



# **Grants Clearinghouse**

## **Grant Application Workshop**

### **2014 Cycle**

Find us at:

<http://www.cafiresafecouncil.org/grants-clearinghouse/>

## **2014 GRANT APPLICATION WORKSHOP**

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## **Federal Grant Basics for Applicants and Sub-recipients**





# Federal Grant Basics for Applicants & Sub-Recipients

*This publication made possible through a grant from the USDA Forest Service.*

This workshop is designed to provide applicants and grantees of California Fire Safe Council's Grants Clearinghouse with essential information about the grant process, including grant requirements and expectations.

The information in this workshop is vital for successful grant management and is applicable to new applicants and previous or existing grantees.

For additional assistance with the grant process, please contact the Grant Manager for your area. A list of the Grant Managers is provided in the appendices.

## Important Notices:

This publication made possible through a grant from the USDA Forest Service.


California Fire Safe Council 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](mailto:info@cafiresafecouncil.org) or (866) 372-2543. We will try to assist you as best we can. This may include providing the information to you in an alternate format.

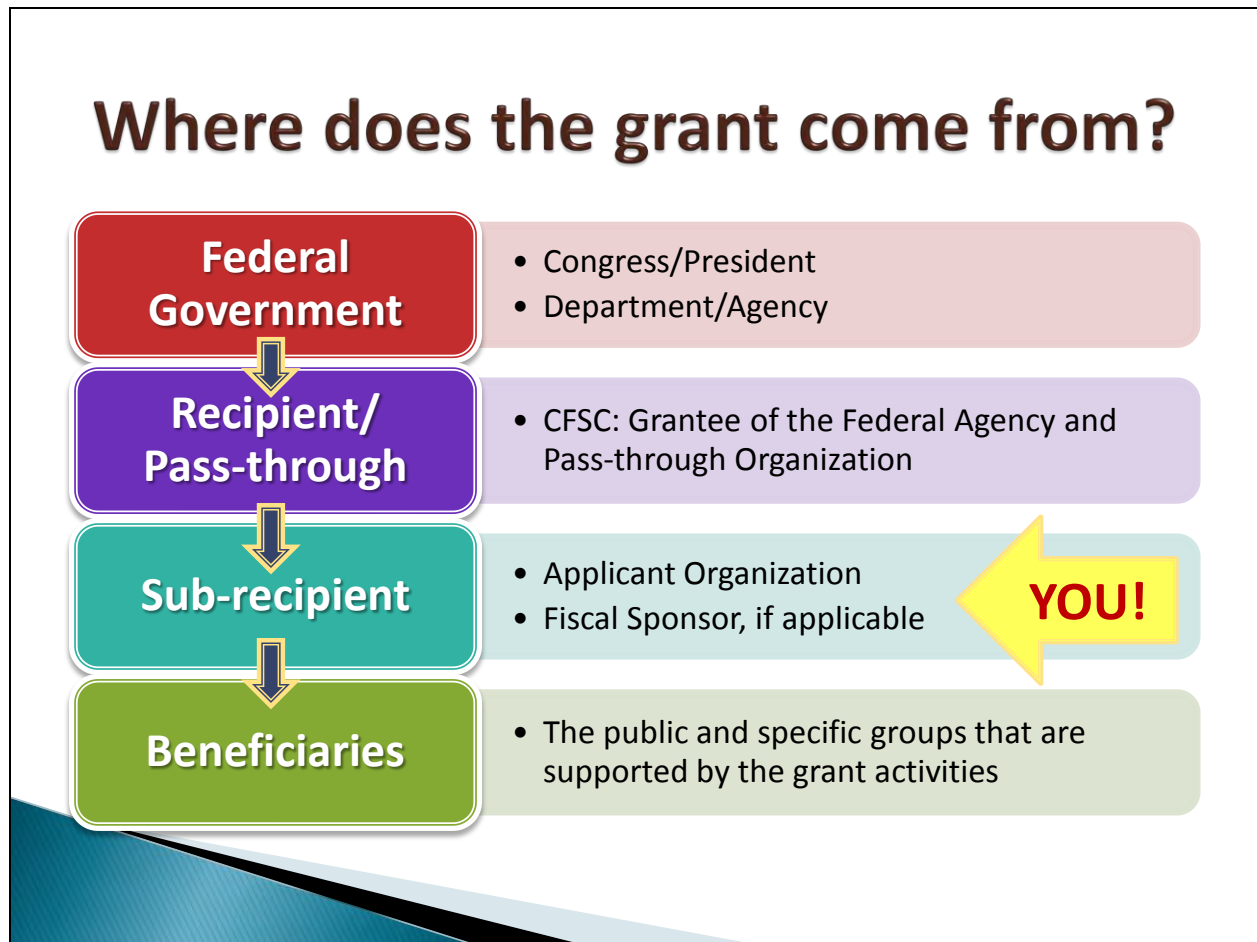
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***\*All grant recipients must comply with certain nondiscrimination and accessibility requirements. More information about the compliance requirements, including evaluation criteria, is found in the appendices.***

# Overview

- ▶ Participants in the Grant Process
  - ▶ Role of the Sub-recipient and Fiscal Sponsor
  - ▶ Organizational Capacity
  - ▶ Federal Grant Regulations
  - ▶ The Grant Cycle
  - ▶ Grantee Expectations
  - ▶ Avoiding Grant Fraud
  - ▶ Common Misconceptions
- 



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 “sub-grants” from the master grant to “sub-recipients” 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 sub-recipient is the grantee of the pass-through organization.

California Fire Safe Council is a pass-through organization. CFSC receives a large master grant from the federal agency and make sub-grants to eligible organizations to meet the objectives of the grant program. CFSC is responsible for the entire grant process for its sub-grants, from the application to final reports.

As a federal grant recipient, CFSC must follow ALL of the federal grant regulations and requirements. CFSC must also *pass down* ALL of these federal grant requirements to the sub-recipients, since the origin of the grant is federal. The grant funds don't lose their "federal-ness" once they are passed through CFSC.

The sub-recipient is the applicant organization that will receive a "subaward" to complete a project or manage a program. These recipients must have legal standing\* and meet the minimum requirements for receiving grant funds (see Pre-Award Phase). Applicant organizations that do not meet these minimum requirements must find a fiscal sponsor organization to receive the grant on their behalf. Fiscal sponsors might also be utilized by applicant organizations whose financial management system does not allow them to track grant funds effectively, such as a state agency that is represented by a county. The subrecipient is the grantee of the pass-through organization, NOT the federal agency.

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 – think the residents of the community.

#### Translating the Terminology:

Award = Grant

Recipient = Grantee

Subaward = Subgrant

Subrecipient = Subgrantee

*\*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 applicant.*

# The Role of the Subrecipient

## Project Implementation

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

## Proper Grant Management

- ▶ Follow all of the grant requirements
- ▶ Provide accurate and complete reports on time
- ▶ Meet all deadlines
- ▶ Document, document, document!!
  - Expenses and Match
- ▶ Keep complete accounting records

**TWO FACTORS FOR SUCCESS!**

The subrecipient is the organization that carries out the grant project(s), with the 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 of the 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.

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 is included in the appendices.

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.

# The Role of the Fiscal Sponsor

- ▶ Act on behalf of an applicant organization that is not incorporated or does not have the organizational capacity to receive federal grant funds
- ▶ Assume **legal responsibility for the management of grant funds**
- ▶ Fiscal sponsor duties:
  - Signing the subaward agreement
  - Receiving the grant funds
  - Full accounting services
  - And more as defined by the agreement.

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 (see Pre-Award Phase). If your organization does not meet these requirements, you will need to partner with another organization that can serve as your “fiscal sponsor”.

Some applicants recognize that their organizations do not possess the necessary organizational capacity to apply for and receive federal grant funds. These applicants should seek a fiscal sponsor with the proper financial and business management systems to receive the grant on their behalf.

As the legal entity entering into 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.

In general, fiscal sponsor organizations will be accountable for the grant funds and how they are spent. 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.

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. An example of this fiscal sponsor agreement and more information about being a fiscal sponsor can be found behind in the appendices. The fiscal sponsor agreement must be submitted to CFSC as part of the application process.

# Should You Apply for a Grant?

- ▶ 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?

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.

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 and/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 and accomplishing clear objectives?

Added Workload: Does your organization have the staff and/or volunteer time necessary to manage and complete the grant project?

**If you answered “no” to any of these questions, your organization will need to update its policies, procedures and systems *prior to* receiving the grant funds. You will not be awarded a grant unless your organization can demonstrate adequate capacity to manage the grant funds and implement the grant project.**



In the appendices, you will find a Financial Business and Management System Review form which will be used at the Pre-Award phase to evaluate your organization's capacity and readiness to receive grant funds. We strongly recommend that you complete the form now at the application stage as a self-evaluation so that you can make any necessary changes within your organization and be ready if your grant application is selected for funding.

In the next few slides, we will discuss the federal grant requirements that govern the project funded through the Grants Clearinghouse. **Be sure to thoroughly read and review the grant requirements that are applicable to your type of organization before you submit your grant application, so that you know the expectations of accepting a grant.**

# Federal Grant Rules

- ▶ Federal grant funds may only be used in accordance with:
  - Code of Federal Regulations (CFR) and
  - 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 ones that apply to your organization *before* you decide to apply for a grant

Since the grant funds awarded through the Grants Clearinghouse originate from the federal government, all subgrants are required to comply with the applicable federal regulations. The federal regulations are assigned to each type of organization eligible for federal funding. A list of the federal regulations will appear on the next slide.

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.

**Take time NOW to read the federal regulations that apply to your organization so that you know what will be expected of your organization should you be awarded a grant.**

As a recipient of federal funds, California Fire Safe Council complies the applicable federal requirements. The entire Grants Clearinghouse process (including the application phase) as well as the requirements passed down to our grantees are generated by these regulations that apply to any federal grant program.

# Federal Grant Rules

Organization Type	Administrative Requirements	Cost Principles
State, local or tribal government	OMB Circular A-102	2 CFR 225
Non-Profits	2 CFR 215	2 CFR 230
Educational Institutions	2 CFR 215	2 CFR 220
For-Profits	2 CFR 215	48 CFR 31.2

These are the Office of Management and Budget (OMB) Circulars and Codes of Federal Regulations (CFR) that will apply to your organization if you accept federal grant funds.

For each organization type, there are two sets of applicable rules: Administrative Requirements and Cost Principles.

**Administrative Requirements** establish consistency and uniformity in the administration of those grants and agreements

Topics include: Standards for financial management systems, Equipment, Cost sharing or matching, Revision of budget and program plans

**Cost Principles** establish standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements.

Topics include: Allowability of costs, Direct versus Indirect Costs, Selected Items of Cost with details on how to properly evaluate and document the cost

In addition, grant recipients are subject to the audit requirements defined in OMB Circular A-133 if the applicant organization or fiscal sponsor expends \$500,000 or more in federal funds in a year.

See the appendices for a list of links to the websites where these rules can be found. Links are included in the RFA.

Note: OMB is currently working to consolidate the circulars and codes for all organization types under one section of CFR. When this consolidation is finalized and approved, the new CFR reference will be applicable to all grant recipients. CFSC will notify grantees of this change once the official notice has been made by OMB.

The next few slides will discuss some of the federal grant regulations in detail.

# 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.
- ▶ Need to check your own organization *and* contractors
- ▶ Search for records at <https://www.sam.gov/>

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 sub awards. This requirement extends to contracts made under federal awards or subawards.

Please check the Uniform Administrative Requirements applicable to your organization for the complete verbiage regarding debarment and suspension. (2 CFR 215.13: Non-Profit Organizations and OMB A-102 Attachment (1)(d) & A-102.35: State, Local, and Indian Tribal Governments)

The status of your organization, its principals and key personnel must be checked prior to receiving a grant. In addition, contractors or vendors for the project must also be checked prior to entering into any formal agreement.

You can search for records on the SAM website: <https://www.sam.gov/>. Type in the name of the organization or other identifiers, such as the DUNS or CAGE 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.

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. Grantees will submit a signed form to certify that the records searches; documentation of the searches must be kept in the grantee's files.

# Match or Cost Sharing

- ▶ Match contributions can come in two forms: cash or in-kind contributions.
- ▶ All contributions must meet ALL of the following criteria in order to be accepted:
  - Are **verifiable** from the recipient's records.
  - Are not included as contributions for any other federally-assisted project or program.
  - Are **necessary** and **reasonable** for proper and efficient accomplishment of project or program objectives.
  - Are **allowable** under the applicable cost principles in 2 CFR Parts 220 or 230.
  - Are not paid by the Federal Government under another award

Most federal grant programs require the recipient and the community to invest in the project in order 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.

Uniform Administrative Requirements regarding match:

- OMB Circular A-102, Part 24: State, Local, and Indian Tribal Governments
- 2 CFR 215, Part 24: Non-Profit Organizations

Matching contributions are budgeted and planned for in the grant proposal. They are just as essential the grant objectives as the components that are paid for by the grant funds. Matching contributions must be documented and accounted for just as you would account for an expense. **Match is to be treated in the same manner as expenses, following the cost principles and all other 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.

Criteria for match:

- **Verifiable**: Matching contributions need to be thoroughly documented with invoices for goods/services, time sheets for hours worked, receipts for donations accepted, etc. Each piece of match documentation must include key pieces of information: contributor's name; title/organization (if applicable); contributor's signature; date(s) of contribution(s); description of contribution(s); value of the contribution plus an explanation for how

the valuation was made. Documentation should directly reference the grant number, project name, and the relationship of the contribution(s) to the grant (how does the contribution(s) help complete the grant project).

-- Necessary: 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.

-- Reasonable: The value of the matching contribution should be consistent with the value of similar goods, services, wages, volunteer rates, etc. of the same location and field of the grant. Grantees should have a written policy for evaluating reasonableness, and that policy should be adhered to when valuing matching contributions.

-- Allowable: Just as you would treat an expense, all matching contributions must be deemed allowable as per the federal cost principles applicable to the grantee organization.

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.

Matching contributions are to be reported on a quarterly basis and during the closeout phase of the grant. Grantees shall only count match for which they have proper documentation and that meets the above criteria. At each reporting interval, grantees will certify that the match is accurate, verifiable and complies with the federal grant regulations. If you are unsure about allowability of specific matching contributions, contact your Grant Manager immediately to discuss.

# Support of Salaries and Wages

- ▶ Wages, salaries, and fringe benefits of employees may be allowable costs under a grant.
- ▶ Compensation for personnel services is allowable if the compensation:
  - Is reasonable for the services rendered,
  - Conforms to the established policy of the organization/agency consistently applied to both Federal and non-Federal activities, and
  - Is determined and supported with documentation as provided by the applicable cost principles.
- ▶ Documentation for these costs must meet the federal standards, which might be different from time-keeping and activity tracking procedures of your organization

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. These costs are to be budgeted under the cost categories "Personnel" (for the salary and wages) and "Fringe Benefits". Only grantees with employees should be counting any amount, either expense or match, under these cost categories. Fringe benefits include, but are not limited to, leave, insurance, pensions, and unemployment benefit plans.

Cost Principles explain the requirements for counting salary and wages toward a grant, either as an expense paid for by the grant or a matching contribution. Please see the applicable federal grant regulation for the full description. (2 CFR 225, Appendix B, Part 8: State, Local, and Indian Tribal Governments; 2 CFR 230, Appendix B, Part 8: Non-Profit Organizations)

Employees working on multiple activities or under various funding sources must provide adequate documentation to support their work. Documentation must include a distribution of salaries and wages supported by personnel activity reports that meet the following requirements:

- (a) Must reflect an after-the-fact distribution of the actual activity of each employee,
- (b) Must account for the total activity for which each employee is compensated,
- (c) Must be prepared at least monthly and must coincide with one or more pay periods, and
- (d) Must be signed by the employee or supervisory official with firsthand knowledge of the employee's work.
- (e) Budget estimates or other distribution percentages determined before the services are performed *do not* qualify as support for charges to Federal awards

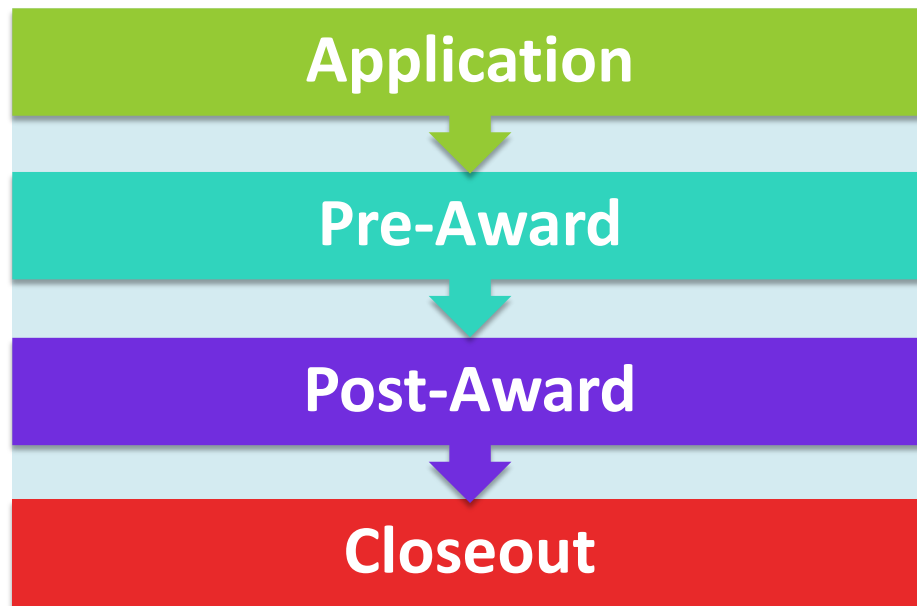
A recent audit report of the Office of Inspector General (OIG) described serious compliance issues related to salary management and administration. It was found that some salary costs were not tracked properly or

allocated to grants in accordance with the Office of Management and Budget (OMB) requirements and Federal Cost Principles and did not adhere to the Fair Labor Standards Act.

Common audit findings included: no documentation or documentation that does not meet federal standards; employees charging salary as budgeted rather than as actually worked; time worked on multiple grants/projects not recorded separately.



## The Grant Cycle Phases



A grant is not an event, it is a process.



The Application Phase has two parts:

Preparation: This is when you are preparing not only your application but also your organization for the grant.

Evaluate your organization's capacity to review federal grant funds:

- Ensure your organization has legal standing of its own or has fiscal sponsor that will accept the funds on your behalf.
- Read the federal grant regulations applicable to your organization to understand the expectations for grantees.
- Confirm your organization has the staffing, infrastructure, and "capacity" to manage a new grant or grants.
- Review your organization's financial and business management systems to make sure these meet the federal standards.

Create a detailed project plan

- Align your project priorities with your relevant fire plan or Community Wildfire Protection Plan (CWPP)
- Research budget costs and get preliminary bids if necessary
- Calculate match contributions needed to carry out the project, including your own contribution and third-party cooperators.
- Contact third-party cooperators to confirm their match contributions and collect a Letter of Commitment from each. (More information about Letters of Commitment provided in the Application Training and in the appendices.)

Submission: Once you have completed the necessary preparation, you will submit your grant application along with the accompanying documents.

- Complete, Review and Submit Application Online **by the deadline!!**
- Mail Letters of Commitment (LOCs) and Fiscal Sponsor Agreement to CFSC **by the postmark deadline!!!**

*\*\*Applications received after the deadline will be disqualified. More information about the 2014 deadlines in the Application Training.*

Applications are then reviewed by an independent Review Committee and recommends selected projects for funding. The CFSC Board of Directors then reviews the recommendations and approves a final list of selected projects. Unfunded, eligible applications are placed on a hold list until the next grant cycle. CFSC monitors the hold list should additional funding become available throughout the year.

## Pre-Award Phase

***Your grant application has been preliminarily selected for a grant offer.***

- ▶ Complete Pre-Award Report
- ▶ Submit required documents
- ▶ Submit project maps
- ▶ Pass review for financial capacity
- ▶ Complete revised application, if necessary

Receive subaward agreement: Review thoroughly, sign and return to CFSC

If your project is preliminarily approved, you will be contacted by a representative from the California Fire Safe Council. At that time, you will enter the Pre-Award stage during which applicants and fiscal sponsors are asked to provide the certain documents and certifications. Also as part of the Pre-Award process, applicant organizations and fiscal sponsors will be reviewed for financial and organizational capacity to receive and manage federal grant funds.

See the Pre-Award Report and Information in the appendices for a list of documents that must be submitted as part of the pre-award process. *Note: More documentation may be required based on grant requirements.*

Pre-Award materials must be submitted within a short time frame. Failure to submit the documents and certifications on time may result in your grant offer being rescinded. ***We strongly recommend that applicant organizations and fiscal sponsors collect these documents during the Application Phase in anticipation of potential funding.***

CFSC will review the documents for completeness and for compliance with the federal grant regulations. Applicants may be given the opportunity to revise one or more of the above documents if the existing document does not meet the federal standards. The applicant organization will then have to revise, approve and re-submit the document(s) to CFSC within a short timeframe (approximately one week). Failure to meet the deadline may result in the grant offer being rescinded.

Therefore, as mentioned above, we strongly recommend that applicant organizations and fiscal sponsors collect these documents early on in the process. It is also important to check your policies to ensure that they

meet the federal standards – refer to the federal grant regulations and the OMB/CFR information in the appendices.

Applicants that pass the Pre-Award review process will receive a subaward agreement. This is the legal document binding the applicant, fiscal sponsor (if applicable) and CFSC in agreement of the terms of the grant. The subaward agreement states the amount of funding awarded and the match amount committed by your organization. Upon signing the subaward agreement, your organization and fiscal sponsor are legally committing to meet or exceed the match projection.

The subaward agreement contains details and/or references to all of the grant requirements, expectations, terms and conditions. The subaward agreement must be thoroughly reviewed by all parties participating in the grant and must be signed by a person with decision-making authority within the organization. A sample subaward agreement is available in the appendices.

The grant is not official until the subaward agreement is signed and returned to CFSC. No grant activities may commence until the signed subaward is received by CFSC and the grant term has begun. No fuels treatment work can commence until the project has been reviewed for compliance with federal, state and local environmental regulations. More information on environmental compliance is provided in the next slide as well as in the appendices.

# Post-Award Phase

## Project Implementation

- ▶ Environmental Compliance Review
  - Federal, State and Local
- ▶ Select Contractors, Vendors, etc.
- ▶ Complete Project tasks
  - Education/Outreach Programs
  - Fuels Treatment
  - Community Planning
- ▶ Monitor and track project accomplishments & progress
  - Before, during and after photos
- ▶ Grant Manager Site Visit

Congratulations - it's official! You are now a grantee of California Fire Safe Council! Time to get to work...

The Post-Award Phase is when the grant takes place. Again, the success of the grant is based on completing two main goals: project implementation and proper grant management.

### Project Implementation:

Every project funded through CFSC must undergo a review for compliance with federal environmental regulations. CFSC contracts with the Bureau of Land Management (BLM) to perform the reviews. You may not begin any fuels treatment work until you have review notification from CFSC and the BLM compliance documents.

-- Grantees are responsible to ensure compliance with state, county and local environmental laws, regulations and ordinances. Contact the appropriate state and local agencies for more information.

***\*\*All environmental compliance must be completed before any ground-disturbing fuels treatment begins.***

When selecting contractors and vendors, you must follow your organization's procurement policies and the grant regulations. Be sure to document the selection process.

You are expected to complete all aspects of the project as outlined in the grant application. Remember that your project was funded based on your application and you agreed to complete those objectives when signing the subaward agreement. Refer to your application throughout project implementation to ensure that you are following the work plan and meeting the goals.

If you need to make any changes to your original grant project, you must contact your Grant Manager for approval.

Fuels treatment projects must be monitored by photos taken before, during and after the treatment. Be sure to take the before/after photos from the same perspective so that the true effect of the treatment can be seen.

# Post-Award Phase

## Proper Grant Management

- ▶ Request and Receive Grant Payments
- ▶ Complete Quarterly Reports
  - Progress reports and Match/Expense reports
- ▶ Track all expenditures and match contributions
- ▶ Update organizational information
  - Insurance, CAGE number, SAM registration
- ▶ Document, document, document!!
- ▶ Maintain organized grant file

### Proper Grant Management:

Throughout the Post-Award Phase, you will request incremental grant payments from CFSC using the Grantee Payment Request Form. You will need to identify the work plan activities that you will pay for with the funds and provide accurate match accounting for each request. Requests can be made often and should be for an amount that can be spent immediately upon receipt of funds from CFSC. *\*Important note: Payment to your organization is dependent upon CFSC's receipt of funds from the federal awarding agency.*

Quarterly reporting is a requirement of the grant. You will report on the progress of your grant, tracking your actual accomplishments versus your projections. You will provide narrative descriptions on the project, noting successes, setbacks and any changes approved by your Grant Manager. You will also report on the grant budget, providing a complete accounting of all expenditures and match contributions over the course of the grant. You are expected to accumulate match regularly throughout the grant, showing increases in the amount of total match at each quarter.

All data reported must be true and accurate. CFSC uses your data to compile periodic reports to the federal funding agency. Be sure to check, then double-check your accounting! The reporting schedule will be in your subaward agreement.

**All reports must be complete and submitted to CFSC by the deadline. Failure to meet the reporting requirements may lead to the withholding of pending and future grant payments and/or the termination of your grant based on failure to meet grant requirements or non-performance.**

It is the grantee's responsible to ensure that insurance coverage is up-to-date for the life of the grant. Current proof of insurance shall be provided to CFSC each time a policy is purchased, changed or renewed. On the same note, you must renew annually the status of your registration on the System for Award Management (SAM) database, including your

CAGE number. Please see the appendices for more information about SAM. Payments will not be made unless CFSC has all of the required information.

Grantees are expected to maintain organized, detailed and complete grant files. Files should include all documentation related to the grant, including source documentation for all expenditures and match amounts. Source documentation includes, but is not limited to: invoices, receipts, time sheets, contracts, etc. Grant documents should be organized by quarter.



## Close-Out Phase

- ▶ Complete final Progress Report
- ▶ Complete Closeout Report
- ▶ Submit required documents
- ▶ Success Stories
- ▶ Confidential Questionnaire

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

The Closeout Phase begins immediately following the grant term. All grants must be properly closed out with CFSC in accordance with the grant requirements.

The Closeout process includes the following:

- A final Progress Report (30 days following the grant end date)
- A mandatory Grant Close-Out Report and an optional Confidential Questionnaire
- Photos from photo-monitoring work
- One original and one copy of each education and outreach products (brochures, handouts, flyers, news articles, etc.) created with grant funds
- Any unused surplus funds must be returned.
- Interest in excess of \$250 must be returned (\$100 if you are with a public/government agency)
- A CD containing the complete grant file
- Documentation regarding disposition of property, if applicable
- GIS "shape file" of the project area(s) treated, for fuels treatment projects

The final Progress Report is due 30 days after the end of the grant term. The Closeout Report and supplemental information (#2-9 above) are due 90 days after the end of the grant term.

All grant files should be properly stored until 3 years after the close of CFSC's master grant with the federal funding agency. This may be multiple years passed when your grant ended. You are responsible to find a safe and secure (fire safe) location to store the grant file. If there is a change in the contact person for the grant, you should also notify CFSC immediately. CFSC will need to notify you with the date that the documents no longer need to be retained.

A sample Closeout Report is available in the appendices.

# Avoiding Grant Fraud

- ▶ Increased Accountability and Transparency
- ▶ Grant fraud includes:
  - Conflict of Interest
  - Materially false statements
  - Theft
- ▶ Penalties for grant fraud may include:
  - Repayment of grant funds to the awarding agency
  - Criminal prosecution and civil fraud remedies
  - Suspension, debarment and cancellation of current or future grant awards
- ▶ Potential and actual grantees need to understand and follow the requirements NOW
  - Ignorance of the law is no excuse

With the current economic climate and the limited resources for funding, it comes as no surprise that everyone, from Congressional representatives to average taxpayers, is calling for increased accountability and transparency when it comes to government spending. In the world of federal grants, this means that grantees and sub-grantees are under increased scrutiny to show that the funds are being used appropriately for a public purpose and in compliance with the federal grant regulations.

Remember, when you sign a subaward or grant agreement, you are entering into a legally binding agreement with the awarding agency and the federal government. As a grantee, you have a legal responsibility to ensure that federal grant funds are used properly and are therefore subject to penalties if you do not comply with federal grant regulations.

While most grantees would state that they would never knowingly commit grant fraud, it is important to understand the many, various 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:** 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.
- **Theft:** fictitious transactions, creative bookkeeping, misuse of a credit card designated for grant-funded purchases.

Grantees 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.

Avoiding grant fraud is just another reason why it is of paramount importance that potential grantees understand and prepare their organizations NOW to ensure that they are ready and able to comply with ALL of the requirements associated with receiving federal grant funds.

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. An excerpt of the report is provided in the appendices.

There are many examples of organizations that have been found to be noncompliant with certain grant requirements. One recent example is the national charity, Big Brothers Big Sisters of America, 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.

## Common Misconceptions

- ▶ **“I’m just a volunteer.”**
  - The regulations and requirements apply to ALL grant recipients, regardless of the size and/or complexity of the organization.
- ▶ **“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 scrutiny of federal grants.
- ▶ **“It’s too much of a hassle.”**
  - If you want to receive federal funding, you must fulfill all of the responsibilities as a grantee.
- ▶ **“My application was selected, so that means that I’m doing everything right and that I’ll receive the funding no matter what.”**
  - Successful applicants will undergo Pre-Award evaluations and ongoing monitoring throughout the grant term.

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 grantees.

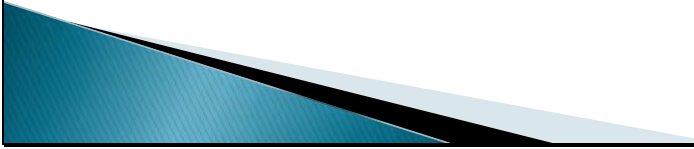
You may have experienced less monitoring under a previous grant, but the requirements have been in place for federal grants for many years. If you have received grants from CFSC in previous grant cycles, then you have been required to comply with the federal grant regulations applicable to your type of organization, as declared in your subaward agreement.

As you prepare an application for CFSC’s Grants Clearinghouse, 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.

Applicants that are preliminarily selected must participate in the Pre-Award process during which the organization is evaluated for organizational and financial capacity (see Pre-Award Phase for more information). Only applicants that successfully complete the Pre-Award phase will receive a subaward agreement.

Grantees are also closely monitored during the grant term through quarterly reports, site visits, and desk reviews of grant documentation. If a grantee is found to be in noncompliance or fails to meet certain requirements, then CFSC may withhold pending and future grant payments and/or terminate your grant based on failure to meet grant requirements or non-performance.

## Remember,

- ▶ There are many rules and regulations that govern the use of these grant funds!
  - ▶ You will have to abide by ALL of the applicable federal grant regulations if you accept the funds!
  - ▶ It is YOUR responsibility to review and abide by all of the regulations.
- 

## 5 Things to Think About

- ▶ How does your organization track matching contributions?
- ▶ What is your organization's procurement policy?
- ▶ How does your organization test costs for reasonableness?
- ▶ Within your organization, who has the authority to sign official grant documents?
- ▶ Which Uniform Administrative Requirements and Cost Principles are applicable to your organization?

During this presentation, we covered A LOT of topics related to federal grants. Before we move on to the next step, the Application Process, take time to consider if your organization's current capacity and readiness for the federal grant process. The above questions are intended to get you started.



# **2014 Grant Application Training**



This presentation will provide an overview and discussion of the California Fire Safe Council's Clearinghouse grant application for the 2014 grant cycle.

These slides are contained in the handbook along with notes and appendices with supplemental materials including the request for applications.

There are electronic versions of some of the resources on the [www.cafiresafecouncil.org](http://www.cafiresafecouncil.org) website including the planning tool, which is a blank version of the application that you can use to fill in your responses and save them offline. Once you have completed the planning tool you will need to copy your answers into the online application. Don't submit the planning tool!

This workbook can also be found online at [www.cafiresafecouncil.org](http://www.cafiresafecouncil.org) and there will be a pre-recorded webinar of the grant writing workbook presentation available once the workshops are complete around the second week of August.

For help with any of the terminology used in this presentation, an acronyms list can be found in the tabs and these websites are also a resource for understanding grant terms and program concepts:

Glossary of grant terms from grants.gov: <http://www.Grants.Gov/help/glossary.Jsp>

Glossary of fire terms from National Wildfire Coordinating Group:

<http://www.nwcg.gov/pms/pubs/glossary/index.htm>



# Welcome

## **The 2014 Funding Opportunity**

- Program definition
- Eligible sub recipients
- Eligible projects

## **The Application**

- How to prepare and submit a grant application online
- What goes into the grant application package

## **The Selection and Award Process**

- Application submission, evaluation, and scoring
- What to expect if you are funded

This training will cover three major topics: The opportunity, application, and selection process.

The opportunity includes the background and intent of the funding program, who can apply and what type of projects can be funded.

The application section follows the online part of the application question by question so that you know what information you will need to provide and how to present your project clearly. Other portions of the application package like the letters of commitment and fiscal sponsor agreement will be described here.

How to submit your application successfully has its own section since this is where many applicants who have waited until the last minute can have difficulty. September 17<sup>th</sup> by 5 PM is the deadline and we want you to have peace of mind on that day.

The last section also covers the evaluation process and what you will need to do next if your project is selected. When you apply for and receive a grant, you are extending the resources of your organization and creating a partnership with the public who has provided funding and is the beneficiary of the work you will do. Just like you track the accomplishments and financial processes within your own organization, you will be reporting on the financial activities and accomplishments of your partnership, your grant, throughout the grant period.

## The Grants Clearinghouse

**Agencies that have used the Clearinghouse as their application process for their wildfire prevention grant programs:**

<b>U.S. Forest Service</b>	<b>Bureau of Land Management</b>
<b>National Park Service</b>	<b>Fish and Wildlife Service</b>

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The four federal agencies that provided grant funds for the Clearinghouse are:

US Forest Service – State Fire Assistance grant program

Bureau of Land Management – Community Assistance grant program

National Park Service – Community Assistance / WUI grant program

National Fish and Wildlife Service – WUI / Community Protection grant program

The California Fire Alliance originally assisted 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. The Grants Clearinghouse is a One-Stop-Shop where organizations can easily learn about and apply for federal grants and Clearinghouse is available to all of the federal wildland fire agencies so that they can coordinate their grant funding for fire protection planning.

Operated by the California Fire Safe Council, the Grants Clearinghouse is an on-line grant application process located at [www.cafiresafecouncil.org](http://www.cafiresafecouncil.org). At this website, applicants can sign-up for a user name and password, complete a grant application, and submit it to the Clearinghouse for consideration for funding.

Following the sunset of the National Fire Plan in 2010, California Fire Safe Council has continued to receive federal funding to provide grants through our Grants Clearinghouse. The National Cohesive Wildland Fire Management Strategy (aka The Cohesive 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.

## The Grants Clearinghouse

- Created by the California Fire Alliance and Ca. Fire Safe Council
- Operated by California Fire Safe Council (pass through organization)
- A single place to apply for wildfire prevention grants
- On-line at <http://www.cafiresafecouncil.org>
- Benefits for Applicants:
  - One application and selection process
- For Funding Agencies:
  - The award process and monitoring are managed by a pass through agency.
  - Grant funded projects can complement projects on federal land.

### Benefits for Applicants:

One application process, one deadline: This means that your project could be funded by several different sources. The funding that is currently identified for 2014 is from the Forest Service but may also come from other agencies and your application stays in the system and could be funded until the next cycle.

Less research, less writing: All program requirements are found in the RFA.

There is ONE grant selection process: all applications are judged by the same criteria through one process.

Unfunded applications live on: applications not selected for funding initially are retained in the Clearinghouse for one year in case additional funding becomes available within the grant cycle. This has happened numerous times since our first grant cycle in '04.

### Benefits for Agencies:

They can support local projects without taking on the required recordkeeping, monitoring and other duties involved with managing federal grants.

They can prioritize federal projects adjoining Clearinghouse-funded projects on non-federal lands to achieve a wider sphere of fuel reduction.

They have an effective way to distribute grant funds to local areas throughout California.

## **Clearinghouse Grants 2008 - 2013**

Total grant funds awarded:

- 2008: 57 grants for \$5.3 million
- 2009: 160 grants for \$17.8 million
- 2010: 149 grants for \$20.8 million
- 2011: 82 grants for \$8.3 million
- 2012: 41 grants for \$4.1 million
- 2013: 51 grants for \$4.4 million
- Six Year Total: 540 grants for \$60.7 million
- Average size of 2013 grants: \$86,000

Here are the funding totals from recent years.

These grants have been used to fund hundreds of project throughout California and the Tahoe Basin of Nevada. Each year, efforts are made to ensure competitive, equitable, and geographically diverse distribution of the available grant funds.

## What's New for the 2014 Grant Cycle

- Limit of 1 application per applicant organization
- \$200,000 total award cap per applicant (same as 2013)
- Fiscal sponsors may submit 1 application and receive up to \$200,000 for their own organization. And,
  - Fiscal sponsors may provide sponsorship for up to 3 organizations for a total not to exceed \$200,000.
- Continued focus on the Cohesive Strategy
- Alignment with California Forest Action Plan
- Updated request for applications (RFA) and planning tool
- Revised scoring criteria.

This year, applicant organizations may only submit one application and receive a maximum of \$200,000.

A fiscal sponsor may submit 1 application and receive up to a maximum of \$200,000 for their own organization.

A fiscal sponsor may also provide sponsorship for up to 3 organizations for a total not to exceed \$200,000. To illustrate this, a fiscal sponsor could represent three organizations each asking for \$200,000 but only one of those could be funded. A fiscal sponsor could represent those same organizations each asking for \$60,000 and they could all potentially be funded.

The request for applications has been updated this year. It contains information applicants will need regarding funding descriptions, how to apply for funds, deadlines, the clearinghouse timeline, and new scoring criteria.

The grant application planning tool has been updated this year since there are a few new/revised questions in the application. It is a Microsoft Word file that includes all of the questions in the application. Applicants can work with this material offline on their own computers, then cut and paste into the text boxes in the online application.

The Scoring Criteria for use by the Grant Review Committee has also been revised.

## **2014 Funding Opportunity**

### **U.S. Forest Service State Fire Assistance Program**

- Assisting people and communities in the Wildland Urban Interface to moderate the threat of catastrophic fire through:
  - Community Hazard Mitigation and Planning
  - Prevention and Mitigation Education
  - Fuels Hazard Mitigation
- Focus on Cohesive Strategy and California Forest Action Plan
- Requires a 50/50 (dollar-for-dollar) match

The U.S. Forest Service is providing funding through the State Fire Assistance (SFA) program to the 2014 Grants Clearinghouse cycle.

This program emphasizes hazardous fuels reduction activities by landowners and residents in at-risk communities to restore and maintain resilient landscapes and create fire adapted communities.



## Potentially Eligible Projects for 2014

### **Examples of prevention and mitigation education projects:**

- Defensible space education
- Door to door and community outreach activities
- Firewise activities
- Development of outreach materials

### **Examples of community hazard mitigation and planning:**

- Developing a Community Wildfire Protection Plan (CWPP) that focuses on communities-at-risk (CAR) and/or at-risk communities adjacent to federal land, and incorporating federal projects.
- Create a community risk assessment or hazard assessment as part of the Firewise Communities Program.

The Clearinghouse makes grants for Community Wildfire Protection plans and fire prevention education projects. CWPP development is eligible IF there is an emphasis on an interdisciplinary and interagency collaborative process.

Consider using existing resources in your outreach program. Incorporate the “one less spark” message or any of the other agency campaign messages that have been developed.

For Community Assessment and Wildfire Planning there are two types of documents that may be produced.

A “Community Risk Assessment,” an analysis of community values at risk, levels of protection and fire hazards to the community. This might be something you would do in preparation for creating a Community Wildfire Protection or as part of the Firewise process. You might also use this to evaluate what type of outreach effort would be most effective in your community.

“Community Wildfire Protection Plans” CWPPs, came about with the Healthy Forests Restoration Act, and National Fire Plan to help prioritize fuel treatment projects across jurisdictional boundaries. CWPPs are included in the Cohesive Strategy and the California Forest Action Plan as part of the collaborative fire prevention process.

The three major components of a CWPP are:

(1) collaboration between local governments, fire departments, and the state agency responsible for forest management, (2) prioritized fuel reduction, and (3) treatment of structural ignitability.

Application reviewers will score projects based on their inclusion in a CWPP or approved equivalent, and whether they fit the priorities of that document.

## Potential Eligible Projects for 2014

### Examples of Fuels Hazard Mitigation projects:

- Fuel reduction projects on non-federal lands or communities, particularly those listed as communities-at-risk, and covered by a Community Wildfire Protection Plan (CWPP) and/or other Community Fire Plans.
- Chipper programs and community protection fuel breaks
- Fuel reduction projects that deliver biomass products to market
- Maintenance of previous fuel reduction projects
- Fuel reduction projects that are aligned with the Cohesive Strategy principles and California Forest Action Plan

Most of the projects the Clearinghouse funds are hazardous fuel reduction projects, especially those in communities at risk with a CWPP and that tie into adjacent fuel reduction projects on federal lands.

Maintenance projects will also be considered in this cycle.

Some equipment purchases are eligible for funding but purchasing of equipment is strongly discouraged due to need for storage, training, maintenance and insurance as well as complicated and long-term tracking of equipment condition, depreciation, etc. Vehicle purchases are not allowable. There is a specific process for equipment purchase proposals and a separate form that must be completed. An evaluation of the costs/benefit of purchasing versus borrowing from another federal program or renting must be submitted with the application so contact a grant manager immediately if you want to propose an equipment purchase.



## Who Can Apply?

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

- Nonprofit Organizations
- HOA/POA
- Native American Tribes
- Resource Conservation Districts
- Towns & Cities
- Inst. Higher Education
- Joint-Powers Auth.
- Special Districts
- School Districts
- Counties
- State Agencies
- For-Profit Companies

Here are examples of types of organizations that can be eligible for Clearinghouse grants.

(Joint-Powers Authorities (or JPAs) are governmental agencies made up of several governmental agencies working together for a single, narrow objective, such as an Airport Authority.)

Individuals are not eligible to apply.

## California Forest Action Plan/Strategy Report

- Two Documents that identify activities and priority landscapes on which 2014 fire prevention funding will be focused:

- California's Forest and Rangelands: 2010 Strategy Report
- California's Forest and Rangelands: 2010 Assessment Report
  - Priority Landscapes are identified in Chapter 2.1
  - Go to

<http://frap.cdf.ca.gov/assessment/assessment2010/assessment2010.html>

- Projects should conserve, protect and enhance through:
  - Education, Planning, Firewise, CWPP's, Capacity Building, and Fuels Management.

This year requirements include that "...federal funds will be used to implement actions that utilize strategies within priority landscapes as articulated in the State of California's Forest Action Plan which was completed and approved in 2010 under the 2008 Farm Bill."

The California Forest Action Plan, also known the 2010 California Forest and Rangelands Assessment and Strategy Reports, identifies landscapes of medium and high priority for preventing wildfire threats in 46 of California's 56 counties. You can launch the Priority Mapper at <http://frap.cdf.ca.gov/priorityls/default.html>. Indicate if the majority of your project is located within a priority landscape as articulated in the State of California's Forest Action Plan and provide information in your application as to how your project utilizes the strategies in the forest action plan.

1. Conserve: Support comprehensive planning at the statewide and regional scales that is coordinated with wildlife habitat conservation efforts. Maintain and improve the capacity of wood products and range industries. Increase the capacity to provide incentives to forest and range landowners.

2. Protect: Reduce the occurrence of damaging wildfires and reduce life, property and natural resource losses through the implementation of effective and efficient fire prevention programs and activities. Protect life and property from wildfire through efficient and effective fire protection planning and suppression, financial management and firefighter/public safety strategies.

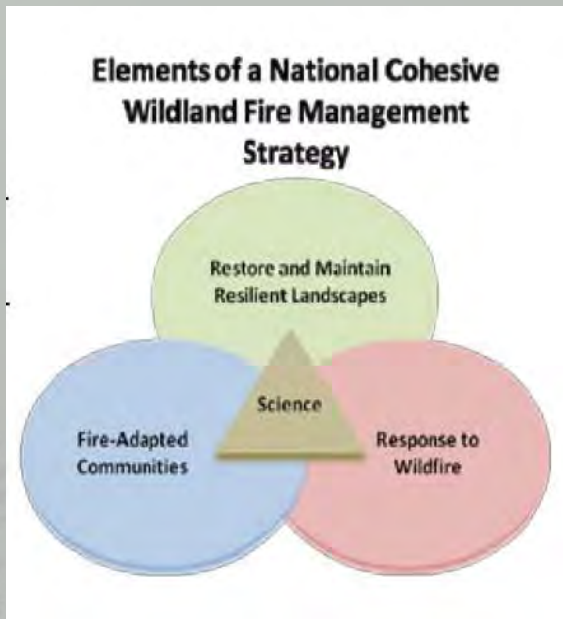
Reduce the impacts of wildfire on ecosystem health, public safety and private property through appropriate scientific, research, education and training.

3. Enhance: Promote formation of Local Fire Safe Councils for priority communities. Promote participation in the National Firewise/USA Program. Sustain healthy forest ecosystems to maintain California's unique biodiversity.

## National Cohesive Wildland Fire Management Strategy

- Seeking a **national**, all-lands solutions to wildland fire management issues, through a **collaborative** process involving **all levels** of government and non-governmental organizations and the public.

*Three elements based on science and research*



### Background on the Cohesive Strategy:

In 2002, the Wildland Fire Leadership Council (WFLC) was established by the Secretaries of the Interior and Agriculture to support the implementation and coordination of the Federal Fire Management Policy. This means the WFLC is comprised of staff from USFS, BLM, NPS, FWS, USGS and BIA. The Department of Agriculture and the Department of Interior were charged by Congress to develop a Cohesive Wildland Fire Management Strategy.

In response to requirements of the Federal Land Assistance, Management, and Enhancement (FLAME) Act of 2009, the Wildland Fire Leadership Council (WFLC) directed the development of the National Cohesive Wildland Fire Management Strategy (Cohesive Strategy).

The Cohesive Strategy is a collaborative process with active involvement of all levels of government and non-governmental organizations, as well as the public, to seek national, all-lands solutions to wildland fire management issues.

The Cohesive Strategy will address the nation's wildfire problems by focusing on three key areas: Restore and Maintain Landscapes, Fire Adapted Communities, and Response to Fire. The vision of the Cohesive Strategy is to “Safely and effectively extinguish fire, when needed, use fire where allowable; manage our natural resources; and as nation, live with wildland fire.”

<http://www.forestsandrangelands.gov> for updates and documents.

## How does a community adapt to wildfire?



Fire safe councils play a key role in one of the elements of the Cohesive Strategy-the fire adapted communities. Fire adapted communities are the focus of the prevention elements of the cohesive strategy and this gives an illustration of all the activities that support Fire Adapted Communities. You are all part of the cohesive strategy because of the work you do through planning documents such as CWPPs, through community engagement projects such as defensible space education visits, and through fuel reduction projects or countywide chipping projects.

Think about these relationships as you are describing the context of your project.

Develop your project in cooperation with your federal, state, and local fire agencies to gain their support. This will be very helpful during the agency comment period. It also keeps you from submitting projects that don't have strategic value. This is why it's important to create a CWPP that guides the project selection in implementation.



## The Grant Application Step-by-Step

<http://www.cafiresafecouncil.org>

**The Grant Application Includes:**

**Online Application** (*Submitted by 5 PM Sep. 17th*)

**Application Packet** (*Postmarked Sep. 17th*)

Letters of Commitment

Fiscal Sponsor Agreement (*when applicable*)

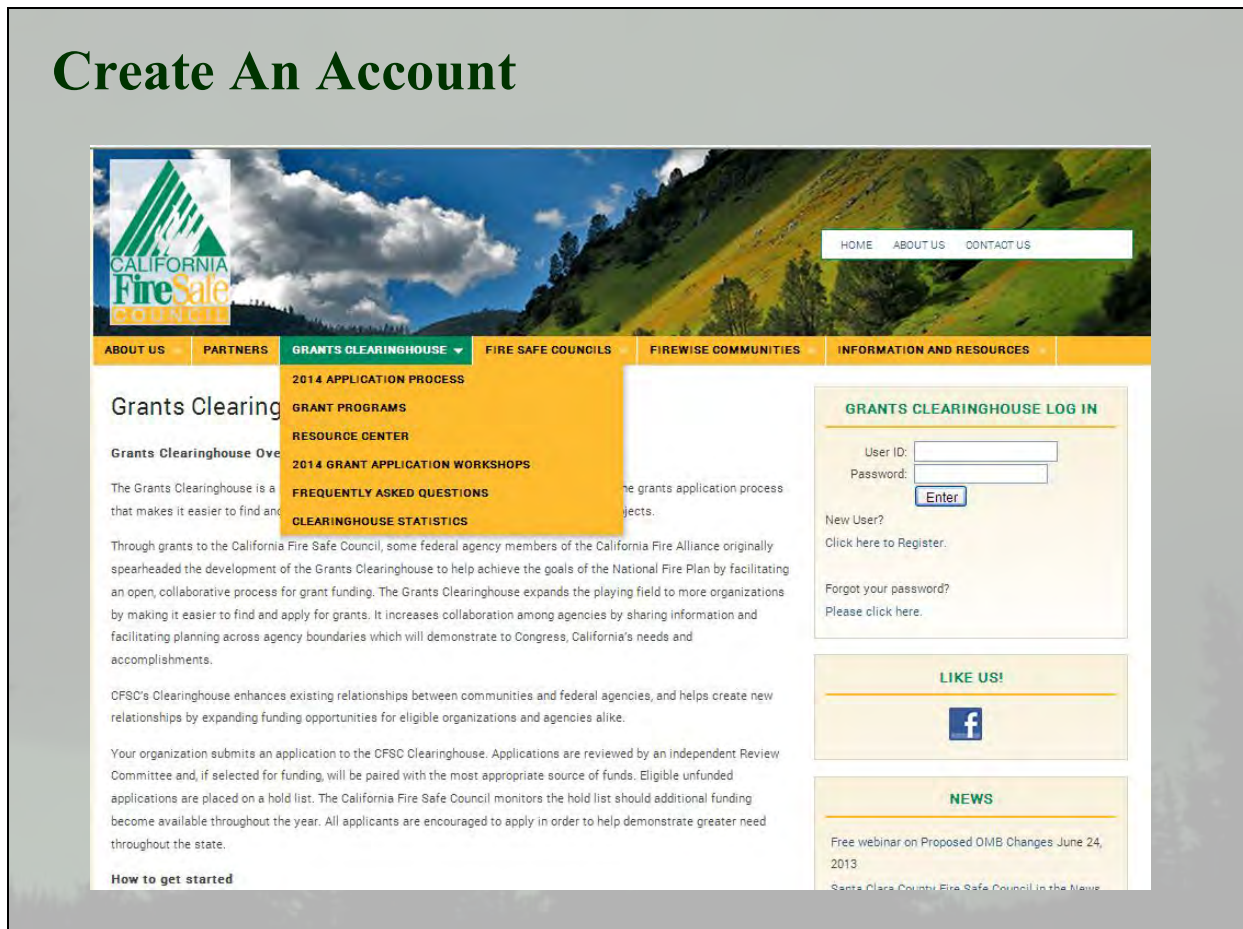
Equipment Purchase Cost Evaluation and Form  
(*when applicable*)

The following slides review the online application form section by section.

**The online portion of the application is due at 5 PM on September 17th.**

Make yourself a schedule now for completing the application questions and gathering letters of commitment.

## Create An Account



Welcome to the new California Fire Safe Council Website where you now go to enter the clearinghouse.

If you already use the Clearinghouse your user ID and password are still valid.

If you can't remember your password, or User ID click "forgot password" or call CFSC. Don't create another user ID and password. It is confusing if your information is in more than one place.

Make sure you keep the information here up to date. If the contact info changes for an individual grant that's different than the contact info on the account changing.

We recommend each organization has only one account and one authorized user. It is not possible to share or swap applications between accounts, so please do not use multiple accounts to submit applications. Keep it simple.

Once you've registered you can sign in, which takes you to your Clearinghouse home page.



# My Home

[My Home](#) | [My Account](#) | [Log Out](#)  
[Overview](#) | [FAQ'S](#) | [Resource Center](#) | [Grant Programs](#)

**GRANT PROPOSALS:** [View Instructions](#)  
[Create New Blank Grant Proposal Form](#)

Name	Cycle	ID #	Status	Submit	PDF	Delete	Duplicate
No Organization Tes	2004	069848	Received by Clearinghouse on 07/13/2006 at 09:36 AM. We will contact you with next steps.				
Test 2006	2006	079838	Received by Clearinghouse on 08/10/2006 at 04:26 PM. We will contact you with next steps.  1. Chosen for funding by Bureau of Land Management, please update application.				
Test 2007	2006	079851	Received by Clearinghouse on 10/21/2008 at 10:17 AM. We will contact you with next steps.  1. Chosen for funding by US Forest Service, please update application.				
Untitled Paper			Incomplete				
Hi Mom!			Incomplete				
Faux Canyon Defensible Space Program 2009			Incomplete				
Faux Canyon Defensible Space Program 2009	2010	100707	Received by Clearinghouse on 04/16/2009 at 12:23 PM. We will contact you with next steps.  1. Unfunded as of 04/17/2009 at 02:52 PM. <a href="#" style="color: orange; text-decoration: none;">Click here</a> to copy this grant proposal to current cycle.				

When you log in to the Clearinghouse, you will come to your own home page. The toolbar takes you to your account information and has links to the grant program info. This is also where you can log out.

This is where your applications will be listed. If you have a funded grant, you will also access your progress reports from this page. This is an example of a home page with several projects on it.

The third column has an ID number that is unique to that application. Many projects have similar names, so this gives us a quick way to find your application when you contact us. **Your application will be assigned this number once you hit the “final submit” button.**

The fourth column is the status of the application. You can save applications without submitting them. The status will say incomplete until they are submitted.

You can click the link at the top of the home page to add a blank grant application to your account. Every account automatically has a blank grant application added when we start a new cycle.

The orange text items are links, so the document name opens the document and the arrows submit the application. Once you are inside the application the links open info about how to answer the questions.

Your application title will be an active link until you submit it. In other words, you can still make changes to it. Then it will be inactive and saved for review; no further changes can be made. At that point the message “Received by Clearinghouse” will appear in red.

Once the grant decisions are made, your application will either have the message, “Chosen for funding” or “Unfunded”. If it is chosen for funding, there will be additional information for you to submit and we’ll contact you.

You can delete papers by clicking the trash can icon on the right, so make sure you really want to delete because they don’t come back.

The icon next to the trash can saves a pdf of the application. It’s a good idea to right click on the icon and choose “save target” to save a copy to your own computer each time you make changes, so if there’s a power outage or the website is temporarily unavailable, you can still view the latest version of your application.

## Application Snapshot

1. Application Snapshot
  - a. Applicant Organization Name
  - b. Fiscal Sponsor (Co-Applicant) Organization Name
  - c. Project Name
  - d. Funding Requested:  
\$
  - e. Matching Funds Provided:  
\$
  - f. Type of Project (check all that apply):  
☒ Education ☒ Fuel Treatment ☐ Planning
  - g. Total acreage of project footprint(Fuels Projects Only):  
 acres
  - h. If this is an ongoing or maintenance project, identify the name and the grant number of the project under which it is funded.  
Grant Name:  Grant Number:

The application Snapshot was added in 2013 to help the reviewers identify proposals quickly. It shows the basic project information.

Some of the fields, such as funding requested and project acreage will auto-fill where the info is included later in the application.

It's best to have a short project name, but something more descriptive than "2014 TEST."

Don't inflate the project footprint to include areas around where you are actually treating. Just include ground where some sort of treatment will occur.



## Organization and Grant Contacts

### Organizational Information

---

2. Organization Name

California Fire Safe Council

---

3. Organization Address

Address 1: 502 W. Route 66

Address 2:

City: Glendora

State: CA

---

4. Primary Contact Person

First Name: Amber

Last Name: Gardner

Phone:

Fax:

E-mail: agardner@cafiresafecouncil.org

---

5. Administrative Contact Person

First Name:

Last Name:

Phone:

Fax:

E-mail:

The basic organization and contact info comes after the Application snapshot.

Use your exact organization name as it appears on official documents.

Use the address where you want your sub award agreement to be mailed if you are funded.

The primary contact should obviously be the person who is coordinating most of the grant activities. It's good if one of the contacts is an employee or contractor and the other is a board member but the most important thing to have are contacts who are willing to take on the reporting and project monitoring for the grant.

## Organization Type and Eligibility

6. Type of Organization

Other - Please Specify

If Other or Non-Federal Government Agency, please specify:

7. If you answered "Nonprofit Organization" in Question #6, under what section of the Internal Revenue Code is your organization 501(c)(4), etc.)?

If your organization is a nonprofit, please provide your IRS number from your IRS nonprofit determination letter.

8. Enter your organization's Data Universal Numbering System DUNS number here:

9. Enter your Commercial and Government Entity (CAGE) code here:

If you are a nonprofit you will enter the IRS code that you are incorporated under from your IRS determination letter.

You will enter your DUNS number here and your Cage Code. If you don't have a Cage Code go to <http://www.sam.gov> There is no charge for either of these items so make sure you are on the actual "sam.gov" site because there are commercial sites that will register you for a fee.

If you are not incorporated and you have a fiscal sponsor organization you may leave the nonprofit, DUNS, and Cage questions blank.

There is additional information on how to set up or renew your DUNS and Cage Code in the appendices.

## Organization Type and Eligibility

Q: Describe how your organization has the capacity to manage federal funds

- a) When was your organization formed or incorporated (Date/Year)?
- b) Describe the roles and responsibilities of key staff and board members, and any volunteer staff. *(1200 characters)*
- c) Describe 2 major accomplishments achieved through federal grants (Indicate grant number and year) and 2 major accomplishments achieved through non-federal grants (such as donations or private grants). *(1200 characters)*

Funders have a responsibility to give grants to organizations that demonstrate the ability to effectively manage funds and projects from start to finish. History and major accomplishments are some of the indicators of organizational capability

Organization Capacity: This question is broken into 3 parts. You must answer all 3 parts.

a. When was your organization formed or incorporated? Identify the month and year your organization was formed or incorporated. We'll need to know if your organization is a group of volunteers with no formal incorporation or your group is awaiting formal incorporation approval from the state or federal government.

b. Describe the roles and responsibilities of key staff, board members and volunteer staff. Please tell us briefly how your organization is staffed (contractors, employees or all volunteer), what roles board members play and if you utilize services from volunteers.

c. Describe 2 major accomplishments from federal and non-federal grants. If you've received past Clearinghouse grants or other federal grants, please describe 2 major accomplishments (such as your chipper project provided service to 50 homes and chipped 2 tons of biomass). If you've received non-federal donations, grants or membership fees, please indicate 2 major accomplishments completed with those funds. If you do not have examples of each, explain that and answer with the accomplishments you have. We only need two of each accomplishment into your answer, just describe two that are most applicable.

## **Fiscal Sponsor Organization**

The contact and eligibility questions from the previous slides are also asked for Fiscal Sponsor Organizations.

- Make sure you list the most appropriate contact person
- Provide the address where you want to receive mail
- Describe your capacity in terms of financial management and processes that are required to track expenses and documentation.

The next set of questions relate to those groups that have a fiscal sponsor. If you are not legally incorporated you will need a fiscal sponsor.

Remember that you are not your own fiscal sponsor. If it's just your organization applying for the grant, don't fill this out.

We want to know what your fiscal sponsor organization has done and what their capacity is, so these questions are just like same ones for the applicant organization.

If you are considering being a Fiscal Sponsor for a grant applicant, be sure to review the Fiscal Sponsor Criteria in the tabs.

## Fiscal Sponsor Organization Role

Q: Indicate what types of services will be provided by your fiscal sponsor.

- ☐ Maintain Accounting Records
- ☐ Prepare Match/Cost Share Reports
- ☐ Prepare Progress reports and Closeout Report
- ☐ Project Management
- ☐ Bid Solicitation and Contracting
- ☐ Other Accounting Services, such as Invoices or Work Orders
- ☐ Other (Please Specify)

Fiscal Sponsors remember YOU are responsible for the grant fund accounting.




Fiscal sponsors play a variety of roles for organizations they sponsor. Later on in the budget detail page you'll be asked to report the charges associated with fiscal sponsor management. If you have a fiscal sponsor "Maintain Accounting Records" and "Other Accounting Services" should be checked. The fiscal sponsor is essentially a co-applicant and the accountability for following the OMB guidelines to ensure that funds are spent properly is part of their responsibility. Some sponsors provide staffing, or project management and financial management leadership. These services may be provided free of charge for your organization or a fee may be included in your budget to cover these services.

Grantees and fiscal sponsor organizations may not make a sub grants. Sponsored organizations may not use debit or credit cards to access grant funds or have access to the grant accounts of the fiscal sponsor. Accounting for the grant funds and managing and tracking their use is the reason the fiscal sponsor is involved in the grant.

It is best for the fiscal sponsor to plan for the time needed and to charge a fee if necessary to handle the paying of contractors directly. If the sponsored organization is going to pay for goods or services directly there must be a reimbursement procedure or agreement in place for the fiscal sponsor to pay the sponsored organization for grant expenses and the sponsored organization must be able to show that expenses have been paid, not just accrued, in order to be reimbursed. Expenses must also be part of the defined grant budget so there is not a disagreement between the sponsored org and the fiscal sponsor over how the funds will be spent. This is also to avoid situations where contractors don't get paid because funds were mis-spent by the sponsored organization.

# Federal and Match Cost Share

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Page: [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#)**Financial Information**21. Funding Requested:  
\$ 22. Matching Funds Provided (all sources):  
\$ 23. Total Project Cost:  
\$ 24. Percentage of Match to Total Project Cost:  
[Submit Completed Grant Proposal](#) [Save Progress](#)

This page should auto-fill from the snapshot, so if the amounts aren't right here, go back and correct them on the first page.

## Project Overview

**Q: Describe the proposed project and how it addresses wildfire survivability in the project area.**

*Briefly describe the project, how it will address and reduce wildfire hazards and the prescription for treatment.*

- a) What is the problem?
- b) What is the prescription for treatment?
- c) How will this project reduce wildfire hazards in the project area?
- d) How will the project be maintained after the grant is complete?

This is where you will provide a narrative description of the project.

Be sure to stay focused on what each portion of the question is asking and don't repeat yourself.

The reviewers are familiar with the state and with fire science so chances are they know what issues communities are facing on a broad scale. You need to be very specific about why THIS project is a priority. Be sure not to use local acronyms in the project description.



## Outreach and Sustainability

**Q: Describe what outreach efforts will be undertaken to engage the broader public in your project.**

*Briefly describe what types of educational activities or materials this project will utilize to engage community members, fire jurisdictions and elected officials in the project.*

**Q: Describe how this project will lead the community to investing (e.g., effort, funding, etc.) in making itself fire safe after the grant term ends. Please be specific and realistic.**

*What type of community capacity will be developed to sustain this project in the long-term?*

*For hazardous fuel reduction projects, how will the site be maintained to prevent the re-growth of hazardous fuels when the grant-funded portion of the project ends?*

The first question refers to activities during the grant period. It is becoming increasingly important to engage the public in your projects. As grant funds become scarcer, funders want to make sure your projects are being advertised so the community has a chance to become engaged. One thing you should plan to do is create a success story to share with CFSC.

Examples could be inviting the public or community leaders to view your project, creating a press release, creating signs near the project if it is a fuel treatment, or creating a public service message to be shown in movie theaters.

For the next question, what will the impact of the project in the future? Will you implement an ongoing community awareness program? Are there plans to physically maintain any fuel reduction that has been done? You should note WHO will be involved and HOW future activities will be funded. You need to provide specific details; "get another grant" is not a good response!

Though in some funding cycles our funders do allow maintenance projects, for most Clearinghouse grants, the focus is to get communities through the initial investment needed to make up for years of fuel build up and lack of awareness. Once that has happened, the community should understand its fire prevention needs and be able to maintain and continue the work that they have done without depending on grants year after year. It is far less expensive to maintain the work that was funded by the grant than to do the initial fuel reduction work.

Now, if you do plan to apply for another grant in the same area, you should describe the situation, and explain why it is the best option. Maybe your project has two phases or there may be such a huge need in the community that future grant funding is the best way to leverage local efforts. Just be aware that grant funding is not guaranteed each year and you run the risk of not being funded if your idea of sustainability is "get another grant."



## Cohesive Strategy and California Forest Action Plan

- **Q: Please explain how your project advances the goals of the Cohesive Strategy relative to:**
  - Resilient Landscape Restoration & Maintenance
  - Fire Adapted Communities
  - Wildfire Response
- **Q: Is the majority of your project within priority landscape? Indicate how your project will link to the California Forest Action Plan's three main themes of:**
  - Conserve
  - Protect
  - Enhance

How does your project meet the objectives of the Cohesive Strategy? The Cohesive Strategy will address the nation's wildfire problems by focusing on three key areas: Restore and Maintain Landscapes, Fire Adapted Communities, and Response to Fire. The vision of the Cohesive Strategy is to “Safely and effectively extinguish fire, when needed, use fire where allowable; manage our natural resources; and as nation, live with wildland fire.”

<http://www.forestsandrangelands.gov> for Cohesive Strategy updates and documents.

Is your project in a priority landscape? For a map of priority landscapes go to the priority mapper at <http://frap.cdf.ca.gov/priorityls/default.html>

To view the California Forest Action Plan go to

<http://frap.cdf.ca.gov/assessment/assessment2010/assessment2010.html> You can also contact a Cal Fire Unit for more information.

How does your project accomplish the following:





1. Conserve: Support comprehensive planning at the statewide and regional scales that is coordinated with wildlife habitat conservation efforts. Maintain and improve the capacity of wood products and range industries. Increase the capacity to provide incentives to forest and range landowners.

2. Protect: Reduce the occurrence of damaging wildfires and reduce life, property and natural resource losses through the implementation of effective and efficient fire prevention programs and activities. Protect life and property from wildfire through efficient and effective fire protection planning and suppression, financial management and firefighter/public safety strategies.

Reduce the impacts of wildfire on ecosystem health, public safety and private property through appropriate scientific, research, education and training.

3. Enhance: Promote formation of Local Fire Safe Councils for priority communities. Promote participation in the National Firewise/USA Program. Sustain healthy forest ecosystems to maintain California's unique biodiversity.

## Example Workplan

Delete	Line Order	Sequential Tasks	Timeframe (Months 1-18)	Responsible Party	Outcomes/Results/ Deliverables
	1 	Inform landowners that the project will proceed and distribute right of entry forms	Month 2	FSC Coordinator	Signed agreements filed with project documents
	2 	Photo monitoring before and after, "success story" development	Month 4-6, Month 16-18	Joe Volunteer	10 before and after photos and one success story
Additional rows can be added as needed when you complete the workplan online. Use the table above to draft some ideas. You will have sufficient space to describe your activities in the online workplan. Please consult the workplan guidelines on the next page.					

**Please Note:** You do not have a sequential task entitled 'Photo monitoring, "success story" development'. To add this text to the field below, [click here](#).

The next section of the application is the workplan.

### The 2014 Grants will be 24 months.

Here is an example of several entries for a workplan. Many groups like to start their application by completing the workplan first – this helps them think the project through in specific steps, and then the budget breaks down the project by dollars needed.

Some of the tasks that you describe here will only require a few words. Other may need a sentence or two.

For the project timeframe you'll be giving an estimate of how long tasks will take, and during what part of the grant period they will occur. Depending on the start date for the grant, activities may shift because of weather, or if certain people aren't available during fire season, and so forth.

You will list the responsible party and you can also include who will be participating. Like "project coordinator and volunteers". Make sure you include administrative activities in the workplan.

In describing the outcomes (results), make sure they are measurable.

## Acreage and Project Deliverables

**Q: How many fuels treatment projects will you conduct with funds from this grant?**

*Fuel treatment projects may be split by a variety of conditions. Some applicants separate their fuel projects by location, treatment type, timing, landowner, contractor or fuel type. Indicate if your project is more than one fuels reduction project.*

**Q: How many total acres is your fuels treatment project?**

*What is the size (in acres) of your project area? The “footprint” of your project is the area where planned treatment(s) will occur on the ground. It does not include access and egress to the project.*

How many fuels projects you will conduct with grant funds? Fuel treatment projects may be split by a variety of conditions, such as location, treatment type or landowner. There's no benefit to having more or less, but it should make sense in the project context.

The next question gives the total acreage of your project. We collect acres by treatment type in another question, but this is just the total project area. This is autofilled from the snapshot.

## Deliverables and Values Protected (part 1)

### Community Assessment Wildfire Planning

Community Risk Assessment

Community Wildfire Protection Plan

Fire Management Plan

**SUBTOTAL COMMUNITY ASSESSMENT****WILDFIRE PLANNING**

Federal Quantity Projected	Federal Cost	Match Quantity Projected	Matchin g Cost
----------------------------------	-----------------	--------------------------------	-------------------

	\$ 0		\$ 0

### Information/Education

Workshops/Training Sessions

Outreach/Education Programs

Education/Information Products

**SUBTOTAL INFORMATION/EDUCATION**

	\$ 0		\$ 0

### Fuels Treatment

Preparation for Treatment

**SUBTOTAL PREP FOR TREATMENT**

acres	\$		\$
-------	----	--	----

For the deliverables table you will list the materials and results that will be produced by your grant and the federal and match costs that are linked to those. The table uses only whole numbers. This is very important information and you will report on these as your measurable targets if funded.

**There are four general categories and those are:** Community Assessment and Wildfire Planning, Information and Education, Fuels Treatment and Values Protected

### **Community Assessment and Wildfire Planning**

Enter 1 for each plan you will be creating.

**Education and outreach** products are workshops, mailings, billboards, videos, etc. There are specific instructions in the links within the online Application. These are typically counted as 1 for each type of product. For example if you made one radio ad and one evacuation route map to mail out, each of those would count as 1 for a total of 2. If you are doing a workshop or training, it's a good idea to include some funds in your budget for advertising.

If you are planning to develop an education or outreach program consider networking with other fire safe councils or local groups in other areas because they may have already done some of the work you are planning and can give you at least a structure or templates for projects. A good example is the Butte County Fire Safe Council's packet of teaching materials for sixth graders. Other organizations have adapted these materials for their communities.

### **Monitoring**

Monitoring is also part of the deliverables table. You should include "1" here and there may be a cost associated with it for things like taking photos, tracking documentation or meeting for a site visit.

## Deliverables (part 2)

### Hazardous Fuel Treatment Deliverables:

- Mechanical Treatment:
  - Lop and scatter, machine pile, mastication/mowing, thinning, thinning – tree felling & removal
- Prescribed Fire:
  - Broadcast burn, fire use, hand pile burn, jackpot burn, machine pile burn
- Other Treatment:
  - Chemical, biological, browsing
- Total Fuel Treatment Acres and Cost
- Mechanical Treatment with by-products utilized:

If you are doing a hazardous fuel modification project, under fuels treatment you can select from these main categories:

**Preparation for treatment:** activities undertaken to prepare the area for fuels treatment.

**Mechanical treatment:** work that manually removes or modifies fuel.

**Prescribed fire treatment:** to attain planned resource management objectives.

**Other treatment:** using chemicals and/or biological methods like grazing.

For fuels projects, you will list acres based on treatment type. For example if you have a 10 acre project and you are going to graze the whole area and then do hand piling on half of it, you would fill in 10 under grazing, 5 under hand piling, and the total at the bottom would automatically tally to 15 acres, even though your total project area is just 10.

Preparation acres also need to be counted. Preparation might include such activities as flagging site boundaries marking hazards, identifying “protection zones” and/or sensitive plant species, marking trees, taking down fencing, spreading paper to cover piles for pile burning, etc.

This may seem like “double” or “triple” dipping, but is actually an accurate measurement of the number of times each acre is “touched” during your project. So your project might turn out to be 30 or more legitimate acres of various treatments.

There is a description of the treatment types in the appendices. Don’t lump everything you are doing into the category that seems the most general. For example if you are going to thin trees,

## Values Protected

**Homes Protected:** The total number of homes that are directly (such as defensible space) or indirectly (such as a fuel break) protected from wildfire.

**Community members protected:** The total number of individuals living in the community that are protected from wildfire by your project.

**Property protected:**  
The total value of property protected from wildfire by your project.



Plumas County Fire Safe Council

How to quantify the values protected can be challenging.

Even after fuel reduction has been done a home's survival still may depend on the weather and the fire behavior and the construction. So a nearby treatment doesn't guarantee that a home won't burn, but if the likelihood of that home surviving a fire has been increased, then that result should be counted.

Consider the effect that a fuel break or education effort may have on the homes in your area. The best way to determine this is to ask a fire suppression person who is familiar with the area what the effect would be if there was a fire. Be realistic and consistent about what is being protected.



## Project Inclusion in Planning Documents

**Q: In what type of plan is the project, or area to be addressed by the project, identified (check all that apply):**

Community Wildfire Protection Plan (CWPP) (check one)

- ☐ Approved
- ☐ In process

Please identify the title of the CWPP:

DMA 2000 Local Hazard Mitigation Plan check one)

- ☐ FEMA approved
- ☐ Submitted to and being reviewed by FEMA
- ☐ Reviewed by FEMA and sent back for editing
- ☐ Reviewed by FEMA, FEMA approval pending local adoption

Other: Name of plan and contact information:

**Q: Please provide the priority in the plan and the page number where the project is listed.**

The proposed project or the problem/area it addresses should be identified in a plan such as a Community Wildfire Protection Plan (CWPP) or its equivalent. Projects that are in a planning document will rank higher. There is additional information included with this question online such as contact info for the plan and a place for additional comments.

Tell us when your plan was last updated. Some groups update their plans annually and other update every few years.

If your project is to create a CWPP, you will choose the “in progress” option and give a description/explanation in the comments.

To find out if your project or the area to be addressed by your project is in an existing CWPP, contact your local fire department, local government or local forester. Also, links to some CWPPs are available at: <http://www.cafirealliance.org/cwpp/> .

To find out if your project is in an existing DMA 2000 Local Hazard Mitigation Plan, contact your local department of emergency services. To find out if your project or the area to be addressed by your project is in another type of plan, contact your local fire department, land management agency, utility district, etc.

We also want to find out what priority the project is given in the plan and where the project is mentioned.

## WUI Definition and Fire Hazard Severity Zone

**Q: Does your CWPP or equivalent planning document define the Wildland Urban Interface boundaries?**                      **Yes      No**

*If Yes, Is the project located within this defined Wildland Urban Interface Area?*

*If no, is your project located in a Cal Fire Fire Hazard Severity Zone? If yes, complete the Fire Hazard Severity Zone question.*

**Q: Fire Hazard Severity Zone (FHSV):**

*Check the appropriate box(es). Find your project's fire hazard severity zone at:*

*[http://www.fire.ca.gov/fire\\_prevention/fire\\_prevention\\_wildland\\_zones.php](http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland_zones.php)*

*or <http://www.myplan.calema.gov>*

- ☐ Very High Severity Zone
- ☐ High Severity Zone
- ☐ Moderate Severity Zone

Most of the projects funded through CFSC are in the State Responsibility Area so this question tracks which of the fire hazard severity zones you are in. You can use the link listed there to find which zone you are in or you can select multiple zones.

You can also use the map in the my plan link on the Cal EMA website or the link to the Cal Fire website.

Fire Hazard is a way to measure the physical fire behavior so that people can predict the damage a fire is likely to cause. The fire hazard model considers the wildland fuels. Fire hazard measurement includes the speed at which a wildfire moves, the amount of heat the fire produces, and most importantly, the burning fire brands that the fire sends ahead of the flaming front.



## Communities At Risk

**Q: Select the 3 closest Communities At Risk that are near your project boundaries.**

*Online, you will be presented with a menu of Communities At Risk. Please select only the 3 closest Communities at Risk that will be affected by your proposed project. You can find a list of Communities At Risk at [http://www.cafirealliance.org/communities\\_at\\_risk/](http://www.cafirealliance.org/communities_at_risk/).*

**Q: List communities within 3 miles of your project area, other than Communities At Risk, that your project will improve wildfire survivability in.** *If communities other than those in the Communities At Risk section will benefit, list below.*

**Q: List Firewise Communities that are within 3 miles of your project.** *A list is available at [http://submissions.nfpa.org/firewise/fw\\_communities\\_list.php](http://submissions.nfpa.org/firewise/fw_communities_list.php)*



Please be aware that some of the information we collect is for the purpose of evaluating and awarding grants and some of the information that we collect is for the purpose of reporting the potential impact of these projects whether they are funded or not.

Please note that “Communities at Risk” is an official list, which can be found on the California Fire Alliance website; although you may consider locations in your project list to be “at risk” you may not include them on this question unless they are on the official CAR list.

Listing as many communities as possible near your project does not necessarily make your grant more competitive. This is an evaluation tool that can show how communities are being served by the projects that are funded, and what the potential benefit would be if additional funds were made available.

A list of Firewise communities is available at [http://submissions.nfpa.org/firewise/fw\\_communities\\_list.php](http://submissions.nfpa.org/firewise/fw_communities_list.php)

## Communities Directly Affected

**Q: List communities that are directly affected by your project's deliverables.**

- a) Prevention and Education Programs
- b) Hazardous Fuel Reduction Projects
- c) Fire Management Plans, Risk Assessments or Equivalents

**Q: Estimate the number of people who will be contacted by your project's deliverables.**

- a) Prevention and Education programs
- b) Hazardous Fuel Reduction projects
- c) Fire Management plans, Risk Assessments or equivalents

**Q: Estimate how many people (such as in planning, fuels reduction, environmental compliance, project management, etc.) will you employ with this project? Include estimates for both applicants and co-applicants.**

Salaried employees:

Contractors:

List the communities by name and provide a total for each project deliverable. If the community receives more than one (1) service, list them in all applicable categories.

There are a variety of methods by which your project deliverables reach your audience. Consider the number of people who will be contacted about your project through meetings, educational mailings, email lists, homeowner participation, or other events.

Now you will describe the staffing and employment specific to this project. Count the number of different people working on the project from your organization and fiscal sponsor if you have one. Count anyone who is working on the project, even if they are only spending part of their time on it. Then give the number of contractors that will be involved in the project. Be sure to include people involved in planning or administration as well, such as surveyors, foresters, CPAs etc.

## Fire Regime and Condition Class

**Q: Condition Class:**                      1              2              3

*Check the appropriate box(es). Find your project's condition class at: <http://www.frcc.gov> or at CDF <http://frap.cdf.ca.gov/data/frapgismaps/select.asp> or review the appendices.*

**Q: Fire Regime:**              I              II              III              IV              V

*Check the appropriate number. Find your project's Fire regime(s) at: <http://www.frcc.gov> or review the appendices.*



The next two questions are about fire regime and condition class. These two questions are not scored in the application, but they help us understand what impact your projects are having on fire conditions.

The number describing your fire regime tells us what type of fire is characteristic in your area historically. There are descriptions of what these numbers mean in the appendix and also at these websites. Condition class tells us how much change in the fuel conditions has altered the natural fire regime.

There are a couple of links with the application's instructions of how to identify your condition class and this is also a good question to ask your local agency people.

## Project Location

### Project Location

45. Latitude:  N Longitude:  W

46. Is any part of your project on federal land or on land leased by the federal government? If yes, please check which federal owner and identify the name of the property.

Explain:

47. Is the area impacted by your project at risk from fire originating on federal land?

☒ Yes ☐ No

*If you click latitude or longitude on the application you will be taken to the itouchmap.com website. You may use other map resources to answer the question as well.*

**Other Map Resources:**

<http://www.usgs.gov>

<http://www.myplan.calema.ca.gov>

If you click on “latitude” or “longitude” in the online application, you will be linked to <http://www.itouchmap.com>

### Instructions for using itouchmap.com:

For planning or outreach projects, select the “latitude longitude” button at the top of the page. Enter an address which represents the community in which you will be working. The site will place a marker on the map in that location and display the latitude and longitude coordinates above the marker.

For fuel treatment projects, zoom to the project location and click in the middle of the project area to place a marker there. Click on the marker to display the latitude and longitude coordinates.

### Projects on Federal Land

NO FEDERAL LANDS INCLUDING PERMIT AREAS may be included. Fuel treatment on federal land around cabins that are leased is not eligible.

# Federal Adjacency

ment

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47. Is the area impacted by your project at risk from fire originating on federal land?

☒ Yes ☐ No

If **yes**, which federal land? If **no**, skip to question 48.

☐ a. USDI Bureau of Indian Affairs

☐ b. USDI Bureau of Land Management.

☐ c. USDI Bureau of Reclamation

☐ d. USDI National Park Service.

☒ e. USDA Forest Service.

☐ f. USDI U.S. Fish & Wildlife Service.

☐ g. Military Installation.

Bakersfield  
Barstow  
Rishon  
CDD

Select nearest park, monument or recreational area in California  
Cabrillo National Monument  
California National Historic Trail

Klamath National Forest  
Lake Tahoe Basin Management Unit  
Lassen National Forest  
Los Padres National Forest

Select nearest refuge  
Antelope Dunes National Wildlife Refuge  
Ritter Creek National Wildlife Refuge  
Blue Ridge National Wildlife Refuge

Name:


How far is your project from federal lands?

☐ 0-3 miles ☐ More than 3 miles

If your project is for education or outreach, you may select “no”. It’s most likely a yes answer if you are directly next to or surrounded by federal land.

Again for this question you can use the map resources from the previous slide if you are not sure about your adjacency. If you are not sure, this is one of those questions to consult with your local fire agency contact about. The reviewers look at everything about the context of the project and many projects get funded that are not near federal land but meet the program criteria in other ways, so answering no will not necessarily make your proposal less competitive.

# Project Location

Testing Environment  **FIRE SAFE CALIFORNIA  
GRANTS CLEARINGHOUSE** [My Home](#) | [My Account](#) | [Log Out](#)  
[Overview](#) | [FAQ'S](#) | [Resource Center](#) | [Grant Programs](#)

48. Congressional District

Congressional District number(s)

**CALIFORNIA** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15  
☐ 16 ☐ 17 ☐ 18 ☐ 19 ☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24 ☐ 25 ☐ 26 ☐ 27 ☐ 28 ☐ 29 ☐ 30  
☐ 31 ☐ 32 ☐ 33 ☐ 34 ☐ 35 ☐ 36 ☐ 37 ☐ 38 ☐ 39 ☐ 40 ☐ 41 ☐ 42 ☐ 43 ☐ 44 ☐ 45  
☐ 46 ☐ 47 ☐ 48 ☐ 49 ☐ 50 ☐ 51 ☐ 52 ☐ 53

[Click here](#) to select all congressional districts. [Click here](#) to de-select all congressional districts.

**NEVADA** ☐ 2

State Senate District number(s)

**CALIFORNIA** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15  
☐ 16 ☐ 17 ☐ 18 ☐ 19 ☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24 ☐ 25 ☐ 26 ☐ 27 ☐ 28 ☐ 29 ☐ 30  
☐ 31 ☐ 32 ☐ 33 ☐ 34 ☐ 35 ☐ 36 ☐ 37 ☐ 38 ☐ 39 ☐ 40

[Click here](#) to select all state senate districts. [Click here](#) to de-select all state senate districts.

**NEVADA** ☐ 3 ☐ 4

Similar check fields are included in questions 48 and 49 for State Assembly/House District and County

If your project straddles the line between districts, select the one that is most applicable but if it's split evenly you may select more than one.

The entire question is not shown on the slide so you will also be asked to check boxes for County and State Assembly District as well.



## Fuels Treatment

### **Q: Is this a fuel treatment project?**

- Look at the deliverables table if you aren't sure
- The next section applies to fuels treatment projects



If you are planning a hazardous fuels treatment project you will answer yes and the fuels treatment section of the application will open.

If you are not doing a fuels treatment project you will skip to the budget detail.

Even if you're not doing a fuels project for this cycle it's still good to see what the application looks like in case you do one in the future.

For projects that involve some sort of ground disturbance, you have to be in compliance with federal, state, and local environmental laws that apply.

We've eliminated many of the environmental questions that were in the application. These questions are now being asked only if your project is preliminarily selected. We've included a form that shows the additional questions in the appendices and we recommend you make sure you can answer those questions before you submit the application.

## Environmental Compliance

**Q: All ground disturbing projects (all fuels projects) must be reviewed for compliance with certain environmental regulations. Have any biological or environmental assessments been completed for the project area?**

- ☐ California Environmental Quality Act (CEQA)
- ☐ National Environmental Policy Act (NEPA)
- ☐ Endangered Species Act (ESA)
- ☐ California Endangered Species Act (CESA)
- ☐ Migratory Bird Treaty Act (MBTA)
- ☐ National Historic Preservation Act (NHPA)
- ☐ Bald and Golden Eagle Protection Act
- ☐ Other

If the project area has already been evaluated and you have the documentation, check the ones that apply because at that point the federal agencies' biologists and/or archaeologists may just need to do a quick check to see that the previous review is still valid. In the application you will also indicate who completed the review and the date.

The federal environmental laws (ESA, MBTA, and NHPA and the Bald and Golden Eagle Protection Act ) are triggered by the fact that these projects are federally funded even though they are mostly on private land, so these acts will be the focus of the federal review of your project. The Park Service, Fish and Wildlife Service and BLM do the preliminary review for their agency-funded projects; the BLM also reviews projects funded by the Forest Service.

Depending on the type of project you are doing, and who is involved there are varying levels of environmental review that need to be done. This is also something that you should plan ahead for as you are writing your grant application, such as including funds for archaeological or biological surveys. These can be paid for with grant funds, and if you find that you don't need surveys, after notifying your Grant Manager of the budget change, the funds can be used on the ground.

NEPA doesn't apply to Clearinghouse grants because a federal agency is not making the funding decisions.



If you're in California, CEQA may apply as well as other state and local laws. Discuss requirements with local or state agencies that you are working with.

If your project is listed in a CWPP and there was an EIR produced for that document, your project may be covered by that EIR. Other local or state agencies or utilities may have also done work in this area that required environmental review. Ask around and you may avoid having to reinvent the wheel.

The recipients are responsible for compliance with all other environmental laws – state, county, local etc.

If your grant is funded we conduct a pre-award workshop, where the environmental review process is covered in greater detail. There's also more info in the appendices.

Don't begin work on the project until you receive a confirmation from CFSC that the environmental review has been completed. You will also receive a letter explaining the need for any project modifications or constraints such as waiting for birds to complete nesting.

## **Environmental Compliance - Biological Review**

### **Endangered Species Act**

### **Migratory Bird Treaty Act**

### **Bald and Golden Eagle Protection Act**

- Your project may include species or habitats that require protection.
- Record Searches or Surveys may be required to map the location of species or determine whether they are present in your project area.



#### Endangered Species Act

Background: Some species of fish, wildlife and plants are now extinct “as a consequence of economic growth and development unchecked by adequate concern and conservation.”

Purpose: To provide best management practices for your project with the intent to conserve ecosystems upon which endangered and threatened species depend

Considerations: Record searches or surveys for listed species prior to project implementation may be required. Consult with your local CAL FIRE or contract county vegetation management coordinator or pre-fire engineer when planning your project.

#### Migratory Bird Treaty Act

Background: Studies show decline in bird populations and habitat.

Purpose: To protect and enhance the populations and habitat of more than 800 species of birds that spend all or part of their lives in the United States.

Considerations: Record searches or surveys for listed species prior to project implementation or avoidance of work during nesting season may be required. Consult with your local CAL FIRE or contract county vegetation management coordinator or pre-fire engineer when planning your project.

#### Bald and Golden Eagle Protection Act

Background: Makes it a crime to directly or indirectly harm eagles.

Purpose: Protection of eagles and their habitat.

Considerations: Similar to Migratory Bird Treaty Act

## Environmental Compliance - National Historic Preservation Act

- Cultural Resources may be found within your project.
- Ground disturbance may require mitigations to protect cultural resources.
- Record searches or surveys may be required which must be completed by an archaeologist or a registered professional forester (RPF)



### National Historic Preservation Act

Background and Purpose: The National Historic Preservation Act of 1966 (16 U.S.C. 470 et seq.) (NHPA) established federal policy that guides many federal agency programs in historic preservation and the management of cultural resources.

Section 106 of the NHPA requires federal agencies take into account the effect of their programs and activities on historic properties prior to expending any funds. ACHP's regulations (Protection of Historic Properties) (36 CFR Part 800) prescribe how federal agencies are to identify, evaluate, and assess the effects of their *undertakings* on historic properties.

How does it apply: Funds disbursed by the California Fire Safe Council through grants to reduce hazardous fuels must comply with Section 106 NHPA regulations, particularly where activities involve ground disturbance. Public information and education program components of these grants are not undertakings under 36 CFR 800 and need not comply with the Section 106 NHPA regulations.

Considerations: You may be asked to provide record search documents and/or archaeological survey reports before proceeding with your project. An RPF may be able to help with these requirements.

## ESA/MBTA Review Process

Who	What	When
Applicant	Develops project Submits application	Application Phase
Review Committee	Selects project for funding, CFSC BOD approves projects for funding	Pre-Award Phase
CFSC	Notifies application that project has been selected for funding	Pre-Award Phase
Applicant	Creates project maps and submits to CFSC with pre-award materials, including environmental information	Pre-award Phase
CFSC	Completes pre award capacity review and sends application and project maps to BLM for review	Pre-Award Phase
BLM	Begins review of project for compliance with ESA/MBTA and NHPA	Pre-Award / Award Phase

These slides explain the timeframe and the persons/organizations responsible for fulfilling certain tasks during the federal environmental compliance review process.

If your project is awarded a grant, CFSC collects maps and additional environmental information from you during the pre award process. All the information for the grants from the current cycle is sent to the BLM in the case of Forest Service funded grants and they perform the federal environmental review.

The BLM may contact you directly with questions about your project or requests for surveys. It is your responsibility to complete the work and provide the information requested by the BLM. You can request grant funding to complete the requirements. Keep in mind that the BLM reviewers are working on many projects. They get through them all as fast as they can. If you know your project will be fast to review and clear, you may contact CFSC during the pre award and we'll work with the BLM to clear the projects that can be reviewed quickly.

## ESA/MBTA Review Process

Who	What	When
BLM	Continues to review project for compliance with ESA/MBTA and NHPA	Pre-Award / Award Phase
	Contacts grantee for additional information and/or preliminary requirements, if applicable*	Award Phase
Sub Recipient	Works with RPF or other qualified professional to meet these requirements (e.g. surveys for certain species, arch records search &/or survey)	ASAP!
BLM	Creates determination document with applicable mitigation measures and additional requirements, based upon review of project and any additional information provided.	Award Phase
	Sends determination to CFSC	
CFSC	Sends determination with cover letter to Grantee	Award Phase
Sub Recipient	Reads the CFSC notification and BLM determination closely. Follows all requirements and implements all mitigation measures listed.	

Once the pre award phase is complete and the sub award agreement has been completed, the grant period begins. At this point CFSC can transfer funds for environmental surveys.

CFSC will notify each sub recipient when the federal environmental compliance process is complete. CFSC will receive a document from the BLM with applicable requirements and mitigation measures that must be followed and implemented. Once the environmental review is complete CFSC can begin making grant payments for ground disturbing work.

## Registered Professional Foresters

- The Professional Forester's law requires that an RPF be used when managing forested landscapes.
- A California Registered Professional Forester (RPF) has the support of state laws, and the knowledge and experience to assist grant applicants in planning and executing hazardous fuel reduction projects in a way that complies with federal, state, and local natural and cultural resource protection laws and regulations, and in a way that accomplishes project objectives in the most cost-effective manner.
- The California Fire Safe Council recommends that grant applicants consider engaging a RPF to provide professional resource management expertise for hazardous fuel reduction projects.

CFSC Strongly recommends that you use the services of an RPF. Be sure to plan for those costs in your application budget.

If you are doing a significant amount of vegetation management and especially if you are managing forest land you should involve an RPF in planning your fuel treatment. Yes it can be a costly part of the project, but an RPF can assist with environmental surveys, define the most effective treatment prescription, complete timber harvest plan exemption documents if you plan to sell wood products from the project, and help address potential pest issues such as Sudden Oak Death, Bark Beetles, etc.

### How to Find a California Registered Professional Forester in Your Area

The Professional Foresters Registration office of the California Board of Forestry and Fire Protection maintains a current list of Registered Professional Foresters and Certified Rangeland Managers, by county. That list can be found on the Internet at:

[http://www.bof.fire.ca.gov/professional\\_foresters\\_registration/locate\\_a\\_rpf\\_or\\_crm/](http://www.bof.fire.ca.gov/professional_foresters_registration/locate_a_rpf_or_crm/)

The list is also available by mail from:

Professional Foresters Registration  
California Board of Forestry and Fire Protection  
PO Box 944246  
Sacramento CA 94244-2460  
Telephone (916) 653-8031

You can also contact Matt Diaz, Executive Officer, Foresters Licensing, Board of Forestry and Fire Protection, at [matt.dias@fire.ca.gov](mailto:matt.dias@fire.ca.gov) (916) 653-8031, for a current list of RPF's in California.



## **Dominant Vegetation**

**Q: What is the percent of dominant vegetation type at treatment site?**

*Enter the percent of the dominant type of vegetation in the project area.  
If you select “other,” be specific about the type of vegetation.*

% Chaparral

% Open or closed canopy mixed conifer forest

% Ponderosa

% Douglas Fir

% Pine Plantation

% Oak Woodland

% Other. Please specify:

**Q: If vegetation is to be modified, describe in detail.**

**Q: Describe the pre and post treatment site:**

These questions are used both by the review committee that selects the grants to find out what the project will do, and potentially by the environmental reviewers to find out how the habitat in the project will be affected.

The drop-down menu lists the general vegetation type. If you want to get more specific, you can choose “other”, and then describe your vegetation type.

Describe how the treatment will be performed, what type of equipment will be used, who will perform the work and how will they work on the project.

For the pre and post site description, don’t repeat what you listed for the vegetation modification question. This should be a more board description of the site which considers the habitat that is present, the type of fuels that are remaining, the access to the site, and other site related aspects of your project.

## Biomass

**Q: Will the project generate biomass?**

**Q: If so, what type and estimated quantity.**

- Saw logs (cubic board ft.)      Estimated volume =      Cubic Volume
- Chips (green ton)      Estimated quantity =      Green Tons
- Post and poles (lineal feet)      Estimated quantity =      Lineal Feet
- Fuel wood (for energy)      Estimated quantity =      Green Tons
- Firewood (cords)      Estimated quantity =      Cords
- Other- Specify:      Estimated quantity =      Units

**Q: Is the biomass being utilized?**



The products generated by fuel reduction can often be sold to offset some of the project cost. They do need to be reported as program income so contact CFSC if you are unsure about the reporting requirements and how to represent the program income in your budget.

Examples are firewood, chips for landscaping, or for use in a power plant if you have one nearby, or logs. Consider trading chips for extra acres of treatment from a contractor. Find ways to turn the wood products from the project into match or program income.

There is increasing interest on the part of the federal agencies in biomass utilization, so it is important to capture any relevant information with this question. However, your project is not penalized if you are not utilizing the biomass being generated.



<b>Budget Detail</b>				
<b>Cost Categories</b>	<b>(1) Grant</b>	<b>(2) Applicant</b>	<b>(3) Other Partners</b>	<b>(4) Total</b>
<b>a. Personnel (employees receiving W-2's)</b>				
Project Management/Education and Fuels - 7 hrs/wk x \$45/hr x 24 mo =	\$21,500	\$10,000		<b>\$31,500</b>
<b>b. Fringe Benefits</b>				
Health Insurance \$800 x 18% x 24mo=		\$3,456		<b>\$3,456</b>

The next section of the online application is the budget detail. All the grant expenses and match must be allowable under the federal grant regulations and adequately documented. More information on documentation requirements is provided in the appendices.

It's similar to the workplan form in which you add items line by line. There are examples here of the way that information should be shown in the budget. These are very simple examples but the sample application in the appendices has a complete budget example with more detail. It's okay to consolidate some items but if there are larger dollar amounts for things like supplies you should break them out by item. It's easy to have a budget that is too brief, hard to have one that is too detailed.

You can show federal costs and match on the same row if they are funding the same item. The personnel example shows that. Items can also have their own row if they are just match or just federal costs. The personnel example shows how much of the total employee's time is going toward the project. The Fringe example represents the proportion of the employee's time that is anticipated to be spent on the grant (18%).

"Personnel" should only be used by applicant organizations that have employees. Examples of personnel costs could be for employees of the recipient organization or crews made up of employees. Personnel expenses and match require specific record keeping for all employee activities, not just those charged to the grant. There is information of the requirements for documenting salary and wage expenses and match in the appendices.

Volunteers should be counted as "other" or "contractual" as applicable.

Benefits are listed for employees of the organization, not contractors.

Travel could be the cost of traveling to meetings and training or travel to the work site for employees or volunteers.

<b>Budget Detail</b>				
<b>Cost Categories</b>	<b>(1) Grant</b>	<b>(2) Applicant</b>	<b>(3) Other Partners</b>	<b>(4) Total</b>
<b>d. Equipment</b>				
Chipper – Bark Buster 3000	\$13,454	\$16,331		<b>\$29,785</b>
<b>e. Supplies</b>				
10 Chainsaw chains at 19 ea., gas and oil	\$440			<b>\$440</b>
<b>f. Contractual</b>				
Cal Fire/Inmate Crew for Rx burn: 226 x	\$678		\$3,873	<b>\$4,551</b>

For the Clearinghouse, equipment is defined as something tangible, lasting over one year and with a unit cost of \$5,000 or more. Some applicants request funding for chippers, which is one of the few expensive pieces of equipment that MAY be considered for a grant. Other types of vehicles, including trailers are not allowable. There is a specific process and form required if you propose an equipment purchase which is covered in the next slide.

When you use equipment as match, you can charge a use allowance, which is similar to rent, or you can count the depreciation that occurs during the time the equipment is used for the grant project. This would go into the contractual category. You can not count a chipper purchased as part of a federal grant as match.

Anything else that you would think of as equipment like chain saws or computers actually goes in the supplies category. That would also include things like spare parts and fuel. Even if you have more than \$5,000 worth of chain saws, their unit price will still be less than \$5,000.

The contractual category is typically the largest budget item in the grant. The example shown is for a CAL FIRE inmate crew which are commonly used for fuel reduction on Clearinghouse grant funded projects. The crew generates a high amount of match since their value is much more than the fee they charge.

Other items that go into the contractual line are contracted coordinator costs, fiscal sponsor fees, advertising costs, printing, website, contract fuel crew, rental costs for chippers or vehicles, fees for surveys, etc.

## Requirements if purchasing Equipment

- If you are planning on purchasing equipment with your grant funds, you **MUST** contact a Grant Manager **BEFORE** you submit your application.
- The applicant must conduct a cost/benefit study regarding the potential purchase, which would include surveying to see if there is available excess similar federal equipment; and comparison between leasing and purchasing the identified equipment, including comparison pricing.

If you plan to include an equipment purchase a cost/benefit study will be required as part of your application and there is a separate process that must be completed and submitted with the application.

Equipment purchases are discouraged; the requirements for tracking it after the purchase can be very burdensome, as well as the need to store it, maintain it, transport it, insure it, and train your personnel on how to use it. It is most often more appropriate to hire a contractor to do the chipping!

Equipment is treated specially in the federal grant regulations. If you purchase equipment as part of the grant, the cost share when you dispose of that equipment is the same as the cost share for the entire grant.

Be aware that you cannot give away any equipment that you purchased with federal grant funds. You cannot rent it to other parties at less than fair market value, or sell it without discussing with your Grant Manager, even if you are no longer using it. These limitations are more reasons why you should really consider using a contractor instead of purchasing equipment!

<b>Budget Detail</b>				
<b>Cost Categories</b>	<b>(1) Grant</b>	<b>(2) Applicant</b>	<b>(3) Other Partners</b>	<b>(4) Total</b>
<b>g. Other</b>				
Liability Insurance and Fidelity Bond for 24 months	\$900		\$700	\$1,600
<b>h. Direct Costs</b>	\$	\$	\$	\$
<b>i. Indirect Costs</b>				
		\$6,670		\$6,670
<b>j. Project Total</b>				
<b>j. Program Income</b>				

The “other” category can include items like postage, insurance, printing, meeting room costs, and permit fees. Homeowner in-kind contributions can also be listed in “other. There is a page in the appendices relating to the types of insurance you may need for a grant.

If you have an indirect cost rate approved by a federal agency you can use it but you will need to provide proof of the approved rate during the pre award phase, otherwise you will include your operating costs in one of the direct cost categories. If you don’t have an approved indirect cost rate, just leave this section blank.

Program Income that you anticipate generating goes in the budget as well. This is any funding that is generated as a result of the project such as cost shares that are charges for chipping or defensible space clearing. These costs are required to be used to further the objectives of the grant. Most projects do not generate program income because it makes the services more costly for beneficiaries but it can be useful to increase the funds available for the project since program income funds don’t have to be matched.

If you are considering generating program income as part of your project, contact a grant manager to make sure you are defining the program income properly and to find out if it is more appropriate to generate match instead of program income.

## Matching Funds Provided

**Q: Match amounts by all organizations providing match.**

Organization	Cost Category	Type of Match	Value
CAL FIRE	Contractual	In-Kind	\$3,873
Fauxhills FSC	Personnel	Cash	\$6,000

- May be cash or in-kind
- Must all be listed in the budget
- Must be relevant to the grant funded project
- Verifiable (documentation will be required)
- Not already counted as match for another grant
- Not from a federal source
- Conform to grant rules (OMB guidelines)

This is a general list of the criteria that your match contributions need to meet. If you are including cash that will be spent on the project as part of your match, list the category in which the match cash will be spent. When a grant is awarded, cash match is only reported once it is spent on something.

An “in-kind” donation is a contribution of time, service, or goods made and valued by a donor to help support the grant related operations or services provided to your organization. In-kind items are things like donated supplies, labor, donated office space, etc. For in kind donations, if someone is giving you a discounted rate for a service or material, you may count the additional amount it would have cost without the discount as match. You do need some way of documenting the discount. An example is the use of CAL FIRE inmate crews which have a value greater than what they charge. There’s information in the appendix on the value of CAL FIRE inmate crews.

Everything you list here in the match table must be included in the budget. It may be combined if you have multiple items from the same category but it should be easy for someone who is not familiar with the project to link the match items in the list to those in the budget.

Any match must be for things that support the completion of the project. They must be relevant. Things like feeding volunteers while they work are fine, but if someone donated shovels for example and the project is for education, you can’t count the shovels. All match must be allowable (no alcohol for example). The cost principles for federal grants contain details about the allowability of specific items.

Match cannot be counted for multiple grants and match cannot come from a federal source. In other words, federal agency participation is okay in the project, but the value provided cannot be counted as match.

If you are funded for your project, you will complete quarterly match and expense forms that verify the type of match (cash or in-kind), the source of match (board member, volunteer etc), how the match was used (cost category) and the date the match was expended. More information on match and documentation requirements, including sample match forms, is included in the appendices.

## In-Kind and Cash Contributions

All match share costs must be documented just like federal share costs.

- Employee match is documented the same as federal cost for salaries and wages
- Volunteers
  - Record hours, activities and dates of work
- Mileage, lodging, meals and incidental expenses can be counted using the General Services Administration rates.
- Receipts for items donated to the project
- Timing of match is an important consideration

Be prepared to document all match dollars the same way you would document federal dollars spent on the project and be able to provide this documentation to CFSC in a short timeframe if requested.

It is critical that those contributing match to your project understand the requirements for documentation of when the match occurred, what it was, the value, who made the contribution, and what grant it was for. See the appendices for examples of how to record match.

You may want to include mileage driven or travel for grant purposes either as a cost of your grant or as match.

You can search under General Services Administration and get there through your search engine. Independent sector and IRS rates are also sources for valuing in-kind costs.

Timing of match is listed here because the reporting of project match has become emphasized much more directly during the grant process. If you can, design your project so that you are using the matching portion of your project resources first or at least in tandem with the grant federal share. It is very difficult to justify advance payments for a master grant when many sub grants are not planning to report match until the very end of the project. The match is part of the grant budget and match activities are part of the scope of work.

## Application Package - Letters of Commitment

- **Letters of Commitment are required from all contributors of cash or in-kind match. LOCs must include:**

1. Letterhead or email with organization identification
2. A description and dollar value of the match provided and how it relates to the project
3. Contributor contact information
4. Timing of match provided and/or specific project
5. Type of match (cash or in-kind)

Send letters by mail with a cover letter which summarizes the match amounts and sources **to the appropriate Grant Manager** listed in the appendices.

Letter of commitment must either be on letterhead, signed by a person with authority to commit the organization's resources, or if the letters are coming from a third party (non applicant organization) they may be emailed to, and printed by the applicant for inclusion in the packet, as long as they contain all the other information listed above.

Letters of commitment are required for all match contributions listed in the application. The dollar value of in-kind contributions should be confirmed by the donor in their commitment letter. "LOCs" must be printed and mailed together in a packet along with a cover letter that summarizes all the values and contributors in the packet. The LOC contributors and amounts must match those listed in the application or the application may be disqualified.

Those letters will be mailed together with a cover letter from the applicant organization to your region's Grant Manager. The cover letter must include a list of all matching funds and in-kind contributions being counted toward the matching contribution of the grant.

**The LOC packet must be postmarked by the deadline in the RFA (September 17<sup>th</sup>, 2013). Faxed or emailed letters will not be considered!** If you want confirmation of delivery, purchase that service from your shipper.



## **Application Package - Fiscal Sponsor Agreement and Equipment Form and Cost Evaluation (when applicable)**

- **For those groups using a fiscal sponsor, your fiscal sponsor agreement must be included in the LOC packet. Your Fiscal Sponsor 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
- **If an equipment purchase is proposed, you must notify CFSC beforehand. There is a form and cost evaluation required.**

Because of its status as a legal entity, the fiscal sponsor organization is responsible for maintaining accountability for the grant funding. This means the fiscal sponsor must ensure that funds are used and documented appropriately. The fiscal sponsor cannot give funds to the applicant directly or by use of a credit or debit card. Payments made by the fiscal sponsor to the applicant for grant expenses must be through a reimbursement process or payments may be made directly to contractors according to a process that maintains proper documentation.

While the fiscal sponsor is receiving a grant for the applicant, the applicant organization, and any third party organizations that are involved are a part of the application, sub award agreement, and grant scope. Changes to the project must be coordinated between the applicant and fiscal sponsor so as to avoid disallowed costs or deviations from the project scope and budget.

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.

There is a sample fiscal sponsor agreement in the appendices.



## Application Initial Screening

1. Application on time.
2. Eligible organization.
3. Applicant submitted only one application.
4. Application is complete.
5. All commitment letters were received on time & submitted correctly.
6. Match amounts in commitment letters and application are consistent.
7. Applicant submitted a commitment letter, if providing match.
8. Fiscal sponsor agreement submitted on time if applicable.
9. Application dollar request does not exceed \$200,000.
10. If purchasing equipment, you have spoken with a grant manager and submitted a request.
11. Budget figures are accurate and match the funding request amount.

There will be an initial screening of your application to determine its eligibility and completeness before it is scored.

There can be one application per eligible organization, which must be on time and consistent with itself and the letters of commitment.

The Letters of Commitment in the packet must be clear and contain the required information.

Important Note: Applications that satisfy ALL of the above criteria will move forward to the Review Committee. Applications that do not meet one or more of the above criteria may be disqualified.

## Application Scoring Criteria

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 grant review and selection. This committee selects projects for funding.

*The 2014 scoring criteria are included in the RFA*

During the review process, the grant review committee uses the scoring criteria to score the projects, but that is not the only determining factor. Final project selection decisions must fit agency program requirements and budgets, and also provide for a reasonable geographic distribution of grant funds.

The review committee is a panel of 10-20 volunteers who have expertise in reviewing grants and in wildland fire protection issues. It includes members of state and local government, private companies, Calif. FSC board members, and local FSCs.

The CFSC Board of Directors then reviews the recommendations, determines which projects are to be funded, and approves the final list of selected projects.

The scoring criteria are included in the appendices.

## Submitting Your Grant Application

### Things you can do to submit successfully:

- Don't wait until the last minute
- Ask others to proof-read your application
- Check to see that the application responses are consistent
- Make sure cooperators understand their roles
- Have a grant manager read your application (well before the deadline)
- Complete your letters of commitment and mail them before the deadline
- Evaluate the application based on the scoring criteria
- Make sure the application is complete and was submitted completely not just saved

Don't underestimate how much time it will take to complete the application process.

Stuff that makes sense to you may not make sense to a reviewer, so have someone read your application who is not that familiar with it.

Don't submit an application for someone else or commit a person or organization to a project role without their understanding.

Have a GM read your application before the deadline. We can find things like expenses that are not allowable and other items that may disqualify your application. It's better to find them before it's too late.

You can receive emailed LOC's this cycle but you still must print them and get them to a mailbox. Get your match defined early and get those letters ready to go.

Score your application. Be the devil's advocate. Are there weaknesses in your application or things you need to explain? Think about how positive your project will be if you are funded and show the reviewers that in your narrative.

There are several steps to submitting your application online. If you can still open your application by clicking on the name, it is not saved. If you have submitted your application it will say "received by clearinghouse" followed by a date and time.

## Almost Submitting Your Grant Application

### **Circumstances where late applications MIGHT be accepted:**

- Problems with the clearinghouse programming such as fields not working properly or not being able to save or submit.
- Really bad luck such as hitting a deer on the way to the post office.

### **Applications will NOT be accepted if these things happen:**

- Wrong application submitted - No swapping applications
- Mistakes in the submitted application - No adding things
- Slow internet or power outage
- Almost submitted but didn't check the last step
- Your computer had a problem
- Forgotten documents or missing application packet

**We can't make exceptions even if it's just the next day or it's not fair to everyone else. The good news is there are ways to avoid all of these things!**

If you have problems getting the application submitted, the key is to document what is happening and take action before the deadline passes. Even if the problem was out of your control such as a problem with the clearinghouse website, if you don't call and we can't confirm it, we can't accept an application after the deadline unless there is clearly a reason you could not submit.

If you have problems with the clearinghouse programming such as fields not working properly or not being able to save or submit, call before 5 pm so a GM can investigate and document the problem. If you have a problem and don't call before 5 the application will not be accepted. If the phone's busy leave a message to show you called and explain the problem. Do not save modifications to your application after 5 PM. Your application will only be accepted if the saved time stamp is before 5 PM.

If you have really bad luck such as hitting a deer en route to the post office (but don't hit one on purpose), getting burglarized, etc., you might be given a chance to submit but verification will be expected just so it's fair to everyone who submitted on time.

If somehow your application packet gets lost, you can show that you did send it if you requested delivery confirmation from the post office. Forgotten documents. Incomplete application packets will not be accepted. Make yourself a checklist of the steps you need to take. Put reminders on your calendar.

If you submit the wrong version of an application you will not be able to make changes or submit a replacement so make sure you have the right one. The best thing to do is use the planning tool to complete the application off line and then have only one version in your clearinghouse account. This is another good reason not to have multiple accounts.

If you experience slow internet and power outages find an alternative location to submit from, submit early, or have a backup person who can sign in for you and submit. You can also call a GM to submit for you.

There are multiple places to click before your application is completely submitted so be sure to check your account home page to make sure you have completed the process.

If you have a problem with your computer, call CFSC before the deadline. We will work with you as long as you call in time.

## Where to Find Help:

RESOURCE CENTER at your home page via:

[www.cafiresafecouncil.org/grants-clearinghouse/resource-center/](http://www.cafiresafecouncil.org/grants-clearinghouse/resource-center/)

### APPLICATION HANDBOOK APPENDICES

Request for Applications (includes scoring criteria)

Frequently Asked Questions

Program Description and More

### CALL CFSC

Grant Manager contact info is in the appendices and on the web at [www.cafiresafecouncil.org](http://www.cafiresafecouncil.org)

The current cycle reference documents such as the planning tool, RFA, and application handbook are posted as they become available. There are also resources here to help you become more familiar with the requirements for documenting a potential grant.

The critical grant program and application information , including the scoring criteria are in the RFA which is online and in the appendices.

You can call CFSC grant managers to ask questions. It does not reflect badly on you as an applicant if you ask questions.

## 2014 Grant Cycle Application and Pre Award Timeline

<b>Call for Applications</b>	<b>July 17, 2013</b>
<b>Applications due on-line</b>	<b>September 17, 2013 5:00 PM</b>
Letters of Commitment and Fiscal Sponsor Letter due	September 17, 2013 (postmark)
Application Screening and Review	September 17 <sup>th</sup> to November 21, 2013
Preliminary funding notification	December 2013
Pre-Award Phase	From Notification until January 15, 2014
Initial payment from CFSC	After CFSC receives first advance payment from agency

Here is a summary of the next steps in the application process. The applications are collected and the initial screening is completed.

**Applications must be submitted online no later than 5 PM September 17<sup>th</sup>, 2013.**

**Letters of commitment must be submitted by mail or delivery service, and postmarked no later than September 17<sup>th</sup> 2013.**

Further information on letters of commitment is in the request for applications (RFA).

## Next Steps

- **If your project is NOT selected:** Your application will be retained in the Clearinghouse and may be a candidate for future funding if it becomes available in the current cycle.
- **If your project IS preliminarily selected:** You will receive a notice of preliminary funding decision with further instructions.

If your application is not funded right away, it remains in the Clearinghouse and can be considered if additional funding becomes available later in the year.

This has happened several times in the past so just because your project didn't get funded the first time around, don't give up hope!

Once approved for funding, there may be changes that must be made to your application (removal of items resulting in budget changes, etc.). If this is the case, you will need to revise your application; otherwise, it is automatically moved into our data base for further processing.

## What If Your Application Is Recommended For Funding?

- **Make sure you are ready to receive a grant from the Grants Clearinghouse:**
  - Read the pre-award report and assemble the documentation
    - If a fire protection agency, need to comply with NIMS
    - Prepare for environmental compliance
    - Submit maps
    - Be prepared to setup ACH payments with bank (need voided check)
  - Review the documentation requirements for federal grants and develop the required written policies and procedures to meet them.

The Pre-Award report is a good place to start if you are wondering what's next in the grant cycle. The form will ask you questions and prompt you to submit additional documentation about your organization's capacity and business processes as well as project maps, verification of non-profit status, proof of insurance, etc.

More information on the pre award process can be found in the appendices.



## **Before you go...**

Thank you for helping to protect  
your community!



If you have questions about the application ask them even if it  
seems like you are the only one who is confused!

Read the RFA and use the application planning tool.

**Thank You and Good Luck!**

Please complete the training evaluation form  
and turn it in before you leave today.

Please consider your Grant Manager a resource as you work on your application. You are welcome to ask for guidance on administrative regulations and cost principles, assistance with project planning, and other program-related issues. Don't forget that your Grant Manager can read your application and review your Letters of Commitment prior to final submission to let you know whether there are any issues that might make your project unfundable. Just be sure to give the Grant Manager plenty of time – don't ask them to review your application on deadline day!

Are there final questions for today?



## **2014 Request for Applications (RFA)**



**California Fire Safe Council  
Request for Applications  
Grants Clearinghouse 2014 Competitive Grants Program**

**OVERVIEW INFORMATION**

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**Tentative Dates:**

**July 17, 2013** Issuance of Request for Applications. Grants Clearinghouse Opens

**September 17, 2013** Application Submission Deadline (5:00 p.m. PST) \*

*\*Please note the 5:00 p.m. deadline is a change from previous year's policies.*

**Synopsis of Grant Opportunity:**

The California Fire Safe Council is accepting applications for wildfire prevention grant funds through the U.S. Forest Service. Currently, there are no funds available for the Department of Interior agencies which include the Bureau of Land Management, the U.S. Fish and Wildlife Service and the National Parks Service.

Current grant funding may be used for hazardous fuels reduction and maintenance projects on non-federal land; development of community risk assessments, Community Wildfire Protection Plans (CWPP) and other planning documents; and prevention and mitigation education and outreach opportunities for landowners and residents in at-risk communities.

*This document is formatted for double-sided printing/copying to conserve paper.*

## WHAT'S NEW FOR 2014 Cycle

- **5:00 p.m. PST deadline for application submission.** *Please note this is different from previous year's policy.*
- Maximum grant award of \$200,000 per organization.
- Maximum number of grant submissions is 1 per applicant.
- All applications must have at least 50% match.
- Updated Written Request for Applications (RFA).
- Updated Grant Application Planning Tool.
- Revised scoring criteria.
- Continued focus on National Cohesive Wildland Fire Management Strategy
- Projects must be linked to or aligned with the California Forest Action Plan.
- A Fiscal Sponsor may submit 1 of its own application(s) for a maximum of \$200,000. The Fiscal Sponsor may provide sponsorship for up to 3 organizations for a total amount not to exceed \$200,000.

The 2014 Request for Applications consists of three parts:

- **Part I** (this document) contains information on the funding opportunities and the application process. Once you finish reading this RFA, you may begin working on your application at <http://www.cafiresafecouncil.org/grants-clearinghouse/> on or after July 17, 2013, or you may download Part II, the application planning tool (*you are encouraged to review all three parts of the RFA before beginning your application*).
- **Part II** is a grant application planning tool designed to assist prospective applicants. The planning is a Microsoft Word file with all of the grant application questions and instructions. This file allows you to work on your application offline, save your work and spell-check your responses. When you are ready to apply online, you may cut and paste your information from the planning tool to the Grants Clearinghouse application.
- **Part III** (found at <http://www.cafiresafecouncil.org/grants-clearinghouse/>) contains examples of documents your organization may need to submit with your application (i.e., Fiscal Sponsor Agreement letter, Letters of Commitment, Letters of Commitment cover letter).

**Good luck!**



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## THINGS TO REMEMBER

### Letters of Commitment

Letters of Commitment are required from all partners contributing funds or in-kind services to an applicant's proposed project. Letters of Commitment shall be sent by the contributing partner to the applicant. Applicants themselves must also provide a Letter of Commitment if they propose to contribute match to their project. Applicants are strongly encouraged to provide their own match towards the project to demonstrate community interest and involvement.

### Fiscal Sponsor Agreement

Unincorporated groups/organizations must have a Fiscal Sponsor. These applicants must submit a Fiscal Sponsor Agreement with their Letters of Commitment. The Fiscal Sponsor Agreement is a written and signed document on the Fiscal Sponsor's letterhead indicating the Fiscal Sponsor will act on behalf of the applicant to receive, spend and otherwise manage the grant funds and property assets associated with the applicant's grant project in accordance with applicable federal, state and local laws and regulations.

Fiscal Sponsors may provide project management, financial management, or both for the grant. Fiscal Sponsors are subject to all federal regulations and policy requirements associated with the grant. Fiscal Sponsors will sign the subaward agreement with the unincorporated group(s). Fiscal Sponsors are required to carry insurance sufficient to protect the assets of the grant.

### Initial Review

All submitted applications will be reviewed for completeness. Only those applications that are complete will move forward to the Review Committee. The initial review criteria are:

- Was the application received on time?
- Is the applicant an eligible organization?
- Did the applicant submit one application?
- Was the application complete? (Were all appropriate questions answered and Letters of Commitment submitted correctly).
- Were all Letters of Commitment (1) received on time; (2) on organizational letterhead or email equivalent; (3) signed and (4) from the same sources listed in the application?
- Did the match/cost-share amounts in the Letters of Commitment equal the amounts in the application?
- If the applicant indicated they would provide match, did they submit a Letter of Commitment?
- If the applicant has a Fiscal Sponsor, was a Fiscal Sponsor Agreement submitted with the Letters of Commitment?
- Does the application request not exceed \$200,000?
- Is the budget accurate and the match projection consistent throughout the proposal?

*Applications that satisfy all of the above criteria will move forward to the Review Committee.*

*Applications that do not meet any one of the above requirements may be disqualified.*



## **PART I – CLEARINGHOUSE INFORMATION**

### **1. CLEARINGHOUSE BACKGROUND**

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The Grants Clearinghouse is a program of the California Fire Safe Council (CFSC). It is an online grant application process that makes it easier to find and apply for wildfire prevention grants to support community projects.

Federal agency members of the California Fire Alliance originally spearheaded the development of the Grants Clearinghouse to assist in the achievement of the National Fire Plan by facilitating an open, collaborative process for grant funding. The Grants Clearinghouse expands the playing field to more organizations by making it easier to find and apply for grants. It increases collaboration among agencies by sharing information and facilitating planning across agency boundaries and demonstrates California's needs and accomplishment to Congress.

The Grants Clearinghouse enhances existing relationships between communities and federal agencies, and helps create new relationships by expanding funding opportunities for eligible organizations and agencies alike.

All applicants are encouraged to apply in order to help demonstrate greater need throughout the State. Your organization submits an application to the Grants Clearinghouse. Applications are then reviewed by an independent Review Committee who recommends selected projects for funding. The CFSC Board of Directors then reviews the recommendations, determines which projects are to be funded, and approves the final list of selected projects. Eligible unfunded applications are placed on a hold list for one year. The California Fire Safe Council then monitors that hold list should additional funding become available throughout the year.



## 2. FUNDING OPPORTUNITIES

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### U.S. Forest Service State Fire Assistance (SFA)

#### PROGRAM & ELIGIBILITY INFORMATION

Funds are available for all fire management activities including training, planning, hazardous fuel treatments, and fire prevention education programs. This 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.

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

- Projects must be in the wildland urban interface (WUI) and protecting a [Community-at-Risk \(CAR\)](#).
- Projects must not be on Federal 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 will be used to implement actions and that utilize strategies within priority landscapes as articulated in the State of California's Forest Action Plan.

Hazardous fuel reduction proposals can include the purchase of needed supplies and tools (such as chainsaws, personal protective supplies, hand tools, etc.).

Applicants should be able to complete projects within a 24-month grant term. If funded, applicants will be required to report specific project accomplishments, including statistical data and narrative descriptions, and provide before, during and after photos.

#### PROHIBITED PROGRAM EXPENDITURES

Purchase of vehicles or heavy equipment such as tub grinders and other expensive assets will not be funded (suggest rental or lease of these items). Construction and purchasing land are not allowable under the State Fire Assistance Program.

#### 2014 FUNDING

- **Approximately \$5 million dollars in State Fire Assistance or "SFA" funds.**
  - These funds require a dollar for dollar or 50% cost share/match, which means the federal funding can account for up to 50% of the project's cost. The remaining 50% must come from non-federal sources and can include cash and/or third-party in-kind.



Total value of USFS projects selected for funding in FFY 2013: \$4.4 million  
Average size of USFS grants in FFY 2013: \$86,000

### 3. ELIGIBILITY INFORMATION

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#### A. Eligible Applicants

- Nonprofit Organizations
- Home/Property Owners Associations
- Native American Tribes
- Resource Conservation Districts
- Municipalities: Towns and Cities
- Institutions of Higher Education
- Joint-Powers Authorities
- Special Districts
- School Districts
- Counties
- State Agencies
- For-profit Companies
- Other (specify in the online application form)

Individuals are not eligible to apply.

Unincorporated groups/organizations must have a Fiscal Sponsor. These applicants must submit a Fiscal Sponsor Agreement Letter with their Letters of Commitment. (See Part III for a sample Fiscal Sponsor Agreement Letter.)

If the unincorporated group is selected for a grant, the Fiscal Sponsor will be responsible for receiving grant funds; paying bills; monitoring the applicant's expenditures; and ensuring the applicant implements the funded project. Fiscal Sponsors will sign the subaward agreement with the unincorporated group(s). Fiscal Sponsors are subject to all federal regulations and policies requirements associated with the grant. It is possible that the Fiscal Sponsor may need to perform an A-133 audit. The Fiscal Sponsor is also required to carry insurance sufficient to protect the assets of the grant.

The maximum amount of funding a single organization may receive is \$200,000.

Fiscal Sponsors may submit 1 application for their own organization and receive up to a total of \$200,000. Fiscal Sponsors may provide sponsorship for up to three (3) organizations for a total amount not exceed \$200,000.



## **B. Cost Sharing/Matching**

Federal funds received through the California Fire Safe Council must be matched with non-Federal funds.

The 2014 U.S. Forest Service State Fire Assistance funds require a 50/50 (dollar for dollar) match.

Cost share or match, may be in the form of cash or in-kind contributions. Match is subject to the provisions in federal regulations (see: 2 CFR 215 and OMB Circular A-102, as applicable).

Match 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 proper and efficient accomplishment of project or program objectives.
- They shall be allowable under the applicable cost principles in 2 CFR Parts 220 or 230.
- 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

Federal Title III (Secure Rural Schools) funds are allowable as match under some circumstances. Please consult with your county official that oversees its Title III allocation. Additional information about Title III can be found at: <http://www.fs.fed.us/srs/Title-III.shtml>.

Letters of Commitment are required from all organizations providing matching contributions to the applicant's proposed project. Letters of Commitment shall be sent by the contributing organization to the applicant. If the applicant organization will provide matching funds to the project, the applicant organization must submit its own Letter of Commitment.

#### 4. SUBMISSION INFORMATION

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##### A. Application Package

This announcement contains all narrative instructions to complete an application package and includes Web links to additional useful resources.

##### B. Form of Application Submission

- Applications must be submitted online by **5:00 p.m. PST** at <http://www.cafiresafecouncil.org/grants-clearinghouse/>. To submit an application, your organization must have an account with the Clearinghouse. To create an account, visit <http://www.cafiresafecouncil.org/grants-clearinghouse/> and click "Click Here to Register" on the right hand side of the screen.
- Letters of Commitment must be sent via US Mail or UPS/FedEx to the appropriate Grant Manager listed below.
- Letters of Commitment must be postmarked on or before September 17, 2013, for your project to be considered for funding. *If you would like confirmation that your letters were received by the California Fire Safe Council, please use a Return Receipt/Delivery Confirmation from the U.S. Postal Service or send your letters via UPS or FedEx with a delivery tracking number.* Due to the potential volume of inquiries, the California Fire Safe Council is unable to notify you that your letters were received, either by phone or email. Letters may not be submitted via e-mail or fax.
- The California Fire Safe Council is not responsible for Letters of Commitment that are sent to an incorrect address.
- If your organization is required to use a Fiscal Sponsor, you must submit a Fiscal Sponsor Agreement Letter with your Letters of Commitment (postmarked by the grant application deadline).

##### Pre-application assistance and communication:

Grant application workshops will be held throughout California and an online webinar will be available on the CFSC website. Please check <http://www.cafiresafecouncil.org/grants-clearinghouse/grant-writing-workshops/> for the date, time and location of a workshop or webinar near you.

Questions regarding this Request for Applications should be referred to the Grant Manager for your region. Please contact your Grant Manager no less than ten (10) days prior to the application deadline, if you would like the Grant Manager to review your application and/or Letters of Commitment for accuracy, completeness and eligibility according to the 2014 program guidelines. Such a review of your application and Letters of Commitment does guarantee that

your project will be selected for funding. Grant Managers do not select the grants nor are they involved in the approval process for the grants.

Grant Manager	Email address & Phone Number	Counties
Amber Gardner Acting/Interim Grant Manager & Clearinghouse Administrator	<a href="mailto:agardner@cafiresafecouncil.org">agardner@cafiresafecouncil.org</a> (800) 372-2350 phone 5834 Price Avenue, #101 McClellan, CA 95652 (209) 772-2119 fax	Los Angeles, Orange , Riverside, San Bernardino, San Diego, Santa Barbara, Ventura  <i>(Katie Martel will be on family leave during much of the 2014 application process. Amber Gardner will be acting as Grant Manager for Southern California during this time.)</i>
Liron Galliano Grant Manager	<a href="mailto:lgalliano@cafiresafecouncil.org">lgalliano@cafiresafecouncil.org</a> (888) 320-1159 California Fire Safe Council 5834 Price Avenue, Suite 101 McClellan, CA 95652	Alameda, Alpine, Amador, Calaveras , Contra Costa, Fresno, Inyo, Kern , Kings, Lake, Marin, Madera Mendocino, Mono, Monterey, Napa, San Benito, Sacramento , San Luis Obispo, Santa Clara, Santa Cruz, San Mateo, Solano, Sonoma Stanislaus, Tulare, Tuolumne, Western El Dorado, Western Placer, Yolo.
Dan Lang Grant Manager	<a href="mailto:dlang@cafiresafecouncil.org">dlang@cafiresafecouncil.org</a> (800) 257-7066 California Fire Safe Council 5834 Price Avenue, Suite 101 McClellan, CA 95652	Butte, Del Norte, Glenn, Humboldt, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, Trinity, Yuba;  Tahoe Basin: Eastern Placer, Eastern El Dorado, Douglas (NV), Washoe (NV), Carson City (NV).

### C. Letters of Commitment

- Letters of Commitment (LOC), and Fiscal Sponsor Agreement Letters if applicable, must be postmarked by the application deadline and sent via US Mail or UPS/FedEx to the appropriate Grant Manager in the table above. Letters submitted by e-mail or fax to CFSC will not be accepted.
- All organizations providing match/cost-share to a project must submit a Letter of Commitment detailing their matching contribution (i.e., project name, a description of the service(s) or item(s) provided, and the dollar value of the service(s), item(s), or donation).
- Letters of Commitment should be on organizational letterhead and signed by an organizational authority who can make such contributions. In the event that the organization is unable to produce such a letter, an email with the all of the information listed above will be acceptable. This alternative should only be in extreme circumstances. Please contact your Grant Manager for more information.



- If the applicant organization proposes to contribute match, the applicant must submit its own Letter of Commitment.
- A signed cover letter from the applicant organization must be submitted with the Letters of Commitment. The cover letter must include a list of all of the organizations providing match, including the applicant and the total dollar value of each proposed match contributions. (See Part III for a sample LOC cover letter.)
- Organizational names and proposed match amounts in the Letters of Commitment must match the organizations, and match amounts, listed in the LOC cover letter and in your online application.
- California Fire Safe Council is not responsible for Letters of Commitment that are sent to an incorrect address.

**D. Submission Dates & Times**

- **Application deadline: September 17, 2013 5:00 p.m. (PST)**
- Online applications must be submitted by **5:00 p.m. PST**, and LOCs must be postmarked by September 17, 2013.
- Applications received after the deadline specified above, for any reason, will not be considered for funding.
- Applications must be submitted online at <http://www.cafiresafecouncil.org/grants-clearinghouse/>
- Letters of Commitment must be mailed to the appropriate Grant Manager listed on page 10. Letters submitted by email or fax will not be accepted.

**E. Other Submission Requirements**

- No more than one (1) application per organization may be submitted.
- The maximum amount of funding a single organization may receive is \$200,000.
- Fiscal Sponsors may submit one (1) application for their own organization and receive up to \$200,000. Fiscal Sponsors may also provide sponsorship for up to three (3) organizations for a total awarding amount of \$200,000.

## 5. APPLICATION REVIEW INFORMATION

### A. Evaluation Criteria

Applications passing initial review (see page #4) will be scored by the Grant Review Committee—an independent, volunteer panel of experts in wildfire issues and grants evaluation—based on the criteria below. The Grant Review Committee recommends projects for funding to the CFSC Board of Directors. The Board then reviews the recommendations, determines which projects are to be funded, and approves the final list of selected projects.

Selected applicants must then successfully complete the Pre-Award requirements (see page #15) on time or the grant offer will be cancelled.

Scoring Criteria		Total Possible Points
1	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 Sponsor can feasibly add and complete an additional project without overtaxing its resources including staff workload.	5
2	The application appropriately addresses the wildland fire problem through fuels hazard mitigation, prevention education or planning within the project area.	5
3	The application demonstrates specific, advance planning for long-term sustainability following the conclusion of the grant period.	5
4	The project will ____ create, or ____ be linked to (check which option applies), an interagency Community Wildfire Protection Plan (CWPP), collaborative community fire plan or an equivalent.	5
5	The project will improve wildfire survivability in a community appearing on the current California Fire Alliance “communities at-risk” list.	5
6	The project is within the wildland urban interface (WUI) and is within an area designated by CAL FIRE as a “Very High Severity Zone”.	5
7	The application goals and objectives are consistent with and advance the National Cohesive Wildland Fire Management Strategy goals.	5
8	The application clearly describes how the project fits into the broad goals of the California Forest Action Plan by implementing actions that utilize strategies within priority landscapes.	5
9	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” is understood to mean relevant federal agency staff, local fire and/or other government agencies, and/or other sources of significant resources for proposed project.	5
10	Costs are reasonable in proportion to the proposed deliverables. The total amount requested is appropriate for the scope of the project. Staff costs (personnel/contractors/benefits) should be considered direct project expense.	5
Maximum number of points		50





**B. Important Dates (Subject to Change)**

**July 17, 2013** Issuance of Request for Applications. Grants Clearinghouse Opens

**September 17, 2013** Application Submission Deadline (5:00 p.m. PST)\*

*\*Please note the 5:00 p.m. deadline is a change from previous year policies.*

**6. AWARD ADMINISTRATION INFORMATION**

**A. Award Notices**

Funding decisions will be available on the California Fire Safe Council's website

<http://www.cafiresafecouncil.org/grants-clearinghouse/>. Date TBD.

**B. Administrative Requirements**

Grants made through this funding opportunity will be governed by the sub-award agreement between the California Fire Safe Council, the applicant organization and the Fiscal Sponsor, if applicable. The subaward agreement includes by citation all National Policy Requirements and appropriate federal regulations which must be followed (see table below).

It is strongly recommended applicants and Fiscal Sponsors thoroughly review the appropriate federal grant regulations before they submit applications. These regulations can be found online at <http://www.whitehouse.gov/omb/circulars> and <http://www.ecfr.gov>.

Organization Type	Cost Principles	Administrative Requirements
State, local or tribal governments	2 CFR Part 225	OMB Circular A-102
Non-profits	2 CFR Part 230	2 CFR Part 215
Institutions of Higher Education	2 CFR Part 220	2 CFR Part 215
For-profits	2 CFR Part 215	FAR 31.2

**C. Pre-Award Requirements**

*Do not submit these documents with your application. This list is not exhaustive and there may be additional documents required.*

If your project is preliminarily approved, you will be contacted by a representative from the California Fire Safe Council. At that time, you will enter the Pre-Award stage during which applicants and Fiscal Sponsors are asked to provide the documents and certifications listed below. Also as part of the Pre-Award process, applicant organizations and Fiscal Sponsors will be reviewed for financial and organizational capacity to manage the grant.

Pre-Award materials must be submitted within a short time frame. Failure to submit the documents and certifications on time may result in your grant offer being rescinded.

- IRS determination letter (for all 501 designated organizations, including nonprofit organizations, homeowners 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 your CPA (if available)
- Last two years' IRS Form 990 or 990EZ
- Copy of any audit reports prepared as a result of a visit by a federal agency
- Copy of your organization's by-laws (for nonprofit organizations and HOAs)
- Copy of your organization's board of directors roster (names, addresses, phone numbers and other contact information)
- Copy of your approved Federal Indirect Cost Rate agreement (for applicants claiming indirect expenses)
- Project maps (per specific requirements)
- Environmental reports from other agencies for projects on adjacent parcels (if available) **OR** a copy of a report from a previous grant for the same project area. (If no environmental clearance work has been done in the past, the current project will be reviewed for compliance with appropriate federal laws as part of the award process.)
- Copy of your organization's Drug-Free Workplace Statement (for applicants with employees)
- Copy of your organization's National Incident Management System (NIMS) adoption (for applicant's that are fire protection agencies)
- Certification of Debarment Status on form AD 1048 and copies of searches performed
- Salary Certification: If your organization has employees, it must follow the requirements of the appropriate OMB Circular and Cost Principles regulations related to salary.
- Organizations/Fiscal Sponsors must submit financial statements covering the six-month period preceding the Pre-Award stage (whether prepared monthly or quarterly)
- Certification of adherence to Title VI of the Civil Rights Act of 1964.
- Comply with a Financial Capacity Review before a final award offer can be made.

#### **D. Grant Reporting**

Periodic program and financial reports, a final report, and a detailed grant closeout report will be required as a condition of this award. This information, including due dates for reports, will be outlined in the official sub-award agreement provided to successful applicants.



Progress reports at stipulated intervals and final reports will be submitted online at <http://www.cafiresafecouncil.org/grants-clearinghouse/>.

Grantees are expected to complete the required reports on time and show adequate progress at each reporting interval. Failure to meet these requirements may result in withholding of grant funds and/or termination of the grant due to non-performance or lack of capacity.

In addition, grantees will be required to submit before, during and after photos of their project on a CD to their Grant Manager at the close of their grant and copies of relevant project materials created using grant funds.

Source documents corroborating project expenditures and matching funds may be required to be submitted with every progress report, and must match totals entered for that period on the progress report.

At the conclusion of the grant, grantees are required to return any unspent grant funds plus any interest earned above \$250 (for nonprofit organizations) or \$100 (for public or quasi-public entities). Additionally, the grantee will also be required to submit a CD copy of all grant materials.

#### **E. Mandatory Grant Management Workshop and Webinars**

Successful applicants are required to attend a grants management workshop. These workshops are held throughout the state and offered as an online webinar. Dates, times and locations will be posted online after the preliminary funding decisions are announced.

## **7. ADDITIONAL INFORMATION**

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### **A. Environmental Compliance**

All approved projects must undergo a mandatory review for compliance with the Federal Endangered Species Act (ESA); the Migratory Bird Treaty Act (MBTA); Bald and Golden Eagle Protection Act (BGEPA) and, the National Historical Preservation Act (NHPA). This is required of all approved projects—no exceptions. If specific mitigation measures or additional studies of the project area are required as part of the review, representatives from the federal agency will contact grantees directly. Grant funds may be used to pay for environmental and cultural compliance studies.

Projects funded through the Grants Clearinghouse are not subject to NEPA; however, they must still comply with the above-mentioned acts (ESA, MBTA and NHPA).



CEQA may apply to certain fuels projects. Consult with your CAL FIRE Unit Forester, or local county Forester, for more information.

Grantees are responsible for complying with all applicable state, local and special commission environmental regulations. Contact the appropriate state and local agencies for more information.

Failure to comply with any of the federal, state and local regulations may result in penalties.

**B. Indirect Costs**

To be eligible to charge indirect expenses to a grant, your organization must have a federally approved Federal Indirect Cost Rate Agreement. A copy of your current Indirect Cost Rate Agreement will be required if your application is approved for funding. (Note: very few applicants have such an agreement. Lack of this agreement should not be a concern.) If your organization does not have an approved Federal Indirect Cost Rate Agreement, your administrative and overhead expenses must be distributed throughout your budget.

**C. Insurance Requirement**

You must have sufficient insurance coverage to protect the assets of the grant (i.e., the amount of the grant award). Please consult with your insurance broker to determine the most appropriate policies for your project given the abovementioned requirement and the nature of the work being performed (e.g., general liability, Directors & Officers, Errors & Omissions, fidelity bond). Cost of insurance can be covered by the grant.

**D. Equipment**

Equipment is defined as a purchase of a tangible item with a unit price of \$5,000 or more and with a lifespan of more than one year. Equipment purchased with grant funds must be tracked by the California Fire Safe Council, as well as the grantee. Purchase of equipment with Clearinghouse grant funds is generally not encouraged, due to strict and lengthy monitoring requirements.

Applicants interested in applying for equipment purchases must contact a Grant Manager prior to applying to discuss the requirements. In order to request purchase of equipment, such as a chipper, you must conduct a cost benefit analysis regarding the potential purchase, which would include surveying to see if there is available excess similar federal equipment; and comparison between leasing and purchasing the identified equipment, including comparison pricing. The request to purchase equipment must be submitted in writing to a Grant Manager at the time of application.



## ACKNOWLEDGEMENTS

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The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.

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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.

**Is your organization interested in applying for a grant?**

**Take the next step!**

**Click the link below to access the Grant Application Planning Tool and the Sample Forms and Resources.**

<http://www.cafiresafecouncil.org/grants-clearinghouse/>

(If the above link does not work, cut and paste the address into your web browser.)



## **2014 Sample Application**

## Part II – GRANT APPLICATION PLANNING TOOL AND INSTRUCTIONS

***This document is for planning purposes only.***

***Do not submit this as your application.***

**Applications must be submitted online at:** [http:// www.cafiresafecouncil.org/grants-clearinghouse/](http://www.cafiresafecouncil.org/grants-clearinghouse/)

### 1. APPLICATION SNAPSHOT

a. Applicant Organization Name:	Mapdot Fire Safe Council
b. Fiscal Sponsor (Co-Applicant) Organization Name:	City of Wherzat
c. Project Name:	Wherzat West Side Fuelbreak
d. Funding Requested:	\$20,110
e. Matching Funds Provided:	\$31,030
f. Type of Project:	Education <input checked="" type="checkbox"/> Fuel Treatment Planning
g. Total acreage of project footprint(Fuels Projects Only):	12 acres
h. If this is an ongoing or maintenance project, identify the name and the grant number of the project under which the earlier parts of the project were funded.	Grant name: Wherzat North Side Fuelbreak  Grant number: 13USFS-SFA 0345

- Enter the name of the organization applying for funding.
- Enter the name of the organization that is acting as fiscal sponsor (co-applicant) for this project (If applicable). If your project is selected for funding, your fiscal sponsor (co-applicant) will be the authorized recipient of the grant funds.
- Enter the name of the proposed project (be descriptive and interesting).
- Enter the amount of grant funding you are requesting for this project.
- Enter the dollar value of matching contributions your organization and your partners will provide to this project. All applications are required to have a 100% match ( dollar-for-dollar)
- Check the boxes to indicate the type(s) of project you are planning. Example: Fuel Treatment and Education.
- Enter the total acreage of the project's footprint. The "footprint" of your project is the area where planned treatment(s) will occur on the ground. It does not include access and egress to the project.



## ORGANIZATIONAL INFORMATION

### 2. Organization Name

*Provide the name of the organization applying for funding.*

**Mapdot Fire Safe Council**

### 3. Organization Address

*Provide this information for the applicant organization.*

Address1: **PO Box 123**

Address2:

City: **Wherzat** State: **CA** Zip: **99999**

### 4. Primary Contact Person

*Provide the contact information for the person who will manage the project.*

First Name: **Roger** Last Name: **Dodger**

Phone: **555-555-5555** Fax: **555-555-5556**

E-mail: **rdodger1952@wayout.net**

### 5. Administrative Contact Person

*Provide this information for the person who will be the contact for administrative matters. This person will serve as a backup in the absence of the primary contact person. The Administrative Contact must be a different person from the Primary Contact.*

First Name: **Lotta** Last Name: **Workman**

Phone: **555-555-5557** Fax: **555-555-5558**

E-mail: **lwork@wherzat.gov.ca**

### 6. Type of Organization

*Select the appropriate entity. The applicant organization must have legal standing to apply for a grant from the California Fire Safe Council. If you are a Nonprofit, For-Profit or Other organization, you must be incorporated to do business in the State of California or the State of Nevada and you must have a Federal Employer Identification Number/Federal Tax Identification Number (FEIN/FTIN). If you do not meet these requirements, you must identify a fiscal sponsor that has legal standing to act as your co-applicant. If you are applying from a state agency, you must have spending authority; contact your budget office to learn more.*

☒ Nonprofit Organization



- ☐ Home/Property Owners Association
- ☐ Native American Tribe
- ☐ Non-Federal Government Agency – Please specify: City
- ☐ For-Profit Company
- ☐ Other — Please specify:

**7. If you answered “Nonprofit Organization” in question #6, under what section of the Internal Revenue Code is your organization incorporated (e.g., 501(c)(3), 501(c)(4), etc.)?**

*Refer to your IRS nonprofit determination letter for this information.*

**501(c)(3)**

**If your organization is a nonprofit, please provide your IRS number from your IRS nonprofit determination letter.**

**14-33445**

**8. Enter your organization’s Data Universal Numbering System (DUNS) number here:**

*Grant Applicants or their fiscal sponsor (co-applicant) must have a DUNS number to apply for a Clearinghouse grant. For information on obtaining a DUNS number go to <http://fedgov.dnb.com/webform>*

**968800449**

**9. Enter your Commercial and Government Entity (CAGE) code here:**

*You must register your organization with the US Department of General Service’s System for Award Management (SAM) program. The SAM program will issue a CAGE code when you complete the registration process. To create a user account and register your organization with SAM go to: <http://www.sam.gov/portal/public/SAM>*

**6HYJ8**

**10. Describe how your organization has the capacity to manage federal funds**

*Funders have a responsibility to give grants to organizations that demonstrate the ability to effectively manage funds and projects from start to finish. History and major accomplishments are indicators of organizational capability.*

- a. When was your organization formed or incorporated (Date/Year)?** **07/01/2010**
- b. Describe the roles and responsibilities of key staff and board members, and any volunteer staff.**

All members of the Board of Directors are volunteers. Board Chair conducts council business meetings. The Vice-Chair conducts meetings in the absence of the Chair. The Treasurer receives financial reports from the Fiscal Sponsor and presents them at the Board of Director's meetings. The Treasurer meets regularly with the fiscal sponsor's Accounts Supervisor to review financial activity. The Treasurer presents the fiscal sponsor's financial reports at Board meetings.

The Treasurer receives requests for purchases and consolidates them into the monthly financial report. These requests are reviewed and approved/denied by the Board of Directors, after which the Treasurer authorizes the purchase.

- c. Describe 2 major accomplishments achieved through federal grants (Indicate grant number and year) and 2 major accomplishments achieved through non-federal grants (such as donations or private grants). ). Our 2011 USFS-funded Ca. Fire Safe Council grant-funded a "Fire Works" project that resulted in hazardous fuel reduction on 45 acres immediately adjacent to an elementary through the use of prescribed fire. Then with our 2012 Fire Safe council grant we were able to masticate and burn another 55 acres, forming a treated buffer around the north side of the town. These two projects had the unexpected effect of drawing the citizens homeowners together, resulting in more trust of their neighbors and a greater willingness to work for the common good. This resulted in greater support for the fire safe council and more interest in eliminating hazardous wildland fuels in and around the town, and in maintaining the areas that had already been treated.

**11. Does your organization have a fiscal sponsor?**

*The applicant organization must have legal standing to apply for a grant from the California Fire Safe Council. If you are a Nonprofit, For-Profit or other organization, you must be incorporated to do business in the State of California or the State of Nevada and you must have a Federal Employer Identification Number/Federal Tax Identification Number (FEIN/FTIN). If you do not meet these requirements, you must identify a fiscal sponsor (co-applicant) that has legal standing to act as your financial administrator.*

☒ Yes ☐ No

**If you answer yes, please complete questions 12-20 on behalf of your fiscal sponsor (co-applicant). If you answer no, please skip to question 21**

**REMEMBER:** *If you have a fiscal sponsor (co-applicant), they must submit a fiscal sponsor agreement letter.*

**12. Fiscal Sponsor (Co-Applicant) Organization Name**

*Enter your Fiscal Sponsor (Co-Applicant)'s organizational name. If your project is selected for funding, your fiscal sponsor (co-applicant) will be the authorized recipient of the grant funds.*

City of Wherzat

**13. Fiscal Sponsor (Co-Applicant) Organization Address**

*Provide this information for the fiscal sponsor (co-applicant).*

Address1: PO Box 123

Address2:

City: Wherzat

State: CA

Zip: 99999

**14. Fiscal Sponsor (Co-Applicant) Contact Person**

*Enter this information for the person who will manage the grant fund. The fiscal sponsor (co-applicant) Contact must be a different person than the Applicant's Primary and Administrative Contacts.*

First Name: Marge

Last Name: Inoverra

Phone: 555-555-5559

Fax: 555-555-5510

E-mail: marge@mynet.net

**15. Fiscal Sponsor (Co-Applicant) Organization Type**

*Pick one from the menu. If the applicant organization does not have legal standing, than the fiscal sponsor (co-applicant) must. For example, if you are a Nonprofit, Profit or other organization, you must be incorporated to do business in the State of California or the State of Nevada and have a Federal Employee Identification Number (EIN).*

☐ Nonprofit Organization

☐ Home/Property Owners Association

☐ Native American Tribe

☒ Non-Federal Government Agency – Please specify: incorporated city

☐ For-Profit Company

☐ Other — Please specify:

**16. FISCAL SPONSOR: If you answered "Nonprofit Organization" in question #15, under what section of the Internal Revenue Code is your organization incorporated (e.g., 501(c)(3), 501(c)(4), etc.)?**

*Please refer to your IRS nonprofit determination letter for this information.*

If your organization is a nonprofit, provide your IRS number from your IRS nonprofit determination letter.

**17. Enter your organization's Data Universal Numbering System (DUNS) number here:**

*Grant Applicants or their fiscal sponsor must have a DUNS number to apply for a Clearinghouse grant. For information on obtaining a DUNS number go to <http://fedgov.dnb.com/webform>*

**4456779**

**18. Enter your Commercial and Government Entity (CAGE) code here:**

*You must register your organization with the US Department of General Service's System for Award Management (SAM) program. The SAM program will issue a CAGE code when you complete the registration process. To create a user account and register your organization with SAM go to: <http://www.sam.gov/portal/public/SAM>*

**6TYP9**

**19. Check the boxes for the types of services that will be paid for or donated by the fiscal sponsor for this project.**

**PAID FOR BY FISCAL SPONSOR**

- ☒ Maintain Accounting Records
- ☐ Prepare Match/Cost Share Reports
- ☐ Prepare Progress reports and Closeout Report
- ☐ Project Management
- ☒ Bid Solicitation and Contracting
- ☒ Other Accounting Services, such as Invoices or Work Orders
- ☒ Other (Please Specify) **Prepare monthly financial statements**

**DONATED BY FISCAL SPONSOR**

- ☐ Maintain Accounting Records
- ☐ Prepare Match/Cost Share Reports
- ☐ Prepare Progress reports and Closeout Report
- ☐ Project Management
- ☐ Bid Solicitation and Contracting
- ☐ Other Accounting Services, such as Invoices or Work Orders
- ☐ Other (Please Specify)

**20. Describe how your organization has the capacity to manage federal funds**

*A complete answer includes answers to a, b and c. Funders have a responsibility to give grants to organizations that demonstrate the ability to effectively manage funds and projects from start to finish. History and major accomplishments are indicators of organizational capability.*

- a. When was your organization formed or incorporated (Date/Year)? **07/01/1936**
- b. Describe the roles and responsibilities of key staff and board members, and any volunteer staff. **The City Treasurer is the Chief Financial Officer of the city. Treasurer and one half-time account clerk perform all financial duties except authorizing expenditures, which is done by the Mayor. Payment authorizations are prepared by the account clerk and co-signed by the Mayor and Vice Mayor.**
- c. Describe 2 major accomplishments achieved through federal grants (Indicate grant number and year) and 2 major accomplishments achieved through non-federal grants (such as donations or private grants). **In 1999 the city used federal grant funds to build a new \$5 million convention and visitor's center, and in 2008 we used revenue from a ½ cent city-wide sales tax increase to build a new main fire station.**

#### FINANCIAL INFORMATION

<b>21. Funding Requested</b> <i>Enter the amount of grant funding you are requesting for this project. This amount must match the amount in 1j of Question #56 Enter whole dollars (no cents). Do not use any punctuation.</i>	<b>\$20,110</b>
<b>22. Matching Funds Provided (all sources)</b> <i>Enter the dollar value of matching contributions your organization and your partners will provide to this project. This amount must match the total amount in Question #56. Enter whole dollars (no cents). Do not use any punctuation.</i>	<b>\$31,030</b>
<b>23. Total Project Cost</b> <i>Line 21 plus line 22</i>	<b>\$51,140</b>
<b>24. Percentage of Match to Total Project Cost</b> <i>Line 21 divided by line 22 multiplied by 100. A 50% match is required for grant submittal.</i>	<b>61%</b>

#### PROJECT DESCRIPTION

25. Describe the proposed project and how it addresses wildfire survivability in the project area. Briefly describe the project, how it will address and reduce wildfire hazards and the prescription for treatment.

- a. *What is the problem:* The community of Mapdot is a remote area almost 20 minutes from the nearest fire station, in Wherzat. There are frequent fires in the area due to lightning, and the vehicle fires along Highway 98. Homeowners have created 100 feet of defensible space around their homes, but fast moving wildfires spreading from adjacent wildland could still ignite homes. The forest and chaparral surrounding Mapdot has not burned in over 70 years
- b. *What is the prescription for treatment:* The fuel reduction portion of the project will be performed on 12 acres below the Mapdot community that is a strategic and high priority location for fuel reduction. A forester will be hired to prepare a fire hazard exemption and a prescription for thinning of trees within the project, and a tree faller will be hired to remove those trees. The wood produced will be sold as firewood to create program income for the grant. The residents will remove and stack the brush, and a chipping contractor will be hired to complete the brush chipping. The chips will be distributed over the ground to protect it from erosion. Any remaining large sticks or root balls will be piled and burned during the wet season. The proposed fuel break will tie into a power line that runs along the south side of the hill, and the two access roads that connect to the power line right of way and the Mapdot community.
- c. *How will this project reduce wildfire hazards in the project area:* The wildfire hazard will be reduced through the elimination of many tons of woody biomass, thus reducing the flame length and energy release that will result if a wildfire does become established within the treatment area. This in turn will slow the rate of spread, allowing more time for firefighters to arrive before homes are threatened. And even if the fire does approach structures, the reduced flame length and intensity will make it less likely that the structures will ignite.
- d. *How will the project be maintained after the grant is complete:* Once the trees have been thinned and the large diameter brush has been removed, the Fire Safe Council will coordinate a yearly rotation of maintenance for the fuel break. Brush will be cut every three years so that the fuel hazard remains low and the stems are small enough to be cut by hand. The stems will be chipped using the Chipwhiz 3" chipper/shredder purchased with the Fire Works 2008 grant.

**26. Describe what outreach efforts will be undertaken to engage the broader public in your project.**

*Briefly describe what types of educational activities or materials this project will utilize to engage community members, fire jurisdictions and elected officials in the project. Limit your response to 1,200 characters (approximately 200 words).* In addition to the hazardous fuel reduction work, the fuel reduction work will be the central focus of several community presentations on hazardous fuel reduction around structures, and will be featured in a pamphlet that will be mailed to dozens of residents in the communities surrounding Mapdot.

## 27. Sustainability

*Describe how this project will lead the community to investing (e.g., effort, funding, etc.) in making itself fire safe after the grant term ends. Please be specific and realistic. What type of community capacity will be developed to sustain this project in the long-term? What change do you hope to create in the community? For hazardous fuel reduction projects, how will the site be maintained to prevent the re-growth of hazardous fuels when the grant-funded portion of the project ends? Limit your response to 1,200 characters (approximately 200 words)*

The hazardous fuel reduction work will be the central focus of several community presentations on hazardous fuel reduction around structures, and will be featured in a pamphlet that will be mailed to hundreds of residents in the communities surrounding Mapdot. We also plan to start a campaign with the objective of instituting a permanent ¼% sales tax increase specifically to fund maintenance of areas where hazardous fuels have already been reduced, and to generate matching contribution funds for future federally-funded grant projects.

28. The three goals of the **National Cohesive Wildland Fire Management Strategy** are: Restore & Maintain Resilient Landscapes, Fire Adapted Communities and Wildfire Response. Please explain how your project advances these goals.

*Limit your response to 1,200 characters (approximately 200 words).*

Many of the “Guiding Principles and Core Values” of the National Cohesive Wildland Fire Management Strategy relate only to firefighting agencies, and thus cannot be addressed by projects undertaken by organizations not engaged in fire suppression activities. However, we believe that this proposed project does address the first five of the Strategy’s principles and core values, as follows:

- The project advances the goal of Wildfire Response because it reduces risk to firefighters and public by decreasing flammability and fuel loading of the project area, resulting in shorter flame lengths and less energy release.
- It restores and Maintains Resilient Landscapes because it actively manages the land to make it more resilient to disturbance that would be caused by a high-intensity wildfire. Human and wildlife habitat will be less severely impacted by a wildfire than if hazardous fuels had not been reduced..



- The project advances the goal of creating Fire Adapted Communities because It “Improves and sustains both community and individual responsibilities to prepare for, respond to and recover from wildfire through capacity-building activities”. It does this by showing residents what can be done to improve both the safety and the resilience of their community and its natural resources. It also includes “rigorous wildfire prevention programs” with community outreach and education presentations that will perpetuate the values of Fire Adapted Communities.

## 29. California Forest Action Plan

a. Indicate if the *majority* of your project is located within a priority landscape as articulated in the State of California’s Forest Action Plan. The California Forest Action Plan, also known the 2010 California Forest and Rangelands Assessment and Strategy Reports, identifies landscapes of medium and high priority for preventing wildfire threats in 46 of California’s 56 counties. You can launch the Priority Mapper at <http://frap.cdf.ca.gov/priorityls/default.html> and review the full documents at <http://frap.cdf.ca.gov/assessment/assessment2010/assessment2010.html> .

Yes

b. Indicate how your project will link to the California Forest Action Plan’s three main themes of Conserve, Protect and Enhance by selecting a strategy and describing how your project utilizes that strategy to implements project goals.

### 1. Conserve:

- ☒ Support comprehensive planning at the statewide and regional scales that is coordinated with wildlife habitat conservation efforts.
- ☐ Maintain and improve the capacity of wood products and range industries.
- ☐ Increase the capacity to provide incentives to forest and range landowners.

Our project is an example of how a locally-developed CWPP can prioritize projects that can reduce community wildland fire hazards and simultaneously improve wildlife habitat.

### 2. Protect:

- ☒ Reduce the occurrence of damaging wildfires and reduce life, property and natural resource losses through the implementation of effective and efficient fire prevention programs and activities.



- ☒ Protect life and property from wildfire through efficient and effective fire protection planning and suppression, financial management, and firefighter/public safety strategies.
- ☐ Reduce the impacts of wildfire on ecosystem health, public safety and private property through appropriate scientific, research, education and training.

Our project improves the protection of life and property from wildfire because it is the outgrowth of an effective, collaborative community wildfire protection planning process. This process identified fuels treatment in the project area as necessary to improve the probability of initial attack success, thus improving both community and firefighter safety.

### 3. Enhance:

- ☐ Promote formation of Local Fire Safe Councils for priority communities.
- ☐ Promote participation in the National Firewise/USA Program.
- ☒ Sustain healthy forest ecosystems to maintain California's unique biodiversity.

Our project sustains healthy forest ecosystems by reducing the fuel load and thinning out a crowded forest. In addition, the area is better protected against a devastating wildfire.

### 30. Workplan

*Fill in the blanks for each major task.*

**Note:** Every workplan must have a sequential task entitled "photo monitoring" and "success story development."

**Assume grant will be awarded in March 2014 when completing the timeframe of the task.**

Sequential Tasks/Activities	Timeframe (Months 1-24)	Responsible Party	Outcomes/Results/Deliverables
Photo monitoring	Months 1 and 24	Mapdot Project Coordinator	Before and after photo CD
Success story development	continuous	Mapdot Project Coordinator	PDF versions of the educational brochure and project report for local newspaper "pullout" section.
Complete quarterly progress reports	Months 3, 6, 9, 12, 15, 18	Mapdot Project Coordinator	6 Progress reports submitted.
Community fuel modification presentation followed by planning mtg. for Brush Bash	Month 1-3	Mapdot Project Coordinator	One meeting held. Request for proposals published.

2011. Develop and publish request for proposals for forestry services, tree felling and chipping services.			
Select RPF to prepare tree thinning prescription and complete environmental studies or surveys required by federal, state, and local regulatory agencies.	Months 2-9	Mapdot Project Coordinator	Filing of an exemption request with Cal Fire as the state lead agency for CEQA. Additional studies to be determined by federal reviewers in the development of mitigation measures for ESA, MBTA, and NHPA.
Removal of trees according to prescription.	Month 9	Mapdot Project Coordinator/Contractor	Trees cut down on 12 acres according to prescription.
Cut and stack brush, buck and split firewood (two work days). Complete Chipping.	Month 9-10	Mapdot Project Coordinator, Volunteers, and Chipping Contractor	Brush cut and stacked. Firewood split and piled. Brush from 12 acres chipped.
Complete "after" pictures of fuel modification. Complete design of fuel modification demonstration pamphlet.	Month 11-12	Mapdot Volunteers/Project Coordinator	"After" pictures on CD. File with pamphlet layout ready for printing.
Planning for community fuel modification presentation, project tour, and wood sale.	Month 12-15	Mapdot FSC Directors, Project Coordinator, and Volunteers	PowerPoint presentation with pictures of project and tips for working with local vegetation. Map to project site, and flyer advertising prices of available firewood.
Presentation of brush mastication demonstration followed by site tour and firewood sale.	Month 15	Mapdot FSC Project Coordinators and Volunteers	The local community will become better informed about the project, how it will be done, and what the benefits will be.
Burn remaining debris (root balls and large sticks, not chipped)	Month 15-18	Mapdot FSC Volunteers	Remaining debris removed from 12 acres
Complete grant closeout report and survey.	Month 18	Mapdot Project Coordinator	Grant closeout report and survey returned to CA FSC. CD of "before and after" pictures, pamphlet and newspaper pullout section.

*Additional rows can be added as needed when you complete the workplan online. Use the table above to draft some ideas. You will have sufficient space to describe your activities in the online workplan. Please consult the workplan guidelines.*

## Workplan Guidelines

In the **Sequential Tasks/Activities** box, describe the major tasks that will be performed to complete your project (e.g., Host quarterly education workshops; develop a CWPP; perform defensible space clearing for low-income/elderly/disabled homeowners; perform biological/cultural resources study; prepare work site(s) for treatment; create a shaded fuel break; etc.). Be as detailed as necessary to describe the tasks required to complete your project.

In the **Timeframe** box, indicate the month(s) in which you will work. Assume project work may commence in March 2014, so Month 1 would be soon thereafter.

In the **Responsible Party** box, indicate who (by job title) will be responsible for performing the work and supervising its completion.

In the **Outcomes/Results/Deliverables** box, list the specific, quantifiable, outcomes from the tasks/activities performed (e.g., the number of acres prepared for treatment; the number of acres treated; the number of workshops held; the number of people educated on fire prevention; the number of homes that created defensible space; etc.)

## PROJECT OVERVIEW

### 31. How many fuels treatment projects will you conduct with funds from this grant? **1**

*Fuel treatment projects may be split by a variety of conditions. Some applicants separate their fuel projects by location, treatment type, timing, landowner, contractor or fuel type. Indicate if your project is more than one fuels reduction project.*

### 32. How many total acres is your fuels treatment project? **12**

*What is the size (in acres) of your project area? The "footprint" of your project is the area where planned treatment(s) will occur on the ground. It does not include access and egress to the project.*

### 33. Project Deliverables (check all that apply)

*What is your project producing and how much will it cost? You must include costs for all deliverables.*

Federal Quantity	Federal Cost	Match Quantity	Matching Cost
---------------------	-----------------	-------------------	------------------

Community Assessment Wildfire Planning

Community Risk Assessment  
Community Wildfire Protection Plan  
Fire Management Plan  
**SUBTOTAL COMMUNITY ASSESSMENT  
WILDFIRE PLANNING**

Projected		Projected	
0	0	1	\$1,000
0	0	1	\$1,000
0	0	1	\$1,000
0	\$ 0	3	\$3,000

Information/Education

Workshops/Training Sessions  
Outreach/Education Programs  
Education/Information Products  
**SUBTOTAL INFORMATION/EDUCATION**

1	\$600	4	\$2,500
1	\$500	5	\$2,500
1	\$350	4	\$2,500
3	\$1,450	13	\$ 7,500

Fuels Treatment

Preparation for Treatment  
**SUBTOTAL PREP FOR TREATMENT**  
Mechanical Treatment

6 acres	\$ 600	6 acres	\$1,200
---------	--------	---------	---------

Biomass removal  
Chipping  
Crushing  
Hand pile  
Seeding  
Lop and scatter  
Machine pile  
Mastication/Mowing  
Thinning  
Thinning – Tree felling & removal  
**SUBTOTAL MECHANICAL TREATMENT**

0 acres	0	12 acres	\$2,500
12 acres	\$2,261	0	0\$
0 acres	0	0	0\$
0 acres	0	12 acres	\$2,500
0 acres	0\$	0	0\$
0 acres	0\$	12 acres	\$1,000
0 acres	0\$	0	0\$
0 acres	0\$	0	0\$
8 acres	\$2,136	4 acres	\$1,000
6 acres	\$2,385	6 acres	\$2,000
26 acres	\$6,782	46 acres	\$ 9,000

Prescribed Fire

Broadcast burn  
Fire use  
Hand pile burn  
Jackpot burn  
Machine pile burn  
**SUBTOTAL PRESCRIBED FIRE**

0 acres	0\$	0	0\$
0 acres	0\$	0	0\$
8 acres	\$1,178	4 acres	\$1,000
0 acres	0\$	0	0\$
0 acres	0\$	0	0\$
8 acres	\$1,178	4 acres	\$1,000

Other Treatment

Chemical  
Biological  
Browsing  
**SUBTOTAL OTHER TREATMENT**

0 acres	0\$	0	0\$
0 acres	0\$	0	0\$
0 acres	0\$	0	0\$
0 acres	\$ 0	0	\$ 0

**TOTAL FUELS TREATMENT ACRES & COST**

*Prep for Treatment + Total Mechanical + Total Fire +  
Total Other*

40 acres	\$8,560	56	\$11,200
----------	---------	----	----------



**Mechanical Treatment with By-Products Utilized**

8 acres		4 acres	
---------	--	---------	--

**GRAND TOTAL**

Total Community Assessment + Total  
Information/Education + Total Fuels Treatment

<b>\$10,010</b>		<b>\$21,700</b>
-----------------	--	-----------------

**VALUES PROTECTED**

All grant applications, including educational or public outreach projects must answer these questions.  
Can be outside of the immediate project area.

**Estimate the number of homes protected by your project**

The total number of homes that will be directly (such as defensible space) or indirectly (such as a fuel break) protected from wildfire.

45

**Estimate the number of community members protected by your project**

The total number of individuals living in the community that will be protected from wildfire by your projects. Educational projects can protect community members by increasing awareness that creates behavioral change.

200

**Estimate the value of property protected by your project**

The total value of property protected from wildfire by your project.

\$13,500,000

**34. In what type of plan is the project, or area to be addressed by the project, identified (check all that apply):**

The proposed project or the problem/area it addresses should be identified in a plan such as a Community Wildfire Protection Plan (CWPP) or its equivalent. Projects that are in a planning document will rank higher. If your project is to create a CWPP, explain the need for the CWPP. To find out if your project or the area to be addressed by your project is in an existing **CWPP**, contact your local fire department, local government or local forester. Also, links to some CWPPs are available at: <http://www.cafirealliance.org/cwpp/>. To find out if your project is in an existing **DMA 2000 Local Hazard Mitigation Plan**, contact your local department of emergency services. To find out if your project or the area to be addressed by your project is in another type of plan, contact your local fire department, land management agency, utility district, etc. Sources include but are not limited to CAL FIRE, USDA Forest Service, USDI Bureau of Land Management, USDI Fish & Wildlife Service and USDI National Park Service.

☒ Community Wildfire Protection Plan (CWPP) [Indicate CWPP status (check one)]

☒ Approved by local government, fire department and state forester.

Date approved: **9/9/10**

Last Updated: **9/20/12**

☐ In process

When did you begin working on this CWPP? (month/year)

Explain the need for the CWPP:

Additional comments:

Please identify the title of the CWPP: **Mapdot CWPP**

☐ DMA 2000 Local Hazard Mitigation Plan [Indicate plan status (check one)]

☐ FEMA approved

Date approved:

Date Updated:

☐ Submitted to and being reviewed by FEMA

☐ Reviewed by FEMA and sent back for editing

☐ Reviewed by FEMA, FEMA approval pending local adoption

☐ Other

Type of plan:

Date approved and by whom:

Last Updated:

Name of plan and contact information:

**35. What is the project/area's priority in the plan identified in question #33 and on what page of the plan is it addressed?**

☒ Community Wildfire Protection Plan (CWPP)

Priority in the plan: **1**

Page number where the project is addressed: **22**

☐ Disaster Mitigation Act of 2000 (DMA 2000) Local Hazard Mitigation Plan

Priority in the plan:

Page number where the project is addressed:

☐ Other

Priority in the plan:

Page number where the project is addressed:

**36. Does your CWPP or equivalent planning document define the Wildland Urban Interface boundaries?**

☒ Yes ☐ No

If Yes, is the project located within this defined Wildland Urban Interface Area?



If no, is your project located in a Cal Fire Fire Hazard Severity Zone? If yes, complete #36.

**37. Fire Hazard Severity Zone (FHSZ):**

*Check the appropriate box(es). Find your project's fire hazard severity zone at:*

[http://www.fire.ca.gov/fire\\_prevention/fire\\_prevention\\_wildland\\_zones.php](http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland_zones.php)

- ☒ Very High Severity Zone  
☐ High Severity Zone  
☐ Moderate Severity Zone

**38. Select the 3 closest Communities At Risk that are near your project boundaries.**

*Online, you will be presented with a menu of Communities At Risk. Please select only the 3 closest Communities at Risk that will be affected by your proposed project. You can find a list of Communities At Risk at [http://www.cafirealliance.org/communities\\_at\\_risk/](http://www.cafirealliance.org/communities_at_risk/).*

Mapdot  
Dry Creek  
Wherzat

**39. List communities within 3 miles of your project area, other than Communities At Risk, that your project will improve wildfire survivability in. If communities other than those in the Communities At Risk section will benefit, list below.**

Mapdot  
Widespot  
Rattlesnake Crossing

**40. List FIREWISE Communities that are within 3 miles of your project.** For a list of FIREWISE Communities in California, please visit:

[http://submissions.nfpa.org/firewise/fw\\_communities\\_list.php](http://submissions.nfpa.org/firewise/fw_communities_list.php) and scroll to the California listing.

none

**41. List communities that are directly affected by your project's deliverables.**

- a. Prevention and Education Programs  
**Mapdot, Dry Creek, Rattlesnake Crossing, Widespot, Wherzat**

- b. Hazardous Fuel Reduction Projects  
**Mapdot, Widespot, Rattlesnake Crossing**

- c. Fire Management Plans, Risk Assessments or equivalents  
**None**

*List the communities and provide a total for each project deliverable. If the community receives more than one (1) service, list them in all applicable categories.*

**42. Estimate the number of people who will be contacted by your project's deliverables.**

- a. Prevention and Education programs **400**  
b. Hazardous Fuel Reduction projects **45**  
c. Fire Management plans, Risk Assessments or equivalents **0**

*There are a variety of methods by which your project deliverables reach your audience. Consider the number of people who will be contacted about your project through meetings, educational mailings, email lists, homeowner participation, or other events.*

**43. Estimate how many people (such as in planning, fuels reduction, environmental compliance, project management, etc.) will you employ with this project? Include estimates for both applicants and co-applicants.**

Salaried employees: **1**  
Contractors: **4**

**44. Condition Class:** ☐ 1 ☒ 2 ☐ 3

*Check the appropriate box(es). Find your project's condition class at: <http://www.frcc.gov> or at CDF <http://frap.cdf.ca.gov/data/frapgismaps/select.asp> or review our handouts on this*

**45. Fire Regime:** ☐ I ☐ II ☒ III ☐ IV ☐ V

*Check the appropriate box(es). Find your project's fire regime(s) at: <http://www.frcc.gov> or review our handouts on this*

**PROJECT LOCATION**

**46. Latitude: 38.67712 N Longitude: -121.39183 W**

Enter the latitude and longitude of the approximate geographic center of the project area. If the project is countywide, select a point that best represents the center of the project area. Latitude and longitude can be found at <http://itouchmap.com/latlong.html>

**47. Is any part of your project on federal land or on land leased by the federal government?**



**None**

- ☐ USFS
- ☐ BLM
- ☐ BIA
- ☐ NPS
- ☐ USFWS
- ☐ Other:

Explain:

**48. Is the area impacted by your project at risk from fire originating on federal land?**

If you answer yes to this question, make sure you select the appropriate agency(ies) that own or manage the land. Once you select an agency nearby, choose from the drop down menu (online) to select the nearest national park, monument, recreational area, forest, refuge or field office to your project area. If you need help, contact local agency representatives or consult a map for this information. Also, select one of two options listed to note how far your project is from federal land in miles.

- ☒ Yes      ☐ No

*If yes, which federal land?*

*If no, skip to question 49.*

☐ USDI Bureau of Indian Affairs

☐ USDI Bureau of Land Management. Nearest field office:  
*Online, you will be able to select the nearest BLM field office from a menu of options.*

☐ USDI Bureau of Reclamation

☐ USDI National Park Service. Nearest park, monument or recreational area:  
*Online, you will be able to select the nearest park, monument or recreational area from a menu of options.*

☒ USDA Forest Service. Nearest forest: **Faraway National Forest**  
*Online, you will be able to select the nearest forest from a menu of options.*

☐ USDI U.S. Fish & Wildlife Service. Nearest refuge:  
*Online, you will be able to select the nearest refuge from a menu of options.*

☐ Military Installation. Name:

How far is your project from federal lands?

☐ 0-3 miles

☒ More than 3 miles

#### 49. Congressional District

Enter the district number for the project location. Find Congressional, State Assembly/House and State Senate district numbers for California at <http://www.calvoter.org/voter/maps/index.html>  
Nevada maps at: <http://mapserve.leg.state.nv.us/website/lcb/viewer.htm>.

##### Congressional District number(s)

###### CALIFORNIA

<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20
<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> 29	<input type="checkbox"/> 30
<input type="checkbox"/> 31	<input type="checkbox"/> 32	<input type="checkbox"/> 33	<input type="checkbox"/> 34	<input type="checkbox"/> 35	<input type="checkbox"/> 36	<input type="checkbox"/> 37	<input type="checkbox"/> 38	<input type="checkbox"/> 39	<input type="checkbox"/> 40
<input type="checkbox"/> 41	<input type="checkbox"/> 42	<input type="checkbox"/> 43	<input type="checkbox"/> 44	<input type="checkbox"/> 45	<input type="checkbox"/> 46	<input type="checkbox"/> 47	<input type="checkbox"/> 48	<input type="checkbox"/> 49	<input type="checkbox"/> 50
<input type="checkbox"/> 51	<input type="checkbox"/> 52	<input type="checkbox"/> 53							

###### NEVADA

☐ 2

##### State Senate District number(s)

###### CALIFORNIA

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20
<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> 29	<input type="checkbox"/> 30
<input type="checkbox"/> 31	<input type="checkbox"/> 32	<input type="checkbox"/> 33	<input type="checkbox"/> 34	<input type="checkbox"/> 35	<input type="checkbox"/> 36	<input type="checkbox"/> 37	<input type="checkbox"/> 38	<input type="checkbox"/> 39	<input type="checkbox"/> 40

###### NEVADA

☐ 3      ☐ 4

##### State Assembly/House District number(s)

###### CALIFORNIA

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10
<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20
<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> 29	<input type="checkbox"/> 30
<input type="checkbox"/> 31	<input type="checkbox"/> 32	<input type="checkbox"/> 33	<input type="checkbox"/> 34	<input type="checkbox"/> 35	<input type="checkbox"/> 36	<input type="checkbox"/> 37	<input type="checkbox"/> 38	<input type="checkbox"/> 39	<input type="checkbox"/> 40
<input type="checkbox"/> 41	<input type="checkbox"/> 42	<input type="checkbox"/> 43	<input type="checkbox"/> 44	<input type="checkbox"/> 45	<input type="checkbox"/> 46	<input type="checkbox"/> 47	<input type="checkbox"/> 48	<input type="checkbox"/> 49	<input type="checkbox"/> 50
<input type="checkbox"/> 51	<input type="checkbox"/> 52	<input type="checkbox"/> 53	<input type="checkbox"/> 54	<input type="checkbox"/> 55	<input type="checkbox"/> 56	<input type="checkbox"/> 57	<input type="checkbox"/> 58	<input type="checkbox"/> 59	<input type="checkbox"/> 60
<input type="checkbox"/> 61	<input type="checkbox"/> 62	<input type="checkbox"/> 63	<input type="checkbox"/> 64	<input type="checkbox"/> 65	<input type="checkbox"/> 66	<input type="checkbox"/> 67	<input type="checkbox"/> 68	<input type="checkbox"/> 69	<input type="checkbox"/> 70
<input type="checkbox"/> 71	<input type="checkbox"/> 72	<input type="checkbox"/> 73	<input type="checkbox"/> 74	<input type="checkbox"/> 75	<input type="checkbox"/> 76	<input type="checkbox"/> 77	<input type="checkbox"/> 78	<input type="checkbox"/> 79	<input type="checkbox"/> 80

###### NEVADA

☐ 26 ☐ 39

## 50. County

First, select the state in which the proposed project will take place. Then, select the county of the proposed project from the check boxes. If you are proposing to work in multiple counties, select the county in which the majority of work will be performed. If the work will be divided equally across county lines, then select more than one county.

### CALIFORNIA

- |                                       |   |  |                                     |
|---------------------------------------|---|--|-------------------------------------|
| <input type="checkbox"/> Alameda      | <input type="checkbox"/> Kings            | <input type="checkbox"/> Placer          | <input type="checkbox"/> Sierra     |
| <input type="checkbox"/> Alpine       | <input type="checkbox"/> Lake             | <input type="checkbox"/> Plumas          | <input type="checkbox"/> Siskiyou   |
| <input type="checkbox"/> Amador       | <input type="checkbox"/> Lassen           | <input type="checkbox"/> Riverside       | <input type="checkbox"/> Solano     |
| <input type="checkbox"/> Butte        | <input type="checkbox"/> Los Angeles      | <input type="checkbox"/> Sacramento      | <input type="checkbox"/> Sonoma     |
| <input type="checkbox"/> Calaveras    | <input type="checkbox"/> Madera           | <input type="checkbox"/> San Benito      | <input type="checkbox"/> Stanislaus |
| <input type="checkbox"/> Colusa       | <input type="checkbox"/> Marin            | <input type="checkbox"/> San Bernardino  | <input type="checkbox"/> Sutter     |
| <input type="checkbox"/> Contra Costa | <input type="checkbox"/> Mariposa         | <input type="checkbox"/> San Diego       | <input type="checkbox"/> Tehama     |
| <input type="checkbox"/> Del Norte    | <input type="checkbox"/> Mendocino        | <input type="checkbox"/> San Francisco   | <input type="checkbox"/> Trinity    |
| <input type="checkbox"/> El Dorado    | <input type="checkbox"/> Merced           | <input type="checkbox"/> San Joaquin     | <input type="checkbox"/> Tulare     |
| <input type="checkbox"/> Fresno       | <input checked="" type="checkbox"/> Modoc | <input type="checkbox"/> San Luis Obispo | <input type="checkbox"/> Tuolumne   |
| <input type="checkbox"/> Glenn        | <input type="checkbox"/> Mono             | <input type="checkbox"/> San Mateo       | <input type="checkbox"/> Ventura    |
| <input type="checkbox"/> Humboldt     | <input type="checkbox"/> Monterey         | <input type="checkbox"/> Santa Barbara   | <input type="checkbox"/> Yolo       |
| <input type="checkbox"/> Imperial     | <input type="checkbox"/> Napa             | <input type="checkbox"/> Santa Clara     | <input type="checkbox"/> Yuba       |
| <input type="checkbox"/> Inyo         | <input type="checkbox"/> Nevada           | <input type="checkbox"/> Santa Cruz      |                                     |
| <input type="checkbox"/> Kern         | <input type="checkbox"/> Orange           | <input type="checkbox"/> Shasta          |                                     |
| <b>NEVADA</b>                         |   |  |                                     |
| <input type="checkbox"/> Carson City  | <input type="checkbox"/> Douglas          | <input type="checkbox"/> Washoe          |                                     |

## FUEL TREATMENT PROJECTS

### 51. Is this a fuels treatment project?

☒ Yes ☐ No

*If yes, answer questions 52-56*

*If no, skip to question 56.*

***The following questions (52-56) are related to the Federal environmental compliance review process.***

**52. All ground disturbing projects must receive environmental clearance approval from the California Fire Safe Council. Have any biological or environmental assessments been completed for the project area?**

☐ Yes      ☒ No

If yes, which statute or other environmental regulation were the studies/assessments completed for:

☐ California Environmental Quality Act (CEQA)  
By whom and when:

☐ National Environmental Policy Act (NEPA)  
By whom and when:

☐ Endangered Species Act (ESA)  
By whom and when:

☐ California Endangered Species Act (CESA)  
By whom and when:

☐ Migratory Bird Treaty Act (MBTA)  
By whom and when:

☐ National Historic Preservation Act (NHPA)  
By whom and when:

☐ Other  
By whom and when:

**53. What is the percent of dominant vegetation type at treatment site?**

*Enter the percent of the dominant type of vegetation in the project area. If you select "other," be specific about the type of vegetation.*

40 % Chaparral

60 % Open or closed canopy mixed conifer forest

    % Ponderosa

    % Douglas Fir

- \_\_\_ % Pine Plantation  
\_\_\_ % Oak Woodland  
\_\_\_ % Other. Please specify:

**54. If vegetation is to be modified, describe in detail.**

*Select the type of vegetation to be treated from the drop down menu. Describe how the treatment will be performed, what type of equipment will be used, who will perform the work and how will they work on the project.*

- ☒ Chaparral  
☒ Open or closed canopy mixed conifer forest  
☐ Ponderosa  
☐ Douglas Fir  
☐ Pine Plantation  
☐ Oak Woodland  
☐ Other. Please specify:

**The treatment to be implemented:** tree thinning and chipping

**The equipment to be used:** chainsaws and chipper

**The personnel/vendor to be used and how they will be used:** A contractor will do some of the thinning and will chip all prunings and slash. Volunteers from the Mapdot FSC will also do some thinning and will cut all trees and limbs 8" diameter and larger into firewood.

**Describe the pre and post treatment site:** Site is heavily overgrown with chaparral and small to large conifers and hardwoods, with ladder fuels from the ground up into the crowns of the conifers, creating perfect conditions for a hot destructive wildfire that will create lots of embers and convective heat that will carry those long distances. The heat generated by the fire will make it very difficult for firefighters to approach and will make air drops ineffective.

After treatment the ladder fuels will be gone and the conifers will be spaced much farther apart. Chaparral will be thinned to 10% of its current density. Dead ground fuels will be significantly reduced. All of this will result in a fire that will stay on the ground and burn with much lower intensity. Also, competition for groundwater will be much reduced, allowing much more for the trees that remain, making them more resistive to fires and insect attacks.

**55. Will the project generate biomass, small logs of a merchantable volume or a marketable product?**

Select yes if your project will generate biomass by producing saw logs, chips, firewood, fuel wood, post and poles or indicate Other type. Biomass is any plant material removed from the site.

☒ Yes ☐ No

If yes, estimate the type and volume of biomass.

<input type="checkbox"/> Saw logs (cubic board ft.)	Estimated volume =	Cubic Volume
<input type="checkbox"/> Chips (green ton)	Estimated quantity =	Green Tons
<input type="checkbox"/> Post and poles (lineal feet)	Estimated quantity =	Lineal Feet
<input type="checkbox"/> Fuel wood (fuel for cogen. plant)	Estimated quantity =	Green Tons
<input checked="" type="checkbox"/> Firewood (cords)	Estimated quantity =	<b>12</b> Cords
<input type="checkbox"/> Other- Specify:	Estimated quantity =	Units

Estimate the volume of biomass by using the following formula:

**Cubic Volume:** Refers to the amount of wood in a tree or log expressed in cubic feet. See the table below for the cubic volume by DBH class. So if you have 10 trees that are 9 inches DBH the volume of each tree is 6 cubic feet, multiplied by 10 trees so, the total volume would be 60 cubic feet.

**Cord:** A standard cord of firewood is 128 cubic feet of wood, generally measured as a pile 8 feet long by 4 feet tall by 4 feet deep.

**Lineal feet:** is the accumulated length so if you have 10 poles each 8 feet long the total lineal feet would be 80.

**Green ton:** See the table below

Diameter Breast Height (DBH) is measured 4.5 feet above the ground level on the uphill side of the tree.

Diameter Breast Height (DBH)	Cubic Volume	Density Conversion Factor (Bole and Branch)	Weight per Cubic Foot	Tree Weight (lbs)
4	1.0	2.12	48	101
5	1.5	2.09	48	150
6	2.0	2.05	48	196
7	3.5	2.02	48	339
8	5.0	1.98	48	475
9	6.0	1.94	48	559
10	7.0	1.85	48	622
11	8.0	1.77	48	680
12	11.5	1.70	48	938
13	15.5	1.62	48	1205

Diameter Breast Height (DBH)	Cubic Volume	Density Conversion Factor (Bole and Branch)	Weight per Cubic Foot	Tree Weight (lbs)
14	20.0	1.58	48	1516

**56. Will the biomass product be utilized?**

☒ Yes ☐ No

If yes, describe: **Firewood will be used to warm homes.**

**57. Budget Detail**

*Fill in the blanks for every expense in your project. Additional rows can be added to each cost category as needed when you complete the budget detail form online. Use the table below to draft some ideas..*

Cost Categories	Funding Sources			
	(1) Grant	(2) Applicant	(3) Other Partners	(4) Total
<b>a. Personnel</b>				
Project Coordinator: Mapdot FSC (15hrs/month x \$20/hr x 18 months = \$5,400)	\$5,400	\$7,560	\$0	\$12,960
Mapdot FSC volunteers to conduct workshops (200 hours x \$15/hr)		\$3,000		\$3,000
Mapdot FSC volunteers to perform fuels reduction work (667 hours x \$15/hr)		\$10,000		\$10,000
<b>Total Personnel</b>	<b>\$5,400</b>	<b>\$20,560</b>	<b>\$ 0</b>	<b>\$25,960</b>

<b>b. Fringe Benefits (See guidelines)</b>				
				\$ 0
				\$ 0
				\$ 0
<b>Total Fringe Benefits</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

<b>c. Travel</b>				
Professional development (Pre-Award Workshop – lodging (1 night @ \$129.95/night)	\$130	\$0	\$0	\$ 130
Professional development (Pre-Award Workshop– mileage (200 miles @ \$0.55/mile)	\$110	\$0	\$0	\$ 110



California Fire Safe Council  
Request for Applications  
Grants Clearinghouse 2014 Competitive Grants Program

<b>Total Travel</b>	\$ 240	\$ 0	\$ 0	\$ 240
---------------------	--------	------	------	--------

<b>d. Equipment (Items &gt; \$5,000/unit. See guidelines.)</b>				
				\$ 0
<b>Total Equipment</b>	\$ 0	\$ 0	\$ 0	\$ 0

<b>e. Supplies (Items &lt; \$5,000/unit. See guidelines.)</b>				
Pole saws (6 x \$55 = \$330) Loppers for Volunteers (2 pairs x 45 each = \$90) Work Gloves (10 pairs x \$4.99 each = \$49.90) Safety goggles (10 @6.50 each = \$65)	\$535	\$0	\$0	\$ 535
Pole saws (6 x \$55 = \$330) Loppers for Volunteers (2 pairs x 45 each = \$90) Work Gloves (10 pairs x \$4.99 each = \$49.90) Safety goggles (10 @6.50 each = \$65)	\$535	\$0	\$0	\$ 535
Digital camera – photo monitoring \$130 CD's for photo and project document storage = \$15 Postage for fire Brush Bash 2011! pamphlets = \$200	\$345	\$0	\$0	\$ 345
Lunches for volunteers on workdays (6.15 ea x 13 people x 2 days=160)	\$0	\$0	\$160	\$ 160
Supplies for Community Wildfire Assessment Planning		\$3,000		\$3,000
<b>Total Supplies</b>	\$1,415	\$3,000	\$ 160	\$4,575

<b>f. Contractual</b>				
<b>Fiscal Sponsor Administrative fee (if applicable)</b>		\$6,560		\$6,560
Chipping Contractor = \$1,900 EZ Forestry Consulting Services = \$4,300 Joe's Timber Cutting (2 days at \$645/day = \$1,290)	\$7,490	\$0	\$0	\$7,490
Grant: 1) Workshop Facility Rental (\$50/day x 2 days) = \$100 2) Printing for project publicity pamphlets (1,000 pamphlets x \$350/1,000 = \$350  Other Partners: 1) Design-A-Sign Sign printing and installation = \$550 2) Coffee Service and snack tray delivery for meetings (\$100/meeting x 2meetings ) = \$200	\$450	\$0	\$750	\$1,200
Bookkeeping services (\$200/month x 18 months = \$3,600)	\$3,600	\$0	\$0	\$3,600
<b>Total Contractual</b>	\$11,540	\$6,560	\$ 750	\$18,850

<b>g. Other</b>				
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**California Fire Safe Council  
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Insurance (General liability, directors & officers and Volunteer coverage for EFHOA)	\$1,500	\$0	\$0	\$1,500
Burn permit fee	\$15	\$0	\$0	\$ 15
	\$0	\$0		\$0
<b>Total Other</b>	<b>\$ 1,515</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,515</b>

<b>h. Total Direct Costs</b>	<b>\$20,110</b>	<b>\$30,120</b>	<b>\$910</b>	<b>\$51,140</b>
<b>i. Indirect Charges</b> ( <i>applicable only to those with a Federally approved Indirect Cost Rate</i> )	\$ 0	\$ 0	\$ 0	\$ 0
<b>j. Project Total</b>	<b>\$20,110</b>	<b>\$30,120</b>	<b>\$910</b>	<b>\$51,140</b>
<b>k. Project Income: firewood sales</b>	\$ 0	\$3,310	\$ 0	\$3,310

*Consult the budget detail guidelines.*

### **Budget Detail Guidelines**

In the **Cost Categories** boxes, itemize your expenses by category (i.e., Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other and Indirect). Include as much detail as possible when describing each category and estimated costs. Costs such as insurance, rent, utilities, employee and contractual positions should all be clearly identified. When completing the “Other “and “Supplies” category, please itemize all expenses.

#### **a. Personnel**

Enter the job title and the number of individuals that will work on your project.

**NOTE:** The Personnel category is for employees that receive W-2 forms. If your organization does not have employees and you use independent contractors, use the *Contractual* budget category.

**NOTE:** The Personnel category is also used to track volunteer labor match.

#### **b. Fringe Benefits**

Enter the fringe benefits associated with each employee listed in the Personnel category. Note: if your organization does not track benefits separately from salaries/wages, you may include a “loaded” rate in the Personnel category (i.e. salary/wage + benefits).

#### **c. Travel**

Use the Travel category to budget for mileage expenses to/from project site(s), to/from meetings, etc. The current federal rate is \$0.565/mile. Please note the mileage rate changes annually—sometimes two times per year; information is posted on the IRS’ website. Consider budgeting for 1-2 nights of hotel lodging if you need to travel a long distance to attend a grants training workshop during the life of the program.

#### **d. Equipment**

The Equipment category should be used only if your organization is requesting to ***purchase*** a tangible item with a unit cost of \$5,000, or more, and a useable life span of longer than one year. The item requested must be an allowable item per the federal funding guidelines. Non-allowable items will be removed from your budget during the review and scoring process. Items costing less than \$5,000 per unit should be recorded in the Supplies category. If your organization is going to contract to use a chipper or a bulldozer, for example, use the *Contractual* category.

The Equipment category is for purchases only. Equipment purchased with grant funds must be recorded and tracked by the California Fire Safe Council, as well as the grantee. Additional costs to be considered include insuring, maintaining and housing equipment plus costs associated with training personnel who will be using it.

In order to request purchase of equipment, such as a chipper, you must conduct a cost benefit analysis regarding the potential purchase, which would include surveying to see if there is available excess similar federal equipment; and comparison between leasing and purchasing the identified equipment, including comparison pricing. The request to purchase equipment must be submitted in writing to a Grant Manager at the time of application. Specific instructions are provided in the RFA, Part I Section 7.

#### **e. Supplies**

The Supplies category is for all of the supplies and materials needed to complete your project (e.g., hand tools, personal safety equipment, chain saws, replacement parts, project computer, project software, paper, toner, educational materials, signs, brochures, etc.). Supplies have unit costs of less than \$5,000.

#### **f. Contractual**

Use the Contractual category for any companies, professionals or individuals that you hire as independent contractors for the project (e.g., work crews, chipper rental, biological/archeological consultants, grant management, CPA, attorney, etc.). You must solicit bids for services if you choose to use contractors.

#### **Fiscal Sponsor Administrative Fee**

If you utilize a fiscal sponsor organization for administration of your project, please enter the amount they will charge for this service.

#### **g. Other**

The Other category is a catch-all for expenses that do not fall within the scope of the above categories (e.g., insurance, maintenance/repairs, overhead expenses allocated to the grant, etc.).

#### **i. Indirect Charges**

Complete this category only if your organization has an approved and signed Indirect Cost Rate (ICR) agreement with federal agency. You will be required to provide a copy of your approved ICR agreement to the California Fire Safe Council if you request indirect expenses.

#### **k. Project Income**

Any income generated as the direct result of a grant-funded project (e.g., sale of firewood, rebates from homeowners, sale of items made from biomass, etc.) can be used as matching funds or to further your organization's project objectives. Use of project income is not necessarily limited by a project's lifespan.

In the **Funding Sources** boxes, enter the cost of every line item expense by the source of funds used (i.e., grant funds, your organization's funds [applicant] or your partners' funds [whether cash or in-kind]).

### 58. Budget Summary

*The table below is for reference purposes only. The dollar amounts from the budget detail in question #56 automatically transfer into this table. No data entry is required.*

Cost Categories	Funding Sources			(4) Total
	(1) Grant	(2) Applicant	(3) Other Partners	
a. Personnel	\$5,400	\$20,560	\$ 0	\$25,960
b. Fringe Benefits	\$0	\$ 0	\$ 0	\$0
c. Travel	\$ 240	\$ 0	\$ 0	\$ 240
d. Equipment	\$ 0	\$ 0	\$ 0	\$ 0
e. Supplies	\$1,415	\$3,000	\$ 160	\$4,575
f. Contractual	\$11,540	\$6,560	\$ 750	\$18,850
g. Other	\$1,515	\$ 0	\$ 0	\$1,515
h. Total Direct Costs	\$20,110	\$30,120	\$910	\$51,140
i. Indirect Charges (only with approved federal rate)	\$ 0	\$ 0	\$ 0	\$ 0
j. Project Total	\$20,110	\$30,120	\$ 910	\$51,140
k. Project Income	\$ 0	\$3,310	\$ 0	\$ 3310

### 59. Match Amounts by all organizations (including applicant) providing match

*Show the dollar amounts of the matching contributions by the organization(s) providing the match. Include your organization if you are providing match. All organizations listed in the table below must provide a Letter of Commitment with your application. Enter whole dollars—no cents—and do not use punctuation marks. All non-federal contributions, including cash and third-party in-kind, are eligible for match. The match shown in your grant application cannot be used as a match for other federally-assisted projects or programs. The total must match the amount in question #23 and the sum of 2j + 3j in question #56 of the budget detail form.*

Organization Name	Cost Category	Type of Match	\$ Value
1. Mapdot FSC	Personnel	In-Kind	\$20,560



2. Charred Fork Deli	Other	In-Kind	\$ 200
3. Sawmill Subs	Other	In-Kind	\$ 160
4. Design-a-Sign	Other	In-Kind	\$ 550
5. Mapdot FSC	Supplies	In Kind	\$ 3,000
6. Mapdot FSC	Contractual	Cash	\$ 6,560
<b>TOTAL</b>			<b>\$ 31,030</b>

Submit letters of commitment from all organizations providing matching funds to the project. Each letter of commitment must be on the organization's letterhead providing the match and signed by the organization's official representative. You may use an email as a Letter of Commitment, but it must include the above information.

If you are committing cash match, you must indicate where the cash will be used on the project.

The applicant organization must also provide a signed letter on their letterhead indicating the amount of match and a description of the personnel and/or services to be provided.

Fiscal Sponsor (s) must submit a signed letter on their letterhead certifying they have agreed to serve as the Fiscal Sponsor (s) for the applicant.

For identification purposes, each letter must include the project's name and the name of the applicant organization as they appear in the grant proposal. Each letter of commitment must describe what the organization will provide and the value of what they will provide. **Note:** all matching contribution amounts reflected in the letters of commitment must match your application.

**Send all of your letters of commitment in one envelope, including a cover letter listing all of the organizations and their match amounts, to the appropriate Grant Manager below:**

Grant Manager	Address	Counties
Amber Gardner Interim Grant Manager and Clearinghouse Administrator	California Fire Safe Council 5834 Price Avenue, Suite 101 McClellan, CA 95652 agardner@cafiresafecouncil.org 209-772-2119	Los Angeles, Orange , Riverside, San Bernardino, San Diego, Santa Barbara, Ventura  Please note: Katie Martel will be on family leave from mid-August- November. Amber Gardner will be serving as Interim Grant Manager for Southern California.



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Liron Galliano Grant Manager	California Fire Safe Council 5834 Price Avenue, Suite 101 McClellan, CA 95652 <a href="mailto:lgalliano@cafiresafecouncil.org">lgalliano@cafiresafecouncil.org</a> 916-648-3615	Alameda, Alpine, Amador, Calaveras , Contra Costa, Del Norte, El Dorado, Fresno, Humboldt, Inyo, Kern , King, Lake, Marin, Madera, Mendocino, Mono, Monterey, Napa, Placer, San Benito, San Francisco, Sacramento , San Luis Obispo, Santa Clara, Santa Cruz, San Mateo, Solano, Sonoma, Stanislaus, Trinity, Tulare, Tuolumne, Western El Dorado, Western Placer, Yolo.
Dan Lang Grant Manager	California Fire Safe Council 5834 Price Avenue, Suite 101 McClellan, CA 95652 <a href="mailto:dlang@cafiresafecouncil.org">dlang@cafiresafecouncil.org</a> 916-648-3600	Butte, Del Norte, Glenn, Humboldt, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, Trinity, Yuba  Tahoe Basin: Eastern Placer, Eastern El Dorado, Douglas (NV), Washoe (NV), Carson City (NV).

***The letters must be POSTMARKED by the grant application deadline of September 17, 2013 for your project to be considered for funding.***

*If you would like confirmation that your letters were received by the California Fire Safe Council, please use a Return Receipt/Delivery Confirmation from the U.S. Postal Service or send your letters via UPS or FedEx with a delivery tracking number. Due to the potential volume of inquiries, the California Fire Safe Council is unable to confirm by phone or email that your letters were received.*

**YOU MAY NOT SUBMIT THE LETTERS VIA E-MAIL OR FAX.**

#### ACKNOWLEDGEMENTS

Funding for this project was provided in part by the Cooperative Fire Program of the U.S. Forest Service, Department of Agriculture, Pacific Southwest Region, the Bureau of Land Management, National Park Service and U.S. Fish and Wildlife Service.

The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.

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**DID YOU REMEMBER TO...**

- | YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Submit no more than one application per organization? (For more information see Request for Application Part I, Section 4)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Not request more than \$200,000?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Answer all applicable questions on the application?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit all signed Letters of Commitment (LOC) on organizational letterhead from organizations that are committing cost share/match to your project?                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit your organization's signed Letter of Commitment if you are committing cost share/match to your project?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a signed cover letter on letterhead, with the Letters of Commitment, listing the organizations providing matching funds and the amount committed?                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Mail all LOC's to the appropriate Grant Manager postmarked no later than <b>September 17, 2013</b> ?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit a signed Fiscal Sponsor Agreement letter if you have a fiscal sponsor that will be assuming the legal responsibility for the management of grant funds awarded to you? |
| <input type="checkbox"/> | <input type="checkbox"/> | Contact a Grant Manager, before you complete your application, if you would like to purchase equipment, such as a chipper, with this grant request.                           |
| <input type="checkbox"/> | <input type="checkbox"/> | If you have a Fiscal Sponsor , complete the Fiscal Sponsor budget cost category under Contractual.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Contact a Grant Manager for assistance and review of your application and Letters of Commitment early in the process?   |



## **Contacts & FAQs**



## California Fire Safe Council Grant Manager Contacts

### **Sacramento Field Office (McClellan Park):**

**California Fire Safe Council  
5834 Price Ave. Ste. 101  
McClellan, CA 95652**

Amber Gardner Interim Grant Manager & Clearinghouse Administrator Phone: 1-800-372-2350 Email: <a href="mailto:agardner@cafiresafecouncil.org">agardner@cafiresafecouncil.org</a>	<u>Counties:</u> Los Angeles, Orange , Riverside, San Bernardino, San Diego, Santa Barbara, Ventura
Dan Lang Grant Manager Phone: 1-800-257-7066 Email: <a href="mailto:dlang@cafiresafecouncil.org">dlang@cafiresafecouncil.org</a>	<u>Counties:</u> Butte, Del Norte, Glenn, Humboldt, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, Trinity, Yuba; Tahoe Basin: Eastern Placer, Eastern El Dorado, Douglas (NV), Washoe (NV), Carson City (NV)
Liron Galliano Grant Manager Phone: 1-888-320-1159 Email: <a href="mailto:lgalliano@cafiresafecouncil.org">lgalliano@cafiresafecouncil.org</a>	<u>Counties:</u> Alameda, Alpine, Amador, Calaveras , Contra Costa, Fresno, Inyo, Kern , Kings, Lake, Marin, Madera Mendocino, Mono, Monterey, Napa, Sacramento, San Benito, San Luis Obispo, Santa Clara, Santa Cruz, San Mateo, Solano, Sonoma, Stanislaus, Tulare, Tuolumne, Western El Dorado, Western Placer, Yolo.

### **Administrative Headquarters: Glendora Office**

**California Fire Safe Council  
502 W. Rte. 66 Ste. 17  
Glendora, CA 91740**

Katie Martel Grant Manager Phone: 1-866-372-2543 Email: <a href="mailto:kmartel@cafiresafecouncil.org">kmartel@cafiresafecouncil.org</a>	<i>Note: Katie Martel will be on family leave from mid-August through mid-November 2013. Amber Gardner will be the Interim Grant Manager for the Southern California region during this time. Please contact Amber for all questions related to the 2014 Grants Clearinghouse.</i>
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## Frequently Asked Questions

### **What is the Grants Clearinghouse?**

The Grants Clearinghouse is an online grants application process and was created by the California Fire Alliance and is managed by the California Fire Safe Council at <http://www.cafiresafecouncil.org/grants-clearinghouse>.

### **Why does the Grants Clearinghouse exist?**

The California Fire Alliance, through grants to the California Fire Safe Council, originally spearheaded the Grants Clearinghouse to help achieve the goals of the National Fire Plan by facilitating an open, collaborative process for grant funding. It expands the playing field to more organizations by making it easier to find and apply for grants. It increases collaboration among agencies by sharing information and facilitating planning across agency boundaries.

### **How can I apply for a grant through the clearinghouse?**

Go to <http://www.cafiresafecouncil.org/grants-clearinghouse>. You can start with your community's project idea, but you'll need to explore many factors before you're ready to submit to the Grants Clearinghouse. We strongly recommend you download and read the Request for Applications (RFA) and the Grant Application Workbook that are available on our website. These documents will outline the many rules and requirements of the Grants Clearinghouse as well as offer insight into developing a competitive grant application.

### **Why does the clearinghouse only accept grant applications online?**

To meet the demands of organizations wishing to control costs and reduce the amount of paper involved in grantwriting. The Grants Clearinghouse also reflects the federal government's focus on electronic government and simplifying the grants process. The Federal Financial Assistance Management Improvement Act calls for improving the effectiveness and performance of Federal grant programs; simplifying grant application and reporting requirements; improving the delivery of services to the public; and facilitating greater coordination among those responsible for delivering such services.

### **How will the information I submit online be protected?**

Your user name and password limit who can see your information. It's your choice whether to share your user name and password with others. You, grant managers, funding agencies and anyone you share your user name and password with will see your grant application.

### **How will the Grants Clearinghouse help me find funding?**

It will help organizations find funding by reducing the time and money spent on grantwriting. The clearinghouse provides these benefits to organizations:

- No more research to identify specific grant programs, requirements and deadlines – Under the Grants Clearinghouse, there is one deadline for all participating programs (if applicable). Filling out the grant applications gives CFSC the information they need to make preliminary funding decisions.
- No more writing multiple, extensive applications just to be considered by the review committee – Just fill out the grant application and submit it. Once projects are selected for funding, applicants will then be asked to provide additional, specific information it needs.
- Diverse funding opportunities – The Grants Clearinghouse can help facilitate multi-agency funding of projects. In addition, projects may be funded through grant programs applicants may not otherwise have known about.

- Less paper – Grant applications are accepted electronically, giving applicants more time to complete them, and saving the cost of photocopies and postage.
- Grant applications live on – The Grants Clearinghouse keeps watch over projects that aren't funded the first time for another chance at funding if additional funds become available. And organizations can resubmit unfunded projects for two additional funding cycles.

**I'm with a public agency, and I think our grant program is working just fine as it is. Why change it?**

To provide better service to communities throughout California, and to facilitate better inter-agency collaboration. Here's how the Grants Clearinghouse will help agencies:

- Better planning – For the first time, the clearinghouse will give agencies a landscape look at projects across ownership boundaries. Timing projects to complement each other can potentially lead to landscape-scale improvements.
- Diverse funding opportunities – The Grants Clearinghouse will facilitate the matching of the right proposed projects to the right grant programs, offering CFSC the ability to support projects and organizations they may not otherwise have known about.
- Less paper – Once the CFSC review committee select projects, they only have to process additional, specific information for projects they will fund.

**Which grant programs are participating in the clearinghouse?**

The Request for Applications (RFA) will outline which agencies are participating in the Clearinghouse. For the 2014 cycle, the U.S. Forest Service is the only participating agency.

**Who can apply?**

Organizations and government agencies working in California and representing their communities. For a list, read the Request for Applications (RFA).

**What projects are eligible for funding?**

For a list of eligible projects, read the Request for Applications (RFA).

**What's the deadline?**

The deadline to submit grant applications is 5 p.m. PST on September 17, 2013. Letters of Commitment and Fiscal Sponsor Letter must be postmarked no later than September 17, 2013.

**How can I get help?**

Sign up for a grant writing session by visiting the CFSC website <http://www.cafiresafecouncil.org/grants-clearinghouse>, e-mail a Grant Manager, or call 800/FS CALIF (372-2543).

**What is the funding cycle?**

Although there is one deadline for grant applications, funding organizations have different funding cycles. Applicants whose projects are selected for funding will be notified of the appropriate cycle. In general, CFSC is interested in funding programs that can be done in 12-18 months, beginning when the organization receives funding. Applicants should be aware that funding is contingent upon Congressional appropriations for federal grant programs. In some cases a project may be selected for funding, yet if appropriations are lower than anticipated, CFSC may have to cut projects.

**What are the judging criteria?**

An initial review will determine if a project can be considered for funding based on the Evaluation and Scoring Criteria contained in the Request for Applications (RFA). Applications passing initial review will be scored by a Grant Review Committee consisting of an independent, volunteer panel of experts in wildfire issues and grants review/selection. The Grant Review Committee provides funding recommendations to the CFSC Board who approves the Review Committee's recommendation.



## List of Acronyms

Like any other business, California Fire Safe Council (CFSC: your first acronym!) uses acronyms to shorten-up the verbiage and text we use in the daily course of business.

The following is a list of the acronyms you will probably encounter as you work your way through the Grant Application process. However, if you encounter one that is not on the list, please contact your Grant Manager who will be happy to help you with it.

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 USDOl)
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
HMGF	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 Marshall
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	United 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



## **Program Information**

## California Forest Action Plan / Strategy Report

### Project Priorities for 2014 Grant Clearinghouse Applications

This statement will apply to all California Fire Safe Council 2014 subgrants funded by the US Forest Service.

*“...federal funds will be used to implement actions that utilize **strategies within priority landscapes** as articulated in the State of California’s Forest Action Plan which was completed and approved in 2010 under the 2008 Farm Bill.”*

California’s 2010 Forest Action Plan is actually two documents:

- 1) “California’s Forest and Rangelands: 2010 Strategy Report” (208 pages)
- 2) “California’s Forest and Rangelands: 2010 Assessment Report” (353 pages).

Find the documents at:

<http://frap.cdf.ca.gov/assessment/assessment2010/assessment2010.html>

#### **1. Priority Landscapes:**

The “priority landscapes” for “Preventing Wildfire Threats for Community Safety” are identified in Chapter 2.1 of the “Assessment” report (pp. 109-112). It states that landscapes of medium and high priority for preventing wildfire threats are found in 46 of California’s 56 counties, and that 508 communities contained at least some High priority landscape. (p. 111). These “Priority Landscapes” show where “actions” (projects) for the 2014 grant program should be undertaken.

Launch the Priority Mapper at <http://frap.cdf.ca.gov/priorityls/default.html>.

#### **2. Strategies:**

The Assessment report also addresses the current status and trends of “Planning for and Reducing Wildfire Risks to Communities” in Chapter 3.3.

The “Strategies” report contains two strategies that address the wildland fire protection problem related to communities within priority landscapes. Section 2.1 lists strategies to be used in “preventing wildfire threats to communities” (pp. 73-89), while Section 3.3 lists strategies to be used in “(increasing) the number communities directly involved in coordinated wildfire planning and the number of community wildfire protection plans.” (pp. 123-127). Planning projects that address preventing wildfire threats to communities in “priority landscapes” can also be funded in the CFSC 2014 grant program.

# **From “A National Cohesive Wildland Fire Management Strategy”**

Wildland Fire Leadership Council  
Phase II National Report – May 2012

For more information or to view the entire document: <http://forestsandrangelands.gov/strategy/index.shtml>

2014 Grants Clearinghouse projects funded by the USDA Forest Service shall align with the goals of the National Cohesive Wildland Fire Management Strategy.

Wildfire crosses and affects all lands and resources regardless of jurisdiction and ownership. Each responding organization has a role in working together to protect lives, property and resources. Concise, mutually accepted goals and guiding principles are the foundation of a cohesive strategy. Clear accountability will ultimately promote transparency and aid oversight during the implementation phase.

These overarching, broad goals and performance measures will be used as a foundation as regional tasks and actions and performance measures are developed in Phase II and refined in Phase III.

## **Restore and Maintain Landscapes**

GOAL: Landscapes across all jurisdictions are resilient to fire-related disturbances in accordance with management objectives.

Outcome-based Performance Measure:

- Risk to landscapes is diminished.

## **Fire Adapted Communities**

GOAL: Human populations and infrastructure can withstand a wildfire without loss of life and property.

Outcome-based Performance Measures:

- Risk of wildfire impacts to communities is diminished.
- Individuals and communities accept and act upon their responsibility to prepare their properties for wildfire.
- Jurisdictions assess level of risk and establish roles and responsibilities for mitigating both the threat and the consequences of wildfire.
- Effectiveness of mitigation activities is monitored, collected and shared.

## **Wildfire Response**

GOAL: All jurisdictions participate in making and implementing safe, effective, efficient risk-based wildfire management decisions.

Outcome-based Performance Measures:

- Injuries and loss of life to the public and firefighters are diminished.
- Response to shared-jurisdiction wildfire is efficient and effective.
- Pre-fire multi-jurisdictional planning occurs.





## Scoring Criteria

## 2014 APPLICATION REVIEW INFORMATION

### I. Evaluation Criteria

All submitted applications will be reviewed for completeness. Only those applications that are complete will move forward to the Review Committee. The initial review criteria are:

- Was the application received on time?
- Is the applicant an eligible organization?
- Did the applicant submit one application?
- Was the application complete? (Were all appropriate questions answered and Letters of Commitment submitted correctly).
- Were all Letters of Commitment (1) received on time; (2) on organizational letterhead or email equivalent; (3) signed and (4) from the same sources listed in the application?
- Did the match/cost-share amounts in the Letters of Commitment equal the amounts in the application?
- If the applicant indicated they would provide match, did they submit a Letter of Commitment?
- If the applicant has a fiscal sponsor, was a Fiscal Sponsor Agreement submitted with the Letters of Commitment?
- Does the application request not exceed \$200,000?
- Is the budget accurate and the match projection consistent throughout the proposal?

***Applications that satisfy all of the above criteria will move forward to the Review Committee. Applications that do not meet any one of the above requirements may be disqualified.***

## II. Scoring Criteria

Applications will be scored on the following 10 Criteria with a total of 50 points.

1. 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 sponsor can feasibly add and complete an additional project without overtaxing its resources including staff workload.	5
2. The application appropriately addresses the wildland fire problem through fuels hazard mitigation, prevention education or planning within the project area.	5
3. The application demonstrates specific, advance planning for long-term sustainability following the conclusion of the grant period.	5
4. The project will ____ create, or ____ be linked to ( <b>check which option applies</b> ), an interagency Community Wildfire Protection Plan (CWPP), collaborative community fire plan or an equivalent.	5
5. The project will improve wildfire survivability in a community appearing on the current California Fire Alliance “communities at-risk” list.	5
6. The project is within the wildland urban interface (WUI) and is within an area designated by CAL FIRE as a “Very High Severity Zone”.	5
7. The application goals and objectives are consistent with and advance the National Cohesive Wildland Fire Management Strategy goals.	5
8. The application clearly describes how the project fits into the broad goals of the California Forest Action Plan by implementing actions that utilize strategies within priority landscapes.	5
9. 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” is understood to mean relevant federal agency staff, local fire and/or other government agencies, and/or other sources of significant resources for proposed project.	5
10. Costs are reasonable in proportion to the proposed deliverables. The total amount requested is appropriate for the scope of the project. Staff costs (personnel/contractors/benefits) should be considered direct project expense.	5



## **Fiscal Sponsor Information**



## **Criteria for Serving as a Fiscal Sponsor for a Subrecipient of Grants from the California Fire Safe Council's Grants Clearinghouse**

As used by the California Fire Safe Council in the operation of the Grants Clearinghouse, a "Fiscal Sponsor" is an organization that assumes the legal responsibility for the management of grant funds awarded to another organization.

When the source of grant funds is the federal government, the grant management regulations found in the Code of Federal Regulations (CFR), Circulars issued by the Office of Management and Budget (OMB), and other national policy requirements apply to the stewardship of those funds and the goods and services purchased with them.

In order to ensure that fiscal sponsor organizations have the ability and capacity to manage these funds, the California Fire Safe Council requires that a Fiscal Sponsor meet certain minimum requirements and that they agree to abide by and follow the applicable federal regulations and generally accepted good business practices.

### **Minimum Requirements:**

1. The fiscal sponsor will be either:
  - a. a California or Nevada local government agency, or
  - b. a non-profit organization certified by the Internal Revenue Service
  - c. Tribal Government
  - d. School District
2. Not suspended or debarred from doing business with the federal government, as per the "List of Parties Excluded from Federal Procurement or Nonprocurement Programs", pursuant to Executive Orders 12549 and 12689.

### **Other Considerations:**

**Cost:** Most, but not all fiscal sponsors charge for their services. The amount they charge varies widely, so it is recommended that grant applicants "shop around" to find a fiscal sponsor that can meet the minimum requirements and also discharge the responsibilities and duties described below at the most reasonable cost. Applicants should review the potential sponsor's accounting and business processes, their previous experience as a fiscal sponsor, and should request and investigate references.

**Other Services:** Some fiscal sponsors can also provide other services that might enhance the applicant's abilities to manage and accomplish the project, such as project, environmental, and cultural resource compliance planning, and on-the-ground project management.

## **Typical Responsibilities and Duties of Fiscal Sponsors**

1. Receive grant funds, deposit in bank accounts, and make appropriate accounting system entries
2. Authorize and review expenditures in accordance with the project workplan and budget.
3. Receive and pay bills from vendors for goods and services purchased for the grant project.
4. Prepare or assist in preparing quarterly and final project budget reports.
5. Refund unused funds and earned interest in excess of \$250 (non-profits) or \$100 (local governments) at the conclusion of the project.

### **Letter of Agreement**

The Fiscal Sponsor organization must submit a signed Letter of Agreement to the California Fire Safe Council agreeing to and certifying that they will act on behalf of the grant applicant to receive, spend, and otherwise manage the grant funds and property assets associated with a particular grant project, in accordance with all applicable federal and state laws and regulations. (A sample of such an agreement is shown below.)

**SAMPLE 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 \_\_\_\_\_ 2013 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 debt 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:**

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**Authorized Signer (sign and print)**

---

**Date**

**Accepted for the Grantee:**

---

**Authorized Signer (sign and print)**

---

**Date**



## **SUMMARY OF CERTAIN REGULATIONS APPLICABLE TO FEDERAL GRANT MANAGEMENT**

The following regulations deal with the responsibilities and performance expectations placed on fiscal sponsors, and on grant recipients not served by fiscal sponsors, for their performance in managing federal grant funds. They also describe the characteristics of the business management systems that they should use. Other federal and state laws and regulations may also apply. Grant applicants and potential fiscal sponsors may want to consult with an accounting professional for more information.

1. **Financial Management:** Accounting policy, procedures, system, and records ([2 CFR 215.20 - .29](#), or OMB [Circular A-102](#) and applicable [Federal agency codifications of the grants management common rule](#) (e.g. 7 CFR 3016.20 - .29). A subrecipient or fiscal sponsor should maintain and make available to the California Fire Safe Council the following:
  - a. Written policies for determining reasonableness, allowability, and allocability of costs in accordance with federal cost principles and award terms and conditions
  - b. Records of individual expenses and payments for each grant: invoices, cancelled checks, etc.
  - c. Records of bank deposits for grant funds received from the California Fire Safe council for each grant
  - d. Method of verifying that grant funds are not mingled with other funds
  - e. Method of verifying the value of cost-sharing and matching fund contributions, especially volunteer labor
  - f. Records of cost sharing and matching contributions from all organizations
  - g. Method of verifying the value of cost-sharing and matching fund contributions, especially volunteer labor
  - h. Method of monitoring whether the non-federal cost-sharing expenditures meet the percentage requirements in the grant agreement
  - i. Bonding of employees who have the ability to receive and issue payments
2. **Procurement System:** policy, procedures, and records (2 CFR 215.40 - .48, or OMB Circular A-102, and applicable Federal agency codifications of the grants management common rule (e.g. 7 CFR 3016.36). A subrecipient or fiscal sponsor should maintain and make available to the California Fire Safe Council the following:
  - a. Purchasing manual
  - b. Written standards of conduct
  - c. Competitive procurements, bid solicitations, cost and price analysis, vendor selection process
  - d. Efforts to use small and minority-owned businesses
  - e. Reasons for each procurement
  - f. Contract provisions (2 CFR 215, App. A; OMB Circular A-102, and applicable Federal agency codifications of the grants management common rule (e.g. 7 CFR 3016.36 (i))
  - g. Compliance with national policy requirements
  - h. Contract administration: bid solicitation, contractor performance monitoring
3. **Personnel Management System:** policy, procedures, and records (2 CFR [220](#), [225](#), or [230](#), as applicable). A subrecipient or fiscal sponsor should maintain and make available to the California Fire Safe Council the following:
  - a. Time and attendance records for paid staff, volunteers, and in-kind contributors

- b. Position descriptions
  - c. Recruiting, hiring, and termination process
  - d. Compensation system
  - e. Method for documenting and charging salaries and wages to projects (2 CFR 220, App. A, sec. J.10; 2 CFR 225, App. B, sec. 8; 2 CFR 230, sec. 8)
  - f. Policy for hiring consultants
4. Property Management System: policy, procedures, and records (2 CFR 215.30 - .37, or OMB Circular A-102, and applicable Federal agency codifications of the grants management common rule (e.g. 7 CFR 3016.31 - .34). A subrecipient or fiscal sponsor should maintain and make available to the California Fire Safe Council the following:
- a. Written controls to safeguard against loss, theft, misuse, etc.
  - b. Property records: date procured, price paid, source of funds, depreciation, location, disposal, etc.
  - c. Insurance coverage
  - d. Annual inventory
  - e. Disposition procedures
  - f. Equipment: inventory, control, maintenance, and disposal procedures and records
5. Travel Policies and Procedures (2 CFR 220, App. A (J).53; 225 App. B, .43; or 230, App. B, .51, as applicable). A subrecipient or fiscal sponsor should maintain and make available to the California Fire Safe Council the following:
- a. Authorization and approval
  - b. Travel advances
  - c. Use of credit cards
  - d. Reimbursement rates
  - e. Documentation of costs
6. Project Management \*. A subrecipient or fiscal sponsor should maintain and make available to the California Fire Safe Council the following:
- a. Project selection methodology
  - b. Project Operational Plan (Project Workplan): identifies tasks, responsibilities, timeline, and resources available
  - c. Project managers understand grant terms and conditions, regulatory requirements and restrictions, prior approval requirements, and reporting requirements
  - d. Project managers understand project goal, objectives, and performance target
  - e. Methods for monitoring project progress and accomplishments
  - f. Reports on of progress and accomplishments
  - g. Records Retention: all records pertaining to the grant kept for 3 years after final expenditure report (2 CFR 215.53 and OMB circular A-102, and applicable Federal agency codifications of the grants management common rule (e.g. 7 CFR 3016.42)

\* Project management responsibilities may be shared with the grantee organization, but the fiscal sponsor is ultimately responsible for the expenditure of grant funds in accordance with the objectives of the grant.



## **Letters of Commitment**



Mapdot Fire Safe Council  
PO Box 123  
Wherzat, CA 99999  
Phone #: (555) 555-5550  
Fax #: (555) 555-5551

California Fire Safe Council  
*Grant Manager*  
*Address*

*(date)*

RE: Project Name: Wherzat West Side Fuel Break  
Cover Letter and Summary of Letters of Commitment

Dear Grant Manager:

Attached are four Letters of Commitment to this grant project from this organization and three other cooperating businesses. The total value of matching funds and in-kind services to be provided by these organizations is \$31,030, comprised of the following:

<b>ORGANIZATION or INDIVIDUAL</b>	<b>MATCHING FUNDS</b>	<b>IN-KIND GOODS AND/OR SERVICES</b>	<b>TOTAL</b>
<u>APPLICANT:</u> Mapdot FSC	\$6,560	\$23,560	\$30,120
Charred Fork Cafe	\$0	\$200	\$200
Sawmill Sub Shop	\$0	\$160	\$160
Design-a-Sign	\$0	\$550	\$550
<b>TOTALS</b>	<b>\$6,560</b>	<b>\$24,470</b>	<b>\$31,030</b>

We believe that the contribution of these matching funds and in-kind services demonstrates the community support we have for this project, and we hope that this will support the selection of our project for funding.

Sincerely,

*Primary Contact Signature*

*Organization Primary Contact*



Mapdot Fire Safe Council  
PO Box 123  
Wherzat, CA 99999  
Phone #: (555) 555-5550  
Fax #: (555) 555-5551

*(date)*

California Fire Safe Council  
*Grant Manager*  
*Address*

RE: Project Name: Wherzat West Side Fuel Break  
Letter of Commitment

Dear Grant Manager:

The Mapdot Fire Safe Council will be providing in-kind Personnel and Supplies in support of the Wherzat West Side Fuel Break project, as shown in the Grant Application Budget Detail, with a value of \$23,560

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 Wherzat, also as shown in the Grant Application Budget Detail.

Sincerely,

*Primary Contact Signature*

*Organization Primary Contact*



**Charred Fork Cafe**

25 Crispy Ridge Way  
Wherzat, CA 99999

Phone #: (916) 648-3613

Fax #: (916) 648-3601

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Mapdot Fire Safe Council  
PO Box 123  
Wherzat, CA 99999

*(date)*

RE: Project Name: Wherzat West Side Fuel Break  
Letter of Commitment

Dear (name of Organization Primary Contact Person):

Coffee and snacks with a value of \$200 total will be provided to the two community meetings being held for the Wherzat West Side Fuel Break project in the community of Mapdot. Our Business was burned down in the Fakeridge Fire of 1989, and we believe that the efforts of our neighbors will help protect our entire community.

Sincerely,

*Dar Kroast*

Dar Kroast  
Charred Fork Cafe



Sawmill Sub Shop  
3 Logload Drive  
Wherzat, CA 99999  
Phone #: (555) 648-3614  
Fax #: (555) 648-3601

Mapdot Fire Safe Council  
PO Box 123  
Wherzat, CA 99999

(date)

RE: Project Name: Wherzat West Side Fuelbreak  
Letter of Commitment

Dear (Name of Organization Primary Contact Person):

The Sawmill Sub Shop is pleased to provide lunches to volunteers working on the West Side Fuel Break project near Mapdot. Our business is proud to support responsible forestland management in our community. Our donation of 26 lunches for the two scheduled work days has a value of \$160.

Sincerely,

*Wree Sprout*

Wree Sprout  
Sawmill Sub Shop Owner



1111 Showmethe Way  
Carbonaceous, CA 99999

Phone #: (916) 648-3612  
Fax #: (916) 648-3601

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Mapdot Fire Safe Council  
PO Box 123  
Wherzat, CA 99999

*(date)*

RE: Project Name: Wherzat West Side Fuel Break  
Letter of Commitment

Dear *(Name of Organization Primary Contact Person)*:

The Design-a-Sign company will provide printing and installation of a sign marking the fuel reduction that has been created for the Wherzat West Side Fuelbreak project. The sign will be installed on Flame Heights Drive in front of the project area. The cost of design and construction is \$550 and will be donated by the Design-a-Sign company.

Sincerely,

***Bill Board***

Bill Board  
Design-a-Sign





**DUNS, SAM & CAGE**

# **DUNS Number, SAM Registration, and CAGE Code Information**

California Fire Safe Council, revised 7/10/13

Per ARRA (American Recovery and Reinvestment Act) and FFATA (Federal Funding Accountability and Transparency Act) federal regulations, all subgrantees or subcontractors receiving federal grant awards or contracts must have a DUNS (Data Universal Numbering System) Number and be registered with the SAM (System for Award Management). This includes all subgrantees receiving funds from the California Fire Safe Council (CFSC).

All grants, subgrants, and contracts funded in whole or in part with federal funds will contain DUNS and SAM/CAGE requirements, and no payments will be issued until the subgrantee or subcontractor has provided a valid DUNS number and certifies their registration with SAM to their granting/contracting agency.

## **Who needs a DUNS number?**

All organizations receiving direct federal awards or indirect federal awards that pass through another agency (such as the CFSC) must have a DUNS number. This includes state and local government agencies, special districts, universities, and registered non-profit and for-profit corporations. If any of these types of subgrantees utilizes the services of a Fiscal Sponsor, then both the subgrantee and the Fiscal Sponsor must have a DUNS number.

(However, if the subgrantee does not fall into one of these categories, such as a non-profit organization that is not registered with the IRS, they will not be able to complete the SAM registration process. In that case they will have to use a "Fiscal Sponsor" organization that is a "legal entity", which will be the actual subgrantee identified by name in the sub award agreement. The Fiscal Sponsor must then have a DUNS number and be registered with the SAM

## **How do I find out if my organization already has a DUNS number?**

Your chief fiscal officer, treasurer, business manager, executive director, or accountant is likely to be able to provide your organization's DUNS number if you already have one. Many larger organizations such as state and local government agencies, special districts, universities, non-profits, and for-profit corporations are likely to already have a DUNS number. If you don't know if you have one, you can search the Dun & Bradstreet website at:

<http://fedgov.dnb.com/webform/CCRSearch.do>.

## **I've received federal grants/contracts for several years without a DUNS number. Why do I need one now?**

Although these requirements have existed for a number of years for direct recipients of federal grants, This is a fairly new and developing requirement for subgrantees and subcontractors.

## **How do I get a DUNS number?**

DUNS numbers are provided by Dun & Bradstreet (D&B). You can obtain a DUNS number by phone or through D&B's website. Typical turn-around time for a web request is one business

day, but due to the currently high volume of requests caused by ARRA, it may take longer. If you need your DUNS number immediately, you might consider making your request by phone where you will be assigned a DUNS number during the call.

An authorizing official of the organization, such as an Executive Director, Chief Financial Officer, etc. not a Project Director, should request a DUNS number. The following is a list of the information you will need in order to obtain it:

- Name of organization
- Organization address
- Name of the CEO/organization owner
- Legal structure of the organization (non-profit organization, for-profit corporation, etc.)
- Year the organization started
- Primary type of business
- Total number of employees (full and part time)

#### **Contact Dun & Bradstreet**

Phone: **866-705-5711**

Website: <http://fedgov.dnb.com/webform/displayHomePage.do>

Note: As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

#### **How much will it cost to get a DUNS number?**

Obtaining a DUNS number is absolutely FREE for all federal grant and contract applicants. Contact Dun & Bradstreet directly using the contact options listed above and you will quickly and easily obtain a DUNS number at no charge. There are companies who may offer to help you obtain a DUNS number for a fee, but this service is not necessary.

Dun & Bradstreet may also offer to sell their products to you for a fee, but purchase is not required to obtain a DUNS number.

#### **My organization has more than one DUNS number. How do I know which one to use?**

Organizations may have multiple DUNS numbers because they are issued by D&B by physical location. For consistency, the California Fire Safe Council will issue all subgrants to the primary DUNS number of the organization. Contact D&B to identify which DUNS number is the primary one. You should also be sure that the DUNS number you use on your grant/contract is the same as the DUNS number used during registration with SAM as described below.

## **US General Services Administration "System for Award Management" (SAM) and Commercial And Government Entity (CAGE) Codes.**

### **What is SAM?**

The System for Award Management (SAM) combines federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. This consolidation is being done in phases. The first phase of SAM includes the functionality from the following systems:

- \* Commercial and Government Entity (CAGE) registration, formerly called the Central Contractor Registry (CCR)
- \* Federal Agency Registration (Fedreg)
- \* Online Representations and Certifications Application
- \* Excluded Parties List System (EPLS)

### **How will SAM benefit me?**

The overarching benefits of SAM include streamlined and integrated processes, elimination of data redundancies, and reduced costs while providing improved capability.

You will need a SAM User Account to register or update your entity records.

### **Create Your SAM User Account and Register Your Entity**

You can create a SAM account and register your Entity (business, individual, or government agency) to do business with the Federal Government. To do this, go to [www.SAM.gov](http://www.SAM.gov)

### **What is a CAGE code, and how are CAGE Codes assigned?**

The Commercial And Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government, assigned by the Department of Defense's Defense Logistics Agency (DLA). The CAGE code is used to support a variety of mechanized systems throughout the government and provides a standardized method of identifying a given facility at a specific location. The code may be used for a facility clearance, or a pre-award survey.

You do not need to have a CAGE code prior to SAM registration, as one will be automatically assigned to you as a part of your entity's registration in SAM.

### **Search Records**

All exclusion records from the Excluded Parties Listing System have been moved to SAM. You can search these records when you log on to your SAM account.

## Frequently Asked Questions for D-U-N-S Number and SAM Registration

What is SAM?	SAM is the System for Award Management. This site, developed by the government will eventually combine eight federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. Phase one of SAM will combine CCR, ORCA, EPLS and FedReg. As a result, CCR, ORCA, EPLS and FedReg no longer exists since July 29, 2012. For more information visit <a href="https://www.sam.gov/sam/">https://www.sam.gov/sam/</a>
Will I still need a DUNS number to enter SAM?	Yes, all activities related to D&B and the DUNS number will remain the same. The DUNS will be needed to begin your registration and any updates to your company name or address need to be made at D&B prior to entering SAM.
What is D&B Government iUpdate?	Government iUpdate is D&B's internet-based service that allows business owners, officers and managers the ability to request a DUNS or view, print and request updates to their existing company information.
Can every company use Government iUpdate?	No. Only those companies located in the continental US, Puerto Rico and US Virgin Islands can use Government iUpdate. Companies outside of these locations, as well as public companies, are unable to make changes to their company information via Government iUpdate.
Is D&B Government iUpdate Secure?	Government iUpdate is password protected and encrypted with Secure Socket Layer (SSL) Protocol. In addition, any changes made to your company information get processed through our internal system, which has over 800 validation checks.
Why were my requested changes rejected or not made?	To maintain accuracy of significant business information, D&B data update policies require certain change requests to be verified by a third party prior to entry. If verification cannot be confirmed, the change request will be denied. This policy is to assist in protecting you and your company from possible identity theft.
Why are you verifying my identity?	To help safeguard your company's data, D&B must first verify your personal identity and your affiliation with the selected company. To read about how we collect, manage, share and protect information, please review our Privacy Policy.
What are D&B's Data and Privacy Policies?	D&B's privacy policy can be found at <a href="http://www.dnb.com/US/home/privacy_policy/index.html">http://www.dnb.com/US/home/privacy_policy/index.html</a> .
How do you verify my identity?	D&B uses commercially available identity matching technology create a short series of challenge questions based on geographical and demographic data. This is only used to validate your information, we do not store this personal information. To read about how we collect, manage, share and protect information, please review our Privacy Policy.
Do I answer the challenge questions every time I enter Government iUpdate?	No, once successfully authenticated, you will establish an ID and Password.
What if I don't find my company in your database?	You may request a new DUNS number using Government iUpdate.
What if I answer the challenge questions wrong?	In order to maintain the proper security, you will be allowed two attempts to successfully complete the authentication exam. If the second attempt results in a failure, you will be asked to complete a D&B Government iUpdate Personal/Business Identification Certification before moving forward. This form requires backup documentation and notarization.
Has the website changed?	No. The website is still <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> .
This is my first time making a DUNS request on the Government iUpdate, should I call into the helpdesk or go to the website?	We recommend that you go directly to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> because submitting online allows you to easily view and answer the personally derived questions and multiple choice answers the authentication exam.
How do I change my password for Government iUpdate?	Registered users can modify their Password or User ID through the User Profile option within Government iUpdate.

I forgot my password, can I still get access?	Yes, select the "forgot password" link on the main login screen. You will be required to answer your security questions created during registration. Once verified, your password will be e-mailed to you.
Can I use this web site if I have my popup blocker enabled?	Certain features and functionality within this web site are launched in popup windows. If you are experiencing any problems in using these features, D&B recommends you disable any popup blockers you have on your system.
What is a DUNS number and how are they assigned?	A DUNS number is a unique, non-indicative 9-digit identifier issued and maintained by D&B that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business.
Who is eligible for a D&B D-U-N-S® Number?	Commercial, non-profit or government entities Self-employed individuals (only individuals such as; physicians, lawyers, contractors, etc. who are engaged in a specific commercial business activity). All secondary locations including Branches and Divisions .
Is there a charge for U.S. Government contractors?	Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. This includes current and perspective Contractors, Grantees, and Loan recipients. Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B online process.
Are D&B D-U-N-S® Number re-used?	Once assigned, a D&B D-U-N-S® Number is not reused or reissued to another business entity.
How do I know if D&B has assigned my entity a new D-U-N-S Number?	A D&B Representative has confirmed that your entity has a new D-U-N-S Number. It is always best to confirm the correct D-U-N-S Number for your entity with D&B going online at <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> or by calling 1-866-705-5711 (US Only). International registrants can confirm by sending an e-mail to <a href="mailto:ccrhelp@dnb.com">ccrhelp@dnb.com</a> , including Company Name, D-U-N-S Number, and Physical Address, and Country.
Can I have more than one D-U-N-S Number at the same physical location?	Yes, more than one D-U-N-S Number can be issued at the same physical location if they are (1) separate legal entities (ie; LLC, Inc., Corp) or (2) companies that have the same legal business name but different DBA's and/or a different line of business that is specific to the nature of operations. An example of (2) is when a HQ and brand or division (see definitions below) are co-located, like a warehouse on the premises of the HQ. Definition: Headquarters is a business that has branches or divisions reporting to it and is financially responsible for them. Branch is a secondary location of the HQ. It is not a separate corporation and has no legal responsibilities for its debt. It can be located at the same address as the HQ, if a unique tradestyle is used. Division, like a branch, is a secondary location of a business. However, a division carries out specific business operations related to the headquarters under a divisional name.
How do I Register at SAM?	To register with SAM, go to <a href="http://www.SAM.gov">www.SAM.gov</a> , create a User ID and Password to begin, or enter your existing User ID and Password.
My Corporate Linkage information listed in SAM is incorrect.	Please send an email to <a href="mailto:govt@dnb.com">govt@dnb.com</a> including your DUNS number and contact information. In the email confirm what should be listed for the HQ/Parent, Domestic Ultimate and Global Ultimate. You will then be contacted by a D&B associate.
What is DUNS+4?	The +4 extension to a DUNS number is created by registrants in SAM when there is a need for more than one bank/Electronic Funds Transfer (EFT) account for a location. D&B does not create or maintain the +4 number.
How do I check my SAM Registration Status?	Go to <a href="http://www.SAM.gov">www.SAM.gov</a> and click "Search Records" located at the top of the page. Search by entering your DUNS number or business name. If found, your registration status will be displayed.
What is TIN Matching?	The TIN matching process is conducted between SAM and the IRS. Be sure to your Taxpayer Name is on the SAM IRS Consent Page as this may be different from your Legal Business Name. If your IRS Consent validation fails, please contact the IRS.
What if my DUNS Number is not recognized at grants.gov?	A DUNS number is accepted at grants.gov after you are registered at SAM. To get to the SAM site, use the link at grants.gov or go directly to <a href="http://www.SAM.gov">www.SAM.gov</a> .



## **Insurance Information**





## California Fire Safe Council

# Suggestions for Grantee Insurance

2 CFR 215.31 requires that grant recipients provide equivalent insurance coverage for equipment acquired with federal grant funds. All employers are required by state law to provide Worker's Compensation Insurance for their employees.

Additionally, grantees must maintain effective control over and accountability for all grant funds.

Also, during the course of normal business, officers, employees, and volunteers make decisions and take action on behalf of the organization. Sometimes these decisions may affect people outside the organization, either positively or negatively, and sometimes errors are made. Sometimes officers, employees, and volunteers exercise poor judgment and act inappropriately or illegally. In all of these situations, the organization, its officers, employees, and volunteers must be protected, and insurance may offer some degree of protection.

The following are several types of insurance policies that grantee organizations should consider to protect not only federal grant funds and equipment, but also the people and assets of the organization. Other types of insurance policies are available.

1. Directors and Officers Insurance for Board of Directors and Staff.
2. Fidelity Bond Insurance to cover all Federal grant funds.
3. Insurance to cover replacement cost of any equipment items bought with grant funds. (Actual Cash Value insurance will be based on the age and condition of the equipment, and may not be enough to replace it.)
4. Workers comp insurance for all employees and volunteers.
5. Property Insurance (in the event buildings or other property is owned).
6. Automobile Insurance, should grantees own vehicles.
7. Liability insurance covering the organization.

This should not be considered a complete list of types of Insurance a grantee may need. Grantees should discuss coverage limits and policy types with their insurance agent. He/she can make a recommendations based on the types of activities the grantee will be undertaking in the performance of work related to the grant project.

When providing proof of insurance to California Fire Safe Council, we need a copy of your "Certificate of Insurance" or "cover page". The document provided will need to confirm; the effective and expiration date of the policy, coverage type(s) and limits.





## **Project Planning**

## Average In-Kind Value of Cal Fire Crews, State of CA FY 13/14

The following information is provided for planning and estimating purposes only.  
Actual costs will be provided by Cal Fire staff.

Average Crew Cost Per Hour	\$189.60
Average Crew Cost Per Day	<b>\$1,516.84</b>

<b>Daily Charge to Project Sponsors for Cal Fire Crew Work</b>	<b>\$225.96</b>
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The Daily Charge is based on a statewide daily average of \$200 for crew operational costs for items such as vehicle and chainsaw fuel, tool equipment wear and tear, safety equipment, etc., plus an administrative charge of 12.98%. **This is the daily amount that Cal Fire charges project sponsors for crew work.**

Information provided by the Cal Fire Conservation Camp Program Office, 4/22/13.

## Cal Fire Operating Costs for Use of Cal Fire Chippers on Grant Projects

California Fire Safe Council, March and April 2012

All grant applicants should consider the support costs (itemized below) for using Cal Fire chipper(s) on fuel reduction projects. The information below is provided for cost estimating purposes, but the best estimates can be developed by consulting with the Cal Fire staff at the closest conservation camp to the work site.

Shown below are approximate operating costs associated with use of chippers owned by Cal Fire and used on grantee fuel modification projects. These costs were developed by Cal Fire staff at Deadwood Conservation Camp in Siskiyou County in March 2012, but are representative of charges that should be expected from other conservation camps. These costs ARE NOT included in the daily fee that the grantee pays for crew operating costs, so grantees should budget for them accordingly.

Additional costs may apply for use of a Cal Fire vehicle and driver to pull the chipper, so verify all costs with the Cal Fire conservation camp staff before budgeting for chipper use. (See below.)

Chipper knives	\$350 per set
Chipper knife sharpening:	\$40 each time (Once per week with heavy use)
Hydraulic Oil and Filter:	\$165 per change (10 gallons hydraulic oil @ \$15/gallon and one filter @ \$15, changed every 2000 hours with normal use, every 1000 hours with heavy use)
Motor Oil and Filter	\$39 per change (every 200 hours of use: 6 quarts oil @ \$4, plus one filter @ \$15)
Fuel Filters	\$35 annually

*Additional information from Assistant Chief Jeff Burns, Cal Fire Deadwood Conservation Camp, 4/23/12*

Figuring in the raw costs plus the cost of fuel, the support operating costs come out to roughly \$50 per day or \$250 per week for the chipper alone. That would include blade sharpening, filters, lubricants and fuel for the chipper.

Additional costs to consider would be the personnel and operating cost for a vehicle to pull the chipper.

Personnel costs would include wages and possibly lunch cost for the vehicle operator. This could be low if using volunteers or high if paying a stipend or wage for a Cal Fire employee.

Chipper tow vehicle operating costs are difficult to determine without knowing how far the pull vehicle will travel. There may even be a mileage rate included if necessary based on current Cal Fire vehicle operating costs.

The cost of commercial rental and cleaning for a portable toilet should also be considered if a toilet is needed for exposed work sites. Rental rates vary, so this information should be obtained locally for the particular area and duration of need.

This list may not be all-inclusive, but covers most of the support costs associated with chipper use. A flat rate for everything would be the easiest for grant applicants, but there are too many variables associated with project work to make a "one size fits all" rate.



## Fuel Treatment Definitions

### **MECHANICAL TREATMENT:**

A treatment category that describes work that manually removes or modifies fuel loading to minimize fire hazard. Includes the following treatment types:

Biomass Removal	The removal, through harvest, sale, offer, trade or utilization, of trees and woody biomass, including limbs, tops, needles, leaves and other woody parts; removal may result in the production of the full range of wood products, including timber, engineered lumber, paper and pulp, furniture and value-added commodities, and bio-energy and/or bio-based products such as plastics, ethanol, and diesel.
Chipping	Use of a stationary machine for chipping small trees, limbs, tops, and brush. Chips are larger and coarser than sawdust. Treated vegetation is usually moved to a central location for chipping, and can be scattered or blown back into the woods or into a van for transport to an off-site location.
Crushing	Use of a vehicular machine for crushing and flattening small trees and brush. Treated vegetation is usually left onsite.
Hand Pile	Piles of slash (vegetative debris from hazardous fuel reduction projects) constructed by hand of such size and at such distance from trees so that burning shall not result in unnecessary damage to residual timber, and with construction of a fire line to bare mineral soil.
Lop and Scatter	Felling, cutting branches, tops, and unwanted boles into lengths and spreading debris more or less evenly over the ground. Logging slash or fuel reduction debris cut and or scattered to reduce slash concentrations with slash being generally left within 18 or 30 inches of the ground. Slash is scattered into openings away from and without unnecessary damage to residual trees.
Machine Pile	Piles of slash (vegetative debris from hazardous fuel reduction projects) constructed using vehicular machines of such size and at such distance from trees so that burning shall not result in unnecessary damage to residual timber, and with construction of a fire line to bare mineral soil.
Mastication/Mowing	Chopping, grinding, and/or mowing treatments, usually by mechanical means, to reduce fuel bed depth or crowning potential. The primary target is usually live fuels, such as brush and small trees, but can be used in light loadings of dead fuels. Vegetation is usually left in place.
Thinning	A cultural treatment made to reduce forest or woodland density of trees primarily to improve growth, enhance forest health, recover potential mortality or reduce hazardous fuels. Treatment can be by hand tools, such as chainsaw, machete, sandvik brush axes or brush hooks, or mechanical thinning using feller-bunchers or cut-to-length systems.
Tree Felling & Removal	The felling and removal of trees that are a hazard to human safety and property. Falling is usually done by hand tools, such as chainsaw, or mechanically using feller-bunchers or cut-to-length systems.

**PRESCRIBED FIRE TREATMENT:**

A treatment category defined as deliberately burning wildland fuels in either their natural or modified state, and under specified environmental conditions, which allows the fire to be confined to a predetermined area and produces the fire line intensity and rate of spread required to attain planned resource management objectives. Includes the following treatment types:

Broadcast Burn	A prescribed fire that is allowed to burn over a designated area within well-defined boundaries to achieve some land management objective.
Fire Use	A wildfire that is allowed to burn over an area within well-defined boundaries to achieve some land management objective.
Hand Pile Burn	To deliberately burn <i>hand piles</i> under specified environmental conditions, which allows the fire to be confined to the perimeter of the hand pile area and produces the intensity required to attain planned fuel reduction objectives.
Machine Pile Burn	To deliberately burn <i>machine piles</i> under specified environmental conditions, which allows the fire to be confined to the perimeter of the machine pile area and produces the intensity required to attain planned fuel reduction objectives. Machine pile and burn treatments are distinguished from <i>Jackpot Burn</i> by construction of a fire line to bare mineral soil around each machine pile.

**OTHER TREATMENT:**

A treatment category that describes work that involves the use of chemicals and/or biological methods to reduce hazard from wildfire. Includes the following treatment types:

Biological	The artificial application of a natural control agent to regulate pest species; treatment examples include introduction of foraging species, predators or parasites to control plant or animal pests.
Browsing	The eating of any kind of standing vegetation by animals. Grazing Management is the manipulation of grazing or browsing animals to accomplish a desired result.
Chemical	The application of a pesticide (insecticide or herbicide) to control or kill pest species.

## USFS Limits for Various Types of Procurement Processes

California Fire Safe Council

D. Lang, rev. July 10, 2013

The following information from the US Forest Service's own procurement procedures can provide policy and procedure guidance to grantee organizations.

The Forest Service uses 3 basic methods for procurement.

1. Micro-purchases: For purchases of \$3,000 or less for supplies, or \$2,500 or less for services, and \$2,000 or less for construction, called "micro-purchases", the purchase is made with a credit card: no price quotes or bids are required.
2. Simplified Acquisition Procedures : For supplies, services, and construction projects that exceed those thresholds, up to \$150,000, the Forest Service uses the "Simplified Acquisition Procedures" found in FAR Part 13. Competition from three sources generally meets the requirement for "competition to the maximum extent practicable." A non-binding "Request for Quotation" is used to document the sources and the prices quoted. Purchases are made using standard procurement documents, such as purchase orders.
3. Sealed Bids: For all acquisitions over \$150,000, including supplies, services, and construction, the Forest Service uses either a "Request for Proposal" or "Sealed Bids".

The Code of Federal Regulations says that grantees must follow their own organization's normal procurement procedures, but for federal grant funds, the procedures used should not exceed the dollar limits shown above for each type of procurement.

For organizations that want to update their procurement procedures, or for organizations that don't yet have formal procurement policies and procedures in place, these Forest Service procedures represent the minimum procedures and the maximum dollar amounts that a USFS auditor would allow.

### Sources:

1. The Forest Service's on-line "Small Business Program" brochure tells how they use the "Simplified Acquisition Procedures" for procurements under \$150,000. (April 2013)
2. The website of the USFS Cibola National Forest and National Grasslands lists the procedures for conducting micro purchases. (April 2013)



## **Federal Grant Regulations**



# Website Locations for Federal Grant Rules

## Administrative Requirements

Organization Type	Grant Rule	Website
State, Local or Tribal Government	OMB Circular A-102 Attachments & Common Rule	<a href="http://www.whitehouse.gov/omb/circulars_a102/">http://www.whitehouse.gov/omb/circulars_a102/</a> <a href="http://www.whitehouse.gov/omb/grants_attach/">http://www.whitehouse.gov/omb/grants_attach/</a>
Non-Profits		
Educational Institutions	2 CFR 215	<a href="http://www.gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/xml/CFR-2013-title2-vol1-part215.xml">http://www.gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/xml/CFR-2013-title2-vol1-part215.xml</a>
For-Profits		

## Cost Principles

Organization Type	Grant Rule	Website
State, Local or Tribal Government	2 CFR 225	<a href="http://www.gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/xml/CFR-2013-title2-vol1-part225.xml">http://www.gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/xml/CFR-2013-title2-vol1-part225.xml</a>
Non-Profits	2 CFR 230	<a href="http://www.gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/xml/CFR-2013-title2-vol1-part230.xml">http://www.gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/xml/CFR-2013-title2-vol1-part230.xml</a>
Educational Institutions	2 CFR 220	<a href="http://www.gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/xml/CFR-2013-title2-vol1-part220.xml">http://www.gpo.gov/fdsys/pkg/CFR-2013-title2-vol1/xml/CFR-2013-title2-vol1-part220.xml</a>
For-Profits	48 CFR 31.2 (FAR 31.2)	<a href="http://www.gpo.gov/fdsys/pkg/CFR-2009-title48-vol1/xml/CFR-2009-title48-vol1.xml">http://www.gpo.gov/fdsys/pkg/CFR-2009-title48-vol1/xml/CFR-2009-title48-vol1.xml</a>

## Audit Requirements

Organization Type	Grant Rule	Website
State, Local or Tribal Government	OMB Circulars (See A-133 & Compliance Supplements)	<a href="http://www.whitehouse.gov/omb/circulars_default">http://www.whitehouse.gov/omb/circulars_default</a>
Non-Profits		
Educational Institutions		
For-Profits		

<sup>1</sup> The most common audit requirement for commercial recipients is a financial related audit under the Government Auditing Standards (The Yellow Book) or an audit that meets A-133 requirements (*Management Concepts Incorporated. Managing Federal Grants and Cooperative Agreements for Recipients Course No. 2062 JD 22909. Vienna, Virginia: © 2009-1995 by Management Concepts Incorporated, October 2009.*)



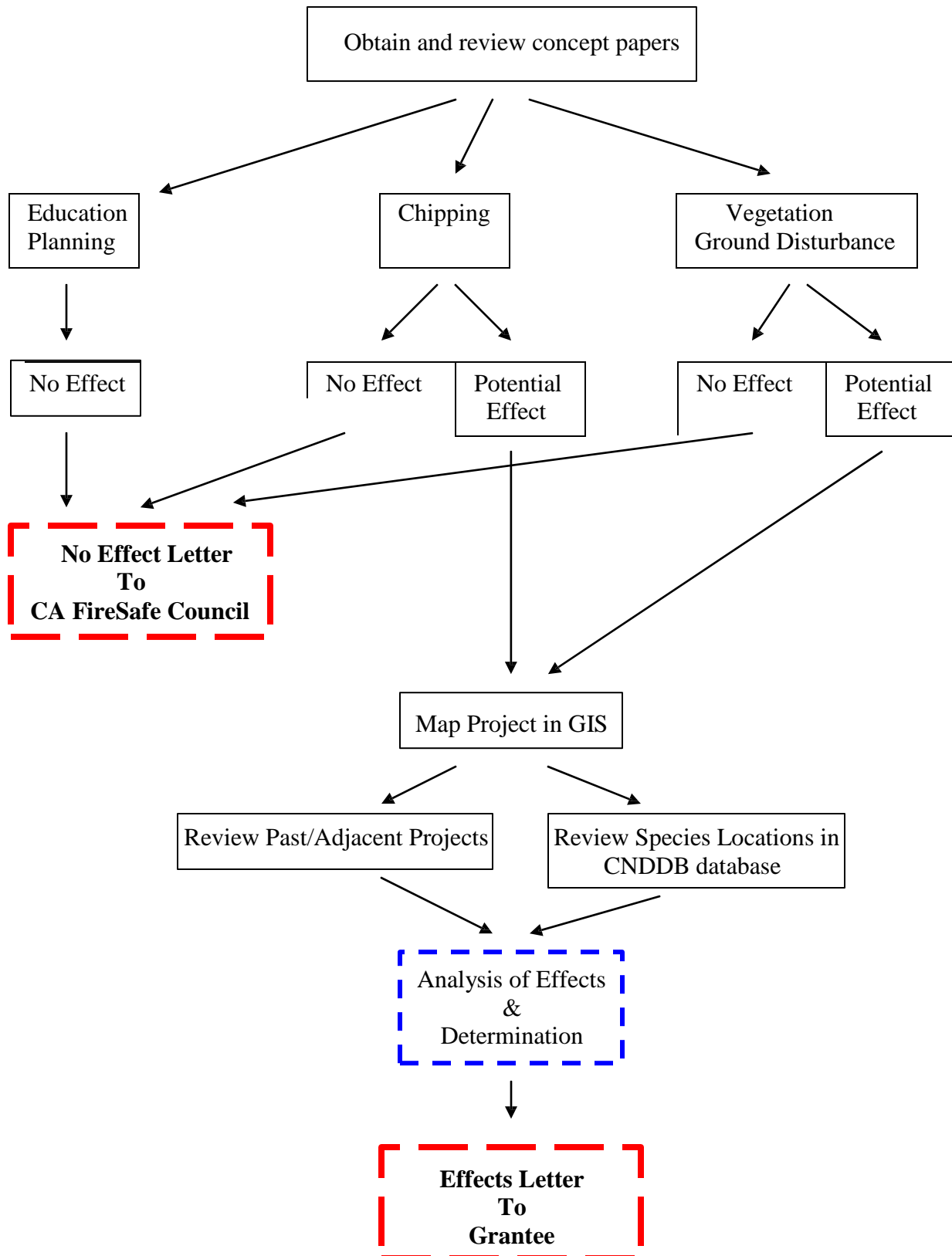
## Other Important Regulations and Websites

Description	Website
<b>Code of Federal Regulations (CFR)</b> <b>Main Page</b>	<a href="http://www.ecfr.gov/">http://www.ecfr.gov/</a>
<b>Office of Management &amp; Budget (OMB)</b> <b>Main Page</b>	<a href="http://www.whitehouse.gov/omb/circulars_default">http://www.whitehouse.gov/omb/circulars_default</a>
<b>Department of Agriculture</b> <b>Uniform Administrative Requirements for</b> <b>Grants &amp; Cooperative Agreements to</b> <b>State and Local Governments</b> <b>7 CFR 3016</b>	<a href="http://www.gpo.gov/fdsys/pkg/CFR-2013-title7-vol15/xml/CFR-2013-title7-vol15-part3016.xml">http://www.gpo.gov/fdsys/pkg/CFR-2013-title7-vol15/xml/CFR-2013-title7-vol15-part3016.xml</a>
<b>Department of Agriculture</b> <b>Uniform Administrative Requirements for</b> <b>Grants &amp; Cooperative Agreements With</b> <b>Institutions of Higher Education,</b> <b>Hospitals, &amp;</b> <b>other Non-Profit Organizations</b> <b>7 CFR 3019</b>	<a href="http://www.gpo.gov/fdsys/pkg/CFR-2013-title7-vol15/xml/CFR-2013-title7-vol15-part3019.xml">http://www.gpo.gov/fdsys/pkg/CFR-2013-title7-vol15/xml/CFR-2013-title7-vol15-part3019.xml</a>
<b>Department of the Interior</b> <b>Administrative, Audit Requirements and</b> <b>Cost Principles for Assistance Programs</b> <b>43 CFR 12</b>	<a href="http://www.gpo.gov/fdsys/pkg/CFR-2012-title43-vol1/xml/CFR-2012-title43-vol1-part12.xml">http://www.gpo.gov/fdsys/pkg/CFR-2012-title43-vol1/xml/CFR-2012-title43-vol1-part12.xml</a>

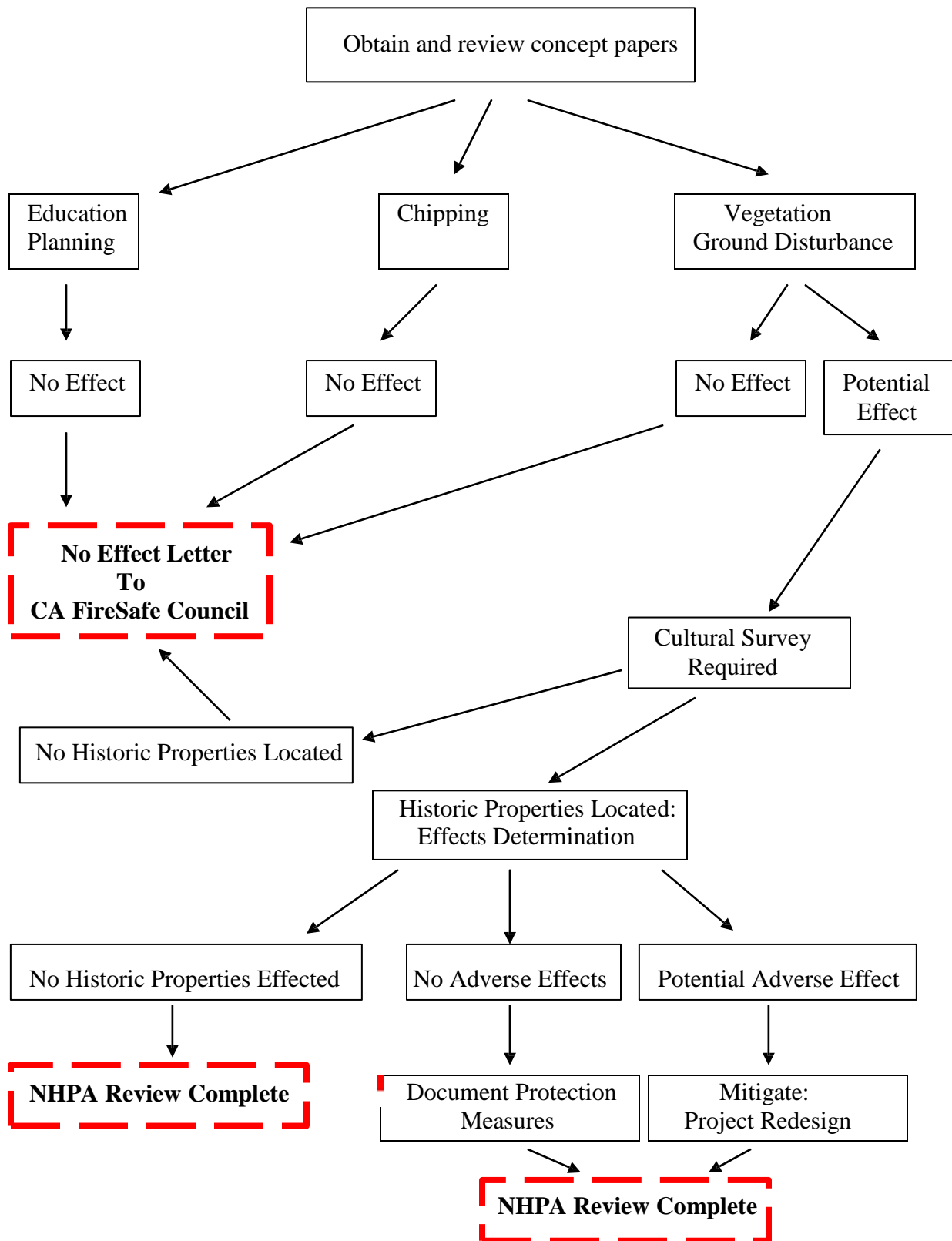


## **Environmental Compliance Information**

**Environmental Compliance Process for Biological Resources  
Review of Grants Clearinghouse Projects by CA BLM**



**Environmental Compliance Process for Cultural Resources  
Review of Grants Clearinghouse Projects by CA BLM**



## Treatment Description Guidelines 2014 Grant Cycle

If multiple treatment methods are being proposed, and locations for each method are not given, your project will then be assessed, based on the method with the highest potential impact.

More information may be requested to complete biological or cultural review.

### **Project Specifics:**

What are you doing? Describe how you propose to complete your project.

What treatments types are going to be used in your prescription?

Prescription should detail the desired end product.

List what you intend to do, in detail.

- Completed by hand or machinery?
- Pile burning or chipping vegetation generated from project?
- Material left on-site or hauled off?

Where will you be doing it?

- Roadside vs. 300' width (centerline or roadside)
- Steep vs. Low angle (i.e. saddles, meadows)
- Masticating fuels in chaparral, 100 feet out from roads edge, center line etc. (should be illustrated on map)

### **Environmental conditions:**

Vegetation within and adjacent unit.

- Vegetation types within project and adjacent project area.
  - Existing fuel loading
  - Post-project fuel loading -expectations
- Live vegetation vs. dead/down.
- Overstory/Understory

### **Project Examples:**

Shaded fuelbreak description

- Cutting all brush and trees 8" or less. Leave trees will be pruned to 8 feet above ground.
- Vegetation: hauled off-site or pile burned.
- Machine pile vs. hand pile

Chipping description

- Curbside chipping; residents will haul brush to street.
- Chips will be hauled off-site OR Chips will be left in place.

Mastication description:

- What type of equipment?
  - Tracked Machinery: tracked vs. rubber tire
  - Mowing: tractor vs. weed whacker vs. grazing
- What type of terrain?
  - Slope, steepness, low angle ridgeline, meadows

## **Environmental Compliance Process for Cultural Resources Review**

Agency archaeologist reviews grant for potential to effect cultural resources.

- Project *is* exempt = CFSC is notified project is exempt and may proceed.
- Project *is not* exempt = Grantee is notified that cultural resource survey is required prior to project activity.

Cultural resource survey report is sent to Agency archaeologist for review and concurrence. Survey information is confidential and protected under State and Federal Laws.

- Agency archaeologist *does not*:
  - Complete survey or write report for grantee.
- Agency archaeologist *does*:
  - Offer technical advice to grantee regarding level of survey required for project.
  - Review cultural survey report.
- Cultural surveys can be completed:
  - As a result of Timber Harvest Plan tiered to a CEQA document for the project area.
  - By a qualified professional archaeologist hired by the grantee.
- Agency archaeologist will:
  - Review report for consistency with professional standards and guidelines.
  - Review recommendations in report for standard protection measures of cultural resources within the project area - if any are located during survey.
  - Recommend altering project area boundary or treatment method if cultural resource protection is not feasible.
  - Grantee may be required to have contract archaeologist or qualified individual on site before/during project to ensure protection of cultural resources.

Below are typical categories for CFSC grant funded projects. More information may be required to determine the exact nature of your proposed project.

### **Exempt Project Activity:**

- Projects that do not include ground-disturbing activity. No survey required.
  - Countywide or neighborhood curbside chipping programs, educational or planning grants.
  - Defensible space

### **Non-Exempt Project Activity:**

- Projects that involve ground-disturbing activity using heavy equipment (tracked or rubber tired machinery). Cultural survey required.
  - Mastication, mowing or grazing
  - Skidding or log hauling off of established roads
  - Pile burning

Upon review and acceptance of report by agency archaeologist, CFSC will be notified regarding completion of cultural resource compliance for your project.

## **Cultural Resource Compliance**

Your organization may receive a partial release of project funding from California Fire Safe Council to allow you to complete environmental and cultural resource compliance. Below is an explanation of how the funds should be used to satisfy CULTURAL RESOURCE COMPLIANCE. Please note that the funds may also need to be used for environmental compliance, which is not discussed here.

- Projects that involve ground-disturbing activity—such as certain off-road heavy machinery, creating access roads, pile burning, mastication, skidding, and in some cases, browsing—require an archaeological survey. This is because by law, under the National Historic Preservation Act (NHPA), all federally-funded undertakings must be evaluated to determine their potential effects on cultural resources. This provides mitigation measures to be included during project implementation so as not to affect these resources. Mitigation measures typically involve flagging off archaeological sites during project implementation. The survey process is to be completed by professionals trained in archaeology, to ensure both accuracy and confidentiality.
  - For example, a multi-acre prescribed burn area may include a historical log cabin unknown to the contractor. Without the survey and protection measures, the cabin could be adversely affected, unknowingly. By completing an archaeological survey, this cabin can be flagged off and avoided during project implementation.
  - In some cases, the use of herbicide during a project also triggers this type of review to make sure that tribal traditional plant gathering is not affected.
- Projects that do not include ground-disturbing activity—such as countywide curbside chipping programs, educational grants, and planning grants—are given a categorical exemption that satisfies the National Historic Preservation Act process: these projects are generally not required to complete an archaeological survey because they do not have the potential to affect cultural resources.

## **Frequently Asked Questions**

### ***Who should my organization hire to complete the required archaeological survey?***

All survey work must be done by a qualified - professional archaeological consultant.

### ***My organization already has an archaeological survey report on file for a previous project. Can we use this report for the current project?***

The previous project footprint and survey footprint must match exactly. If portions of the proposed project area have been surveyed within the last 5 years, they typically do not need to be surveyed again. If cultural sites are located within the survey footprint, they may need to be relocated and protected from proposed project activity. Send any previous cultural survey documentation to be reviewed for adequacy for proposed project activity.

### ***Where should the completed survey report be sent? Should the CA FSC have a copy?***

The survey report should be sent directly to the managing government agency archaeologist, not to California Fire Safe Council. The report includes confidential information that should only be accessible to a professional archaeologist. Reports should be mailed or emailed, not faxed.

***My organization's project area is extremely large and the partial funding will not be enough to complete the survey work. What should I do?***

Contact your grant manager with any funding questions.

***Some or all of my organization's project area is located on private property. Is it necessary to complete an archaeological survey?***

Yes, because the project is federally funded. Private property owners must give permission for survey to take place. If a property owner does not give permission to survey, federal funds cannot be used to treat his/her parcel. ***\*\*It is the responsibility of the project manager to determine ownership status between private, state, county and/or federally managed lands.\*\****

***My organization's project involves defensible space only. Why have we not received a categorical exemption?***

This can happen, but further clarification may be needed before funding can be released. For example, the project map may need clarification and/or the area to be treated appears to fall outside of the defensible space zone. Your organization will be contacted for this clarification.

***My organization's project involves handwork only. Why have we not received a categorical exemption?***

Usually this happens when further clarification involving the grant application and/or the project map is needed. In certain circumstances, the treatment being used is not considered handwork. Your organization will be contacted for this clarification.

***Most of my organization's project involves hand treatments, but there is a small parcel that will be masticated. Must we survey the entire project area?***

No. It will only be necessary to survey areas with ground-disturbing treatments. In such cases, project maps and survey maps must clearly show the same footprints. Be sure to discuss this option with the managing agency archaeologist (do not assume which treatments are considered ground-disturbing). Otherwise, the survey may not be sufficient.

**Helpful hints:**

- ***Think ahead regarding future fuels projects. If future ground disturbing activity within the project area is a possibility, it is recommended the entire project footprint be surveyed for future fuels treatments.***
- ***Be certain to budget appropriate amount of funding for environmental compliance into your proposal.***

***For questions concerning the National Historic Preservation Act compliance process, please contact William Kerwin, BLM Fire/Fuels Archaeologist, at (760) 872-5010 or [William\\_Kerwin@ca.blm.gov](mailto:William_Kerwin@ca.blm.gov).***

*Disclaimer: The above information is provided as general reference and does not supersede law, information, or instruction provided by federal agency archaeological personnel during the grant review process. The above information is not intended to give influence to the grant applicant regarding the cultural resource compliance process. The federal agency archaeologist should always be consulted before decisions regarding cultural resource compliance take place, and his/her recommendations hold precedent.*



## **Section 106 National Historic Preservation Act Compliance**

### **What is Section 106 NHPA Compliance?**

The National Historic Preservation Act of 1966 (16 U.S.C. 470 *et seq.*) (NHPA) established federal policy that guides many federal agency programs in historic preservation and the management of cultural resources. The Advisory Council on Historic Preservation (ACHP) is the major policy advisor to the Government for historic preservation, along with State Historic Preservation Officers (SHPO) (16 U.S.C. 470a(b)(1)(A)) who administer historic preservation programs and represent the interests of states when assisting agencies in meeting their obligations.

Section 106 of the NHPA requires federal agencies take into account the effect of their programs and activities on historic properties prior to expending any funds. ACHP's regulations (*Protection of Historic Properties*) (36 CFR Part 800) prescribe how federal agencies are to identify, evaluate, and assess the effects of their *undertakings* on historic properties. An "*undertaking*" (36 CFR 800.16(y)) means a project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including those carried out by or on behalf of the agency; those carried out with Federal financial assistance; and those requiring a Federal permit, license, or approval.

Federal funds dispensed by the California Fire Safe Council through grants to reduce hazardous fuels may have to comply with Section 106 NHPA regulations, particularly where activities involve ground disturbance. Public information and education program components of these grants are not undertakings under 36 CFR 800 and need not comply with the Section 106 NHPA regulations.

### **What Do I Need for Section 106 NHPA Compliance?**

It is recommended that you contact the lead Federal Agency to identify any Section 106 NHPA compliance requirements and documentation needed to receive the federal agency's approval of projects that are an undertaking under 36 CFR 800. This is recommended before you undertake any studies to avoid duplication or unnecessary work. The principal steps in the Section 106 process are to: identify historic properties potentially affected by the undertaking; assess the undertaking's effects on historic properties; and seek ways to avoid, minimize or mitigate any adverse effects on historic properties. The identification step includes a records search for previously identified archaeological or historical sites within the project area and a field survey conducted by a qualified archaeologist. A record search can be obtained via a qualified archaeologist contacting the California Historical Resources Information System's (<http://ohp.parks.ca.gov>) regional information center for your county. Once that is completed, an archaeological survey of the affected land can be done. A report is then completed documenting the results of the survey and recommended measures to protect any identified historic properties (archaeological or historical sites). This report, produced by a qualified archaeologist provides the documentation for federal agency approval that Section 106 NHPA compliance requirements have been met.

An archaeologist is qualified if they are able to conduct a records search at the respective Information Center for the project area. California has a Registered Professional Archaeologist (RPA). RPA's at a minimum have a master's or higher level experience. Registered Professional Foresters can also typically conduct a record search; however, their work is reviewed by a CALFIRE associate or senior archaeologist.

### **What If An Environmental Assessment or Archaeological Survey Has Already Been Completed?**

Contact the lead Federal Agency to determine if existing documentation meets Section 106 NHPA compliance requirements. Provide previous documentation if requested. If an archaeological survey has been done by someone other than an archaeologist, it may not meet Section 106 requirements and another survey may be needed. In some cases other requirements may be a condition of Section 106 approval (e.g., monitoring).

### **How Do I Obtain Section 106 NHPA Approval?**

Contact the lead Federal Agency and provide a copy of the grant and a description of the activities that may be an undertaking under 36 CFR 800. Provide a copy of the archaeological survey report, including the results of the records search by the regional information center. Upon receipt of adequate information, the lead Federal Agency can approve most undertakings under the agency's programmatic agreement with the State Historic Preservation Officer and Advisory Council on Historic Preservation. Obtain a copy of this written approval for your records. More complex projects (i.e., those that do not protect historic properties) will require lead Federal Agency consultation with the State Historic Preservation Officer for Section 106 NHPA compliance. This consultation process takes more time and additional studies or project modifications may be required before Section 106 compliance is obtained.





### Legend

- Project Area
- D Landmark
- D Clear Lake

Clearlake Oaks Quad  
Clearlake Highlands Quad  
Kelseyville Quad  
Lucerne Quad  
1:100,000

Created 6/15/2010





**Legend**

- Project Area
- D Parcel Boundary
- D Clear Lake

Clearlake Highlands Quad  
Clearlake Highlands & Kelseyville Quads  
1:24,000





# Soda Bat Road Shaded Fuel Break. reject

Grant# 11UFS0271

Project Boundary Map# 2

Lake County  
Fire Safe Council



## Legend

- Project Area
- D Landmark
- D Parcel Boundary
- D Clear Lake

Clearlake Highlands Quad  
Kelseyville Quad  
1:24,000

Created 6/15/2010



## 2014 Environmental Compliance Pre-Award Form

The following information is needed to complete the Pre-Award process for grant funding from California Fire Safe Council (CFSC). Information from these materials will also be used by the Bureau of Land Management to begin the federal environmental compliance review of your project. If you have questions, please contact your grant manager. Thank you!

Organization Name:

Phone: (    )    -

Person filling out this form:

Fax: (    )    -

Email:

Grant No. 13-

Project Name:	
---------------	--

Total acreage of project footprint:	
-------------------------------------	--

1. What is the approximate acreage of the project's surface disturbance?	
2. Is the project located on an existing road or off-road*? <i>*What is the distance of off-road travel required?</i>	
3. Will new or temporary roads be developed?	
4. What is the distance (in feet) from live stream, wetlands, and other special site characteristics? Please describe.	

5. Identify any seasonal constraints, such as prescribed fire season, nesting periods, weather, etc.	
6. Name the months of the year in which you would like to perform the treatment.	
7. Name the time of day during which you would like to perform the treatment.	



March 13, 2014

Ms. Fiscally Responsible  
123 Fabulous Road  
Best City, CA 91234

Mr. Project Manager  
456 Capable Street  
Strong Town, CA 91234

Dear Ms. Responsible and Mr. Manager:

The proposed project action of grant # 14USFS-SFA0000 has been reviewed by the Bureau of Land Management (BLM) for compliance with federal environmental laws, including Endangered Species Act (Section 7), Migratory Bird Treaty Act, Bald and Golden Eagle Protection Act, and National Historic Preservation Act (Section 106).

Enclosed is the document from the BLM which states the applicable mitigation measures and additional requirements that must be followed based on the review of your project. As you proceed with the project activity, you must abide by all mitigation measures and additional requirements to be compliant with federal environmental laws.

The BLM's determination is based on the activity proposed in your approved application. If there is any change in the proposed action for the project, the project will need to be re-reviewed by the BLM and this compliance determination may be no longer valid. Contact your Grant Manager immediately if you are considering changes to the approved project.

Environmental compliance completed by a federal agency for a Grants Clearinghouse projects covers only relevant federal laws. It is your responsibility as the grantee to have the project reviewed for compliance with any relevant state laws and/or local ordinances. Consult with your CAL FIRE Unit Forester, or local county Forester, to ensure compliance with all applicable state and local laws and ordinances. Please note that it is also your responsibility to adhere to any additional mitigation measures required for compliance with state laws and/or local ordinances.

Please print both this email and the attached document for your records. Refer to the both documents regularly as you proceed with your project.

Thank you for your patience as we do realize that the federal environmental compliance review is not a speedy process. Nevertheless, we believe it is important to safeguard the environment as well as the wellbeing of your organizations by waiting to release funds for your project until we receive the proper documentation from trained personnel. Please note payment of funds to you is dependent upon the California Fire Safe Council's receipt of funds from the USFS.

Best wishes for success on your project!

Sincerely,

Dalonna Scott  
Grants Information Specialist



## Fire Safe Council Grant Environmental Compliance

**Name of Grant:** Brushy Bash 2012

**Grant Number:** 14USFS-SFAXXXX

**Organization Name:** Ember Falls Homeowners Association

**Location of Grant:** Within the community of Ember Falls, Shasta County, California. (38.75365 N, -120.64028 W)

**Size of Treatment Area:** approximately 200 acres

**Proposed Action:** The fuel reduction portion will be performed on 12 acres below the Ember Falls community. A forester will be hired to prepare a fire hazard exemption and a prescription for thinning of trees within the project, and a tree faller will be hired to remove those trees. The wood produced will be sold as firewood to create program income for the grant. The residents will remove and stack the brush, and a chipping contractor will be hired to complete the brush chipping. The chips will be distributed over the ground to protect it from erosion. Any remaining large sticks or root balls will be piled and burned during the wet season.

**Listed Species within potential to occur within treatment area:** A CNDDDB search of the proposed treatment area shows the following species as occurring within the vicinity of the treatment area:

**Chinook salmon [Central Valley spring-run ESU] (*Oncorhynchus tshawytscha*).** Threatened. This species is known to occur near the project area. Since project activities will not affect aquatic features, no impacts to this species are anticipated.

**Northern spotted owl (*Strix occidentalis caurina*).** Threatened. There are several recorded occurrence of this species in the vicinity of the project area. While a majority of the project area does not appear to contain suitable habitat for this species, portions of the project are within or near areas that may provide habitat.

**Fisher (*Martes pennanti*).** Candidate. Requires coniferous or mixed forests with complex stand structure. Portions of the project area may contain suitable habitat for this species, with the nearest recorded occurrence located immediately adjacent to the proposed treatment area. While altering the forest structure, the removal of some woody vegetation would not result in such a loss of forest structure as to render it unsuitable for fisher, provided some level of complexity remains.

**Full Clearance:** \_\_\_\_\_

**Conditional Clearance:**   X   (please see the following mitigation measures)

**Negative Clearance:** \_\_\_\_\_ (additional consultation needed with USFWS)

**All environmental compliance completed by a federal agency for a National Fire Plan grant only covers relevant federal laws. It is the responsibility of the grantee to ensure that they comply with any relevant state laws or local ordinances.**

### Mitigation Measures:

**Northern spotted owl:** It has been determined that the project area falls within potential habitat for the Northern Spotted Owl (NSO), but due to the type of activities that will be implemented immediately adjacent to private homes, there should be no effects to NSO.

- If treatments are implemented beyond 1000 feet of existing structures, then effects will need to be reassessed.
  - Potential mitigation will be:
    - Survey of all areas beyond 1000 feet of existing structures to determine:
      - If suitable habitat for NSO existing within the project area
      - If suitable habitat is available, if it is occupied by NSO
    - If suitable habitat is available and occupied, then all treatment activities within ¼ mile of occupied habitat will be limited to a period of September 1 through January 31



**Fisher:** It is requested that you work closely with a biologist familiar with the species and its habitat requirements to determine if portions of the project are in fact suitable habitat and then retain all vegetative characteristics necessary to maintain the habitat.

### **ESA/MBTA Additional Requirements:**

It is the responsibility of the grantee to ensure that all personnel working on the project can identify the species listed in this clearance. The following additional requirements will be implemented by the grantee:

- If any federally threatened or endangered species are detected in the project area that may be impacted by project activities, stop all work and immediately contact the BLM.
- Any detection of federally threatened or endangered species shall be documented using the California Department of Fish and Game California Native Species Field Survey Form ([http://www.dfg.ca.gov/biogeodata/cnddb/pdfs/CNDDDB\\_FieldSurveyForm.pdf](http://www.dfg.ca.gov/biogeodata/cnddb/pdfs/CNDDDB_FieldSurveyForm.pdf)). A copy will be submitted to the California Natural Diversity Database and the USFWS.

If one or more of the stated mitigation measures are not implemented, a new determination of effects will have to be conducted to determine if the project will continue to not affect federally listed species. If it is determined that the project may affect federally listed species, a Biological Assessment will be prepared by the Action Agency. The Action Agency will then determine if formal consultation with the US Fish and Wildlife service and/or NOAA Fisheries will be required.

### **Migratory Bird Treaty Act Species (MBTA)**

The following avoidance measures must be implemented if any vegetation will be disturbed, pruned, or cut down that contains active nests used by species protected under the MBTA. Refer to <http://www.fws.gov/migratorybirds/RegulationsPolicies/mbta/mbtandx.html> for the list of species protected under the MBTA.

- Field personnel performing activities that will disturb vegetation where nests may be present shall be instructed in the identification of any MBTA species and their nests that may occur within your project area. If MBTA species or any active nest are detected during pre-activity surveys or during project implementation:
  - The species will not be killed, harmed or harassed;
  - The active nest will not be adversely disturbed or destroyed;
  - No activities will occur within 100 feet of an active nest during the breeding season for the MBTA species determined to be actively using the nest;
  - Disturbance or removal of a MBTA species' nest can occur before or after the breeding season when the nest is not being actively used, unless it is not allowed by state law or county/city ordinance. Contact your local California Fish and Game office or City/County Planning office for further information.
- If a survey is conducted and it is determined that either there are no MBTA species present within the project area or that the project activities will have no effect on MBTA species, the above avoidance measures do not have to be followed. A copy of the survey data and rationale shall be provided to the USFS prior to not implementing the avoidance measures.

The following general guidelines regarding breeding and nesting seasons of MBTA species is provided to give you basic information on when project activities may have the most potential for impacts. These dates are not definite and may vary by species and specific project location. In general, for bird species, the safest time of year to complete vegetation disturbing work is from September through December.

<b>Geographic Area</b>	<b>Elevation</b>	<b>Breeding-Fledge Season</b>
Northern Sierra Nevada	Above 3000 ft.	May-August
Northern Sierra Nevada	Below 3000 ft.	March-August
Southern Sierra Nevada	Above 5000 ft.	May-August
Southern Sierra Nevada	Below 5000 ft.	March-August
Valley/Coast	All Elevations	March-August

**For questions concerning federal Endangered Species Act and Migratory Bird Treaty Act information, please contact Jared Hammatt, BLM Natural Resource Specialist, at (916) 978-4442 or [jhammatt@blm.gov](mailto:jhammatt@blm.gov).**

### **National Historic Preservation Act Determination (Cultural Resources)**

We have determined that your project does not have potential to effect cultural resources under the National Historic Preservation Act. Project work associated with this grant is considered exempt from cultural resource inventory and evaluation.

However, removal of dense vegetation within the project area may reveal previously undiscovered historical resources. The discovery of any trash dumps, structures, prehistoric sites, or other significant resources shall require additional work by a qualified archaeologist. Please review the following guidance regarding inadvertent discovery of cultural resources:

- 1) If previously unidentified cultural resources are discovered during project implementation, the site will be flagged for avoidance and project activity will cease within 100 feet of the discovery. The project director and local archaeologist will be contacted and work will not resume within the area until further contact from the archaeologist.
- 2) If human remains are encountered, project work must stop and the County Coroner notified within 48 hours. Project lead will inform the funding federal agency. There shall be no further disturbance to the area where the remains are found (Health and Safety Code Section 7050.5 (b)-(c)). If the remains are Native American, the coroner must notify the Native American Heritage Commission within 24 hours. The NAHC will immediately notify the Most Likely Descendant (Public Resources Code 5097.98).

**For questions concerning the National Historic Preservation Act compliance process, please contact William Kerwin, BLM Fire/Fuels Archaeologist, at (760) 872-5010 or [wkerwin@blm.gov](mailto:wkerwin@blm.gov).**

**OR**

### **National Historic Preservation Act Determination (Cultural Resources)**

The cultural resources report generated for this project satisfies the requirements for protection of cultural resources under Section 106 of the National Historic Preservation Act (NHPA) and the CA-BLM State Protocol Agreement and Secretary of the Interior Standards.

We have determined that your project does not have potential to effect cultural resources under the National Historic Preservation Act.

However, please review the following guidance regarding inadvertent discovery of cultural resources:

- 1) If previously unidentified cultural resources are discovered during project implementation, the site will be flagged for avoidance and project activity will cease within 100 feet of the discovery. The project director and local archaeologist will be contacted and work will not resume within the area until further contact from the archaeologist.
- 2) If human remains are encountered, project work must stop and the County Coroner notified within 48 hours. There shall be no further disturbance to the area where the remains are found. If the remains are Native American, the coroner must notify the Native American Heritage Commission within 24 hours. The NAHC will immediately notify the Most Likely Descendant (Public Resources Code 5097.98).

**For questions concerning the National Historic Preservation Act compliance process, please contact William Kerwin, BLM Fire/Fuels Archaeologist, at (760) 872-5010 or [wkerwin@blm.gov](mailto:wkerwin@blm.gov).**

**OR**

### **National Historic Preservation Act Determination (Cultural Resources)**

The cultural resources report generated for this project satisfies the requirements for protection of cultural resources under Section 106 of the National Historic Preservation Act (NHPA) and the CA-BLM State Protocol Agreement and Secretary of the Interior Standards.

We have determined that your project *has potential to effect cultural resources* under the National Historic Preservation Act. Please review the Conditional Stipulations outlined below.

#### ***Conditional Stipulations for protection of Cultural Resources:***

The grantee is responsible for ensuring Standard Protection Measures are implemented for protection of cultural resources during CFSC-funded project activity.

#### **Standard Protection Measures include:**

- 1) Grantee, in conjunction with cultural resource specialist (cultural resource consultant or Registered Professional Forester) will physically locate and identify cultural resources within the project area, prior to project implementation.
- 2) Cultural Resources will be flagged (physically creating a 100 foot protective buffer by marking/hanging flagging outside site boundary) for avoidance from project activity.
- 3) Grantee or specialist will physically identify cultural resources with contractor prior to project implementation and refer to cultural sites as “critical areas” marked as "ca" on the project area map to be avoided during project activity.

However, please review the following guidance regarding inadvertent discovery of cultural resources:

1. If previously unidentified cultural resources are discovered during project implementation, the site will be flagged for avoidance and project activity will cease within 100 feet of the discovery. The project director and local archaeologist will be contacted and work will not resume within the area until further contact from the archaeologist.
2. If human remains are encountered, project work must stop and the County Coroner notified within 48 hours. There shall be no further disturbance to the area where the remains are found. If the remains are Native American, the coroner must notify the Native American Heritage Commission within 24 hours. The NAHC will immediately notify the Most Likely Descendant (Public Resources Code 5097.98).

**For questions concerning the National Historic Preservation Act compliance process, please contact William Kerwin, BLM Fire/Fuels Archaeologist, at (760) 872-5010 or [wkerwin@blm.gov](mailto:wkerwin@blm.gov).**

**The Benefits of Obtaining the Services of a  
Registered Professional Forester (RPF) to Assist With  
Planning and Managing Grants Clearinghouse Projects**

**Background:**

- California Fire Safe Council Grant Clearinghouse projects must comply with local, state and federal environmental laws in order to qualify for and obtain grant funding.
- Vegetation treatment projects usually change or remove plant and wildlife habitat and potentially can affect cultural resources.
- In some areas, Habitat Conservation Plans, Sensitive Ecological Habitat Areas, local environmental compliance ordinances, etc. have been established.
- Several federal agencies review Clearinghouse grant applications for project compliance with federal environmental regulations: the Bureau of Land Management for BLM & US Forest Service-funded projects; the National Park Service for projects funded by them, and the US Fish and Wildlife Service for projects funded by them.
- By policy, these federal agencies cannot obtain environmental information needed for determination of federal environmental regulation compliance for projects on private property or otherwise outside of their agency jurisdictional boundary. They must therefore rely on the grant applicant to provide that information.
- Researching and understanding environmental requirements can be time-consuming, especially for applicants without a resource management background. Grant applicants may not be aware of what the pertinent environmental regulations are or how to comply with them.
- The applicant may have only a limited understanding of the terms used in the grant application, such as Fire Regime, Condition Class, Vegetation Type, Vegetation Management Treatments, ground disturbance. Applicants may lack knowledge about fire hazard mitigation, project prioritization, sustainability, roads impacts, stream alteration, biomass products, appropriate equipment needs, proper project timing, the presence of endangered biological species and cultural (archaeological) resources, etc.

**The Role of a Registered Professional Forester (RPF):**

The California Public Resources Code and Forest Practice Rules set forth the requirements to become a Registered Professional Forester. They state that a “Registered Professional Forester” is a person who holds a valid license as a professional forester. A Registered Professional Forester is licensed by the State of California to perform professional services that require the application of forestry principles and techniques to the management of forested landscapes and natural resources. In addition to being licensed, a RPF must:

- Be an individual of good moral character who also possesses a good reputation for honesty and integrity. No firm, company, partnership, or corporation can obtain a professional foresters license. Only individuals can obtain one.
- Have seven years of experience in forestry work. A person may substitute a Bachelor of Science in Forestry for four years of work experience.
- Pass a comprehensive examination administered by the Professional Foresters Examining Committee with a score of 75% or greater.

- RPFs can be employed by a government agency, private industry, or they can be independent consultants.
- RPFs must have an understanding of forest growth, development, and regeneration, timber harvesting operations, forest road design, soils, geology, hydrology, wildlife habitat, fisheries, biology, and other natural resource management practices. RPFs are also trained in fire management and the application of the various fire hazard reduction methods
- They prepare forest and land management plans, monitor and assess forest health, develop management strategies for protecting the forest from insects, disease, and wildfire, prepare and maintain inventories of forest resources, measure standing timber volume and appraise its market value, and assist in marketing forest products. They can also prepare plans to rehabilitate forests damaged by wildfire, windstorms, and other destructive natural forces.
- RPFs prepare Timber Harvesting Plans (THPs). In California, under current law, if trees are to be harvested for commercial purposes, a RPF must prepare a THP for review and approval by state agencies. Section 757.0 of the Public Resources Code provides for a landowner exemption, which allows a landowner who is a natural person to perform forestry activities on their own property without being licensed. Landowners should decide for themselves whether or not this exemption applies to them in a given situation. However, except for Conversion THPs, the Department of Forestry and Fire Protection may not accept a THP or Conversion Exemption for filing unless it has been prepared by a Registered Professional Forester.
- A RPF is authorized by the State to obtain and provide the Biological and Cultural Resource Record Searches needed to facilitate the environmental compliance process. A RPF must hold a State Archaeological Surveyor Certification.
- RPF professional expertise can expedite the environmental review process. Many RPFs conduct environmental assessments and obtain permits from a variety of state and federal agencies. They also have the advantage of being able to communicate with enforcement agencies on a professional Resource Manager-to-Resource Manager level.
- During project planning A RPF can investigate similar projects in the area, project resources available in the area, project implementation timing, etc.
- RPF can serve as the Project Manager of a grant-funded project ensuring the proper implementation of the environmental compliance mitigations and project goals and the most efficient use of grant funds. They can do on-site monitoring of contractor work to ensure that fuel treatment prescriptions are followed
- RPFs can also assist the applicant/grantee with educating project cooperators, landowners, other stakeholders, and the general public about the project, its impacts, and its benefits.

All of this means that a California Registered Professional Forester has the knowledge and experience to assist grant applicants in planning and executing hazardous fuel reduction projects in a way that complies with federal, state, and local natural and cultural resource protection laws and regulations, and in a way that accomplishes project objectives in the most cost-effective manner. The California Fire Safe Council urges all grant applicants to consider engaging a RPF to provide professional resource management expertise to their hazardous fuel reduction efforts.



## **Pre-Award Information**

## Pre-Award Information

If your project is preliminarily approved, you will be contacted by a representative from the California Fire Safe Council. At that time, you will enter the Pre-Award stage during which applicants and fiscal sponsors are asked to provide the certain documents and certifications. Also as part of the Pre-Award process, applicant organizations and fiscal sponsors will be reviewed for financial and organizational capacity to receive and manage federal grant funds.

Pre-Award materials must be submitted within a short time frame. Failure to submit the documents and certifications on time may result in your grant offer being rescinded.

***We strongly recommend that applicant organizations and fiscal sponsors collect these documents during the Application Phase in anticipation of potential funding.***

Here is a list of some of the documents that you will be asked to submit as part of the pre-award process. *Note: Additional documentation may be required based on grant requirements.*

- Completed and signed Pre-Award Report (see sample form attached)
- IRS determination letter for all 501 designated organizations (e.g. nonprofit organizations, homeowners 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 your 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 and other contact information)
- Conflict of Interest Policy
- Written Policies and Procedures for accounting, personnel, procurement, travel, and property management
- Approved Federal Indirect Cost Rate agreement (for applicants claiming indirect expenses)
- Project maps (per specific requirements)
- Environmental reports from other agencies for projects on adjacent parcels or from a previous grant for the same project area (if available)
- 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
- Financial Statements covering the six-month period preceding the Pre-Award stage (whether prepared monthly or quarterly)
- Various Federal Assurances and Certifications as required



The following information is needed to complete your application for grant funding from California Fire Safe Council (CFSC) and to confirm your pre-award status. Information from these materials will also be used to create a sub-award agreement between California Fire Safe Council and your organization. Please enter your responses in the appropriate column where indicated, and provide copies of all documents requested. If you have questions, please contact a grant manager at the addresses below. Thank you!

**DEADLINE: Postmark by [DATE]**

**Grant No.**

Organization Name:

Person filling out this form:

Email:

Phone: ( ) -

Fax: ( ) -

Fiscal Sponsor Name:

Person filling out this form:

Email:

Phone: ( ) -

Fax: ( ) -

(Please complete applicable fields)		
	Organization	Fiscal Sponsor
1. If your organization has a tax-exempt classification from the IRS, what kind is it? [e.g., 501(c)(3), 501(c)(4), public agency, etc.]  1a. Please provide a copy of your IRS determination letter when returning this report.		
2. Does your organization have a DUNS (Data Universal Numbering System) number? If yes, please enter the number here  2a. If no, please check here to indicate that you will obtain the required DUNS number and send in advance of CFSC sending any payments. Registration for a DUNS number can be obtained at <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your organization have a CCR (Central Contractor Registration) CAGE number? <b>If yes</b> , please check <a href="http://www.sam.gov">www.sam.gov</a> to see if it is still active, and if it is, enter the CAGE number here		
3a. <b>If you do not have a CCR/CAGE number, or if your previous number is no longer active</b> , you must register with the new federal System for Award Management (SAM). Please check here to indicate that you will obtain the required SAM number and send in advance of CFSC sending any payments. Registration for a SAM number can be obtained at <a href="http://www.sam.gov">www.sam.gov</a>	<input type="checkbox"/>	<input type="checkbox"/>

Please send this completed form and all required documents to your assigned grant manager via U.S. Mail, UPS, or FedEx, postmarked by **[DATE]**. You may NOT submit any of this information by Email or by fax.

California Fire Safe Council  
502 West Route 66, Suite 17  
Glendora, CA 91740

**Grant Manager:**  
**Katie Martel**  
**626-335-7426**

California Fire Safe Council  
5834 Price Avenue, #101  
McClellan, CA 95652

**Grant Managers:**  
**Liron Galliano-888-320-1159**  
**Dan Lang-800-257-7066**

rev. July 10, 2013 by KM

9c. Where are the financial records kept?		
9d. Does your Board of Directors receive a monthly or quarterly financial statement?	Click to select	Click to select
10. Does your organization have the following written policies? (Check all that apply) 10a. Accounting 10b. Purchasing 10c. Personnel 10d. Property Management 10e. Travel	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11. Does your accounting system provide for accounting of funds by each grant?  11a. Please explain briefly.	Click to select	Click to select
12. Do your organization's policies & procedures require that entries to the accounting system be supported by validated source documents (e.g., invoices)?	Click to select	Click to select
13. Do your organization's accounting policies and procedures require two signatures for withdrawal and issuing of checks?  13a. If so, what positions in the organization are authorized to sign such expenditures?	Click to select	Click to select
14. Does your organization document in-kind contributions, including showing the dollar rate at which those services are valued, and the source of that rate?	Click to select	Click to select
15. Do your organization's policies & procedures include a drug-free workplace statement?  15a. If yes, please provide a copy of your drug-free workplace statement.  15b. If no, please check here to indicate that you will establish a drug-free workplace statement and policy and send a copy to CFSC in advance of CFSC sending any payments.	     <input type="checkbox"/>	     <input type="checkbox"/>
16. If your organization maintains an office, have you posted in a public place information regarding Title VI of the Civil Rights Act?	Click to select	Click to select

Please send this completed form and all required documents to your assigned grant manager via U.S. Mail, UPS, or FedEx, postmarked by **[DATE]**. You may NOT submit any of this information by Email or by fax.

California Fire Safe Council  
502 West Route 66, Suite 17  
Glendora, CA 91740  
**Grant Manager:**  
**Katie Martel**  
**626-335-7426**

California Fire Safe Council  
5834 Price Avenue, #101  
McClellan, CA 95652  
**Grant Managers:**  
**Liron Galliano-888-320-1159**  
**Dan Lang-800-257-7066**

16a. Check here if you would like posters or brochures sent to you.	<input type="checkbox"/>	<input type="checkbox"/>		
16b. Please certify that once you receive the requested documents you will post them in advance of CFSC sending any payments.	<input type="checkbox"/>	<input type="checkbox"/>		
17. Has an independent certified public accountant (CPA) examined your organization's financial statements within the past two years?  17a. If yes, please include a copy of the accountant's report(s) and any management letters issued when returning this report.	Click to select	Click to select		
18. Are annual independent audits of your organization's financial statements performed by a certified public accountant (CPA)?  18a. If yes, have any of the recent audits included an A-133 audit because your organization has expended more than \$500,000 in federal funds in any one fiscal year?  18b. <u>If yes to either question, please include copies</u> of the last two (2) years' audit reports when returning this form., including any management letters issued by the CPA, and your organization's response.	Click to select  Click to select	Click to select  Click to select		
19. In the past three (3) years, has your organization been audited, had a monitoring visit or otherwise been examined directly <b><u>by a federal agency</u></b> ?  18a. If yes, please provide a copy of any reports issued when returning this report.	Click to select	Click to select		
20. Is your organization or any of its principals presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in the subgrant project by any Federal department or agency? Please <u>complete the form AD-1048 provided</u> for you in this packet and return it with this report.	Click to select	Click to select		
21. Does your organization have an approved, written conflict of interest statement for its Board of Directors?  If so, please submit the statement.	Click to select	Click to select		
22. If your organization/fiscal sponsor is a nonprofit, please submit a signed copy of your most current by-laws.				
23. When returning this report, please submit a copy of your organization's/fiscal sponsor's Board of Directors roster, showing full names with mailing addresses and telephone numbers.				
<p>Please send this completed form and all required documents to your assigned grant manager via U.S. Mail, UPS, or FedEx, postmarked by <b><u>DATE</u></b>. You may NOT submit any of this information by Email or by fax.</p> <table border="0"> <tr> <td> <p>California Fire Safe Council 502 West Route 66, Suite 17 Glendora, CA 91740 <b>Grant Manager:</b> <b>Katie Martel</b> <b>626-335-7426</b></p> </td> <td> <p>California Fire Safe Council 5834 Price Avenue, #101 McClellan, CA 95652 <b>Grant Managers:</b> <b>Liron Galliano-888-320-1159</b> <b>Dan Lang-800-257-7066</b></p> </td> </tr> </table>			<p>California Fire Safe Council 502 West Route 66, Suite 17 Glendora, CA 91740 <b>Grant Manager:</b> <b>Katie Martel</b> <b>626-335-7426</b></p>	<p>California Fire Safe Council 5834 Price Avenue, #101 McClellan, CA 95652 <b>Grant Managers:</b> <b>Liron Galliano-888-320-1159</b> <b>Dan Lang-800-257-7066</b></p>
<p>California Fire Safe Council 502 West Route 66, Suite 17 Glendora, CA 91740 <b>Grant Manager:</b> <b>Katie Martel</b> <b>626-335-7426</b></p>	<p>California Fire Safe Council 5834 Price Avenue, #101 McClellan, CA 95652 <b>Grant Managers:</b> <b>Liron Galliano-888-320-1159</b> <b>Dan Lang-800-257-7066</b></p>			

- |  |
|--|
| 24. If your organization/fiscal sponsor is claiming indirect expenses, along with this report please submit <u>a copy of your approved Indirect Cost Rate approval letter from the issuing federal agency</u> . Indirect Charges may not be paid with grant funds without such prior approval. |
| 25. Please submit project maps prepared according to the instructions at the end of this report form.  |
| 26. For non-governmental organizations, please submit a copy of your organization's or fiscal sponsor's last two (2) years' IRS Form 990, 990EZ, or 1040 income tax filings.   |
| 27. Please complete and submit the enclosed environmental compliance pre-award form.   |

### CERTIFICATION

By my signature below I certify that I am authorized to act on behalf of this organization/fiscal sponsor and that the information provided in this Grantee Pre-Award Report is true and accurate to the best of my knowledge. I understand that I must provide any of the required documentation not presently available prior to our organization/fiscal sponsor receiving any grant funds. I also understand that failure to postmark this form and all required documents by **[DATE]** may result in a termination of our pre-award offer of grant funding from California Fire Safe Council.

\_\_\_\_\_  
Organizational representative (signature)

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Organizational representative (printed name)

\_\_\_\_\_  
Organizational representative (printed title)

\_\_\_\_\_  
Fiscal Sponsor representative (signature)

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Fiscal Sponsor representative (printed name)

\_\_\_\_\_  
Fiscal Sponsor representative (printed title)

Please send this completed form and all required documents to your assigned grant manager via U.S. Mail, UPS, or FedEx, postmarked by **[DATE]**. You may NOT submit any of this information by Email or by fax.

California Fire Safe Council  
502 West Route 66, Suite 17  
Glendora, CA 91740

**Grant Manager:**  
**Katie Martel**  
**626-335-7426**

California Fire Safe Council  
5834 Price Avenue, #101  
McClellan, CA 95652

**Grant Managers:**  
**Liron Galliano-888-320-1159**  
**Dan Lang-800-257-7066**

## MAP INSTRUCTIONS FOR THE GRANT APPLICATION

revised 10/11/11

If your project includes fuel hazard reduction activities, you will have to submit two types of project maps. All maps must be submitted on 8 ½" x 11" paper. Project maps must be US Geological Survey (USGS) quadrangles; **please clearly identify the name of quadrangle used.** Landmarks, roads, and other features that help clarify the project area should be legible. Project boundary should be clearly visible. Color maps are preferred but not necessary.

If you are not using mapping software, you can download and print topographic maps from the USGS (see instructions below). While map accuracy is required, the project boundary can be hand drawn or digitally entered as long as it is clearly legible. Be sure to show the official name of the USGS quadrangle map you are using on each page.

**PROJECT VICINITY MAP:** 1:100,000 or 1:250,000 (as appropriate, on a USGS Quad).

1. Project Vicinity Maps are required for all fuel hazard reduction projects. Create enough 8 ½" x 11" map pages to cover the entire project area.
2. *For all projects*, mark the center of the general location of your project with an X.
3. For projects covering a very large area, such as for a county-wide chipping project or defensible space treatment of individual properties, this is the only map you will have to submit. Circle the individual communities or areas where the work will take place. Be sure that communities and major roads are clearly labeled.

**PROJECT BOUNDARY MAP:** 1:24,000 scale map or lower (1:20,000, 1:10,000, etc.) on a USGS Quad.

1. For projects where soil disturbance will occur, such as for vegetation clearing or mastication for fuel hazard reduction, you must also submit a Project Boundary Map.
2. Mark the boundaries of the proposed fuel treatment area on a 1:24,000 or lower scale map showing contour lines, streams, roads and communities. (a 7 ½ minute USGS topographical map is 1:24,000 scale). If the project covers more area than can be shown on a single 8 ½" x 11" page, then create enough pages to show the entire project boundary. If more than one area is to be treated, be sure to show all treatment areas.
3. If the project boundaries are not clearly shown on this map (such as with detailed parcel boundaries), include a smaller scale map as appropriate. *Always include the 1:24,000 map which allows for easy reference.*

ALL maps should include:

- ☐ The organization name, project name and the **grant number**
- ☐ The USGS quadrangle used, the scale, the date the map was created, north arrow, and page numbers
- ☐ A legend identifying all labeled features

Instructions for downloading free US Geological Survey topographic maps:

1. Go to <http://www.usgs.gov/>
2. Select "Maps Imagery and Publications."
3. Select "Download DigitalTopo Maps-the US Topo" in the maps box.
4. On the left side of the screen click "Download Maps (Map Store)"
5. With the "Navigate" button selected, navigate to your project location.
6. Choose the "Mark Points" button on the right hand side. Click on the map and a marker should appear. Clicking on the marker will show the available maps. The 30X60 maps are 1:100,000 scale and the 7.5X15 maps are 1:24,000 scale. Choose the map you wish to download by clicking on the file size list under the "Download" column.  
**ATTENTION: These maps are free to download so be sure you have clicked under "download," not "buy."**
7. If you download a map and view it at 100%, you can navigate to the area you want to show and choose "Print Current View." That should keep the scaling the same.
8. You can then print the map(s) you need on 8½" x 11" paper and draw in the project vicinity and boundary.

Please send this completed form and all required documents to your assigned grant manager via U.S. Mail, UPS, or FedEx, postmarked by **[DATE]**. You may NOT submit any of this information by Email or by fax.

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**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED	
		June 25, 2013	



## U.S. DEPARTMENT OF AGRICULTURE

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### **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

#### **(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Organization Name

PR/Award Number or Project Name

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Name(s) and Title(s) of Authorized Representative(s)

---

Signature(s)

Date

#### Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## CERTIFICATION REGARDING LOBBYING

### CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of congress or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

By \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Official (Executive Director) Authorized to Sign Application

By \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Official (Chief Financial Officer) Authorized to Sign Application

For \_\_\_\_\_ Date \_\_\_\_\_  
Name of Grantee

\_\_\_\_\_  
Title of Grant Program



**U.S. DEPARTMENT OF AGRICULTURE**  
**CERTIFICATION REGARDING**  
**DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)**  
**ALTERNATIVE I- FOR GRANTEEES OTHER THAN INDIVIDUALS**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), 7 CFR Part 3017, subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990 **Federal Register** (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

**(Before completing certification, read instructions on page 2)**

**Alternative I**

**A** The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about –
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing, of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d) (2) from an employee or other wise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employees to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

**B.** The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant;

Place of Performance (Street address, city, county, State, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Organization Name

Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date



## INSTRUCTIONS FOR CERTIFICATION

Drug Free

1. By signing and submitting this form, the grantee is providing the certification set out on page 1.
2. The certification set out on page 1 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical description may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).



AD-3030-FS

## U.S. DEPARTMENT OF AGRICULTURE

**REPRESENTATIONS REGARDING FELONY CONVICTION  
AND TAX DELINQUENT STATUS FOR CORPORATE APPLICANTS**

**Note:** You only need to complete this form if you are a corporation. A corporation is any entity that has filed articles of incorporation in one of the 50 States, the District of Columbia, or the various territories of the United States including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, or the U.S. Virgin Islands. Corporations include both for profit and non-profit entities.

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552(a), as amended). The authority for requesting the following information is sections 433 and 434 of the Consolidated Appropriations Act, 2012, P.L. 112-74, and subsequent similar provisions. The information will be used to confirm applicant status concerning entity conviction of a felony criminal violation, and/or unpaid Federal tax liability status.*

*According to the Paperwork Reduction Act of 1985 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0025. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

1. APPLICANT'S NAME	2. APPLICANT'S ADDRESS (Including Zip Code)	3. TAX ID NO. (Last 4 digits)
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- 4A. Has the Applicant been convicted of a felony criminal violation under Federal law in the 24 months preceding the date of application? ☐ YES ☐ NO
- 4B. Has any officer or agent of Applicant been convicted of a felony criminal violation for actions taken on behalf of Applicant under Federal law in the 24 months preceding the date of application? ☐ YES ☐ NO
- 4C. Does the Applicant have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability? ☐ YES ☐ NO

Providing the requested information is voluntary. However, failure to furnish the requested information will make the applicant ineligible to enter into a contract, memorandum of understanding, grant, loan, loan guarantee, or cooperative agreement with USDA.

**PART B – SIGNATURE**

5A. APPLICANT'S SIGNATURE (BY)	5B. TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY	5C. DATE SIGNED (MM-DD-YYYY)
--------------------------------	--	---------------------------------

*The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.*





## **Fire Agency Grant Applicant Compliance with NIMS**

California Fire Safe Council, April 10, 2012

In addition to all other grant application requirements, in order for a fire protection agency to receive federal State Fire Assistance grant funds from the California Fire Safe Council's Grants Clearinghouse, starting with the 2012 grant cycle they must certify in writing that they have adopted the National Incident Management System (NIMS) as directed in the Homeland Security Presidential Directive 5 (HSPD-5).

Some fire agencies will apply to be direct sub grantees. Other fire agency applicants will partner with a fiscal sponsor that will be the direct sub grantee and will manage the grant funds for the applicant. Fiscal sponsors are not required to provide NIMS certification unless they too are a fire protection agency. Example: a fire protection district decides to be the fiscal sponsor for a non-affiliated, non-profit volunteer fire company.

If the fire agency is selected to receive a 2013 subgrant they will have to provide a certification letter, on their letterhead stationery, indicating that they have adopted NIMS as directed in the Homeland Security Presidential Directive 5 (HSPD-5), along with the other required documents, in their grant Pre-Award packet.

(see sample on following page)



Tuesday, April 24, 2012

Margaret Grayson  
Executive Director  
California Fire Safe Council  
502 W. Route 66, Suite 17  
Glendora, CA 91740

Re: Grant #12USFS-SFA214, Confirmation of NIMS Adoption

Dear Ms. Grayson:

In response to your request, I confirm that the North Lake Tahoe Fire Protection District has adopted the National Incident Management System (NIMS) as directed in Homeland Security Presidential Directive 5 (HSPD-5).

Respectfully,

A handwritten signature in black ink, appearing to read "Mike Brown", is written over a horizontal line.

Mike Brown  
Fire Chief

**North Lake Tahoe  
Fire Protection  
District**

866 Oriole Way  
Incline Village, NV  
89451

775/831-0351  
Fax 775/831-2072  
[www.nltfpd.net](http://www.nltfpd.net)

Michael D. Brown  
Fire Chief

## Civil Rights Compliance

Recipients of funds from the USDA Forest Service through the California Fire Safe Council (CFSC) Grants Clearinghouse must comply with certain civil rights, nondiscrimination and accessibility requirements. During the Pre-Award Phase, CFSC will interview the applicant organization and fiscal sponsor to ensure that the organizations are meeting the compliance standards.

Use the form below to evaluate your organization's current compliance with these requirements.

### Background:

Compliance in Equal Opportunity Program Delivery includes ensuring that no one is denied an equal opportunity to participate in, receive benefits from, and receive access to any program or service receiving financial assistance from the Federal government. Program delivery nondiscrimination compliance applies to both federally conducted programs (i.e. conducted directly by Federal agencies) and federally assisted programs (i.e., administered through a recipient/Special Use Permit holder). Program delivery compliance for federally assisted programs and activities falls under the following Civil Rights Acts: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1973; and the Age Discrimination Act of 1975, as amended.

*The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.*

YES	NO	N/A	CIVIL RIGHTS COMPLIANCE REVIEW FORM
			Will / Do your applicable publications, informational materials (including computer-based) and signs contain a statement of affiliation with the FS?
			Will / Do the publications (e.g., brochures, advertisements) and other informational materials (including computer-based) you use contain the USDA nondiscrimination statement?
			Will / Do you communicate to customers how to file a complaint with USDA?
			Will / Do promotional illustrations depict individuals representing diversity, i.e., race, color, national origin, sex, age, persons with disabilities?
			Will / Is the <u>And Justice for All</u> poster (Form AD-475C) (be) in a visible location for program participants/customers and employees?
			Are any of your program/project informational materials needed by your customers in languages other than English? If so, what actions have you taken to address this?  Do you take reasonable steps to ensure that persons with limited English proficiency receive the language assistance necessary (free of charge) for your programs and activities?

			Do you gather voluntary information regarding the race, color, national origin, sex, age, and disability on the proposed and present membership of planning or advisory boards/councils to ensure diversity representation?
YES	NO	N/A	<b>CIVIL RIGHTS COMPLIANCE REVIEW FORM (continued)</b>
			Before conducting outreach activities for your program or project, do you refer to census data or other information to identify the population (by race, color, national origin, sex, age, and disability) eligible to be served?  Do you then use this information in planning your outreach strategies?
			Have any customers raised issues alleging discrimination or filed discrimination complaints against your program(s) in the past 2 years? If yes, describe in Part IV – Additional Information
			Have you explained the civil rights and nondiscrimination responsibilities to your employees and volunteers?
			Is (Are) your program(s) fully accessible to persons with disabilities?
			Are there any architectural barriers to your facilities preventing full accessibility to your program(s) by participants?  If yes, was an action/transition plan created to remove barrier(s) and maintained in your files?
			Did you conduct a “Self-Evaluation of Accessibility” according to Section 504 of the Rehabilitation Act of 1973, within one year after receiving a permit, agreement, or grant?  If you answered NO to this question, answer the questions below to determine your level of compliance with accessibility requirements for your program or activity.
			Do you review policies, practices, and procedures to ensure that none contains language that excludes qualified persons with disabilities from services?
			Do you offer assistance, when appropriate, in filling out forms to qualified persons with disabilities?
			Do you notify associations of/persons with disabilities of your services through public outreach efforts?
			Do you allow persons with disabilities to take an application home (upon request) to be completed, because the person’s disability precludes completion on site?
			Do you ensure access to persons with mobility limitations or other impairments, if transportation services provided?
			Do you provide auxiliary aids and services to qualified persons with disabilities, e.g., large print menus or material, pen and paper at ticket sales offices?
			Do you provide qualified sign-language interpreter services, if such services are requested?  Are audio-visual presentations and multimedia captioned? Are computer-based products, produced as a result of this project/partnership, accessible?
			Do you ensure that all new and newly renovated buildings and facilities comply with appropriate accessibility standards or have waivers to requirements?
			Do you ensure that facilities for services have an emergency egress plan?

**Recipients of grants from California Fire Safe Council's Grants Clearinghouse must meet the federal grant regulations for adequate financial and business management systems. During the Pre-Award Phase, CFSC will interview the applicant organization and/or the fiscal sponsor on its capacity and readiness to receive grant funds. The applicant organization and/or the fiscal sponsor will then sign the questionnaire to certify compliance with these standards for financial and business management systems.**

<b>FINANCIAL CAPABILITY QUESTIONNAIRE</b>		
<p>The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the Office of Management and Budget's (OMB) Circulars which can be found on OMB's website at <a href="http://www.whitehouse.gov/omb/circulars/default">http://www.whitehouse.gov/omb/circulars/default</a>.</p> <ol style="list-style-type: none"> <li>(1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.</li> <li>(2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.</li> <li>(3) The accounting system should provide accurate and current financial reporting information.</li> <li>(4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.</li> </ol>		
<b>APPLICANT ORGANIZATIONAL INFORMATION</b>		
1. Name of Organization and Address:		
2. Authorized Representative's Name and Title:		
3. Phone:        -        -        ext.	4. Fax:           -        -	5. Email:
6. Year Established:	7. Employer Identification Number (EIN): -	8. DUNS Number: -        -
9. Type of Organization:		
10. Approximate Number of Employees:		
Full Time (Paid):		Part Time (Paid):
Full Time (Volunteer):		Part Time (Volunteer):
<b>FEDERAL AUDIT DATA</b>		
11. Have you been audited by a Federal agency?: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please indicate the type:		
<input type="checkbox"/> OMB A-133 Single Audit (required of institutions that annually expend over \$500,000 in federal funds)		
<input type="checkbox"/> Incurred Cost <input type="checkbox"/> Accounting System <input type="checkbox"/> Timekeeping		

12. Date of Last Federal Audit/Review (m/d/yyyy):		Audit Agency/Firm:	
If findings are reported, explain:			
<b>FINANCIAL STATEMENT AUDIT DATA</b>			
13. Date of Last Financial Statement Audit:		Fiscal Period Audited:	
Audit Firm:			
Auditor's Opinion on Financial Statement	<input type="checkbox"/> Unqualified Opinion	<input type="checkbox"/> Qualified, Disclaimer or Adverse Opinions	
If other than unqualified, state reason:			
<b>ACCOUNTING SYSTEM</b>			
16. Which of the following best describes your accounting system: <input type="checkbox"/> Manual <input type="checkbox"/> Automated <input type="checkbox"/> Combination			
17. Does the accounting system identify the receipt and expenditure of program funds separately for each grant?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
18. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
19. Does the accounting system provide for the recording of cost sharing for each grant? Can you ensure that documentation is available to support recorded cost sharing?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
20. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
21. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available for a grant?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
22. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available for a budget cost category (e.g. Personnel, Travel, etc.)?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
23. Is the firm generally familiar with the existing regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
<b>FUNDS MANAGEMENT</b>			
24. Is a separate bank account maintained for Federal grant funds?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
25. If a separate bank account is not maintained, can the Federal grant funds and related expenses be readily identified?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>PROPERTY STANDARDS, PROCUREMENT STANDARDS, AND TRAVEL POLICIES</b>			
<b>PROPERTY STANDARDS</b>			
26. Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	

27. Does your property management system(s) provide for a physical inventory and reconciliation of property at least every two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
28. Does your property management system(s) provide controls to insure safeguards against loss, damage or theft of the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>PROCUREMENT STANDARDS</b>	
29. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
30. Does your procurement system provide for the conduct to ensure selection on a competitive basis and documentation of cost or price analysis for each procurement action?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
31. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred contractors, prior to award? <a href="https://www.sam.gov/">https://www.sam.gov/</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>TRAVEL POLICY</b>	
32. Does your organization maintain a standard travel policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS AND APPLICANT CERTIFICATION</b>	
I certify that the above information is complete and correct to the best of my knowledge.	
Signature:	
Name:	
Title:	

<b>FINANCIAL CAPABILITY CHECKLIST</b>	
This Checklist is to assist your organization in understanding the minimum requirements necessary to accept, manage, and spend Federal funds. If you have questions regarding the content presented in this checklist, please bring this to the attention of your California Fire Safe Council Grant Manager.	
<b>ACCOUNTING SYSTEM</b>	
<input type="checkbox"/>	1. My organization's accounting system provides for the recording of expenditures for each grant by the component project and budget cost categories
<input type="checkbox"/>	2. My organization's accounting system provides for the recording of cost sharing for each project, and ensures that documentation is available to support recorded cost sharing.
<input type="checkbox"/>	3. My organization's time distribution records are maintained for each employee where his/her effort can be specifically identified to a particular cost objective.
<input type="checkbox"/>	4. My organization's accounting/financial system includes budgetary controls to preclude incurring obligations in excess of total funds available for a grant.
<input type="checkbox"/>	5. My organization's accounting/financial system includes budgetary controls to preclude incurring obligations in excess of total funds available for a budget cost category (e.g. Personnel, Travel, etc.).
<input type="checkbox"/>	6. My organization is familiar with the existing regulation and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal grants.



MANAGING FEDERAL FUNDS	
<input type="checkbox"/>	7. My organization is aware that it is required to maintain accounting systems and financial records to accurately account for funds awarded. These records shall include both Federal funds and all matching funds of State, local, and private organizations, when applicable. State recipients shall expend and account for grant funds in accordance with State laws and procedures for expending and accounting for their own funds. Where a recipient's or sub-recipient's accounting system cannot comply with this requirement, the recipient or sub-recipient shall establish a system to provide adequate fund accountability for each project it has been awarded.
<input type="checkbox"/>	8. My organization is aware that funds specifically budgeted and/or received for one project may not be used to support another without prior written approval of the awarding agency.
<input type="checkbox"/>	9. My organization is aware that a negotiated indirect cost agreement (NICRA) or cost allocation plan must be federally approved and in effect at the time of award for indirect costs to be allowable for reimbursement or match.
INTERNAL POLICIES: PROPERTY, PROCUREMENT STANDARDS, PERSONNEL, AND TRAVEL POLICIES AND PROCEDURES	
<input type="checkbox"/>	13. My organization's property management system(s) provides for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information.
<input type="checkbox"/>	14. My organization's property management system(s) provides for a physical inventory and reconciliation of property at least every two years.
<input type="checkbox"/>	15. My organization's management system(s) provides controls to insure safeguards against loss, damage or theft of the property.
<input type="checkbox"/>	16. My organization maintains written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?
<input type="checkbox"/>	17. My organization's procurement system provides for the conduct to ensure selection on a competitive basis and documentation of cost or price analysis for each procurement action?
<input type="checkbox"/>	18. My organization's has internal policy to check the "Excluded Parties List" system for suspended or debarred contractors, prior to award at <a href="https://www.sam.gov/">https://www.sam.gov/</a> .
<input type="checkbox"/>	19. My organization maintains written personnel policies and procedures that provide for reasonable and consistent treatment of personnel costs, such as fringe benefits and pension plans.
<input type="checkbox"/>	20. My organization has written travel policy which is consistent for both internal travel and approved travel costs under the grant or cooperative agreement.
<input type="checkbox"/>	21. My organization is aware of OMB A-133 Single Audit which requires audit of any entity that expends more than \$500,000 in federal funds in a fiscal year.

**Excerpt from “Reducing Grant Fraud Risk”**  
Financial Fraud Enforcement Task Force  
Recovery Act, Procurement and Grant Fraud Working Group  
March 2012

*(Find the full document online by searching for “reducing grant fraud risk”)*

For Federal Offices of Inspectors General (OIG) auditors and investigators the term, “grant fraud,” encompasses a wide range of improper activities often summarized in three general categories: conflicts of interest, materially false statements, and theft.

- 1) A **conflict of interest** may occur when an entity engages in transactions involving undisclosed related parties. For example, a grant recipient hiring a relative as an employee or as a vendor to supply grant-funded products and services may constitute a conflict of interest. Also, a conflict may result where a grant recipient purchases goods or services from a business in which the grant recipient has an ownership interest. Conflicts may also occur in the grant award-making process or sub-award process at the federal, state, or local level.
- 2) Grant fraud may also involve **materially false statements** to the government. Such misstatements may be misleading to the grant-awarding body, and may occur during the application process or during the implementation of the grant program. This type of fraud may include **false certifications** that grant recipients will use grant funds properly or abide by particular requirements. ***Grant recipients that fail to maintain adequate supporting documentation about the use of funds, misrepresent elements of costs, or attempt to charge unallowable costs to a federal grant have potentially made false statements or presented false claims to the government.*** These activities have different consequences depending on many factors, including the level of intent of the individuals involved.
- 3) **Theft** is one of the more common grant fraud issues and it can take many forms. For example, creative bookkeepers may create fictitious transactions, and employees may misuse a credit card designated for grant-funded purchases.

Grant fraud encompasses a *wide range of activities*, including the theft of grant funds, improper related-party transactions or conflicts of interest, the use of funds for unapproved or unallowable purposes, and failure to follow grant conditions and other requirements. In addition, grant fraud may include omissions or failures to implement the grant properly, such as failing to provide required matching contributions, failing to maintain adequate supporting documentation, or making material misstatements at any point in the grant process. These activities have different consequences depending on many factors, including the level of intent of the individuals involved.

Grant fraud and other misuses of funds can result in *severe penalties*, such as criminal prosecutions, civil fraud remedies, and a wide variety of administrative actions. Grant recipients that misuse grant funds risk the termination of current or future funding, the recovery of funds, suspension and debarment of individuals and entities, and the implementation of special conditions on future awards.



## **Sample Sub-Award Agreement**



February 28, 2013



Dear [REDACTED],

Congratulations! We're excited to provide funding for the [REDACTED] project. The project being funded is as described in the organization's application for funding. Your Cooperative Fire Protection (State Fire Assistance) grant is made possible by federal financial assistance provided to the California Fire Safe Council (CFSC) from the USDA Forest Service (FS). The project is funded via Cooperative Forestry Assistance, CFDA # 10.664. We appreciate your work in making California's residents and communities safe from wildfire. This Sub-Award agreement outlines the project and related requirements.

Your grant number is [REDACTED]. Please use this number when contacting the CALIFORNIA FIRE SAFE COUNCIL about your grant. Funding for this project is \$200,000, and the non-federal match that you have agreed to provide is \$224,800. The approved grant period is effective February 1, 2013 through February 28, 2015. You may not receive funding for portions of the project completed before the start date or after the completion date of the project.

The basis for this agreement is for the support or stimulation of a public purpose under the Cooperative Forestry Assistance Act of 1978 PL 95-313. 92 Stat. 365, 15 U.S.C. 2101-2114 as amended.

#### **Definitions**

*CFDA* – Catalog of Federal Domestic Assistance. [www.CFDA.gov](http://www.CFDA.gov)

*CFR* – Code of Federal Regulations. <http://www.gpoaccess.gov/cfr/index.html>

*OMB* – Office of Management and Budget. [www.omb.gov](http://www.omb.gov)

*Recipient* – An organization receiving financial assistance directly from federal awarding agencies to carry out a project or program. The CALIFORNIA FIRE SAFE COUNCIL is the recipient.

*Subaward* – An award of financial assistance made under an award by a recipient to an eligible subrecipient. A subaward is the award of funding for this project.

*Subgrant* -- Subgrant will be referred to as subaward for the purposes of this agreement.

*Subgrantee* – The legal entity to which a subgrant is awarded and which is accountable to the recipient for the use of funds provided. Subgrantees will be referred to as subrecipients in this agreement.

*Subrecipient* – The legal entity to which a subaward is made and which is accountable to the recipient for the use of funds provided. The [REDACTED] Inc. is the subrecipient.

**A. Administrative and Other Requirements**

The subrecipient's project is being funded through the CALIFORNIA FIRE SAFE COUNCIL by theFS. Therefore, it is subject to OMB A-102 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations", and 2 CFR 215 as implemented by the FS in 7 CFR 3019; OMB Circular 230 (A-122) "Cost Principles for Non-Profit Organizations", and OMB Circular A-133 "Audits of States, Local Governments and Non-profit Organizations" and A-133 as implemented in 7 CFR 3052. The OMB circulars are available on the internet at <http://www.whitehouse.gov/omb/grants.default> . Electronic copies of the CFRs can be obtained at the following internet site: <http://www.gpoaccess.gov/cfr/index.html>.

**B. Environmental Compliance Requirements**

The subrecipient shall ensure that the project is in compliance with all applicable environmental and cultural resource laws - federal, state and local - prior to beginning any ground or vegetation disturbing activities.

**The following federal environmental acts are triggered by grant funding:**

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

**Federal Environmental Compliance Process for Grants Clearinghouse Projects**

The U.S. Forest Service has contracted with the Bureau of Land Management (BLM) and it's professional staff to review the 2013 projects for compliance with the applicable federal environmental regulations listed above. Once this subaward agreement is signed and returned, the BLM reviewers will advise whether your project may proceed or whether additional studies or mitigation measures are needed. They will contact you directly to obtain any supplemental materials, maps or other information needed.

Once the review is complete, the BLM reviewers will send the ESA, MBTA, NHPA and BGEPA (If applicable) compliance determinations to the CALIFORNIA FIRE SAFE COUNCIL Grant Information Specialist. CALIFORNIA FIRE SAFE COUNCIL staff will send the BLM documents to the subrecipient with a cover letter stating that the project has been released as compliant with federal environmental regulations.

You are not to begin any ground disturbing work until you have been notified by CALIFORNIA FIRE SAFE COUNCIL staff that your project is cleared. PAYMENTS WILL BE DELAYED UNTIL APPROPRIATE OFFICIAL DOCUMENTATION IS PROVIDED TO THE CALIFORNIA FIRE SAFE COUNCIL by the BLM reviewers.

**National Environmental Policy Act (NEPA)**

Because the U.S. Forest Service did not select this project for funding, it is not subject to NEPA.

**CEQA Compliance on Fuels Treatment Projects Carried Out by Non-profits**

The California Environmental Quality Act (CEQA) requires "public agencies" (state or local government agencies) to consider, disclose and mitigate the environmental effects of projects that they carry out, fund, permit or assist. The public agency may require *your organization* to conduct surveys, collect information and provide documentation to meet the public agency's CEQA responsibilities.

Please initial\_\_\_\_\_

**All environmental compliance reviews completed by a federal agency for a Cooperative Fire Program grant only covers relevant federal laws, not any state laws or local ordinances. It is the responsibility of the subrecipient to ensure compliance with any relevant state laws or local ordinances.**

**C. Grant Award Provisions**

The subrecipient agrees to comply with all applicable federal, state and local laws, regulations and policies governing the funds provided under this agreement.

**1. Insurance requirement**

The subrecipient and fiscal sponsor, if applicable, are responsible for all grant funds received through the CALIFORNIA FIRE SAFE COUNCIL 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 agreement. Should any loss of grant funds or improper expenditure of grant funds occur, subrecipient and its fiscal sponsor, if applicable, will be required to reimburse the CALIFORNIA FIRE SAFE COUNCIL for those amounts.

The subrecipient and fiscal sponsor, if applicable, shall carry insurance coverage sufficient to protect all grant funds and other agreement assets from loss due to theft, fraud and/or negligence. Types of insurance may include, but are not limited to, general, liability, errors and omissions, directors and officers, and the acquisition of a fidelity bond. The subrecipient shall provide proof of appropriate insurance to the CALIFORNIA FIRE SAFE COUNCIL prior to engaging in activities for which funding is provided by the CALIFORNIA FIRE SAFE COUNCIL. If funds provided as part of this award are to purchase insurance, the subrecipient shall provide proof of insurance to the CALIFORNIA FIRE SAFE COUNCIL within 30 days of obtaining a policy. The subrecipient is responsible for sending all current insurance certificates of coverage upon annual renewal of coverage.

Contractors working on your project must carry their own insurance and furnish proof of coverage to your organization.

Please discuss any pertinent requirements with regard to the various types of insurance needed to meet this requirement with your insurance broker.

**2. Workers Compensation requirement**

The subrecipient shall provide workers compensation insurance for all employees (not including contractors) involved in the performance of this agreement. Workers compensation insurance for volunteers is strongly encouraged.

**3. Termination of grant project**

The subrecipient is responsible for ensuring that expenditures of federal funds are allowable according to 2 CFR 230. Unallowable costs cannot be paid with federal funds and they become the subrecipients' sole responsibility.

This agreement may be terminated in accordance with the provisions of 2 CFR 215.61-62, and 7 CFR 3019.61 and 3019.62. Termination may occur for such reasons as nonadherence to grant terms, misrepresentation, fraud, nonperformance, falsification of data, misuse of funds, inability to perform, lack of capacity and other causes as determined by the CALIFORNIA FIRE SAFE COUNCIL.

Please initial\_\_\_\_\_

#### **4. Collaborative Agreements**

If the subrecipient enters into collaborative agreements with other organization to jointly carry out activities with grant funds, the subrecipient is required to submit copies of agreements to the CALIFORNIA FIRE SAFE COUNCIL for review. Subrecipients will ensure all work done by other organizations under the grant terms is in accordance with the subaward agreement.

#### **5. Audit requirement**

If the subrecipient expends \$500,000 or more in federal awards from all sources during the subrecipient's fiscal year, the subrecipient is required to have a single or program-specific audit conducted for that year in accordance with the provisions of OMB A-133 and 7 CFR 3052.

#### **6. Record Retention requirement**

All subrecipient records with respect to any matters covered by this agreement shall be made available to the CALIFORNIA FIRE SAFE COUNCIL, FS, their designees or the federal government at any time , upon request. Records must be kept for a minimum of three years **after** CALIFORNIA FIRE SAFE COUNCIL closes their master grant, associated with this subaward, with the FS, or longer if required by 2 CFR 215.53 and 7 CFR 3019.53. Retention and access requirements for records shall be governed by 2 CFR 215.53 and 7 CFR 3019.53.

At grant close-out, you will be required to submit a CD of the entire contents of the grant file. This should include, but is not limited to; receipts, invoices, match documentation and other items which validate the legitimacy of every grant expense, including expenses covered by matching contributions. This means that you are required to send us one or more CDs containing computer files showing all of those items: receipts for items purchased, bid solicitations, bids, and contracts for all contractual services, copies of employee timesheets that substantiate the salary, wages, and benefits paid with grant funds, basically every document that records and validates the legitimacy of every grant expense. And, these records must be separated by reporting quarter, so that the expenses you report for Quarter 3, for example, will be supported by a document in a file or folder titled Quarter 3

Once your grant ends and you submit your last report, keep everything: files, receipts, contracts, bid notices, time sheets, personnel time certifications, volunteer records, email, letters/memos, permits, grant application, progress reports, sub-award agreement, etc. for three years past the end of CFSC's master grant period. When your sub grant closes out your Grant Manager should be able to let you know how long to keep your records.

#### **7. Financial Support**

Every effort will be made to send advance payments on a regular basis, however, if CFSC does not have the funds available, payment will be delayed until CFSC receives its advance payment from the appropriate federal agency. Advance payment shall only be in the form of electronic direct deposit through ACH processing to the subrecipients' or fiscal sponsor's banking account.

Payments shall be made as identified in the Grantee Payment Request Form provided by your Grant Manager. Payments cannot be made unless and until the subrecipient can demonstrate they are in financial need of such payment to continue progress on the subaward. Regular disbursements shall not include 100% of payment in any one quarter. **The subrecipient is not entitled to payment unless and until the CALIFORNIA FIRE SAFE COUNCIL receives sufficient advance payment from the federal funding agency.**

Please initial\_\_\_\_\_



Cost sharing for this agreement shall be in accordance with 2 CFR 215.23 and 7 CFR 3019.23.

If any program income is generated as a result of this subaward, the income shall be applied using the addition and cost-share/matching alternatives as described in 7 CFR 3016.25 and 3019.24.

#### **8. Property Management and Disposition**

Any property used or other property acquired under this agreement, including intangible property such as copyrights and patents shall be governed by the provisions of 2 CFR 215.30-.37, and 7 CFR 3019.30-3019.37.

#### **9. Equipment**

If the subrecipient plans to purchase equipment, such as a chipper, the subrecipient must first conduct a cost-benefit study regarding the potential purchase, which would include surveying to see if there is available excess similar federal equipment; and a comparison between leasing and purchasing the identified equipment, including comparison pricing. This information must be sent to a CALIFORNIA FIRE SAFE COUNCIL Grant Manager at time of application for funding.

If the subrecipient purchases equipment having a unit cost of \$5,000 or more with a life span of more than one year, the subrecipient will be responsible for completing an "equipment schedule" every two years. The subrecipient agrees to submit a completed equipment schedule, a copy of the original receipt for the equipment, a maintenance plan and photographs of the equipment from the date of purchase and at periodic intervals afterwards, as determined by their Grant Manager. In addition the equipment in question will also be subject to a periodic physical inspection by CALIFORNIA FIRE SAFE COUNCIL.

#### **10. Programmatic Changes**

The subrecipient shall obtain prior written approval from their assigned CALIFORNIA FIRE SAFE COUNCIL Grant Manager for any changes to the scope of objectives of the approved project, key personnel, location or transfer of substantive programmatic work to another party.

#### **11. Revision of Budget and Program Plans**

Modifications within the scope of this award shall be made by CALIFORNIA FIRE SAFE COUNCIL Grant Manager approval, by the issuance of a written modification, prior to any changes being implemented. Revisions to budget and/or program plans shall be made in accordance with 2 CFR 215.25 and 7 CFR 3019.25.

#### **12. Notification**

The subrecipient shall immediately notify the CALIFORNIA FIRE SAFE COUNCIL of developments that have a significant impact on activities supported under this subaward. Also, written notification shall be given in case of problems, delays or adverse conditions that materially impact the ability to meet the objectives of the subaward. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

Please initial\_\_\_\_\_

**13. Non-Liability**

The CALIFORNIA FIRE SAFE COUNCIL does not assume liability for any third party claims for damages arising out of this subaward. Each party agrees that it will be responsible for its own acts and the results thereof and shall not be responsible for the acts of the other party and the results thereof. Each party, therefore, agrees, to the extent authorized by applicable laws that it will assume all risks and liability to itself, its agents or employees, for any injury to persons or property resulting from any operations of its agents or employees under this agreement, and for any loss, cost, damage, or expense resulting at any time from any and all clauses due to any acts, or negligence, or the failure to exercise proper precautions of or by itself or its own agents to this agreement.

**14. Public Notices**

Recognition for projects, activities and products should be included on all products developed with grant dollars. The subrecipient is encouraged to give public notice of the receipt of this award and, from time to time, to announce the progress and accomplishments. Items such as press releases or other public notices should include a statement as follows:

**“Funding provided by a grant from the Cooperative Fire Program of the U.S. Forest Service, Department of Agriculture, Pacific Southwest Region, through the California Fire Safe Council.”**

**“Produced in cooperation with the USDA Forest Service, which is an equal opportunity service provider and employer.”**

The subrecipient is required to provide copies of notices or announcements to CALIFORNIA FIRE SAFE COUNCIL as far in advance of release as possible for review and approval.

**15. Use of the U.S Forest Service Insignia**

In order for the subrecipient to use the U.S Forest Service insignia on any published media, such as a webpage, printed publication or audiovisual production, permission must be granted from the U.S. Forest Service’s Office of Communications. A written request must be submitted and approval granted in writing by the Office of Communications (Washington Office) prior to use of the insignia.

For more information contact your Grant Manager.

**16. Nondiscrimination Statement- Printed, Electronic, or Audiovisual Material**

The subrecipient shall include the following statement, in full, in **any** printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

***“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.”***

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

***“This institution is an equal opportunity provider.”***

Please initial\_\_\_\_\_

### **17. Order of Precedence**

Any inconsistency in this agreement will be resolved by giving precedence in the following order: (a) any national policy requirements and administrative management standards; (b) requirements of the applicable OMB Circulars and Treasury regulations; (c) 2 CFR 215; (d) 7 CFR 3019; (d) special terms and conditions; and (e) all Agreement sections, documents, exhibits, and attachments.

### **18. Procurement Procedures**

It is a National Policy to encourage purchases with minority business firms. Efforts shall be made by recipients and subrecipients to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Recipients and subrecipients of Federal awards shall take all of the following steps to further this goal:

- 1) Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
- 2) Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
- 3) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
- 4) Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
- 5) Use the services and assistance, as appropriate, of such organizations as the Small Business Development Agency in the solicitation and utilization of small business, minority-owned firms and women's business enterprises.

### **19. General Provisions**

National Policy Requirements and Administrative Management Standards. All applicable National Policy requirements and administrative management standards as set forth in the Office of Management and Budget, Financial Management Division, Directory of Policy Requirements and Administrative Standards for Federal Aid Programs are incorporated by reference

### **20. Members of U.S Congress**

Pursuant to 41 U.S.C. 22, no United States member of, or United States delegate to, Congress shall be admitted to any share or part of this subaward, or benefits that may arise there from, either directly or indirectly.

### **21. Administrative Requirements**

2 CFR 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Nonprofit Organizations is incorporated by reference.

7 CFR 3019, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Nonprofit Organizations is incorporated by reference.

Please initial\_\_\_\_\_

**22. Cost Principles**

2 CFR 230, Cost Principles for Nonprofit Organizations is incorporated by reference.

**23. Debarment & Suspension**

2 CFR 180, Governmentwide Debarment and Suspension (nonprocurement) is incorporated by reference. Form AD -1048 "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transaction" must be completed with the Pre-Award packet and submitted to CALIFORNIA FIRE SAFE COUNCIL before receiving any payments. If subrecipient determines any of their key personnel, volunteers or organization has been debarred or suspended, notify CALIFORNIA FIRE SAFE COUNCIL staff immediately.

**24. Restrictions on Lobbying**

7 CFR 3018, New Restrictions on Lobbying is incorporated by reference.

**25. Title VI of the Civil Rights Act of 1964**

USDA Forest Service Form 1700-1 is incorporated by reference.

**26. Audits**

OMB Circular A-133, Audits of States, Local Governments and Non-profit Organizations, is incorporated by reference.

7 CFR 3052, Audits of States, Local Governments and Non-profit Organizations, is incorporated by reference.

SF-424B, Assurances – Non-construction Programs. The subrecipient certifies that it will comply with the provisions outlined in SF-424B.

2CFR 215.48 and 7 CFR 3019.48 are incorporated by reference. All contracts awarded by the subrecipient shall contain the provisions referenced in these sections.

**27. Lobbying to Any Legislation**

The subrecipient shall not use any part of the subaward payments from the CALIFORNIA FIRE SAFE COUNCIL as part of this subaward for any activity or the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.

**28. Endorsements**

The subrecipient shall not publicize or otherwise circulate, promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, departmental, bureau, or government employee endorsement of a product, service, or position which the subrecipient represents. No release of information relating to this award may state or imply that the Government or the CALIFORNIA FIRE SAFE COUNCIL approves of the subrecipient's work products, or considers the subrecipient's work product to be superior to other products or services.

Please initial\_\_\_\_\_

All information submitted for publication or other public releases of information regarding this project shall carry the following disclaimer:

***The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the California Fire Safe Council, U.S Forest Service or the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the California Fire Safe Council or the U.S. Government.***

The subrecipient further agrees to include the above provisions regarding endorsements in a sub-subaward to any sub-subrecipient, except for a sub-subaward to a state government, a local government, or to a federally recognized Indian Tribal Government.

## **29. Deliverables and Reports**

The subrecipient agrees to submit to their Grant Manager the following items no later than 30 days after the close of each quarter:

1. Progress and budget reports filed electronically. Progress reports shall contain information on:
  - a. A comparison of actual accomplishments to the goals established for the period. Where the output of the project can be readily expressed in numbers, a computation of the cost per unit of output may be required if that information is useful.
  - b. Reasons for delay if established goals were not met
  - c. Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.
2. Photos of projects in progress.
3. Match and Expense Reports for all activities covered under the grant submitted to their Grant Manager by email attachment or other method as instructed. Do not send original receipts unless requested by your Grant Manager. All reports are due as stipulated in the schedule below; report periods are determined by the timing of the grant.

REPORT PERIOD	Progress , Match and Expense Report Quarter Dates	DUE DATE
1	February 1, 2013- April 30, 2013	May 30, 2013
2	May 1-July 31, 2013	August 31, 2013
3	August 1-October 31, 2013	November 30, 2013
4	November 1, 2013- January 31, 2013	February 28, 2014
5	February 1- April 30, 2014	May 31, 2014
6	May 1- July 31, 2014	August 31, 2014
7	August 1- October 31, 2014	November 30, 2014
8	November 1, 2014- February 28, 2015 *	March 31, 2015

*\*This is the only reporting period with four months.*

Progress and budget reports shall be filed electronically with the CALIFORNIA FIRE SAFE COUNCIL and are to be available at [www.grants.firesafecouncil.org](http://www.grants.firesafecouncil.org) and/or [www.firesafecouncil.org](http://www.firesafecouncil.org). The subrecipient shall send

Please initial\_\_\_\_\_

photos, outreach products and source match documentation by mail directly to their Grant Manager at the address below.

Katie Ziemann Grant Manager So. California region	California Fire Safe Council 502 W. Route 66, Suite 17 Glendora, CA 91740	San Diego, Riverside, Orange, San Bernardino, Santa Barbara, Los Angeles, and Ventura.
Liron Galliano Grant Manager Southern Sierra region	California Fire Safe Council 5834 Price Avenue, Suite 101 McClellan, CA 95652	Sonoma, Marin, San Mateo, Napa, San Benito, Santa Clara, Alameda, Contra Costa, Solano, Santa Cruz, San Francisco, , Mendocino, Placer, El Dorado, Sacramento, Amador, Calaveras, Alpine, Stanislaus, Tuolumne, Mariposa, Mono, Fresno, Tulare, Inyo, Madera, King, Kern, Monterey, and San Luis Obispo.
Dan Lang Grant Manager Northern Sierra region	California Fire Safe Council 5834 Price Avenue, Suite 101 McClellan, CA 95652	Modoc, Shasta, Del Norte, Humboldt , Trinity, Lake, Yolo Lassen, Tehama, Plumas, Siskiyou, Glenn, Butte, Sierra, Yuba, Nevada, Eastern Placer, Eastern El Dorado and Nevada counties in the Lake Tahoe Basin.

***Note: Failure to submit the above reports by the deadlines shall be a basis for withholding payments until reports are received.***

### **30. Site Visit and Grant Review**

CFSC Grant Managers may conduct a site visit once in the life of the grant. The site visit may last one full day depending on the number and location of projects. Your Grant Manager will contact you and/or your fiscal sponsor to setup a date for a visit and to notify you of the items they will be reviewing. Some items that need to be available for review are:

- a. Grant fund accounting
- b. Salary expense documentation
- c. Match and Expense Documentation
- d. Other source documentation for project expenses
- e. Other items as needed

### **31. Grant Close-out**

Within 30 days of project completion, the subrecipient agrees to provide the CALIFORNIA FIRE SAFE COUNCIL with the following:

#### **A. Items to be sent to Dan Lang**

1. One original and one copy of each educational or outreach product developed with grant dollars.
2. Close-out report
3. Final progress report submitted online
4. An electronic copy of the entire contents of the grant file. This should include, but is not limited to; receipts, invoices, match documentation and other items which validate the legitimacy of every grant expense, including expenses covered by matching contributions.  
This means that you are required to send us one or more CDs containing computer files showing all of those items: receipts for items purchased, bid solicitations, bids, and contracts for all contractual services, copies of employee timesheets that substantiate the salary, wages, and benefits paid with grant funds, basically every document that records and validates the legitimacy of every grant expense. And, these records must be separated by reporting quarter, so that the expenses you

Please initial\_\_\_\_\_

report for Quarter 3, for example, will be supported by a document in a file or folder titled Quarter 3.

5. For fuel modification projects, subrecipients are required to collect Global Positioning System (GPS) data on the final treatment area. From that they will create a Geographic Information System (GIS) "shape file" and send it, along with a project information form, to the CALIFORNIA FIRE SAFE COUNCIL Grant Manager. Instructions for transmitting the shape file and project information to CALIFORNIA FIRE SAFE COUNCIL will be provided to you by your Grant Manager. Once they have been received they will be forwarded to CAL FIRE for inclusion into their statewide fuel treatment database.

**Failure to comply with all closeout procedures can be considered noncompliance with the terms of the subaward. Such noncompliance may be considered in the evaluation of organizational capacity for future subawards.**

**B. Items to be sent to Glendora Office**

1. Confidential Close-out survey sent to Executive Director Margaret Grayson
2. A check made payable to CALIFORNIA FIRE SAFE COUNCIL for any unused grant funds
3. A check made payable to CALIFORNIA FIRE SAFE COUNCIL for interest earned in excess of \$250

**32. Key Contacts**

**California Fire Safe Council**

Dan Lang  
Grant Manager  
5834 Price Avenue, #101 McClellan, Ca 95652  
(916)648-3600 Ph.  
(916)648-3601 Fax

Executive Director  
Margaret Grayson  
502 W. Route 66, Suite 17  
Glendora, CA 91740

**33. How to submit this Subaward Agreement to CALIFORNIA FIRE SAFE COUNCIL**

1. Initial every page of the original subaward document.
2. An authorized representative for the organization must sign the signature page on the original subaward document. If applicable, an authorized representative from the fiscal sponsor must sign the signature page. (You may keep the COPY of the subaward for your records)
3. Return the ENTIRE original subaward document, with the following attachments:

Please initial\_\_\_\_\_



- A. ACH Processing Form (*Faulty or inaccurate information will delay payments, please notify CALIFORNIA FIRE SAFE COUNCIL of any bank information changes*)
- B. Estimated payment and match schedule form
- 4. Mail all documents to the CALIFORNIA FIRE SAFE COUNCIL at:

California Fire Safe Council, 502 W. Route 66, Suite 17 Glendora, CA 91740.

### **34. Attachments to the Subaward**

- 1. Grant Proposal
- 2. Application
- 3. Additional Subaward Grant provisions
- 4. Project Maps
- 5. Environmental Compliance information ( if applicable)

Please note: Due to the widespread fire danger in California and extreme demand for these limited grant funds, please sign and return this agreement to the CALIFORNIA FIRE SAFE COUNCIL at your earliest convenience. **If we do not receive the signed copy of the agreement within thirty (30) days of the date of this letter, the CALIFORNIA FIRE SAFE COUNCIL may redirect these grant funds to another project.** If you anticipate any difficulty in meeting this condition, please contact your Grant Manager immediately to discuss your situation.

Best wishes for success with your project!

\_\_\_\_\_  
Pat Kidder  
Chairman for California Fire Safe Council, Inc.

\_\_\_\_\_  
Date

### **ATTACHMENT A: ADDITIONAL SUBAWARD PROVISIONS**

#### **A. Trafficking In Persons:**

- 1. Provisions applicable to a subrecipient that is a private entity.
  - a. You as the subrecipient, and your employees may not:
    - i. Engage in severe forms of trafficking in persons during the period of time the subaward is in effect;
    - ii. Procure a commercial sex act during the period of time that the subaward is in effect; or
    - iii. Use forced labor in the performance of subawards under the subaward.
  - b. CALIFORNIA FIRE SAFE COUNCIL may unilaterally terminate this subaward, without penalty, if you as the subrecipient that is a private entity:
    - i. Is determined to have violated a prohibition in paragraph a.1. of this subaward; or
    - ii. Has an employee who is determined by the CALIFORNIA FIRE SAFE COUNCIL to have violated a prohibition in paragraph a.1 of this subaward term through conduct that is either-
      - 1. Associated with performance under this subaward; or

Please initial\_\_\_\_\_

2. Imputed to using through standards and due process for imputing the conduct of an individual to an organization that is provided in 2 CFR 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by USFS at 7 CFR 3017.
2. Provision applicable to a subrecipient other than a private entity. CALIFORNIA FIRE SAFE COUNCIL may unilaterally terminate this subaward, without penalty, if a subrecipient that is other than a private entity-
  - a. Is determined to have violated a prohibition in paragraph a.1. of this subaward; or
  - b. Has an employee who is determined by the CALIFORNIA FIRE SAFE COUNCIL to have violated a prohibition in paragraph a.1 of this subaward term through conduct that is either-
    1. Associated with performance under this subaward; or
    2. Imputed to using through standards and due process for imputing the conduct of an individual to an organization that is provided in 2 CFR 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by USFS at 7 CFR 3017.
3. Provisions applicable to any subrecipient:
  - a. You must inform CALIFORNIA FIRE SAFE COUNCIL immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1. of this subaward term.
  - b. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
    - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104 (g)) , and
    - ii. Is in addition to all other remedies for noncompliance that are available to us under this subaward.
4. Definitions. For purposes of this subaward:
  - a. "Employee" means either:
    1. A individual employed by you or a subrecipient who is engaged in the performance of the project or program under this subaward; or
    2. Another person engaged in the performance of the project or program under this subaward and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
  - b. "Forced labor" means labor obtained by any of the following methods; the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
  - c. "Private entity"
    1. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25
    2. Includes:
      - a. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b)
      - b. A For-profit organization
  - d. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

**B. Drug-Free Workplace**

Please initial\_\_\_\_\_

1. The subrecipient agree(s) that it will publish a drug-free workplace statement and provide a copy to each employee who will be engaged in the performance of this subaward. This statement must
  - a. Tell all employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace;
  - b. Specify actions the subrecipient will take against employees for violating that prohibition; and
  - c. Let each employee know that, as a condition of employment under any instrument, he or she
    - i. Must abide by the terms of the statement, and
    - ii. Must notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace, and must do so no more than five calendar days after the conviction.
2. The subrecipient agree(s) that it will establish an ongoing drug-free awareness program to inform employees about
  - a. The dangers of drug abuse in the workplace;
  - b. Your policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation and employee assistance programs; and
  - d. The penalties that you may impose upon them for drug abuse violations occurring in the workplace.
3. Without the CALIFORNIA FIRE SAFE COUNCIL's expressed written approval, the policy statement and program must be in place as soon as possible, no later than the 30 days after the effective date of this subaward.
4. The subrecipient agree(s) to notify the CALIFORNIA FIRE SAFE COUNCIL if an employee is convicted of a drug violation in the workplace. The notification must be in writing, identify the employee's position title, and the subaward agreement number on which the employee worked. The notification must be sent to the CALIFORNIA FIRE SAFE COUNCIL within ten calendar days after the subrecipient learn(s) of the conviction.
5. Within 30 calendar days of learning about an employee's conviction, the subrecipient must either
  - a. Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, or
  - b. Require the employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.



## **Documentation Standards**

**Expense and Match  
Requirements for Documentation**

**Costs must be reasonable, allowable under federal regulations, and specific to the objectives of the grant.**

**Notation on invoices & sales receipts must include:**

- A clear description of items or services purchased  
(add comments if necessary)
- CFSC grant number, i.e. 14USFS-SFA0567
- Cost category, i.e. "Supplies," "Contractual," etc.
- Approval for payment
- Date paid
- Check number
- Copy of bank statement showing that check has cleared

**Employee hours:**

- Employees must report hours spent on all activities during a pay period.
- All blocks of hours must be clearly labeled, i.e. 14USFS-SFA0567, admin, name of other project, etc.
- The log must include a short description of each task performed.
- The log must be signed.
- The percent of time spent on the grant is the percent of salary that may be charged to the grant.
- This percentage also applies to the amount for fringe benefits that may be charged to the grant.

**Employee use of a personal vehicle for grant purposes:**

- Employees may be reimbursed at the IRS business mileage rate.
- An employee mileage report must include date, start & end odometer readings, and purpose of the trip.
- The current rate is \$0.565/mile. Check [www.irs.gov](http://www.irs.gov) twice each year for changes.

**Volunteer rates & hours:**

- Volunteers must report their own work.
- The CFSC grant number must be on the report.
- Only the hours spent on the CFSC grant should be on this report.
- Date, hours worked, and a short description of each task performed must be included.
- The volunteer must sign the report.
- The hourly rate for work is dependent upon the type of work done.
- Rates for types of work can be found at [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)
- The standard rate for volunteer time can be found at [www.independentsector.org](http://www.independentsector.org).
- The current hourly rate for general volunteer work in California is \$22.14/hour.

**Meeting attendance used for match:**

- Each person attending the meeting must sign in.
- The Minutes of the meeting, with start/end times, must be attached to the attendance sheet.
- Only the collective time spent on grant matters may be used for match.



Westside Arborists  
456 Somestreet  
Anytown, CA 90030  
916-345-6789  
Fax 916-345-6790  
[Click here to enter text.](#)

TO: Council President  
ZZZZ Area Fire Safe Council  
1010 Pleasant Ave.  
ZZZZ, CA 90000  
916-999-8888  
Customer ID ABC12345

[illegible]

check # 2010  
7/12/13

THANK YOU FOR YOUR BUSINESS!



777 Happy Lane  
Your City, CA 99011  
Phone 800-255-5560  
Fax 800-255-5555

INVOICE #55  
DATE: 11/10/2012

	DESCRIPTION	HOURS	RATE	AMOUNT
October accounting	80% 13USFS-SFA0116 20% admin/non grant		35.00	210.00
CA Attorney General Filing	admin non-grant related		50.00	50.00
	13USFS-SFA0116 \$ 168.00			
	"contractual"			
	Admin \$92.00 non-grant related			
		OK to pay		
		JH		
	TOTAL			260.00

PAID

check # 942  
11/15/12

**THANK YOU FOR YOUR BUSINESS!**



**Best Hardware**

555 First Ave.  
Fairview, CA 90001  
800-966-4444

**852882**

CUSTOMER'S ORDER NO.		DEPARTMENT		DATE <b>6/12/13</b>	
NAME <b>ZZZ Area Fire Safe Council</b>					
ADDRESS					
CITY, STATE, ZIP					
SOLD BY		CASH	C.O.D.	CHARGE	ON. ACCT.
		MDSE. RETD.	PAID OUT		

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	1 Air Filter		28 32
2	4 Replacement Chain	26.99	107 96
3	2 Utilily Gloves	25.00	50 00
4	3 Duplicate Keys	.75	2 25
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			188 53
15	tax		16 50
16			205 03
17			
18			

RECEIVED BY

A-5805  
T-46320/46350**KEEP THIS SLIP FOR REFERENCE**

01-11

for chipper  
for chain saws  
for crew  
office expense

13USFS-SFA011  
supplies  
#202.58

OK to pay  
JK

**PAID**

ch # 1073  
6/12/13



## INVOICE

DATE 7/1/2013 ACCOUNT NUMBER 00001027 1

ZZZZ Area Fire Safe Council  
1010 Pleasant Ave.  
ZZZZ, CA 90000  
916-999-8888

MAKE CHECKS PAYABLE TO: MP HOLDINGS LLC  
P.O. BOX 1419  
NO. HIGHLANDS, CA 95660-1419

Date	BLDG Id	Lease Id	Code	Description	Invoice	Charges	Pmts\Crds	Amount Due
7/1/2013	1016	001511	BR	Monthly Base Rent Charge	210892	790.00	0.00	790.00

80% 13USFS-SFA0116 \$632.00  
Category: "Other"  
20% admin / non-grant related

OK to pay  
JK

BALANCE DUE 790.00

**PAID**

ch # 2002  
7/10/13

## Volunteer Hours & Mileage

Name Marie Robinson

Grant # 12 USFS-SFIA 0526

Quarter # 4

Date	Task	Hours	Start Mileage	End Mileage	Miles
9/15/12	Design Defensible Space brochure and posters	17			
10/5/12	update website	2			
12/10/12	Deliver educational materials to 4 middle schools	5	60147	60181	34
12/17/12	Photograph progress at East side work site	6	60256	60313	57

Total Hours 30

Total Miles 91

Signature Marie Robinson

Date 12/22/12

30 hours @ \$22.14 = \$664.20  
category "Other"

91 miles @ \$.14/mi = \$12.74  
category "Travel"

# REQUIREMENTS FOR TRACKING AND DOCUMENTATING SALARY UNDER THE GRANT TERMS

## **BACKGROUND**

A recent audit report of the Office of Inspector General (OIG) described serious compliance issues related to salary management and administration. It was found that some salary costs were not tracked properly or allocated to grants in accordance with the Office of Management and Budget (OMB) requirements and Federal Cost Principles and did not adhere to the Fair Labor Standards Act.

Common audit findings included: no documentation or documentation that does not meet federal standards; employees charging salary as budgeted rather than as actually worked; time worked on multiple grants/projects not recorded separately.

## **PURPOSE**

This guidance is provided by California Fire Safe Council to highlight the requirements for using salary as an expense or match towards a grant. Much of the information below is excerpted directly from the federal cost principles for determining costs of grants. Please read the entire regulation applicable to your type of organization for a complete understanding of the requirements.

- 2 CFR 225, Appendix B, Part 8: State, Local, and Indian Tribal Governments
- 2 CFR 230, Appendix B, Part 8: Non-Profit Organizations

## **DEFINITION**

Compensation for personal service includes all compensation paid for services of employees rendered during the period of the award, including but not limited to wages, salaries, and fringe benefits. Fringe benefits include, but are not limited to, leave, insurance, pensions, and unemployment benefit plans.

Compensation for personnel services is allowable if the compensation:

- 1) Is reasonable\* for the services rendered,
- 2) Conforms to the established policy of the organization/agency consistently applied to both Federal and non-Federal activities, and
- 3) Is determined and **supported with documentation** as provided by the applicable cost principles.

*\*Reasonable means that the compensation is consistent with that paid for similar work in the organization or in the labor market.*

## **DOCUMENTATION**

Compensation that has been determined to be allowable **must be properly documented** as per the federal regulations.

Support of salaries and wages (see subsection h of the applicable cost principle regulation):

- Employees working on multiple activities or under various funding sources:
  - Documentation must include a distribution of salaries and wages supported by **personnel activity reports** that meet the following requirements:
    - (a) Must reflect an **after-the-fact distribution of the actual activity of each employee**,
    - (b) Must account for the **total activity** for which each employee is compensated,
    - (c) Must be prepared **at least monthly** and must coincide with one or more pay periods, and
    - (d) Must be **signed** by the employee or supervisory official with firsthand knowledge of the employee's work.
    - (e) Budget estimates or other distribution percentages determined before the services are performed *do not* qualify as support for charges to Federal awards

- GOVERNMENTS ONLY: Employees working solely on a single Federal award may prepare periodic certifications that declare that the employees worked solely on the single award. Certifications must be prepared at least semi-annually and be signed by the employee or supervisory official with firsthand knowledge of the employee's work.

#### Match Requirements for Counting Salary:

- Salaries and wages of employees used in meeting cost sharing or matching requirements of Federal awards **must be supported in the same manner** as those claimed as allowable costs under Federal awards.

### **PERSONNEL ACTIVITY REPORTS**

#### Requirements for personnel activity reports:

- ☐ Display the entire time period during which the employee worked – not just the hours charged to the grant,
- ☐ Demonstrate the actual time and activity of the employee – not budgeted,
- ☐ Completed after-the-fact – at the end of the reporting period,
- ☐ Submitted at least monthly, and
- ☐ Signed by the employee
- ☐ Maintained for all employees whose compensation is charged to the award.

#### Personnel Activity Reports must include:

- Employee's Identification (name, number, etc.)
- Dates of the reporting period
- Breakdown of actual hours worked by the employee on each activity (not just related to the grant)
- Description of work performed
- Employee's signature

#### Common Errors

- Reporting budgeted amounts instead of actual time worked
- Lack of source documentation (including personnel activity reports) to support the salary costs
- Reporting only time spent on grant instead of the entire time worked
- Lack of description of activity performed
- Failing to recognize changes in position, duties, or funding



# SAMPLE PERSONNEL ACTIVITY REPORT

Employer's Name: ABC Fire Safe Council, Inc.  
 Employee Name: Mary Smith  
 Employee Position: Project Coordinator  
 Pay Period Dates: April 1 - 15, 2013

## HOUS WORKED

Grant # or Account	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Total Hours
General Admin	1		2.5						3.5						1.5	8.5
13USFS-SFA0001	5.5		2						3	3					3	16.5
12USFS-SFA0001		3.5	3	7	7					3.5	5.5				4	33.5
Edison Grant		2.5						8			2.5					13
Personal Time Off												7.5				7.5
<b>Total Hours Per Day</b>	<b>6.5</b>	<b>6</b>	<b>7.5</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>6.5</b>	<b>6.5</b>	<b>8</b>	<b>7.5</b>	<b>0</b>	<b>0</b>	<b>8.5</b>	<b>79</b>

**Pay Period Total Hours = 79**

### CERTIFICATION:

I hereby certify this report\* is an after-the-fact determination of the total activity and actual effort expended for the period indicated, and I have full knowledge of 100% of these activities.

Employee Signature: Mary Smith Date: 4/16/13

*\*This report of hours worked must be accompanied by a description of the activity performed during this time period.*

# SAMPLE PERSONNEL ACTIVITY REPORT

**April 01, 2013 -  
April 07, 2013**

April 2013							May 2013									
	S	M	T	W	T	F	S		S	M	T	W	T	F	S	
14			1	2	3	4	5	6	18				1	2	3	4
15		7	8	9	10	11	12	13	19	5	6	7	8	9	10	11
16		14	15	16	17	18	19	20	20	12	13	14	15	16	17	18
17		21	22	23	24	25	26	27	21	19	20	21	22	23	24	25
18		28	29	30					22	26	27	28	29	30	31	

## Monday, April 01

- ☐ General Admin: Staff Meeting = 1 hour
- ☐ Grant # 13USFS-SFA0001: Contact insurance brokers = 1.5 hours
- ☐ Grant #13USFS-SFA0001: Meet with potential contractors - tour project area = 4 hours

## Tuesday, April 02

- ☐ Edison Grant: Revise presentation for Defensible Space workshop = 2.5 hours
- ☐ Grant# 12USFS-SFA0001: Collect residential chipping forms = 3.5 hours

## Wednesday, April 03

- ☐ General Admin: Process FSC donations = 2.5 hours
- ☐ Grant # 12USFS-SFA0001: Scheduling for Chipping Day = 3 hours
- ☐ Grant # 13USFS-SFA0001: Meet with CAL FIRE re: CEQA compliance = 2 hours

## Thursday, April 04

- ☐ Grant # 12USFS-SFA0001: On-site with contractors for community chipping = 7 hours

## Friday, April 05

- ☐ Grant # 12USFS-SFA0001: On-site with contractors for community chipping = 7 hours



# SAMPLE PERSONNEL ACTIVITY REPORT

**April 08, 2013 -  
April 14, 2013**

April 2013							May 2013									
	S	M	T	W	T	F	S		S	M	T	W	T	F	S	
14			1	2	3	4	5	6	18				1	2	3	4
15	7	8	9	10	11	12	13		19	5	6	7	8	9	10	11
16	14	15	16	17	18	19	20		20	12	13	14	15	16	17	18
17	21	22	23	24	25	26	27		21	19	20	21	22	23	24	25
18	28	29	30						22	26	27	28	29	30	31	

## Monday, April 08

☐ Edison Grant: Put on Defensible Space workshop = 8 hours

## Tuesday, April 09

☐ General Admin: Staff Development Workshop = 3.5 hours

☐ Grant # 13USFS-SFA0001: Gather environmental compliance information for BLM = 2 hours

☐ Grant # 13USFS-SFA0001: Select and finalize insurance = 1 hours

## Wednesday, April 10

☐ Grant # 12USFS-SFA0001: Upload and organize photos from Chipping Day = 3.5 hours

☐ Grant # 13USFS-SFA0001: Collect and process match documentation for Q1 = 3 hours

## Thursday, April 11

☐ Edison Grant: Prepare final report from Defensible Space workshop = 2.5

☐ Grant # 12USFS-SFA0001: Process invoices for grant expenses = 1

☐ Grant # 12USFS-SFA0001: Process residential chipping match forms = 4.5 hours

## Friday, April 12

☐ PERSONAL DAY

# SAMPLE PERSONNEL ACTIVITY REPORT

**April 15, 2013 -  
April 21, 2013**

April 2013						
	S	M	T	W	T	F
14		1	2	3	4	5
15	7	8	9	10	11	12
16	14	15	16	17	18	19
17	21	22	23	24	25	26
18	28	29	30			

May 2013						
	S	M	T	W	T	F
18				1	2	3
19	5	6	7	8	9	10
20	12	13	14	15	16	17
21	19	20	21	22	23	24
22	26	27	28	29	30	31

## Monday, April 15

- ☐ General Admin: Staff Meeting = 1.5 hours
- ☐ Grant # 12USFS-SFA0001: Create educational brochure for residents = 4 hours
- ☐ Grant # 13USFS-SFA0001: Complete Q1 Reports = 3 hours

## Tuesday, April 16

## Wednesday, April 17

## Thursday, April 18

## Friday, April 19



## **Match Requirements and Information**

## MATCH DOCUMENTATION

Background: Recent fiscal reviews by California Fire Safe Council staff found that some documentation for match contributions did not meet the federal grant regulations. Grantees were not following the federal grant standards for documenting match and therefore were collecting inadequate records for the match counted towards grant projects. The documentation lacked key elements that are required in order for the match to be allowed. Due to the lack of proper documentation, some match amounts were deemed unallowable, causing some grantees to fall short of their approved match requirement.

Purpose: This guidance is provided by California Fire Safe Council to highlight the requirements for documenting cash and in-kind match towards a grant. The information below is excerpted from the uniform administrative requirements governing the administration of federal grants. Additional emphasis and descriptions have been provided to further explain the regulations in clear and understandable terms.

Read the full regulation applicable to your organization for a complete understanding of the requirements.

- OMB Circular A-102, Part 24: State, Local, and Indian Tribal Governments
- 2 CFR 215, Part 24: Non-Profit Organizations

Guidance: Match contributions can come in two forms: cash or in-kind contributions. Cash contributions may include donations, non-federal grants, and state/local appropriations. In-kind contributions may include the value of donated goods and services, provided by the grantee organization or third party contributors.

All contributions, whether cash or in-kind, must meet ALL of the following criteria in order to be accepted:

- ☐ Are **verifiable** from the recipient's records.
- ☐ Are not included as contributions for any other federally-assisted project or program.
- ☐ Are **necessary** and **reasonable** for proper and efficient accomplishment of project or program objectives.
- ☐ Are **allowable** under the applicable cost principles in 2 CFR Parts 220 or 230.
- ☐ Are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.

**Verifiable** means that the grantee has **adequate documentation** to support the amounts claimed as match.

Documentation shall include the following:

- Name and contact information of the donor
- Date of the donation/contribution
- Detailed description of the item or service
- Value of the contribution, including *how the value was determined* and who made the determination
- Where applicable, receipts/invoices shall be provided as source documentation for the donated item or service
- Time sheets and donation forms with the required elements listed above may be used for collecting match

**Necessary** means that the goods and/or services are essential to the project and meeting the program objectives. The matching contributions must be included in the grant application as part of the budget and work plan. Goods and/or services that are not specifically tied to accomplishing the grant objectives may not be used as match. Contact your Grant Manager for more information.

**Reasonable** generally means that a cost or value would withstand public scrutiny (i.e. objective individuals would agree that the cost is appropriate). For matching contributions, grantees should use cost amounts or values that are consistent with the fair market value and similar work, goods or services in the organization or in the labor market.

**Allowable** means that the costs must conform to any limitations or exclusions set forth in the grant agreement and in the applicable Federal Cost Principles (2 CFR Parts 220 or 230). **Match is to be treated as an expense when determining allowability.**

<b>Organization Name:</b>	
<b>Grant #:</b>	
<b>Project Name:</b>	

**VOLUNTEER TIME SHEET**

<b>Quarter:</b>	
-----------------	--

<b>Name:</b>	
<b>Title:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Signature:</b>	

VOLUNTEER TIME			MILEAGE	
Date(s)	Description of Activity	# of Hours	Location (To/From)	# Miles
TOTAL HOURS:		0	TOTAL MILES:	0



## MATCHING FOR GRANTS

“Matching” requirements are prescribed by Congress in the grant program’s authorizing legislation and establish a limit on the amount of federal financial participation in a project or program.

Costs used to satisfy a grantee’s matching share may be financed using either or both of the following:

- Allowable costs incurred by the grantee
  - Grantee in-kind contributions are valued in accordance with applicable OMB Cost Principles
- Allowable third-party in-kind contributions:
  - The rule for valuation is “what it would have cost if the grantee had paid for the item or service itself”
  - Be necessary to accomplish program activities
  - Be allowable if the grantee were required to pay for them

*Example: A third-party contribution of entertainment would not count because it would not be allowable had the grantee incurred the cost.*

Proposals may include specific documentation of third-party match, in the form of copies of existing grants from third parties that constitute match to the Forest Service grantee, or letters from third parties. For large amounts of match anticipated from a third party, this (1) assures the grantee that match is secure; (2) assures Forest Service program managers of the nature of the match; and (3) the letter may spell out for all concerned the expectations concerning timing, reporting, and filing. See sample match letters.

Cash and in-kind contributions must:

- Not be included as the non-federal share for another federally assisted program (double-dipping)
- Be necessary, reasonable and allowable
- Not have been paid by the federal government under any other grant or agreement (federal funds cannot be used for the match) unless authorized by law or regulation
- Be verifiable in the grantee’s records

The most common problem is lack of documentation:

- Grantee and third-party contributions must be supported by documentation

*Examples: timesheets, invoices, contracts*
- Grantee records must show how the third-party contributions were valued

SAMPLE CONTRIBUTION REPORT – 1

---

Organization Name

Address

Phone Number

(*Organization Name*) gratefully acknowledges:

The non-monetary contribution for the fair market value of: \$ \_\_\_\_\_

The cash contribution of: \$ \_\_\_\_\_

Date of contribution: \_\_\_\_\_

Contribution description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Made by: \_\_\_\_\_

\_\_\_\_\_

Company: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nature of business: \_\_\_\_\_

\_\_\_\_\_

Contact person: \_\_\_\_\_

\_\_\_\_\_

Description of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(*Authorized Representative*)



1. The first part of the document is a header section containing the title "THE EFFECTS OF THE 1997-1998 ASIAN FINANCIAL CRISIS ON THE ECONOMIC GROWTH OF THE ASEAN-4 COUNTRIES" and the author's name "Dr. J. S. H. CHAN".

Address

[illegible]

Date: \_\_\_\_\_

### SAMPLE CONTRIBUTION REPORT – 3

Organization Name

Address

Phone Number

This form is to be used for all types of contributions. Original is the contributor's receipt. Copy goes to the Fiscal Manager through the Project Coordinator.

(Print)

Contributor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date	Description of Contributed Goods or Services	Quantity (# of hrs)	Hours Worked		Unit Value or Hourly Rate	Total Value
			To	From		

TOTAL: \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
(Contributor)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Authorized Program Representative)

Date: \_\_\_\_\_

Title: \_\_\_\_\_

SAMPLE CONTRIBUTION REPORT – 4

=====

Organization Name

Address

Phone

Federal Assistance Program: \_\_\_\_\_

Grant Project: \_\_\_\_\_

<b>VALUE OF MY EFFORT LOG</b>		
<p>Name: _____</p> <p>Period Covered: _____</p> <p><u>Time</u>            @ \$ _____ per hour <u>Mileage</u>        @ \$ 0. _____ per mile <u>Other</u> (such as donations of material, equipment, telephone charges, etc.)</p> <p><b>NOTE:</b> You will not be reimbursed! BUT your effort may count toward our matching requirements for this federal grant.</p>		
DATE	DESCRIPTION (Time, Mileage, Other Non-Reimbursed Expense)	AMOUNT

RETURN TO: Organization Representative  
Address

## **Allowability of Matching Contributions For Services That Would Be Performed in the Absence of the Grant-Funded Project**

A recurring question that the California Fire Safe Council receives is whether or not powerline clearing activities performed by electric utility companies can be counted as matching contributions for grants.

If the work was going to be done anyway as a part of the company's normal powerline clearance maintenance work, then the answer is No, because that work was not performed specifically for the grant project. It would have been done even if the project had not been funded. See references below.

However, the answer could be Yes if:

1. The electric company will be doing work in addition to what they would normally do, such as removing hazardous vegetation from the ground beneath the powerlines  
**AND**
2. That additional work was discussed with the company and agreed to them in writing in a Letter of Commitment before submittal of the grant application.

### **FEDERAL GRANT REGULATION REFERENCES:**

#### **Non-Profit Organizations**

**7 CFR 3019      Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, And Other Non-Profit Organizations**

**§ 3019.23      Cost sharing or matching.**

(a) All contributions, including cash and third party in-kind, shall be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the following criteria.

- (1) Are verifiable from the recipient's records.
- (2) Are not included as contributions for any other federally-assisted project or program.
- (3) Are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
- (4) Are allowable under the applicable costs principles. (see 2 CFR 230, Appendix. A, subsection A.4 (1))**
- (5) Are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.
- (6) Are provided for in the approved budget when required by the Federal awarding agency.

**2 CFR 230      Cost Principles for Non-Profit Organizations (OMB Circular A-122)**

#### **Appendix A to Part 230—General Principles**

##### **A. Basic Considerations**

4. Allocable costs. a. A cost is allocable to a particular cost objective, such as a grant, contract, project, service, or other activity, in accordance with the relative benefits received. A cost is allocable to a Federal award if it is treated consistently with other costs incurred for the same purpose in like circumstances and if it:

***(1) Is incurred specifically for the award.***

## **State and Local Government Agencies**

### **7 CFR 3016      Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments**

#### **§ 3016.22      Allowable costs.**

(b) Applicable cost principles. For each kind of organization, there is a set of Federal principles for determining allowable costs. Allowable costs will be determined in accordance with the cost principles applicable to the organization incurring the costs. The following chart lists the kinds of organizations and the applicable cost principles.

For the costs of a—	Use the principles in—
<b>State, local or Indian tribal government</b>	<b>OMB Circular A-87</b>

### **2 CFR 225      Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)**

#### **Appendix A to Part 225—General Principles for Determining Allowable Costs**

##### **E. Direct Costs**

1. General. Direct costs are those that can be identified specifically with a particular final cost objective.

2. Application. Typical direct costs chargeable to Federal awards are:

***a. Compensation of employees for the time devoted and identified specifically to the performance of those awards.***

***b. Cost of materials acquired, consumed, or expended specifically for the purpose of those awards.***



## **Grantee Forms**

California Fire Safe Council  
**Grant Management Review and Project Site Visit Checklist**

DATE OF REVIEW and SITE VISIT:	CFSC GRANT MANAGER:
GRANTEE ORGANIZATION:	REPRESENTATIVE:
FISCAL SPONSOR ORGANIZATION:	REPRESENTATIVE
GRANT #s:	OTHERS PRESENT:

**1. Administration:**

a. Non-profit organizations, sponsored organizations, and fiscal sponsors:	Review Board of Directors list for complete and current contact information. Review minutes/records of meetings to verify grant oversight.
b. Local Government Agencies:	Review list of elected officials and organization staff for complete and current contact information. Review minutes/records of meetings to verify grant oversight.
c. For-Profit Organizations:	Review list of business owners or corporate officers for complete and current contact information. Review minutes/records of meetings to verify grant oversight.



**2. Financial Management: Accounting policy, procedures, system, and records**  
 (2 CFR 215.20 - .29, or OMB Circular A-102, §. 20 - .30, as applicable)

a. Written policies for determining reasonableness, allowability, and allocability of costs in accordance with federal cost principles and award terms and conditions.	Review policy manual
b. Written policy requiring separation of responsibilities, requiring financial oversight by at least 2 people.	Review policy manual and discuss grantee's standard practice
c. Records of individual expenses and payments for each grant: invoices, cancelled checks, etc.	Review records
d. Records of bank deposits for grant funds received from the California Fire Safe Council for each grant	Review records
e. Method of verifying that grant funds are not mingled with other funds	Examine accounting records for separation of funding sources.
f. Income Tax filings current: (990s for non-profits and 1040s for for-profits).	Review filings for previous tax year
g. Insurance: General Liability, Automobile Liability, Worker's Comp, Errors and Omissions, grant project assets: funds, equipment, supplies on hand, etc.	Review insurance policies

h. Does grantee carry a bond to protect assets of the grant?	Discuss method of protecting grant assets
i. Quarterly Matching Contribution and Expense Reports match amounts reported in quarterly Progress Reports.	Spot check quarterly reports for consistency, and verify that all reported expenses and contributions have appropriate supporting documentation.
j. Method of verifying the value of cost-sharing and matching fund contributions, especially volunteer labor	Review policy and records for compliance
k. Method of monitoring whether the non-federal cost-sharing expenditures meet the percentage requirements in the grant agreement	Discuss method used
l. Audits: Determine if grantee received \$500,000 or more of federal funds from all sources during their fiscal year to determine if an A-133 audit was required.	If required, review documentation to verify that it was filed, and obtain a copy from grantee.

**3. Procurement: policy, procedures, and records**

(2 CFR 215.40 - .48, or OMB Circular A-102, §.36, as applicable)

a. Purchasing manual:	Review purchasing manual
b. Written standards of conduct:	Review standards of conduct
c. Competitive procurements, bid solicitations, cost and price analysis, vendor selection process:	Review documents that verify these practices

d. Debarment checks on prospective contractors: 7 CFR 3016.35 and 3019.13 restrict contracts with parties debarred, suspended or otherwise excluded from participation in grant-funded projects.	Discuss and review documentation of debarment searches. (Debarment lists are now maintained by the federal General Services Administration (GSA)'s "System for Award Management" (SAM).)
e. Documentation of Reasons for each procurement	Review grantee's written procurement policy
f. Records of each procurement: bids, contracts, receipts, invoices, cancelled checks, credit card statements, etc.	Review grantee's written policy and records of individual purchases
g. Contract provisions (2 CFR 215, App. A; or OMB Circular A-102, § __.36(i))	Review grantee's written contracting procedures and examine grantee's contract provisions, as required by regulations. Provide copy if necessary.
h. Compliance with national policy requirements	Review applicability of requirements and grantee's evidence of compliance. Provide copy if necessary.
i. Contract administration: bid solicitation, contract issuance, contractor performance monitoring, time limits on personal services contracts (such as for organization administrators)	Review grantee's written policies and bidding/contracting records
j. Outreach efforts to increase participation of small and minority-owned businesses:	Discuss outreach policy and review grantee's procedures and documentation of outreach efforts.

**4. Personnel Management: policy, procedures, and records**  
(2 CFR 220, 225, or 230, as applicable)

a. Written personnel policy covering hiring, compensation, time and attendance records for paid staff, volunteers, and in-kind contributors	Review grantee's written policy and records
b. Position descriptions	Review grantee's written policy and position descriptions for current staff.
c. Recruiting, hiring, and termination process	Review grantee's written policy
d. Compensation system: If organization has paid employees (independent contractors excluded) compensation procedures and policies must meet the requirements of appropriate Cost Principles: i. <u>Non-Profit Organizations</u> : 2 CFR 230 (formerly OMB Circular A-122) ii. <u>State, Local, and Tribal Government Agencies</u> : 2 CFR 225 (formerly OMB Circular A-87) iii. <u>Educational Institutions</u> : 2 CFR 220 (formerly OMB Circular A-21) iv. <u>Commercial (For-Profit) Organizations</u> : 48 CFR 31.2 (Appendix 4)	Review grantee's written policy
e. Method for documenting and charging salaries and wages to projects (2 CFR 220, App. A, sec. J.10; 2 CFR 225, App. B, sec. 8; 2 CFR 230, sec. 8)	Review method used
f. Policy for hiring consultants	Review grantee's written policy
g. For offices with public access, posting of USFS "And Justice for All" civil rights posters and visible availability of "Complying with Civil Rights Requirements" pamphlets.	Review for compliance

h. Policy on hiring contractors for organization management: Competitive bidding, contract term limit, etc.	Review grantee's written policy for conformity to contracting regulations
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**5. Property and Equipment Management: policy, procedures, and records**  
(2 CFR 215.30 - .37, or A-102.\_31 – through .\_34, as applicable)

a. Written policy controls to safeguard against loss, theft, misuse, etc.	Review grantee's written policy
b. Property records: date procured, price paid, source of funds, depreciation, location, disposal, etc.	Review grantee's written policy and records
c. Insurance coverage	Review grantee's written property management policy and certificates of insurance for property items
d. Equipment: inventory, control, maintenance, and disposal procedures and records	Review grantee's written policy and records
e. Disposition procedures	Review grantee's written policy and records

**6. Travel: written policy and procedures**

(2 CFR 220, App. J, .53; 225 App. B, .43; or 230, App. B, .51, as applicable)

a. Authorization and approval	Review grantee's written policy and records
b. Travel advances	Review grantee's written policy and records
c. Credit card use	Review grantee's written policy and records
d. Reimbursement rates	Review grantee's written policy and records
e. Documentation of costs	Review grantee's written policy and records

**7. Project Management: written policies and records**

a. Project selection methodology	Review grantee's written policy and records of project selection
b. Project Operational Plan (Project Workplan): identifies tasks, responsibilities, timeline, and resources available	Review grantee's written project workplan and if it is being followed
c. Project managers understand grant terms and conditions, regulatory requirements and restrictions, prior approval requirements, and quarterly reporting requirements	Discuss with project managers

d. Project managers understand project goal, objectives, and performance target	Discuss with project managers
e. Methods for monitoring project progress and accomplishments	Discuss with project managers
f. Quarterly reports of progress and accomplishments	Discuss with project managers
g. All news releases about the project and any educational publications, videos, etc. produced in conjunction with the project contain appropriate attribution language as shown in the grantee's subaward agreement.	Review publications etc. for correct attribution language.
h. Photo-monitoring techniques produce the desired before-and-after images	Review and discuss grantee's project photo monitoring work to date.
i. Records Retention: all records pertaining to the grant kept for 3 years after final expenditure report (2 CFR 215.53 and OMB circular A-102, § 42)	Review grantee's written policy and examine archived records





## GRANTEE PAYMENT REQUEST FORM

GRANT NUMBER:	_____	DATE:	_____
PROJECT NAME:	_____	CURRENT	
ORGANIZATION:	_____	QUARTER:	_____
CONTACT NAME:	_____		
PHONE NUMBER:	_____		
EMAIL ADDRESS:	_____		
FISCAL SPONSOR:	_____		
(if applicable)	_____		

PAYMENT INFORMATION		
a.	Grant Funds Received to Date	\$0
b.	Amount of Grant Funds Spent to Date	\$0
c.	Balance of funds received minus funds spent to date	\$0
d.	Payment Request Amount	\$0
e.	Workplan Activities covered by this request	

MATCH INFORMATION		
f.	Total Match Reported to Date (from most recently submitted Progress Report)	\$0
g.	Total Match accumulated since last Progress Report	\$0
h.	Estimated Match Amount to be accrued during the next 30 days	\$0

For Grant Manager Use Only	
Comments on Request:	
Date Received by GM	
Date Approved by GM	
Date Submitted by GM to Business Manager	
GM Signature	



## INSTRUCTIONS FOR GRANTEE PAYMENT REQUEST FORM

***Complete and submit a new form for each payment request, as needed.***

***Forms must be filled out entirely to be considered by your Grant Manager***

***Request payments only for an amount that you can spend immediately upon receipt of funds***

***(i.e., within 30 days of receipt of funds) .***

***Completed forms are to be submitted to your Grant Manager via email.***

### INSTRUCTIONS FOR COMPLETING "PAYMENT INFORMATION"

a.	<b>Grant Funds Received to Date</b>	Enter the total amount of all payments received for this grant, from grant start date to the date of this payment request.
b.	<b>Amount of Grant Funds Spent to Date</b>	Enter the total amount of costs and expenses that have been paid for using grant funds up to the date of this payment request.
c.	<b>Balance of funds received minus funds spent to date</b>	This cell should automatically calculate box b. minus box a. to provide the remaining balance of funds received that have not been spent to date.
d.	<b>Payment Request Amount</b>	Enter the amount that you are currently requesting. Remember, this should be an amount that you can spend immediately upon receipt of funds (i.e., within 30 days of receipt of funds).
e.	<b>Workplan Activities covered by this request</b>	List the activities from your Workplan that you plan to accomplished using this requested payment. Recall that your Workplan can be found in the original application.

### INSTRUCTIONS FOR COMPLETING "MATCH INFORMATION"

f.	<b>Total Match Reported to Date (from most recently submitted Progress Report)</b>	Enter the total amount of match from your most recently submitted online Progress Report. This should be an actual amount, not an estimate. CFSC will verify that the amount entered here is actually on your Progress Report.
g.	<b>Total Match accumulated since last Progress Report</b>	Enter the total amount of match accrued and counted since the last Progress Report was submitted.
h.	<b>Estimated Match Amount to be accrued during the next 30 days</b>	Enter the estimated total amount of match you plan to accrue within 30 days of this payment request. Try to be as accurate as possible.



**QUARTERLY MATCH/COST SHARING REPORTING FORM**

<b>Grant No.</b>	
<b>Organization</b>	
<b>Name:</b>	
<b>Contact Name:</b>	
<b>Email address:</b>	

[illegible]

Both forms are to be submitted to your grant manager on the same schedule as your online progress report.

Completed forms must be returned to your grant manager as an email attachment.

Do not submit copies of receipts or other documentation unless requested by your grant manager.

**FOR THE MATCH/IN-KIND FORM:**

- a. TOTAL MATCH FROM PROGRESS REPORT FOR THIS QUARTER** Enter the total for the current quarter as shown on your Progress Report under 16. Budget, line i.
- b. DATE** Enter date the match was accrued. This date should occur between the allowable quarter dates. If reporting past match not previously counted, enter the date accrued even if outside the quarter dates. REMEMBER: Match or in-kind that was donated before or after the grant life is not allowable.
- c. MATCH PROVIDER** Enter the individual(s) or organization(s) that provided the match. You may group items together, but please keep records for the rates and hours for those individuals. For example, if your public education event had 5 different volunteers, you must list their names (up to 5 individuals) and sum their in-kind contribution(s).
- d. COST CATEGORY** Select one cost category from the drop-down box for each line item. Each contribution was logged on your original budget against a cost category.
- e. TYPE OF MATCH** Select either cash or in-kind from the drop-down box.
- f. MATCH AMOUNT** Enter total match accrued for each line item. Show whole dollars only. Add rows as needed.
- g. QUARTER TOTAL** This line automatically calculates all amounts in the f. MATCH AMOUNT column. This amount should equal the amount of total match in your progress report and the line called a. TOTAL MATCH FROM PROGRESS REPORT FOR THIS QUARTER.
- h. PREVIOUS QUARTERS** Enter the total match to date for all previous quarters. This amount should equal the sum of all previous quarters as per the Progress Report.
- i. TOTAL MATCH TO DATE** This line automatically calculates the sum of g. QUARTER TOTAL and h. PREVIOUS QUARTERS.
- j. VERIFY** This box verifies that a. TOTAL MATCH FROM PROGRESS REPORT FOR THIS QUARTER and g. QUARTER TOTAL are equal by showing TRUE or FALSE. If FALSE, double check that the quarter total match reported on this form equals the number on your progress report. Do not submit form unless this box reads "TRUE".
- k. CERTIFICATION** Please type your signature and date the certification.

**FOR THE EXPENSE FORM:**

- a. TOTAL DIRECT COSTS FROM PROGRESS REPORT FOR THIS QUARTER** Enter the total for the current quarter as shown on your Progress Report under 16. Budget, line h.
- b. DATE** Enter date the expense was paid. This date should occur between the allowable quarter dates.
- c. PAYEE/VENDOR** Enter the payee/vendor for the expense. You may group items together, but please keep records for rates and hours for those individual expenses. For example, if you purchased 3 different brochures and 1 custom calendar at a printing company, you can total the expenses and just log the total.
- d. COST CATEGORY** Select one cost category from the drop-down box for each line item. Each contribution was logged on your original budget against a cost category.
- e. TYPE OF EXPENSE** Select either cash, check or automatic payment/debit from the drop-down box.
- f. EXPENSE AMOUNT** Enter total expense paid for each line item. Show whole dollars only. Add rows as needed.
- g. QUARTER TOTAL** This line automatically calculates all amounts in the f. EXPENSE AMOUNT column. This amount should equal the amount of total expenses in your progress report and the line called a. TOTAL DIRECT COSTS FROM PROGRESS REPORT FOR THIS QUARTER.
- h. PREVIOUS QUARTERS** Enter the total direct costs to date for all previous quarters. This amount should equal the sum of all previous quarters as per the Progress Report.
- i. TOTAL EXPENSES TO DATE** This line automatically calculates the sum of g. QUARTER TOTAL and h. PREVIOUS QUARTERS.
- j. VERIFY** This box verifies that a. TOTAL DIRECT COSTS FROM PROGRESS REPORT FOR THIS QUARTER and g. QUARTER TOTAL are equal by showing TRUE or FALSE. If FALSE, double check that the quarter total match reported on this form equals the number on your progress report. Do not submit form unless this box reads "TRUE".
- k. CERTIFICATION** Please type your signature and date the certification.

Organization Name:		Phone: (    )    -
Fiscal Sponsor (if applicable)		
Person completing this report:		Fax (    )    -
E-mail:		Date:
Grant #:	Project Name:	

## CALIFORNIA FIRE SAFE COUNCIL (CFSC) Grant Closeout Report

*Please complete this closeout report accurately and entirely. Data reported on this form should be consistent with information provided on Progress Reports, Match and Expense Forms, and other grant documentation. Please contact your Grant Manager with questions regarding this report. This report and the supplemental documentation required by this report are due 90 days following the end of your grant.*

### ADMINISTRATIVE ISSUES

1. Did you complete and submit your final progress report online? ☐ Yes ☐ No  
 1a. If YES, please submit a hard copy of your final progress report with this Grant Closeout Report.  
 1b. If NO, please complete and submit your final report online. Then submit a hard copy of the final report with this Grant Closeout Report.
  
2. In your final progress report, are your accomplishments reported completely? ☐ Yes ☐ No  
 2a. Do the accomplishments equal or exceed your target goals defined as Project Deliverables of your grant application? ☐ Yes ☐ No  
 2b. If you did **not** meet your goals, please explain in the space below:
  
3. Did you fully expend your grant funds? ☐ Yes ☐ No  
 3a. If NO, please list the amount of Grant surplus: \$0.00  
 3b. If NO, please explain in the space below why all of the grant funds were not spent:  
  
 3c. If NO, have you returned the unspent funds? ☐ Yes ☐ No
  
4. Did you accrue interest in excess of \$250 per year (\$100 per year for governmental units)? ☐ Yes ☐ No  
 4a. If YES, please list the amount. Excess interest: \$0.00  
 4b. If YES, please return the interest in excess of \$250 per year (\$100 per year for governmental units).

***All unspent funds, plus interest in excess of \$250 per year (\$100 per year for governmental units), must be returned IMMEDIATELY to:***

**Diane Wells, Business Manager  
California Fire Safe Council  
502 W. Route 66, Suite 17  
Glendora, CA 91740**

***Checks should be made payable to: California Fire Safe Council***

5. Did you meet or exceed the projected total of match commitment at the start of the project? (Match includes both cash and in-kind support.) ☐ Yes ☐ No  
 5a. In your final progress report, did you enter the total amount of match accrued throughout the grant term? ☐ Yes ☐ No  
 5b. If you did **not** meet your match commitment, please explain in the space below:

6.

Did you purchase equipment with your grant funds (Equipment is defined as a tangible item with a unit value of \$5,000 or more and with an expected life span exceeding one year)?  
6a. If YES, please describe the equipment in the space below (include the equipment’s current location and serial number[s]). Also, please describe your plan for its future use:
7.

Did you complete all photo monitoring and submit the images on a CD to your Grant Manager?  
7a. If YES, please submit the CD with this report.  
7b. If NO, please create this CD before you submit your Closeout Report.
8.

Have you created any original publications or materials under this grant, either using grant funds or matching contributions?  
8a. If YES, please submit one (1) original and one (1) copy of each educational or outreach product developed under this grant with this report.
9.

Have you submitted all quarterly Match and Expense Reports?  
9a. If NO, please complete and submit the missing reports to your Grant Manager via email prior to submitting this report.
10.

Have you created a CD that includes copies of all grant-related documents, including copies of receipts, invoices, time sheets and other items that relate to the expenses and match contributions of the grant?  
10a. If YES, please submit the CD with this report.  
10b. If NO, please create this CD before you submit your Closeout Report.

**If your grant funded a fuel reduction project:**

11.

Have you created a digital ‘shape file’ of the perimeter of the project areas treated under this grant?  
11a. If YES, please submit a CD with the shape file with this report.  
11b. If NO, please create the shape file and CD before you submit your Closeout Report.

Yes

No
12.

a. What was the condition class of the project area before the project?  
b. What is the condition class of the project area now that the project is complete?

1

2

3

1

2

3

**MATCHING CONTRIBUTIONS**

Please compare the actual matching funds contributed by your organization and your program’s partners to the amounts proposed in your original application. If you added partners during the grant, please include them below leaving the Proposed Match column blank for the added partners

Organization Name	Proposed Match	Actual Match Provided	Difference
1.	\$0.00	\$0.00	\$0.00
2.	\$0.00	\$0.00	\$0.00



3.	\$0.00	\$0.00	\$0.00
4.	\$0.00	\$0.00	\$0.00
5.	\$0.00	\$0.00	\$0.00
6.	\$0.00	\$0.00	\$0.00
7.	\$0.00	\$0.00	\$0.00
8.	\$0.00	\$0.00	\$0.00
9.	\$0.00	\$0.00	\$0.00
10.	\$0.00	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00	\$0.00

Your organization and your partner organizations must retain all documentation for a minimum of three (3) years from the closeout date of the master grant which funded your award.

### GRANT MANAGEMENT ISSUES

*Describe the successes that resulted from your project. Highlight any newsworthy events that happened because of your project. Include details of any success stories (e.g. completed grant activities that prevented a fire, human interest stories):*

*Describe any challenges that you faced during the grant term. What kinds of activities would you have added or eliminated? What would you have done differently?*

*Describe what makes your project unique within your community:*

### CERTIFICATION

I certify that the information provided in this Grant Closeout Report is accurate to the best of my knowledge. We will retain all of our grant's programmatic and fiscal documentation for a period of not less than three (3) years from the date the master grant to the California Fire Safe Council is closed out.

I understand that submitting this Grant Closeout Report does not affect: (1) the right of the California Fire Safe Council or the federal agency to disallow costs and recover funds on the basis of a later audit or other review; (2) our obligation to return any funds due as a result of later refunds, corrections or other transactions; (3) audit requirements; (4) property management requirements; and (5) records retention requirements. (OMB Circular A-102 §\_\_.51 and 2CFR §215.72.)

We are returning \$0.00 of unspent grant funding and \$0.00 of interest earned in excess of \$250 per year (\$100 per year for governmental units). I understand that a failure to return any unspent grant funds to the California Fire Safe Council in a timely manner may impact my organization's ability to receive future grant awards.

\_\_\_\_\_  
Organization representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fiscal Sponsor Organization representative (if applicable)

\_\_\_\_\_  
Date

***Please return the Grant Closeout Report to your Grant Manager:***

California Fire Safe Council  
502 West Route 66, Suite 17  
Glendora, CA 91740  
**Grant Manager: K. Martel**

California Fire Safe Council  
5834 Price Avenue, #101  
McClellan, CA 95652  
**Grant Managers: L. Galliano or D. Lang**

***All unspent funds, plus interest in excess of \$250 per year (\$100 per year for governmental units), must be returned IMMEDIATELY to:***

**Diane Wells, Business Manager  
California Fire Safe Council  
502 W. Route 66, Suite 17  
Glendora, CA 91740**

***Checks should be made payable to: California Fire Safe Council***

**FOR CALIFORNIA FIRE SAFE COUNCIL USE ONLY**

**Date received by Grant Manager:** \_\_\_\_\_

**Date sent to Glendora:** \_\_\_\_\_

*The questionnaire on this page is optional and confidential; it should be returned directly to the CFSC Executive Director. Please take a moment to provide us with your feedback so we can improve our service to grantees.*

**GRANT CLOSEOUT  
CONFIDENTIAL QUESTIONNAIRE**

**ORGANIZATION:  
GRANT #:  
DATE:**

*This questionnaire is optional and confidential; it should be returned directly to the CFSC Executive Director.*

*Please give us your perspective on working with the California Fire Safe Council and, specifically, with your grant manager.*

My Grant Manager responded quickly to my questions and concerns	<input type="checkbox"/> Strongly Agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> N/A
My Grant Manager provided good solutions to problems that arose	<input type="checkbox"/> Strongly Agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> N/A
My Grant Manager was knowledgeable about federal grant rules	<input type="checkbox"/> Strongly Agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> N/A
My Grant Manager provided clear explanations on required information including progress reports, grantee survey, application etc.	<input type="checkbox"/> Strongly Agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> N/A
My Grant Manager conducted a site visit and made specific and useful recommendations	<input type="checkbox"/> Strongly Agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> N/A
My group's involvement with the California Fire Safe Council was a positive experience	<input type="checkbox"/> Strongly Agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Disagree	<input type="checkbox"/> N/A

How can the California Fire Safe Council provide better service to our grantees?

Would you like to share any comments about your Grant Manager?

***Thank you for helping make California more fire safe as the result of your project!***

**Please print and mail this confidential questionnaire to:**

**Executive Director, California Fire Safe Council, 502 W. Route 66, Suite 17, Glendora, CA 91740.**



## **Success Stories**



## Santa Clara County FireSafe Council provides solutions to Sudden Oak Death Syndrome epidemic and creates important shaded fuel breaks



Sudden Oak Death Syndrome (SOD), a forest disease, has infected a large percentage of native and tanoak trees in parts of Santa Clara County, especially in the Santa Cruz Mountains. Recent survey findings conclude that the disease has reached “epidemic levels” along the ridge separating these two counties. The disease spreads quickly and, because eradication is unlikely, land management and tree removal are the only options to help control the spread and lessen the wildfire risk.

In response to this epidemic, the Santa Clara County FireSafe Council (SCFSC), a non-profit organization dedicated to preventing wildfires in Santa Clara County and adjacent areas of Santa Cruz County, expanded our existing Hazardous Fuel Reduction programs to include SOD tree removals and chipping for the Communities at Risk from wildfire of Morgan Hill, San Jose, Los Gatos, Monte Sereno, Saratoga, and Lexington Hills.

Thanks to a \$156,485 grant from the USDA Forest Service through the California FireSafe Council, generous matching funds and In-Kind Services donations of \$81,305, including \$50,000 from the County of Santa Clara, SCFSC exceeded the grant objective of 100 tree removals by **removing 245 SOD trees and 58 other trees**. While many diseased trees were within the 100’ Defensible Space of a residence, several projects involved trees threatening other structures, evacuation routes, and utilities such as power lines, and water and propane tanks.

This grant funded, in conjunction with a very large matching In-Kind Donation of Services by Pacific Gas and Electric Company, a project which removed about 70 trees along Ogallala Warpath in Lexington Hills near power lines. This will help protect the properties and community from power outages and falling trees. Ogallala Warpath is the main entrance and exit for Chemeketa Park, a densely packed community of homes with narrow streets.

We also completed the Summit Road to Wrights Station Shaded Fuel Break. The photos show part of the fuel reduction before and after work was completed. “This work is critically important for protecting the lives of homeowners and emergency responders as well as homes and key infrastructure assets”, states Rick Parfitt, SCFSC Vice President. The shaded fuel break provides an opportunity to stop or limit future wildfires, while providing safe egress for both homeowners and firefighters.

Throughout the process of this grant, SCFSC increased the public’s awareness of fire safety via community outreach and education activities, meetings with major stakeholders and governmental officials, and press releases to communities and on the web.

The mission of the Santa Clara County FireSafe Council (SCFSC) is “Mobilizing the people of Santa Clara County to protect their homes, communities and environment from wildfires.” Our Defensible Space Chipping and SOD Tree Removal programs are the only free fuel reduction programs offered for residents in Wildland Urban Interface (WUI) areas of Santa Clara County. In 2010, SCFSC’s Defensible Space Chipping Programs helped protect 4,380 homes, 12,990 people, and \$4.3 Billion in property values.



*Before and After - Summit Road to Wrights Station Fuel Break Project*



For more information, visit the Santa Clara County Fire Safe Council Web site at [www.SCCFireSafe.org](http://www.SCCFireSafe.org), email [info@SCCFireSafe.org](mailto:info@SCCFireSafe.org) or call (408) 975-9591.

*Grant funding was provided by a National Fire Plan grant from the USDA Forest Service through the California Fire Safe Council. The California Fire Safe Council can be reached at (888) 320-1157.*



Pacific Gas and Electric Company



San Jose Water Company

Santa Clara Valley Water District



BUILDING AMERICA



## BIG BEAR VALLEY'S FIRE AGENCIES COLLABORATE AND MEASURE SUCCESS...BY THE TONS



This year, three fire agencies collaborated to provide a valley wide curbside chipping program. This program is in place to assist property owners in creating defensible space around their structures. Each agency has received a grant through California Fire Safe Council's Clearinghouse or another source to conduct this operation. The three Fire Agencies are Big Bear Lake Fire Protection District, Big Bear City Fire Department and San Bernardino County Fire Department.

The fire agencies thought they could provide a more uniform approach that was more cost effective to conducting

curbside chipping. Most of the chipped material was temporarily stored at one location. As needed, Big Bear Lake's Public Works Department helped by building the pile to accommodate the chipping material. In the end, the Public Works Department helped in loading of the material.



The joint agency program began on June 1, 2010. The community responded in an exceptional manner. There were over 4200 requests for curbside pickup. They collected over 2 million lbs. of chipped material.



For the first time, Chipping Supervisor, David Yegge, contacted Colmac Energy a BioMass Electrical green energy plant in Thermal, CA. to see if they would be interested in utilizing the chipped material. Even though Colmac is over 111 miles away; the company still thought the chipped material was cost-effective to send their trucks up the mountain to pick up the wood chips. We shipped off 9 truckloads of biomass to Colmac Energy. Colmac Energy uses the material for their BioMass energy plant in Thermal. Each Truck load held 110 cubic yards of material. Each truck load averages 25 tons.

Amazingly, in addition to Colmac absorbing the shipping cost, they paid \$25.00 a load back to the valley wide fire agencies chipping program. "That's not a lot of money, but it's at least something" said David Yegge".

In addition, the valley-wide agency also sent three loads of the material to Viramontes Industries in Corona, CA. This was a mixed load with some rocks mixed with the chipped material. This material will be bagged and reused as mulch that is sold at retail outlets across Southern California. David Yegge states "we already have plans to improve our storage method for next year".



*For more information, please contact  
California Fire Safe Council,  
[info@cafiresafecouncil.org](mailto:info@cafiresafecouncil.org) or (626) 335-7426*



## UC Valentine Reserve Fuels Management: A Smashing Success!

For many people Mammoth Lakes is synonymous with winter recreation, so you might be surprised to know that before fire suppression became routine, a given spot of ground in Mammoth Lakes burned on average every 15-25 years depending on the slope and aspect.

Valentine Eastern Sierra Reserve, a portion of the University of California's Natural Reserve System, sits at the wildland-urban interface between the town of Mammoth Lakes and the Inyo National Forest. The land occupied by the Reserve last experienced fire over 160 years ago. Since then, many of the Reserve's 156 acres have been covered by dense forest and heavy fuel accumulation. Reversing that trend, the Reserve staff has worked with the Inyo National Forest, Mammoth Lakes Fire Protection District, CAL FIRE, and others, to plan fuel reduction efforts, and for the past six years a transformation has begun. Each summer, after the skiers have headed down the mountain, the faculty and staff of the Reserve have gone to work teaching college students, facilitating graduate research, and hosting weekly summer courses for elementary school students. In addition, they have coordinated a project to improve forest health and reduce the risk that wildfire could pose to the Reserve and the surrounding community. This effort has continued in 2011 with a grant from the California Fire Safe Council under which the Reserve is now treating an additional 20 acres of difficult terrain with very high fuel loads.

Thinning and fuel reduction at the Valentine Reserve have created a more open forest that can moderate potential fire behavior, but that's not the end of the story. The reserve has used the opportunity that being surrounded by a resort community presents to develop commodity streams for the products resulting from the thinning work. While some logs are cut and sold as firewood, others have been sold and processed into lumber. During the most recent thinning, medium to large diameter logs in good condition and reasonably straight, were sold to Bob Drake Wood Milling, a local portable sawmill operator producing a wide variety of high end architectural products including posts, beams, slabs (bar and table tops), mantles, flooring, and siding. Small diameter logs were also sold for use as posts, table legs, railings, furniture construction and to a local golf course for rustic fence construction. By providing these products to the local market, the UC Valentine Reserve has helped to protect the community and given local homeowners, businesses, and visitors the opportunity to use and enjoy wood products from the forest nearby.



Above: Reserve Director Dan Dawson with a snag at the UC Valentine Eastern Sierra Reserve

Below: A portion of the UC Valentine Reserve after fuel reduction



The portable sawmill, and a slab table under construction at Bob Drake Wood Milling

*The views and conclusions in this document are those of the authors and should not be interpreted as representing the opinions or Policies of the California Fire Safe Council or the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the California Fire Safe Council or the U.S. Government.*

For more information please contact the California Fire Safe Council at (626) 335-7426 or go to [www.firesafecouncil.org](http://www.firesafecouncil.org)  
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## ***“We Prevented These Losses Six Months Ago”***

*- CAL FIRE San Bernardino Unit Chief Tom O’Keefe*



### **Good Preparation Spares Community During 2007 Firestorm**



#### ***The Hopkins family home was saved by Arrowhead Communities Fire Safe Council’s Fuel break project***

When Tammy Hopkins awoke just after 4:30 am on Monday, October 22, 2007 to hear her eight-month-old son, Christian, crying, she first realized the power was out because the baby monitor wasn’t working. As the Lake Arrowhead area resident scooped her son out of his crib, flashlight beams raked her darkened walls and she heard the honking of a neighbor coming down the road. Back in the master bedroom, the sliding glass doors that normally open onto a panoramic canyon view revealed a red glow that could only mean a fire—and a big one—was threatening the Deer Lodge Park neighborhood.

The firefighter’s wife was only concerned with protecting the young couple’s two sons, and she knew she had to do it alone. Pat had been called to a fire that began earlier during Southern California’s firestorm. “I had enough time to wake up [two-year-old] Chase, and I sat the boys on the floor while I disconnected our computer and gathered important papers. My neighbor helped me lift our heavy garage door as he was evacuating his own family, and then I went down the street to check on my husband’s grandparents.”

In the fifteen minutes it took to alert the elderly couple and get them into the car, a power line had fallen across the exit route and the group had to about-face, heading back toward the fire in order to reach another road away. “At that point, I could see flames from the canyon below my house,” Tammy relates. “But the engines were coming onto the street as we were getting out, and we had the fuelbreak.”

The fuelbreak, a 150-foot wide ground fuels treatment funded by the US Forest Service through the California Fire Safe Council, had been something of an experiment. Fire Chief George Corley summarized the project, “We wanted to use our grant to show that you could do a little work along the edge of the interface and get paid extensive dividends. We trimmed up trees and removed ground fuels on the slope beneath the homes.”

The experiment worked. In the aftermath of the 1247-acre Grass Valley Fire, Chief Corley recounted, “What we did gave fire crews enough time to anchor off it. Firefighters didn’t have to struggle with fire in the yards, so the structure protection units were able to keep moving down the street. Unfortunately, the first house outside the project area burned to the ground. But that’s how you know this works; you can stand here and see it. This project only cost \$40,000, but it saved millions of dollars worth of homes.”

CAL FIRE’s San Bernardino Unit Chief Tom O’Keefe added, Arrowhead Fire Safe Council and San Bernardino County Fire "prevented these losses 6 months ago."

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