

PROGRESS REPORT INSTRUCTIONS (revised April 2014)

Overview

The Progress Report has four parts:

1. Organizational Information (Page 1)
2. Project Information (Pages 2-7)
3. Financial Information (Pages 8-10)
 - a. Budget Form
 - b. Match Form
 - c. Program Income page
4. Accomplishments Information (Pages 11-12)
 - a. Budget Accomplishments
 - b. Match Accomplishments

Progress Reports must be submitted electronically on a quarterly basis by the deadline shown in your subaward agreement. In addition to this online report, you must submit Match and Expense Report forms via email to your Grant Manager as outlined in the subaward agreement. The forms are available at <http://www.cafiresafecouncil.org/grants-clearinghouse/resource-center/>. The Match and Expense Reports itemize all costs and contributions under the grant. Do not send original receipts unless requested by the Grant Manager.

Saving Your Progress Report

To save your report as you're working on it, click "Save Progress" at the bottom of each page. This allows you to work on the report in multiple sessions.

Submitting Your Quarterly Progress Report

Quarterly progress reports are due 30 days after the end of each quarter. Exact dates can be found in your subaward agreement. You can submit your quarterly progress report from two places, from your Home Dashboard select "Click here to final submit this quarter's changes", or from the progress report you may select "Submit Completed Quarter (number) Progress Report" button on the left-hand bottom of any page of the report.

After selecting to submit the report, the Clearinghouse will perform a self-check of the report to ensure completeness. If there are any errors they will be listed and you'll be prompted to fix them before final submittal. From the error page you can Save the Report as a Printable PDF. To submit the report, select "Submit Completed Quarter (number) Progress Report".

When you complete and submit your report each quarter, that information will be automatically added to the next quarter's report. The end result is a report that tracks your progress from beginning to end.

Submitting your Final Progress Report and Closing-out

Final progress reports are due 30 days after the close of the grant. Exact dates can be found in your subaward agreement. The final progress report is simply the final quarter listed on your report. It can be submitted by selecting "Submit Final Report" button.

After selecting to submit the report, the Clearinghouse will perform a final self-check of the report to ensure completeness. If there are any errors they will be listed and you'll be prompted to fix them before final submittal. From the error page you can Save the Report as a Printable PDF. To submit the report, select "Submit Completed Quarter (number) Progress Report".

Other items that are due 90 days after your final grant deadline:

1. [Close-out Report](#)
2. Final Quarterly Match and Expense Forms
3. One original and one copy of each educational or outreach product developed with grant dollars.
4. An electronic copy of the entire contents of the grant file. This shall include, but is not limited to; receipts, invoices, match documentation and other items which validate the legitimacy of every grant expense, including expenses covered by matching contributions. Specific details will be provided closer to the date of closeout.
5. For fuel modification projects, Subrecipients are required to collect Global Positioning System (GPS) data on the final treatment area. From that it will create a Geographic Information System (GIS) "shape file" and send it, along with a project information form, to the CFSC Grant Manager. Instructions for transmitting the shape file and project information to CFSC will be provided by the Grant Manager. Once they have been received they will be forwarded to CAL FIRE for inclusion into their statewide fuel treatment database.
6. Final Civil Rights Compliance Interview

Items should be mailed to your grant manager at the addresses listed here:

<http://www.cafiresafecouncil.org/contact-a-grant-manager/>

Detailed Instructions

Organizational Information

Questions #1-11 are autofilled for you from your grant application. Please contact your grant manager should you need to change any of the information.

Project Narrative Section

Section 12: Describe all workplan activities accomplished this quarter. Include those activities funded by both the grant and in-kind/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.

Section 13. Will you complete your project by the end of the grant term? Describe which workplan activities were delayed and the reasons your project is not progressing this quarter. List the major details about barriers to completion that you experienced and how you dealt with them. Reference specific workplan activities (from your grant application) that were affected by the delay. Describe the delays and your strategy for getting back on track. Discuss any major setbacks with your grant manager. If your project is not currently experiencing any delay, please indicate.

Section 14: Are you projecting any budget changes from your original budget? If so, why and what's the dollar amount involved? 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 Scope Change Form, prior to any changes being implemented. The Scope and Budget Change form can be found in the Resource Center at <http://www.cafiresafecouncil.org/grants-clearinghouse/resource-center/>.

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 2 CFR 215.25 and 7 CFR 3019.25.

Section 15. Are you projecting any other changes to your project? If so, what's the change and why? 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 Scope Change Form, prior to any changes being implemented. The Scope and Budget Change form can be found in the Resource Center at <http://www.cafiresafecouncil.org/grants-clearinghouse/resource-center/>.

Section 16: Were you approved for a scope or budget change during this quarter that addresses any of your projects delays? If yes, why and what's the dollar amount and activities involved. If you were not approved for a change, what is your plan for proceeding with the project? If Yes, explain the nature of the change and the dollar amount or activities involved of the approved change.

Section 17. Were you approved for an extension of your grant term this quarter? If so, when and what were the reasons for requesting an extension? What is the new end date? If you were not approved for an extension, what is your plan for meeting the projects goals by the deadline? 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.

Section 18. Is this the last progress report? If yes, have you notified your grant manager and prepared your close-out documents? If this is your final Progress Report, contact your grant manager for details on closing out your grant. Close-out forms can be found in the Resource Center here <http://www.cafiresafecouncil.org/grants-clearinghouse/resource-center/>.

Section 19. List the names of communities that were directly affected by your project's deliverables.

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

List only the names of the communities that benefitted during the reporting quarter. Please use the same communities that were identified in your grant application.

If a community was affected by more than one type of deliverable, list them all in applicable categories.

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

Section 20: Budget Form: In the top row, enter the quarterly payments received each quarter.

In each Cost Category section, enter total expenses and the amount of grant funds paid for each. Do not use dollar signs or commas, and use only whole dollar amounts, no cents.

The original budget for each cost category has been provided for you.

The total for each cost category must be equal to the amounts listed in your Expense form that you submit via email to your grant manager.

Section 21: Match Form:

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.

Refer to your budget in your original application to make sure you are reporting the match in the same category as projected.

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.

The total for each cost category must be equal to the amounts listed in your Match Report form that you submit via email to your grant manager.

As you complete this section each quarter, compare the total of the Matching Contributions you have accrued to date to the total you projected for the entire project in your grant application.

Section 22: Program Income Form: Complete this section only if you are reporting program income for your project. *Please enter \$0 (not blank) if you do not have any program income to report.*

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.

Types of program income include income from fees for services performed, such as a fee for a workshop or training provided. Donations are not program income.

Enter the amount of program income earned per quarter in the top row and how it was spent in the second row. Program Income does not have to be spent in the same quarter as it was earned.

Indicate how the income was earned and it was used in the narrative sections.

Section 23: Accomplishments with Grant Dollars Form:

Report on the quantity accomplished and the cost associated with the deliverable. Remember you identified quantities and costs for projected deliverables in the original subgrant application. Those figures will be automatically entered in the first columns of the tables. By the end of the subgrant term, you must meet or exceed those projections.

For the quantity, only report whole numbers (no decimals). Use your best judgment if you have only completed a portion of the deliverable. For cost, only use whole dollars (no cents).

As you complete this section each quarter, compare the totals you have accomplished to date to the totals you projected for the entire project in your grant application.

Section 24: Accomplishments Forms (use for both Federal Dollars and Match forms)

Report on the quantity accomplished and the cost share/match associated with the deliverable. Remember you identified quantities and costs for projected deliverables in the original subgrant application. Those figures will be automatically entered in the first columns of the tables. By the end of the subgrant term, you must meet the accomplishment projections.

For the quantity, only report whole numbers (no decimals). Use your best judgment if you have only completed a portion of the deliverable. For cost, only use whole dollars (no cents).

As you complete this section each quarter, compare the totals you have accomplished to date to the totals you projected for the entire project in your grant application.

In the "Community Assessment Wildfire Planning" section:

For "enter number of community risk assessments completed", 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 "enter the number of Community Wildfire Protection Plans completed", 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 “enter the number of Fire Management Plans completed” 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 “Enter the number of fire education Workshops/Training Sessions presented”, this number would normally be in a range of from 1 to 10, depending on your project work plan

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

For “Enter the number of types of Education/Information Products generated”, 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.

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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.

In the “Values Protected” section:

For “Estimate the number of homes protected by your project this quarter” enter the number of homes where wildland fire protection was improved by your project activities that quarter.

For “Estimate the number of community members protected by your project this quarter” this would be the number of people who live in the homes protected that you listed in the previous section.

For “Estimate the value of property protected by your project this quarter”, enter the value of the homes you listed in the “number of homes protected” section above. Use only whole dollar amounts, and do not use dollar signs or commas.