Acknowledgements

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Agenda

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

**Well, actually**

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

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

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

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

We want you to be ready BEFORE you submit your application to receive and manage a federal grant.

---

**We’re here to help**

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Important Dates

2018 Cycle Opens
Call for Applications
April 03, 2018

Grant Application Training
Workshops
Various Locations
April 04 – 13, 2018

Applications Due Online
May 15, 2018
5:00 p.m. PST

Preliminary Award
Announcements
August 2018

How much is available for grants?

$5,450,000 million
Two grant programs = two separate applications

SFA-SMG Grant Programs
- State Fire Assistance Grant Program
- $4,150,000
- 50/50 match requirement
- $200,000 maximum on funding requests
- Projects must be located in California or Tahoe Basin region of Nevada.

TMG Grant Program
- Tree Mortality Grant Program
- $1,300,000
- 75/25 match requirement
- $130,000 maximum on funding requests
- Projects must be located in one of 10 Tree Mortality counties in California
About that money…

U.S. Forest Service “SFA and SMG”
State Fire Assistance Program
Assisting People and Communities in the Wildland Urban Interface to Moderate the Threat of Catastrophic Fire through:
1) Community hazard mitigation and planning
2) Prevention and mitigation education
3) Fuel hazard mitigation on non-federal land
   • Focus on the Cohesive Strategy and California Forest Action Plan
   • 24 month term grant

SFA-SMG Program
Match requirement
• 50/50 match (can be cash or in-kind)
That means, 50% of project costs may come from the federal grant and 50% from the match.
For example, a $100,000 request must be matched by $100,000 from the applicant.

Application Limit:
• $200,000 maximum request
• 2 applications per fiscal year
• Fiscal Sponsors may submit 2 applications and receive up to $200,000 for other organizations (up to 2 organizations total).

About that money…

U.S. Forest Service “TMG”
Tree Mortality Grant Program
Assisting People and Communities in the Wildland Urban Interface to Moderate the Threat of Catastrophic Fire through:
1) Community hazard mitigation and planning
2) Prevention and mitigation education
3) Fuel hazard mitigation on non-federal land
   • Focus on the Cohesive Strategy and California Forest Action Plan
   • 24 month term grant
TMG Program

Match requirement
- 75/25 match (can be cash or in-kind)
That means, 75% of project costs may come from the federal grant and 25% from the match. For example, a $75,000 request must be matched by $25,000 from the applicant.

Application limit
- $130,000 maximum request
- 2 applications allowed
- Fiscal sponsors may submit 2 applications and receive up to $200,000 plus manage up to $200,000 for other organizations (up to 2 organizations).

The project must be located in one of the 10 Tree Mortality Counties:
1. Amador
2. Calaveras
3. El Dorado
4. Fresno
5. Kern
6. Madera
7. Mariposa
8. Placer
9. Tulare
10. Tuolumne
Types of Projects

Eligibility

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

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

Who We Are
The Grants Clearinghouse

Created by the California Fire Alliance and CFSC
Operated by CFSC

A Single Place to Apply for Wildfire Prevention Grants
Online at www.cafiresafecouncil.org

Agencies That Have Used The Grants Clearinghouse
- U.S. Forest Service
- Bureau of Land Management
- National Park Service
- Fish and Wildlife Service

Helpful Resources

CFSC Website
www.cafiresafecouncil.org

Application Handbook
Request for Applications
Both available on our website

ZoomGrants
www.cafiresafecouncil.org/zoomgrants
www.zoomgrants.org

Federal Grant Basics

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

**Federal Government**
- Congress/President
- Department/Agency

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

**Subrecipient**
- Applicant Organization
- Fiscal Sponsor, if applicable

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

The Role of the Sub-recipient

**Project Implementation**
- Accomplish the grant objectives
- Implement the project as approved
- Work with contractors, vendors, etc.
- Monitor and track accomplishments and progress
- Follow all of the grant requirements

**Proper Grant Management**
- Follow all of the grant requirements
- Provide accurate and complete reports on time
- Meet all deadlines
- Document, document, document!!
- Expenses and Match
- Keep complete accounting records
- Before/after photos

The Role of the Fiscal Sponsor

Act on behalf of an applicant organization that is not incorporated or does not have the organizational capacity to receive federal grant funds

Assume legal responsibility for the management of grant funds

Fiscal sponsor duties:
- Signing the subaward agreement
- Receiving the grant funds
- Full accounting services
- Prepare reports
- Project management
- Bid Solicitation and Contracting
- Processing Invoices or Work Orders
Should You Apply for a Grant?

Does your organization have the *capacity* to manage the project and the grant funds in accordance with federal regulations?

- Does your financial management system meet federal requirements?
- Do you have the necessary project management and technical expertise, or can you get it?
- Have you successfully completed similar projects?
- Do you need a fiscal sponsor?
- Can you handle the added workload?

Federal Grant Rules

Federal grant funds may only be used in accordance with:
- Code of Federal Regulations (CFR) and
- Office of Management and Budget (OMB) policies.

Regulations provide detailed guidance on how you must manage your grant funds and project activities.
- There are consequences for not complying with the federal regulations – including repayment of the grant funds!

READ the ones that apply to your organization before you decide to apply for a grant.

Written Policies

- **Financial and Accounting**: protect the grant funds; determine allowability; maintain accurate documentation
- **Personnel**: proper time and effort reporting; consistent, allowable charges
- **Procurement/Purchasing**: solicitation of services and goods; avoid unnecessary purchasing; allowability of costs
- **Property Management**: safeguard equipment; how to acquire/dispose of property
- **Travel**: reimbursement/approval of travel; mileage
- **Conflict of Interest**: procedure for handling conflicts; address Board and Staff
**EXAMPLE OF AN ADMINISTRATIVE REQUIREMENT**

**Debarment and Suspension**

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

**EXAMPLE OF COST PRINCIPLES**

**Support of Salaries and Wages**

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

Compensation for personnel services is allowable if it:
- Is reasonable for the services rendered,
- Conforms to the established policy of the organization/agency consistently applied to both Federal and non-Federal activities, and
- Is determined and supported with documentation as provided by the applicable cost principles.

Documentation for these costs must meet the federal standards, which may be different from your organization's procedures.

**Grant Funds and Matching Contributions**

Grant funds come from the CFSC via a master grant from a funding agency.
Matching contributions are cash or in-kind goods or services that come from non-federal sources

All matching contributions must meet ALL of the following criteria in order to be accepted:
- Are verifiable from the recipient’s records.
- Are not included as contributions for any other federally-assisted project or program.
- Are necessary and reasonable for proper and efficient accomplishment of project or program objectives and allocable under 2 CFR 200 Subpart E (200.402-200.411).
- Are not paid by the Federal Government under another award.
Federal Grant Regulations

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

Prepare Now

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

Pop Quiz

Name two factors used to determine an applicant’s capacity to manage a federal grant?
The Grant Cycle Phases

**Application Phase**

**PREPARATION**
- Attend Grant Application Workshop
- Evaluate Organizational Capacity
  - Policies and Procedures
  - Financial & Business Systems
  - Planning, Cost, and Budget

**SUBMISSION**
- Complete Application Package
  - Application Form
  - Letters of Commitment
  - Fiscal Sponsor Agreement (if applicable)
  - Maps (if applicable)
  - Federal indirect cost rate approval (if applicable)
- Submit by the Deadline

**Post-Award Phase**

YOU ARE HERE

**Pre-Award Phase**

**PROJECT REVIEW**
- Initial Screening for completeness
- Review Committee scoring and recommends to CFSC Board
- CFSC awards overview and subsequent pre-ratification

**RISK ASSESSMENT**
- Complete Pre-Award Report
- Submit required documents and maps
- Undergo organizational capacity risk assessment
- Complete revised application if necessary
- Review pre-sign subaward agreement
**Post-Award Phase**

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

**Post-Award Phase**

**Proper Grant Management**
- Request and Receive Grant Payments
- Submit completed Quarterly Reports **on time**
  - Progress reports and Match/Expense reports
- Track all expenditures and match contributions
- Renew annually organizational information
  - Insurance, CAGE number, SAM registration
- Document, document, document!!
  - Maintain an organized grant file

**Close-Out Phase**

- Complete final Progress Report
- Complete Closeout Report
- Submit required documents
- Return unspent funds and excess interest
- Success Stories
- Confidential Questionnaire
- You must retain your grant file until three years after CFSC's master grant closes.
Avoiding Grant Fraud

Increased Accountability and Transparency
Grant fraud includes:
• Conflict of Interest
• Materially false statements
• Theft
Penalties for grant fraud may include:
• Repayment of grant funds to the awarding agency
• Criminal prosecution and civil fraud remedies
• Suspension, debarment and cancellation of current or future grant awards

Potential and actual grantees need to understand and follow the regulations NOW
• Ignorance is not an excuse

Common Misconceptions

“I’m just a volunteer, so I don’t need to comply.”
• The regulations and requirements apply to ALL grant recipients, regardless of the size and/or complexity of the organization.
• “I didn’t have to do this on our other grant. I’ve never seen anything like this before.”
• Increased accountability and transparency have led to increased monitoring and scrutiny of federal grants.
• “It’s too much of a hassle, so I don’t need to comply”
• If you want to receive federal funding, you must fulfill all of the responsibilities of a grantee. If you don’t want to do that, don’t take the money.
• “My application was selected. I’m doing everything right, and I’ll receive the grant funds no matter what.”
• Successful applicants all undergo Pre-Award Evaluations and ongoing monitoring and scrutiny of the grant.

Remember

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

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

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

Bonus: Can you name the year it burned?

---

Pop Quiz

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

a. 10
b. 2
c. 8
Welcome Back
Let’s talk about writing an application

Full Application Instructions
The next few slides will give you an overview of the application process, but will not cover every question on the application in detail.

We recommend you view the entire application in ZoomGrants and the Handbook Section for further details.
Create an Account to Apply for Grants
http://www.cafiresafecouncil.org/zoomgrantslogin/

Log in to your account here or create a new account below.

My Account Home
Click the "My Account Home" button for other applications in your account.

ZoomGrants login page
Once you've started an application, you can log in directly at www.zoomgrants.com

Contact the ZoomGrants Technical Support Team
8 am to 5 pm Mountain Time
Monday-Friday
Toll Free: 866-323-5404

My Account Home
Click the link or "Apply" button to start a blank application.
Start an Application

Notification an application has been created. NOW you are ready to begin your application.

Grant Application Tabs

The application has five tabs.

Tab 1: Application Contacts
Tab 1: Application Contacts

This contact person must be different from the first entry

Tab 2: Organizational Capacity

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

History & Accomplishments
- Ability to complete target objectives
- Ability to manage project start to finish

Tab 3: Project Information

Project Narrative
- Identify the problem
- Describe the project activities
- How do the activities address the problem
Tab 3: Public Engagement and Sustainability

Outreach Efforts To Engage The Public

Promotion Of Community Investment During And After The Grant

How Will The Project Accomplishments Be Maintained

Tab 3: Community Impacts

Communities Affected
- Communities at risk
- Other communities
- Firewise communities

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

Federal Land Adjacency
- Planning, fuels, and education

Employment
- Contractors and employees

Tab 3: Cohesive Strategy

Cohesive Strategy Objectives
- Restore and maintain resilient landscapes
- Fire-Adapted Community development
- Response to Wildfire
Tab 3: Fuels Treatment - Project Information

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

Tab 3: Fuels Treatment – Project Information

Total acreage of the project area
• Project footprint

Number of fuels treatment projects will be completed with this grant
• Country unique project
• Describe the method used to calculate this number
Tab 3: Environmental Compliance

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

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

Other Laws that may apply:
- California Environmental Quality Act (CEQA)
- California Endangered Species Act (CESA)

More on the Federal Environmental and Cultural Protection Acts

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

Record Searches or Surveys may be required prior to the project implementation.
- Include the potential costs in your budget.

Consult with a Registered Professional Forester

Management of Forested Landscapes
- RPFs are licensed by the state
- RPF involvement is required when managing forested landscapes

RPFs Can Assist With:
- Prescriptions for treatment
- Sale of forest products
- Environmental site considerations
- Environmental surveys
Tab 4: Tables

**Work Plan**

**Sequential Task/Activity**
- A sequence of major activities needed to complete the project
- Timeframe (in months)
- Representing the span of time needed to complete the project
- Responsible Party
- Applicant and cooperator roles are identified

**Expected Outcome/Result (Deliverables)**
- There are defined objectives for the project

---

Tab 4: Project Deliverables

**How to report Deliverables:**

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

Enter whole numbers ONLY
- No decimals or cents

---

Completing the Project Deliverables Table

Enter one quantity and the respective federal and match costs.

---
Tab 4: Types of Project Deliverables

COMMUNITY ASSESSMENT WILDFIRE PLANNING
- Community Risk Assessment
- Community Wildfire Protection Plan
- Fire Management Plan

INFORMATION/EDUCATION
- Outreach/Education Programs includes workshops, seminars, and products
- Education/Information Products

HAZARDOUS FUEL TREATMENT DELIVERABLES
Preparation for Treatment:
- Activities undertaken to prepare the area for fuels treatment

Mechanical Treatment:
- Work that removes or modifies fuel and vegetation

Prescribed Fire:
- To attain planned resource management objectives

Other Treatment:
- Using chemicals and/or biological methods like grazing
- Mechanical Treatment with by-products utilized

Budget Detail
List individual budget items under these cost categories

<table>
<thead>
<tr>
<th>Cost Categories</th>
<th>(1) Grant</th>
<th>(2) Applicant</th>
<th>(3) Other Partners</th>
<th>(4) Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Personnel (employees only)</td>
<td></td>
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<tr>
<td>b. Fringe Benefits</td>
<td></td>
<td></td>
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<tr>
<td>c. Travel</td>
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<td></td>
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<tr>
<td>d. Equipment (items &gt; $5,000/unit)</td>
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<tr>
<td>e. Supplies</td>
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<tr>
<td>f. Contractual</td>
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<td></td>
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<tr>
<td>g. Other</td>
<td></td>
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<tr>
<td>h. Total Direct Costs</td>
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<tr>
<td>i. Modified Total Direct Costs</td>
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<td>j. Indirect Costs</td>
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<tr>
<td>Project Total</td>
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Budget Detail: New Cost Category

| Contractual | Other | Total
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<td>20</td>
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<td>70</td>
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<td></td>
<td></td>
<td>90</td>
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</tbody>
</table>

Match Amount by all Orgs

<table>
<thead>
<tr>
<th>Source Documentation Includes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A written purchasing/bid procedure</td>
</tr>
<tr>
<td>A contract - for contracted services</td>
</tr>
<tr>
<td>Evidence of the cost such as an invoice or receipt</td>
</tr>
<tr>
<td>Proof of payment such as a cancelled check or a receipt</td>
</tr>
<tr>
<td>Personnel costs (for direct organization employees) must be supported with timesheets that identify grant activities</td>
</tr>
</tbody>
</table>

Documentation for Expenses and Match

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Type of Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Total: $5,250
Tab 5: Documents

Document Upload

Include the contributor name in the LOC description such as "ABC Consulting LOC"

Refresh your view and confirm that the upload was successful

Matching Contributions

Match Amounts by All Organizations are listed in the Application.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Cost Category</th>
<th>Type of Match</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAL FIRE</td>
<td>Contractual</td>
<td>In-Kind</td>
<td>$</td>
</tr>
<tr>
<td>Foothills FSC</td>
<td>Other</td>
<td>Cash</td>
<td>$</td>
</tr>
</tbody>
</table>

Match Items are:

- Cash or in-kind
- From the applicant or third parties
- Listed in the budget and have a letter of commitment
- Conform to grant rules (OMB guidelines)
- Allowable and relevant to the grant-funded project
- Verifiable (documentation will be required)
- Not counted as match for another federal
- Not from a federal source
The Role of the Fiscal Sponsor

- Act on behalf of an applicant organization that is not incorporated or does not have the organizational capacity to receive federal grant funds.

Fiscal Sponsor Agreement

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

- The fiscal sponsor’s responsibility to manage the grant funds
- Communication between the fiscal sponsor and applicant
- The process for reimbursement or payment of grant expenses
- The roles each organization will have in managing the project
- How grant documentation will be collected and stored
- Who will complete grant reports

Letters of Commitment

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

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

LOCs Must Include:
1. A description and dollar value of the match provided and how it relates to the project
2. Contributor contact information
3. Timing of match provided
4. Type of match (cash or in-kind)
5. Signature of an appropriate organization representative
Project Vicinity Map

Error Check

Questions that have errors will be listed here

Scroll down on this page to correct the errors.

Submitting the Application

Initial to submit
Submitted Confirmation

Status shows that the application is submitted.

Viewing Submitted Applications

Submitted Applications

Submit Your Grant Application

Things You Can Do To Submit Successfully:
- Determine what you need to do and make a schedule
- Make sure cooperators understand their roles
- Identify match sources and obtain Letters of Commitment
- Check to see that the application responses are consistent
- Ask others to proofread your application
- Evaluate your application based on the scoring criteria
- Make sure the application is complete and is submitted on time
Keys for Success

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

Pop Quiz

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

Quiz

Pop Quiz

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

1. Vicinity map
2. Letter(s) of Commitment
3. Fiscal Sponsor Agreement
4. All of the Above
### Next Steps: After Applications are Submitted

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applications Due Online</strong></td>
<td>May 15, 2018 5:00 p.m. PST</td>
<td></td>
</tr>
<tr>
<td><strong>Phase 1 Review:</strong></td>
<td>Initial Application Screening and Review Committee Process</td>
<td>May 15–June 9, 2018</td>
</tr>
<tr>
<td></td>
<td>Notification of Selected Projects</td>
<td>August 2018</td>
</tr>
<tr>
<td><strong>Phase 2 Review:</strong></td>
<td>Organizational Capacity and Risk Assessment</td>
<td>August 17 – September 10, 2018</td>
</tr>
</tbody>
</table>

Contact CFSC for questions about the timeline and steps in the process.

### Phase 1: Project Review

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

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

The Committee is a panel of experts in wildfire issues and application review and selection. This Committee recommends projects for funding to the CFSC Board of Directors.
Phase 2: Organizational Capacity and Risk Assessment

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

5 Things to Think About

- How does your organization track how you receive and use matching contributions?
- What is your organization’s procurement policy?
- How does your organization test costs for “reasonableness”?
- Within your organization, who has the authority to sign official grant documents?
- Which Uniform Administrative Requirements and Cost Principles are applicable to your organization?

Thank you for helping to protect your community!

2018 Grant Clearinghouse Application Training
California Fire Safe Council
www.cafiresafecouncil.org
www.zoomgrants.com