

# 2015 GRANTS CLEARINGHOUSE AWARD HANDBOOK

Fire Prevention Grants for Non-Federal Lands



## California Fire Safe Council

[www.cafiresafecouncil.org](http://www.cafiresafecouncil.org)

### **Glendora Office**

502 W Rte. 66, Ste. 17

Glendora, CA 91740

Phone: (866) 372-2543

### **McClellan Office**

5834 Price Ave. Ste. 101

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Phone: (888) 320-1159

*"Mobilize Californians to protect their homes, communities and environment from wildfires"*

# 2015 Grants Clearinghouse Award Handbook

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## Purpose

This handbook is an attachment to the subaward agreement for the 2015 Grant Clearinghouse cycle subrecipients. All information contained herein is incorporated by reference in the subaward agreement. It is the responsibility of the subrecipient to understand and comply with the information and requirements contained in this handbook.

Copies of this handbook are available by contacting the California Fire Safe Council.

## 2015 Grants Clearinghouse and WUI Grant Totals

Projects selected for the 2015 Grants Clearinghouse cycle are funded by California Fire Safe Council (CFSC) under the U.S. Forest Service State Fire Assistance grant program. There are three groups of subgrants – SFA, SFAX and SFAHM – for a total of 25 grants.

Three Western States Wildland Urban Interface State Fire Assistance subgrants were selected through a separate process by Cal Fire. Through an MOU, Cal Fire delegates the administration of these subgrants to CFSC, and the USFS grants CFSC the funds.

Grant Program	Number of Subgrants	Dollar Amount of Subgrants Funded
15USFS-SFA	20	\$2,900,000
15USFS-SFAX	2	\$149,000
15USFS-SFAHM	3	\$309,081
16USFS-WUI	3	\$677,562

## Funding Source Acknowledgement

This grant program and publication are funded in full by the U.S. Forest Service, Pacific Southwest Region, under the terms of Grants No. 14-DG-11052012-113, 14-DG-11052012-120, and 14-DG-11052012-117.

## Equal Opportunity Statement

In accordance with federal law and 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.

## **Program Access Concerns**

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

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.

## **Endorsement Statement**

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

Subrecipients must comply with requirements regarding nondiscrimination, accessibility, endorsement statements and funding source acknowledgements. Compliance includes using the above verbiage for printed materials, media and public notices. More information about compliance requirements is found in the modifications section of this booklet.

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# CFSC Grant Contacts and Websites

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*This section provides contact information for CFSC grant staff and web links to websites for reporting and grant-related information.*

## Administrative Headquarters (Glendora)

**California Fire Safe Council**  
**502 W. Rte. 66 Suite 17**  
**Glendora, CA 91740**

Katie Martel Interim Executive Director <u>Phone:</u> (626) 335-7426 <u>Email:</u> <a href="mailto:kmartel@cafiresafecouncil.org">kmartel@cafiresafecouncil.org</a>	If you have a grant related question that you are not able to resolve with a grant specialist such as a major scope change, question about augmented funding or extension approval these may need to be discussed with the director.
Dalonna Scott, Data Management Specialist <u>Phone:</u> (626) 335-7426 <u>Email:</u> <a href="mailto:dscott@cafiresafecouncil.org">dscott@cafiresafecouncil.org</a>	Contact Dalonna with questions about the environmental compliance status of your grant
Diane Wells Business Manager <u>Phone:</u> (626) 335-7426 <u>Email:</u> <a href="mailto:dwells@cafiresafecouncil.org">dwells@cafiresafecouncil.org</a>	Contact Diane with questions relating directly to banking information for grant payments.
Anne Pandey Grant Specialist <u>Phone:</u> (866) 372-2543 <u>Email:</u> <a href="mailto:apandey@cafiresafecouncil.org">apandey@cafiresafecouncil.org</a>	<u>Counties:</u> Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, Ventura

## Sacramento Field Office (McClellan)

**California Fire Safe Council**  
**5834 Price Ave. Ste. 101**  
**McClellan, CA 95652**

Alex Horangic Grant Specialist <u>Phone:</u> (916) 648-3600 <u>Email:</u> <a href="mailto:ahorangic@cafiresafecouncil.org">ahorangic@cafiresafecouncil.org</a>	<u>Counties:</u> Butte, Del Norte, Glenn, Humboldt, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, Trinity, Yuba, Tahoe Basin: Eastern Placer, Eastern El Dorado, Douglas (NV), Washoe (NV), Carson City (NV)
Liron Galliano Grant Specialist <u>Phone:</u> (916) 648-3615 <u>Email:</u> <a href="mailto:lgalliano@cafiresafecouncil.org">lgalliano@cafiresafecouncil.org</a>	<u>Counties:</u> Alameda, Alpine, Amador, Calaveras, Contra Costa, Fresno, Inyo, Kern, Kings, Lake, Marin, Madera, Mendocino, Mono, Monterey, Napa, Sacramento, San Benito, San Luis Obispo,

	Santa Clara, Santa Cruz, San Mateo, Solano, Sonoma, Stanislaus, Tulare, Tuolumne, Western El Dorado, Western Placer, Yolo
Amber Gardner Clearinghouse Administrator <u>Phone:</u> (800) 372-2350 <u>Email:</u> <a href="mailto:agardner@cafiresafecouncil.org">agardner@cafiresafecouncil.org</a>	Contact Amber if you have questions about how to use features in the ZoomGrants website

### **Environmental Compliance Consultant**

John S. Kessler, RPF #2494 John Kessler Forestry <u>Phone:</u> 530-859-0883 <u>Email:</u> <a href="mailto:jkforestry@snowcrest.net">jkforestry@snowcrest.net</a>	Contact John with questions about the requirements of the environmental compliance process
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## **Important Websites**

### **California Fire Safe Council**

**[www.cafiresafecouncil.org](http://www.cafiresafecouncil.org)**

The California Fire Safe Council website contains contact information, notices about funding sources, meetings and events that may be beneficial to your project or other fire prevention activities.

### **ZoomGrants**

**[www.zoomgrants.com](http://www.zoomgrants.com)**

ZoomGrants houses the clearinghouse grant application and progress reporting system and is the location for downloading and submitting payment request and grant modification forms. You will access ZoomGrants at least quarterly when you fill out grant progress reports and submit source documentation. Important notices will be sent through the ZoomGrants email system so be sure to keep your account contacts up to date.

### **SAM**

**[www.sam.gov](http://www.sam.gov)**

The SAM website is used to renew your annual DUNS and CAGE codes. SAM accounts and renewals are free of charge so be sure to renew directly through SAM.gov. Other sites may offer to create or update accounts for a fee but that is not necessary. The debarred and suspended database on SAM.gov can be used to check the status of project managers, those with oversight of the project, and contactors providing \$25,000 worth or more in goods or services.

### **Code of Federal Regulations**

**[www.gpo.gov/fdsys/](http://www.gpo.gov/fdsys/)**

To access the text of the code of federal regulations for grants, find the reference numbers in your sub award for administrative regulations, cost principles, or audit requirements and search for them by clicking on the code of federal regulations link on the website above.

### **USDA Program Discrimination Complaint Process**

**[http://www.ascr.usda.gov/complaint\\_filing\\_program.html](http://www.ascr.usda.gov/complaint_filing_program.html)**

As part of the grant agreement, recipients are required to provide information on how to file a complaint of program discrimination with the USDA. The website above describes the process for filing such a complaint.

# Roles and Responsibilities

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*This section provides information about the structure of the grant making process and the roles of the parties involved.*

**Grant relationships are based on the flow of funding and administrative requirements that accompany the use of federal funds on a project.**

## **Master Grants and Subgrants**

Master Grant: The federal agency awarding a grant (U.S. Forest Service for the 2015 Grants Clearinghouse) receives funding for State Fire Assistance grants through Congressional budget appropriations. USFS awards a grant of this funding to CFSC; this is sometimes referred to as “master grant”. CFSC is a grantee of the USFS

CFSC follows the federal regulations for grants and uses the subgrant process to complete the goals and accomplishments set out in the approved master grant application. CFSC submits periodic reports to the USFS, and the reported accomplishments are ultimately presented to Congress to communicate the impact of the grant program on its public beneficiaries.

Subgrants: As a pass-through organization, CFSC makes subgrants from its master grant. Subgrants are awarded to eligible organizations (“subrecipients”) for projects that meet the goals of the master grant. All applicable federal grant requirements from the master grant are passed to the subrecipients, since the subgrants are part of CFSC’s master grant. CFSC is required to monitor the subgrants throughout the grant process – from application to closeout – to ensure compliance with federal grant regulations and completion of each project. The same level of accountability that is expected of CFSC’s multi-million dollar grant is also expected of each subgrant because its funding originates from a federal source. The grant funds don’t lose their “federal-ness” once they are passed through CFSC.

## **Terminology**

The terms below may be used interchangeably:

- Award = Grant
- Recipient = Grantee
- Subrecipient = Subgrantee
- Subaward = Subgrant (“subaward” also refers to the documents that your organization signs to accept the grant funding and acknowledge the associated requirements.)

## The Role of the Subrecipient

The subrecipient is the organization that carries out the subgrant project with the funding from the pass-through entity. Consider your organization as a team member among a group of subgrants. It is critical to complete projects as described in the application, spend grant funds correctly, have complete documentation, and report accomplishments accurately, completely, and on time, so that the master grant payment process can function.

It is useful to think of the completion of a grant-funded project as a balance between project implementation and grant management. The subrecipient is responsible for both factors as these are equally vital for determining success of the subgrant. Think of “project implementation” as the content of the activity (measurable results), and “grant management” as the structure under which the activity happens, with the focus on documentation and processes (complete documentation).

Components of Project Implementation and Grant Management	
Project Implementation	Proper Grant Management
<ul style="list-style-type: none"><li>• Finalize the project plans</li><li>• Complete Environmental Compliance requirements</li><li>• Follow your written procedures and the federal standards for project management</li><li>• Select and work with the necessary contractors and participants</li><li>• Implement the project as approved</li><li>• Track the accomplishments of the project</li><li>• Monitor the project through photo documentation</li><li>• Ensure that the project meets the objectives and accomplishments</li></ul>	<ul style="list-style-type: none"><li>• Understand and Comply with all federal and CFSC grant requirements</li><li>• Maintain proper accounting of match and expenses</li><li>• Provide accurate and complete reports on time</li><li>• Spending grant funds in accordance with federal requirements</li><li>• Submit payment requests and documentation required for modifications</li><li>• Documents all grant processes, expenses and match</li></ul>

As a recipient of federal grant funds, your organization is spending U.S. tax dollars and therefore taking on the expectation of accountability and transparency that comes with any government spending. Accountability includes spending the funds in accordance with the subaward agreement and all subgrant requirements.

## **Grant Cycle Phases**

The following phases are specifically described in the code of federal regulations for grants and the CFR topics are organized based on where they occur during these four phases. The application is the beginning step in a process that accompanies the use of federal funding.

Application: The grant funding opportunity is announced through a request for applications and the application period is opened for submissions. Applications that meet the criteria for completeness and match the program objectives are reviewed and selected.

Pre-award: The selected recipient organizations are evaluated for eligibility during the pre-award and risk assessment phase.

Post-award: The post-award phase coincides with the grant period that is defined in the Subaward. During the post-award phase the project environmental review is completed, project work takes place, payments are made and quarterly reports are submitted.

Closeout: The closeout phase occurs during the final 90 days following the end of the grant period, in which the final bills for costs incurred during the grant period are paid and the final quarterly and closeout reports are completed.

# Accountability Trail

## **U.S. Taxpayers want Accountability**

*They ask where is my tax dollars going and how is it being spent?*



## **U.S. Congress**

*They decide which federal agency gets how much money and for what purpose.*



## **Federal Departments (Department Of Agriculture)**

*Congress gives the money to them, so they should know the details.*



## **Federal Agency in Department (Forest Service)**

*They give the funds to nonprofits, local and state governments and other entities that have to show how did they spend the money and why.*



## **Grantees across U.S. (CFSC)**

*Grantees have to spend the grant funds for the purpose for which they were given, document how the funds were spent, and report how the project was implemented, including its successes and beneficiaries.*

*In CFSC's situation, we provide subgrants and monitor the subrecipients which carry out their projects, document the activities and how the funds were spent through reports to CFSC. Then, CFSC collects the data for all the subgrants in each master grant and submits it to the Forest Service in combined reports.*



## **Subrecipient (YOU)**

***How did you spend the money?***

*In your reports, you tell us who, what, where, when, and how.*

# Subaward Agreement & Federal Grant Regulations

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*This section describes sections of the subaward agreement and explains the federal grant regulations applicable to CFSC subgrants.*

## Subaward Agreement

The subaward agreement (the “subaward”) is a legally-binding agreement between the California Fire Safe Council and the subrecipient, which includes the applicant organization and its fiscal sponsor (if applicable). The subaward outlines the requirements and expectations for the subrecipient. By signing the subaward agreement, the subrecipient acknowledges that the organization will abide by all of the applicable grant regulations, terms, and conditions.

The subrecipient shall not begin any work on the project until it has signed and returned the subaward to CFSC. Activities carried out without a signed subaward will not be reimbursed.

This handbook is an attachment to the subaward agreement. All information contained herein is incorporated by reference in the subaward agreement. It is the responsibility of the subrecipient to understand and comply with the information and requirements contained in the handbook.

The first page of the subaward lists the basic grant award information including:

<u>Grant Number:</u>	Unique code assigned by CFSC to each grant. This number should be referenced in all correspondence, documentation, and reports related to the grant.
<u>Grant Amount:</u>	Total amount of grant funding for the project.
<u>Match Commitment:</u>	Total amount of non-federal match that subrecipient has agreed to provide.
<u>Subaward Period:</u>	Start and end dates for the grant term in which all grant activities must be completed. Expenses incurred outside the term are unallowable.
<u>Source of Funding:</u>	The federal funding agency providing the grant funds for the project, the legislation under which the grant is made possible, and the Code of Federal Domestic Assistance (CFDA) for the grant program.

## Federal Grant Regulations

Since the grant funds awarded through the Grants Clearinghouse originate from the federal government, all subgrants are required to comply with the federal regulations applicable to their organization type. The federal regulations include a wide variety of topics and provide



expectations of the grantee organization. The regulations specify how to properly implement the grant project and manage the grant funds.

Subrecipients have a legal responsibility to comply with the federal grant regulations and ensure that federal grant funds are used properly. Penalties for noncompliance may include termination of the grant, disallowance of costs, and repayment of the grant funds (even if they have already been spent).

The federal grant regulations are contained in the Code of Federal Regulations (CFR) and the Office of Management and Budget (OMB) policies. Many federal funding agencies interpret the standard CFRs and OMB circulars and restate them for their own agencies under a different title. The U.S. Department of Agriculture regulations are found under Title 7 of the Code of Federal Regulations.

Organization Type	Administrative Requirements	Cost Principles	Audit Requirement
State, local or tribal government	OMB A-102 & 7 CFR 3016	2 CFR 225	OMB A-133 & 7 CFR 3052
Non-Profit Organizations	2 CFR 215 & 7 CFR 3019	2 CFR 230	OMB A-133 & 7 CFR 3052
Educational Institutions	2 CFR 215 & 7 CFR 3019	2 CFR 220	OMB A-133 & 7 CFR 3052
For-Profits	2 CFR 215	48 CFR 31.2	OMB A-133

**Administrative Requirements:** These regulations establish consistency and uniformity in the administration of those grants and agreements. Topics found under the administrative requirements include standards for financial management systems, equipment, cost sharing/match, and revision of budget and program plans.

**Cost Principles:** These regulations establish standards for determining what costs are allowable under federal awards carried out through grants, cost reimbursement contracts, and other agreements. Topics include allowability of costs, direct versus indirect costs, and a list of selected items of cost with details on how to properly evaluate and document the cost.

**Audit Requirement:** Grant recipients are subject to the audit requirements defined in OMB Circular A-133, if the applicant organization or fiscal sponsor spends \$500,000 or more in federal funds in its fiscal year. The A-133 audit is an examination by an independent auditor of an organization's financial records, internal controls and compliance with regulations governing

federal awards. An organization that undergoes an A-133 audit should provide a copy of the audit report to CFSC during the pre-award phase and annually thereafter.

Many organizations undergo standard (non A-133) audits annually to evaluate their procedures, accounting practices and internal controls. Copies of these audits should be provided to CFSC each year during the grant term.

### **Uniform Grant Guidance under 2 CFR 200 *(for grant year 16 forward)***

The Uniform Grant Guidance (UGG) combines the above eight sets of federal grant regulations into one set for all types of grantees & subrecipients. The transition to the UGG included over 60 changes to the existing requirements. The purpose was to emphasize oversight, with heavier responsibility on pass-through entities; stress importance of internal controls; and encourage efficient use of information technology.

The Uniform Grant Guidance (UGG) was developed in response to the November 23, 2009 Executive Order 13520 on Reducing Improper Payments and the February 28, 2011 Presidential Memorandum on Administrative Flexibility, Lower Costs, and Better Results for State, Local, and Tribal Governments. The Council on Financial Assistance Reform (COFAR) was established in October 2011 and has led several efforts to improve delivery, management, coordination, and accountability of Federal grants and cooperative agreements, which includes the development of the uniform guidance.

The Uniform Guidance was released on December 26, 2013. All federal agencies were mandated to design regulations and adopt the guidance as of December 26, 2014. CFSC grants starting with the year “16” will be governed by the Uniform Grant Guidance under 2 CFR 200.

Subrecipients should familiarize themselves with 2 CFR 200 and check if they are ready and able to comply with the new regulations. In particular, the UGG heavily emphasizes the need for established processes and written procedures related to procurement, travel, time-effort reporting and more. Without compliant policies, an organization will not be able to receive federal funding. Additionally, there are changes to dozens of selected items of cost and their allowability.

Uniform Grant Guidance Resources:

- OMB Website: Full text of 2 CFR 200 and crosswalks which show side-by-side comparisons of the old and new regulations at [http://www.whitehouse.gov/omb/grants\\_docs](http://www.whitehouse.gov/omb/grants_docs)
- COFAR Website: Recorded webinars and FAQs at <https://cfo.gov/COFAR/>

## Order of Precedence

Any inconsistency in the subaward agreement will be resolved by giving precedence in the following order:

- 1) any national policy requirement and administrative management standards;
- 2) requirements of the applicable OMB Circulars and Treasury regulations;
- 3) 2 CFR 215 or OMB Circular A-102, as applicable; later, 2 CFR 200
- 4) 7 CFR 3019 or 7 CFR 3016, as applicable
- 5) special terms and conditions
- 6) all Agreement sections, documents, exhibits, and attachments

## Written Policies and Procedures

Federal grantees and subrecipients must have written policies that ensure proper handling of the funds. The policies demonstrate that the organization has internal control to protect, spend and manage the grant funds accurately and in compliance with the grant requirements.

<u>Financial and Accounting</u>	Protect the grant funds; determine allowability; maintain accurate documentation
<u>Personnel</u>	Provide for proper time and effort reporting; describe consistent, allowable charges
<u>Procurement/Purchasing</u>	Solicitation of services and goods; avoid unnecessary purchasing; allowability of costs
<u>Property Management</u>	Safeguard equipment; how to acquire/dispose of property
<u>Travel</u>	Reimbursement/approval of travel; mileage
<u>Conflict of Interest</u>	procedure for handling conflicts; address Board and Staff

When drafting and/or revising your written policies, refer to the federal grant regulations applicable to your organization. These regulations will direct what stipulations need to be included in your policies. Keep in mind that the federal grant regulations may go above and beyond your existing policies and procedures. If you want to receive federal grant funds, then your policies must meet the federal standards.

## Subaward Provisions

This section highlights and explains the provisions applicable to your subaward. By signing the subaward agreement, the subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, and policies governing the funds provided under the agreement. Any failure to comply with the provisions of this subaward, including the provisions of this Handbook, will result in denial of grant funds.

## Insurance

The subrecipient and fiscal sponsor, if applicable, are responsible for all grant funds received through the California Fire Safe Council Grants Clearinghouse and for all assets purchased with grant funds. This responsibility extends to any loss of grant funds attributable to fraud and/or misappropriation by third persons and to any expenditure not allowed by this agreement. Should any loss of grant funds or improper expenditure of grant funds occur, Subrecipient and its Fiscal Sponsor, if applicable, will be required to reimburse the awarding agency for those amounts.

Subrecipient and/or Fiscal Sponsor must carry insurance that is sufficient to protect the grant funds and all assets from any loss or misuse. Coverage should protect against theft, fraud, misappropriation, negligence, and undue physical damage or harm.

The Subrecipient must provide CFSC with proof of appropriate insurance during the pre-award phase and prior to engaging in activities for which grant funds or matching contributions are provided. During the grant term, the subrecipient must send current proof of insurance upon annual renewal. Failure to maintain insurance coverage or to provide proof of insurance to CFSC, including upon annual renewal, will cause denial of grant payments.

Grant funds can be used to purchase appropriate insurance coverage. If the subrecipient is using grant funds to purchase insurance, then the Subrecipient shall provide proof of insurance to the California Fire Safe Council within 30 days of obtaining the policy.

Types of insurance coverage to consider:

Directors and Officers (D&O): Cover the directors and officers of an organization in the event they are sued in conjunction with the performance of their duties that relate to the company.

Workers Compensation: Provides medical care compensation for employees who are injured in the course of employment. All employers are required by state law to provide Worker's Compensation Insurance for their employees.

Liability: Provides protection from claims arising from injuries or damage to other people or property.

Equipment: Covers loss, theft and physical damage, and more, if specified on the policy.

Errors and Omissions: Protects the organization against claims resulting from mistakes and things that your organization's officers and employees forgot to do.

Fidelity Bond: Covers policyholders for losses that they incur as a result of fraudulent acts.

Criminal Acts: Protects against damage or loss resulting from criminal acts of employees, officers, and contractors.

Contact an insurance broker and discuss the potential liability and the various types of insurance you will need to purchase to meet the requirement of our grant agreement.

### **Termination of Subaward**

The subaward agreement may be terminated in accordance with the provisions of the applicable federal grant regulations. Failure to comply with the award provisions and grant requirements may result in termination of your subaward. Termination of the grant can also result from misuse of funds, inability to perform, lack of capacity, falsification of data, nonperformance, misrepresentation, fraud, and nonadherence to grant terms.

A subrecipient that has encountered a problem with managing the subgrant or completing the project should contact the assigned CFSC grant specialist immediately. The grant specialist will assist in finding a solution. CFSC wants to work with you to find a solution to the setbacks you may experience. Termination is a last resort option that CFSC wants to avoid. CFSC would much rather work with you to find a successful solution.

### **Property Management and Disposition**

Any property used or acquired under this agreement is governed by the federal grant regulations. This may include real property, equipment, intangible property, and debt instruments. Subrecipients must have a written policy to ensure safeguard of property and equipment against loss, damage and theft.

### **Equipment**

Under the federal grant regulations, equipment is defined as a tangible item with a unit price of \$5,000 or more and a life span of more than one year.

In order to purchase equipment with grant funds, an organization is required at the time of application to conduct a cost/benefit analysis which compares the cost of purchasing equipment versus leasing, borrowing, or other options. No equipment was authorized for purchase under the 2015 cycle.

Applicants are discouraged from purchasing equipment with federal funds because of the strict rules governing how the equipment must be properly insured, maintained, housed, and tracked in compliance with federal grant regulations. There are also specific rules for disposing or selling of equipment.

If an organization purchased equipment under previous CFSC grants, it is subject to the federal regulations regarding equipment. The organization must contact CFSC prior to selling or disposing of the equipment as there are procedures that must be followed in accordance with grant regulations.

### **Notification**

Subrecipients must notify CFSC immediately of significant developments or changes impacting activities on the subaward. This notification shall be in writing if it involves problems, delays or adverse conditions impacting the ability to meet the grant objectives. Include a statement of action taken or contemplated, and any assistance needed to resolve the situation.

### **Non-Liability**

CFSC does not assume liability for any third party claims for damages arising out of this subaward. Each party agrees that it will be responsible for its own acts and the results thereof.

### **National Policy Requirements**

The national policy requirements applicable to the subgrants are incorporated into the administrative requirements, included by reference, or mentioned directly in the subaward agreement. Some of these requirements include Civil Rights Act compliance, wearing your seatbelt, and drug-free workplace.

### **Members of Congress**

Under the federal law, no member of, or delegate to, United States Congress may share or benefit from any part of the subaward, directly or indirectly.

### **Restrictions on Lobbying**

Grant funds may not be used for expenses related to lobbying for proposed contracts or grant awards. This includes any activity or the publication or distribution of literature intended to promote support or opposition to any legislation. Certification and Disclosure of Lobbying Activities are required at Pre-Award Phase and throughout the subgrant term.

## **Compliance with Title VI of the Civil Rights Act of 1964**

Compliance with Title VI of the Civil Rights Act includes:

- Accessibility to programs
- Nondiscrimination
- Equal opportunity employment

If the subrecipient has a public office, it must post information from the Forest Service on Title VI compliance in a visible location. The “And Justice for All” posters and brochures are available from CFSC.

During the pre-award phase, each subrecipient completed the Civil Rights Compliance Review Form and phone interview. If the organization discovered areas in which civil rights compliance was insufficient or lacking, then it will need to implement solutions to improve its programs and outreach to ensure full compliance. As part of the Closeout phase, CFSC will review the form with each subrecipient again to determine if any improvements or changes were made regarding civil rights compliance.

## **Trafficking in Persons**

Subrecipient, contractors and employees of the subaward may not engage in forms of trafficking in persons, procure a commercial sex act, or use forced labor in the performance of the subaward during the subgrant term. If a violation is discovered, CFSC may unilaterally terminate subaward. Subrecipient is required to notify CFSC immediately of any information from a source alleging such a violation of the above prohibitions.

## **Drug-Free Workplace**

A subrecipient that is an employer must have a Drug-Free Workplace Statement meet the requirements of U.S. Forest Service form AD-1049. Subrecipient agrees to publish a drug-free workplace statement and provide a copy to each employee. A copy of the policy must be submitted to CFSC before the subaward can begin.

# Environmental Compliance for Grants

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*This section provides information on the federal environmental compliance review that applies to clearinghouse grants.*

**REMEMBER! DO NOT BEGIN VEGETATION TREATMENT UNTIL YOU HAVE RECEIVED ENVIRONMENTAL COMPLIANCE DOCUMENTATION FROM CFSC.**

## **Federal Environmental Compliance Review Process**

CFSC has contracted with a Registered Professional Forester to conduct the environmental and cultural reviews for the 2015 and 2016 grants. At the time of this printing, a portion of the reviews have been completed.

Federal Environmental Acts that are triggered by Grant Funding:

**Endangered Species Act**

**Migratory Bird Treaty Act**

**National Historic Preservation Act**

**Bald and Golden Eagle Protection Act**

The RPF will review the applications and maps for compliance with applicable federal laws. If more information is needed for the review, the RPF will contact the grantees directly. Grantees may need to conduct record searches or surveys as part of the federal compliance review.

When the federal review is complete, CFSC will send the environmental compliance determination to the grantee. This determination will contain mitigation measures and additional requirements that must be followed during project implementation. Mitigation measures may include flagging certain areas for avoidance, conducting surveys for species, consulting a professional archaeologist or biologist prior to beginning the project or making changes to the method or location of treatments.

## **Local and State Environmental Requirements**

It is your organization's responsibility to comply with any local or state laws that apply. Your local Cal Fire foresters may be able to tell you what laws apply to your project and who you can contact to learn more about them. It is up to the grantee to complete the necessary work to be compliant with local laws before beginning project work for which compliance is required.



You are encouraged to contact a Registered Professional Forester (RPF) or other resource professional in your area to ensure that your treatment prescription is most appropriate and you have met the requirements of local and state environmental laws.

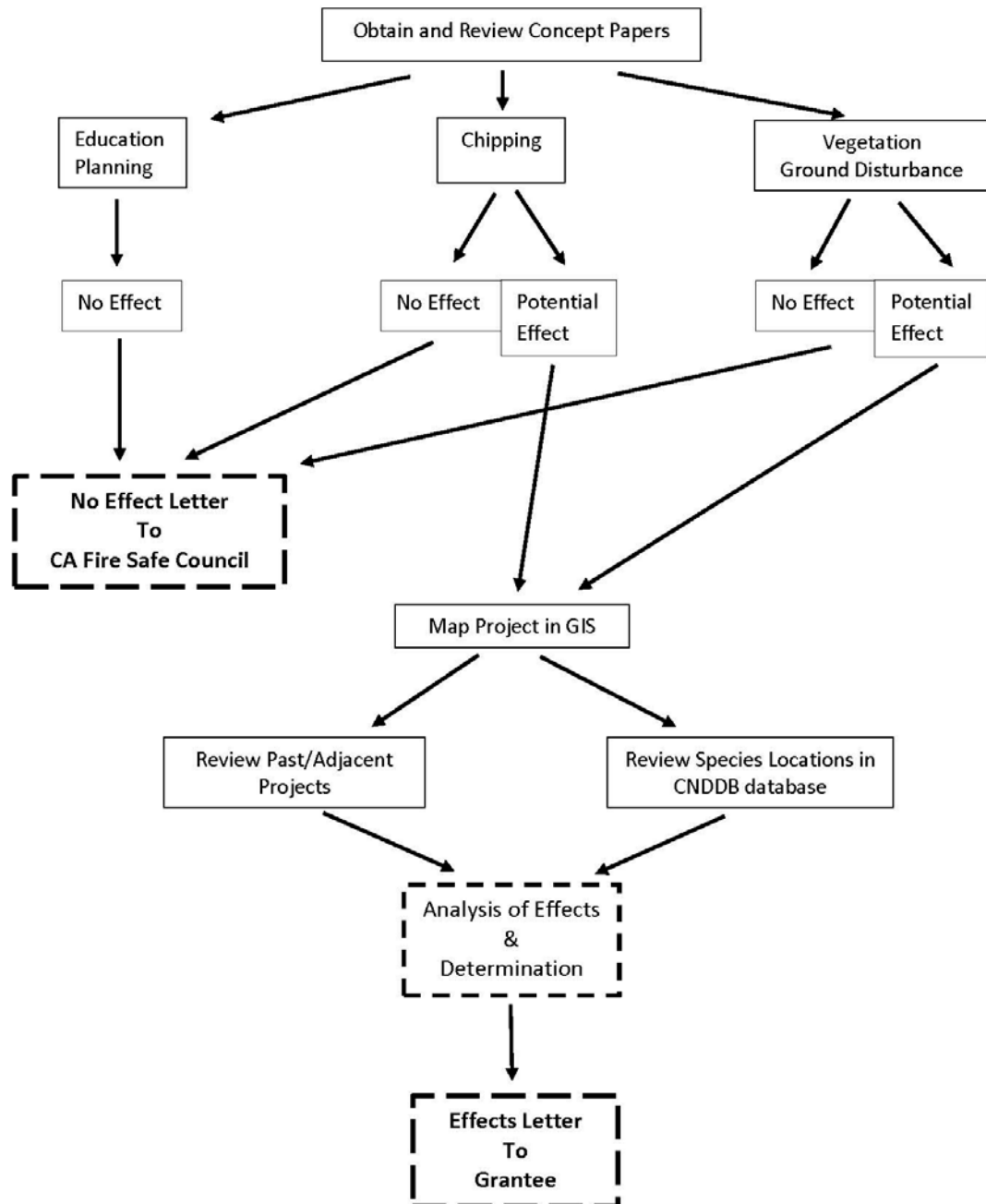
### **Payments and Ground/Vegetation-Disturbing Work**

Subrecipients may not begin any portion of the fuels treatment prior to notification from CFSC that the federal environmental review is complete. It is the responsibility of the subrecipient to meet all state and local requirements that apply to the project before vegetation begins.

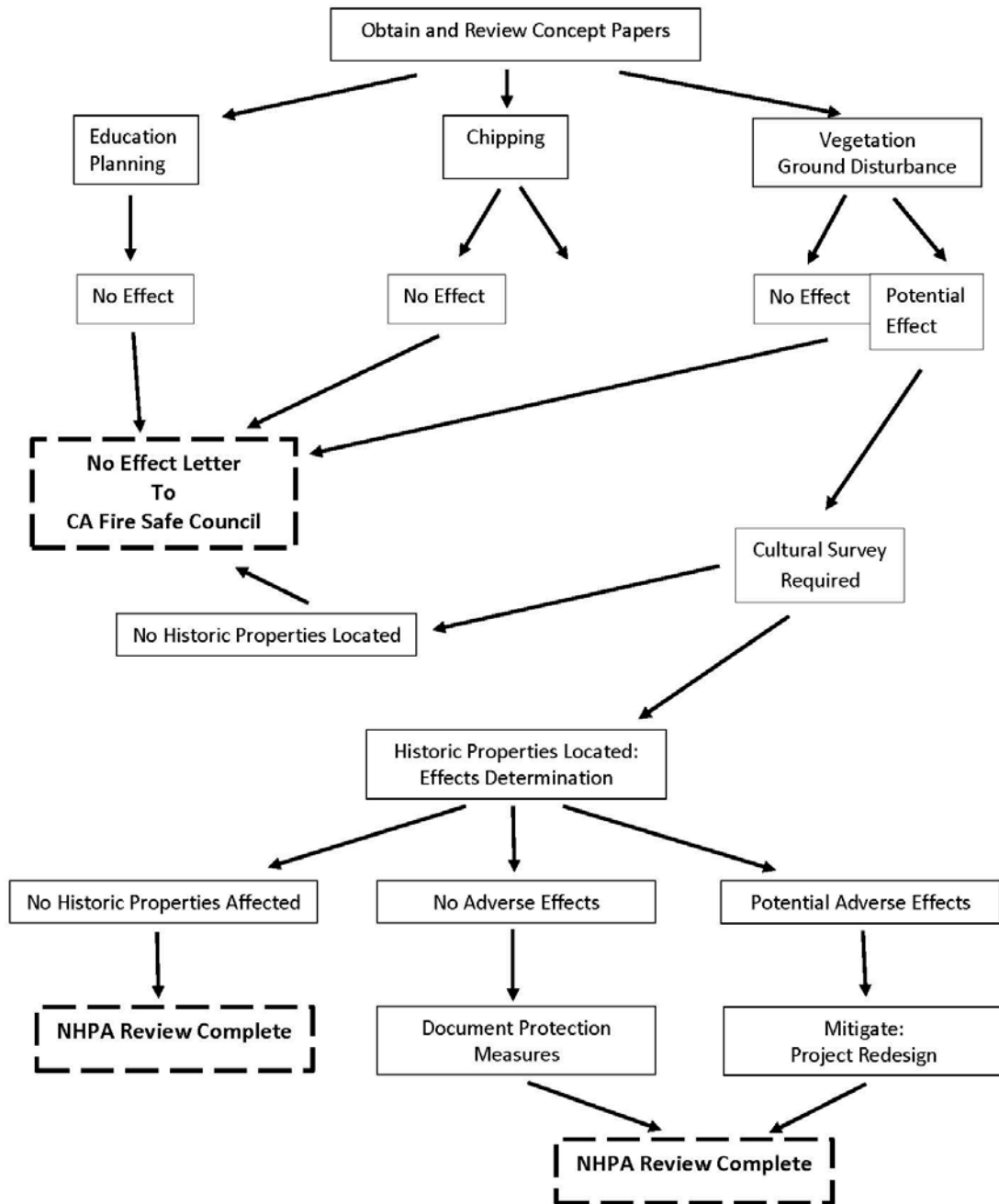
Payment requests can be submitted for non-ground/vegetation-disturbing activities and costs prior to receiving notification that the environmental review process is complete. These activities and costs may include hiring a consultant for environmental surveys, purchasing insurance and supplies, conducting educational workshops, etc.

Payments to grantees prior to completion of the environmental compliance review are typically capped at \$5000. If you need to request more than that, discuss your payment need with your Grant Specialist.

**Environmental Compliance Process for Biological Resources  
Review of Grants Clearinghouse Projects**



**Environmental Compliance Process for Cultural Resources  
Review of Grants Clearinghouse Projects**



## Treatment Description Guidelines 2015 Grant Cycle

If multiple treatment methods are being proposed, and locations for each method are not given, your project will then be assessed, based on the method with the highest potential impact.

More information may be requested to complete biological or cultural review.

### **Project Specifics:**

What are you doing? Describe how you proposed to complete your project.

What treatment types are going to be used in your prescription?

Prescription should detail the desired end product.

List what you intend to do, in detail.

- Completed by hand or machinery?
- Pile burning or chipping vegetation generated from the project?
- Material left on-site or hauled off?

Where will you be doing the work?

- Roadside vs. 300' width (centerline or roadside)
- Steep vs. Low angle (i.e. saddles, meadows vs. hillsides)
- Masticating fuels in chaparral, 100 feet out from road's edge, centerline, etc. (should be illustrated on a map)

### **Environmental Conditions:**

Vegetation within and adjacent to unit.

- Vegetation types within the project and adjacent to the project area.
  - Existing fuel loading
  - Post-project fuel loading – expectations
- Live vegetation vs. dead/down
- Overstory/Understory

### **Project Examples:**

Shaded fuelbreak description

- Cutting all brush and trees 8" or less. Leave trees will be pruned up to 8 feet above ground.
- Vegetation: hauled off-site or piled and burned.
- Machine pile vs. hand pile

Chipping description

- Curbside chipping; residents will haul brush to street.
- Chips will be hauled off-site OR chips will be left in place.

Mastication

- What type of equipment?
  - Tracked machinery: tracked vs. rubber tired
  - Mowing: tractor vs. weed whacker vs. grazing
- What type of terrain?
  - Slope, steepness, low angle ridgeline, meadows

## **Environmental Compliance Process for Cultural Resources Review**

A qualified archaeologist reviews grant for potential to effect cultural resources.

- Project *is* exempt = CFSC is notified project is exempt and may proceed.
- Project *is not* exempt = Grantee is notified that cultural resource survey is required prior to project activity.

The cultural resource survey report is sent to the Agency archaeologist on the nearest National Forest or to the regional Cal Fire archaeologist for review and concurrence. Survey information is confidential and protected under State and Federal laws.

- Agency archaeologist *does not*:
  - Complete the survey or write the report for the grantee.
- Agency archaeologist *does*:
  - Offer technical advice to grantees regarding the level of survey required for a project.
  - Reviews the cultural resources survey report.
- Cultural surveys can be completed:
  - As a result of Timber Harvest Plans tiered to a CEQA document for the project area.
  - By a qualified professional archaeologist hired by the grantee.
- Agency archaeologist will:
  - Review the report for consistency with professional standards and guidelines.
  - Review the recommendations in the report for standard protection measures of cultural resources within the project area – if any are located during the survey.
  - Recommend altering the project area boundary or treatment method if cultural resource protection is not feasible.
  - The grantee may be required to have a contract archaeologist or qualified individual on site before/during the project to ensure protection of cultural resources.

Below are typical categories for CFSC grant funded projects. More information may be required to determine the exact nature of your proposed project.

### **Exempt Project Activity:**

- Projects that do not include ground-disturbing activity. No survey required.
  - Countywide or neighborhood curbside shipping programs, educational or planning grants.
  - Defensible space

### **Non-Exempt Project Activity:**

- Projects that involve ground-disturbing activity using heavy equipment (tracked or rubber tired machinery). Cultural survey required>
  - Mastication, mowing or grazing
  - Skidding or log hauling off of established roads
  - Pile burning

Upon review and acceptance of the report by an agency archaeologist, CFSC will be notified regarding completion of cultural resource compliance for your project.

## **Cultural Resource Compliance**

Your organization may receive a partial release of project funding from California Fire Safe Council to allow you to complete environmental and cultural resource compliance. Below is an explanation of how the funds should be used to satisfy CULTURAL RESOURCE COMPLIANCE. Please note that the funds may also need to be used for environmental compliance, which is not discussed here.

- Projects that involve ground-disturbing activity—such as certain off-road heavy machinery, creating access roads, pile burning, mastication, skidding, and in some cases, browsing—require an archaeological survey. This is because by law, under the National Historic Preservation Act (NHPA), all federally-funded undertakings must be evaluated to determine their potential effects on cultural resources. This provides mitigation measures to be included during project implementation so as not to affect these resources. Mitigation measures typically involve flagging off archaeological sites during project implementation. The survey process is to be completed by professionals trained in archaeology, to ensure both accuracy and confidentiality.
  - For example, a multi-acre prescribed burn area may include a historical log cabin unknown to the contractor. Without the survey and protection measures, the cabin could be adversely affected, unknowingly. By completing an archaeological survey, this cabin can be flagged off and avoided during project implementation.
  - In some cases, the use of herbicide during a project also triggers this type of review to make sure that tribal traditional plant gathering is not affected.
- Projects that do not include ground-disturbing activity—such as countywide curbside chipping programs, educational grants, and planning grants—are given a categorical exemption that satisfies the National Historic Preservation Act process: these projects are generally not required to complete an archaeological survey because they do not have the potential to affect cultural resources.

## **Frequently Asked Questions**

***Who should my organization hire to complete the required archaeological survey?***

All survey work must be done by a qualified - professional archaeological consultant.

***My organization already has an archaeological survey report on file for a previous project. Can we use this report for the current project?***

The previous project footprint and survey footprint must match exactly. If portions of the proposed project area have been surveyed within the last 5 years, they typically do not need to be surveyed again. If cultural sites are located within the survey footprint, they may need to be relocated and protected from proposed project activity. Send any previous cultural survey documentation to be reviewed for adequacy for proposed project activity.

***Where should the completed survey report be sent? Should the CFSC have a copy?***

The survey report should be sent directly to the managing government agency archaeologist, not to California Fire Safe Council. The report includes confidential information that should only be accessible to a professional archaeologist. Reports should be mailed or emailed, not faxed.

***My organization's project area is extremely large and the partial funding will not be enough to complete the survey work. What should I do?***

Contact your grant manager with any funding questions.

***Some or all of my organization's project area is located on private property. Is it necessary to complete an archaeological survey?***

Yes, because the project is federally funded. Private property owners must give permission for survey to take place. If a property owner does not give permission to survey, federal funds cannot be used to treat his/her parcel. ***\*\*It is the responsibility of the project manager to determine ownership status between private, state, county and/or federally managed lands.\*\****

***My organization's project involves defensible space only. Why have we not received a categorical exemption?***

This can happen, but further clarification may be needed before funding can be released. For example, the project map may need clarification and/or the area to be treated appears to fall outside of the defensible space zone. Your organization will be contacted for this clarification.

***My organization's project involves handwork only. Why have we not received a categorical exemption?***

Usually this happens when further clarification involving the grant application and/or the project map is needed. In certain circumstances, the treatment being used is not considered handwork. Your organization will be contacted for this clarification.

***Most of my organization's project involves hand treatments, but there is a small parcel that will be masticated. Must we survey the entire project area?***

No. It will only be necessary to survey areas with ground-disturbing treatments. In such cases, project maps and survey maps must clearly show the same footprints. Be sure to discuss this option with the managing agency archaeologist (do not assume which treatments are considered ground-disturbing). Otherwise, the survey may not be sufficient.

**Helpful hints:**

- ***Think ahead regarding future fuels projects. If future ground disturbing activity within the project area is a possibility, it is recommended that the entire project footprint be surveyed for future fuels treatment.***
- ***Be certain to budget appropriate funds for environmental compliance into your proposal.***

***For questions concerning National Historic Preservation Act compliance process, please contact John Kessler, RPF #2494, at (530) 859-0883 or [jkforestry@snowcrest.net](mailto:jkforestry@snowcrest.net), or your local national forest archaeologist.***

*Disclaimer: The above information is provided as general reference and does not supersede law, information, or instruction provided by federal agency archaeological personnel during the grant review process. The above information is not intended to give influence to the grant applicant regarding the cultural resource compliance process. The federal agency archaeologist should always be consulted before decisions regarding cultural resource compliance take place, and his/her recommendations hold precedent.*



## **Section 106 National Historic Preservation Act Compliance**

### **What is Section 106 NHPA Compliance?**

The National Historic Preservation Act of 1966 (16 U.S.C. 470 *et seq.*) (NHPA) established federal policy that guides many federal agency programs in historic preservation and the management of cultural resources. The Advisory Council on Historic Preservation (ACHP) is the major policy advisor to the Government for historic preservation, along with State Historic Preservation Officers (SHPO) (16 U.S.C. 470a(b)(1)(A)) who administer historic preservation programs and represent the interests of states when assisting agencies in meeting their obligations.

Section 106 of the NHPA requires federal agencies take into account the effect of their programs and activities on historic properties prior to expending any funds. ACHP's regulations (*Protection of Historic Properties*) (36 CFR Part 800) prescribe how federal agencies are to identify, evaluate, and assess the effects of their *undertakings* on historic properties. An "*undertaking*" (36 CFR 800.16(y)) means a project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including those carried out by or on behalf of the agency; those carried out with Federal financial assistance; and those requiring a Federal permit, license, or approval.

Federal funds dispensed by the California Fire Safe Council through grants to reduce hazardous fuels may have to comply with Section 106 NHPA regulations, particularly where activities involve ground disturbance. Public information and education program components of these grants are not undertakings under 36 CFR 800 and need not comply with the Section 106 NHPA regulations.

### **What Do I Need for Section 106 NHPA Compliance?**

It is recommended that you contact the lead Federal Agency to identify any Section 106 NHPA compliance requirements and documentation needed to receive the federal agency's approval of projects that are an undertaking under 36 CFR 800. This is recommended before you undertake any studies to avoid duplication or unnecessary work. The principal steps in the Section 106 process are to: identify historic properties potentially affected by the undertaking; assess the undertaking's effects on historic properties; and seek ways to avoid, minimize or mitigate any adverse effects on historic properties. The identification step includes a records search for previously identified archaeological or historical sites within the project area and a field survey conducted by a qualified archaeologist. A record search can be obtained via a qualified archaeologist contacting the California Historical Resources Information System's (<http://ohp.parks.ca.gov>) regional information center for your county. Once that is completed, an archaeological survey of the affected land can be done. A report is then completed documenting the results of the survey and recommended measures to protect any identified historic properties (archaeological or historical sites). This report, produced by a qualified archaeologist provides the documentation for federal agency approval that Section 106 NHPA compliance requirements have been met.

An archaeologist is qualified if they are able to conduct a records search at the respective Information Center for the project area. California has a Registered Professional Archaeologist (RPA). RPA's at a minimum have a master's or higher level experience. Registered Professional Foresters can also typically conduct a record search; however, their work is reviewed by a CALFIRE associate or senior archaeologist.



**What If An Environmental Assessment or Archaeological Survey Has Already Been Completed?**

Contact the lead Federal Agency to determine if existing documentation meets Section 106 NHPA compliance requirements. Provide previous documentation if requested. If an archaeological survey has been done by someone other than an archaeologist, it may not meet Section 106 requirements and another survey may be needed. In some cases other requirements may be a condition of Section 106 approval (e.g., monitoring).

**How Do I Obtain Section 106 NHPA Approval?**

Contact the lead Federal Agency and provide a copy of the grant and a description of the activities that may be an undertaking under 36 CFR 800. Provide a copy of the archaeological survey report, including the results of the records search by the regional information center. Upon receipt of adequate information, the lead Federal Agency can approve most undertakings under the agency's programmatic agreement with the State Historic Preservation Officer and Advisory Council on Historic Preservation. Obtain a copy of this written approval for your records. More complex projects (i.e., those that do not protect historic properties) will require lead Federal Agency consultation with the State Historic Preservation Officer for Section 106 NHPA compliance. This consultation process takes more time and additional studies or project modifications may be required before Section 106 compliance is obtained.

TABLE OF CURRENT FUEL HAZARD REDUCTION PERMIT OPTIONS 10/08/2015

REGULATION/PERMIT TYPE	TREATMENT AREA/ACREAGE LIMIT	SILVICULTURE	DIAMETER LIMIT	SURFACE/LADDER FUELS TREATMENT	RPF REQUIRED?	APPROVAL TIME	EFFECTIVE PERIOD
<i>VOLUNTARY NON-REGULATED FUELS REDUCTION</i>	As determined by proponent. Could be specified in proprietary management plan or grant-funded project specifications	Presumed to be focused on small diameter, non-merchantable understory and brush clearance. Could be specified in proprietary management plan or grant-funded project specifications	No limit except where local tree ordinance, CESA/FESA, or grant-funded project specifications may apply.	Specifications may be provided in proprietary management plan or grant-funded project description. (See Note i below for information on Proposition 40 funding for voluntary fuels reduction)	Not required. Landowner may practice forestry on personal ownership pursuant to PRC §757	Not applicable	Typically multi-year operations. Effective period may be dictated by availability of public or private funds.
<i>150' STRUCTURE PROTECTION EXEMPTION (§1038(c))</i>	Trees within 150' of an approved and legally permitted structure	Prohibition on clearcutting, seed-tree removal step, shelterwood removal step.	No redwood >60" DBH, other species >48" DBH, per 14CCR 1038(i) and subsection (h).	All slash generated, greater than 1" diameter shall be chipped, burned, or removed within 45 days of start of operations; must be consistent with Board Technical Rule Addendum #4 within 1 year	Not required	<u>5</u> working-day review period. Should await CAL FIRE Director's notice of acceptance	1 Year
<i>150' – 300' FIRE CLEARANCE EXEMPTION (§1038(c)(6))</i>	Trees between 150' and 300' of an approved and legally permitted structure	Prohibition on clearcutting, seed-tree removal step, shelterwood removal step. QMD for trees >8" must increase post-treatment consistent with 14CCR 913.2, 932.2, 953.2	No redwood >60" DBH, other species >48" DBH, per 14CCR 1038(i) and subsection (h).	All slash generated, greater than 1" diameter lopped to <18", chipped, piled and burned, or removed within 45 days of start of operations	Required	<u>5</u> working-day review period. Should await CAL FIRE Director's notice of acceptance	1 Year, Regulation expires 01/01/2019

TABLE OF CURRENT FUEL HAZARD REDUCTION PERMIT OPTIONS 10/08/2015

REGULATION/PERMIT TYPE	TREATMENT AREA/ACREAGE LIMIT	SILVICULTURE	DIAMETER LIMIT	SURFACE/LADDER FUELS TREATMENT	RPF REQUIRED?	APPROVAL TIME	EFFECTIVE PERIOD
<i>HARVESTING OF DEAD, DYING OR DISEASED TREES IN AMOUNTS LESS THAN 10% OF THE AVERAGE VOL/ACRE (§1038(b))</i>	No acreage limitation – harvest area constrained by less than 10% volume/acre threshold. Exception in 1038(d) for substantially damaged timberlands. Ops constraints for slope, WLPZ, and road construction.	Sanitation/salvage of individual and small groups of trees	No redwood >60" DBH, other species >48" DBH, per 14CCR 1038(i) and subsection (h).	Slash treatment must be consistent with <i>FPR's Article 7 Hazard Reduction (14CCR 917, 937, 957)</i> .	Not required unless trees to be harvested within standard width of a Watercourse and Lake Protection Zone pursuant to 14 CCR §1038(b)(9).	Operations may occur once LTO has a copy of the exemption	1 Year
<i>HARVESTING OF DEAD OR DYING DROUGHT STRESSED TREES (§1038(k))</i>	No acreage limitation	Sanitation/salvage of dead trees, trees with >50% dead or fading crown or evidence of successful bark beetle attack, or trees judged by RPF likely to die within one year.	No redwood >60" DBH, other species >48" DBH, per 14CCR 1038(i) and subsection (h); QMD just be increased	Slash treatment must be consistent with <i>FPR's Article 7 Hazard Reduction (14CCR 917, 937, 957)</i> .	Not required unless cumulative harvest exceeds 20 acres per total contiguous ownership.	<u>5</u> working-day review period. Operations may occur once LTO has a copy of the exemption	1 Year - Expires 1/12/2016*  *May be extended
<i>WOODY DEBRIS AND SLASH FOR ENERGY PRODUCTION EXEMPTION (§1038(g))</i>	No limit but woody debris and slash must be outside of WLPZ; within reach of loading equipment; must have been generated during timber operations; and delivered as combustion fuel for energy production.	Not Applicable – exemption applies to slash and debris generated by timber operations.	Not Applicable	Not Applicable – fuels are not being created through operations. Pre-existing fuels are being removed for combustion energy production.	Not required	Operations may occur once LTO has a copy of the exemption	1 Year

TABLE OF CURRENT FUEL HAZARD REDUCTION PERMIT OPTIONS 10/08/2015

REGULATION/PERMIT TYPE	TREATMENT AREA/ACREAGE LIMIT	SILVICULTURE	DIAMETER LIMIT	SURFACE/LADDER FUELS TREATMENT	RPF REQUIRED?	APPROVAL TIME	EFFECTIVE PERIOD
<i>“LAMALFA” FOREST FIRE PREVENTION EXEMPTION (§1038(i))</i>	Not to exceed 300 acres.	Stocking standard of 14CCR §1038(i)(5)(A) and (B); QMD just be increased; minimum post treatment canopy closure requirements from 40%-60% dependent upon species and proximity to structures.	18” stump diameter (as measured 8” above ground level); 24” if treatment area within 500’ of a legally permitted structure or CWPP fuel break.	Ladder and surface fuels treated to achieve prescribed vertical & horizontal clearance; post-treatment stand shall contain no more than 200 trees/acre over 3” DBH. Maximum post-harvest slash depth of 9”. Fuels treatment of areas where operations have occurred must be completed within 12 days of start date; burning complete by April 1 of year following operations.	Required	<u>5</u> working-day review period. Should await CAL FIRE Director’s notice of acceptance	1 Year. Slash must be treated within 120 days from start of operations in a specified area. Slash treatment by burning must be completed by April 11 of the following surface fuel creation.
<i>EMERGENCY NOTICE FOR FUEL HAZARD REDUCTION (§1052.4)</i>	No acreage limit, provided that emergency condition is justified by RPF; ¼ mile from “Community at Risk”, within 500’ of: legally permitted structures, public or federal road, private structure access road, mainline haul road identified as necessary for suppression/evacuation, fire suppression ridges, transmission lines, towers, or water conduits.	<i>Commercial thinning</i> stocking standard (§913.3) or <i>Selection uneven-aged</i> stocking (§913.2); QMD must be increased for trees >8” dbh; minimum post treatment canopy closure requirements from 40%-60% dependent upon species and proximity to structures.	24” outside bark stump diameter; 30” if fuel reduction objectives cannot be met at 24” limit.	Ladder and surface fuels treated to achieve prescribed vertical & horizontal clearance; post-treatment stand shall contain no more than 200 trees/acre over 3” dbh. Maximum post-harvest slash depth of 9”. Fuels treatments must be completed within 120 days of the start date; burning complete by April 1 of year following operations.	Required	<u>15</u> working-day review period. Should await CAL FIRE Director’s notice of acceptance	120 days. Slash treatment by burning must be completed by April 1 of the year following surface fuel creation.

TABLE OF CURRENT FUEL HAZARD REDUCTION PERMIT OPTIONS 10/08/2015

REGULATION/PERMIT TYPE	TREATMENT AREA/ACREAGE LIMIT	SILVICULTURE	DIAMETER LIMIT	SURFACE/LADDER FUELS TREATMENT	RPF REQUIRED?	APPROVAL TIME	EFFECTIVE PERIOD
<p><i>TIMBER OPS IN LAKE TAHOE REGION (§1038(f))*</i></p> <p>*ALSO REQUIRES TAHOE REGIONAL PLANNING AGENCY "TAHOE BASIN TREE REMOVAL PERMIT" (SEE NOTE IV. BELOW)</p>	<p>Consistent with PRC §4584 (b), (c), (j). Substantial number of operational constraints for slope and watercourse protection, including significant constraints on heavy equipment use within SEZs and WLPZs.</p>	<p>Prohibition on clearcutting, seed-tree removal step, shelterwood removal for exemptions pursuant to §4584 (j). Otherwise, sanitation/salvage of individual and small groups of trees.</p>	<p>No limit, but must comply with 1038(i) and subsection (h) except for exemptions pursuant to §4584 (c) (&lt;10% Dead, Dying, Diseased).</p>	<p>All slash generated, greater than 1" diameter chipped, burned, or removed within 45 days of start of operations; must be consistent with Board Technical Rule Addendum #4 for 150' fire clearance exemption (§4584 (j)). Otherwise, slash treatment must be consistent with <i>FPR's Article 7 Hazard Reduction</i>.</p>	<p>Required</p>	<p><u>5</u> working-day review period. Should await CAL FIRE Director's notice of acceptance</p>	<p>1 Year</p>

NOTES:

- i. This table provides a listing of state permit options as of October 8, 2015. While it is anticipated that these options will remain as listed above beyond 2015, except as noted, it is important to remember that the most current rules are always applicable. To confirm that the various options shown in this table are still available, it is advised that property owners contact a local Forest Advisor/Forestry Assistance Specialist with the California Department of Forestry and Fire Protection (CAL FIRE roster attached).
- ii. Further information, including the current State Forest Practice Rules and Exemption/Emergency Notice forms, as well as information on commercial timber harvesting permit options, may be found on the CAL FIRE website at: [http://www.calfire.ca.gov/resource\\_mgt/resource\\_mgt\\_forestpractice.php](http://www.calfire.ca.gov/resource_mgt/resource_mgt_forestpractice.php).
- iii. It should be recognized that Regional Water Quality Control Boards may require an additional waste discharge permit or compliance with permit waiver conditions. Further information on Regional Board requirements may be found through the State Water Resources Control Board website at: <http://waterboards.ca.gov>.
- iv. Information on "Tahoe Basin Tree Removal Permits" issued by the Tahoe Regional Planning Agency (TRPA) may be found on the TRPA website at: <http://www.trpa.org>.

# Procurement

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*This section provides guidance on major topics relating to procurement of goods and services under your federal grant. Make sure that your organization's written procedures meet the standards in the Code of Federal Regulations and then follow them consistently.*

## Procurement Policy

All subrecipients are required to have a written policy that explains the procedures for procuring services or entering into contracts. The policy should provide guidance on proper procedures to accomplish the following objectives:

- Avoid unnecessary purchases
- Evaluate lease vs. purchase options
- Maintain consistent selection process
- Document procurement decisions
- Avoid conflicts of interest
- Identify excluded parties
- Address disputes or protests
- Ensure getting best value on purchases

Subrecipients must document the entire process for purchases and contracts.

## Types of Purchases

**Micro-purchases** may be made without soliciting competitive quotations if the grant recipient considers the price to be reasonable. OMB also specifically points out, to the extent practicable, that grant recipients must distribute micro-purchases equitably among qualified suppliers.

**Small purchases** are made by comparing price, quality, evaluating competitive fairness, and ensuring opportunities for inclusion. For small purchases, keep documentation that prices were compared.

**Sealed bids** are chosen based on price and past performance. Evaluate contractor eligibility and clearly describe project activities and contract provisions that may impact costs, such as environmental constraints, and working with individual landowners.

**Competitive proposals** are chosen based on price and how well the proposal will meet the goals of the grant program. This might be a good option for a project that could be completed with very different methods, or for a creative project like an outreach video, website, or printed materials, which could be more or less expensive depending on the quality of production.

**Non-competitive proposals** are used only in cases where there are not multiple qualified bidders. This may happen in remote areas. A cost analysis is required to show that the contract is reasonable.

**Intergovernmental agreements** can be made with the use of grant funds except with a federal agency. (No grant funds can be used to cover federal agency costs.)

## **Competition**

There is no strict definition of what open competition looks like since it will depend on what resources are available in your area but the code of federal regulations standards call for free, open, and full competition.

**Inclusion of woman and minority-owned and small businesses:** Use these types of businesses (OMB A-102: “when possible” and 2 CFR 215: “to the fullest extent practicable”). Seek them out for bid invitations and consider splitting large contracts. Require the same of sub-contractors

**Separation:** 2 CFR Part 215 specifically disallows from competing those involved in the preparation of specifications on the request for proposals. A-102 is less strict but prohibits non-competitive awards to be given to consultants on retainer. With either of these two requirements, the purpose is to allow for competition whenever possible and to provide reasonable justification for your selection of contractors so that the competitive process has been open.

**Advertisement:** Describe the technical requirements and the project conditions, such as environmental protections, so that potential contractors can clearly represent their costs. Be sure to target woman or minority owned businesses and small businesses.

**Restrictions:** Plan your project to minimize constraints such as the type of equipment needed or the use of local versus out of town contractors.

**Pricing:** If you feel that you have not received bids or proposals that are reasonable you can choose to reject all of them. The Cost Principles require that purchases be allowable, allocable and reasonable and that reasonableness may need to be demonstrated during an audit. You want to keep a good relationship with your potential contractors too and you can make the point to them that in order to award this work you need them to clearly justify their costs.

**Award:** Be sure, especially in the case of those who follow OMB A-102, that you have clearly communicated the project requirements so that when you make a selection based on price, you are getting the best value for the program. Under 2 CFR 215 the standards allow consideration of “other factors” when awarding a contract. Ideally you would have made the

technical requirements clearly stated in the RFP, so an award based on price would also make the most sense. When awarding a contract, 2 CFR 215 does allow you to consider things like work scheduling needs, past performance, and incorporating small, woman or minority owned businesses according to your organization's policies.

## **Contracts**

Both sets of administrative requirements call for written policies for contract administration.

Your written policy shall include methods for monitoring contractor performance and should describe the contract clauses that are required for contracts funded by federal grants. Contract clauses applicable to various organization types are found in this tab.

### **Contracts should address items such as:**

- Environmental mitigation requirements
- Time of day constraints
- Contact information and documentation requirements
- Changes, termination, performance and workers compensation requirements and any other requirements needed

**All contracts should specify that:** Payment is contingent upon the receipt of funding by CFSC from the federal agency sponsoring the grant and also on receipt of funding by the subrecipient organization from CFSC.

There are specific clauses that need to be included in contracts awarded under your subgrant. These vary based on the cost, type of activity, and the type of organization that you are (nonprofit or government). Include a statement in the contract that the requirements of the referenced statutes must be met. The required clauses can be found on the following pages.

**Debarment Searches:** Subrecipients must perform these searches before issuing any contracts of \$25,000 or more for goods or services associated with grant-funded projects. This requirement applies regardless if the actual funds to be used for payment come from the subgrant or from matching contributions. You can search for records on the SAM website: <https://www.sam.gov>. Type in the name of the organization or other identifiers, such as the DUNS or CAGE number.

Note that when a search result is found, there may be instances where an individual or organization has the same or similar name as your search request but is actually a different party. Therefore, it is important that you verify a potential match by checking other information on the record, such as the address.



Subgrantees also need to retain verification of all searches performed on contractors throughout the grant term. This documentation may be checked during a site visit or desk review.

If during the subgrant term a person or organization involved in this subgrant becomes debarred, excluded or suspended, then you must notify CFSC immediately.

## **Debit cards**

It is best to avoid the use of credit or debit cards, but if you do use them there must be strict controls on their use.

There must be a written policy for use of company credit cards limiting who can use them, providing a process for prompt reconciliation and repayment for mistakes or misuse of the card for personal expenses, and a process for linking credit charges to specific cost objectives such as grants or other projects.

Organizations must give written approval for use of personal credit cards, and have a policy and procedure for linking charges to cost categories and for reimbursement of the cardholder.

Credit and debit cards should be treated like cash. Grantee organizations should not have access to the credit or debit accounts of their fiscal sponsor since it is the fiscal sponsor's responsibility to maintain control over the funds of the grant.

- Have a comprehensive written policy for use of debit or credit cards.
- Cannot combine personal charges with business charges.
- Have a process for reimbursement in the case of accidental misuse of business cards for personal expenses.
- Fiscal Sponsors do not share credit or debit cards with sponsored organizations.

## **Code of Federal Regulations, Title 7: Agriculture**

### **PART 3019—UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND AGREEMENTS WITH INSTITUTIONS OF HIGHER EDUCATION, HOSPITALS, AND OTHER NON-PROFIT ORGANIZATIONS**

#### **Appendix A to Part 3019—Contract Provisions**

All contracts, awarded by a recipient, including small purchases, shall contain the following provisions as applicable:

1. *Equal Employment Opportunity* —All contracts shall contain a provision requiring compliance with E.O. 11246, “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
2. *Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)* —All contracts and subgrants in excess of \$2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
3. *Davis-Bacon Act, as amended (40 U.S.C. 276a to a–7)* —When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a–7) and as supplemented by Department of Labor regulations (29 CFR part 5, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction”). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
4. *Contract Work Hours and Safety Standards Act (40 U.S.C. 327–333)* —Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours

in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

5. *Rights to Inventions Made Under a Contract or Agreement*—Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

6. *Clean Air Act (42 U.S.C. 7401 et. seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended*—Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq. ) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq. ). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

7. *Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)*—Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

8. *Debarment and Suspension (E.O.s 12549 and 12689)*—All parties doing business with the Department of Agriculture should consult the Department's regulations for debarment and suspension found at 7 CFR 3017. No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension.” This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

**USDA Procurement Contract Provisions for  
State, Local, and Indian Tribal Government Recipients**

**7 CFR 3016.36(i)(1 – 13)**

**(Non Construction/Non Research contract provisions in bold)**

(i) *Contract provisions.* A grantee's and subgrantee's contracts must contain provisions in paragraph (i) of this section. Federal agencies are permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy.

**(1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold-currently \$100,000)**

**(2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)**

**(3) Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or subgrantees)**

(4) Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). (All contracts and subgrants for construction or repair)

(5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5). (Construction contracts in excess of \$2000 awarded by grantees and subgrantees when required by Federal grant program legislation)

(6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)

**(7) Notice of awarding agency requirements and regulations pertaining to reporting.**

(8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.

**(9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.**

**(10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.**

**(11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.**

**(12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000)**

**(13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).**

# Progress Reports

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***Good communication with your Grant Specialist (GS) is one of the most important ingredients of a successful grant project. Contact your GS at least once per month to report progress, issues and events related to the completion of your project. Communicate any setbacks or problems that affect your project. Share any special success stories that result from your project.***

***Failure to submit complete and accurate reports on time will result in the denial of advance payment requests. Continued failure to meet this requirement may result in termination of the subgrant.***

## **How to Submit Quarterly Progress Reports**

The online Progress Report is available by logging in to your ZoomGrants account at <http://www.zoomgrants.com>. Follow the guidance on the following pages as you complete your quarterly reports.

Your Progress Report consists of three parts:

1. Progress Report narrative
2. Match and Expense form
3. Source documentation for all federal and match funded activities

### **Progress Report Narrative**

The Progress Report narrative is 24 questions that provide details about all activities that took place during the quarter, whether grant-funded or completed through matching contributions. Your Progress Report will tell the story of the subgrant, from early planning stages to project implementation to final completion. Be specific and descriptive. Use quantifiable data where possible. Progress Reports with insufficient data will not be accepted.

The Progress Report narrative also includes specific data on the number of accomplishments, expenses, match, and other deliverables that were formerly referred to as “Table Data”. Make sure this information is as accurate as possible and reflects the match and expense form you submit separately.

## **Match and Expense Reports**

In addition to the online Progress Report, subgrantees must submit the Match & Expense Reports each quarter. These reports are spreadsheet forms that are available from your GS and on the CFSC website.

The Match Report will itemize each match contribution spent or used during the quarter. The Expense Report will itemize each cost paid for with grant funds.

You may also choose to combine similar items on one line for certain situations. For example, you collect hundreds of chipping forms and do not want to list each individual's information. These can be totaled on one line with a brief description. Only combine like items from the same business, or match contributions from the same individual or a group, that occurred in a single quarter and cost category. After the form is complete, you will certify at the bottom of the form that the information is true and accurate. Certification should be a signature or typed name using the symbol /s/.

The amounts reported **MUST** match the amounts reported in the online Progress Report. If the amounts do not match, then the reports must be revised. Payments will be denied until all required reports are submitted correctly.

## **Source Documentation**

Subgrantees are required to submit source documentation to support all match and expense amounts reported on Progress Reports and Match & Expense Reports.

Source documentation includes receipts, invoices, documents and other items which validate the legitimacy of every grant expense, including those covered by matching contributions.

Lack of adequate and complete documentation will result in disallowance of costs and match, in which case you may have to pay back grant funds.

## **2. Reporting Periods**

Periodic reporting is a requirement of the subgrant. After every quarter, you will complete and submit these reports. Reports are due thirty days after each reporting period.

The 2015 SFA, SFAX and HM subgrants and 2016 USFS WUI subgrants span 2 years (24 months). Mark these quarter dates and reporting due dates to your calendar so that you do not miss these vital deadlines.

### **Reporting Periods for 2015 USFS- SFA, SFAX and HM Subgrants**

<b>Report Period</b>	<b>Progress , Match and Expense Reports Quarter Dates</b>	<b>Due Date</b>
<b>1</b>	September 1 - November 30, 2015	December 31, 2015
<b>2</b>	December 1, 2015 - February 29, 2016	March 31, 2016
<b>3</b>	March 1 - May 31, 2016	June 30, 2016
<b>4</b>	June 1 - August 31, 2016	September 30, 2016
<b>5</b>	September 1 - November 30, 2016	December 31, 2016
<b>6</b>	December 1, 2016 - February 28, 2017	March 31, 2017
<b>7</b>	March 1- May 31, 2017	June 30, 2017
<b>8</b>	June 1 – August 31, 2017	September 30, 2017

### **Reporting Periods for 2016 USFS-WUI Subgrants**

<b>Report Period</b>	<b>Progress , Match and Expense Reports Quarter Dates</b>	<b>Due Date</b>
<b>1</b>	December 1, 2015 - February 29, 2016	March 31, 2016
<b>2</b>	March 1 - May 31, 2016	June 30, 2016
<b>3</b>	June 1 - August 31, 2016	September 30, 2016
<b>4</b>	September 1 - November 30, 2016	December 31, 2016
<b>5</b>	December 1, 2016 - February 28, 2017	March 31, 2017
<b>6</b>	March 1- May 31, 2017	June 30, 2017
<b>7</b>	June 1 – August 31, 2017	September 30, 2017
<b>8</b>	September 1- November 30, 2017	December 31, 2017

## **3. Submitting Your Progress Report**



### A. Log In

The Progress Report can be found at [www.ZoomGrants.com](http://www.ZoomGrants.com) or <http://www.cafiresafecouncil.org/zoomgrantslogin/>. Simply enter your email address and password to enter the site.

If you experience problems logging in or have forgotten your password, use the “Forgot Password” link and an automated email will be sent to you with your password.

### B. My Account Home Navigation

This is the first page that will open when you enter your account. From here you can jump to all your applications and progress reports.

1. **Tabs:** ZoomGrants is divided into tabs to help users access different parts of the reporting process. Simply click a tab to move through the account.
  - a. **My Applications Tab:** This is the default tab when logging into ZoomGrants. It will show the applications submitted and their status.
    - i. **Incomplete:** Full application not yet submitted
    - ii. **Submitted:** In review process
    - iii. **Approved:** Approved applications listed per the grant cycle/program. Click here to open the progress report.
    - iv. **Declined:** Declined applications listed per the grant cycle/program.
    - v. **Archived:** Applications that have been selected to be archived.
    - vi. **Currently Open:** All Clearinghouse grant programs that are currently open to accepting new applications will be listed here.
  - b. **Account Profile Tab:** Update contact information for the organization, for user account and change password or user ID.
2. **Open the Progress Report:** To access the progress report, click on the “Approved” tab and find the current grant project. Click on the yellow text of the title of the project or the button labeled “Add New Progress Report” to open the grant project.

### C. Progress Report Navigation

1. Main Navigation Tabs (These appear at the top of the page)
  - a. Open Programs: Clicking will leave the progress report screen and open a new page with a list of current open grant programs.
  - b. Description: Description of the grant program

- c. Restrictions: Pertinent restrictions of the grant program
- d. Library: Resource and other documents related to the grant program
- e. Contact Admin: Sends email directly to CFSC Administrative staff
- f. Announcements: Messages from CFSC staff

## 2. Application Tabs

- a. Application Snapshot TAB 1: Contact information from application.
- b. Organization Information TAB 2: Organizational information from application.
- c. Project Information TAB 3: Application project information.
- d. Tables TAB 4: Financial and budget tables and accomplishments information from the application.
- e. Documents: Pre-Award documents, resource documents and other useful templates
- f. Extra: Skip this section
- g. Activity Log: Log of all activities on the application and progress report.

## 3. Progress Report Tabs

- a. Progress Report: Narrative questions and required document uploads. Each quarter will have its own tab. Select the current quarter to complete the report.
  - i. Narrative Questions #1-13  
The first thirteen questions on the progress report require a paragraph style response or a check box. Detailed instructions on appropriate responses for the questions are included in the online form and in the sample progress report
  - ii. Table Style Questions #14-21  
Progress report questions #14-21 prompt you to enter a whole number into the boxes. Some response will be quantities and others will be costs. Only enter whole numbers, no commas, decimals, text, or dollar signs.
- b. Progress Report Totals: Auto-summary of progress report narrative questions. No information will be entered in this section.

## **D. Submitting the report**

The ZoomGrants system will not allow you to submit the report until you have uploaded the Expense, Match and Source documentation.

After you have finished questions #1-24, ZoomGrants will perform an automatic error check for any missing information. Missing information will be listed in red at the top of the progress report screen. Once you have completed the missing information, click *Refresh* , ZoomGrants will re-check all of the answers and then you may Submit again if the report is complete.

#### **E. Saving your report and printing**

All answers on the progress report are automatically saved when you move to another field. If you want to complete the report later, no need to save it, it's automatically done for you.

You can print a copy of the report by selecting the *Print/Preview* button on the top right of your screen.

### **4. Step-by-Step Instructions for the Progress Report**

#### **A. Progress Report Narrative Section (Located in the Progress Report Tab)**

##### **WORKPLAN ACTIVITY PROGRESS**

**Question #1: What work plan tasks and activities were accomplished this quarter? Describe the steps accomplished, each outcome and who participated in them. Include activities funded by the grant and match.** *Describe in detail all major accomplishments of your project during the quarter, such as events conducted, public meetings held, project milestones reached, comments from community members, press coverage, participation by matching contributors, etc. Be descriptive and complete and use quantifiable data where possible. Reference specific workplan activities from your grant application, when applicable. Limit your response to 5,000 characters (approximately 1,000 words)*

**Question #2: What problems or setbacks occurred this quarter? Describe which work plan activities were delayed and the reasons the project did not progress this quarter.**

*List the major details about barriers to completion that you experienced and how you dealt with them. Reference specific workplan activities, from the application, that were affected by the delay. Discuss any major setbacks with your CFSC Grant Specialist. Limit your response to 5,000 characters (approximately 1,000 words)*

##### **CHANGES**

**Question #3: Are you projecting any changes from your original application?** *Remember, you must seek prior written approval before making changes to the scope of work plan, objectives of the approved project, key personnel, location or transfer of substantive programmatic work to*

*another party, or budget modification. Modifications shall be made only with CFSC Grant Manager approval, by the issuance of Modification Request Form, prior to any changes being implemented.*

- *No- Please select or enter "N/A" in the next two questions*
- *Yes-Please answer the next two questions.*

**Question #4: What kind of changes are you projecting? Check ALL that apply.**

- N/A - We are not projecting any changes from our original application.
- Scope Change
- Budget Change
- Extension

**Question #5: Describe the Change/Extension and what activities will be involved. For budget changes, include the dollar amount involved . For extension changes, include the new end date. If the change has already been approved, include the date approved. If you are not projecting any changes, please enter 'N/A'.**

Any work performed or expense incurred without prior written approval from CFSC will not be reimbursed.

Budget changes that affect greater than 10% of your grant budget must be pre-approved. Please indicate if you are or have requested a greater than 10% change to your budget. If your budget change affects less than 10% of your budget, indicate the amount and how it will affect your project's goals.

Revisions to budget and/or program plans shall be made in accordance with federal grant regulations.

*If Yes, describe a) when the extension was granted, b) the reasons for the request, c) what date the extension was approved, d) the new end date of the grant Limit your response to 3,000 characters (approximately 500 words)*

#### **COMMUNITIES AFFECTED**

**Question #6: List the names of communities that were directly affected by your project's Prevention and Education Programs. Remember that you may only list a community's name once throughout the grant term. You may only list communities if the Prevention and Education**

*Programs were accomplished during this quarter AND the programs had a direct effect on the community. This should correlate to what you report as your accomplishments later in the report. Limit your response to 500 characters (approximately 250 words)*

**Question #7. List the names of communities that were directly affected by your project's Hazardous Fuel Reduction Programs. Remember that you may only list a community's name once throughout the grant term.** *You may only list communities if the Hazardous Fuel Reduction Programs were accomplished during this quarter AND the programs had a direct effect on the community. This should correlate to what you report as your accomplishments below. List the names of the communities, do not include a narrative of the communities or the county.*

**Question #8. List the names of communities that were directly affected by your project's Fire Management Plans, Risk Assessments or Equivalents. Remember that you may only list a community's name once throughout the grant term.** *You may only list communities if the Fire Management Plans, Risk Assessments or Equivalents were accomplished during this quarter AND the programs had a direct effect on the community. This should correlate to what you report as your accomplishments. List the names of the communities, do not include a narrative of the communities or the county.*

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

## **PROGRAM INCOME**

**Question #9: Did you earn or use as match any program income during this period?**

- ☐ No
- ☐ Yes

Questions #10 – 13 will only be displayed if “yes” is selected on question #9.

### **10. Projected Program Income**

*Enter the projected program income (from your application) for your entire project. You will need to re-enter the same projected value every quarter, it should not change.*

\_\_\_\_\_ *Projected Program Income*

\_\_\_\_\_ *Total (This field will automatically calculate the total)*

### 11. Program Income Earned

*Enter the \$ amount of program income that was earned or generated during this quarter. Remember, program income is gross income directly generated by grant activities. Program income must be "added" to the grant amount and spent during the grant term.*

\_\_\_\_\_ Program Income Earned

\_\_\_\_\_ Total (This field will automatically calculate the total)

Program income is gross income directly generated by subgrant activities during the subgrant term. Program income must be "added" to the subgrant amount and spent during the subgrant term to further the objectives of the subgrant. Unspent program income will be considered excess grant funds and must be sent to California Fire Safe Council at grant close-out.

### 12. Program Income Spent

*Enter the \$ amount of program income that was spent during this quarter. Unspent program income will be considered excess grant funds and must be returned to California Fire Safe Council at grant close out.*

\_\_\_\_\_ Program Income Spent

\_\_\_\_\_ Total (This field will automatically calculate the total)

**Question #13: How was the program income used/spent to further the project's goals during this quarter?** *If you reported program income this quarter, explain how it was used. Types of program income include fees for services performed, such as a fee for a workshop or training provided. Donations are not program income. Limit your response to 5000 characters (approximately 1,000 words)*

### **EXPENSES**

**Question #14: Expenses:** *Please enter numbers ONLY - no letters or other characters (commas or decimals). Refer to the Print/Preview (scroll to the very bottom) for calculated subtotals and totals.*

\_\_\_\_\_ Payments Received (Enter as a NEGATIVE NUMBER)

\_\_\_\_\_ Personnel

\_\_\_\_\_ Fringe Benefits

\_\_\_\_\_ Travels

\_\_\_\_\_ Equipment

\_\_\_\_\_ Supplies

\_\_\_\_\_ Contractual  
\_\_\_\_\_ Other  
\_\_\_\_\_ Indirect Costs (Only with Approved Indirect Cost Rate Agreement)  
\_\_\_\_\_ **Total**

### **MATCH**

**Question #15: Match:** *Please enter numbers ONLY - no letters or other characters (commas or decimals). Refer to the Print/Preview (scroll to the very bottom) for calculated subtotals and totals.*

In each Cost Category section, enter total expenses and the amount paid for each *using matching contributions of cash or in-kind goods and services, not grant funds*. Do not use dollar signs or commas, and use only whole dollar amounts, no cents.

If you or your fiscal sponsor has a federally approved Indirect Cost Rate that has been prorated as part of your match, please indicate the cost savings you are claiming in the “Other” cost category.

Match is reported when it is spent or used for the project not when it is received. For example, if you receive a cash match of \$500 in quarter 1 that you use to buy supplies in quarter 3, then you will report the match in quarter 3.

\_\_\_\_\_ Match Projected (Enter as a NEGATIVE NUMBER)  
\_\_\_\_\_ Personnel  
\_\_\_\_\_ Fringe Benefits  
\_\_\_\_\_ Travels  
\_\_\_\_\_ Equipment  
\_\_\_\_\_ Supplies  
\_\_\_\_\_ Contractual  
\_\_\_\_\_ Other  
\_\_\_\_\_ Indirect Costs (Only with Approved Indirect Cost Rate Agreement)  
\_\_\_\_\_ **Total**

## **PROJECTED DELIVERABLES- FEDERAL FUNDS**

### **16. Project Deliverables QUANTITIES- FEDERAL FUNDS**

*Please enter numbers ONLY - no letters or other characters. Refer to the Print/Preview (scroll to the very bottom) for calculated totals.*

Report on the quantity accomplished with the deliverable. Remember you identified quantities and costs for projected deliverables in the original subgrant application. By the end of the subgrant term, you must meet or exceed those projections.

#### **In the “Community Assessment Wildfire Planning” section:**

For “community risk assessments”, if your project workplan includes completion of community risk assessments, it will normally be 1 or at the most 2 or 3, over the entire life of the grant, and we would expect to see the “completed” number show up in one of the last quarters of the grant. DO NOT enter the number of defensible space hazard evaluations that you performed on individual properties.

For “Community Wildfire Protection Plans”, if your project workplan includes completion of a CWPP, this would normally be 1 or at most 2 over the life of the grant, and we would expect to see the “completed” number show up in one of the last quarters of the grant.

For “Fire Management Plans” this type of project is normally only conducted by grantees that are local government fire protection agencies, and normally they would only do 1 plan over the life of the grant.

#### **In the “Information/Education” section:**

For “fire education Workshops/Training Sessions”, this number would normally be in a range of from 1 to 10, depending on your project work plan

For “Outreach/Education Programs” normally this would be in a range of from 1 to 10.

For “Education/Information Products”, if you printed 3 different types of brochures or posters in conjunction with your project, and distributed 500 copies of each, enter 3, not 1,500.

#### **In the “Fuels Treatment” section:**

In the “Fuels Treatment” section, as you complete this section each quarter, compare the totals to date to the totals you projected for the entire project in your grant application.



For “Acres Prepared for Treatment”, enter the number of acres encompassed by pre-treatment activities, such as flagging the project boundary, conducting archeological and biological surveys, preparing timber harvest plans, etc.

For “Acres Mechanically Treated”, enter the total acres treated by all of the Mechanical Treatment methods listed in the “Fuels Treatment” portion of Section 28 “Project Deliverables” of your Grant Application.

For “Acres Treated with Prescribed Fire” enter the total acres treated by all of the Prescribed Fire methods listed in the “Fuels Treatment” portion of Section 28 “Project Deliverables” of your Grant Application.

For “Acres Treated by other Methods”, enter the total acres treated by all of the Other Treatment methods listed in the “Fuels Treatment” portion of Section 28 “Project Deliverables” of your Grant Application.

For “Acres Treated by Mechanical Means with By Products Utilized”, enter the total acres treated by all Mechanical Treatment methods that had a byproduct utilized. Byproducts include logs, chips, firewood etc that was created as a result of mechanical removal from your project. Utilized means the byproduct was used for additional purposes regardless if there is monetary gain from it. For example, wood chips used as a mulch that was removed from homeowners backyard.

_____	Community Risk Assessment
_____	Community Wildfire Protection Plan
_____	Fire Management Plan
_____	Workshop Training Session
_____	Outreach Education Program
_____	Education/Information Products
_____	Acres Prepared for Treatment
_____	Acres Mechanically Treated
_____	Acres Mechanically Treated
_____	Acres Treated with Prescribed Fire
_____	Acres Treated with Other Methods
_____	<b>Total</b>

### 17. Project Deliverables COSTS - FEDERAL FUNDS

*Please enter numbers ONLY - no letters or other characters (commas or decimals). Refer to the Print/Preview (scroll to the very bottom) for calculated totals.*

\_\_\_\_\_ Community Risk Assessment  
\_\_\_\_\_ Community Wildfire Protection Plan  
\_\_\_\_\_ Fire Management Plan  
\_\_\_\_\_ Workshop Training Session  
\_\_\_\_\_ Outreach Education Program  
\_\_\_\_\_ Education/Information Products  
\_\_\_\_\_ Acres Prepared for Treatment  
\_\_\_\_\_ Acres Mechanically Treated  
\_\_\_\_\_ Acres Mechanically Treated  
\_\_\_\_\_ Acres Treated with Prescribed Fire  
\_\_\_\_\_ Acres Treated with Other Methods  
\_\_\_\_\_ **Total**

### **PROJECT DELIVERABLES – MATCH**

### 18. Project Deliverables QUANTITIES - MATCH

*Please enter numbers ONLY - no letters or other characters (commas or decimals). Refer to the Print/Preview (scroll to the very bottom) for calculated totals.*

\_\_\_\_\_ Community Risk Assessment  
\_\_\_\_\_ Community Wildfire Protection Plan  
\_\_\_\_\_ Fire Management Plan  
\_\_\_\_\_ Workshop Training Session  
\_\_\_\_\_ Outreach Education Program  
\_\_\_\_\_ Education/Information Products  
\_\_\_\_\_ Acres Prepared for Treatment  
\_\_\_\_\_ Acres Mechanically Treated  
\_\_\_\_\_ Acres Mechanically Treated  
\_\_\_\_\_ Acres Treated with Prescribed Fire  
\_\_\_\_\_ Acres Treated with Other Methods  
\_\_\_\_\_ **Total**

### 19. Project Deliverables COSTS - MATCH

*Please enter numbers ONLY - no letters or other characters (commas or decimals). Refer to the Print/Preview (scroll to the very bottom) for calculated totals.*

\_\_\_\_\_ Community Risk Assessment  
\_\_\_\_\_ Community Wildfire Protection Plan  
\_\_\_\_\_ Fire Management Plan  
\_\_\_\_\_ Workshop Training Session  
\_\_\_\_\_ Outreach Education Program  
\_\_\_\_\_ Education/Information Products  
\_\_\_\_\_ Acres Prepared for Treatment  
\_\_\_\_\_ Acres Mechanically Treated  
\_\_\_\_\_ Acres Mechanically Treated  
\_\_\_\_\_ Acres Treated with Prescribed Fire  
\_\_\_\_\_ Acres Treated with Other Methods  
\_\_\_\_\_ **Total**

#### **MECHANIZED TREATMENT WITH BYPRODUCTS UTILIZED**

##### **20. Mechanized Treatment with Byproducts Utilized QUANTITY**

*Please enter numbers ONLY - no letters or other characters (commas or decimals). Refer to the Print/Preview (scroll to the very bottom) for calculated totals.*

\_\_\_\_\_ Acres- FEDERAL FUNDS  
\_\_\_\_\_ Acres- MATCH  
\_\_\_\_\_ TOTAL

##### **21. Mechanized Treatment with Byproducts Utilized COST**

*Please enter numbers ONLY - no letters or other characters (commas or decimals). Refer to the Print/Preview (scroll to the very bottom) for calculated totals.*

\_\_\_\_\_ Acres- FEDERAL FUNDS  
\_\_\_\_\_ Acres- MATCH  
\_\_\_\_\_ TOTAL

#### **SUCCESS STORIES**

**22. Please share any success stories or anecdotes.** Limit your response to 5,000 characters (approximately 1,000 words)

### **IS YOUR PROJECT COMPLETE?**

**23. Is your project complete? If yes, have you notified your grant specialist and prepared your close-out documents?**

*If this is your final Progress Report, contact your CFSC Grant Specialist for details on closing out your grant. Close-out forms can be found in the Documents Tab.*

- *No- Our project is not complete*
- *Yes- Our project is complete AND we have notified our grant specialist and prepared our close-out documents.*
- *Yes- Our project is complete BUT we have NOT notified our grant specialist and/or prepared our close-out documents.*

### **DID YOU SUBMIT MATCH AND EXPENSE DOCUMENTATION?**

**24. Did you submit your match and expense forms and source documentation for this quarter?**

- Yes- They have been uploaded.
- No- I will complete it before I submit the progress report.

#### **4. Submitting your Match and Expense Reports**

Match and Expense Report forms are required every quarter; the online report cannot be submitted without uploading these forms. Use the template titled **Quarterly Match and Expense Reporting Form** located in [ZoomGrants](#) at the bottom of the progress report tab. There are two Excel sheets in the document: both forms must be completed, signed and uploaded to [ZoomGrants](#). All entries must be whole dollars only using the standard rounding principles of >.50 round up and <.50 round down.

#### **A. EXPENSE FORM INSTRUCTIONS:**

**1. TOTAL EXPENSES FROM PROGRESS REPORT FOR THIS QUARTER:** Enter the total for the current quarter as shown on the bottom of Expense Form. This number must be the same as the total on your ZoomGrants Progress Report under the #14 Expenses.

**2. PAYEE/VENDOR:** Enter the payee/vendor for the expense in the appropriate cost category. Each expense was logged on your original budget against a cost category. You may group items together in the same cost category, but please keep records for rates and hours for those individual expenses. For example, if you purchased 3

different brochures and 1 custom calendar at a printing company, you can total the expenses and just log the total.

**3. EXPENSE AMOUNT:** Enter total expense accrued for each line item. Whole dollars only. Add rows as needed

a. **Total Personnel:** Copy and paste the total amount in the cell to the appropriate cell of the Quarterly Progress Report of #14 Expenses in the ZoomGrants account.

b. **Total Fringe Benefits:** Copy and paste the total amount in the cell to the appropriate cell of the Quarterly Progress Report of #14 Expenses in the ZoomGrants account.

c. **Total Travel:** Copy and paste the total amount in the cell to the appropriate cell of the Quarterly Progress Report of #14 Expenses in the ZoomGrants account.

d. **Total Equipment:** Copy and paste the total amount in the cell to the appropriate cell of the Quarterly Progress Report of #14 Expenses in the ZoomGrants account.

e. **Total Supplies:** Copy and paste the total amount in the cell to the appropriate cell of the Quarterly Progress Report of #14 Expenses in the ZoomGrants account.

f. **Total Contractual:** Copy and paste the total amount in the cell to the appropriate cell of the Quarterly Progress Report of #14 Expenses in the ZoomGrants account.

g. **Total Other:** Copy and paste the total amount in the cell to the appropriate cell of the Quarterly Progress Report of #14 Expenses in the ZoomGrants account.

h. **Total Indirect Costs:** Copy and paste the total amount in the cell to the appropriate cell of the Quarterly Progress Report of #14 Expenses in the ZoomGrants account.

**4. PAYMENT METHOD:** Select cash, check or automatic payment/debit from the drop-down box.

**5. QUARTER TOTAL:** This line automatically calculates all amounts in the EXPENSE AMOUNT column. This amount should equal the amount of total expense in your progress report and the line called TOTAL EXPENSE FROM PROGRESS REPORT FOR THIS QUARTER.

**6. CERTIFICATION:** Please type your signature and date the certification.

**B. MATCH FORM INSTRUCTIONS:**

**A. TOTAL MATCH FROM PROGRESS REPORT FOR THIS QUARTER:** Enter the total for the current quarter as shown on the bottom of Match Form. This number must be the same as on your ZoomGrants Progress Report on #15 Match.

**B. MATCH PROVIDER:** Enter the individual(s) or organization(s) that provided the match in the appropriate cost category. Each contribution was logged on your original budget against a cost category. Group items together if they are charged to the same cost category, but please keep records for the rates and hours for those individuals. For example, if your public education event had 5 different volunteers, list their names (up to 5 individuals) and sum their in-kind contribution(s).

**C. MATCH AMOUNT:** Enter total match accrued for each line item. Whole dollars only. Add rows as needed.

**a. Total Personnel:** Copy and paste the amount in the cell to the appropriate of the Quarterly Progress Report on #15 Match in the ZoomGrants account.

**b. Total Fringe Benefits:** Copy and paste the amount in the cell to the appropriate of the Quarterly Progress Report on #15 Match in the ZoomGrants account.

**c. Total Travel:** Copy and paste the amount in the cell to the appropriate of the Quarterly Progress Report on #15 Match in the ZoomGrants account.

**d. Total Equipment:** Copy and paste the amount in the cell to the appropriate of the Quarterly Progress Report on #15 Match in the ZoomGrants account.

**e. Total Supplies:** Copy and paste the amount in the cell to the appropriate of the Quarterly Progress Report on #15 Match in the ZoomGrants account.

**f. Total Contractual:** Copy and paste the amount in the cell to the appropriate of the Quarterly Progress Report on #15 Match in the ZoomGrants account.

**g. Total Other:** Copy and paste the amount in the cell to the appropriate of the Quarterly Progress Report on #15 Match in the ZoomGrants account.

**D. TYPE OF MATCH:** Select either cash or in-kind from the drop-down box.

**E. QUARTER TOTAL:** This line automatically calculates all amounts in the MATCH AMOUNT column. This amount should equal the amount of total match in your progress report and the line called TOTAL MATCH FROM PROGRESS REPORT FOR THIS QUARTER.

**F. CERTIFICATION:** Please type your signature and date the certification.

## **5. Submitting Your Source Documentation**

Source documentation for all expenses and matching contributions is also required quarterly and must be uploaded to ZoomGrants into the Expense Source Documentation or Match Source Documentation Folder in the Documents Tab. Each document must not exceed 4MB in size. Upload source documentation for each cost category separately using a descriptive title such as "Personnel Match Documentation 1 of 10". Source documentation includes receipts, paid invoices, time sheets, chipping request forms, etc.

Every source document that relates to a specific cost must have a label identifying the following information: 1) Grant #, 2) Cost Category, 3) Approved by, 4) Date, 5) Amount, 6) Check/credit/receipt number and 7) Description of how these items or services relate to the project objective.



## QUARTERLY EXPENSE REPORTING FORM

Date:

Quarter:

Grant Number:

Organization:

Name:

Contact Name:

Email Address:

**A. TOTAL EXPENSES FROM PROGRESS  
REPORT FOR THIS QUARTER**

\$ -

B. Payee/Vendor	C. Expense Amount	D. Payment Method
Enter itemized costs under the appropriate category	(whole dollars only)	Click on the cell and select the method in the drop-down menu

### PERSONNEL

<b>a. Total Personnel:</b>	<b>0</b>	

### FRINGE BENEFITS

<b>b. Total Fringe Benefits:</b>	<b>0</b>	

### TRAVEL

<b>c. Total Travel:</b>	<b>0</b>	

### EQUIPMENT

<b>d. Total Equipment:</b>	<b>0</b>	



B. Payee/Vendor	C. Expense Amount	D. Payment Method
-----------------	-------------------	-------------------

#### SUPPLIES

<b>e. Total Supplies:</b>	<b>0</b>	

#### CONTRACTUAL

Fiscal Sponsor Administrative Fee (if applicable)		
<b>f. Total Contractual:</b>	<b>0</b>	

#### OTHER

<b>g. Total Other:</b>	<b>0</b>	
<b>TOTAL DIRECT COSTS:</b>		
<b>h. Indirect Costs</b>	<b>0</b>	
<b>E. TOTAL:</b>		

#### F. CERTIFICATION

The information provided above to California Fire Safe Council is a true and accurate itemized report of the match incurred during the above reporting period and represents the total provided in our budget in the appropriate progress report. Our organization agrees to provide the documentation (receipts, letters, etc) supporting the above information within 24 hours to the CFSC, should there be a need. We understand that we must retain our documentation regarding this grant until we are advised by CFSC that the information is no longer needed. I certify that the above information is true and accurate and that it is documentable.

\_\_\_\_\_  
Organizational Representative

\_\_\_\_\_  
Date



## QUARTERLY MATCH/COST SHARING REPORTING FORM

Date:

Quarter:

Grant Number:

Organization:

Name:

Contact Name:

Email Address:

**A. TOTAL MATCH FROM PROGRESS  
REPORT FOR THIS QUARTER**

\$ -

B. Match Provider	C. Match Amount	D. Type of Match
Enter itemized costs under the appropriate category	(whole dollars only)	Click on the cell and select the type in the drop-down menu

### PERSONNEL

<b>a. Total Personnel:</b>	<b>0</b>	

### FRINGE BENEFITS

<b>b. Total Fringe Benefits:</b>	<b>0</b>	

### TRAVEL

<b>c. Total Travel:</b>	<b>0</b>	

### EQUIPMENT

<b>d. Total Equipment:</b>	<b>0</b>	

B. Match Provider	C. Match Amount	D. Type of Match
Enter itemized costs under the appropriate category	(whole dollars only)	Click on the cell and select the type in the drop-down menu

#### SUPPLIES

<b>e. Total Supplies:</b>	<b>0</b>	

#### CONTRACTUAL

Fiscal Sponsor Administrative Fee (if applicable)		
<b>f. Total Contractual:</b>	<b>0</b>	

#### OTHER

<b>g. Total Other:</b>	<b>0</b>	

**TOTAL DIRECT MATCH** **0**

<b>h. Indirect Costs</b>		
<b>TOTAL:</b>	<b>0</b>	

#### F. CERTIFICATION

The information provided above to California Fire Safe Council is a true and accurate itemized report of the match incurred during the above reporting period and represents the total provided in our budget in the appropriate progress report. Our organization agrees to provide the documentation (receipts, letters, etc) supporting the above information within 24 hours to the CFSC, should there be a need. We understand that we must retain our documentation regarding this grant until we are advised by CFSC that the information is no longer needed. I certify that the above information is true and accurate and that it is documentable.

\_\_\_\_\_  
Organizational Representative

\_\_\_\_\_  
Date

## MATCH DOCUMENTATION

**Background:** Recent fiscal reviews by California Fire Safe Council staff found that some documentation for match contributions did not meet the federal grant regulations. Grantees were not following the federal grant standards for documenting match and therefore were collecting inadequate records for the match counted towards grant projects. The documentation lacked key elements that are required in order for the match to be allowed. Due to the lack of proper documentation, some match amounts were deemed unallowable, causing some grantees to fall short of their approved match requirement.

**Purpose:** This guidance is provided by California Fire Safe Council to highlight the requirements for documenting cash and in-kind match towards a grant. The information below is excerpted from the uniform administrative requirements governing the administration of federal grants. Additional emphasis and descriptions have been provided to further explain the regulations in clear and understandable terms.

Read the full regulation applicable to your organization for a complete understanding of the requirements.

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

**Guidance:** Match contributions can come in two forms: cash or in-kind contributions. Cash contributions may include donations, non-federal grants, and state/local appropriations. In-kind contributions may include the value of donated goods and services, provided by the grantee organization or third party contributors.

All contributions, whether cash or in-kind, must meet ALL of the following criteria in order to be accepted:

- ☐ Are **verifiable** from the recipient's records.
- ☐ Are not included as contributions for any other federally-assisted project or program.
- ☐ Are **necessary** and **reasonable** for proper and efficient accomplishment of project or program objectives.
- ☐ Are **allowable** under the applicable cost principles in 2 CFR Parts 220 or 230.
- ☐ Are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.

**Verifiable** means that the grantee has **adequate documentation** to support the amounts claimed as match.

Documentation shall include the following:

- Name and contact information of the donor
- Date of the donation/contribution
- Detailed description of the item or service
- Value of the contribution, including *how the value was determined* and who made the determination
- Where applicable, receipts/invoices shall be provided as source documentation for the donated item or service
- Time sheets and donation forms with the required elements listed above may be used for collecting match

**Necessary** means that the goods and/or services are essential to the project and meeting the program objectives. The matching contributions must be included in the grant application as part of the budget and work plan. Goods and/or services that are not specifically tied to accomplishing the grant objectives may not be used as match. Contact your Grant Manager for more information.

**Reasonable** generally means that a cost or value would withstand public scrutiny (i.e. objective individuals would agree that the cost is appropriate). For matching contributions, grantees should use cost amounts or values that are consistent with the fair market value and similar work, goods or services in the organization or in the labor market.

**Allowable** means that the costs must conform to any limitations or exclusions set forth in the grant agreement and in the applicable Federal Cost Principles (2 CFR Parts 220 or 230). **Match is to be treated as an expense when determining allowability.**

<b>Organization Name:</b>	
<b>Grant #:</b>	
<b>Project Name:</b>	

**VOLUNTEER TIME SHEET**

<b>Quarter:</b>	
-----------------	--

<b>Name:</b>	
<b>Title:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Signature:</b>	

VOLUNTEER TIME			MILEAGE	
Date(s)	Description of Activity	# of Hours	Location (To/From)	# Miles
TOTAL HOURS:		0	TOTAL MILES:	0

## MATCHING FOR GRANTS

“Matching” requirements are prescribed by Congress in the grant program’s authorizing legislation and establish a limit on the amount of federal financial participation in a project or program.

Costs used to satisfy a grantee’s matching share may be financed using either or both of the following:

- Allowable costs incurred by the grantee
  - Grantee in-kind contributions are valued in accordance with applicable OMB Cost Principles
- Allowable third-party in-kind contributions:
  - The rule for valuation is “what it would have cost if the grantee had paid for the item or service itself”
  - Be necessary to accomplish program activities
  - Be allowable if the grantee were required to pay for them

*Example: A third-party contribution of entertainment would not count because it would not be allowable had the grantee incurred the cost.*

Proposals may include specific documentation of third-party match, in the form of copies of existing grants from third parties that constitute match to the Forest Service grantee, or letters from third parties. For large amounts of match anticipated from a third party, this (1) assures the grantee that match is secure; (2) assures Forest Service program managers of the nature of the match; and (3) the letter may spell out for all concerned the expectations concerning timing, reporting, and filing. See sample match letters.

Cash and in-kind contributions must:

- Not be included as the non-federal share for another federally assisted program (double-dipping)
- Be necessary, reasonable and allowable
- Not have been paid by the federal government under any other grant or agreement (federal funds cannot be used for the match) unless authorized by law or regulation
- Be verifiable in the grantee’s records

The most common problem is lack of documentation:

- Grantee and third-party contributions must be supported by documentation

*Examples: timesheets, invoices, contracts*
- Grantee records must show how the third-party contributions were valued

## SAMPLE CONTRIBUTION REPORT – 1

---

Organization Name

Address

Phone Number

(*Organization Name*) gratefully acknowledges:

The non-monetary contribution for the fair market value of: \$ \_\_\_\_\_

The cash contribution of: \$ \_\_\_\_\_

Date of contribution: \_\_\_\_\_

Contribution description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Made by: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Nature of business: \_\_\_\_\_

Contact person: \_\_\_\_\_

Description of \_\_\_\_\_

Signed: \_\_\_\_\_  
(*Authorized Representative*)

Date: \_\_\_\_\_

[illegible]

Address

[illegible]

Date: \_\_\_\_\_



### SAMPLE CONTRIBUTION REPORT – 3

Organization Name

Address

Phone Number

This form is to be used for all types of contributions. Original is the contributor's receipt. Copy goes to the Fiscal Manager through the Project Coordinator.

(Print)

Contributor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date	Description of Contributed Goods or Services	Quantity (# of hrs)	Hours Worked		Unit Value or Hourly Rate	Total Value
			To	From		

TOTAL: \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
(Contributor)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Authorized Program Representative)

Date: \_\_\_\_\_

Title: \_\_\_\_\_

SAMPLE CONTRIBUTION REPORT – 4

=====

Organization Name

Address

Phone

Federal Assistance Program: \_\_\_\_\_

Grant Project: \_\_\_\_\_

<b>VALUE OF MY EFFORT LOG</b>		
<p>Name: _____</p> <p>Period Covered: _____</p> <p><u>Time</u>            @ \$ _____ per hour <u>Mileage</u>        @ \$ 0. _____ per mile <u>Other</u> (such as donations of material, equipment, telephone charges, etc.)</p> <p><b>NOTE:</b> You will not be reimbursed! BUT your effort may count toward our matching requirements for this federal grant.</p>		
DATE	DESCRIPTION (Time, Mileage, Other Non-Reimbursed Expense)	AMOUNT

RETURN TO: Organization Representative  
Address

## **Allowability of Matching Contributions For Services That Would Be Performed in the Absence of the Grant-Funded Project**

A recurring question that the California Fire Safe Council receives is whether or not powerline clearing activities performed by electric utility companies can be counted as matching contributions for grants.

If the work was going to be done anyway as a part of the company's normal powerline clearance maintenance work, then the answer is No, because that work was not performed specifically for the grant project. It would have been done even if the project had not been funded. See references below.

However, the answer could be Yes if:

1. The electric company will be doing work in addition to what they would normally do, such as removing hazardous vegetation from the ground beneath the powerlines  
**AND**
2. That additional work was discussed with the company and agreed to them in writing in a Letter of Commitment before submittal of the grant application.

### **FEDERAL GRANT REGULATION REFERENCES:**

#### **Non-Profit Organizations**

**7 CFR 3019      Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, And Other Non-Profit Organizations**

**§ 3019.23      Cost sharing or matching.**

(a) All contributions, including cash and third party in-kind, shall be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the following criteria.

- (1) Are verifiable from the recipient's records.
- (2) Are not included as contributions for any other federally-assisted project or program.
- (3) Are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
- (4) Are allowable under the applicable costs principles. (see 2 CFR 230, Appendix. A, subsection A.4 (1))**
- (5) Are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.
- (6) Are provided for in the approved budget when required by the Federal awarding agency.

**2 CFR 230      Cost Principles for Non-Profit Organizations (OMB Circular A-122)**

#### **Appendix A to Part 230—General Principles**

##### **A. Basic Considerations**

4. Allocable costs. a. A cost is allocable to a particular cost objective, such as a grant, contract, project, service, or other activity, in accordance with the relative benefits received. A cost is allocable to a Federal award if it is treated consistently with other costs incurred for the same purpose in like circumstances and if it:

***(1) Is incurred specifically for the award.***

## **State and Local Government Agencies**

### **7 CFR 3016      Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments**

#### **§ 3016.22      Allowable costs.**

(b) Applicable cost principles. For each kind of organization, there is a set of Federal principles for determining allowable costs. Allowable costs will be determined in accordance with the cost principles applicable to the organization incurring the costs. The following chart lists the kinds of organizations and the applicable cost principles.

For the costs of a—	Use the principles in—
<b>State, local or Indian tribal government</b>	<b>OMB Circular A-87</b>

### **2 CFR 225      Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)**

#### **Appendix A to Part 225—General Principles for Determining Allowable Costs**

##### **E. Direct Costs**

1. General. Direct costs are those that can be identified specifically with a particular final cost objective.

2. Application. Typical direct costs chargeable to Federal awards are:

***a. Compensation of employees for the time devoted and identified specifically to the performance of those awards.***

***b. Cost of materials acquired, consumed, or expended specifically for the purpose of those awards.***

777 Happy Lane  
Your City, CA 99011  
Phone 800-255-5560  
Fax 800-255-5555

INVOICE #55  
DATE: 11/16/2012

[illegible]

**THANK YOU FOR YOUR BUSINESS!**









## Residential Chipping Service 2015 Hayward, California

Postcards Mailed: 8,598

Participants: 127 pickups

Acres treated: 78

Community Hours: 602

Cubic Yards Disposed: 438

Project cost: \$23,509.21

Contractor: Pacheco Brothers Gardening Inc., Hayward

Many of the homes in the unincorporated community of Fairview and throughout Hayward hills include deep back yards that extend into canyons. Other homes, with smaller yards, also can develop a build-up of vegetation that can fuel a wildfire. From March 30 – May 13, 2015, Hayward Fire Department partnered with residents to reduce the potential for fire to spread. Postcards were sent to the 8,598 residents in the Fairview and Hayward High Fire Area. Throughout the program, residents cut and stacked their brush and tree limbs. Pacheco Brothers Gardening Inc. was hired to chip the piles. By the end of May 19 all the allocated funds had been expended with 16 homes on a wait list for next year. Over 78 acres had been treated at 127 homes, removing 438 cubic yards of chip (18 homes kept chips for week and erosion control).

**No Cost Residential Chipper Service**  
For homeowners in Hayward and Fairview high fire hazard areas.  
Apply now. Funds are limited and service is offered on a first come - first serve basis.  
Program will run for 6 weeks from March 30 - May 8, 2015,  
or until funds are depleted.

You cut it, you stack it, we'll chip it ...



**DO NOT** stack your materials for chipping before your request to participate is approved.

Once approved, here's how it works:

- Stack limbs up to 6 inches in diameter can be chipped.
- Stack and trim limbs to length within 3 feet of the curb or edge of street.
- Stack limbs with the cut ends facing the street.
- Stack piles under trees that are 6 feet, less not higher than 4 feet.
- Locate stacks where truck and chipper can easily access them from the street.
- Keep all piles free of rocks, dirt, wire, lumber, spare parts, power tools and blackberries, pine of needles or leaves.
- Chipped materials will be taken, sorted and recycled when space arrangements are made.

**You do not have to be home the day your materials are scheduled for chipping.**

Participants must be a homeowner or a tenant. The program is for the City of Hayward, California. The program is not available for other cities or counties. For more information, contact the City of Hayward, California, at (415) 885-4000.

If you would like to participate ...

Go to the City of Hayward website at [www.ci.hayward.ca.us](http://www.ci.hayward.ca.us) and click on the "Residential Chipper Service" link. Request the "Chipping" form. Submit it to the City of Hayward, California, at (415) 885-4000.

If you have any questions ...

Call the City of Hayward at (415) 885-4000.



Hayward Fire Department  
11111 Street  
Hayward, CA 94543



Piles ready to chip varied in size and content.



Funding provided by a National Fire Plan grant from the Cooperative Fire Program of the U.S. Forest Service, Department of Agriculture, Pacific Southwest Region, through the California Fire Safe Council. Project partners included East Bay Regional Park District and Hayward Area Recreation and Park District.

5/27/2015





## BIG BEAR VALLEY'S FIRE AGENCIES COLLABORATE AND MEASURE SUCCESS...BY THE TONS



This year, three fire agencies collaborated to provide a valley wide curbside chipping program. This program is in place to assist property owners in creating defensible space around their structures. Each agency has received a grant through California Fire Safe Council's Clearinghouse or another source to conduct this operation. The three Fire Agencies are Big Bear Lake Fire Protection District, Big Bear City Fire Department and San Bernardino County Fire Department.

The fire agencies thought they could provide a more uniform approach that was more cost effective to conducting curbside chipping. Most of the chipped material was temporarily stored at one location. As needed, Big Bear Lake's Public Works Department helped by building the pile to accommodate the chipping material. In the end, the Public Works Department helped in loading of the material.



The joint agency program began on June 1, 2010. The community responded in an exceptional manner. There were over 4200 requests for curbside pickup. They collected over 2 million lbs. of chipped material.



For the first time, Chipping Supervisor, David Yegge, contacted Colmac Energy a BioMass Electrical green energy plant in Thermal, CA. to see if they would be interested in utilizing the chipped material. Even though Colmac is over 111 miles away; the company still thought the chipped material was cost-effective to send their trucks up the mountain to pick up the wood chips. We shipped off 9 truckloads of biomass to Colmac Energy. Colmac Energy uses the material for their BioMass energy plant in Thermal. Each Truck load held 110 cubic yards of material. Each truck load averages 25 tons.

Amazingly, in addition to Colmac absorbing the shipping cost, they paid \$25.00 a load back to the valley wide fire agencies chipping program. "That's not a lot of money, but it's at least something" said David Yegge". In addition, the valley-wide agency also sent three loads of the material to Viramontes Industries in Corona, CA. This was a mixed load with some rocks mixed with the chipped material. This material will be bagged and reused as mulch that is sold at retail outlets across Southern California. David Yegge states "we already have plans to improve our storage method for next year".

---

***For more information, please contact  
California Fire Safe Council,  
[info@cafiresafecouncil.org](mailto:info@cafiresafecouncil.org) or (626) 335-7426***

*Funding provided by a National Fire Plan grant from the Cooperative Fire Program of the U.S. Forest Service, Department of Agriculture, Pacific Southwest Region, through the California Fire Safe Council. This institution is an equal opportunity provider.*

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







## CHIPPING BUILDS COMMUNITY IN SAN DIEGO COUNTY



Greater Alpine Fire Safe Council serves sixty square miles deep in the foothills of San Diego County, much of which is carpeted in 70-100 year old chaparral. Affordable real estate and close proximity to San Diego inspired a housing boom, sprouting homes for Alpine's 20,000 residents throughout this Wildland Urban Interface – more than half the area falls within the Cleveland National Forest and Viejas Indian Reservation.

In September, 2008, Greater Alpine Fire Safe Council received a National Fire Plan Grant from US Forest Service through California Fire Safe Council to purchase a chipper and implement a community-wide chipping program,



an invaluable service to members of this rural pocket of San Diego County. The widespread program meets the needs to remove and dispose of hazardous fuels and exemplifies how Fire Safe Councils create a sense of community where there had once only been a collection of homes.

Twice a month, trained contractors offer curbside chipping in one of the seven zones that cut this 20,000 strong town into manageable work areas. Corporate and tribal partners host Community Chipping Days to allow people to bring their material to a central location. Volunteers and contractors work together to assist folks who are not able to create

defensible space around their homes through their Defensible Space Assistance Program (DSAP). Periodically, the Kiwanis and Greater Alpine Fire Safe Council collaborate to complete vital defensible space projects.

The multi-faceted Alpine Chipping program proves that two heads are better than one – and four heads are better than two – and those who collaborate, celebrate! The four-pronged chipping program has been a huge success, helping more than 300 families create and maintain 312 acres of defensible space. During 2010, GAFSC hopes to break their own record and chip 400,000 cubic feet of flammable materials.

But collaboration is not exclusive to the Grater Alpine Fire Safe Council's chipping program. Viejas Indian Reservation regularly hosts community chipping days and advertises them in newsletters they mail to the entire Greater Alpine area. Alpine-based Tom Dyke Drilling and Blasting not only hosts community chipping days but also offers tractor service and the expertise of his foreman as part of the contribution. Alpine Sheriff's Station and Alpine Fire Protection District suggest and qualify projects for the DSAP. And Alpine Kiwanis Club sponsored a DSAP family and provided volunteer labor to make the project a success.



With \$40,000 in grant dollars, Greater Alpine Fire Safe Council has been able to protect homes valued at more than \$163,000,000. But perhaps more importantly, its Alpine Chipping Program has helped strengthen and unifying an otherwise isolated community. That is a priceless benefit!

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***For more information, please contact California Fire Safe Council, [info@cafiresafecouncil.org](mailto:info@cafiresafecouncil.org) or (626) 335-7426***

*Funding provided by a National Fire Plan grant from the Cooperative Fire Program of the U.S. Forest Service, Department of Agriculture, Pacific Southwest Region, through the California Fire Safe Council. This institution is an equal opportunity provider.*

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## GOOD PLANNING AND EFFECTIVE FUEL BREAKS SAVE HOMES IN KERN COUNTY



In March, 2009, the Greater Tehachapi Fire Safe Council requested funding for a hazardous fuel reduction project, to be called the “Blackburn Mendiburu Shaded Fuel Break,” named for two large adjacent drainage areas, Blackburn and Mendiburu Canyons. The proposed project was designed to improve the community’s vulnerability to a fire originating in Oak Creek and burning toward Old West Ranch. The picturesquely-named Old West Ranch is a remote community of 150-200 homes, largely accessible by narrow and unpaved roads. Few homes have access to utilities, cable, or telephone service. Homes in the middle and upper elevations are especially difficult to reach, and lack safety zones and water resources. Further compounding the dangerous



conditions in this area are many dead “bug kill” trees. Other than a small lightning-caused fire in 2005, there had been no recorded history of fire in the area for over 110 years. Clearly a disaster just waiting to happen!

The Old West Ranch area had long been on local fire agencies’ radar as a likely location for wildfire. Vegetation management projects had begun in 2004 with a California Fire Safe Council Clearinghouse-funded project dubbed “The Blackburn Canyon Escape Route.” Crews removed hazardous fuels along 25 feet on both sides of the road in order to

facilitate evacuation of residents as well as access for emergency vehicles. Funding was approved for the “Blackburn Mendiburu Fuel Break” and Kern County Fire Department crews began working in late spring of 2010; about 70% of the work proposed for the project was completed in a 12-week period. And that was a very good thing indeed!



The West Fire started on July 28, 2010, caused by two men cutting up windmill steel with a saw. It began along Blackburn Canyon Road, and went south to the ridge top. It was wind-driven and spread quickly, destroying or damaging 31 homes and 47 outbuildings and ultimately consuming 1,658 acres. However, the damage could have been far worse. All of the pre-planning and fuel reduction projects resulted in stopping the fire’s southern progress. The 2004 Escape Route project proved its worth by allowing for safe evacuation of residents and equally safe access for firefighters.

Another valuable weapon in limiting the West Fire’s destructive potential was the residents’ compliance with the California state 100’ defensible space ordinance. This cleared space was vital in saving numerous homes in a neighborhood where there was limited availability of water due to the lack of an established water system, extreme fire behavior (flame lengths in excess of 150’) and numerous wind-abetted spot fires ¼ to ½ miles ahead of the main fire.

Sadly, homes were lost during the West Fire. However, due to collaboration, pre-planning, maintenance of defensible space around structures and grant-funded fuel reduction projects that worked just like they were supposed to, even greater destruction was avoided. As The A Team’s Hannibal Smith was fond of saying, “I love it when a plan comes together!”

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**For more information, please contact California Fire Safe Council at [www.cafiresafecouncil.org](http://www.cafiresafecouncil.org) or (626) 335-7426.**

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# Payments

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***This section presents the process for submitting requests for payment.***

Payment requests can only be made during the specified time frame. You will be notified of this time frame by your grant specialist.

Prior to submitting a payment request, please make certain these requisites are up to date:

1. Progress Report for this grant
2. Organization's CAGE registration
3. Organization's proof of current insurance on file at CFSC
4. Match commitment on track
5. Actual expenses and match supported with proper documentation  
Reports for other grants from CFSC ( i.e. closeouts and progress reports)

## **How To Submit A Payment Request**

Payment requests are accessed and submitted through your ZoomGrants account, either in your Approved Applications Tab on the home screen or in the Payments Tab. Follow the steps in the table on the following page to submit a payment request.

## **Payment Request Status Definitions**

- Pending: The request has been submitted and is being reviewed by the grant specialist.
- Approved: The request has been approved by CFSC for payment. CFSC is awaiting receipt of funds from funding agency.
- Denied: The request was not approved and funds will not be dispersed. Contact your grant specialist for more information.
- Paid: The funds are scheduled for direct deposit into the grant account

***Payments to subrecipients are dependent upon CFSC's receipt of funds from the federal awarding agency.***

## How to Submit a Payment Request

<b>Requested Amount:</b>	Enter the total dollar amount of your request. Use whole dollars only.
<b>Payment Request Number:</b>	Use the last 5 digits of your grant number followed by a dash and the sequential request number. <i>(Ex. Grant # 15 USFS-SFA 12345 would be 12345-1, then 12345-2, 12345-3, and so on.)</i>
<b>Payment Request Contact Information:</b>	Enter the name, phone, and email of the person who is fiscally responsible for the grant and able to certify this request on behalf of the organization.
<b>Payment Instructions</b> <i>(use only if you have a fiscal sponsor):</i>	Use this field to enter the contact information for the Fiscal Sponsor representative when applicable.
<b>Work Plan Activities covered by this request</b>	List the activities from your Work Plan that you will accomplish using the requested amount. Recall that your Work Plan can be found in the original application.
<b>Amount of Grant Funds Spent to Date</b>	Enter the total amount of expenses that have been paid for using grant funds up to the date of this payment request.
<b>Total Match on most recently submitted Progress Report</b>	Enter the total amount of match from your most recently submitted online Progress Report. This should be an actual amount, not an estimate. CFSC will verify that the amount entered here matches your Progress Report.
<b>Total Match accumulated and/or estimated since last Progress Report</b>	Enter the total amount of match accrued and counted since the last Progress Report was submitted and/or the estimated total amount of match you plan to accrue within 30 days of this payment request. Be as accurate as possible and document how you calculated this estimate.
<b>Certification</b>	Type your name to certify that the information provided is accurate. Must be an authorized signer for the grant as indicated in your Pre-Award Report.
<b>Click Submit Payment Request</b>	

**Sutter Creek Fire Safe Council**  
**2015 Test Application**California Fire Safe Council  
2015 Grants Clearinghouse Program

Accufund

**Sutter Creek Fire Safe Council**  
P.O. Box 1234  
Sutter Creek, CA 95685Tel: 209-777-1221  
Fax: 209-777-1223  
EIN:**Project Contact**  
Grant Coordinator Abby Smith  
[gardneress@yahoo.com](mailto:gardneress@yahoo.com)  
Tel: 510-699-5252**Payment Request****Instructions** [show/hide](#)

Please fill out the form below to submit a payment request. Only fill out the payment instruction if you have a Fiscal Sponsor, if so, please note the organization and contact person in the box .

**Date Submitted** Not submitted**Payment Request Number** (your invoice number)**Requested Amount****Payment Request Contact Name****Payment Request Contact Phone****Payment Request Contact Email****Payment Instructions****Amount of grant funds spent to date.**

-no answer-

**Workplan Activities covered by this request**

-no answer-

**Total match reported to date ( on most recently submitted progress report)**

-no answer-

**Total match accumulated since last progress report**

-no answer-

**Estimated Match Amount to be accrued during the next 30 days**

-no answer-

**Most recent progress report and match & expense reports are complete.**

- ☐ Yes  
☐ No

**Is this your final payment?**

- ☐ Yes  
☐ No

I certify that the information provided in this request is true, complete and accurate to the best of my knowledge. I certify that amounts are verified by original source documentation which can be provided to CFSC within 24 hours, if requested.

-no answer-

**Payment Request Status****Payment Request Status****Approved Amount****Approval Date** (mm/dd/yyyy)**Approved by****Payment Request Decision Comments****Current Funding Snapshot**

(for this full Application only)

**Payment Request**

Initial Award Amount	\$0.00
Pending	(-) \$10,100.00
Approved	
Paid	(-) \$3,000.00
<b>Still Available</b>	<b>\$-13,100.00</b>
This Request	(-) \$
<b>New Total</b>	<b>\$-13,100.00</b>



# Grant Modifications & Public Statements

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***Modifications to your original project which require prior approval include changes to your original budget, project location, treatment types, projected deliverables, and subgrant term extensions. Approval is also required for publications relating to grant funded activities.***

## **How to Submit Modification Requests**

You may submit requests for changes using the form provided in your ZoomGrants account. Be sure to consult with CFSC staff if you are unsure whether a change requires prior approval. Failure to seek and receive prior written approval may result in the disallowance of costs. If federal funds were spent on disallowed costs, you may be required to pay them back.

## **Types of Modification Requests**

Extensions of the grant term or reporting periods are the most common types of modifications requested. Requests for extension must be submitted *at least one quarter prior to the end of the grant term*. Typically, if an extension is approved, it is for one quarter at a time. On some occasions, extensions are given due to delays in payment, weather or other factors out of the grantees control. Extension requests may be denied if there has been a significant delay on the part of grantees in reporting or beginning project work. Sometimes there is not enough time available in the grant period to offer an extension regardless of the circumstances. This is a regular constraint faced with any federally funded grant.

Change to the project activities or objectives, such as fuel treatment activity, outreach method or area, education products or activities created, and CWPP or risk assessment plans. NOTE: A change of this type will likely result in a change to reported project accomplishments as well.

Change to the project accomplishments such as the number or location of acres treated or treatment method (resulting from a change in treatment activity), or type or number of education or planning products created.

Change in key personnel listed in the application or award document, such as the project coordinator, board president, or signatory.

Key personnel absence for greater than three months of the project director or other key personnel, or a 25% reduction in their time associated with the project.

Addition of third party involvement not included in the original application such as involvement of a cooperator or contractor that will have a major influence on the project.

Budget Changes such as a reduction of match commitment, request for augmented funds or movement of funds between budget categories. For projects with >\$100,000 federal share, prior approval is required if > 10% of the budget will be moved between categories cumulatively.

Other changes that affect the project but do not fit into the above categories also may require prior approval.

## **Public Statements and Notices for Grant Related Activities**

You must submit copies of all notices and announcements to CFSC for review as far in advance of release as possible. Thirty (30) days is optimal to provide your grant specialist enough time to review the draft.

The funding source acknowledgement, equal opportunity statement and endorsement statement below must be included in all grant-related publications. These may include press releases, public notices, printed or electronic media.

### **Funding Source Acknowledgement**

*Funding provided by a grant from the Cooperative Fire Program of the U.S. Forest Service, Department of Agriculture, Pacific Southwest Region, through the California Fire Safe Council.*

### **Equal Opportunity Statement**

*In accordance with federal law and USDA policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. Not all prohibited basis apply to all programs.*

If the material is too small to permit the full statement to be included, the material must at a minimum include the following statement:

*This institution is an equal opportunity provider.*

### **Non-Endorsement Statement**

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

## **Program Access Complaints**

The following information about how to submit complaints of program discrimination must be provided along with advertisement of services available through the grant funded project.

*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.*

## **Use of Logos**

If you want to use the U.S. Forest Service Insignia or the CFSC Logo on any media or material, you must contact your grant specialist for further instructions on seeking permission. The insignias and logos may not be used on any published media including webpages, printed publications, road signs or audiovisual productions, without prior written approval.





## MODIFICATION REQUEST FORM

### Request for Prior Approval of Grant Period Extension and/or Change of Project Scope or Budget

*Approval of the request must be given by the California Fire Safe Council prior to implementing the proposed change. Please allow at least 3 weeks for processing since it may be necessary for CFSC to consult with federal funding or environmental compliance agencies as part of their review process. Grantee and Fiscal Sponsor organizations must agree on requests for prior approval of extensions and scope changes to grant funded projects.*

Organization Name:		Phone: (    )    -
Fiscal Sponsor (if applicable)		
Project Contact:		Fax (    )    -
E-mail:		Date:
Grant #:	Project Name:	

#### Request for GRANT PERIOD EXTENSION?

☐ Yes    ☐ No

If yes, please enter the current closeout date, the new requested closeout date, and give the reason for the requested extension below:

--

#### Request for a PROJECT SCOPE CHANGE?

☐ Yes    ☐ No

Please indicate the type of change(s) requested and give a detailed description in the box below. For changes to fuel treatments, prepare and submit a map that shows the new treatment areas and treatment types. Prior approval is required for the following types of changes:

1. Change to the project activities or objectives such as fuel treatment activity, outreach method or area, education products or activities created, CWPP or risk assessment related changes. NOTE: A change here will likely result in a change to reported project accomplishments as well. ☐ Yes    ☐ No
2. Change to the project accomplishments such as the number or location of acres treated or treatment method (resulting from a change in treatment activity), type of number of education or planning products created, or the values protected. ☐ Yes    ☐ No
3. Change in key personnel listed in the application or award document such as the project coordinator. ☐ Yes    ☐ No
4. Absence for greater than three months of the project director or a 25% reduction in their time associated with the project. ☐ Yes    ☐ No

5. Addition of third party involvement not included in the original application such as involvement of a cooperator or contractor that will have a major influence on the project. ☐ Yes ☐ No
6. Change to the project budget such as reduction of match commitment, request for augmented funds or movement of funds between budget categories. For projects with >\$100,000 federal share, prior approval is required if > 10% of the budget will be moved between categories cumulatively) ☐ Yes ☐ No
7. Other ☐ Yes ☐ No

Describe the change(s) requested in detail:

**For CFSC Use**

Executive Director Comments:

Grant Specialist Comments/Attachments:

☐ Approved as requested ☐ Approved with conditions ☐ Not approved

Grant Specialist:

Date:

# Site Visits and Desk Reviews

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***As a pass-through organization and your grantor, CFSC is required to monitor the progress of your subgrant throughout the subgrant term.***

***Site visits and desk reviews allow CFSC to examine the subgrant documentation, subgrantee policies and procedures, and the execution and completion of the approved project, to ensure compliance with the subaward agreement and federal grant regulations.***

***Both site visits and desk reviews may produce corrective actions that your organization must take to be in compliance with the grant agreement and federal grant regulations. Serious deficiencies may result in the denial of payments until the issue has been properly resolved.***

## Site Visits

Site visits are in-person events that may allow for both touring the project area and reviewing your subgrant documentation. Your grant specialist will contact you to arrange a time that is mutually convenient for the site visit and provide an outline of the administrative topics that will be reviewed during the visit. Site visits are a good opportunity to develop success stories about your project.

## Desk Reviews

Desk reviews allow CFSC to examine documentation related to the subgrant. When you are selected by CFSC for a desk review, you must comply with the request for documentation by the stipulated date. You should be able to readily produce all invoices, receipts, match forms, time sheets, etc. that support the expenses and match for the specified quarter(s). When sending documentation to CFSC, be sure it is organized to make it easy to match up a specific receipt with a line item on the report.

Documentation will be reviewed to determine if the costs and match amounts are allowable under the federal grant regulations. Refer to the documentation slide and tab resources for more information.

# Grant Closeout

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

## **Due 30 days after the end of the grant period:**

Final quarterly reports: online Progress Report and Match & Expense Reports

## **Due 90 days after the end of the grant period:**

The following documents must be uploaded to your grant account on ZoomGrants and a check mailed to CFSC in the case of a grant fund surplus:

- ☐ Closeout Report
- ☐ Photos showing the project area before and after treatment
- ☐ Education/outreach products (brochures, flyers, news articles, etc.) created during the grant
- ☐ Any unused surplus funds must be returned
- ☐ Interest in excess of \$250 must be returned (\$100 if you are a government agency)
- ☐ Documentation regarding disposition of property, if applicable
- ☐ GIS "shape file" of the project area(s) treated, for fuels treatment projects
- ☐ Optional Confidential CFSC Feedback Questionnaire

## **Record Retention**

All grant files must be stored until 3 years after the close of CFSC's master grant with the funding agency. This may be several years passed when your grant ended. If there is a change in the contact person for the grant, notify CFSC immediately.

CFSC will notify you with the date that the documents no longer need to be retained. In some cases, you might be required to keep your files past this time (e.g., legal action, pending audit). If you are notified by CFSC or the federal government to retain your records past the retention period, you must keep them until further notified.

## **Access to Records**

CFSC and USFS are permitted access to your subgrant records. CFSC may review your subgrant records during a site visit, fiscal review or at any time during or after the grant term. The rights of access are not limited to the required retention period, but shall last as long as records are retained.