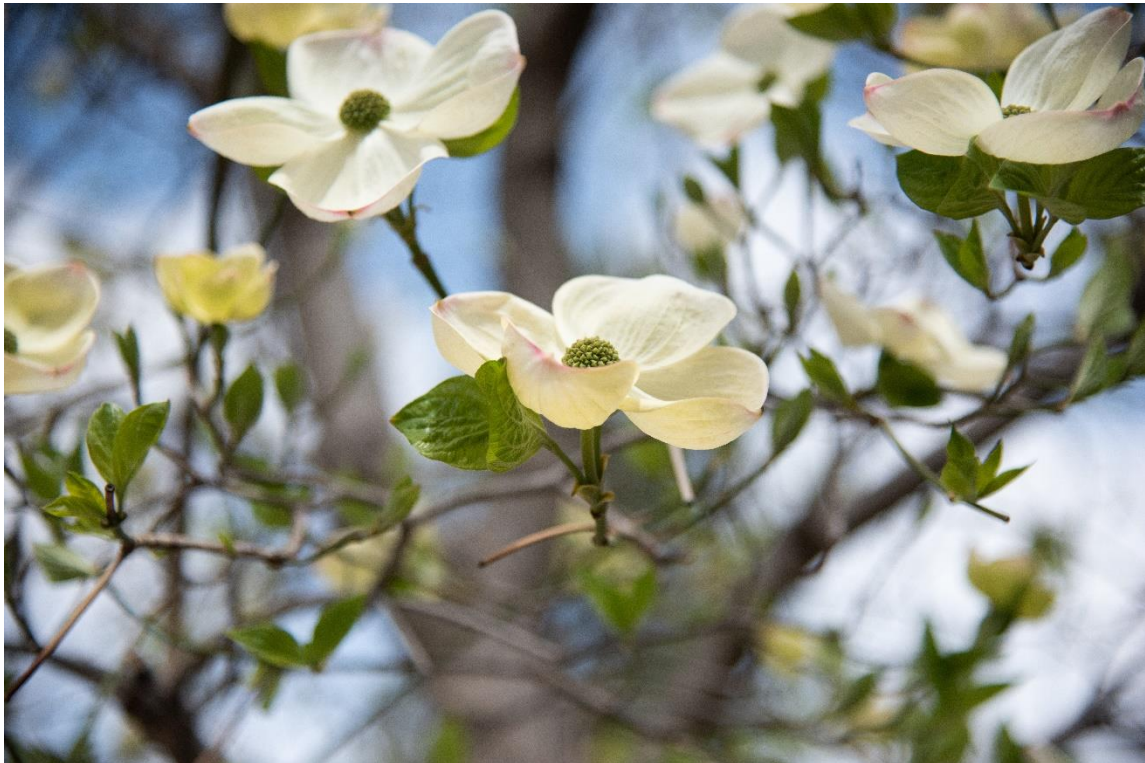




# California Fire Safe Council

## 2022 CAL FIRE County Coordinator Statewide Application Guide



3237 Peacekeeper Way, Suite 201  
McClellan, CA 95652

<http://www.cafiresafecouncil.org>

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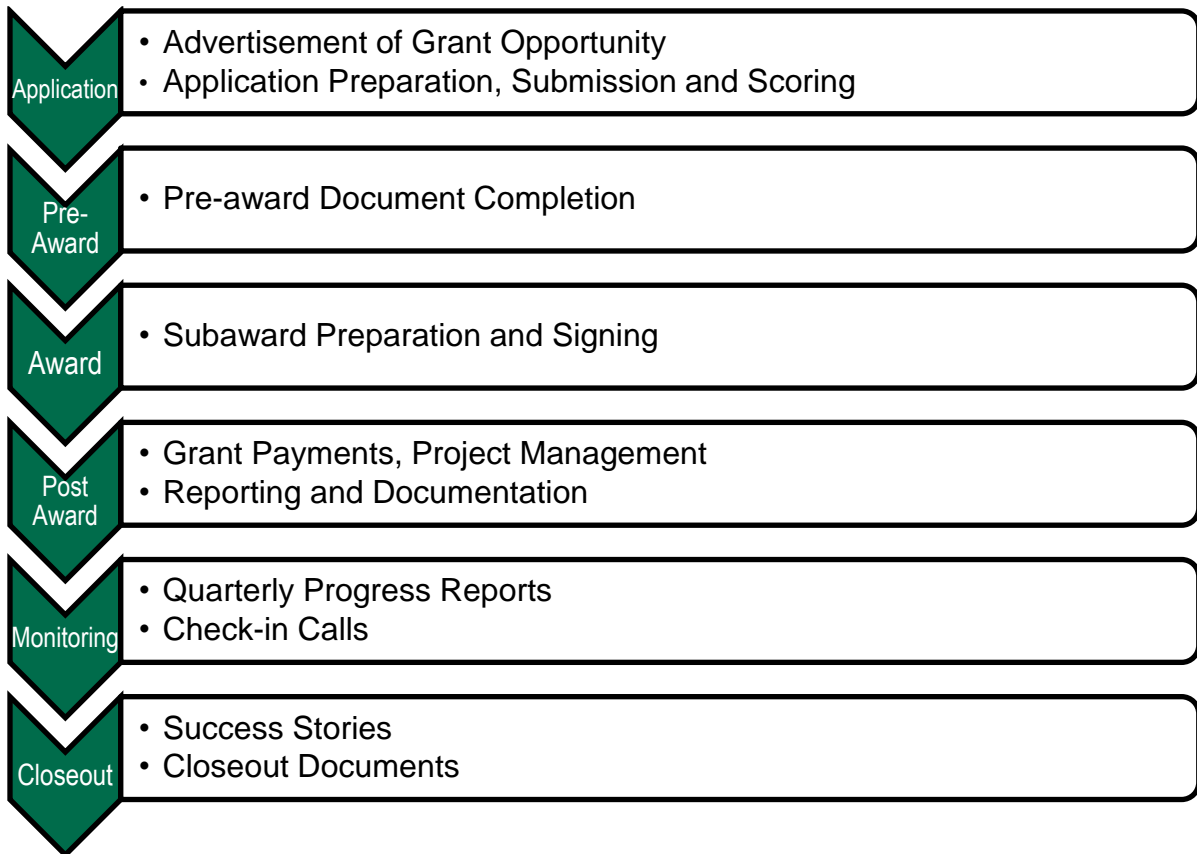
# California Fire Safe Council

## 2022 CAL FIRE County Coordinator Statewide 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 the grant making process.

### Grant Cycle Phases



# Grants Clearinghouse Background

The California Fire Alliance originally assisted the 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 at <https://cafiresafecouncil.org/grants-and-funding/apply-for-a-grant/>.

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 of the available grant funds.

## County Coordinator Grant Program Contact Information

<p><b>California Fire Safe Council</b> <b>3237 Peacekeeper Way Suite 201</b> <b>McClellan, CA 95652</b> <b>Main line (916) 648-3600</b></p>
<p><b>Amber Gardner</b> <b>Clearinghouse Manager</b> Phone: (916) 256-3337 Email: <a href="mailto:agardner@cafiresafecouncil.org">agardner@cafiresafecouncil.org</a></p>
<p><b>Julia Marsili</b> <b>Northern Region County Coordinator Staff Grant Specialist</b> Email: <a href="mailto:jmarsili@cafiresafecouncil.org">jmarsili@cafiresafecouncil.org</a></p>
<p><b>Nina Evans</b> <b>Southern Region County Coordinator Associate Grant Specialist</b> Email: <a href="mailto:nevans@cafiresafecouncil.org">nevans@cafiresafecouncil.org</a></p>
<p><b>Sara Kniss</b> <b>Administrative Assistant</b> Email: <a href="mailto:skniss@cafiresafecouncil.org">skniss@cafiresafecouncil.org</a></p>

# CFSC County Coordinator Map



## 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 CAL FIRE County Coordinator Statewide Grant Program)

#### Summary

California Fire Safe Council (CFSC) is pleased to announce the 2022 CAL FIRE County Coordinator Statewide Grant Program to assist counties with wildfire mitigation outreach and coordination. The objective of the County Coordinator Grant is to educate, encourage, and develop county-wide collaboration and coordination among various wildfire mitigation groups operating within counties. Up to 21 counties will receive a one-time, 18-month grant of \$175,000 to be used to cover administrative costs relevant to county-wide coordination efforts, including but not limited to the salary, support, and administrative costs for a designated County Coordinator.

#### Application Schedule:

September 2022	Application Cycle Announcement
October 3, 2022	Grant Application Period Opens
October 2022	Grant Application Training Workshops
November 15, 2022	Applications Due by 11:59 PM PST
December 2022	Award Announcement

#### Acknowledgements

This grant program and publication are funded in full by the California Department of Forestry and Fire Protection (CAL FIRE) as part of the California Climate Investment Program, under the terms of grant numbers 5GG21100. The opinions expressed are those of the authors and do not necessarily reflect the views of CAL FIRE.

The County Coordinator Grant Program is part of California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment--particularly in disadvantaged communities. For more information, visit the California Climate Investments website at: <http://www.caclimateinvestments.ca.gov>.

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 [outreach@cafiresafecouncil.org](mailto:outreach@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.

## Program Description

Counties and their Coordinators will work closely with the California Fire Safe Council's existing Regional Coordinators to:

- I. Build a census of all active wildfire mitigation groups, contact points, collaboration efforts, and projects.
- II. Analyze gaps in county-wide wildfire resiliency and emergency preparedness and develop recommendation to fill these needs.
- III. Develop mechanisms to improve outreach and coordination efforts, such as group formation, funding plans, governance structures, and state/regional/local planning efforts.

## Deliverables and Expectations

- I. Participate in quarterly check-in meetings with CFSC staff, state/regional/county coordinators, and other interested county-wide wildfire mitigation groups.
- II. Identify, summarize, and report on local groups, grants, and projects within each county at the onset of the grant project and the conclusion of the grant project.
- III. Track and monitor collaborative efforts, tasks, meetings, workshops, and plans developed by the County Coordinator during the project window.
- IV. Submit quarterly programmatic and fiscal reports.
- V. Collect GIS data about local groups and project locations within the county to share with CFSC.

## Available Funding

CFSC has \$3,675,000 available for wildfire prevention projects under the 22 CAL FIRE County Coordinator Statewide grant program. Up to 21 counties will receive a one-time grant of \$175,000 with an 18-month grant term.

\$175,000 Grant Suggested Uses:

- Hire/designate a County Coordinator to implement project
- Cost associated with office space for County Coordinator
- Cost of outreach materials for County Coordinator activities

- Technology/infrastructure needed to communicate, measure, and/or track groups and collaborative efforts
- Development of county-wide plans and recommendations for collaboration
- Assistance in new group formation (i.e., a county-wide Fire Safe Council)

## How to Apply

The information below is an overview of the grant application steps. The application questions are also provided for your use in this guide.

The following steps are required to submit a 22 CAL FIRE County Coordinator Statewide 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”: <https://cafiresafecouncil.org/grants-and-funding/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.

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 County Board of Supervisors Letters and other requested 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.

To start a new application, select the “Currently Open” tab from the Home Page and you will see the 2022 CALFIRE County Coordinator – Statewide grant application. Select the hyperlinked text to start a new application.

Once you have an opened 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:

TAB 1: Application Summary

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

TAB 2: Application Questions

Tab two contains the application questions for the 22 CALFIRE County Coordinators – Statewide grant program.

TAB 3: Budget

This tab contains the budget table and budget narrative for the grant application. Note that Indirect Cost Rates **cannot** exceed more than 12% of the requested grant award funds.

TAB 4: Workplan

Tab four includes the table for the workplan. The table has sections for the Task Number, Activity, Timeline, Responsible Party, and Expected Outcome/ Result.

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. The required documents are based on the type of entity applying for the grant program – County Applicants or Other Agencies designated to apply on behalf of a county. For a comprehensive list of required documents, please see the Required Document Checklist in this guide.

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. Please scan at the lowest resolution and/or decrease the size by saving multiple-page documents as one or two pages.**

*Required Documents*

For Non-County Entities (Nonprofit Organizations, Homeowners' Associations, or Other Agencies Designated to apply on behalf of a county):

1. IRS Determination Letter
2. Organization By-Laws
3. Board of Directors Roster
  - a. MUST be a Word or PDF document on the applying organization's letterhead
  - b. MUST include Board of Directors names, positions, phone numbers, AND email addresses
4. Three Years (or most recent) 990 or 990EZ Form
5. Copies of the last 5 years' audit reports and management letters received from subrecipient's independent auditor (if available)
6. Copies of reports of government agencies (Inspector General, state, or local government

auditors, etc.) resulting from audits, examinations or monitoring procedures performed in the last three years

7. Certificate of Insurance
8. Letter of support from the county board of supervisors (A template is available in the Appendix on page 15)
  - a. MUST be on County letterhead

For County Entities:

1. Board of Directors Roster
  - a. MUST be a Word or PDF document on the applying organization's letterhead
  - b. MUST include Board of Directors names, positions, phone number, AND email address
2. Certificate of Insurance
3. Copies of the last 5 years' audit reports and management letters received from subrecipient's independent auditor
9. A signed "Non-Applicable Documents Memo" (A template is available in the Appendix on page 16)
  - a. MUST be on applying county's letterhead
  - b. This document is required to certify that you cannot submit additional required documents

*Application Assistance*

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. PST on November 15, 2022, at <http://www.cafiresafecouncil.org/zoomgrantslogin/>

For detailed information about the grant, visit: <https://cafiresafecouncil.org/grants-and-funding/2022-county-coordinators-grant-opportunity-statewide/>

2022 CAL FIRE County Coordinator Statewide Application Checklist

Tab	Application Checklist	Completed in ZoomGrants
1	<b>Application Summary</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project Name</li> <li><input type="checkbox"/> Grant Funding Requested</li> <li><input type="checkbox"/> Applicant Information</li> <li><input type="checkbox"/> Organizational Information</li> </ul>	<input type="checkbox"/>
2	<b>Application Questions</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> County/Organization Information</li> <li><input type="checkbox"/> Project Information</li> <li><input type="checkbox"/> Project Outcomes and Evaluation</li> </ul>	<input type="checkbox"/>
3	<b>Budget</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Funding Sources</li> <li><input type="checkbox"/> Funding Uses/ Expenses</li> <li><input type="checkbox"/> Budget Narrative</li> </ul> <p>Note that Indirect Cost Rate <b>cannot</b> exceed more than 12% of the requested grant award funds.</p>	<input type="checkbox"/>
4	<b>Workplan</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Activities</li> <li><input type="checkbox"/> Timeline</li> <li><input type="checkbox"/> Responsible Parties</li> <li><input type="checkbox"/> Expected Outcomes/ Results for Each Activity</li> </ul>	<input type="checkbox"/>
5	<b>Document Upload</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Directors or Board of Supervisors Roster</li> <li><input type="checkbox"/> Signed letter from County’s Board of Directors (if applicable)</li> <li><input type="checkbox"/> Certificate of Insurance</li> <li><input type="checkbox"/> Non-Applicable Documents Memo (if applicable)</li> </ul> <p>See Required Documents Checklist for specific document requirements for organization applying.</p>	<input type="checkbox"/>

*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 CALFIRE County Coordinator – Statewide ZoomGrants application in order to successfully submit your 22 CALFIRE County Coordinator – Statewide application to CFSC.*

## Required Documents Checklists

Required Documents for Nonprofit Organizations, Homeowners' Associations, or Other Agencies Designated to apply on behalf of a county	Uploaded into ZoomGrants
<ul style="list-style-type: none"> <li><input type="checkbox"/> IRS Determination Letter</li> <li><input type="checkbox"/> Organization By-Laws</li> <li><input type="checkbox"/> Board of Directors Roster</li> <li><input type="checkbox"/> Three Years (or most recent) 990 or 990EZ Form</li> <li><input type="checkbox"/> Copies of the last 5 years' audit reports and management letters received from subrecipient's independent auditor (if available)</li> <li><input type="checkbox"/> Copies of reports of government agencies (Inspector General, state, or local government auditors, etc.) resulting from audits, examinations or monitoring procedures performed in the last three years</li> <li><input type="checkbox"/> Certificate of Insurance</li> <li><input type="checkbox"/> Letter of support from the county board of supervisors (see Appendix BOS Letter Template)</li> </ul>	<input type="checkbox"/>
Required Documents for County Applicants	Uploaded into ZoomGrants
<ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Directors Roster</li> <li><input type="checkbox"/> Certificate of Insurance</li> <li><input type="checkbox"/> Copies of the last 5 years' audit reports and management letters received from subrecipient's independent auditor</li> <li><input type="checkbox"/> A signed "Non-Applicable Documents Memo" on your county's letterhead certifying that you cannot submit additional required documents (see Appendix Non-Applicable Document Template)</li> </ul>	<input type="checkbox"/>

*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 CALFIRE County Coordinator – Statewide ZoomGrants application.*

## Application Scoring and Review Process

These criteria are specific to CFSC’s County Coordinator grant applications. Applications will be scored by a review committee using a set of criteria to evaluate application quality and how well the proposed project fits the purpose and objectives of the County Coordinator Grant Program.

The review committee will provide a sum of scores that will be based on application quality criteria. Scores will be given on a scale of 0-5, with 5 being the maximum score and 0 being the minimum score.

### Application Quality Scoring

Criteria	Description
1	Rate the county/organization’s history of notable accomplishments/projects, successes, and prior grant experience.
2	Rate how well the applicant’s response expresses a need for a County Coordinator and how the County Coordinator’s roles and responsibilities will address that need.
3	The project budget and narrative are clear and reasonable. The proposed budget shows how grant funds will be spent by category and costs are reasonable for the size, scope, and benefit of the project.
4	Rate how the applicant will work to engage and collaborate with all potential partners and stakeholders to improve wildfire resiliency.
5	Rate the clarity and achievability of the applicant’s anticipated outcomes and measurements of success. Consider how well the applicant ties these outcomes back to their overall project plan.
6	Rate the feasibility of the applicant’s plan to hire, manage, and support the County Coordinator role. Consider whether the County Coordinator will have adequate support to be successful in their role.
7	Rate how well the applicant’s anticipated outcomes will achieve the three goals of the County Coordinator Project: 1) build a census of all active wildfire mitigation groups, contact point, collaboration efforts, and projects, 2) Analyze gaps in county-wide wildfire resiliency and emergency preparedness and develop recommendations to fill these needs, 3) Develop mechanisms to improve outreach and coordination efforts.
8	Rate how well the applicant demonstrates a specific approach for long-term coordination and collaboration among wildfire resiliency groups following the conclusion of the grant period.

# Appendix

## Sample County Coordinator Job Description

This job description is intended to be used as a template to help County Coordinator grant applicants understand the scope and general intention of the County Coordinator role. This description is not an exhaustive example of the County Coordinator position. **Applicants are not bound to design their application or restrict their County Coordinator’s job functions based on the example provided here.**

### **Example:**

The \_\_\_\_\_ County Coordinator will partner with representatives from \_\_\_\_\_ County, established wildfire mitigation groups within the county, and staff at the California Fire Safe Council to build a coordinated, county-wide wildfire mitigation strategy. The primary goals of the position are to educate, encourage, and develop county-wide collaboration and coordination among wildfire mitigation groups, helping to improve overall wildfire resiliency strategies and community preparedness. These goals will be accomplished by building relationships between existing wildfire mitigation groups, connecting these groups with county-level emergency management officials, collaborating on fire mitigation projects, sourcing and assisting with county-wide wildfire grant applications, and performing outreach and communication across the county.

### **Specific duties:**

- Developing a census of all active wildfire mitigation groups, community stakeholders, contact points, collaboration efforts, and projects.
- Building a system to track these groups and efforts, including researching and implementing software and project management tools.
- Developing relationships and hosting regular communications/meetings between existing wildfire mitigation groups and county-level officials
- Analyzing gaps in county-wide wildfire resiliency and emergency preparedness and developing recommendations to fill these needs.
- Assisting with the development of County Wildfire Protection Plans and working to integrate existing community plans.
- Helping wildfire mitigation groups to coordinate and connect their existing and planned wildfire mitigation projects.
- Developing tools to assist counties in outreach and coordination efforts to support wildfire resiliency and emergency preparedness.
- Sourcing and applying for grants to benefit county-wide wildfire mitigation efforts.
- Hosting outreach and education events for fire mitigation groups and interested parties.

### **Expectations and outcomes include:**

- Prepare and submit an initial work plan and strategic priorities over the course of the grant term
- Identify, summarize, and report on local groups, grants, and projects within the county at the onset of the grant project and the conclusion of the project
- Host regular meetings and workshops for local fire mitigation groups to build collaborative networks and disseminate best practices and resources

- Track all engagements with county contacts and groups
- Report on current Wildfire Mitigation Programs and Projects and gaps in wildfire resiliency programming
- Attend quarterly check-ins with California Fire Safe Council (CFSC) staff
- Participate in quarterly meetings with other County Coordinators as well as state/regional stakeholders and other interested county-wide wildfire mitigation groups
- Submit funding requests and quarterly reports to the CFSC
- Provide CFSC with a comprehensive final report at the close of grant term, including outcomes, successes, and recommendations

The ideal candidate for the County Coordinator is someone with a background in community-level advocacy and demonstrated leadership skills working with a broad range of individuals and organizations. The Candidate should have an ability to think strategically and creatively about the state of wildfire in California. Three or more years actively working in the wildfire resiliency and/or emergency preparedness space, whether through local or countywide Fire Safe Councils, Resource Conservation Districts, or within a county level department or agency, is preferred.

## Board of Supervisors Letter Template

This letter or similar is required if you are a nonprofit or other agency designated to apply for the County Coordinator Grant on behalf of your county. **MUST BE ON COUNTY LETTERHEAD.**

### **Example:**

[Date]

Dear California Fire Safe Council,

The [County] Board of Supervisors authorizes [Organization Name] to apply on behalf of [County] for the 2022 California Fire Safe Council County Coordinators Grant Project and serve as the grant subrecipient. Our board is confident that [Organization Name] can execute the scope of the grant program and meet project metrics and deliverables.

[Organization name] is aware that, as a subrecipient, they will be required to work closely with the [County] Board of Supervisors and other fire mitigation groups within the county to meet the County Coordinators grant objectives of educating, encouraging, and developing county-wide collaboration and coordination. Our Board is prepared to support and assist [Organization Name] in the execution of these project goals.

Should you require additional confirmation of [County]'s support of [Organization Name], the Board of Supervisor's office may be reached at [phone number] and [email address].

Signed,

---

Chair, [County] Board of Supervisors

---

Date



## Non-Applicable Document Template

This document or similar is required if you are a County applicant to indicate that documents required as part of this application are not applicable to your applying entity. **MUST BE ON COUNTY LETTERHEAD.**

### **EXAMPLE:**

[Date]

California Fire Safe Council  
3237 Peacekeeper Way, Suite 101  
McClellan, CA 95652

Re-Non-Applicable Documents  
County Coordinator Grant

Listed below are the pre-award documents that do not apply to this project or the County of [County Name] for the reasons stated in the table:

<b>Non-Applicable Document</b>	<b>Reason</b>
IRS determination letter	The County of [County Name] is not a 501c3 designated organization.
Organization by-laws	The County of [County Name] is a public agency.
Last two years' IRS form 990 or 990EZ	County governments are not required to file these forms. Therefore, County of [County Name] does not have documents to report.
A signed letter from the County's Board of Directors (on county letterhead) stating that your organization is approved to apply for this grant on behalf of the county	The County of [County Name] is applying directly for this grant.

Sincerely,

---

*Signed by County official applicant.*