



Frequently Asked Questions

Modifications to 2013 and 2014 Clearinghouse Progress Report

<http://www.cafiresafecouncil.org/grants-clearinghouse/>

What are the modifications and why are they necessary on the progress report?

California Fire Safe Council is required to report on specific outcomes and data sets of the subgrants to its funders. We have added, moved and replaced many of the questions on the progress report in an effort to gather the required data more efficiently from you. Technical improvements have also been made to the online system. We are asking you to report in more detail on your cost share/match on your progress report. We have also added some narrative questions to help us understand any obstacles you may be experiencing so that we may better assist you.

Why do you need to collect this information from our projects?

You play a very important role as the Subgrantee in the Grants Clearinghouse process. Information you share with us on your progress reports is used to tell the “story” of the grant program and to convey its successes and challenges to our funders. CFSC staff packages your grant information and shares it with our funders and other partners to validate that the program funds are being used wisely and are making an impact in preventing wildfire in California. By providing adequate detail on your progress reports, CFSC can clearly and quantifiably explain the difference these funds are making in our communities.

I am currently still working on my project and have several quarters of data on my progress report. How will the new modifications affect my existing data?

Your existing data will remain in your report. Some data will appear in new places and there will be new narrative questions and tables to complete.

What grants are affected by the new modifications?

The progress report modifications will only affect the 2013 and 2014 subgrants, with the exception of the 2013 WUI subgrants. If you have an older subgrant with the California Fire Safe Council, your progress report will remain the same.

When will the modifications take effect?

In Quarter 5 for the 2013 SFA and SFAX progress reports.

In Quarter 3 for the 2013 NPS progress reports.

In Quarter 1 for the 2014 SFA and SFAX grantees .

What questions have been added to the progress report?

There are four (4) new narrative questions and three (3) new tables on the progress report.

The new narrative questions are:

1. Were you approved for a scope or budget change this quarter that addresses any of your project's 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?
2. 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 project's goals by the deadline?
3. Is this the last progress report? If yes, have you notified your grant manager and prepared your close-out documents?
4. 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

The new tables are:

1. Match Form. This table asks you to report on how your cost share/match dollars were spent. You'll recognize this table because it utilizes the same cost categories as the Budget Form where you report on how the grant dollars were spent.
2. Program Income. If you earned any program income from your project you will report it here. You can skip this table if you do not have any program income.
3. Accomplishments with cost share/match dollars. This table asks you to report on what was accomplished with your cost share/match dollars. You will need to complete both amount of cost share/match that was "spent" and the quantity of the item that was accomplished.

Were any questions removed from the progress report?

Yes, two questions that appeared in the Accomplishments Form were removed. They are:

1. Photomonitoring of projects. This was unnecessary and confusing to complete every quarter. You are still required to take before, during and after pictures of your projects and submit them with your final report.
2. Condition Class: This was also unnecessary to complete every quarter. We are still interested if the condition class was changed by your project

Are there any other changes to the progress report?

The printed PDF of your progress report will include the current quarter in the title allowing you to easily identify which quarters it represents. Navigations shortcuts have been placed below the page numbers in the online report form to allow you to skip between pages easier.

Have there been any changes to the quarterly match and expense reports?

There are no changes to the match and expense reports, please continue to submit them as per your grant manager. We may have indicated that the new modifications to the progress reports would include incorporating the match and expense forms into the online report, but at this time that feature is unavailable.

For more help:

Detailed Instructions for the Progress Report are located in the Resource Center at <http://www.cafiresafecouncil.org/grants-clearinghouse/resource-center/>.

There will a webinar on May 7, 2014 from 10-11 a.m. with detailed instructions on the new progress report. A recorded version will be available after that date and will be posted in the Resource Center at <http://www.cafiresafecouncil.org/grants-clearinghouse/resource-center/>.

Please contact your [grant manager](#) should you need any further assistance.