



22 CAL FIRE Statewide County Coordinator Grant Workshop

Presented By:

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Welcome & Introductions

Please introduce yourself,
your organization, and a
little bit about your project.



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Grants Clearinghouse Team Contacts

County Coordinator Grants Team Contacts
Amber Gardner Clearinghouse Manager Email: agardner@cafiresafecouncil.org
Julia Marsili Senior Grant Specialist – Project Contact for CAL FIRE’s Northern Region Email: jmarsili@cafiresafecouncil.org
Nina Evans Staff Grant Specialist – Project Contact for CAL FIRE’s Southern Region Email: nevans@cafiresafecouncil.org
Sara Kniss Administrative Assistant Email: skniss@cafiresafecouncil.org



Programs & Outreach Team Contacts

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 and Central California Regional Coordinator Email: bmcallister@cafiresafecouncil.org	Lara Popyack, Communications & Outreach Coordinator Email: lpopyack@cafiresafecouncil.org
Britney Munoz, Interim Northern and Southern California Regional Coordinator Email: bmunoz@cafiresafecouncil.org	Megan Katich, Communications & Outreach Assistant Email: mkatich@cafiresafecouncil.org

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CFSC Regional Coordinators



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Handbook Walk Through

The 2022 CAL FIRE Statewide County Coordinator Grant Program handbook is a detailed extension of the information found in your subaward agreement.

This workshop gives an overview of the information found in the handbook and resources provided by CFSC



Agenda

Introductions

Part One – Project Implementation

Part Two – Grant Management

Resources

Q&A

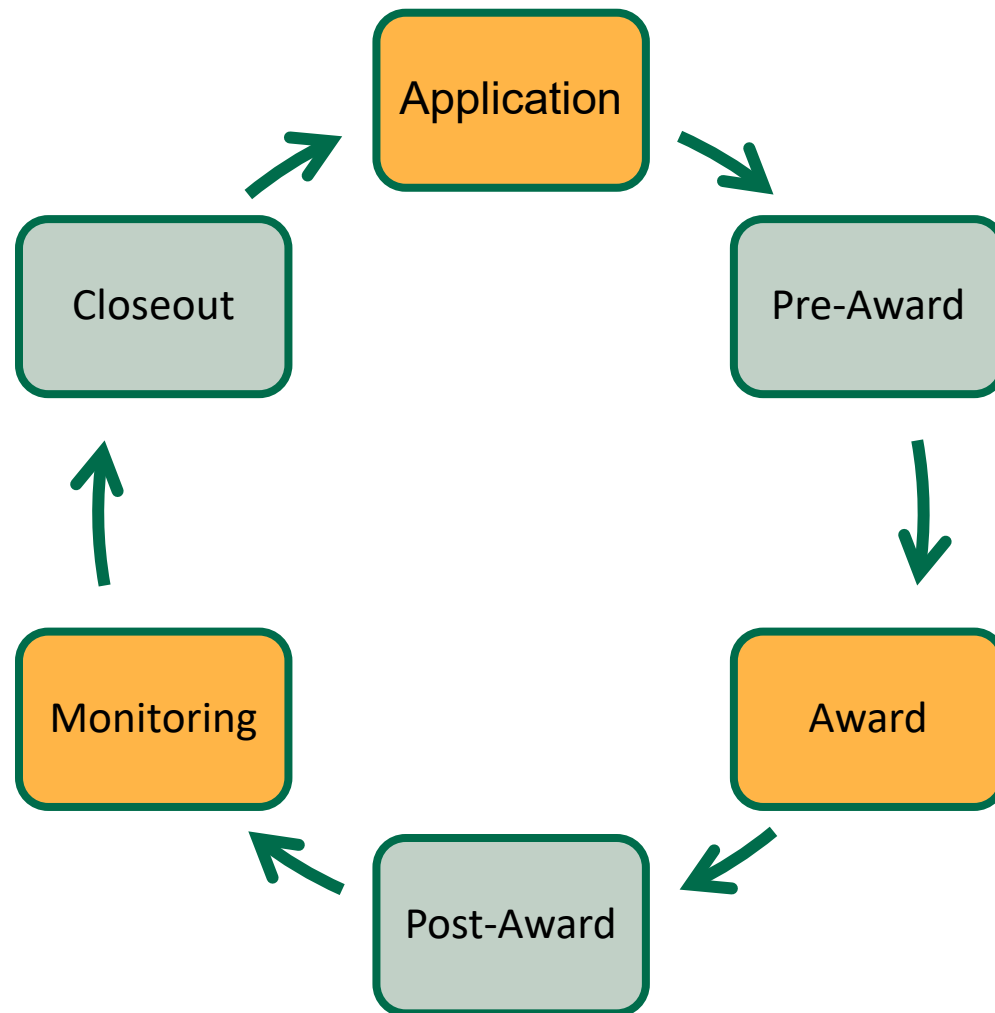


Part I – Project Implementation

- Grant Cycle
- Roles and Responsibilities
- Subaward Agreement



The Grant Lifecycle



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Roles and Responsibilities

The Subrecipient (you) carries out the subgrant project with the funding from the pass-through entity (CFSC)

Subrecipient Responsibilities

- Complete your project as described in your grant application
- Spend grant funds correctly
- Document all expenses
- Report accomplishments accurately, completely, and on time
- Take photo documentation throughout the grant term



Subaward Agreement

The subaward agreement is considered fully executed upon signature and approval by an authorized representative of the California Fire Safe Council.

By signing the subaward, the Subrecipient is subject to the terms and conditions outlined in the subaward agreement.



Termination of Subaward

Failure to comply with the award provisions and grant requirements may result in termination of your subaward.

Termination of the grant can result from a variety of reasons including (but not limited to):

- Misuse of funds
- Lack of capacity
- Falsification of data
- Nonperformance
- Misrepresentation
- Non-adherence to grant terms
- Inability to perform
- Fraud



Important Subaward Reminders

- Ground disturbing work is not allowed under the terms of this grant program.
- Reach out to your Grant Specialist if you have any questions regarding the subaward agreement.
- If you need to modify your project budget or deliverables/outcomes, please contact your Grant Specialist.



Part II: Grant Management

- Reporting
- Payment Requests
- Source Documentation
- Modifications
- Public Statements
- Closeout



Progress Report Components

Workplan Progress

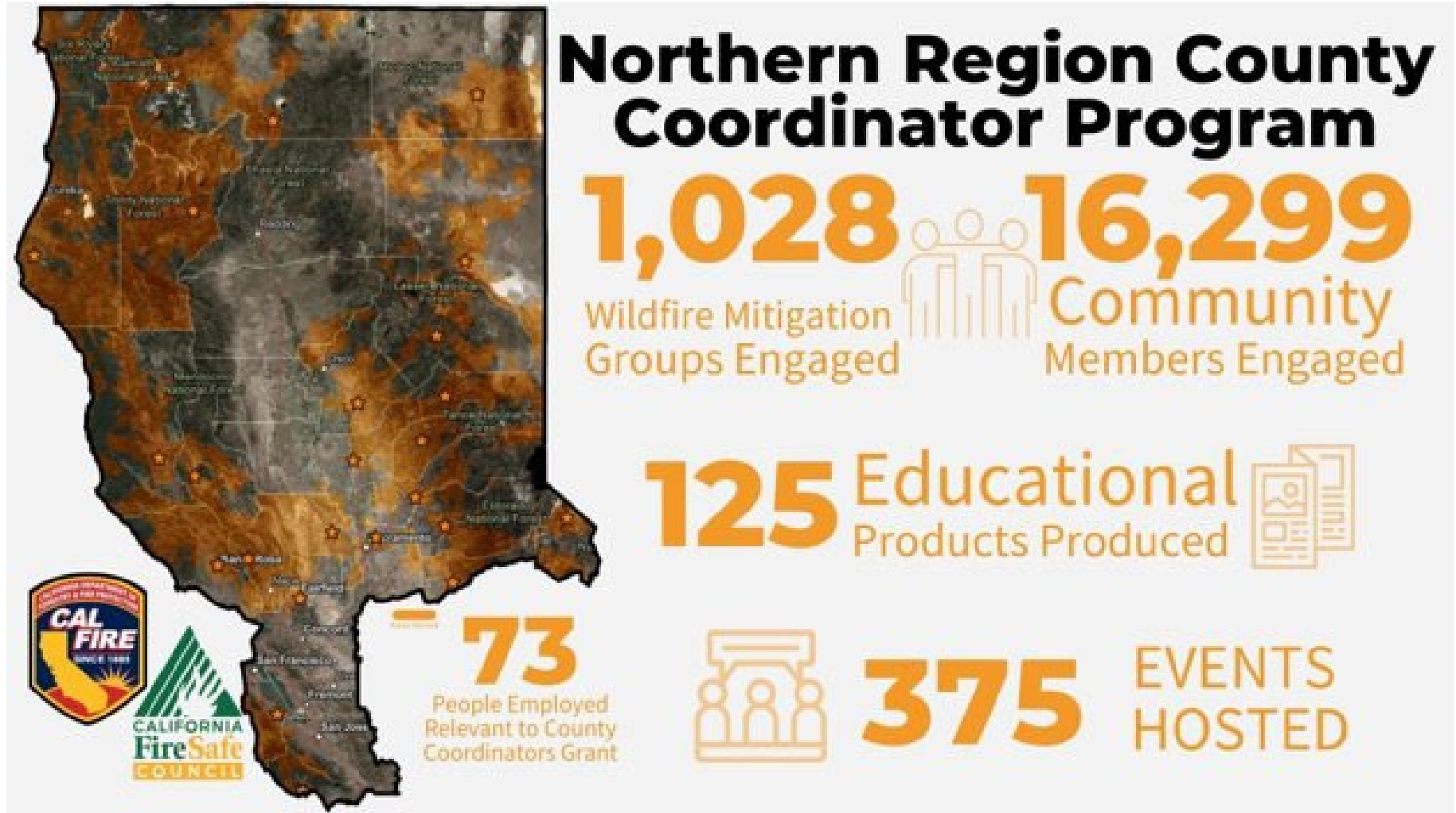
- Identifying tasks/ activities accomplished during the quarter
- Discussing any successes or challenges experienced

Deliverables and Metrics

- Communities engaged, hosted events, etc.



Progress Report Metrics Example



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Progress Report Due Dates

Report Period	Reporting Period	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
Close Out Report (if no extensions)	February 1, 2023 – July 31, 2024 Final report for entirety of Project period	August 31, 2024, at 5 p.m. (Note: this report is due in addition to the final quarterly report)

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Site Visits and Desk Audits

Site visits are used to monitor project progress. These events may include touring the project area and reviewing subgrant documentation.

Desk reviews are completed to ensure that subgrantees are meeting the standards for management of grant funds. Subgrantees should be able to readily produce expense documentation.



GIS Networking Portal



Humboldt GIS Networking Portal

CCORDS Editor - Humboldt

Legend

Info

Edit

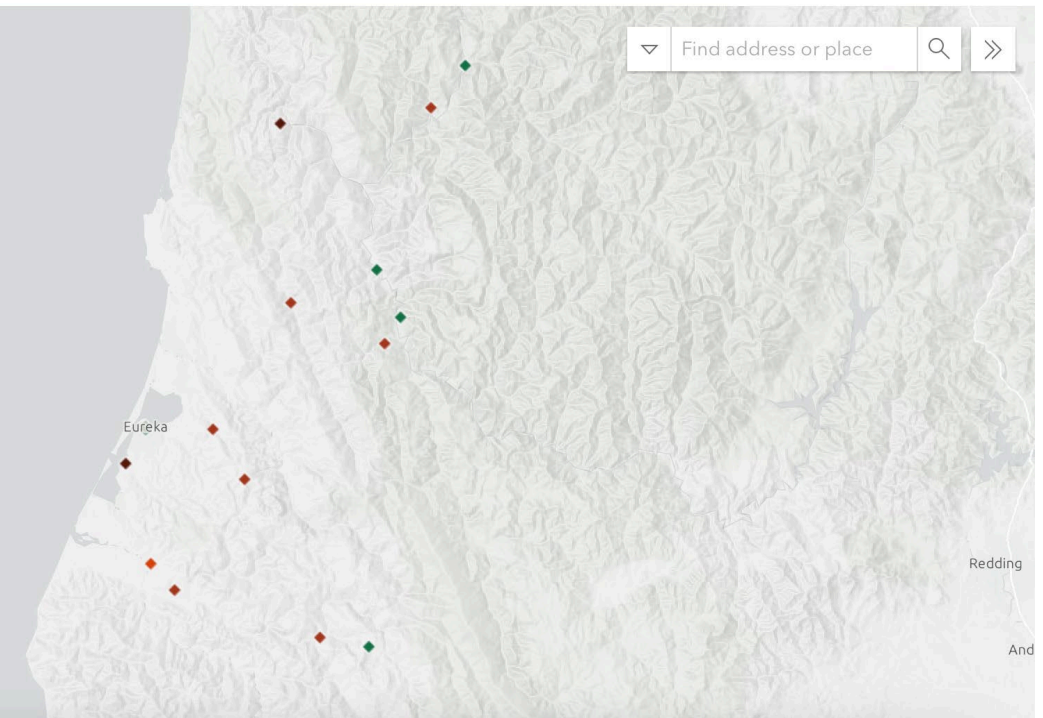
Wildfire Reduction and Resiliency Organizations - Humboldt

Association

- City
- Community Organization
- Conservancy
- County
- Educational Institution
- FIREWISE
- Fire Department
- Fire Safe Alliance
- Fire Safe Council
- Home/Property/Road Owners Association
- Native American Tribe
- Other
- Prescribed Burn Association
- Resource Conservation District



Find address or place



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Payment Requests

Payments are in the form of electronic deposit through ACH processing to the Subrecipient's bank account.

Payments for work are conducted on an advanced basis and Subrecipients will request a predetermined amount.

Subrecipient may submit a new payment request once they have spent 60% or more of the funds received from the prior payment and supply necessary supporting documentation.



Items Needed Before You Submit a Payment Request

- Completed Progress Reports for Previous Quarters
- Up-to-date Insurance Documents
- Completed ACH and W-9 forms (found in your ZoomGrants account under the Subaward Tab)
- Proof of Expenditures for the Prior Invoice Period



Steps to Submit a Payment Request

In your ZoomGrants account:

- Navigate to the Financial Tab
- Select “New Invoice”
- Complete the form
- Upload Source Documentation
- Submit

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

Payment Request		Payment Request Status	
Date Submitted	auto-generated	Payment Request Status	Pending
Payment Request Number	Their number	Approved Amount	\$
Requested Amount		Approval Date	(mm/dd/yyyy)
Payment Request Contact Name		Approved by	
Payment Request Contact Phone		Payment Request Decision Comments	
Payment Request Contact Email			
Payment Instructions	Their Payment Instructions		

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

Payment Request Questions		Payment (for this Payment Request only)	
1. Enter the amount of grant funds spent to date	Their Answer	Edit	Their payment number Pending \$
2. Enter the total match reported to date (on most recently submitted progress report)	Their Answer	Edit	Their payment number Pending \$
3. Enter the estimated match amount to be accrued during the next 30 days	Their Answer	Edit	Their payment number Pending \$
4. Enter the total match accumulated since last progress report	Their Answer	Edit	Pending Add Total \$
5. Enter the workplan activities covered by this request	Their Answer	Edit	Current Funding Snapshot (for this full application only)
6. Are the most recent progress report, expense and match forms and source documentation complete?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Edit	Payment Request Initial Award Amount Pending Approved Paid This Payment Request Still Available \$
7. Enter the new expiration date for your organization's CAGE code.	Their Answer CAGE Code Expiration Date (mm/dd/yyyy)	Edit	Payment Initial Award Amount Pending Completed Still Available \$
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Edit	
10.		Edit	

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Source Documentation

Source Documentation **MUST** 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. Detailed contractor invoices (if applicable)



Contractor Invoice Template

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

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Modifications

Possible Modification Requests:

- Programmatic Changes
- Budget Revisions
- Extension of Subgrant Term



Prior written approval is required from a Grant Specialist before making changes to the project or subaward



Public Statements

- Public notices must include funding acknowledgements, available in your subaward, and logos.
- Any publication with logos will need to be approved by your grant specialist.



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Closeout

- Project work has ended
- Extensions have been requested, if needed
- If completing the project before final quarter, notify CFSC
- Request final payments before the final quarter
(Recommended)
- Final Closeout Report



Some Important Reminders

- Stay familiar with your subaward agreement and original application
- Begin tracking expenses
- Prepare to submit payment requests
- Submit reports on time each quarter
- Communicate questions or challenges
- Create success stories



Resources

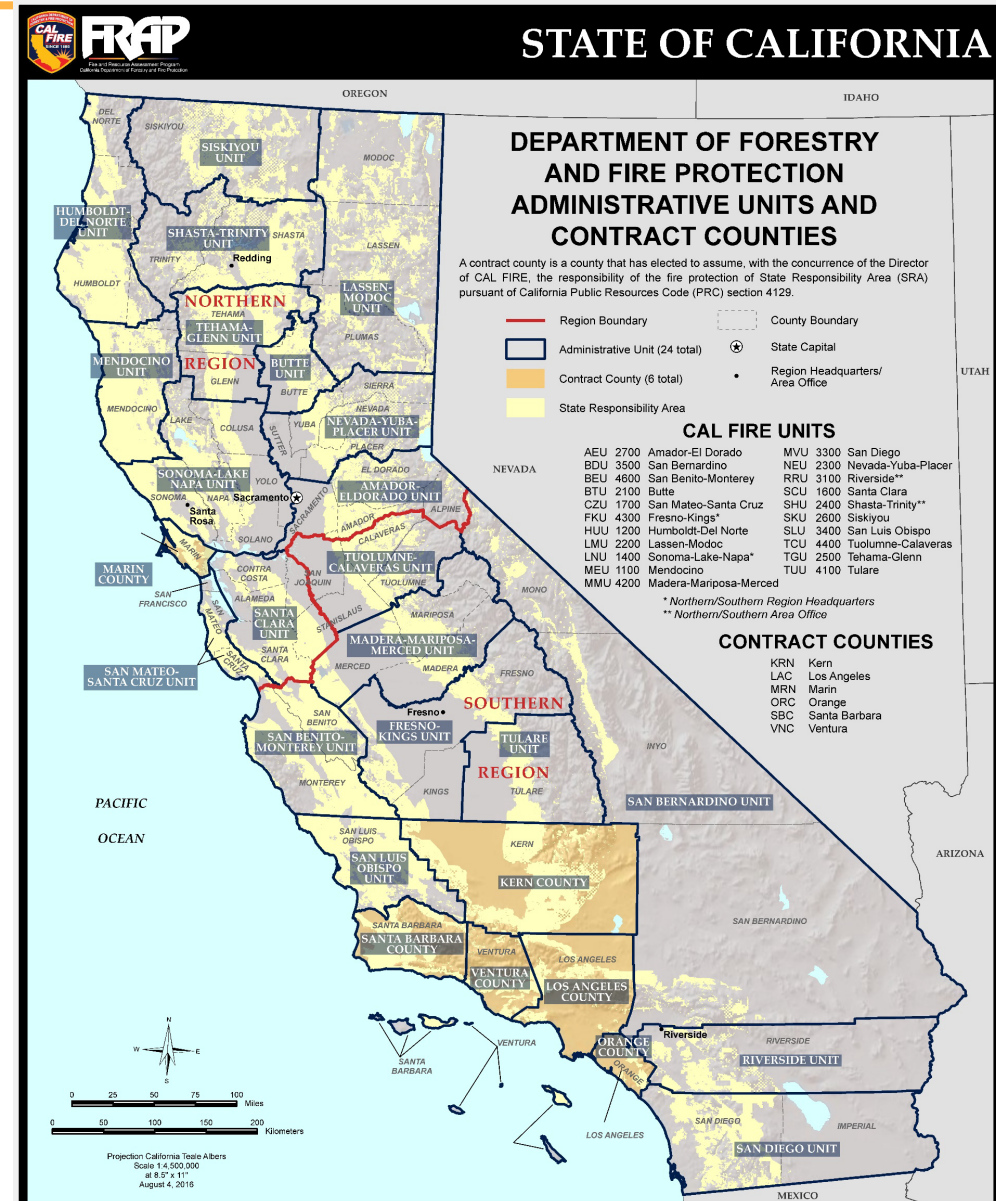
& Staying connected with CFSC

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CAL FIRE Map

The County Coordinator grant program is separated by CAL FIRE's Northern and Southern regions (red line on map).



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CFSC Map

CFSC Regions

- Northern Regional Coordinator
- Central Regional Coordinator – Brooke McAllister
- Southern Regional Coordinator – Britney Munoz



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Monthly Regional Coordinator Meetings

- Meeting calendar/Zoom info located at: <https://cafiresafecouncil.org/cafsc-events/>
 - Brooke McAllister, Northern/Central CA Regional Coordinator,
bmcallister@cafiresafecouncil.org
 - Britney Munoz, Southern CA Regional Coordinator,
bmunoz@cafiresafecouncil.org

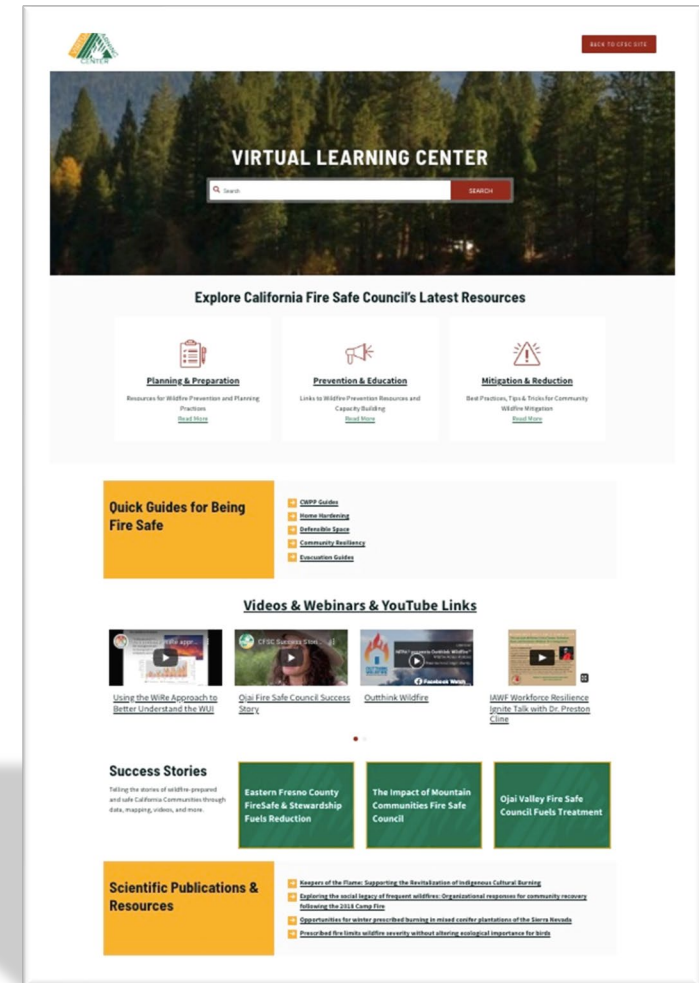
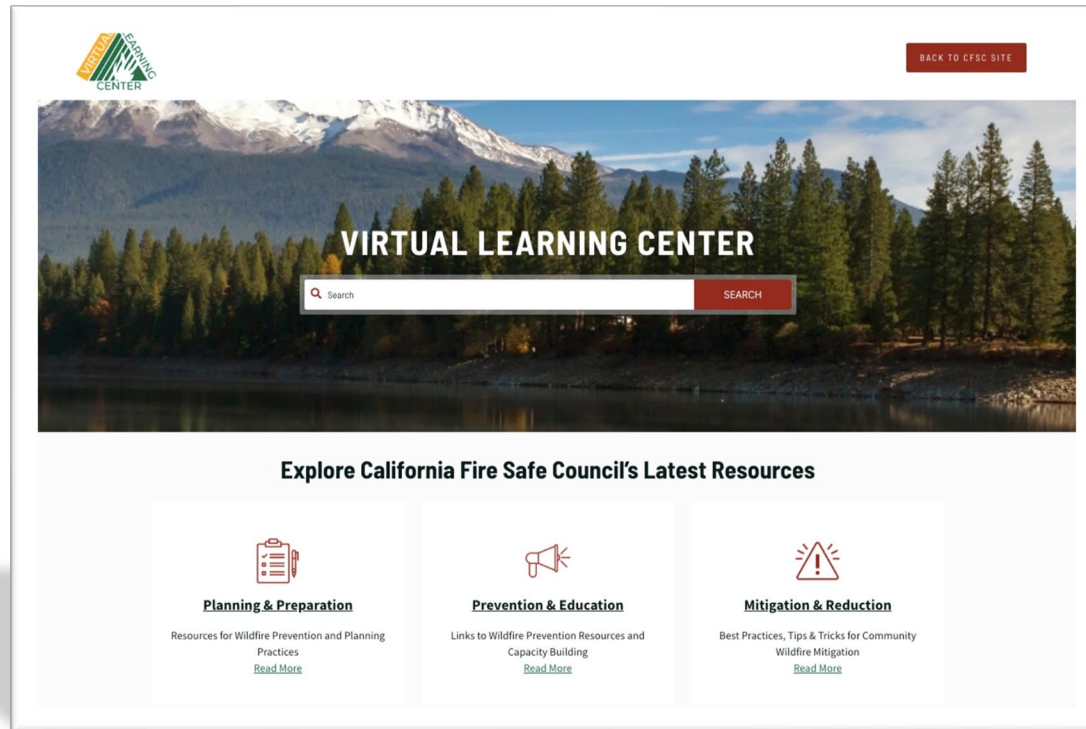


Monthly County Coordinator Meeting Series

- Meeting registration located at: <https://us02web.zoom.us/meeting/register/tZEsc-Gtpj4jHNaPqG2Lqb9GWRnONFX0Ac7Ih>



Virtual Learning Center



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CFSC Events Calendar

< > Today August 2022

CFSC Events Regional Meetings Local FSC Events Partner Events

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3 CFSC Central CA...	4	5	6
7	8	9	10 CFSC Southern ... Wildfire Safety W...	11	12	13
14	15	16	17	18	19	20 Strawberry FSC ...
21	22	23 Kern FSC with S...	24	25 CFSC Northern C...	26	27
28	29 2022 CAPIO Annual Conference Three Rivers Fair	30	31	1	2	3

CFSC Events Calendar Submission

To request an event be added to our calendar please complete the form below. Please be aware that submission of this form does not guarantee placement on the CFSC Calendar. Requests must be submitted at least 48 hours before the event occurs. If we have additional questions we will contact you via the email address provided.

* Required

1. Event Name *

Enter your answer

2. Event Time & Date *

Enter your answer

3. Event Description *

Enter your answer

HAVE AN EVENT?

Do you have an event you'd like featured on our calendar?

SUBMIT YOUR EVENT

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Newsletters & E-blasts




ANNOUNCEMENT SERIES
CFSC Bulletin



**Outreach & Communications
Workshop November 2021**

About The Workshops

Come *collaborate* and learn with your fellow community members how to build and maintain a **Communications Plan** for your organization.

CFSC Communications Team & Staff share ideas to **effectively build communities**, provide outreach opportunities, and create a **robust and sustainable** communications plan centered around community **wildfire mitigation and resiliency**.

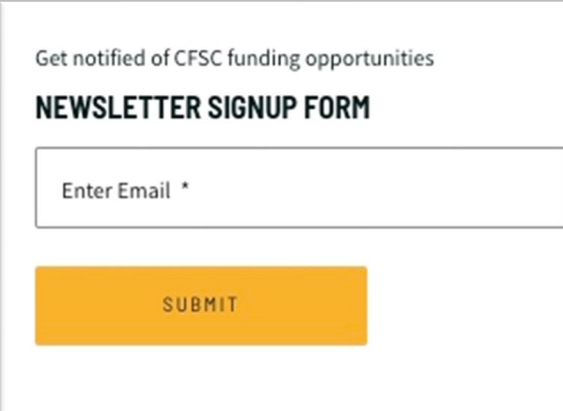
Planning on attending? Join the conversation! Let others know you'll be there and why you're going, using the #CFSCWorkshop. Head over to **Facebook** and **Like and Follow** [CFSC](#), [PG&E](#), and [SCE](#). On **Twitter**, tag [CFSC](#), [PG&E](#) or [SCE](#) in your post, and you'll be entered into a drawing to win CFSC gear.



NEWSLETTER SIGN UP

Enter Email *



Get notified of CFSC funding opportunities

NEWSLETTER SIGNUP FORM

Enter Email *

SUBMIT

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THANK YOU!

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