



**California Fire Safe Council  
Request for Applications (RFA)  
Grants Clearinghouse 2015 Competitive Grants Program**

**OVERVIEW INFORMATION**

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**Important Dates:**

**January 8, 2015** Issuance of Request for Applications. Grants Clearinghouse Opens  
**February 19, 2015** Application Submission Deadline (5:00 p.m. PST)

**Synopsis of Grant Opportunity:**

California Fire Safe Council (CFSC) is pleased to announce its competitive application process for 2015 wildfire prevention grants. Funding is provided through a master grant to CFSC by the U.S. Forest Service to administer the Grants Clearinghouse program, with CFSC issuing subawards to successful applicants for the following areas of wildfire prevention:

- Hazardous fuels reduction and maintenance projects on non-federal land
- Community Wildfire Protection Plans (CWPP) and other planning or assessment documents
- Prevention and mitigation education and outreach opportunities for landowners and residents in at-risk communities

**Funding, Cost Share Requirement and Duration:**

CFSC has approximately \$3 million available for 2015 wildfire prevention projects. Grant amounts cannot exceed \$200,000 per application. There is 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. The maximum grant award is \$200,000 and the duration is 24 months. Grant funds cannot be expended after the termination date listed in the Subaward Agreement.

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



### What's New for the 2015 Grants Clearinghouse Cycle:

- All grant applications must be submitted through the new ZoomGrants site <http://www.cafiresafecouncil.org/zoomgrantslogin/>.
- All required documentation such as Letters of Commitment (LOCs) and Fiscal Sponsor Agreement must be uploaded to ZoomGrants site. No email, mail or faxes will be accepted.
- Maximum number of grant submissions is increased to 2 per applicant organization.
- A fiscal sponsor may submit 2 applications and receive up to a maximum of \$200,000 for its own organization. A fiscal sponsor may also provide sponsorship for up to 3 organizations for a funding total not to exceed \$200,000. To illustrate this, if a fiscal sponsor is identified by three organizations each asking for \$200,000, then only one of those applications could be funded. Alternatively, if a fiscal sponsor is identified by three organizations each asking for \$60,000, then all three applications could potentially be funded.

### Additional Resources:

- Download a copy of the 2015 Grant Application Workshop Handbook (<http://www.cafiresafecouncil.org/2015-grant-program/>).
- Attend one of four (4) free Grant Application Training Workshops throughout California starting on January 8, 2014. We strongly recommend new and returning applicants attend a training workshop in addition to reviewing the RFA and sample materials before completing the 2015 application. Please check <http://www.cafiresafecouncil.org/events/2015-grant-application-registration/> for the date, time and location of a workshop near you.
- Review a recorded webinar of the Grant Application Training Workshop materials <http://www.cafiresafecouncil.org/2015-grant-program/>
- Download the Grant Application Planning Tool <http://www.cafiresafecouncil.org/2015-grant-program/> that is designed to assist prospective applicants for the 2015 Grants Clearinghouse. The planning tool 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.
- Contact a Grant Manager in your region <http://www.cafiresafecouncil.org/contact-a-grant-manager/>. **Please allow no less than ten (10) days prior to the application deadline if you like a Grant Manager to review your application and/or Letters of Commitment for accuracy, completeness and eligibility according to the 2015 guidelines.** Such a review of your application and Letters of Commitment does not 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 project selection.

**Good luck!**



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## CLEARINGHOUSE INFORMATION

### 1. CLEARINGHOUSE BACKGROUND

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

Originally, federal agency members of the California Fire Alliance and CFSC Board of Directors spearheaded the development of the CFSC Grants Clearinghouse to assist in the achievement of the National Fire Plan by facilitating an open, collaborative process for grant funding. The CFSC Grants Clearinghouse expanded the playing field to more organizations by making it easier to find and apply for grants. It increased the collaboration among agencies because shared information and facilitated planning across agency boundaries demonstrated California's needs and accomplishments to Congress.

The CFSC Grants Clearinghouse enhanced existing relationships between communities and federal agencies, and helped to create new relationships by expanding funding opportunities for eligible organizations and agencies alike. All applicants are encouraged to apply for CFSC Clearinghouse grants. Every application helps demonstrate greater need throughout the State.

The 2015 CFSC Grants Clearinghouse includes funds provided by the U.S. Forest Service. CFSC continues to be prepared to receive funds from other federal agencies or other sources should those funds become available later this year. Any projects approved during the 2015 Clearinghouse review but unfunded due to lack of available funds would be held for one year in the event future funding becomes available.



## 2. FUNDING OPPORTUNITIES

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

#### PROGRAM & ELIGIBILITY INFORMATION

Funds are available for all fire prevention 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 cannot be on Federal lands or lands leased/permitted by the federal government.
- 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.).

It is expected that applicants shall complete their projects within a 24-month grant term. If funded, applicants will be required to report specific project accomplishments, including statistical data and narrative descriptions on a quarterly basis adhering to CFSC's agreed upon schedule, 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.

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

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pricing. The request to purchase equipment must be submitted in writing to a Grant Manager prior to submitting an application.

#### 2015 FUNDING

- **Approximately \$3 million dollars in State Fire Assistance (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 2014: \$4 million  
Average size of USFS grants in FFY 2014: \$106,000

### **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 application.



## B. Cost Sharing/Matching

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

The 2015 U.S. Forest Service State Fire Assistance funds require a 50/50 (dollar for dollar) match. (If the total project cost is \$400,000, then the applicant must provide \$200,000 in cost share and the grant will provide \$200,000.)

Cost share or match, may be in the form of cash 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 the proper and efficient accomplishment of the 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 is providing 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 on February 19, 2015 at <http://www.cafiresafecouncil.org/zoomgrantslogin/>.** To submit an application, your
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organization must have a free account with ZoomGrants. To create a free account, visit <http://www.cafiresafecouncil.org/zoomgrantslogin/> and complete the fields in the “New ZoomGrants Account” box on the right hand side of the screen.

- Letters of Commitment must be uploaded to the ZoomGrants account in the Documents Tab. Emailed, mailed or faxed LOCs will not be accepted and will result in application disqualification.
- If your organization is required to use a Fiscal Sponsor, you must submit a Fiscal Sponsor Agreement Letter with your Letters of Commitment.

#### C. Submission Dates & Times

- **Application deadline: February 19, 2015 5:00 p.m. (PST)**
- Online applications must be submitted by **5:00 p.m. PST**, and all supporting documentation must be uploaded by the deadline.
- Applications received after the deadline specified above, for any reason, will not be considered for funding.

#### D. ZoomGrants Site

CFSC has contracted with an online software vendor, ZoomGrants for the 2015 CFSC Grants Clearinghouse. ZoomGrants is user-friendly but please allow extra time to become oriented to the new site. Applicants will use it to apply and submit 2015 grant applications. Applicants will also use the site to upload Letters of Commitment and Fiscal Sponsor Agreement letters (if applicable).

Funded and unfunded projects in the “old” Clearinghouse cannot be transferred into ZoomGrants. Any applicant who wants to use such an application will have to rewrite that application in ZoomGrants. Grant applications from 2013 and older will remain in the “old” Clearinghouse until those projects are closed out.

The Grant Application Planning Tool and Sample Application provide detailed instructions on how to complete and submit an application in ZoomGrants. Both resources are available online.

#### E. Letters of Commitment

- Letters of Commitments and Fiscal Sponsor Agreement Letters if applicable, must be uploaded to the Applicant’s ZoomGrants account in the Documents Tab. Letters submitted by email, mail or fax to CFSC will not be accepted and are grounds for disqualification.
- 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 that 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.

#### **F. Fiscal Sponsors and Fiscal Sponsor Agreements**

- Unincorporated groups/organizations are required to have a Fiscal Sponsor.
- A Fiscal sponsor is an organization that assumes the legal responsibility for the management of grant funds awarded to another organization and will be the legal and primary recipient of the grant funds and signer of the grant agreement.
- Fiscal sponsors play a variety of roles for organizations they sponsor. Fiscal sponsors will sign the subaward agreement with the unincorporated group(s). Fiscal sponsors are subject to all federal and state regulations and policies requirements associated with the grant, including environmental compliance. Depending on the fiscal sponsor's own financial affairs, this sponsorship may trigger an A-133 audit, which should be considered during the planning process. The fiscal sponsor is also required to carry appropriate insurance sufficient to protect the assets of the grant.
- Fiscal sponsors may provide staffing, accounting service, project management and leadership. These services may be provided free of charge for the applicant organization or for a fee which may be included in the grant budget. The costs should be clearly stated in the budget and in the Fiscal Sponsor Agreement Letter which is required as part of the application.
- The applicant who needs a Fiscal Sponsor must submit a Fiscal Sponsor Agreement letter with their application. 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.



- Remember, a fiscal sponsor may submit 2 applications and receive up to a maximum of \$200,000 for its own organization. A fiscal sponsor may also provide sponsorship for up to 3 organizations for a funding total not to exceed \$200,000. To illustrate this, if a fiscal sponsor is identified by three organizations each asking for \$200,000, then only one of those applications could be funded. Alternatively, if a fiscal sponsor is identified by three organizations each asking for \$60,000, then all three applications could potentially be funded.

**G. Additional Assistance for Application Submission**

Contact	Email address & Phone Number	Counties
Katie Martel Grant Manager	<a href="mailto:kmartel@cafiresafecouncil.org">kmartel@cafiresafecouncil.org</a> (626) 335-7426 502 W. Route 66 Suite #17 Glendora, CA 91740 (626) 335-4678 fax	Los Angeles, Orange , Riverside, San Bernardino, San Diego, Santa Barbara, Ventura
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 9565	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).

Technical Assistance		
<b>Amber Gardner Clearinghouse Administrator</b>	<a href="mailto:agardner@cafiresafecouncil.org">agardner@cafiresafecouncil.org</a> (800) 372-2350 California Fire Safe Council 5834 Price Avenue, Suite 101 McClellan, CA 95652	Technical Assistance with Grant Applications, submission and upload of documents.
<b>ZoomGrants</b>	(866) 323-5404 questions@ZoomGrants.com	Technical Assistance with ZoomGrants features



## 5. APPLICATION REVIEW INFORMATION

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### A. Phase I: Project Review

#### 1. Initial Screening

ZoomGrants will automatically perform an Error Check of all submitted applications for completeness and technical errors. If errors are found, ZoomGrants will provide a listing of any incomplete questions and missing documents and prompt the applicant to fix them. Applicants will not be able to submit their application until all errors are fixed.

Submitted applications will be screened for completeness. The initial review criteria are:

- Was the application received on time?
- Is the applicant an eligible organization?
- Did the applicant submit two or less applications?
- Was the application complete? Were all appropriate questions answered
- 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?
- Did the applicant submit an Equipment Cost benefit Analysis prior to submitting an application if they are requesting an Equipment Purchase?

*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.*

#### 2. Application Scoring and Selection Process

Applications completing the Initial Screening will then be reviewed by the Grant Review Committee—an independent, volunteer panel of experts with varied backgrounds who have expertise in reviewing grants and in wildland fire protection issues.

During the review process, the grant review committee uses the scoring criteria below to score the projects, but that is not the only determining factor. Program requirements, budget, the



need for a competitive process and reasonable geographic distribution are also used in the project selection.

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

<b>Scoring Criteria</b>		<b>Total Possible Points</b>
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. Phase II: Organizational Capacity and Risk Assessment**

If your project is preliminarily selected, you will be contacted by a representative from CFSC. At that time, you will enter the Pre-Award stage during which applicants and fiscal sponsors must provide the certain documents and certifications and undergo an organizational capacity risk assessment.

Below is a list the Pre-Award documents that must be submitted as part of the pre-award process. *Additional documents or information may be required per grant requirements.*

- 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) (annual renewal waivers must be submitted).
- Last two years' independent audits and all forms of management letters from your CPA (if available) (annual renewal waivers must be submitted).
- 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) (annual renewal waivers must be submitted).
- 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 and an office)
- 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 individuals and organizational 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).



- Copy of organization's written policies that include procedures demonstrating its understanding, knowledge and adherence to all appropriate and current federal regulations with self-certification that its policies meet the appropriate federal regulations.
- 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.  
*Do not submit these documents with your application.*

Pre-Award materials must be submitted by the given deadline. Failure to respond in a timely manner and/or failure to submit the documents and certifications by the deadline may result in the grant offer being rescinded.

If your application is not selected, it will remain on a hold list for consideration if additional funding becomes available later in the year. This has happened several times in the past.

#### **C. Environmental Compliance Review**

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 CFSC will contact grantees directly. Grant funds may be used to pay for environmental and cultural compliance studies.

For the 2015 cycle, CFSC will implement a new procedure, endorsed by USFS. CFSC will hire a Register Professional Forester (RPF) to review of all funded projects and check for compliance with the applicable federal regulations.

The RPF will follow a similar procedure as the BLM previously used. As needed, the RPF will contact the grantees for additional information and/or request further documentation. The grantees would still be responsible for arranging for the additional documentation needed (e.g. hiring biologist or archaeologist for surveys, contracting with own RPF). Grant funds can be used for this purpose. The RPF will also provide technical assistance to the subgrantees on how to properly implement and adhere to the required mitigation measures.

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 necessary or appropriate federal, state and local laws may result in termination of the grant and legal actions.**

## 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\\_default](http://www.whitehouse.gov/omb/circulars_default).

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. Grant Reporting**

Quarterly program and financial reports, match and expense reports and source documentation, a final report, and a detailed grant closeout report will be required as a condition of the grant award. This information, including specific due dates for reports, will be outlined in the official sub-award agreement provided to successful applicants. Advance payments are contingent upon applicant meeting progress report deadlines and submitting match and expense reports.

Grant applicants are expected to complete the required reports listed below 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.

- a. Progress Reports are to be submitted quarterly and include a comparison of actual accomplishments to goals in the narrative and table sections.
- b. Match and Expense Reports are annotated source documents corroborating project expenditures and matching funds and will be required to be submitted with every progress report, and must match totals entered for that period on the progress report.
- c. Match and Expense Source Documentation are receipts, invoices, documents and other items which validate the legitimacy of every grant expense, including those covered by matching contributions. Source documentation is required quarterly and must be submitted via upload to ZoomGrants account
- d. Other documentation such as before, during and after photos of the project and copies of relevant project materials shall be uploaded to the ZoomGrants account at the close of their grant.

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).

### **D. Mandatory Grant Award Workshop**

Successful applicants are required to attend a grants award workshop to prepare them to successfully complete the grant. The workshops typically cover the topics of subaward agreement, the federal grant regulations, subgrant expectation and responsibilities and reporting requirements. These workshops are held throughout the state and may also be offered as an online webinar. Dates, times and locations will be posted online after the preliminary project selection decisions are announced.



## 7. ADDITIONAL INFORMATION

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### A. Indirect Costs

To be eligible to charge indirect expenses to a grant, your organization must have a federally negotiated Federal Indirect Cost Rate Agreement (NICRA). 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 such a Federal Indirect Cost Rate Agreement, your administrative and overhead expenses must be distributed throughout your budget and you can leave that line item in the budget blank.

### B. 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.



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California Fire Safe Council (CFSC) is committed to making its materials and programs accessible to all customers and employees. If you experience any difficulty accessing information provided by CFSC, please contact us at [info@cafiresafecouncil.org](mailto:info@cafiresafecouncil.org) or (866) 372-2543. We will do our best to assist you. This may include providing the information to you in an alternate format.

In accordance with federal law and U.S. Department of Agriculture (USDA) policy, CFSC is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.) CFSC is an equal opportunity provider and employer.

To file a complaint of discrimination: write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

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

**Take the next step!**

**Click the link below to access the Sample Forms and Resources.**

<http://www.cafiresafecouncil.org/zoomgrantslogin/>  
(If the above link does not work, cut and paste the address into your web browser.)