



2018 Grant Clearinghouse Application Training

California Fire Safe Council

www.cafiresafecouncil.org

www.zoomgrants.com

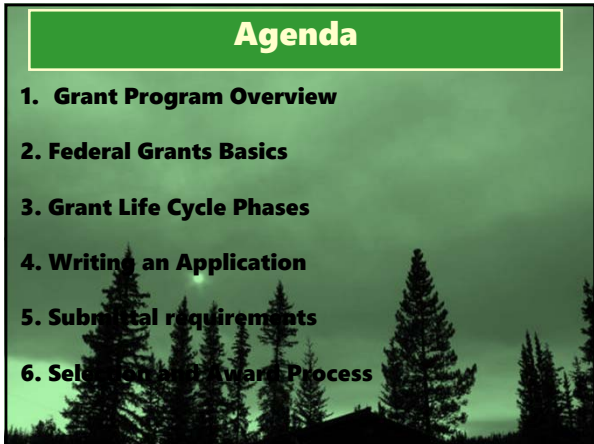
Acknowledgements

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Agenda

1. Grant Program Overview
2. Federal Grants Basics
3. Grant Life Cycle Phases
4. Writing an Application
5. Submittal requirements
6. Selection and Award Process



Why Are You Here?



Well, actually

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

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

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

We're here to tell you how to write a competitive grant application while ALSO addressing all the rules and eligibility requirements of the grant program.

We want to make sure you receive the federal grants you submit an application for.

We're here to help

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Call us! (916)648-3600

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We're here to help

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Important Dates

2018 Cycle Opens Call for Applications	April 03, 2018
Grant Application Training Workshops (Various Locations)	April 04 – 13, 2018
Applications Due Online	May 15, 2018 5:00 p.m. PST
Preliminary Award Announcements	August 2018

How much is available for grants?

\$5,450,000 million

Two grant programs = two separate applications

<p>SFA-SMG Grant Programs</p> <ul style="list-style-type: none"> • State Fire Assistance Grant Program • \$4,150,000 • 50/50 match requirement • \$200,000 maximum on funding requests • Projects must be located in California or Tahoe Basin region of Nevada. 	<p>TMG Grant Program</p> <ul style="list-style-type: none"> • Tree Mortality Grant Program • \$1,300,000 • 75/25 match requirement • \$130,000 maximum on funding requests • Projects must be located in one of 10 Tree Mortality counties in California
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About that money...

U.S. Forest Service "SFA and SMG"
State Fire Assistance Program

Assisting People and Communities in the Wildland Urban Interface to Moderate the Threat of Catastrophic Fire through:

- 1) Community hazard mitigation and planning
- 2) Prevention and mitigation education
- 3) Fuel Hazard Mitigation on non-federal land

- Focus on the Cohesive Strategy and California Forest Action Plan
- 24 months of funding

SFA-SMG Program

Match requirement

- 50/50 match (can be cash or in-kind)

That means, 50% of project costs may come from the federal grant and 50% from the match.
 For example, a \$100,000 request must be matched by \$100,00 from the applicant.

Application Limit

- \$200,000 maximum request
- 2 application limit
- Fiscal agencies may submit 2 applications and receive up to \$200,000 in grants up to \$100,000 for each program



About that money...

U.S. Forest Service "TMG"
Tree Mortality Grant Program

Assisting People and Communities in the Wildland Urban Interface to Moderate the Threat of Catastrophic Fire through:

- 1) Community hazard mitigation and planning
- 2) Prevention and mitigation education
- 3) Fuel Hazard Mitigation on non-federal land

- Focus on the Cohesive Strategy and California Forest Action Plan
- 24 months of funding

TMG Program

Match requirement

- 75/25 match (can be cash or in-kind)

That means, 75% of project costs may come from the federal grant and 25% from the match. For example, a \$75,000 request must be matched by \$25,000 from the applicant.

Application limit

- \$130,000 maximum request
- 2 applications limit
- Fiscal sponsors may submit 2 applications and receive up to \$130,000 in match up to \$400,000 for organizations with 2 organizations per year.

The project must be located in one of the 10 Tree Mortality Counties:

1. Amador
2. Calaveras
3. El Dorado
4. Fresno
5. Kern
6. Madras
7. Mariposa
8. Placer
9. Tuolumne
10. Yuba



Types of Projects



Eligibility

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

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



Who We Are



The Grants Clearinghouse

Created by the California Fire Alliance and CFSC

- Operated by CFSC

A Single Place to Apply for Wildfire Prevention Grants

Online at www.cafiresafecouncil.org

Agencies That Have Used
The Grants Clearinghouse

- U.S. Forest Service
- Bureau of Land Management
- National Park Service
- Fish and Wildlife Service



Helpful Resources

CFSC Website

- www.cafiresafecouncil.org

Application Handbook
Request for Applications

- Both available on our website

Zoom Grants

- www.cafiresafecouncil.org/zoomgrantslogin
- www.zoomgrants.org



Federal Grant Basics

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

Where does the grant come from?

Federal Government

- Congress/President
- Department/Agency

Recipient/Pass-through

- CFSC: Grantee of the Federal Agency and Pass-through Organization

Subrecipient

- Applicant Organization
- Fiscal Sponsor, if applicable

YOU!

Beneficiaries

- The public and specific groups that are supported by the grant activities

The Role of the Sub-recipient

Project Implementation

- Accomplish the grant objectives
- Implement the project as approved
 - Work with contractors, vendors, etc.
- Monitor and track accomplishments and progress
 - Bid, waiver, photo

Proper Grant Management

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

5 TOP FACTORS FOR SUCCESS

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
- Prepare reports
- Project management
- Bid Solicitation and Contracting
- Procurement for Work Orders

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?

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 rules that apply to your organization *before* you decide to apply for a grant.

Written Policies

- **Financial and Accounting:** protect the grant funds; determine allow-ability; maintain accurate documentation
- **Personnel:** proper time and effort reporting; consistent, allowable charges
- **Procurement/Purchasing:** solicitation of services and goods; avoid unnecessary purchasing; allow-ability of costs
- **Property Management:** safeguard equipment; how to acquire/dispose of property
- **Travel:** reimbursement/approval of travel; mileage
- **Conflicts of Interest:** procedure for handling conflicts of interest; Honor and SBA

EXAMPLE OF AN ADMINISTRATIVE REQUIREMENT

Debarment and Suspension

- **Certain parties who are debarred, suspended or otherwise excluded *may not* be participants or principals in Federal assistance awards and sub awards, and in certain contracts under those awards and sub awards.**
- **Check your own organization and contractors**
- **Search for records at <https://www.sam.gov/>**
- **Start checking *NOW!***

EXAMPLE OF COST PRINCIPLES

Support of Salaries and Wages

Wages, salaries, and fringe benefits of employees may be allowable

Compensation for personnel services is allowable if it:

- 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 allowable cost principles.

Documentation for these costs **must meet the federal standards**, which may be different from time keeping and activity reporting procedures of your organization

Grant Funds and Matching Contributions

Grant funds come from the CFSC via a master grant from a funding agency.

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

All matching 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 and allowable under 2 CFR 200.
- Are allowable under applicable cost principles in 2 CFR 200 Subpart 200.402-200.414.
- Are not provided by Federal Government or another award.

Federal Grant Regulations

- All Sub-recipients are required to comply with the applicable federal regulations
- The federal regulations specify how to properly implement the grant
- Take the time *NOW* to read the federal regulations applicable to your organization to *you* know what is expected of you

Prepare Now

Make changes to your organization's policies so that they meet these federal standards. Without compliant policies, your organization will not be able to receive federal funding.

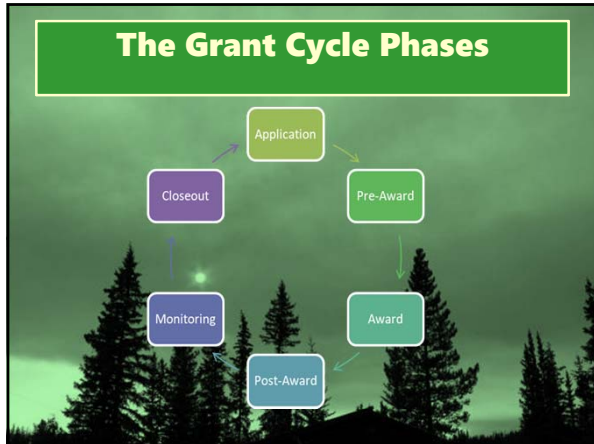
Pop Quiz

Name two factors used to determine an applicant's capacity to manage a federal grant?

She says this is a "pop quiz." I'm hoping the answer is root beer.



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Application Phase YOU ARE HERE

PREPARATION	SUBMISSION
<ul style="list-style-type: none"> ▪ Attend Grant Application Workshop ▪ Evaluate Organizational Capacity <ul style="list-style-type: none"> ▪ Policies and Procedures ▪ Financial & Business Systems ▪ Plan project and budget 	<ul style="list-style-type: none"> ▪ Complete Application Package <ul style="list-style-type: none"> ▪ Application Form ▪ Letters of Commitment ▪ Fiscal Sponsor Agreement (if applicable) ▪ Maps (if applicable) ▪ Federal indirect cost rate approval (if applicable) ▪ Submit by the Dead ▪ Preliminary Selection

Pre-Award Phase

PROJECT REVIEW	RISK ASSESSMENT
<ul style="list-style-type: none"> ▪ Initial Screening for completeness ▪ Review Committee scoring and recommends to CFSC Board ▪ CFSC Board reviews and approves the project 	<ul style="list-style-type: none"> ▪ Complete Pre-Award Report ▪ Submit required documents and maps ▪ Undergo organizational capacity risk assessment ▪ Complete revised application if necessary ▪ Review and sign subaward agreement

Post-Award Phase

Project Implementation

- **Environmental Compliance Review**
 - Federal, State and Local
- **Select Contractors, Vendors, etc.**
- **Complete Project tasks**
- **Monitor and track project accomplishments & progress**
 - Before, during and after photos
- **Grant report and site visit**

Post-Award Phase

Proper Grant Management

- **Request and Receive Grant Payments**
- **Submit completed Quarterly Reports *on time***
 - Progress reports and Match/Expense reports
- **Track all expenditures and match contributions**
- **Renew annually organizational information**
 - Insurance, CAGE number, SAM registration
- **Document all financial documents**
- **Monitor and manage compliance**

Close-Out Phase

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

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

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 awarding agencies need to understand and follow the requirements NOW

- Ignorance of the law is not an excuse

Common Misconceptions

"I'm just a volunteer, so I don't need to comply."

- 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, so I don't need to comply"

- If you want to receive federal funding, you must fulfill all of the responsibilities of a grantee. If you don't want to do that, don't take the money.

"My application was selected, I'm doing everything right, and I'll receive the grant funds no matter what."

- Successful applicants will undergo Pre-Award Notifications and ongoing monitoring throughout the grant period.

Remember

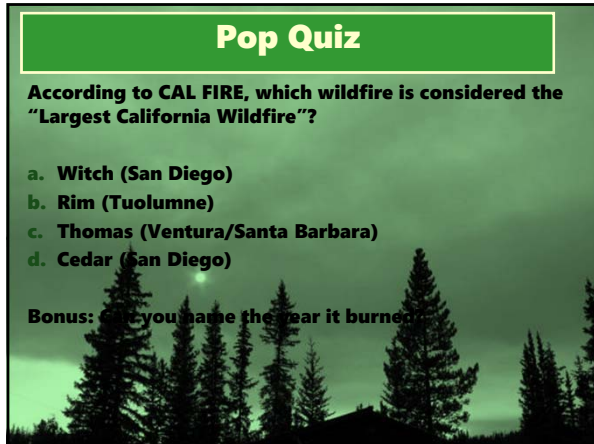
- **There are many rules and regulations that govern the use of these grant funds!**
- **You will have to abide by ALL of the applicable federal grant regulations if you accept the funds!**
- **It is your responsibility to review and abide by all of the regulations!**

Pop Quiz

According to CAL FIRE, which wildfire is considered the "Largest California Wildfire"?

- a. Witch (San Diego)
- b. Rim (Tuolumne)
- c. Thomas (Ventura/Santa Barbara)
- d. Cedar (San Diego)

Bonus: Can you name the year it burned?



Top 20 Largest California Wildfires

FIRE NAME (CAUSE)	DATE	COUNTY	ACRES	STRUCTURES	DEATHS
1 THOMAS (Under Investigation)	December 2017	Ventura & Santa Barbara	281,893	1,063	1
2 CEDAR (Human Related)	October 2003	San Diego	273,246	2,820	15
3 RUSH (Lightning)	August 2012	Lassen	271,911 CA / 43,666 NV	0	0
4 RIM (Human Related)	August 2013	Tuolumne	257,314	112	0
5 ZACA (Human Related)	July 2007	Santa Barbara	240,207	1	0
6 MATILJA (Undetermined)	September 1932	Ventura	220,000	0	0
7 WITCH (Powerlines)	October 2007	San Diego	197,990	1,650	2
8 KLAMATH THEATER COMPLEX (Lightning)	June 2008	Siskiyou	192,638	0	2
9 MARBLE CONE (Lightning)	July 1977	Monterey	177,866	0	0
10 LAGUNA (POWERLINES)	September 1970	San Diego	176,425	382	5
11 BASIN COMPLEX (Lightning)	June 2008	Monterey	162,818	58	0
12 DAY FIRE (Human Related)	September 2006	Ventura	162,702	11	0
13 STATION (Human Related)	August 2009	Los Angeles	160,557	209	2
14 ROUGH (Lightning)	July 2015	Fresno	151,623	4	0
15 McNALLY (Human Related)	July 2002	Tulare	150,696	17	0
16 STANISLAUS COMPLEX (Lightning)	August 1987	Tuolumne	145,980	28	1
17 BIG BAR COMPLEX (Lightning)	August 1999	Trinity	140,848	0	0
18 HAPPY CAMP COMPLEX (Lightning)	August 2014	Siskiyou	134,056	6	0
19 SOBERANES (Illegal Campfire)	July 2016	Monterey	132,127	68	1
20 CAMPBELL COMPLEX (Powerlines)	August 1990	Tehama	125,892	27	0

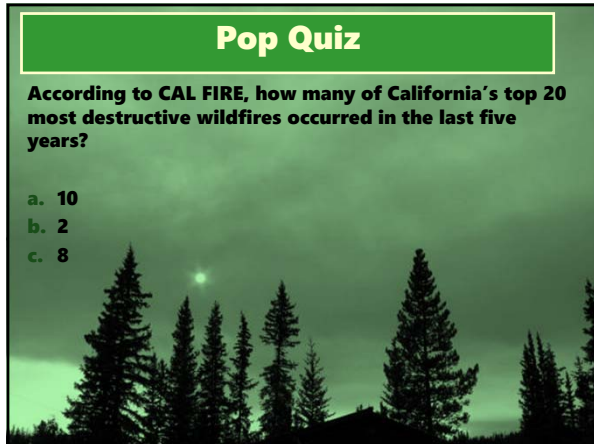
*There is no doubt that there were fires with significant acreage burned in years prior to 1932, but those records are less reliable, and this list is meant to give an overview of the large fires in more recent times.
 **This list does not include fire jurisdictions. These are the Top 20 regardless of whether they were state, federal, or local responsibility.



Pop Quiz

According to CAL FIRE, how many of California's top 20 most destructive wildfires occurred in the last five years?

- a. 10
- b. 2
- c. 8



Tab 1: Application Contacts

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

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

Collaborators

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

Email Address	Editing Access	Status
<input type="text"/>	Application	

Add to Additional Contacts (below) Invite

Additional Contacts for this Application

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

Insert email addresses here, no titles or names

Tab 2: Organizational Capacity

Organizational Capacity

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

History & Accomplishments

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



Tab 3: Project Information

Project Narrative

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



Tab 3: Public Engagement and Sustainability

Outreach Efforts To Engage The Public

Promotion Of Community Investment During And After The Grant

How Will The Project Accomplishments Be Maintained



Tab 3: Community Impacts

Communities Affected

- Communities at risk
- Other communities
- Firewise communities

Political Boundaries

Congressional District, Senate, State Assembly and the County your project is located within

Federal Land Adjacency

Planning, Fuels, and Education

Employment

- Contractors and employees



Tab 3: Cohesive Strategy

Cohesive Strategy Objectives

- Restore and maintain resilient landscapes
- Fire-Adapted Community development
- Response to Wildfire



Tab 3: California Forest Action Plan

Priority Landscapes

Three Themes:

- Conserve
- Protect
- Enhance



Tab 3: Building a Fire Adapted Community



Tab 3: Location and Condition of Project Area

Latitude and Longitude

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

Fire Hazard Severity Zone

Fire Regime and Condition Class

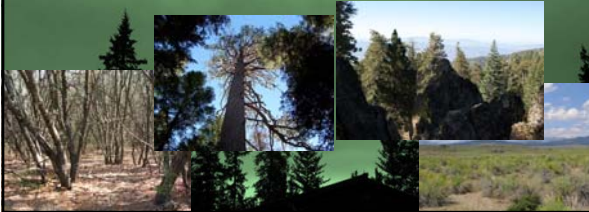


Vicinity Maps



Tab 3: Fuels Treatment - Project Information

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



Tab 3: Fuels Treatment - Project Information

Total acreage of the project area

- Project footprint

Number of fuels treatment projects will be completed with this grant

- Count by unique project
- Describe the method used to calculate this number



Tab 3: Environmental Compliance

All Projects must be reviewed for compliance with the following federal environmental regulations:

- Endangered Species Act (ESA)
- Migratory Bird Treaty Act (MBTA)
- National Historic Preservation Act (NHPA)
- Bald and Golden Eagle Protection Act (BGEPA)

Other Laws that may apply:

- California Environmental Quality Act (CEQA)
- California Endangered Species Act (CESA)



More on the Federal Environmental and Cultural Protection Acts

Your project area may include species, habitats, cultural resources, or historical sites that require special protection

Record Searches or Surveys may be required prior to the project implementation

- Include the potential costs in your budget



Consult with a Registered Professional Forester

Management of Forested Landscapes

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

RPFs Can Assist With:

- Prescriptions for treatment
- Sale of forest products
- Environmental on-site considerations
- Environmental impact reports



Tab 4: Tables

Work Plan

Sequential Task/Activity

- A sequence of major activities needed to complete the project

Timeframe (in months)

- Representing the span of time needed to complete the project

Responsible Party

- Applicant and operator roles are identified

Expected Outcome/Result (Deliverable)

- The project's objectives for the

Tab 4: Project Deliverables

How to report Deliverables:

1. Enter Projected Quantity and Associated Cost only ONCE
2. Federal Grant Funded
3. Match Funded

Enter whole numbers ONLY

- No decimals or cents

Completing the Project Deliverables Table

Project Deliverables	Quantity Projected	Federal Cost Projected	Match Cost Projected
Community Risk Assessment/Wildfire Planning			
Community Risk Assessment		\$	\$
Community Wildfire Protection Plan		\$	\$
Fire Management Plan		\$	\$
Planning Subtotal	0	\$0	\$0
Information/Education			
Outreach/Education Programs		\$	\$
Education/Information Products		\$	\$
Information/Education Subtotal	0	\$0	\$0
Fuels Treatment			
Preparation for Treatment		\$	\$
Preparation for Treatment Subtotal	0	\$0	\$0
Mechanical Treatment			
Biomass removal		\$	\$
Chipping		\$	\$
Caulking		\$	\$
Hand pile		\$	\$
Seeding		\$	\$
Log and scatter		\$	\$
Machine pile		\$	\$
Mastication/Mowing		\$	\$
Thinning		\$	\$
Total		\$	\$

Enter one quantity and the respective federal and match costs.

Tab 4: Types of Project Deliverables

COMMUNITY ASSESSMENT WILDFIRE PLANNING

- Community Risk Assessment
- Community Wildfire Protection Plan
- Fire Management Plan

INFORMATION/EDUCATION

- Outreach/Education Programs (includes workshops)
- Educational Information Products

Tab 4: Types of Project Deliverables

HAZARDOUS FUEL TREATMENT DELIVERABLES

Preparation for Treatment:

- Activities undertaken to prepare the area for fuels treatment

Mechanical Treatment:

- Work that removes or modifies fuel and vegetation

Prescribed Fire:

- To attain planned resource management objectives

Other Treatments:

- using chemical and/or biological methods like grazing

Mechanical treatments will be performed on a site-by-site basis

Budget Detail
List individual budget items under these cost categories

Cost Categories	(1) Grant	(2) Applicant	(3) Other Partners	(4) Total
a. Personnel (employees only)				
b. Fringe Benefits				
c. Travel				
d. Equipment (Items > \$5,000/unit)				
e. Supplies				
f. Contractual				
g. Other				
h. Total Direct Costs				
i. Modified Total Direct Costs				
j. Indirect Costs				
Project Total				

Budget Detail: New Cost Category

f. Contractual			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Contractual Total	\$0	\$0	\$0
g. Other			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Other Total	\$0	\$0	\$0
h. Total Direct Costs	\$ 1,300	\$ 0	\$ 0 \$1,300
i. Modified Total Direct Costs	\$ 500	\$	\$ \$500
j. Indirect Costs	\$ 500	\$	\$ \$500
Total	\$ 2,300	\$ 0	\$ 0 \$2,300



Match Amount by all Orgs

51. Match Amount by All Organizations
MATCH AMOUNTS BY ALL ORGANIZATIONS
 Applicants are required to contribute 50% match or dollar for dollar.
 Match amounts must align with the Budget Detail.
 Use whole dollars only (no cents).
 Refer to the grant application handbook for details on eligible match and contact a CFSC grant manager for assistance.
 Match Information Guidelines

Organization Name:
 Enter the official name of the organization, agency or person contributing match to the project.

Cost Category:
 Select the cost category(ies) for the match contribution. May be more than one cost category if the contributor is providing multiple lines of cost.

Type of Match:
 Select In-kind or Cash. In-kind refers to donated time, goods, or services whose value is calculated as match. Cash refers to actual money dollars given to support the project.

Amount:
 Enter the amount of match provided. Use whole dollars only (no cents).

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

Previous Next

Documentation for Expenses and Match

Source Documentation Includes:

- A written purchasing/ bid procedure
- A contract - for contracted services
- Evidence of the cost such as an invoice or receipt
- Proof of payment such as a cancelled check or a receipt
- Personnel costs (for direct organization employees) must be supported with timesheets that identify grant activities

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



Fiscal Sponsor Agreement

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

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



Letters of Commitment

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

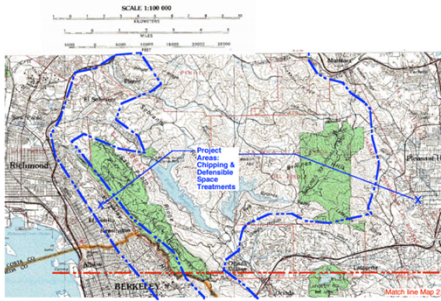
- Must be uploaded with your grant application on ZoomGrants.
- Must be on organizational letterhead or as an email with organizational identification (such as logo)

LOCs Must Include:

1. A description and dollar value of the match provided and how it relates to the project
2. Contributor contact information
3. Timing of match provided
4. Type of match (cash or in-kind)
5. Signature of the representative of the contributing organization

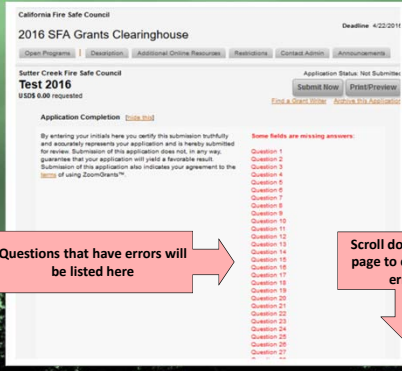


Project Vicinity Map

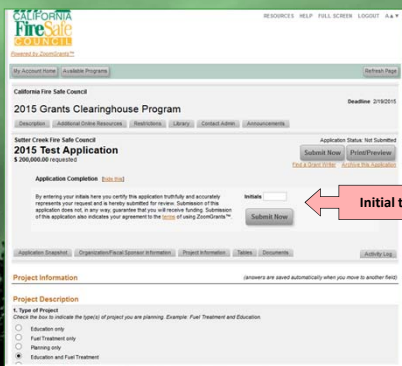


Vicinity Map (Map 1 of 5)
Diablo Fire Safe Council
2015 Filing More Grants in Community Defensible Space) 15USFS-SFA
San Francisco Quadrangle, 1978. Scale: 1:100,000

Error Check



Submitting the Application




Keys for Success

- Use the handbook!
- Set a schedule
- Contact your partners and collaborators ASAP
- Be clear, specific and concise when describing your project
- Plan a reasonable, accurate budget
- Proofread your application
- Contact CFSC for assistance
- Don't wait until the last minute!

Pop Quiz


Name two requirements that must be met in order to count as cost share or match for this grant application.



Pop Quiz

Which of the following are required documents to upload with your application?

1. Vicinity map
2. Letter(s) of Commitment
3. Fiscal Sponsor Agreement
4. All of the Above



Next Steps: After Applications are Submitted

Applications Due Online	May 15, 2018 5:00 p.m. PST
Phase 1 Review: Initial Application Screening and Review Committee Process	May 15- June 9, 2018
Notification of Selected Projects	August 2018
Phase 2 Review: Organizational Capacity and Risk Assessment	August 17 – September 10, 2018

Content is for informational purposes only. Dates and subject to change. Please check the website for the latest information and steps.

Phase 1: Project Review

Initial Screening

1. Application submitted on time & complete.
2. Applicant organization is eligible.
3. Application is 1 of 2 maximum.
4. Grant amount requested on application(s) does not exceed maximum allowable.
5. Letters of Commitment are complete and properly uploaded.
6. Match amounts in LOCs are consistent with budget.
7. A fiscal sponsor agreement and map was submitted (if applicable).
8. If proposing to purchase equipment, applicant contacted a CFSC grant specialist and submitted the required cost-benefit analysis via email.
9. Budget is reasonable, allowable and figures are consistent with the funding request amount.
10. Departmental budget is consistent with the total request.



Phase 1: Project Review

Review Committee

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

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



Phase 2: Organizational Capacity and Risk Assessment

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

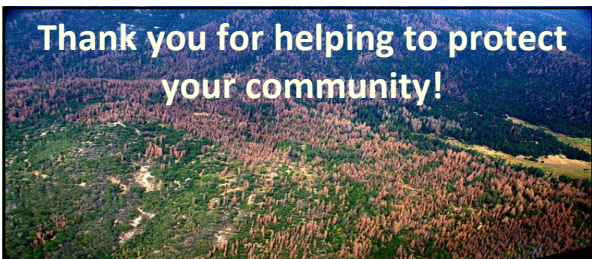


5 Things to Think About

- How does your organization track how you receive and use 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?



Thank you for helping to protect your community!



2018 Grant Clearinghouse
Application Training

California Fire Safe Council

www.cafiresafecouncil.org

www.zoomgrants.com
