



CALIFORNIA  
**FireSafe**  
COUNCIL

# County Coordinators Grant Award Handbook

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## 2021



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## 1.1 Purpose and Endorsements

Congratulations on your selection as a CFSC County Coordinator Grant Program subrecipient! 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

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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](mailto: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.

## 1.2 Grant Requirements

In alignment with the terms of your subaward agreement, Section 5, *Monthly and Quarterly Check-in Requirements*, as well as Section 11, *Site Visits*, the subrecipient agrees to maintain a schedule of monthly, quarterly, and in-person communication with the County Coordinator Grant Specialist and their assigned CFSC Regional Coordinator.

### **Monthly Grant Check-Ins**

The monthly grant check-ins will be scheduled via Zoom or phone call on a regular day and time each month between your CFSC Grant Specialist and your project's assigned County Coordinator. This is a time for the County Coordinator and Grant Specialist to discuss questions, concerns, and modifications. These meetings are intended to serve as a source of support and will take between 30-45 minutes once per month.

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 monthly check-in appointment. Metrics may include but are not limited to:

- Individual county goals for coordination
- Outreach efforts and key stakeholders
- Current wildfire mitigation plans 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

### **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 from 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.

**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.

### 1.3 Additional Grant Resources

The 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.

#### **COUNTY COORDINATOR GRANT SPECIALIST:**

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
- Monthly check-ins
- Quarterly County Coordinator Workshops
- Quarterly County Coordinator E-Newsletter
- Grant modification requests
- All questions/concerns

County Coordinator Staff Grant Specialist	Julia Marsili	<a href="mailto:jmarsili@cafiresafecouncil.org">jmarsili@cafiresafecouncil.org</a>
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#### **CFSC REGIONAL COORDINATOR:**

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 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/upcoming-events/> for links to each Regional Meeting.

Northern California Regional Coordinator	Mike Wilson	<a href="mailto:mwilson@cafiresafecouncil.org">mwilson@cafiresafecouncil.org</a>
Central California Regional Coordinator	Brooke McAllister	<a href="mailto:bmcallister@cafiresafecouncil.org">bmcallister@cafiresafecouncil.org</a>
Southern California Regional Coordinator	Britney Munoz	<a href="mailto:bmunoz@cafiresafecouncil.org">bmunoz@cafiresafecouncil.org</a>

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

#### **GIS MAPPING:**

In addition to the support of the Grant Specialist and Regional Coordinator, the 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 the County Coordinator Staff Grant Specialist.

**ZOOMGRANTS ASSISTANCE:**

To access additional help or frequently asked questions about ZoomGrants, please visit ZoomGrants University (ZGU) at <http://help.zoomgrants.com/>. This site provides general help on ZoomGrants such as logging in, transferring accounts, saving/changing passwords, and inviting collaborators. For more specific assistance with ZoomGrants, contact CFSC.

**CFSC Regional Map**



## 1.4 Subaward Agreement

*This section provides guidance on managing and referencing the subaward agreement. Communicate with the County Coordinator Staff 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, which includes the *applicant organization* and its *fiscal sponsor* (if applicable). 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*.

The term of this Agreement is from November 15, 2021, to April 30, 2023 (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.

If you have any questions, please contact CFSC.

### **ACCESSING YOUR SUBAWARD CONTRACT IN ZOOMGRANTS:**

*Steps to locate your subaward contract and uploaded documents:*

1. Log into ZoomGrants account: <https://www.zoomgrants.com/login/>
2. Select 2021 CALFIRE County Coordinator Grant Program
3. Navigate to the Subaward Agreement Tab
4. Here you will find your signed subaward agreement and its required documents
5. W-9: Completed & uploaded under subaward tab OR documents tab
6. ACH authorization form & voided check: Completed and uploaded under subaward or documents tab



## 1.5 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 on a regular basis 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. CFSC staff will coordinate the frequency and amount available for each request.

Subrecipients may submit a new payment request once they have spent 60% or more of the funds received from the prior payment. Once the subrecipient submits a payment request to CFSC, receipt of funds could take up to 90 days.

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
- An up to date W9 and ACH Authorization form are on file in ZoomGrants

### 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 table to submit your payment request:

<b>Requested Amount:</b>	Enter the total dollar amount of your request. Use whole dollars only.
<b>Payment Request Number:</b>	Use the last 6 digits of your subgrant number, followed by a dash and the sequential request number. <i>(Example: The first request for subgrant # 21CALFIRE- 123456 would be 123456-1, then 123456-2, then 123456-3...)</i>
<b>Payment Request Contact Information:</b>	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.
<b>Enter the amount of Grant Funds Spent to Date</b>	Enter the total amount of expenses that have been or will be paid for using grant funds up to the date of the payment request.
<b>Enter the work plan activities covered by this request</b>	List the activities from your Work Plan that you will accomplish using the requested funds. Consult the Work Plan in your application.
<b>Enter the expiration date for your organization’s Insurance. Ensure current proof of insurance is uploaded into ZoomGrants.</b>	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.
<b>Certification</b>	Type your name to certify that the information provided is accurate. Must be an authorized signer for the grant.
<b>Then click “Submit Payment Request”</b>	

**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. Two documents are required to show proof of expenditures:

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

See Appendix A for examples of source documents, including the summary sheet and detailed transaction ledgers.

\*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.

## **1.6 Progress Reports, Success Stories, Modification Requests, & Grant Closeout**

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. 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.

### **REPORTING PROCESS:**

Progress reports are submitted through your applicant ZoomGrant portal. The project contact is the only individual who may submit progress reports. The progress report consists of two parts:

1. Progress report narrative and tables
2. Expense report forms

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. Expense reporting forms

### **PRE AND POST SURVEY:**

Subrecipients must also complete two surveys which will accompany the first quarterly progress report 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

**REPORTING PERIODS:**

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

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

**2021 County Coordinator Grant-Reporting Deadlines**

<b>Report Period</b>	<b>Progress and Expense Reports Due Dates</b>	<b>Due Date</b>
<b>1</b>	November 15, 2021 – January 31, 2022	February 28, 2022
<b>2</b>	February 1 – April 30, 2022	May 31, 2022
<b>3</b>	May 1 – July 31, 2022	August 31, 2022
<b>4</b>	August 1- October 31, 2022	November 30, 2022
<b>5</b>	November 1, 2022- January 31, 2023	February 28, 2023
<b>6</b>	February 1 – April 30, 2023	May 31, 2023
<b>Closeout Report</b>	Final report for entirety of Project period (Nov. 15, 2021-April 30, 2023)	May 31, 2023 (note: this report is due in addition to the final quarterly report)

**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.

**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.

### **SUCCESS STORIES:**

CFSC requires that all subrecipients submit two (2) success stories throughout the grant award. Success stories may be submitted alongside quarterly progress reports. If you have questions about success story requirements, please reach out to CFSC Staff for further assistance.

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

### ***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.

### **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.

If you would like to submit a Modification Request, please contact CFSC Staff.

### **CLOSEOUT REPORT:**

By May 31, 2023 at 5 p.m., subrecipient agrees to submit a final report, including all required documents, through ZoomGrants.

*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.
5. Photos: High Resolution digital photos showing the Project's outcomes and events.

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.

## 1.7 Subrecipient Award Communication:

This section of the handbook will provide guidance on announcing your 2021 CAL FIRE County Coordinators 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.

### *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 2021 CAL FIRE 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.***

## **APPENDIX A**

### **Payment Request Source Documentation**

Attached to every payment request submitted to the California Fire Safe Council, sub-recipients must provide a summary of expenses incurred since the previous payment request along with their source documentation.

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 format we prefer and the information we require 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.

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.

## **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
<b>Total</b>	<b>\$131,364.66</b>	<b>\$150,000.00</b>	<b>\$131,364.66</b>

\*If applicable



**SUMMARY TABLES + LEDGER REPORTS**

**Personnel (Salaries & Wages) Expenses**

1001	Salaries and Wages	\$8,200.00
	<b>Total</b>	<b>\$8,200.00</b>

**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
<b>Report Total</b>						<b>8,200.00</b>	<b>0.00</b>	<b>8,200.00</b>

## Fringe (Employee Benefits) Expenses

2001	Payroll Taxes	\$834.24
2002	Health Insurance	\$250.00
2003	Retirement Expenses	\$175.00
	<b>Total</b>	<b>\$1,259.24</b>

### 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
<b>Report Total</b>						<b>834.24</b>	<b>0.00</b>	<b>834.24</b>

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
<b>Report Total</b>						<b>250.00</b>	<b>0.00</b>	<b>250.00</b>

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
<b>Report Total</b>						<b>175.00</b>	<b>0.00</b>	<b>175.00</b>

## Travel Expenses

3001	Travel	\$395.50
	<b>Total</b>	<b>\$395.50</b>

<b>ABC Organization</b> <b>Actual Ledger for Period Ending 9/30/2021</b>
---

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
<b>Report Total</b>						<b>395.50</b>	<b>0.00</b>	<b>395.50</b>

## Supplies Expenses

4001	Supplies	\$1,200.00
4002	Postage and shipping	\$200.00
	<b>Total</b>	<b>\$1,400.00</b>

<b>ABC Organization</b> <b>Actual Ledger for Period Ending 9/30/2021</b>
---

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
<b>Report Total</b>						<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>

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
<b>Report Total</b>						<b>200.00</b>	<b>0.00</b>	<b>200.00</b>

## Contractual Expenses

5001	Contracted labor	\$116,464.92
5002	Website	\$2,000.00
5003	Accounting/Bookkeeping Fees	\$0.00
	<b>Total</b>	<b>\$118,464.92</b>

<b>ABC Organization</b> <b>Actual Ledger for Period Ending 9/30/2021</b>
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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
<b>Report Total</b>						<b>116,464.92</b>	<b>0.00</b>	<b>116,464.92</b>

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
<b>Report Total</b>						<b>2,000.00</b>	<b>0.00</b>	<b>2,000.00</b>

## Other Expenses

6001	Telecommunications	\$295.00
6002	Insurance	\$1,200.00
6003	Utilities	\$150.00
6004	Bank Charges	\$0.00
	<b>Total</b>	<b>\$1,645.00</b>

<b>ABC Organization</b> <b>Actual Ledger for Period Ending 9/30/2021</b>
---

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
<b>Report Total</b>						<b>295.00</b>	<b>0.00</b>	<b>295.00</b>

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
<b>Report Total</b>						<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>

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
<b>Report Total</b>						<b>150.00</b>	<b>0.00</b>	<b>150.00</b>

**Indirect summary and calculation explanation (if applicable)**

If your organization was approved to charge indirect expenses to your grant, please use the space below to explain your indirect percentage and the basis for your calculation (e.g., total costs, total direct costs, modified total direct costs, personnel, and fringe, etc.)



## APPENDIX B

### Sharing Your Impact: Success Stories

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 play 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 when writing and submitting success stories. This form will be available in the ZoomGrants "Documents" section. CFSC requires that all grantees submit **2** success stories 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 their Quarterly Progress Report. Each project is required to submit at least **2** success stories throughout the grant cycle, or one per year. It is a best practice however, to submit a success story with each Progress Report.

**What:** Success stories should include a few key items. Describe what happened, 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?	<input type="checkbox"/> Yes, our organization would be open to a video interview <input type="checkbox"/> Yes, our organization would be open to a phone interview <input type="checkbox"/> 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?	<input type="checkbox"/> Yes, and they are attached. <input type="checkbox"/> Yes, but I need to upload them later. <input type="checkbox"/> No, I do not have any supporting media.

### Success Story Example #1:

Project Name:	North Coast County Coordinators Project
Organization:	Northern Fire Safe Council
Grant Number:	112009
Date:	XX/XX/2021
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 the 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 build relationships between stakeholders in the wildfire mitigation space, discuss critical projects to improve our county’s wildfire resiliency, learn about each 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 wildfire 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?	<input checked="" type="checkbox"/> Yes, and they are attached. <input type="checkbox"/> Yes, but I need to upload them later. <input type="checkbox"/> No, I do not have any supporting media.