CALIFORNIA FIRE SAFE COUNCIL

2022 CAL FIRE STATEWIDE COUNTY COORDINATOR
GRANT PROGRAM HANDBOOK

3237 Peacekeeper Way, Suite 201, McClellan, CA 95652

(916) 648-3600

https://cafiresafecouncil.org

TABLE OF CONTENTS

PURPOSE AND ENDORSEMENTS

Congratulations on your selection as a CFSC County Coordinator Grant Program subrecipient! The California Fire Safe Council (CFSC) launched the County Coordinator Grant Program, with funding from CAL FIRE, in 2021 to eliminate the duplication of wildfire mitigation efforts and encourage a collaborative approach to resiliency. To date, the program has funded 52 County Coordinator positions across the state. The program supports the placement of a County Coordinator position at the county level, with a goal of educating, encouraging, and developing county-wide collaboration and coordination among varied wildfire mitigation groups and stakeholders.

We look forward to working with you to encourage collaboration and coordination among the various wildfire mitigation groups in your county. This handbook is intended to give you the resources you need to successfully manage and complete your grant. All information contained herein is incorporated in the subaward agreement. It is the responsibility of the subrecipient to understand and comply with the information and requirements contained in this handbook.

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

FUNDING SOURCE ACKNOWLEDGEMENT

This grant program and publication are funded in full by the California Department of Forestry and Fire Protection (CAL FIRE) as part of the California Climate Investment Program, under the terms of grant numbers 5GG21100. The opinions expressed are those of the authors and do not necessarily reflect the views of CAL FIRE.

The County Coordinator Grant Program is part of California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment--particularly in disadvantaged communities. For more information, visit the California Climate Investments website at: http://www.caclimateinvestments.ca.gov.

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 outreach@cafiresafecouncil.org or (916) 648-3600. We will try to assist you as best we can. This may include providing the information to you in an alternate format.

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 CAL FIRE or the State of California. Mention of trade names or commercial products does not constitute their endorsement by the California Fire Safe Council or the State of California. Subrecipients must comply with requirements regarding nondiscrimination, accessibility, endorsement statements and funding source acknowledgements. Compliance includes using the above verbiage in printed materials, media messages, and public notices. More information about compliance requirements is found in the Modifications section of this handbook.

SECTION 1 – GRANT RESOURCES

CFSC intends to assist subrecipients throughout the life cycle of their County Coordinator grant and help to ensure successful grant outcomes. As part of this support, CFSC will be on-hand to assist with a variety of project and tools.

1.1 County Coordinator Grant Specialists

The County Coordinator Grant Specialist is the first line of contact for any grant-related questions and concerns. The Grant Specialist will assist with:

- Processing payments
- Grant reports
- Quarterly check ins
- Quarterly County Coordinator Workshops
- Grant modification requests
- All questions/concerns

CFSC County Coordinator Grants Clearinghouse Team	
Amber Gardner Clearinghouse Manager Email: agardner@cafiresafecouncil.org	**Julia Marsili** Senior Grant Specialist County Coordinator Program Northern Region Email: jmarsili@cafiresafecouncil.org
Nina Evans Staff Grant Specialist County Coordinator Program Southern Region Email: nevans@cafiresafecouncil.org	**Sara Kniss** Administrative Assistant Email: skniss@cafiresafecouncil.org

1.2 CFSC Regional Coordinators

In addition to the Grant Specialist, subrecipients will interact regularly with their assigned CFSC Regional Coordinator. The Regional Coordinator will:

- Assist the Grant Specialist and support subrecipients throughout the project period
- Connect County Coordinators with wildfire mitigation stakeholders
- Build capacity for emerging Fire Safe Councils or other wildfire mitigation groups
- Co-host the Quarterly County Coordinator Workshops and Monthly Meeting Series with the Grant Specialist
- Host monthly regional meetings with wildfire mitigation groups to discuss topics of interest, events, and educational opportunities. Visit the CFSC Events Calendar at https://cafiresafecouncil.org/resources/events/ for links to each Regional Meeting.

CFSC Programs and Outreach Team
Jessica Martinez – Program Director Email: jmartinez@cafiresafecouncil.org
Becca Joyner – Programs and Outreach Manager Email: bjoyner@cafiresafecouncil.org

Brooke McAllister Interim Northern & Central CA Regional Coordinator Email: bmcallister@cafiresafecouncil.org	**Lara Popyack** Communications & Outreach Coordinator Email: lpopyack@cafiresafecouncil.org
Britney Munoz Southern CA Regional Coordinator Email: bmunoz@cafiresafecouncil.org	**Megan Katich** Communications & Outreach Assistant Email: mkatich@cafiresafecouncil.org

*Please see the following page for a CFSC Regional Map.

1.3 GIS Mapping

In addition to the support of the Grant Specialist and Regional Coordinator, CFSC may offer assistance with Geographic Information System (GIS) mapping and data collection projects. Support will be provided on a case-by-case basis dependent upon each subrecipient's individual goals. To request assistance with GIS or data collection, please contact your County Coordinator Grant Specialist.

1.4 ZoomGrants Assistance

Visit ZoomGrants University (ZGU) at http://help.zoomgrants.com/ to receive additional support using ZoomGrants. This site addresses general ZoomGrants help topics such as logging in, transferring accounts, saving/changing passwords, and inviting collaborators. For more specific assistance with ZoomGrants, contact CFSC.

1.5 CFSC Regional Map

SECTION 2 – GRANT PROGRAM CHECK-IN REQUIREMENTS

In alignment with the terms of your subaward agreement, Section 7, *Quarterly Meeting Requirements*, as well as Section 13, *Site Visits*, the subrecipient agrees to maintain a schedule of quarterly and in-person communication with the County Coordinator Grant Specialist and their assigned CFSC Regional Coordinator. The two types of quarterly meetings are outlined below.

2.1 Quarterly Grant Check Ins

The quarterly grant check ins will be scheduled via Zoom or phone call each quarter between your CFSC Grant Specialist, CFSC Regional Coordinator, and your project's assigned County Coordinator. This is a time for the CFSC team and County Coordinator to discuss project questions, concerns, and modifications. These meetings are intended to serve as a source of support and will take an hour or less once per quarter.

In addition, the County Coordinator and Grant Specialist will work together to develop metrics to gauge your Project's progress. These metrics will be discussed and evaluated at each quarterly check-in appointment. Metrics may include but are not limited to:

- Individual county goals for coordination

- Outreach efforts and key stakeholders

- Current Wildfire Mitigation Programs (WMPs) and projects within the County

- Number of stakeholders participating in active coordination

- Number of individual contacts engaged with during the project by County Coordinator

- Completed grants, tasks, meetings, and plans created during the project period by the County Coordinator

- Workshop and meeting hours at local and state level attended by County Coordinator

- Identification, count, and summary actions of local groups identified during the project

- Survey reports detailing the known groups, grants, new collaborations, and processes within each county at the outset of the project and its conclusion

- Progress utilizing the GIS Portal to collect additional data

2.2 Quarterly Regional County Coordinator Workshop

Once per quarter, the subrecipient is required to attend a County Coordinator Workshop. These meetings will bring together grant-awarded County Coordinators regionally and/or across the state so they may network, exchange best practices, and participate in educational opportunities that support county-wide collaboration and coordination. Attendance is mandatory for subrecipients. Information about the workshop dates and times will be released at minimum one month in advance.

2.3 Site Visits

CFSC may conduct up to two in-person visits or workshops during the grant project. The purpose of these visits is to learn more about your space and community, check in on project performance, and engage with key project stakeholders.

2.4 Monthly County Coordinator Meeting Series

CFSC will host a County Coordinator Meeting Series at a reoccurring day and time each month. Meeting attendance is not a subaward agreement requirement; however, the County Coordinator is strongly encouraged to attend. The meeting series is specifically designed for County Coordinators to discuss projects, network, and receive grant program updates from CFSC.

SECTION 3 – SUBAWARD AGREEMENT

This section provides guidance on managing and referencing the subaward agreement. Communicate with the County Coordinator Grant Specialist about any questions regarding the subaward agreement terms.

The subaward contract (the "subaward") is a **legally binding contract** between the California Fire Safe Council and the subrecipient. The subaward outlines the requirements and expectations for the subrecipient. By signing the subaward contract, the subrecipient acknowledges that the organization will abide by all the applicable grant regulations, terms, and conditions.

The subaward contract was sent to the subrecipient through CFSC's "ZoomGrants" online grant management system, and the contract requires electronic signatures.

The subrecipient **shall not** begin any work on the project until the signed subaward agreement has been returned to the CFSC. Activities carried out without a signed subaward **will not be reimbursed**, unless the subrecipient has received prior written approval from the CFSC.

The term of this Agreement is from February 1, 2023 – July 31, 2024 (the "Term"). Subrecipient shall not receive funding for portions of the Project completed outside of the Term. Subrecipient agrees to comply with all applicable state and local laws governing the funds provided under this Agreement. In addition, subrecipient will follow generally accepted accounting principles and their organization's written policies and procedures related to financial and program management.

3.1 Accessing your Subaward Agreement in ZoomGrants

Steps to locate your subaward agreement and uploaded documents:

1. Log into your ZoomGrants account: https://www.zoomgrants.com/login/
2. Select 2022 CAL FIRE County Coordinator Grant Program - Statewide
3. Navigate to the Subaward Agreement Tab
4. Here you will find your signed subaward agreement and its required documents:
   - W-9: Completed & uploaded under subaward tab OR documents tab
   - ACH authorization form & voided check: Completed and uploaded under subaward or documents tab

Copies of a blank W-9 form, W-9 instructions, and a blank ACH authorization form are located in Subaward Tab and the Documents Tab in ZoomGrants.

SECTION 4 – PAYMENTS

Grant payments shall only be in the form of electronic direct deposit through ACH processing to subrecipient's bank account. ACH processing is a safe form of a bank wire from CFSC's bank to the subrecipient's bank. Every effort will be made to send advance payments throughout the grant term; however, if CFSC does not have the funds available, payment will be delayed until CFSC receives the funds from the awarding agency.

Subrecipients may request up to half of their subaward for the first payment request ($87,500). Prior to submitting a subsequent payment request, 60% or more of the funds received from the prior payment must be spent. Once the subrecipient submits a payment request to CFSC, receipt of funds could take up to 90 days.

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

- Required progress reports have been submitted by the due date
- Reports for other CFSC grants (if applicable) have been submitted
- Organization's proof of current insurance is on file in ZoomGrants and CFSC is named as additionally insured
- A current W9 and ACH Authorization form are on file in ZoomGrants

4.2 CAL FIRE Prevailing Wage Requirements

CAL FIRE provides no opinion as to whether projects may be subject to prevailing wages. For determination of prevailing wage requirements, please contact the State of California Department of Industrial Relations (DIR). It is the applicant's responsibility to budget for prevailing wages in their project cost when applicable.

4.3 How to Submit a Payment Request

Payment requests are accessed and submitted through the Invoice Tab in your ZoomGrants account. Select the "Add Invoice" button and a new window will open with the Payment Request Form. Follow the steps in this checklist to submit your payment request:

Payment Request Checklist Item:	Completed in ZoomGrants Payment Request Form
Requested Amount Enter the total dollar amount of your request. Use whole dollars only.	☐
Payment Request Number Use the last 6 digits of your subgrant number, followed by a dash and the sequential request number. *(Example: The first request for subgrant # 22CAL FIRE CC Statewide-123456 would be 123456-1, then 123456-2, and so on…)*.	☐
Payment Request Contact Information 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.	☐
Enter the work plan activities covered by this request List the activities from your Work Plan that you will accomplish using the requested funds. Consult the Work Plan in your application.	☐
Enter the expiration date for your organization's Insurance. **Ensure current proof of insurance is uploaded into ZoomGrants.** If your organization's insurance was renewed since the last payment request, enter the new expiration date, and ensure a copy of the proof of insurance is uploaded into ZoomGrants. If it has not been renewed, contact your insurance carrier before submitting your payment request.	☐
Then Click "Submit Payment Request"	

This checklist is not required to be completed or submitted and is for individual use & tracking. All items must be completed and submitted through your 22 CAL FIRE County Coordinator – Statewide ZoomGrants application.

4.4 Source Documentation

To submit a payment request, the subrecipient must submit the request in ZoomGrants and upload proof of expenditures for the prior invoice period into ZoomGrants. The documents required to show proof of expenditures include:

1. A summary sheet or a copy of your general ledger showing all County Coordinator grant budget categories, including budgeted amount, requested amount, amount expended to date.
2. Detailed transaction ledgers by each budget category.
3. Contractor invoices (if applicable) must be included as source documentation and must show:
    a. Hourly rate
    b. Description of activity completed
    c. Time spent completing activity
    d. Name of individual completing activity

See Appendix C for examples of source documents, including the summary sheet, detailed transaction ledgers, and template contractor invoice.

CFSC reserves the right to cancel or stop payments if there are serious compliance or programmatic issues. Subrecipients must keep copies of receipts for three years. CFSC may request receipts showing Project expenditures at any time.

SECTION 5 – PROGRESS REPORTS

This section provides guidance on completing and submitting progress reports. Good communication with CFSC is one of the most important ingredients of a successful grant project. Communicate any setbacks or problems that affect your project with your Grant Specialist or 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.

5.1 Reporting Process

Progress reports are submitted through your applicant ZoomGrants portal. The project contact is the only individual who may submit progress reports. The progress report consists of the progress report narrative and tables.

Information that must be included in these reports are:

1. A narrative description of the project's progress in the reporting period.
2. A comparison of actual accomplishments to the goals established for the period (review the workplan).
3. A comparison of actual cost and quantity deliverables for the reporting period versus budget.
4. Descriptions of delays and unanticipated occurrences and their reasons and impact on the project.

5.2 Pre and Post Survey

Subrecipients must also complete two surveys which will accompany the initial quarterly progress reports and the grant closeout report. These surveys will provide CFSC with a census of wildfire mitigation groups and coordination efforts, as well as how the County Coordinator grant has impacted these efforts.

To accurately complete the survey, the County Coordinator/subrecipient must keep consistent records of the following throughout the life of the Project:

1. Outreach and communication efforts to wildfire mitigation groups and stakeholders performed by the County Coordinator (calls, email, Zoom meetings, etc.)
2. Meetings, workshops, or educational events
3. Tally of local wildfire mitigation groups and new group formation
4. Current wildfire mitigation programs, plans, and projects within the county
5. New collaborations gained
6. New grants, projects, or processes identified

5.3 Reporting Periods

Periodic reporting is required. After every quarter, you will complete and submit reports with supporting documentation. Reports are due thirty days after the end of each reporting period.

*See the reporting deadlines table for progress and closeout report due dates.

2022 Statewide County Coordinator Grant Reporting Deadlines

Report Period	Progress and Expense Reports Due Dates	Due Date
1	February 1, 2023 – April 30, 2023	5/31/2023
2	May 1, 2023 – July 31, 2023	8/31/2023
3	August 1, 2023 – October 31, 2023	11/30/2023
4	November 1, 2023 – January 31, 2024	2/29/2024
5	February 1, 2024 – April 30, 2024	5/31/2024
6	May 1, 2024 – July 31, 2024	8/31/2024
Closeout Report	February 1, 2023 – July 31, 2024 Final report for entirety of Project period	August 31, 2024, at 5 p.m. PST (Note: this report is due in addition to the final quarterly report)

5.4 Progress Report Narrative

The progress report narrative allows you to detail all activities that took place during the reporting period. The progress report will tell the story of the subgrant, from early planning stages to project implementation, and to final completion. Be specific and descriptive. Use quantifiable data where possible. Progress reports with insufficient data will not be accepted.

5.5 Navigating to the Progress Report

In ZoomGrants, the progress report narrative can be found in the Progress Report Tab, labeled accordingly by quarters. By clicking on the quarter, the due date is displayed at the top and the narrative and table questions are found by scrolling down.

When you complete each report, be sure to click on the "Submit Progress Report" button at the top of each page. If this step is not completed, the program will show an incomplete report for that quarter, even if it's been automatically saved.

5.6 GIS Data Collection

The County Coordinator GIS Networking Portal Program is intended to fill the information gaps between County Coordinators and CFSC by giving County Coordinators access to a shared ArcGIS portal where they can add and modify data related to wildfire mitigation practitioners in their county. This Program will help County Coordinators to achieve the primary goal of the grant project: build a census of all active wildfire mitigation groups, contact points, collaboration efforts, and projects. All wildfire mitigation organization information added by County Coordinators into the portal will populate on CFSC's website so the public can access up-to-date information.

County Coordinators will receive support from CFSC's GIS staff to implement the GIS Networking Portal Program and update data throughout the course of their projects.
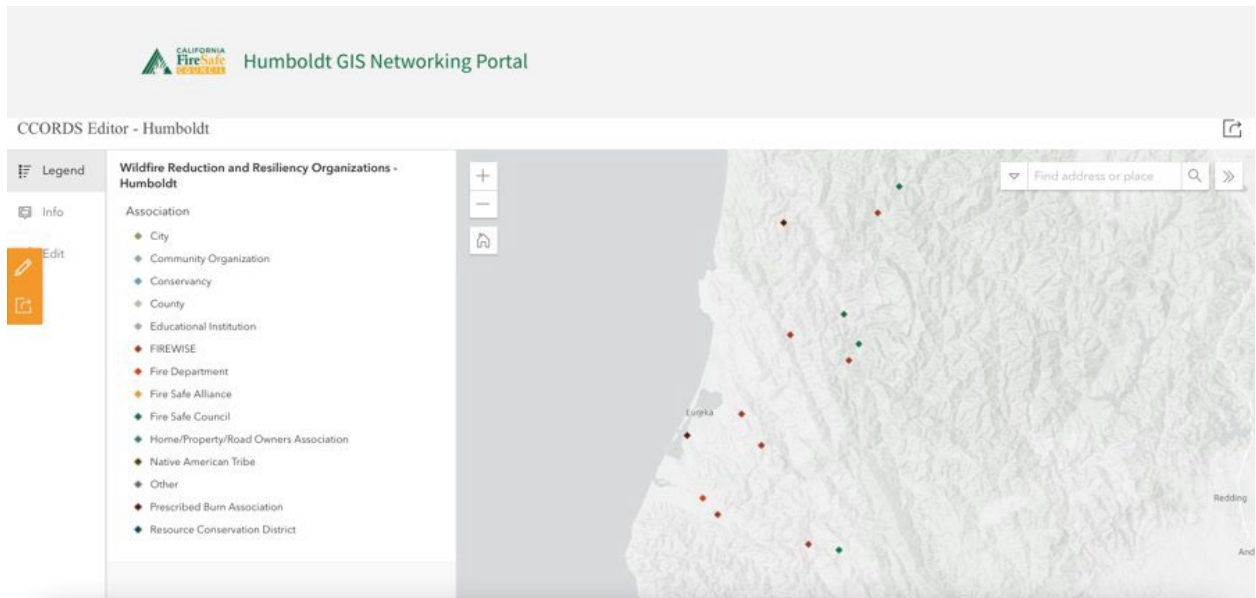
SECTION 6 – MODIFICATION REQUESTS

Modifications to your original project which require prior approval include changes to your original budget, project location, projected deliverables, and subgrant term extensions.

You may submit requests for changes using the Modification Request Form provided in your ZoomGrants account. Be sure to consult with your CFSC Grant Specialist if you are unsure whether a change requires prior approval.

6.1 Types of Modification Requests

Extensions of 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 grantee's control. CFSC reserves the right to deny extension requests. This may be due to delays in grantee reporting or there not being enough time available to offer an extension.

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 or a 25% reduction in their time associated with the project. Key personnel include executive directors and project directors.

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 include requests for augmented funds or movement of funds between budget categories. A modification request is required if moving 10% or more between budget categories.

Other changes that affect the project but do not fit into the above categories also may require prior approval. Please reach out to your CFSC Grant Specialist if you have any questions about submitting Modification Requests.

SECTION 7 – GRANT CLOSEOUT

By August 31, 2024, at 5 PM PST, subrecipient agrees to submit a final report, including all required documents, through ZoomGrants.

7.1 Final Report Requirements

The final report should include:

1. A final Closeout Report Narrative
2. A final Budget Report on Actual Costs
3. One (1) digital version of products, publications, flyers, communications and/or educational materials, best practice guides, newspaper clippings and other materials developed using grant funds over the entirety of the grant. Provide a summary of the materials which include the title of the product, the date produced, and a link to where the product is available.
4. Photos: High Resolution digital photos showing the Project's outcomes and events.
5. One (1) Success Story submission, including any photo documentation that goes with the story.
6. GIS Networking Portal Project data files, which may include projects maps, list of mitigation groups, and other items to be determined.

Failure to comply with all reporting and closeout procedures by the deadlines will be considered noncompliance with the terms of the Subaward. Such noncompliance may be considered in the evaluation of organizational capacity for future Subawards.

SECTION 8 – SUCCESS STORIES

8.1 Success Story Requirements

CFSC requires that all subrecipients submit one (1) success story throughout the grant project period. Success stories may be submitted alongside quarterly progress reports or with the grant closeout report. If you have questions about success story requirements, please reach out to CFSC for further assistance.

Please see *Appendix D* for guidance on success story requirements. The document will outline the reporting requirements and go into depth on what resources and tools are available on writing and submitting success stories.

8.2 Photo Documentation and Submissions

Please document photos of your project throughout the duration of the grant term to submit with the quarterly progress reports and the closeout report. Examples of documentation could be pictures from outreach events, conferences, staff collaboration, updated websites, etc.

SECTION 9 – COUNTY COORDINATOR GRANT AWARD COMMUNICATION

This section of the handbook will provide guidance on announcing your 2022 CAL FIRE County Coordinator grant award and suggested social media language to use.

You are encouraged to announce your award to your network and across your social media. Below is sample social media language as well as a template image that you may use in your announcement.

You must receive prior approval from your grant specialist before sharing public notices that include the CFSC and/or CAL FIRE logo.

9.1 Suggested Language for Social Media

"{insert org name here} is excited to announce that we were selected by the California Fire Safe Council as a recipient of a 2022 CAL FIRE Statewide County Coordinator Grant Award. The objective of this grant project is to educate, encourage, and develop county-wide collaboration and coordination among all wildfire mitigation groups and stakeholders in our county. We are excited to get to work helping {insert county name} build effective wildfire networks and improve wildfire safety and resiliency for all."

You are encouraged to develop a press release to announce your grant award across wider networks, including funders, donors, constituents, and the media. To assist you, please visit https://cafiresafecouncil.org/media/ for examples of press releases and logos.

9.2 CAL FIRE and California Climate Investments Language

All projects must clearly display program acknowledgement. The acknowledgement must contain the California Climate Investments and CAL FIRE logos as well as the following statement: "Funding for this project was provided by a grant from the California Department of Forestry and Fire Protection as part of the California Climate Investments Program, through the California Fire Safe Council."

Items such as press releases or other public notices shall include a statement as follows:

"The 2022 Statewide County Coordinator grant, a program of the Community Wildfire Preparedness Project, is part of California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment– particularly in disadvantaged communities. The Cap-and- Trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. California Climate Investments projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling, and much more. At least 35 percent of these investments are located within and benefiting residents of disadvantaged communities, low-income communities, and low-income households across California. For more information, visit the California Climate Investment website at: www.caclimateinvestments.ca.gov."

APPENDIX A – ZOOMGRANTS INFORMATION

ZOOMGRANTS OVERVIEW

Purpose of ZoomGrants

The California Fire Safe Council utilizes the ZoomGrants website for grant maintenance and management. This platform allows subgrantees to submit applications for open grant programs and necessary documents during the post-decision award phase.

Navigating Tabs in ZoomGrants

Application Summary	Overview of grantee organization contacts and information
Organization Information	Organization application questions
Project Information	Application project questions
Tables	Work Plan, Project Deliverables, Budget, and Match tables located here
Document Upload	Requested documents during the Application, Pre-Award, and Monitoring grant term phases are uploaded here
Subaward Agreement	Where you will sign the subaward and access the document during the grant term
Payments	Where you will submit and access payment requests
Progress Report	Where you will submit quarterly reports and source documentation

APPENDIX B – PAYMENT REQUEST EXAMPLE

Payment Request

Date Submitted	auto-generated
Payment Request Number	Their number
Requested Amount	$
Payment Request Contact Name	
Payment Request Contact Phone	
Payment Request Contact Email	

Payment Instructions

Their Payment instructions

Payment Request Status

Payment Request Status: Pending

Approved Amount	$
Approval Date (mm/dd/yyyy)	
Approved by	

Payment Request Decision Comments

Internal Research Questions and Answers can/will be inserted here on the live Payment Request.

Payment Request Questions

1. Enter the amount of grant funds spent to date
   Their Answer   [Edit]

2. Enter the total match reported to date (on most recently submitted progress report)
   Their Answer   [Edit]

3. Enter the estimated match amount to be accrued during the next 30 days
   Their Answer   [Edit]

4. Enter the total match accumulated since last progress report
   Their Answer   [Edit]

5. Enter the workplan activities covered by this request
   Their Answer   [Edit]

6. Are the most recent progress report, expense and match forms and source documentation complete?
   ☐ Yes
   ☐ No   [Edit]

7. Enter the new expiration date for your organization's CAGE code.
   Their Answer   CAGE Code
   Their Answer   Expiration Date (mm/dd/yyyy)   [Edit]

8. Enter the new expiration date for your organization's Insurance. Ensure proof of insurance is uploaded into your account.
   Their Answer   Expiration Date   [Edit]

9. Is this your final payment request?
   ☐ Yes
   ☐ No   [Edit]

10.   [Edit]

Payment
(for this Payment Request only)

Their payment number	$
Pending	
Their payment number	$
Pending	
Their payment number	$
Pending	
Add Payment	Total $

Current Funding Snapshot
(for this full application only)

Payment Request

Initial Award Amount	$
Pending	(-) $
Approved	(-) $
Paid	(-) $
This Payment Request	(-) $
Still Available	$

Payment

Initial Award Amount	$
Pending	(-) $
Completed	(-) $
Still Available	$

Documents

Add a Document Request

Describe the document requested

Maximum characters: 250. You have 250 characters left.

☐ Required (a document MUST be uploaded before the applicant can submit)
☐ Trigger an email (to Administrator when the document is uploaded)
☐ Hide from Reviewers (for sensitive documents)
☐ Allow Ext Upload

[Add a Document Request]

APPENDIX C – PAYMENT REQUEST SOURCE DOCUMENTATION EXAMPLE

Subrecipient must attach a summary of expenses incurred since the previous payment request along with source documentation to every payment request submitted to the California Fire Safe Council.

Expenses must be summarized by cost categories (e.g., personnel, travel, supplies, contractual, etc.) and source documentation should include, at a minimum, a report of your organization's general ledger (or similar report) for the time period covered in the previous payment request.

An expense summary and source documentation example are provided on the following pages. Your ledger and expense report may look different from the example provided, but it will give you an idea of the preferred format and the required information to process your payment request. All amounts in the example are fictitious.

Based on the sample provided, your report should include:

- A cover page, similar to the one provided, summarizing expenses (by cost category) incurred in the previous request(s), your current payment request, and your total expenses from inception to date.
- A summary table of expenses incurred in each cost category along with a ledger report from your accounting system documenting all expenses incurred in your previous payment request.
- If work is completed by a contractor, a contractor invoice must be included with your source documentation. See the template provided below. The invoice should include:
    - Hourly rate
    - Description of the activity completed
    - Time spent completing activity
    - Name of individual completing activity

Sensitive information such as individual employee names and bank account numbers should be redacted. Vendor/contractor company names must be visible.

The expense summaries and ledger reports must be uploaded as a single .pdf file along with your payment request in ZoomGrants.

Payment requests cannot be processed until the reconciliation documentation is submitted and approved.

Source Documentation Example

COVER PAGE

Revenue

Advance Request #: $150,000

Dated July 7, 2021

For performance period ending:

Expenses

Expense Category	Previous Request(s)	Current Payment Request	Cumulative Expenses Inception to date
Personnel	$8,200.00	$10,000.00	$8,200.00
Fringe	1,259.24	1,000.00	1,259.24
Travel	395.50	500.00	395.50
Supplies	1,400.00	1,000.00	1,400.00
Contractual	118,464.92	137,500.00	118,464.92
Other	1,645.00	0.00	1,645.00
Indirect*	0.00	0.00	0.00
Total	**$131,364.66**	**$150,000.00**	**$131,364.66**

*If applicable

SUMMARY TABLES + LEDGER REPORTS

Personnel (Salaries & Wages) Expenses

1001	Salaries and Wages	$8,200.00
	Total	**$8,200.00**

ABC Organization
Actual Ledger for Period Ending 9/30/2021

Account	Date	Source	JE	Reference	Description	Debit	Credit	Balance
1001 Salaries and Wages Beginning Balance								0.00
	8/15/2021	A/P			[ADP Business Payroll Services] ADP Business Payroll Services 1st August 2021 wages	2,050.00		2,050.00
	8/31/2021	A/P			[ADP Business Payroll Services] ADP Business Payroll Services 2nd August 2021 wages	2,050.00		4,100.00
	9/15/2021	A/P			[ADP Business Payroll Services] ADP Business Payroll Services 1st September 2021 wages	2,050.00		6,150.00
	9/30/2021	A/P			[ADP Business Payroll Services] ADP Business Payroll Services 2nd September 2021 wages	2,050.00		8,200.00
1001 Salaries and Wages Ending Balance						8,200.00	0.00	8,200.00
Report Total						**8,200.00**	**0.00**	**8,200.00**

Fringe (Employee Benefits) Expenses

2001	Payroll Taxes	$834.24
2002	Health Insurance	$250.00
2003	Retirement Expenses	$175.00
	Total	**$1,259.24**

**ABC Organization
Actual Ledger for Period Ending 9/30/2021**

Account	Date	Source	JE	Reference	Description	Debit	Credit	Balance
2001 Payroll Taxes Beginning Balance								0.00
	8/15/2021	A/P			[ADP Business Payroll Services] ADP Business Payroll Services 1st August 2021 Payroll Taxes Withheld	208.56		208.56
	8/31/2021	A/P			[ADP Business Payroll Services] ADP Business Payroll Services 2nd August 2021 Payroll Taxes Withheld	208.56		417.12
	9/15/2021	A/P			[ADP Business Payroll Services] ADP Business Payroll Services 1st September 2021 Payroll Taxes Withheld	208.56		625.68
	9/30/2021	A/P			[ADP Business Payroll Services] ADP Business Payroll Services 2nd September 2021 Payroll Taxes Withheld	208.56		834.24
2001 Payroll Taxes Ending Balance						834.24	0.00	834.24
Report Total						**834.24**	**0.00**	**834.24**

Account	Date	Source	JE	Reference	Description	Debit	Credit	Balance
2002 Health Insurance Beginning Balance								0.00
	8/15/2021	A/P			[KAISER PERMANENTE] Kaiser Permanente	62.50		62.50
	8/31/2021	A/P			[KAISER PERMANENTE] Kaiser Permanente	62.50		125.00
	9/15/2021	A/P			[KAISER PERMANENTE] Kaiser Permanente	62.50		187.50
	9/30/2021	A/P			[KAISER PERMANENTE] Kaiser Permanente	62.50		250.00
2002 Health Insurance Ending Balance						250.00	0.00	250.00
Report Total						**250.00**	**0.00**	**250.00**

Account	Date	Source	JE	Reference	Description	Debit	Credit	Balance
2003 Retirement Expenses Beginning Balance								0.00
	8/15/2021	A/P			[DFGlobalFinancial] DF Global Financial	43.75		43.75
	8/31/2021	A/P			[DFGlobalFinancial] DF Global Financial	43.75		87.50
	9/15/2021	A/P			[DFGlobalFinancial] DF Global Financial	43.75		131.25
	9/30/2021	A/P			[DFGlobalFinancial] DF Global Financial	43.75		175.00
2003 Retirement Expenses Ending Balance						175.00	0.00	175.00
Report Total						**175.00**	**0.00**	**175.00**

Travel Expenses

3001	Travel	$395.50
	Total	**$395.50**

ABC Organization
Actual Ledger for Period Ending 9/30/2021

Account	Date	Source	JE	Reference	Description	Debit	Credit	Balance
3001 Travel Beginning Balance								0.00
	9/30/2021	A/P			Q3 program director mileage expense	395.50		395.50
3001 Travel Ending Balance						395.00	0.00	395.50
Report Total						**395.50**	**0.00**	**395.50**

Supplies Expenses

4001	Supplies	$1,200.00
4002	Postage and shipping	$200.00
	Total	**$1,400.00**

ABC Organization
Actual Ledger for Period Ending 9/30/2021

Account	Date	Source	JE	Reference	Description	Debit	Credit	Balance
4001 Supplies Beginning Balance								0.00
	8/12/2021	A/P			[Staples] Staples, Inc.	1,200.00		1,200.00
4001 Supplies Ending Balance						1,200.00	0.00	1,200.00
Report Total						**1,200.00**	**0.00**	**1,200.00**

Account	Date	Source	JE	Reference	Description	Debit	Credit	Balance
4002 Postage and shipping Beginning Balance								0.00
	9/7/2021	A/P			[FedEx] FedEx	200.00		200.00
4002 Postage and shipping Ending Balance						200.00	0.00	200.00
Report Total						**200.00**	**0.00**	**200.00**

Contractual Expenses

5001	Contracted labor	$116,464.92
5002	Website	$2,000.00
5003	Accounting/Bookkeeping Fees	$0.00
	Total	**$118,464.92**

ABC Organization
Actual Ledger for Period Ending 9/30/2021

Account	Date	Source	JE	Reference	Description	Debit	Credit	Balance
5001 Contracted labor Beginning Balance								0.00
	8/15/2021	A/P			[GreenThumb] Green Thumb Defensible Space Landscaping, LLC Acct # 99999999	58,232.46		58,232.46
	9/15/2021	A/P			[GreenThumb] Green Thumb Defensible Space Landscaping, LLC Acct # 99999999	58,232.46		116,464.92
5001 Contracted labor Ending Balance						116,464.92	0.00	116,464.92
Report Total						**116,464.92**	**0.00**	**116,464.92**

Account	Date	Source	JE	Reference	Description	Debit	Credit	Balance
5002 Website Beginning Balance								0.00
	8/31/2021	A/P			[XYZTechCo] XYZ Technology Company	2,000.00		2,000.00
5002 Website Ending Balance						2,000.00	0.00	2,000.00
Report Total						**2,000.00**	**0.00**	**2,000.00**

Other Expenses

6001	Telecommunications	$295.00
6002	Insurance	$1,200.00
6003	Utilities	$150.00
6004	Bank Charges	$0.00
	Total	**$1,645.00**

ABC Organization
Actual Ledger for Period Ending 9/30/2021

Account	Date	Source	JE	Reference	Description	Debit	Credit	Balance
6001 Telecommunications Beginning Balance								0.00
	8/31/2021	A/P			[BigTelco] Big Telco Inc.	147.50		147.50
	9/30/2021	A/P			[BigTelco] Big Telco Inc.	147.50		147.50
6001 Telecommunications Ending Balance						295.00	0.00	295.00
Report Total						**295.00**	**0.00**	**295.00**

Account	Date	Source	JE	Reference	Description	Debit	Credit	Balance
6002 Insurance Beginning Balance								0.00
	9/30/2021	A/P			[BSure] B-Sure Insurance Co.	1,200.00		1,200.00
6002 Insurance Ending Balance						1,200.00	0.00	1,200.00
Report Total						**1,200.00**	**0.00**	**1,200.00**

Account	Date	Source	JE	Reference	Description	Debit	Credit	Balance
6003 Utilities Beginning Balance								0.00
	8/31/2021	A/P			[Zappy] Zappy NRG Gas & Electric	75.00		75.00
	9/30/2021	A/P			[Zappy] Zappy NRG Gas & Electric	75.00		75.00
6003 Utilities Ending Balance						150.00	0.00	150.00
Report Total						**150.00**	**0.00**	**150.00**

Contractor Invoice Example

Contractor Invoice

Manager Details:

Period Start Date   **Period End Date**

Total invoice this period

$1,477.50

Date(s)	Contractor	Activity	Description	Quantity	Rate	Amount
Date	Name of contractor	Consulting	Meetings	4.00	$65.00	$260.00
Date	Name of contractor	Vehicle Mileage	Travel to workshop	500.00	$0.625	$312.50
Date	Name of contractor	Supplies	Office supplies	1.00	$125.00	$125.00
Date	Name of contractor	Consulting	Monthly FSC meeting	7.00	$65.00	$455.00
Date	Name of contractor	Consulting	Quarterly CFSC Call	2.00	$65.00	$130.00
Date	Name of contractor	Travel	Travel to CC workshop	3.00	$65.00	$195.00
						$0.00
Total						$1,477.50

APPENDIX D – SUCCESS STORY TEMPLATE

Success stories demonstrate the impact of your project's efforts and are vital in creating a fire safe California. The California Fire Safe Council (CFSC) is dedicated to amplifying your impact and empowering communities around California to engage in your efforts. When we share success stories, we can show that together we are all able to make a difference and have a role in fire prevention. CFSC will provide tools and processes to ensure that you have what you need to tell the great stories of your projects.

This document will outline the reporting requirements and go into depth on what resources and tools are available on writing and submitting success stories. CFSC requires that all grantees submit **1 success story** throughout the grant award period (at least one per grant year). If you have questions about success story requirements, please reach out to your Grant Specialist for further assistance.

Why: Success stories help demonstrate the impacts of fire prevention throughout California. When we have stories to share, it enables us to be able to share our efforts with the communities we serve, partners, and funding organizations.

When & Where: Grantees can submit Success stories in ZoomGrants with each Quarterly Progress Report. Each project is required to submit at least 1 success story throughout the grant cycle. It is a best practice however, to submit a success story with each Progress Report.

What: Success stories should include a few key items. Describing not only what happened, but who was involved, any relevant data, the impact on the community project, individuals served, and/or how the event assisted in the future success of the project. The below template lays out what should be included in your success stories. Please refer to this template and upload it with your quarterly progress reports.

Photos are also a great way to share the successes of a project. Here are a few things to consider when selecting photos to submit with your success story:

- **Before & After or Progress Photos**: Demonstrates impact of work completed. Please include multiple photos and label accordingly. CFSC recommends that grantees use numbered location markers and note them on a hand-drawn map, so you can then take photos from the exact same location each time.
- **Meetings, Gatherings, or Workshops**: Ensure that you have release information from those in the photos.
- **Image type:**
  - Accepted File Types: JPG, PNG, or PDF
  - File Size:
    - Minimum Resolution: 480 X 640
    - Maximum File Size: 4 MG
- **Submission instructions:** Upload a completed Success Story Template and accompanying media in the *Documents Requested* section of the Quarterly Progress Report in ZoomGrants.

Success Story Template:

Project Name:	
Organization:	
Grant Number:	
Date:	
Link to website:	
Location where story took place:	
Partners:	External: Internal:
Data associated with story (individuals served, acres treated, workshops completed, etc.):	
Title of success story:	

Please describe your story in 300-1000 words:

What, if any, are the ways you intend to share this story with your networks?	
Would you be open to an interview?	☐Yes, our organization would be open to a video interview ☐Yes, our organization would be open to a phone interview ☐No, our organization is not ready to be interviewed at this time
Are there any photos, video, or other media associated with this success story?	☐Yes, and they are attached. ☐Yes, but I need to upload them later. ☐No, I do not have any supporting media.

Success Story Example #1:

Project Name:	North Coast County Coordinator Project
Organization:	Northern Fire Safe Council
Grant Number:	112009
Date:	XX/XX/2022
Link to website:	
Location where story took place:	North Town County
Partners:	Internal: MVFSC External: Property owners; CAL Fire
Data associated with story (individuals served, acres treated, workshops completed, etc.):	Two project-planning workshops were held with stakeholders including: tribal council, CAL FIRE, 3 Firewise communities, two local Fire Safe Councils, County Board of Supervisors, and county-wide Fire Safe Council

Please describe your story in 300-1000 words:

The North Coast County Coordinator hosted two project planning workshops this year to build regional networks and develop consensus around critical wildfire mitigation projects in our county. All stakeholders in the wildfire mitigation space were invited. The workshops were intended to develop new partnerships and relationships between stakeholders in the wildfire mitigation space, discuss critical projects to improve our county's wildfire resiliency, learn about group's project successes and outcomes, and attempt to streamline communication between groups. Post-event surveys showed that attendees found the workshops to be critically important to the future success of our county's wildfire mitigation efforts. Attendees appreciated the opportunity to engage with others and discuss best practices, as well as the chance to discuss the most critical fire issues facing our county.

What, if any, are the ways you intend to share this story with your networks?	Shared with CFSC during quarterly reports and shared across our social media networks.
Are there any photos, video, or other media associated with this success story?	☒Yes, and they are attached. ☐Yes, but I need to upload them later. ☐No, I do not have any supporting media.