

Notice of Funding Opportunity

2025 CAL FIRE COUNTY COORDINATOR GRANT PROGRAM

**\$7.8 Million Available to
Counties Across California**

APPLICATIONS OPEN APRIL 11, 2025



Funding for this project provided by the California Department of Forestry and Fire Protection's (CAL FIRE) Wildfire Prevention Grants Program as part of the California Climate Investments Program.

Funding # 5GG23125



Funding Summary

2025 CAL FIRE County Coordinator Grant Program

\$7.8 Million Available



Funding Announcement

California Fire Safe Council (CFSC) is pleased to announce additional funding for the County Coordinator Grant Program. The objective of the County Coordinator Grant is to educate, encourage, and develop countywide collaboration and coordination among wildfire mitigation groups. Program funding will cover administrative costs relevant to county-wide coordination efforts, including but not limited to salary, support, and administrative costs for a designated County Coordinator.

Eligibility

Eligible applicants include counties or their designated representative who received and successfully closed out a 2021 or 2022 CAL FIRE County Coordinator Grant, or who have been notified by CFSC of their eligibility.

Goals and Strategy

The County Coordinator Program serves as a mechanism to build capacity among mitigation groups and develop strong partnerships between state and local mitigation practitioners by:

- Assessing strategies to promote and develop county-wide CWPPs and improved planning processes.
- Promoting the integration of County Coordinators and their networks with local CAL FIRE Units.
- Supporting state-wide data collection.
- Working to scale up mitigation, preparedness, and outreach activities in each funded county.
- Building strong, collaborative mitigation practitioner networks, from the county to the grassroots level.

Available Funding

Applicants may request up to \$151,500 for an approximately 15-month period of performance (May 15, 2025 - July 31, 2026).



Program Deliverables

2025 CAL FIRE County Coordinator Grant Program

Required Grant Deliverables

Awarded subrecipients will be required to include the following deliverables into their workplan and budget for the 2025 CAL FIRE County Coordinator Grant Program:

- Identify, summarize, and report on local groups, grants, and projects within the county, developing partnerships with key stakeholders and providing support and resources to local mitigation groups.
- Track and monitor collaborative efforts, tasks, meetings, workshops, and plans developed by the County Coordinator during the project window.
- Continue to contribute to the GIS Networking Portal.
- Work alongside your local CAL FIRE Unit or CAL FIRE contracted entity to develop a plan and/or initiate next steps to integrate with the local unit and develop shared, locally appropriate resources and collaborative activities.
- Participate in one (1) CAL FIRE Qualified Entities Training during the grant term to gain insights into home assessment requirements and support CAL FIRE in standardizing assessment practices.
- Share information and provide one (1) county-level training with key stakeholders and applicable parties on the new Community Wildfire Protection Plan (CWPP) toolkits.
- Assess current need for a county-level CWPP and/or county-level CWPP update, and develop a preliminary plan evaluating the feasibility, next steps, and potential partners needed to initiate county-level CWPP planning. Subrecipients will submit a report of their findings and next steps to support the state's efforts to promote, implement, and adopt the use of the CWPP toolkit at the county-level.
- Give one (1) presentation at a County Board of Supervisors meeting on the County Coordinator Grant Project scope of work, deliverables, and impact.
- Attend the in-person CFSC Networking and Peer Learning Workshop on Friday, November 21, 2025, in Sacramento, California.
- Attend CFSC's virtual County Coordinator Monthly Meeting series.
- Submit quarterly programmatic and fiscal reports.
- Complete other deliverables as identified in the project workplan.
- Abide by the terms and conditions of the subaward agreement.

Unallowable Activities and Expenses

The following activities and expenses are unallowable under the terms of this grant program:

- No ground disturbing or fuel reduction activities.
- No equipment purchases. See the CAL FIRE Project Cost Table on p. 8 for the definition of equipment.
- No food and refreshment expenses, except those incurred as per diem during approved travel.
- Indirect costs cannot exceed 12% of the requested funding amount.



Program Expectations

2025 CAL FIRE County Coordinator Grant Program

Grant Program Expectations

Awarded subrecipients will be expected to abide by the following grant expectations.

Assigned County Coordinators:

- One individual within the awarded agency should be designated as the County Coordinator and serve as the key programmatic contact for the project. These individuals should dedicate their time to achieving the grant deliverables, ensuring the workplan and budget remains on track, communicating with their assigned CFSC Grant Specialist, attending Monthly County Coordinator Meetings, and ensuring other subaward requirements are met.
- The designated County Coordinator **should not** be a deployable emergency response employee to avoid prolonged absences from grant work.
- Subrecipients may elect to use a contractor to fill the County Coordinator position; however, agencies must provide approved procurement policies and must demonstrate that they followed their procurement policy when selecting the contractor.
- Subrecipients are expected to keep the program contacts and key personnel up to date in ZoomGrants, as well as check their ZoomGrants messages and emails regularly for key programmatic information.
- Subrecipients whose designated County Coordinator is funded by more than one grant source must be able to produce a time allocation policy if/when requested showing hours worked and billed to each grant program.

Payment Requests and Source Documents:

- Subrecipients will be required to submit their first advance payment request within 10 business days of signing their subaward agreement UNLESS approved or required to operate on a reimbursement basis.
- Subrecipients preferring to operate on a reimbursement basis must submit reimbursement requests on a quarterly basis with each progress report.
- All subrecipients must submit source documentation for costs billed to the grant on a quarterly basis with each progress report.
- All payment requests must use the California Fire Safe Council cover sheet, which will be provided with the Grant Award Handbook and available in the ZoomGrants library.

CFSC Risk Assessment:

- All eligible applicants will undergo a risk assessment prior to entering into a subaward agreement with CFSC. Based on CFSC's risk assessment, some subrecipients may encounter special monitoring conditions added to their subaward agreement.



Application and Timeline

2025 CAL FIRE County Coordinator Grant Program

How to Apply

Applicants must have received and fully closed a 2021 or 2022 County Coordinator Grant, demonstrating appropriate grant management ability and abiding by the terms and conditions of their subaward agreement, and must be deemed eligible for additional funding by CFSC.

Applications open on April 11, 2025. Visit <https://cafiresafecouncil.org/grants-and-funding/apply-for-a-grant/> to create a new ZoomGrants account or login to your existing account and select "25 CAL FIRE County Coordinator Program" to begin. The grant program and applications will not be available for viewing until April 11, 2025; however, the general application questions are available on the next page to support you as you plan for your project.

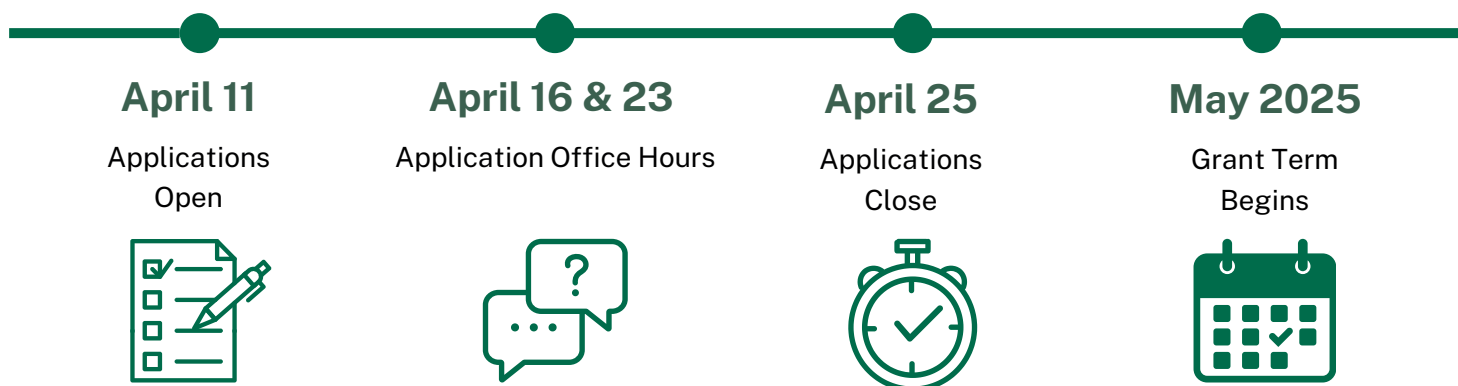
All applicants must complete the following tabs in the ZoomGrants application:

- Application Summary
- Application Questions
- Budget (See p. 8: CAL FIRE project cost table)
- Scope of Work/ Workplan (*include the activity, timeline, responsible party, outcome, and budget*)
- Document Uploads

ZoomGrants Application Assistance: To retrieve login information, you must contact ZoomGrants. CFSC staff do not have access to your login information. The ZoomGrants Technical Support team is available 8:00 a.m. to 5:00 p.m. Mountain Time, Monday through Friday Toll Free at 866-323-5404 or email questions@zoomgrants.com.

Application Timeline

Applications open April 11, 2025, and the application deadline is April 25, 2025, at 11:59 p.m. PST. Grant awards will be announced in early May 2025. The grant term is 15 months with a anticipated period of performance of May 15, 2025 - July 31, 2026.





Sample Application Questions

2025 CAL FIRE County Coordinator Grant Program

Sample of Grant Program Application Questions

Due to the shortened grant application window, CFSC is providing a sample of application questions for your preparation prior to the opening of the application on April 11, 2025. Questions are subject to change.

Organization Information

- Which county do you represent?
- If your organization has a CAL FIRE grant or direct award, or received one in the past, please provide the grant number(s), project summary(ies), current status (open/closed), and if you have ever received a CAL FIRE grant termination prior to award close.
- List key individuals from the applicant county or organization who will be involved in submitting the application, designing the project, and designating the County Coordinator.
- Briefly list prior grants received and managed over the past 3 years, including private, federal, or state grants.
- Does your county have a county-wide community wildfire protection plan or emergency plan?
- Does your organization/county have professional GIS staff who will be available to assist with the GIS needs of this project? If yes, please provide the contact information for GIS staff who will work on this project.
- Will your organization receive grant funds on an advance or quarterly reimbursement basis? *Note: if you select advance, it is still possible your organization could be switched to reimbursement based on your pre-award risk assessment or performance during the grant period.*

Project Information, Outcomes, and Evaluation

- Executive Summary/Abstract. Provide a brief summary (1-2 sentences) of your proposed County Coordinator Project.
- Will your county's County Coordinator remain the same during the new funding period?
- If yes, please provide the existing County Coordinator's organization/agency, name, email address, title, and phone number.
- If no, please describe the situation requiring a new County Coordinator placement and identify who will fill the role (full time/part time employee, contractor). Describe your process/timeline for hiring the new County Coordinator.
- Describe the anticipated outcomes of your County Coordinator Project.
- How will you measure the success of your County Coordinator Project?
- How will your county or organization work to sustain efforts toward county-wide collaboration and coordination following the close of the performance period?
- All subrecipients will be required to certify your understanding of the required programmatic deliverables under this grant program. See pages 3 and 7.
- Identify any deliverables, in addition to the required deliverables of this grant program, that you intend to achieve by the close of the project.



Sample Scope of Work

2025 CAL FIRE County Coordinator Grant Program

Sample of Grant Program Scope of Work

There are six (6) required grant deliverables that all subrecipients **must** include within the first six activities in the project Scope of Work. An example of the application Scope of Work is provided on this page for your reference. Please see p. 3 for a comprehensive list of required deliverables.

Task #	Activity	Timeline	Responsible Party	Expected Outcome/ Result	Budget
1	Develop a plan, in concert with CAL FIRE unit or CAL FIRE contracted entity, to integrate the County Coordinators with their local CAL FIRE units and develop shared, locally appropriate resources.				
2	Continue to contribute to the CFSC GIS Networking Portal.				
3	Attend at least one (1) Qualified Entities Training hosted by CAL FIRE.				
4	Host one (1) county-level training on the CWPP toolkit for stakeholders to encourage its use and adoption.				
5	Develop a preliminary plan evaluating steps/actions needed to initiate a county-level CWPP, using best practices as outlined in the CWPP toolkit, and submit a report to CFSC based on findings.				
6	Present project scope of work, deliverables, and impact to the county's board of supervisors to ensure that county leadership is informed of program impact and can effectively keep the County Coordinator tied into the county's priorities and plans.				
7+	(Subrecipient additional deliverables)				



CAL FIRE Project Cost Table

Below is an adaptation of the CAL FIRE Project Costs table, adapted from p. 17 of the California Climate Investments Department of Forestry and Fire Protection Direct Award Procedural Guide February 2022, which describes allowable cost categories for CAL FIRE funded grant projects. All County Coordinator grant expenses must adhere to this policy. **Please note, not all CAL FIRE allowable costs are allowable under the specifications and project expectations of the County Coordinator Grant Program.**

Salaries and Wages	Salaries and wages of employees employed by the Grantee who are 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.
Benefits	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.
Contractual	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.
Travel	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 Administration. Mileage rates shall not exceed the rates allowable by the IRS.



CAL FIRE Project Cost Table (Continued)

Supplies	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., office materials, software, laptops, etc.).
Equipment	Equipment is not an allowable expense for the 2025 County Coordinator Grant Program. Equipment is an item of \$5,000 or more per unit with a tangible useful life of more than one year.
Other	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 CFSC.
Indirect	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. 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 CFSC.



Frequently Ask Questions

2025 CAL FIRE County Coordinator Grant Program

Frequently Asked Questions

➤ **What is the application timeline and where do I apply?**

Applications will open April 11, 2025, and close April 25, 2025, at 11:59 p.m. PST. Applications will be hosted through ZoomGrants and accessed through this link [HERE](#).

➤ **Who do I contact if I have questions or need assistance with my application?**

Please reach out to a CFSC Grant Specialist listed on the Contact Us page below.

➤ **What is the total funding available per county?**

Each county may apply for up to \$151,500.00; however, applicants should only apply for what they can reasonably spend within the period of performance.

➤ **What is the total length of the grant term, and will there be an option to extend the term if needed?**

The total grant term is approx. 15 months (May 15, 2025, to July 31, 2026). There will be no extensions.

➤ **Can the County Coordinator help to prepare grant applications for fuel reduction projects or other administrative tasks relevant to fire readiness?**

Yes, the County Coordinator may assist with planning and preparing grant applications, perform outreach and communications, attend meetings, coordinate volunteers, or otherwise support a county's current efforts as needed. No actual ground disturbing or fuels mitigation work is permitted.

➤ **Are the funds limited to a single County Coordinator, or can they be used to cover time for multiple individuals involved in county-wide programming?**

Counties must designate one County Coordinator as they key point of contact; however, funds may be used to cover time for positions directly related to the County Coordinator, such as a direct supervisor. CFSC may request a time allocation policy detailing hours worked and billed to all grant-funded projects.

➤ **Can awarded County Coordinator grant funds be used to purchase food or refreshments for meetings and events?**

No. Food and refreshment expenses are unallowable under the terms of this grant program. Only meal costs incurred as per diem during approved travel are allowable and must be outlined in your budget.

➤ **Can we offer the County Coordinator position to an existing employee within the county?**

Yes, an existing employee may fill the County Coordinator role if they have the capacity to complete the job functions and manage the program. Counties or their designated agencies may also hire a new employee or create a contract position to fill the County Coordinator role. However, the designated County Coordinator **should not** be a deployable emergency response employee to avoid prolonged absences from grant work.



Contact Us

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Join us in helping communities live safely with wildfire!



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This institution is an equal opportunity provider.

