



# **CALIFORNIA FIRE SAFE COUNCIL**

## **22 CAL FIRE Wildfire County Coordinator-Northern Grant Award Handbook**

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# 22 CAL FIRE Wildfire County Coordinator-Northern Grant Program

## Program Purpose

Congratulations on your selection as a 22 CAL FIRE Wildfire County Coordinator-Northern Grant Program subrecipient! The program provides funding to assist counties with wildfire mitigation outreach and coordination. The objective of the County Coordinator Grant is to educate, encourage, and develop county-wide collaboration and coordination among various wildfire mitigation groups operating within counties. Funded counties will utilize funding to 1) Build a census of all wildfire mitigation groups in their county, 2) Analyze gaps in county-wide wildfire resiliency and emergency preparedness and develop recommendations to fill those gaps, and 3) Develop mechanisms to improve outreach and coordination efforts.

We look forward to working with you. This handbook is intended to give you the resources you need to successfully manage and complete your grant project. 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 and the subaward agreement.

## 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](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 County Coordinator Grant Award Communication section of this handbook.

## **Grant Program Overview**

In alignment with the terms of your subaward agreement, the subrecipient agrees to maintain a schedule of quarterly and in-person communication with their Grant Specialist and their assigned CFSC Regional Coordinator.

## **Quarterly Grant Check-Ins**

The quarterly grant check-ins are mandatory and will be scheduled virtually or via phone call each quarter with your CFSC Grant Specialist and Regional Coordinator. This is a time to discuss project progress, questions, concerns, and modifications. These meetings are intended to serve as a source of support and will take an hour or less.

## **Site Visits**

CFSC may conduct one in-person site visit or desk audit during the grant project. The purpose of these visits is to see first-hand your project and community, check in on project performance, review project documents, and engage with key project stakeholders.

## **Grant Specialist**

The assigned 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
- Grant modification requests
- All questions/concerns

## **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.
- Build capacity for emerging Fire Safe Councils or other wildfire mitigation groups.
- Provide technical support and programmatic assistance.
- 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.

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

## **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. County Coordinators are expected to maintain and update the CFSC GIS Networking Portal throughout the course of the project. Training and support on the GIS Networking Portal will be provided by CFSC.

Support for GIS mapping projects outside of the GIS Networking Portal 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 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





# Subaward Agreement

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

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 DocuSign, and the contract requires electronic signatures.

The term of this Agreement is from April 15, 2024 – December 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.

## **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 22 WF County Coordinator Program Northern
3. Navigate to the Subaward Agreement Tab
4. Here you will find your signed subaward agreement saved as a PDF

## Payments

Grant payments shall only be in the form of electronic direct deposit through ACH processing to the 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.

*\*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.*

### Payment Schedule

Subrecipients will receive two payments throughout the grant's period of performance, each for ½ of the award amount. The first ½ of the award amount may be requested as an advance immediately upon signing the subaward agreement. **Subrecipients must request their first payment no later than June 7<sup>th</sup>, 2024, and their second payment no later than September 6<sup>th</sup>, 2024,** unless otherwise approved by their assigned Grant Specialist. The second ½ of the award amount may be requested once 40% of the first advance payment has been spent or by the deadline. Failure to request payments by these deadlines may result in delay or withholding of grant funds or, ultimately, project termination.

**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.
- Source documents showing expenses, receipts, contractor invoices, travel worksheets, and other supporting documentation are uploaded to ZoomGrants.
- Reports for other CFSC grants (if applicable) have been submitted.
- Organization's certificate of insurance is current and on file in ZoomGrants, and CFSC is named as additionally insured.
- A current W9 and ACH Authorization form are on-file in ZoomGrants.

### CAL FIRE Prevailing Wage Requirements

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

## How to Submit a Payment Request

Payment requests are accessed and submitted through the Payment Request Tab in your ZoomGrants account. Select the “Create New 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
<b>Invoice 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 22CAL FIRE CC Northern-123456 would be 123456-1, then 123456-2, and so on...).</i>	<input type="checkbox"/>
<b>Requested Amount</b> Enter the total dollar amount of your request. Use whole dollars only.	<input type="checkbox"/>
<b>Invoice 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.	<input type="checkbox"/>
<b>Enter the dates this payment request covers.</b> Enter the timeframe in which the requested funds are expected to be spent.	<input type="checkbox"/>
<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.	<input type="checkbox"/>
<b>List the budget categories (and amounts per category) this payment will go toward.</b> If you need additional space, please upload a payment request itemization in the documents section.	<input type="checkbox"/>
<b>Enter the total amount of 22 CAL FIRE Wildfire County Coordinator-Northern funds spent to date.</b>	<input type="checkbox"/>
<b>Describe the documentation supporting these expenses.</b> Include where the documents are located and who has access.	<input type="checkbox"/>
<b>Upload your expense reconciliation and documentation report.</b>	<input type="checkbox"/>
<b>Enter the expiration date for your organization’s Insurance and 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.	<input type="checkbox"/>
<b>Click “Submit Payment Request”</b>	

*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 WF County Coordinator Program Northern ZoomGrants application.*

# Progress Reports

This section provides guidance on completing and submitting progress reports. Communication with CFSC is one of the most important ingredients of a successful grant project. Communicate any setbacks or problems that affect your project 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 payment requests. Continued failure to meet this requirement may result in termination of the subaward agreement.

## Reporting Process

Progress reports are submitted through your applicant ZoomGrants portal. 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. Discussion of any successes, challenges, unexpected outcomes.
3. Measurable results such as number of wildfire mitigation groups and community member engaged with, events hosted, original materials created, and community plans completed.
4. Progress toward required deliverables.
5. Grant expenditures (and match if applicable) for the reporting period.
6. Source documentation backing up reported quarterly expenses.
7. Descriptions of delays and unanticipated occurrences and their reasons and impact on the project.

## 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.

## Reporting Periods

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

## Reporting Deadlines

Report Period	Progress and Expense Reports Due Dates	Due Date
1	April 15, 2024 – June 30, 2024	7/31/2024
2	July 1, 2024 – September 30, 2024	10/31/2024
3	October 1, 2024 – December 31, 2024	1/31/2025
<b>Closeout Report</b>	April 15, 2024 – December 31, 2024 Final report for entirety of Project period	1/31/2025 at 5 p.m.

### 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.

## Source Documentation

Source documentation showing project expenses must be submitted quarterly as an attachment to quarterly progress reports. 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. All source documentation to support expenses incurred per quarter, [see the Source Documentation Table in Appendix C for required source documentation](#).
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.

# Modification Requests

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

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.

## **Types of Modification Requests**

Change in key personnel listed in the application or award document, such as the project coordinator, board president, or signatory.

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 changes such as purchasing items requiring approval (e.g., equipment) or movement of funds between budget categories. A modification request is required if moving more than 10% of the total grant amount 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.

## Grant Deliverables and Expectations

The following deliverables are a requirement of the County Coordinator Grant Program and must be carefully tracked and achieved by the end of the period of performance. Failure to complete required deliverables, unless approved by your CFSC Grant Specialist, 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. Participate in each Monthly County Coordinator Meeting with CFSC staff and other funded county coordinators.	2. Engage in one (1) local community wildfire mitigation event or similar (including community fairs, outreach events, wildfire awareness events or similar) hosted by organizations or agencies within your county.
3. Identify, summarize, and report on local groups, grants, and projects within each county at the onset of the grant project and the conclusion of the grant project.	4. Attend the Fall 2024 County Coordinator Workshop hosted by CFSC (likely to be held in Sacramento, CA).
5. Track and monitor collaborative efforts, tasks, meetings, workshops, and plans developed by the County Coordinator during the project window.	6. Attendance at one CFSC Regional Call per quarter.
7. Host one (1) collaborative event, workshop, or gathering that includes varied stakeholders actively participating in wildfire mitigation and education (including but not limited to: Fire Safe Councils, Resource Conservation Districts, Firewise groups, Tribes/Tribal Entities, CAL FIRE unit representatives).	8. Participate in one Diversity, Equity, Inclusion, and Justice training hosted by CFSC and engage with equity priority communities and communities at risk (will be held virtually).
9. Maintain/update CFSC GIS Networking Portal and collect GIS data to share with CFSC (support will be provided by the CFSC GIS team).	10. Submit quarterly programmatic and fiscal reports and attend quarterly check-in calls with assigned CFSC Grant Specialist.
11. One presentation to the county's board of supervisors on the County Coordinator project's outcomes and results.	12. Other deliverables as identified in the project workplan.



# Grant Closeout

By January 31, 2025, at 5 PM, 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 total actual costs for the entire term of this agreement.
3. A final Budget Report on total matching funds, if applicable, for the entire term of this agreement.
4. A final success story of the project.
5. Confidential Program Evaluation Form.
6. One (1) digital version of products developed using grant funds over the entirety of the Project, such as publications, flyers, communications and/or educational materials, best practice guides, newspaper clippings and other materials.
7. Photos: high resolution digital photos showing the project's outcomes and events.
8. GIS 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.

## Success Stories

CFSC requires that all subrecipients submit at least one (1) success story at grant closeout. If you have questions about success story requirements, please reach out to your CFSC Grant Specialist for further assistance.

[Please see Appendix D for guidance on success story requirements.](#) The document will outline the reporting requirements and resources and tools 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 outreach events, conferences, staff collaboration, updated websites, etc.

## Grant Award Communication

This section of the handbook will provide guidance on announcing your 22 CAL FIRE Wildfire County Coordinator-Northern Grant Program 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 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 22 CAL FIRE Wildfire County Coordinator-Northern Grant Award. The objective of this grant project is to assist counties with wildfire mitigation outreach and coordination. The objective of the County Coordinator Grant is to educate, encourage, and develop county-wide collaboration and coordination among various wildfire mitigation groups operating within counties. Funded counties will utilize funding to 1) Build a census of all wildfire mitigation groups in their county, 2) Analyze gaps in county-wide wildfire resiliency and emergency preparedness and develop recommendations to fill those gaps, and 3) Develop mechanisms to improve outreach and coordination efforts.”

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

### CAL FIRE and California Climate Investments Acknowledgement Language


All projects must clearly display a program acknowledgement. The acknowledgement must contain the CFSC, 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 CAL FIRE Wildfire-Northern 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](http://www.caclimateinvestments.ca.gov).”*

# Appendix A – ZoomGrants Information




## ZOOMGRANTS™ OVERVIEW

**CALIFORNIA  
Fire Safe  
COUNCIL**

### PURPOSE

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.

Need help with your ZoomGrants account?



[questions@zoomgrants.com](mailto:questions@zoomgrants.com)

### NAVIGATING TABS IN ZOOMGRANTS™

**Application Summary**  
Overview of grantee organization contacts and organization information, including EIN, UEI Number, and CAGE code.

---

**Application Questions**  
Your organization's application / project-specific questions.

---

**Budget**  
Detailed project budget and match information, and budget narrative.

---

**Scope of Work**  
Your scope of work and work plan for your project. Includes key deliverables and timelines for your work.

---

**Documents**  
Requested documents during the Application, Pre-Award, and Monitoring phases are uploaded here.

---

**Payment Request**  
Where you will submit and access payment requests and source documentation.

---

**Progress Report**  
Where you will submit quarterly progress reports and project documentation.

---

**Subaward Agreement**  
Here you will sign your subaward agreement (official, binding contract with CFSC). Once fully-executed, you will have the ability to download the agreement in .pdf format.

# Appendix B – Payment Request Example

## Payment Request

Instructions [show/hide](#)

Date Submitted	Not submitted
Payment Request Number (your invoice number)	<input type="text"/>
Requested Amount	<input type="text"/>
Payment Request Contact Name	<input type="text"/>
Payment Request Contact Phone	<input type="text"/>
Payment Request Contact Email	<input type="text"/>
Payment Request Instructions	<input type="text"/>

**Enter the dates this payment request is for.**  
-no answer-

**Describe the work plan activities covered by this request. Consult the Work Plan in your application, and list the activities from the Work Plan that you will accomplish with the requested funds.**  
-no answer-

**List the budget categories (and amounts per category) this payment will go toward. If you need additional space, please upload a payment request itemization in the documents section.**  
-no answer-

**Enter the total amount of grant funds spent to date.**  
-no answer-

**Describe the documentation supporting these expenses. Where are the documents located? Who has access to them?**  
-no answer-

**Have you prepared your payment request itemization? A template is available in the Documents section below.**  
 Yes  
 No

**Have you prepared your expense reconciliation and documentation report? A guide/template is available in the Documents section below.**  
 Yes  
 No

**Enter the expiration date for your organization's insurance. Ensure that current proof of insurance is uploaded into the Documents Tab in ZoomGrants. Invoices cannot be processed without current proof of insurance on file.**  
-no answer-

Documents Requested *	Required?	Uploaded Documents *
Proof of insurance (updated)	<input type="checkbox"/>	-none-
Payment request itemization <a href="#">download template</a>	<input checked="" type="checkbox"/>	-none-
Expense reconciliation and documentation guidance <a href="#">download template</a>	<input checked="" type="checkbox"/>	-none-

\* ZoomGrants™ is not responsible for the content of uploaded documents.  
 \*\*Documents can not be deleted once the Payment Request has been submitted.

## Appendix C – Payment Request Source Documentation Example

Subrecipients must provide a summary of expenses incurred since the previous reporting quarter, along with their source documentation, attached to every quarterly progress report.

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 reporting quarter.

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 reporting quarter, your current payment request, and your total expenses from inception to date.
- A ledger report from your accounting system documenting all expenses incurred in your reporting quarter.
- All source documentation to support expenses incurred. Source documentation must adhere to the CAL FIRE Project Cost Table shown on the next page.
- 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 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 progress report in ZoomGrants.

***\*Please note: Payment requests cannot be processed until the source documentation is submitted and approved.***

## Source Documentation-CAL FIRE Project Cost Table

Project costs must be consistent with the approved project and incurred during the performance period as specified in the grant agreement. Source documentation submitted must align with what is described in the table below:

<b>Budget Item</b>	<b>Eligible Cost</b>	<b>Required Documentation</b>
<b>Salaries and Wages</b>	Salaries and wages of employees employed by the Grantee who is DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Examples of expenditures include time-related to site visits and project monitoring and completion of reporting related to the grant project. Staff time related to accounting, business services, etc. are allowed only if those functions are not included in the Grantee's overhead cost.	A payroll summary of all employees' time spent on the project must be provided with invoices requesting salary/wage reimbursement. Payroll documentation should show a nexus between time worked on the project and wages paid to the employee after the fact. Timesheets or similar documentation detailing days and hours worked on the project must be maintained and retained by the Grantee for audit purposes but should not be submitted to CAL FIRE unless otherwise instructed.
<b>Benefits</b>	Employer contribution share of fringe benefits associated with employees (paid from salaries and wages Budget Item) who are directly engaged in the execution of the grant project. This will include Social Security, Medicare, Health Insurance, Pension Plan costs, etc. as applicable for the specific employee. Does not include Sick/Vacation/Holiday leave.	Same documentation as Salaries and Wages. Payroll summary documentation showing wages and hours paid to employees and associated fringe benefits. Back-up documentation to be retained by Grantee for audit records.
<b>Contractual</b>	Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be RPF supervision/certification, professional/consultant services (the costs of consultant services necessary for project planning and implementation), fire prevention contractor, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of price analysis.	Invoices from consultant/contractor identifying expenditure, services performed and period of services. Documents related to consultant/contractor selection analysis shall be kept by the Grantee but available for audit purposes.
<b>Travel</b>	Travel cost associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the Grantee's written travel policy. Absent a written policy, per diem shall not exceed the California Standard Per Diem Rate allowable by the U.S. General Services	Receipts identifying travel cost (i.e., lodging, rental cars). Mileage must be documented by either employee travel claims that are signed by the employee or vehicle mileage logs for vehicles owned by the Grantee. Per Diem must be documented by employee travel claims.



	Administration. Mileage rates shall not exceed the rates allowable by the IRS.	
<b>Supplies</b>	Supplies that are used in the direct support of the project are allowable. Supplies exceeding \$500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis. Supplies include items under \$5,000 per unit cost. (e.g., chainsaws etc.)	Receipts identifying item purchased, cost, and date of purchase. Documentation related to price analysis of procurement of supplies exceeding \$500 shall be kept by the Grantee and made available for audit purposes.
<b>Equipment</b>	Equipment is an item of \$5,000 or more per unit cost and has a tangible useful life of more than one year. Equipment is not to exceed \$250,000. The cost to lease equipment to use in the grant project may be charged to the grant. Use of equipment owned by the Grantee may be charged to the grant at a rate set by the California Department of Transportation Labor Surcharge and Equipment Rental Rate Guide. Purchase of equipment using grant funds is allowable only with prior approval by CAL FIRE. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing must be provided. Procurement of equipment must be done on a competitive basis and include documentation of price analysis. The Grantee must include in the application package the proposed use and maintenance plans for equipment after the performance period of the grant. Disposition of equipment beyond the project performance period is subject to CAL FIRE approval. If Grantee fails to complete grant and/or dissolves during grant, equipment shall be returned to CAL FIRE. Equipment shall not be used as collateral or other means.	Equipment is not an eligible expense for the County Coordinator Grant Program.
<b>Other</b>	Other costs that do not fit in any of the above categories. The cost must be directly related to the grant project. A cost (such as rent, utilities, phones, general office supplies, etc.) that must be apportioned to the grant is considered indirect cost unless written justification is submitted and approved by CAL FIRE.	Invoices or receipts identifying the item and cost charged to the grant.
<b>Indirect</b>	Indirect Costs are costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the Grantee organization.	Applied on a percentage (%) basis on direct costs except for equipment. Documentation related to the determination of the Grantee's indirect cost



	<p>These costs are not usually identified specifically in the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and rent, utilities, supplies, etc. Functions included as direct versus indirect costs must be applied consistently for all activities within the Grantee organization, regardless of fund source. The maximum allowable indirect charge for this grant program for all entities including UC's and CSUs should generally not exceed 12%, unless an exemption is granted by CAL FIRE.</p>	<p>rate must be retained by the Grantee for audit purposes.</p>
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Source: CAL FIRE Wildfire Prevention Grants Program Direct Award Procedural Guide, February 2022

### Reconciliation Report Example

**COVER PAGE**

**Revenue**

Payment Request #: Grant ID-#

Dated July 7, 2024

For performance period ending: June 30, 2024

**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 6/30/2024**

Account	Date	Source	JE	Reference	Description	Debit	Credit	Balance
1001 Salaries and Wages Beginning Balance								0.00
	4/15/2024	A/P			[ADP Business Payroll Services] ADP Business Payroll Services 1st August 2021 wages	2,050.00		2,050.00
	4/30/2024	A/P			[ADP Business Payroll Services] ADP Business Payroll Services 2nd August 2021 wages	2,050.00		4,100.00
	5/15/2024	A/P			[ADP Business Payroll Services] ADP Business Payroll Services 1st September 2021 wages	2,050.00		6,150.00
	5/31/2024	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 6/30/2024**

Account	Date	Source	JE	Reference	Description	Debit	Credit	Balance
2001 Payroll Taxes Beginning Balance								0.00
	4/15/2024	A/P			[ADP Business Payroll Services] ADP Business Payroll Services 1st August 2021 Payroll Taxes Withheld	208.56		208.56
	4/30/2024	A/P			[ADP Business Payroll Services] ADP Business Payroll Services 2nd August 2021 Payroll Taxes Withheld	208.56		417.12
	5/15/2024	A/P			[ADP Business Payroll Services] ADP Business Payroll Services 1st September 2021 Payroll Taxes Withheld	208.56		625.68
	5/31/2024	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
	4/15/2024	A/P			[KAISER PERMANENTE] Kaiser Permanente	62.50		62.50
	4/30/2024	A/P			[KAISER PERMANENTE] Kaiser Permanente	62.50		125.00
	5/15/2024	A/P			[KAISER PERMANENTE] Kaiser Permanente	62.50		187.50
	5/31/2024	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
	4/15/2024	A/P			[DFGlobalFinancial] DF Global Financial	43.75		43.75
	4/30/2024	A/P			[DFGlobalFinancial] DF Global Financial	43.75		87.50
	5/15/2024	A/P			[DFGlobalFinancial] DF Global Financial	43.75		131.25
	5/31/2024	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>

<p><b>ABC Organization</b>  <b>Actual Ledger for Period Ending 9/30/2021</b></p>
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Account	Date	Source	JE	Reference	Description	Debit	Credit	Balance
3001 Travel Beginning Balance								0.00
	5/31/2024	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
	6/12/2024	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
	6/7/2024	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>

**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
	4/15/2024	A/P			[GreenThumb] Green Thumb Defensible Space Landscaping, LLC Acct # 99999999	58,232.46		58,232.46
	6/15/2024	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
	6/30/2024	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>

**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
	4/30/2024	A/P			[BigTelco] Big Telco Inc.	147.50		147.50
	6/30/2024	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
	6/30/2024	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
	4/30/2024	A/P			[Zappy] Zappy NRG Gas & Electric	75.00		75.00
	6/30/2024	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>



# 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
<b>Total</b>						<b>\$1,477.50</b>

# Appendix D – Success Story Template

## Instructions

Impact stories, also known as 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 for writing and submitting success stories. If you have questions about success story requirements, please reach out to your grant specialist for further assistance.

**Why:** Impact 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. This form is also used primarily for our Communication Department to gather data for social media and promoting our organization.

**When & Where:** Grantees can submit impact stories in ZoomGrants with each quarterly progress report. Each grant recipient is required to submit an impact story at the closeout of the grant.

**What:** Impact 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 impact reports. 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 impact story if applicable to your project:

- **Before & After 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.
- **Progress Photo:** Demonstrates progress made toward project, please include initial and current progress to date. 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.
- **Meeting or Gathering:** Ensure that you have Photo 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:** At grant closeout, upload a completed impact story and accompanying media in the Documents Requested section of the quarterly progress report in ZoomGrants.



# Success/Impact Story Form

<b>Project Name:</b>	
<b>Title of impact story:</b>	
<b>Organization:</b>	

<b>Person completing this form:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Date:</b>	

<b>Grant number and year:</b>	
<b>Link to website:</b>	

<b>Location of story:</b>	
<b>Partners:</b>	

**Would your organization be open to a video interview?**      Yes       No

**Would your organization be open to a phone interview?**      Yes       No

**Are there any photos, videos, or other media associated with this impact report?**      Yes       No

**If yes, please upload the associated media items to your ZoomGrants account in the upload tab for the final quarter. If the file size is larger than 4 MB, contact your grant specialist.**

## GRANT PROJECT DISCUSSION

If you have answered these questions in your Closeout Report, you can copy/paste your answers.

Summarize the successes and challenges that resulted from your project, including how they impacted the project's progress.

What did you learn by doing this project? Are there any activities you would have added or eliminated or anything you would have done differently?

Is there something that makes this project unique within your community?

Please share specific data associated with the project such as the number of individuals served, acres treated, work actions completed, or number of people employed by the project.

What, if any, are the ways you plan to share the following story with your networks?

Please share a story about the impact of your grant-funded project here:

Examples could include highlights about individuals involved in the project, stories about fire impacts, unexpected opportunities, or anything else that you would like to share.



# Success/Impact Story Example

**\*Using fictitious information for example purposes only**

<b>Project Name:</b>	Defensible Hill County
<b>Title of impact story:</b>	Partnerships Break Down Barriers to Resilience <i>(Note: the following success story is a fictitious example of how the form should be completed. Any connection to actual individuals or organizations is coincidental.)</i>
<b>Organization:</b>	Fire Safe Hill County

<b>Person completing this form:</b>	Samuel Smith
<b>Phone:</b>	(222) 555-4321
<b>Email:</b>	Enter your Email address here
<b>Date:</b>	November 30, 2024

<b>Grant number and year:</b>	345678, 2024
<b>Link to website:</b>	Enter your website address here

<b>Location of story:</b>	West Knoll Estates, Hill County, CA
<b>Partners:</b>	CAL FIRE, Fire Safe Hill County, The Knoll Estates Company, Inc., Western Hill Fire District, Hill County Family Services, Hill County Hispanic Coalition, Urban Corps

<b>Would your organization be open to a video interview?</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<b>Would your organization be open to a phone interview?</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<b>Are there any photos, videos, or other media associated with this impact report?</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**If yes, please upload the associated media items to your ZoomGrants account in the upload tab for the final quarter. If the file size is larger than 4 MB, contact your grant specialist.**

## GRANT PROJECT DISCUSSION

If you have answered these questions in your Closeout Report, you can copy/paste your answers.

**Summarize the successes and challenges that resulted from your project, including how they impacted the project's progress.** Fire Safe Hill County's West Knoll Estates defensible space project assisted 40 households in the community of West Knoll Estates by collaborating with the landowner, property manager, residents, and our wildfire preparedness partners (CAL FIRE, Western Hill Fire District, and Urban Corps).

The project was a success because 100% of the 40 households were renters, qualifying as low-income, non-English speaking, or other disadvantaged who would otherwise have experienced disproportionate hardship in the event of a wildfire in the neighborhood. This would not have been possible without the support and in-kind resources of the local wildfire partners, and collaboration from Hill County Family Services and the Hill County Hispanic Coalition, who provided both at-risk household information and translation services.

Challenges that impacted the project timeline include developing relationships with the property manager, limited access to the property owner, and initial language barriers.

**What did you learn by doing this project? Are there any activities you would have added or eliminated or anything you would have done differently?** We found that many people are still not aware of the concept of defensible space and the simplicity of actions that can make a difference in protecting a property.

The fact that we had funding and the Urban Corps and local volunteers available to assist with the work brought much hardship off the owner and tenants, some of whom had multiple jobs to juggle with little to no time to do the work themselves.

**Is there something that makes this project unique within your community?** To date, most of the people who could benefit from defensible space work were landowners with the resources, knowledge, and time to do the work themselves or contract it out. Now we have made a difference in the lives of 40 households - 153 people - who had several barriers to resilience.

**Please share specific data associated with the project such as the number of individuals served, acres treated, work actions completed, or number of people employed by the project.**

Households: 40

Residents/individuals: 153

Acres: 10

Volunteer hours: 180

**What, if any, are the ways you plan to share the following story with your networks?**

We plan to produce a series of 4 campaigns with different angles, shared across our website, social media, and via our partners highlighting:

1. A volunteer story
2. A partner story with before and after imagery and facts
3. A tenant story
4. A property owner story

**Please share a story about the impact of your grant-funded project here:**

Examples could include highlights about individuals involved in the project, stories about fire impacts, unexpected opportunities, or anything else that you would like to share.

This was an unexpected opportunity to further partner with Hill County Family Support and the Hill County Hispanic Coalition to develop bilingual, youth-oriented defensible space materials to youth in the neighborhood. Of the 40 households reached through this project, six had non-English speaking heads of household, and with HCFS as a partner we empowered youth in each of these households with tools to further help their family's resilience in a wildfire preparedness framework.