



**California Fire Safe Council  
Request for Applications (RFA)  
Grants Clearinghouse 2016 Competitive Grants Program**

**OVERVIEW INFORMATION**

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**Important Dates:**

**March 10, 2016** Issuance of Request for Applications. Grants Clearinghouse Opens  
**April 22, 2016** 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 2016 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 \$2 million available for 2016 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.*



### Things to Remember for the 2016 Grants Clearinghouse Cycle:

- All grant applications must be submitted through the ZoomGrants site <http://www.cafiresafecouncil.org/zoomgrantslogin/>.
- All required documentation such as Letters of Commitment (LOCs), Project Vicinity Map and Fiscal Sponsor Agreement must be uploaded to the ZoomGrants site. No email, mail or faxes will be accepted.
- Maximum number of grant submissions is 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.
- The Office of Management and Budget (OMB) has combined many federal circulars into a single guidance document (known as Uniform Guidance, or 2 CFR 200) that can be used by all agencies. The Uniform Guidance became effective on December 26, 2014 and applies to CFSC grants from the 2016 cycle forward.
- The Uniform Guidance contains more than 60 new requirements for grant administration. The following items are significant changes that will affect Grants Clearinghouse subrecipients.
  - Increasing the interest-bearing account threshold to \$500 for all non-federal entities (200.305);
  - Changing procurement policies for recipient entities that previously followed requirements in 2 CFR 215 (A-110) (200.320);
  - Providing new recipients the opportunity to indefinitely elect a de minimis indirect cost rate of 10% of Modified Total Direct Costs (200.414);
  - Raising the single audit threshold from \$500,000 to \$750,000 (200.501).

### Additional Resources:

- Download a copy of the 2016 Grant Application Training Handbook <http://www.cafiresafecouncil.org/2016-grant-program/>
- Attend one of four (4) free Grant Application Training Workshops throughout California starting on March 14, 2016. We strongly recommend new and returning applicants attend a training workshop in addition to reviewing the RFA and Handbook before completing the 2016 application. Please check [https://hyperbasedirect.hyperoffice.com:8443/hyperbase2/publish? hb\\_object\\_id =7160](https://hyperbasedirect.hyperoffice.com:8443/hyperbase2/publish? hb_object_id =7160) for the date, time and location of a workshop near you.



- Download the Grant Application Planning Tool <http://www.cafiresafecouncil.org/2016-grant-program/> that is designed to assist prospective applicants to the 2016 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 Specialist in your region <http://www.cafiresafecouncil.org/contact-a-grant-specialist/> . **Please allow no less than ten (10) days prior to the application deadline if you would like a Grant Specialist to review your application and/or Letters of Commitment for accuracy, completeness and eligibility according to the 2016 guidelines.** Such a review of your application and Letters of Commitment does not guarantee that your project will be selected for funding. Grant Specialists 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, facilitated the planning process across agency boundaries and demonstrated California's fire prevention 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. All applicants are encouraged to apply for CFSC Clearinghouse grants. Every application helps demonstrate greater need throughout the State.

The 2016 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 2016 Clearinghouse review but unfunded due to lack of available funds will be held for one year in the event that 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 funding 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 with the exception of tribal lands
- Programs, projects, or activities must address areas identified and prioritized in a Community Wildfire Protection Plan (CWPP) or equivalent document.
- Proposed projects should align with the applicable primary factors, guiding principles and core values identified in Phase I of the Cohesive Strategy.
- Projects will be used to implement actions 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 Specialist 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 similar excess federal equipment available, and



providing a cost comparison between leasing and purchasing the identified equipment.. The request to purchase equipment must be submitted in writing to a Grant Specialist prior to submitting an application.

#### 2016 FUNDING

- **Approximately \$2 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 2015: \$4 million  
Average size of USFS grants in FFY 2015: \$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 and Counties
- 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 2016 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 200 Subpart D (200.306)).

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.
- 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.usda.gov/main/pts/countyfunds>. 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 April 22, 2016 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 and a Project Vicinity Map must be uploaded to the ZoomGrants account in the Documents Tab. Emailed, mailed or faxed documents 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 via ZoomGrants.
- If your organization has been given a negotiated Federal Indirect Cost Rate Agreement (NICRA) with a federal agency, you must submit a copy of your NICRA via ZoomGrants.

#### C. Submission Dates & Times

- **Application deadline: April 22, 2016 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 2016 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 2016 grant applications. Applicants will also use the site to upload Letters of Commitment and Fiscal Sponsor Agreement letters (if applicable).

Please create only one ZoomGrants account per organization.

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 Handbook provides detailed instructions on how to complete and submit an application in ZoomGrants. This resource is 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 individual authorized to commit the organizations resources. 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 used in extreme circumstances. Please contact your Grant Specialist for more information.
- If the applicant organization itself 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 contribution. (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 policy requirements associated with the grant, including environmental compliance. Depending on the Fiscal Sponsor's own federal funds expenditures, 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 services, 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 which is required as part of the application.
- The applicant who needs a Fiscal Sponsor must submit a Fiscal Sponsor Agreement with their application. The Fiscal Sponsor Agreement is a written and signed document on the Fiscal Sponsor's letterhead indicating that 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
Anne Pandey Grant Specialist	<a href="mailto:apandey@cafiresafecouncil.org">apandey@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 Specialist	<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.
Alex Horangic Grant Specialist	<a href="mailto:ahrorangic@cafiresafecouncil.org">ahrorangic@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>Dalonna Scott</b> <i>Interim Clearinghouse Administrator*</i>	<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.  <i>Dalonna will serve as Clearinghouse Administrator from 3/14/16-8/1/2016 while Amber Gardner will be on Family Leave.</i>
<b>ZoomGrants</b>	(866) 323-5404 questions@ZoomGrants.com	Technical Assistance with ZoomGrants features



## APPLICATION REVIEW INFORMATION

### 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?
- Did the applicant submit a Project Vicinity Map?
- 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. In addition to application score, program requirements, budget, the need for a competitive process and a reasonable geographic distribution are 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 phase during which applicants and fiscal sponsors must provide certain documents and certifications and undergo an organizational capacity risk assessment.

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

- Completed and signed Pre-Award Report
- 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) (annual renewal waivers must be submitted).
- Last two years' independent audits and all forms of management letters from 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 Board of directors roster (include names, addresses, phone numbers)
- Conflict of Interest Policy
- Certification that your organization has written Policies and Procedures for accounting, personnel, procurement, travel, and property management
- Copy of your Approved Federal Indirect Cost Rate agreement (for applicants claiming indirect expenses greater than 10%)
- Additional map(s) of the area(s) to be covered by the proposed project.
- 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.)
- Organization's Drug-Free Workplace Statement (for applicants with employees and an office)



- 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: If your organization has employees, it must follow the requirements of the appropriate CFR regulation.
- Organizations/Fiscal Sponsors must submit financial statements covering the six-month period preceding the Pre-Award stage (whether prepared monthly or quarterly)
- Various Federal Assurances and Certifications as required
- 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 in the event that additional funding becomes available later in the year. This has happened several times in past application cycles.

### **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 2016 cycle, CFSC will implement a new procedure, endorsed by USFS. CFSC has hired a California 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 a biologist or archaeologist for surveys or contracting with their own local RPF). Grant



funds can be used for these purposes. 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, BGEPA and NHPA).

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.

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

## 5. AWARD ADMINISTRATION INFORMATION

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### A. Award Notices

Funding decisions will be available on the California Fire Safe Council's website <http://www.cafiresafecouncil.org/2016-grant-program/>. The announcement date is to-be-determined.

### 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 [https://www.whitehouse.gov/omb/circulars\\_default/](https://www.whitehouse.gov/omb/circulars_default/).



Subject	State, Local, or Tribal Governments, Non-Profits, and Educational Institutions	For-Profits
Administrative Requirements	2 CFR 200-Subpart D <b>Website:</b> <a href="http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl">http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl</a>	2 CFR 200-Subpart D <b>Website:</b> <a href="http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl">http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl</a>
Cost Principles	2 CFR 200-Subpart E <b>Website:</b> <a href="http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl">http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl</a>	48 CFR FAR 31.2 <b>Website:</b> <a href="http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title48/48cfr31_main_02.tpl">http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title48/48cfr31_main_02.tpl</a>
Audits	2 CFR 200-Subpart F <b>Website:</b> <a href="http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl">http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl</a>	2 CFR 200.501(h) (For-Profit recipient Audit thresholds are determined by the awarding agency.)

**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. Match and Expense Reports 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 is 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 the subrecipient's 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 the grant.

At the conclusion of the grant, subrecipients are required to return any unspent grant funds plus any interest earned above \$500.

**D. Mandatory Grant Award Workshop**

Successful applicants are required to attend a grant award workshop to prepare them to successfully complete the grant. The workshops typically cover the topics of the subaward agreement, the federal grant regulations, subgrant expectations 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.

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**6. ADDITIONAL INFORMATION**

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**A. Indirect Costs**

To be eligible to charge indirect expenses to a grant, your organization must have a Negotiated Federal Indirect Cost Rate Agreement (NICRA). A copy of your current NICRA 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. Applicants without a NICRA now have the option of electing a de minimis indirect cost rate of 10% of Modified Total Direct Costs. For more information on this option see the grant application handbook section on indirect cost.

**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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**Take the next step!**

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

**<http://www.cafiresafecouncil.org/2016-grant-program/>**

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