



# 22 Community Capacity Building Grant Award Training

Presented by California Fire Safe Council Staff:

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# CFSC 2022 Capacity Grant Program

## Funding provided by:

- 2022 Southern California Edison Fire Safe Council Capacity Grants
- Regional Forest and Fire Capacity Grant Program



SOUTHERN CALIFORNIA  
**EDISON**<sup>®</sup>

An *EDISON INTERNATIONAL*<sup>®</sup> Company





# Topics

- Background
- Subaward Agreement
- Payment
- Final Report
- Resources



# Program Intent

- Provide support specifically for new fire prevention organizations
- Increase local collaboration with county coordinators
- Support administrative capacity, volunteer development and media and communications development



# Program Overview

## Total subgrants:

14 grants at \$20,000 each

## Edison International:

7 in SCE territory

## Regional Forest and Fire Capacity:

7 in the whole state.

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## Community Fire-Safe Capacity- Building Grant Selected Projects





# Recipients

## Southern CA Edison

- 👉 Three Rivers FSC
- 👉 Wildwood Watchers FSC
- 👉 Kern FSC
- 👉 Oak Park FSC
- 👉 Wilkerson FSC
- 👉 FireSafe Corona
- 👉 Bell Canyon FSC

## Regional Forest and Fire Capacity

- 👉 Ettersburg FSC
- 👉 FSC of Nevada County
- 👉 Sierra County Firesafe and Watershed Council
- 👉 West Contra Costa FSC
- 👉 Sherwood Firewise Communities
- 👉 Elfin Forest Harmony Grove FSC
- 👉 Konocti FSC



# CA Fire Safe Council's Role

- Host the application and award process
- Assess eligibility of recipients
- Facilitate the payment of grant funds
- Ensure that funds are spent according to the program requirements
- Provide information and resources to support recipients
- Track and quantify grant accomplishments
- Share accomplishments with funders and beneficiaries

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# Subrecipient Role

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

- Complete your project as described in your grant application
- Spend grant funds correctly
- Know and comply with the terms of your subaward agreement,
- Document all expenses
- Include funding acknowledgments on communications/outreach materials
- Report accomplishments accurately, completely, and on time
- Take photo documentation throughout the grant term





# Subaward Agreement

- Official, binding contract, can be found in your Documents tab in ZoomGrants (once fully executed)
- Includes:
  - ✓ Your grant number
  - ✓ Funding amount
  - ✓ Important reporting information and deadlines
- Legal responsibilities of the subrecipient
- Considered fully executed upon signature and approval by an authorized representative of the CFSC



# Funding Acknowledgement Language

## **Edison International**

“Funding provided by a grant from Edison International, parent company of Southern California Edison through the California Fire Safe Council.”

## **Regional Forest and Fire Capacity Program**

“Funding for this project was provided by a grant from the CA Department of Conservation Regional Forest and Fire Capacity Program through the California Fire Safe Council.”



# Termination of Subaward

Failure to comply with the award provisions and grant requirements may result in the 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
- Fraud
- Non-Adherence to subaward terms



# Signing of Subawards

- Subawards are signed in ZoomGrants
- You will receive a notification when your subaward is ready to sign
- If you have a fiscal sponsor, they will sign the subaward



# Steps to Submit a Payment Request

## In your ZoomGrants account:

1. Click on the Payment Request Form tab
  2. Select “Create a New Invoice”
  3. Complete the form
  4. Click Submit
- One request will be required for the entire grant amount.
  - Payments are in the form of electronic deposits through ACH processing to the Subrecipient’s bank account.

**Lost Wages Fire Safe Council** Application Status: **Approved \$ 0.00**  
**Test the application** ✓ Submitted: 9/30/2022 11:14:55 AM (Pacific)  
\$ 20,000.00 requested **Print/Preview**

Application Summary Organization Information Project Description Budget Documents Activity Log

**Payment Request Form** ←

### Payment Request Form

(click on column headers to sort on that column)  
[Ask a Payment Request Form Question](#)

#### Invoice

Invoice Number	Date Submitted	Status	Requested	Funding Amount Approved	Paid Payment
		-none-			
		<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**Create a New Invoice** ←

Your new invoice will be listed when this page reloads.



# Lost Wages Fire Safe Council Test the application

California Fire Safe Council  
22 RFFC/SCE - Capacity Building Grant

Save for your records

**Lost Wages Fire Safe Council**  
711 High Roller Avenue  
Las Vegas , NV 89123

Tel: 702-555-1212  
Fax:  
EIN: [99-9999999](#)

**Project Contact**  
Buck Rogers  
[testaccount1@monidah.com](mailto:testaccount1@monidah.com)  
Tel: 702-555-1212

## Invoice

**Date Submitted**

Invoice number is the grant number on application summary plus a one for the first request or 2 for the second. For example: 123456-1

**Invoice Number** (your invoice number)

**Requested Amount** \$

**Invoice Contact Name**

**Invoice Contact Phone**

**Invoice Contact Email**

**Payment Instructions**

(nothing needed here)

## Invoice Status

**Invoice Status**

**Approved Amount To Pay**

**Approval Date** (mm/dd/yyyy)

**Approved by**

**Invoice Decision Comments**

## Payment

(for this Invoice only)

-none-

**Total \$0.00**

## Current Funding Snapshot

(for this full Application only)

Invoice	
Initial Award Amount	\$0.00
Pending	(-) \$20,000.00
Approved	
Paid	

**Documents Requested \***  
Fiscal Sponsorship Agreement (if applicable)

Required? **Uploaded Documents \***  
-none-

This document can be uploaded by an external user via this link:  
<https://www.zoomgrants.com/fileupext.asp?link=119268-95278623131314332414555814352341452601&initial=235605>



# Site Visits and Desk Reviews

Visits to at least 3 recipients are planned for this grant program

**Site visits** are used to share and observe the progress and outcomes of the program. This may include reviewing program documentation.

Visits also strengthen partnerships and make opportunities for recognizing recipient's successes.





# Final Report

There is one report for the grant to be submitted when the grant period ends. Two main components:

- ZoomGrants Report tab questions
- Impact Report (form found in the document tab and uploaded to ZoomGrants)

## **The grant closes out June 30th**

All funds must be spent by this date

## **The Final Report is due July 31, 2023**



# Final Report Questions Include...

## **Capacity Status**

- Changes to organization capacity based on the initial survey response
- Capacity needs yet to be met

## **Deliverables and Metrics**

- Measurable results based on the deliverables projected in the application.

## **Actual Budget**

- Grant expenditures for the reporting period with source documentation

## **Types of engagements and audience reached**

- Programs, Trainings, Products, Meetings, Workshops, Plans, Mailings

## **Collaboration with County Coordinators**

## **Demographic information about beneficiaries**



# Documentation of Costs

Costs on which grant funds are spent must be supported with source documentation. examples of source documentation include:

- Invoices with proof of payment
- Receipts for supplies or services
- Bank statements
- Stipend forms that list the recipient, service provided, timeframe and amount paid

## Source Documentation Details

Each piece of documentation that supports the expenditure of grant funds must show the following information:

- Date(s) of purchase or work completed.
- CFSC grant number.
- Proof of payment such as a receipt or statement.
- A clear description of items or services purchased that verifies relevance to the grant.

## Sample Stamp, Label, or Cover Page

It is suggested that subrecipients use a rubber-stamp, a printed label, or printed cover sheet to attach to the individual or grouped source documents, so that their documentation includes a description of how the files are organized. This is not required but it may be helpful.

The information in the following sample is required, per “Generally Accepted Accounting Principles”:

<b>MARK: Expense__ Matching Contribution__</b>
Date(s):
Grant #
Cost Category:
Vendor Name:
Donor Name:
Expend. Approved By: <span style="float: right;">Date:</span>
Paid By: (typed/printed) <span style="float: right;">Date:</span>
Total Amount:
Check / credit / receipt #:
Description of items or services and how they relate to project objectives:
Allocation formula (if applicable):
Value of match/in-kind:

# Sample Source Document: Invoice

Invoices for services should include contact information for the vendor, customer name, a description of the service provided, the date of the service, and the amount. A receipt, canceled check or statement to show proof of payment is also required.

<b>Trees, Inc.</b>				
PO Box 542 Branch, CA 96788				
<b>CUSTOMER:</b>				
Small Town Fire Safe Council				
777 Happy Lane				
Sample Town, CA 96789				
<b>BALANCE DUE UPON RECEIPT: \$ 630.00</b>				
NOTES: Hazardous Fuel Removal for Small Town Fire Safe Council				
<b>Dates</b>	<b>Item/Activity</b>	<b>Quantity/Hours</b>	<b>Rate</b>	<b>Total</b>
11/15/19	Limb & brush removal: 123 Brushy Lane	6	\$45	\$270
11/16/19	Hazard tree removal: 555 Chips Lane	5	\$45	\$225
11/17/19	Tree removal 35': 123 Hillcrest Lane	3	\$45	\$135
			Subtotal	\$630
			Tax	\$ 0
			<b>TOTAL</b>	<b>\$630</b>

# Stipend Request Form

For processing and reporting stipends, this form or one like it should be used to document basic information about the nature of the stipend being provided. It should include the name of the organization and person requesting the stipend, the activities being completed, the date range of the activities, and the amount of the stipend. For grants, a stipend request must be submitted within the grant period.

Organization Name:	
Person Requesting a Stipend:	
Mailing Address of Person Requesting a Stipend:	
Requested Amount:	
Describe the activities completed in support of this stipend request:	
Date range of activities (must be within grant time period):	
Signature of the person requesting a stipend:	



# Impact Report (Success Story)

- Separate form from the final report on ZoomGrants
  - A narrative description of project successes, people, technology, or anything that represents the uniqueness and successfulness of your project.
- Uploaded to the documents tab
- Helps you and CFSC share the story of your project



# Helpful Reminders

- Become familiar with your subaward agreement and original application
- Begin tracking expenses (**Feb. 1, 2023 – June 30, 2023**)
- Ensure all participants know expectations and deadlines
- Know your reporting metrics
- Communicate questions or challenges to your Grant Specialist
- Create success stories and before/after photos





# Resources for Success



- The CFSC Website [www.cafiresafecouncil.org](http://www.cafiresafecouncil.org)
- Calendar (under the media and events tab)
- CFSC Regional Coordinator Monthly Meetings

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# CFSC Events Calendar

Calendar view for August 2022. Filter tabs: 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 45 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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# Regional Meetings

- Network with other fire prevention groups, learn about their programs, and share successes and challenges
- Check the calendar under the media and events tab on the CA Fire Safe Council website.
- Must register for regional meetings via the calendar



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# CFSC Resources



**Brooke McAllister**

*Northern/Central California  
Regional Coordinator*

[BMcallister@cafiresafecouncil.org](mailto:BMcallister@cafiresafecouncil.org)

(530) 492-4677



**Britney Munoz**

*Southern California Regional  
Coordinator*

[BMunoz@cafiresafecouncil.org](mailto:BMunoz@cafiresafecouncil.org)

(619) 571-7377



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# CFSC Programs & Outreach Team

## PROGRAMS AND OUTREACH TEAM

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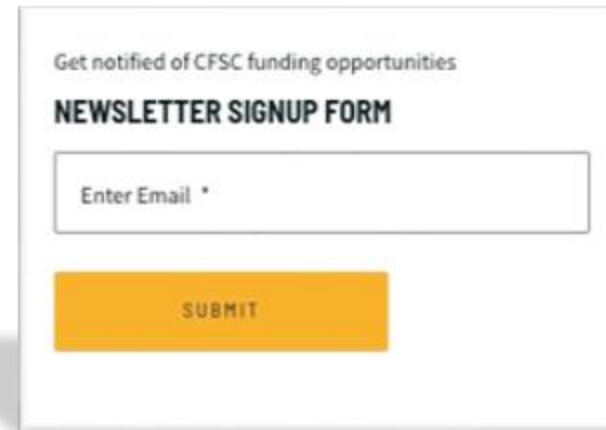
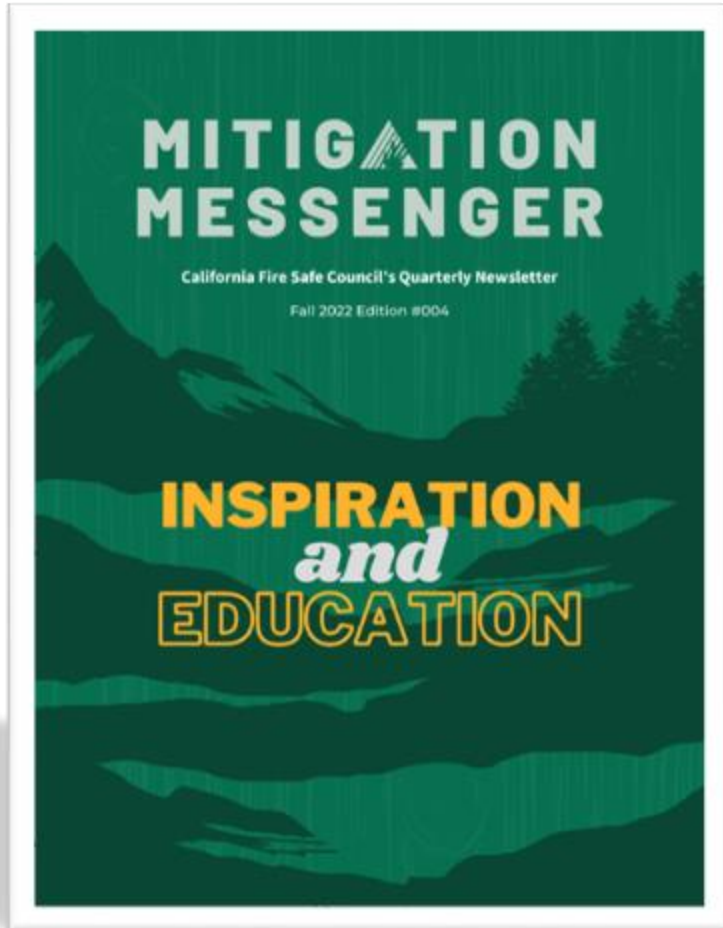
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# Newsletters & E-blasts



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# CFSC Grants Clearinghouse Team

## CAPACITY BUILDING GRANT CONTACTS

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