California Fire Safe Council 2025 State Fire Capacity Application Webinar

July 9, 2025

Presented by

Senior Grant Specialist, Christopher Lozano

Program Manager, Jared Peri

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Webinar Logistics

- Participants can ask questions using the Q&A feature at the end of the presentation.

- More detailed questions may require a follow-up email.

- A recording of the training(s) will be posted on the CFSC website.

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Agenda

1. Background about CFSC and the Grants Clearinghouse
2. 25 SFC Program Overview
3. Federal Grants Basics
4. Environmental Compliance
5. Grant Life Cycle Phases

     ~ Break ~

1. Writing the Application
2. Submittal Requirements
3. Selection and Award Process

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The Grants Clearinghouse

Created by the California Fire Alliance and CFSC

Operated by CFSC: Find us Online at www.cafiresafecouncil.org

The Fire Safe Communities seeks to prevent community ignition through time tested preparedness and mitigation activities including:

- Creating Defensible Space
- Hardening Homes
- Mobilizing Community Mitigation and Reducing Fuels
- Boosting Forest Health and Landscape Resilience
- Planning for Evacuation
- Outreach and Education
- Community Capacity Building

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25 State Fire Capacity Grand Program

U.S. Forest Service - State Fire Capacity "SFC" Program

Assisting People and Communities to Moderate the Threat of Catastrophic Fire through:

- Fuel Hazard Mitigation on Non-Federal Land
- Community Hazard Mitigation and Planning
- Prevention and Mitigation Education

25 State Fire Capacity Grant Program

From the CA Fire Safe Council Website:

[2025 State Fire Capacity Grant Program - California Fire Safe Council](#)

❑ **Access Grant Application Resources** in the
   Grants and Programs Tab/Grant Programs

   • Notice of Funding Opportunity

   • Grant Application Guide

   • Application Planning Tool

   • Training Recording

❑ **Access the Online ZoomGrants Application** under the
   Grants & Programs tab/Apply for a Grant

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Important Dates

2025 Grant Application Period Opens	July 11, 2025
Grant Application Open Hours	Starting July 22, 2025 (Tuesdays and Thursdays)
Applications Due Online	**August 31, 2025, by 11:59 PM PDT**
Anticipated Subgrant Award Announcements	December 1, 2025

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State Fire Capacity Program

- $702,474 in State Fire Capacity (SFC) grant funds for wildfire prevention projects in California or the Tahoe Basin region of Nevada

- 24-month grant term

Match Requirement

- 1:1.5 match (can be cash or in-kind)

Application Limit

- $225,000 maximum request

- 1 application limit per applicant

- *Fiscal sponsors may submit 2 applications and receive up to $225,000 plus manage up to $125,000 for one other organization.*

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Working with Federal Grant Funds

- CFSC wants you to be prepared to receive and manage a federal grant.

- Implementing a project with federal grant funding requires a significant amount of reporting, flexibility, and communication.

- Federal grants are subject to the applicable federal rules and regulations (2 CFR 200) and terms and conditions of the program.

- This workshop is to assist you in how to write a competitive application while also addressing all the requirements of the grant program.

Types of Projects

Fuel Hazard Mitigation

Project Examples
- Chipper programs:
- Fuel breaks and vegetation thinning projects
- Fuel reductions delivering biomass to markets
- Grazing or herbicide application
- Maintenance of previous fuel reduction projects

(Prescribed fire is not allowed to be funded for this grant cycle)

Types of Projects

Prevention Education and Outreach

Project Examples
- Defensible space education
- Door-to-door community outreach
- Creating/Disseminating outreach products, such as pamphlets, posters, mailings, billboards, videos, etc.
- Hosting educational workshops and training.

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Types of Projects

Community Hazard Mitigation and Planning

Project Examples
- Developing a Community Wildfire Protection Plan (CWPP) or equivalent plan that focuses on communities-at-risk (CAR) and/or at-risk communities adjacent to federal land and incorporating federal projects
- Conducting community risk and/or hazard assessments, including those needed for the Firewise Communities program.

Eligibility

Projects must be in California or Tahoe Basin region of Nevada. Eligible Organizations include:

- Nonprofit Organizations
- HOA/POAs
- Native American Tribes
- Resource Conservation Districts
- Towns and Cities
- Institutions of Higher Education

- Special Districts
- School Districts
- Counties
- State Agencies

(Individuals are not eligible)

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Do you need a Fiscal Sponsor?

Role of Fiscal Sponsor:
- Act on behalf of an applicant organization that is not incorporated or does not have the organizational capacity to receive federal grant funds
- Assume legal responsibility for the management of grant funds
- Signing the subaward agreement
- Receiving the grant funds
- Full accounting services
- Prepare reports
- Project management
- Bid solicitation and contracting
- Processing invoices or work orders

Federal Government
- Congress/President
- Department/Agency

Recipient/Pass-through
- CFSC: Grantee of the Federal Agency and Pass-through Organization

Subrecipient
- Applicant Organization
- Fiscal Sponsor, if applicable

Your Organization!

Beneficiaries
- The public and specific groups that are supported by the grant activities

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To Achieve Proper Grant Management for Awarded Projects...

- Follow all grant requirements
- Implement the project as approved
- Provide accurate, complete, and timely reports
- Document accomplishments, expenses and match

- **Avoid Grant Fraud**

(Conflicts of Interest, Materially False Statements, Theft)

- **Penalties for grant fraud may include:**

Repayment of grant funds, criminal or civil prosecution, suspension or debarment.

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Capacity Considerations

Before applying for a grant, you should ask yourself these questions:

- Does your organization have the *capacity* to manage the project and the grant funds in accordance with federal regulations?

- Does your financial management system meet federal requirements?

- Do you have the necessary project management and technical expertise, or can you acquire it?

- Have you successfully completed similar projects?

- Do you need a Fiscal Sponsor?

- Can you handle the added workload?

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Federal Grant Rules

Federal grant funds may only be used in accordance with:

- Code of Federal Regulation (2 CFR 200)
- *Office of Management and Budget (OMB) policies.*

- Regulations provide detailed guidance on how you must manage your grant funds and project activities.

- **Regulations can be read here:**

https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200

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Written Policies

Financial and Accounting: protect the grant funds; determine allow-ability; maintain accurate documentation

Personnel: proper time and effort reporting (for employees and volunteers); consistent, allowable charges

Procurement/Purchasing: solicitation of services and goods; avoid unnecessary purchasing; allowability of costs

Property Management: safeguard equipment; how to acquire/dispose of property

Travel: reimbursement/approval of travel; mileage

Conflict of Interest: procedure for handling conflicts; address Board and Staff

Debarment and Suspension:

Certain parties who are debarred, suspended or otherwise excluded **may not** be participants or principals in Federal assistance awards and sub awards, and in certain contracts under those awards and sub awards.

- Check your own organization *and* contractors
- Search for records at https://www.sam.gov/

Matching Contributions

Matching contributions must meet ALL of the following criteria in order to be accepted:

- Are <u>verifiable</u> from the recipient's records
- Are not from a federal source or included as contributions for any other federally-assisted project or program
- Are <u>necessary</u> and <u>reasonable</u> for proper and efficient accomplishment of project or program objectives and <u>allocable</u> under 2 CFR 200
- Are <u>allowable</u> under applicable cost principles in 2 CFR 200

Federal Environmental Compliance Requirements for 2025 SFC Grants

- **All Projects must be reviewed for compliance with the following federal environmental regulations:**
  - Endangered Species Act (ESA)
  - Migratory Bird Treaty Act (MBTA)
  - National Historic Preservation Act (NHPA)
  - Bald and Golden Eagle Protection Act (BGEPA)
- **CFSC uses a <u>Registered Professional Forester</u> contractor for the <u>federal review</u> determination**
  - If selected and funded, you may be contacted directly by our contracted registered professional forester.

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State and Local Environmental Regulations May Apply

Examples:

- California Environmental Quality Act (CEQA)
- California Endangered Species Act (CESA)
- Local tree ordinances or other local regulations

Consider Consulting with a Registered Professional Forester

Management of Forested Landscapes:

- RPFs are licensed by the state
- RPF involvement is required when managing forested landscapes

RPFs Can Assist With:

- Prescriptions for treatment
- Sale of forest products
- Environmental surveys
- Site considerations like water quality and soil protection

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Fuel Treatment Project Environmental Considerations

- Aesthetics
- Air Quality
- Biological Resources and time of year
- Cultural Resources
- Geology and Soil
- Hazards and Hazardous Materials
- Water Quality
- Noise
- Maintenance type and interval

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Environmental Compliance Budgeting and Grant Implementation

- **Approved ground-disturbing <u>grant-funded work or match</u> cannot begin until clearance is received from CFSC**

  - Funds may be requested for environmental surveys and other non-vegetation-treatment activities
  - Record searches or surveys may be required prior to the project implementation
  - Include the potential costs in your application budget
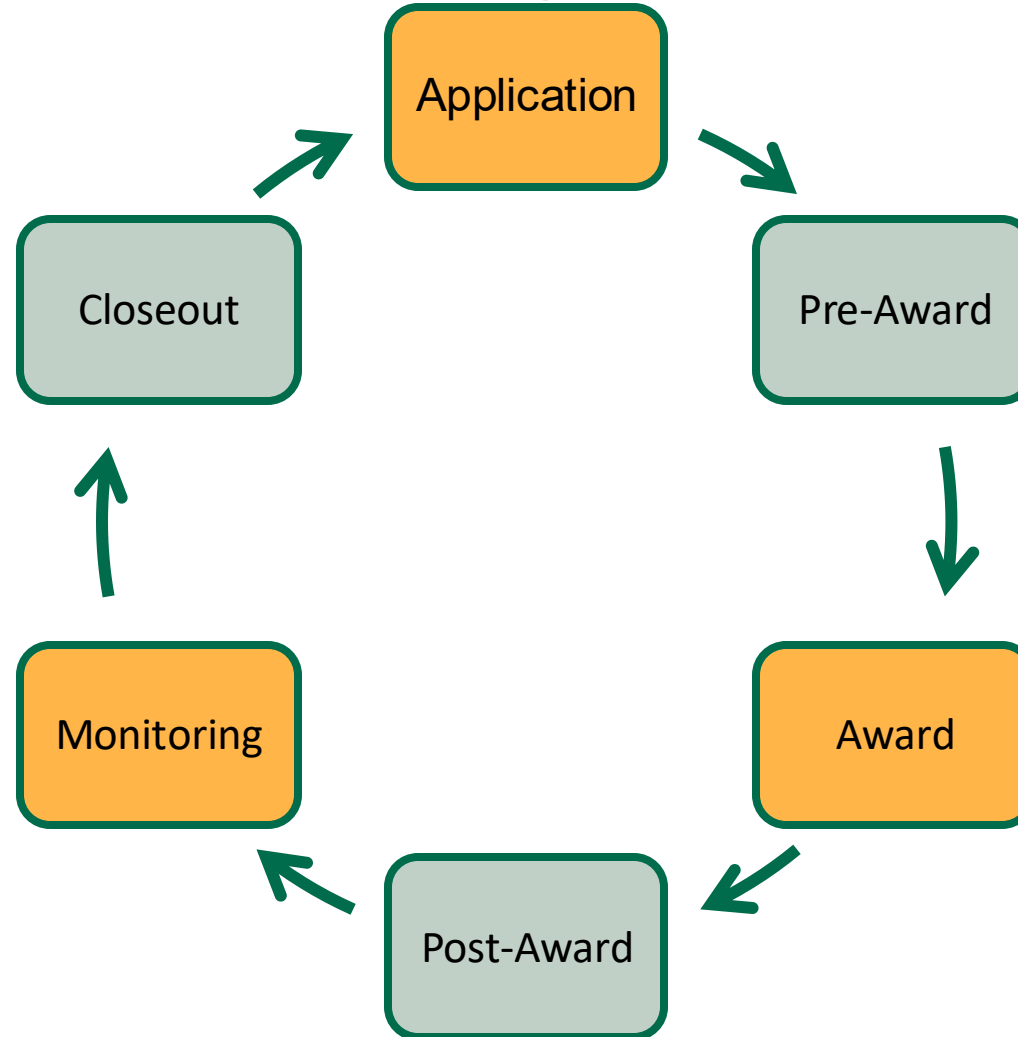
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Application Phase

- Attend Application Workshop
- Evaluate Capacity
- Policies and Procedures
- Financial & Business Systems
- Plan Project and Budget
- Submit all required application tabs and documents on time.

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Pre-Award and Risk Assessment

Scoring

- Independent review committee scoring and recommends to CFSC board
- CFSC board reviews and ratifies list of projects

Risk Assessment

- Submit any additional documents as requested
- Undergo organizational capacity risk assessment
- Complete revised application, if necessary

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Award/Post-award Phase

If your project is approved the next step is project implementation

- Sign Subaward Agreement

- Environmental compliance review

- Request and receive grant payments

- Select contractors and complete project tasks

- Document project accomplishments, expenses and match & complete progress reports

- Renew Insurance, UEI number, SAM registration

- CFSC grant site visit

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Closeout Phase

Grant Closeout Items for Awarded Projects:

- Complete final progress report
- Complete closeout report
- Return unspent funds and excess interest
- Share success stories
- Complete optional confidential questionnaire

Awarded projects must retain grant file until three years after CFSC's master grant closes.
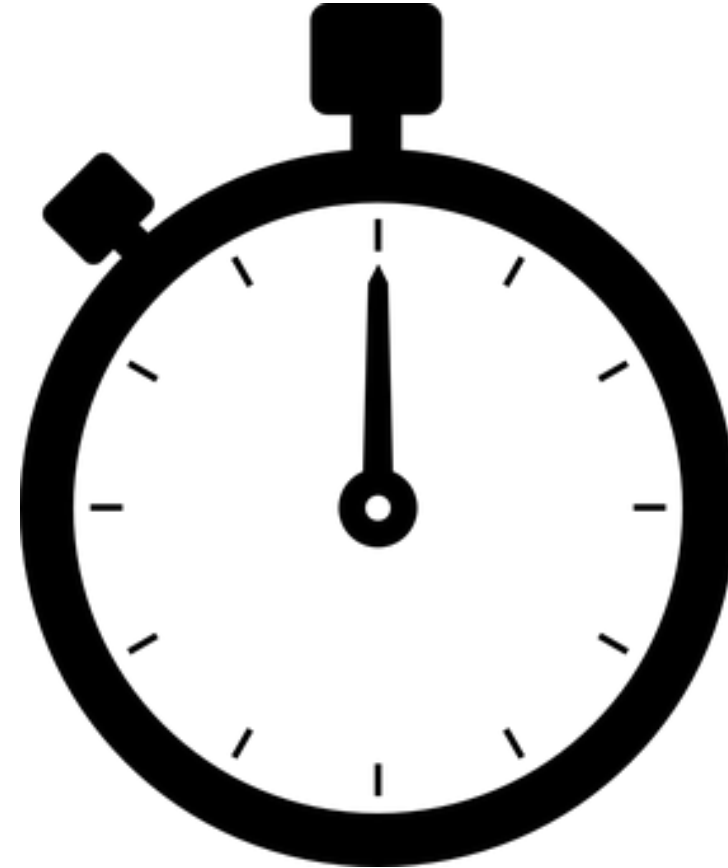
Writing the Application

- ZoomGrants Overview
- Application Sections
- Review Process
- Resources

Create a ZoomGrants Account

Navigate to our CFSC website first. Once you've selected the application within the account set up, you can login directly through zoomgrants.com

You must create an account first to begin a grant application.

If you are applying through a Fiscal Sponsor, please use their account. That way the applicant information will appear as the fiscal sponsor.

Log in to your account here or create a new account below

Existing ZoomGrants™ Users: Email
Password
☐ Stay logged in? (Admins and Reviewers only)   **Login**
Forgot password?

HELP   RESOURCES   A▲▼

Search
Search

California Fire Safe Council   How do I do this?

Open Programs

Open Programs

You must be logged in to start a new application.

21 USFS-SFA Grant Program
6/15/2021 -
Organizations Only

Apply   **Preview**

New ZoomGrants™ Account

Email
Password
First Name
Last Name
Account Type ⦿Organization

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ZoomGrants: My Account Home

Start an Application

- Access the ZoomGrants platform from the CFSC website.

- Sign into ZoomGrants or create a new account.

- If you have clicked on the "Click here to apply" link on the CFSC website, it will take you directly to a new application.

- To start a new application from within ZoomGrants, select the "Open Programs" tab and you will see the "2025 State Fire Capacity Program."
Select the hyperlinked text to start a new application

Your ZoomGrants Clearinghouse Account

There are two views available in your account: Your Account Profile and Your Applications. Please complete your account profile before working on applications

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Intro to ZoomGrants:

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Application Tabs 1-3

Application Summary (Tab 1)

- Project Name
- Amount Requested
- Projected Match
- Organizational Contact Information

Organization Information (Tab 2)

- Organizational Info and Capacity Questions
- Fiscal Sponsor Questions

Program Information (Tab 3)

- Project Narrative
- Community Impacts
- Connecting Project To: Cohesive Strategy & CA Forest Action Plan
- Type of Project

Application Tabs 4 & 5

Tables (Tab 4)

- Workplan
- Federal and Match Deliverables
- Detailed Budget
- Match By All Organizations

Documents (Tab 5)

- Letters of Commitment
- Letters of Commitment Cover Letter
- Fiscal Sponsor Agreement (If Applicable)
- Indirect Cost Rate Agreement (If Applicable)
- Nonprofit eligibility documents
- Policy Certification
- Business and Financial Systems Review

Tab 1: Application Contacts

Application Snapshot *(answers are saved automatically when you move to another field)*

Project Name	
Amount Requested *Grant Funding Requested*	$ 0
Match Amount *Applicants are required to contribute 100% match (dollar-for-dollar).*	$ 0

Applicant Information

First Name	Grant Coordinator
Last Name	Abby Smith
Telephone	510-699-5252
Email	gardneress@yahoo.com

Organization Information *(changes to this data will be reflected on all other applications for this organization)*

Organization Name	Sutter Creek Fire Safe Council
Address 1	P.O. Box 1234
Address 2	
City	Sutter Creek
State/Province	CA
ZIP+4/Postal Code	95685

Tab 2: Organizational Capacity

Organizational Capacity:

- Multiple people involved

- Roles & responsibilities

- Processes and separation of duties

History & Accomplishments:

- Ability to complete target objectives
    - Deliverables consistent with costs
    - Progress reports submitted on time

- Ability to manage a project start to finish

Tab 3: Project Information

Project Narrative

- Identify the problem
- Describe the project activities clearly
- How do the activities address the problem

Tab 3: Public Engagement & Sustainability

- Outreach Efforts To Engage The Public
- Promotion Of Community Investment During and After The Grant
- How Will The Project Accomplishments Be Maintained

Tab 3: Community Impacts

Communities Affected:
- "[Communities at risk](#)" designation
- Other communities affected
- Firewise communities

Political Boundaries
- Congressional District, Senate, State Assembly and the County your project is located within
- Federal Land Adjacency

Jobs Supported:
- Employees
- Contractors

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Tab 3: Cohesive Strategy

Connecting your Project to the National Cohesive Strategy

The Cohesive Strategy addresses the nation's wildfire problems by focusing on three key areas. Explain how your project will advance these three key areas:

- <u>Restore & Maintain Resilient Landscapes</u>: Landscapes across all jurisdictions are resilient to fire-related disturbances in accordance with management objectives.

- <u>Fire Adapted Communities</u>: Human populations and infrastructure can withstand a wildfire without loss of life and property.

- <u>Safe, Effective, Risk-Based Wildfire Response</u>: All jurisdictions participate in making and implementing safe, effective, efficient risk-based wildfire management decisions.

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Tab 3:
Building a
Fire Adapted
Community

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Tab 3: Location and Condition of Project Area

Fire Hazard Severity Zone and Fire Regime

- To find these use the application support link in the application

Latitude and Longitude

- These can be found using the GIS survey 123 link in two questions of this section
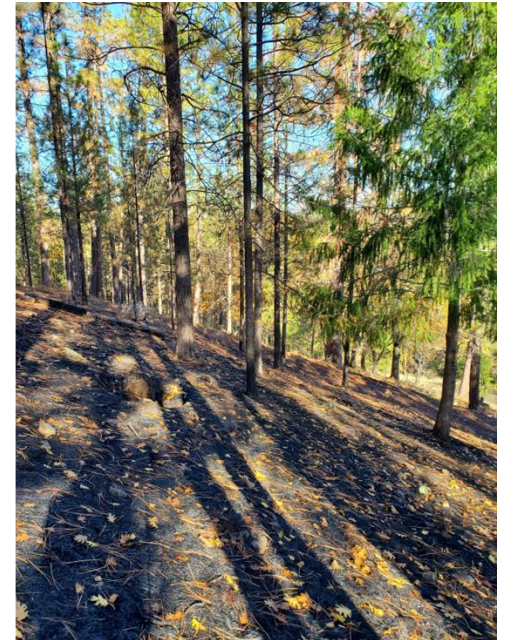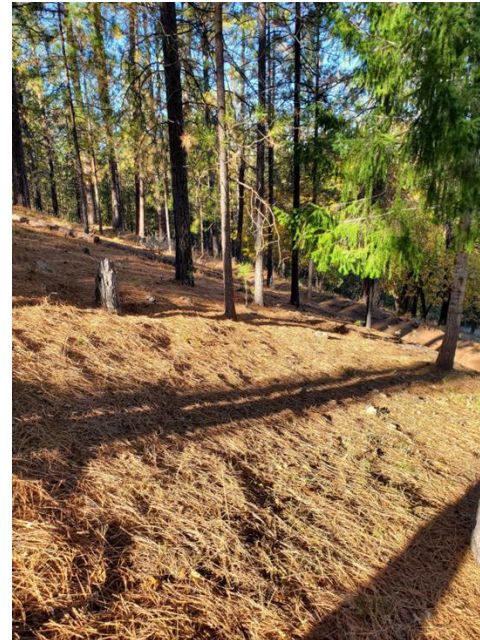
Project Location Survey

- A project center point and lat/long are required for all applications.

- Provide the organization name, project title and place a point on the map that represents the center of the project area.

- Read the Lat/Long at the bottom and enter them on the ZoomGrants application.

- Additional detailed maps will be required for selected applications during the pre-award phase.

Description content for the survey

Organization*
It must match your ZoomGrant submission.

123 FSC

Project Name*
It must match your ZoomGrant submission.

Example Project

Project Location*
Identify the general project location on the map below.

Find address or place

Lat: 39.130840 Lon: -120.046578

Submit

Powered by ArcGIS Survey123

Tab 3: Fuels Treatment & Project Information

- Describe the vegetation type at the treatment site
- Describe the planned vegetation treatment in detail
- Describe the pre- and post-treatment site
- If the project will generate biomass what type and quantity, and how is it being used?

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Tab 3: Fuels Treatment & Project Information

Number of fuels treatment projects will be completed with this grant:

- Count by unique project
- Describe the method used to calculate this number
- Total acreage of the project area

Project Information: Values and treatment costs of homes

Provide:

The number of homes treated
The cost of treatment per home
The total value of the homes treated.

Tab 4: Tables

Work Plan

<u>Sequential Task/Activity</u>

- A sequence of major activities needed to complete the project

<u>Timeframe (in months)</u>

- Representing the span of time needed to complete the project

<u>Responsible Party</u>

- Applicant and cooperator roles are identified

<u>Expected Outcome/Result (Deliverables)</u>

- There are defined objectives for the project

Tab 4: Types of Project Deliverables

Community assessment wildfire planning
- Community Risk Assessment
- Community Wildfire Protection Plan
- Fire Management Plan

Information/Education
- Outreach/Education Programs (includes workshops)
- Education/Information Products

Tab 4: Project Deliverables

Hazardous fuel treatment deliverables

Preparation for Treatment:

- Activities undertaken to prepare the area for fuels treatment

Mechanical Treatment:

- Work that removes or modifies fuel and vegetation

Prescribed Fire Treatment:

- Not Allowed with this round of funding

Other Treatment:

- Using chemicals and/or biological methods like grazing

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Project Deliverable Tables

Project Deliverables	Federal Quantity Projected	Federal Cost Projected	Match Quantity Projected	Match Cost Projected
Community Risk Assessment Wildfire Planning				
Community Risk Assessment		$		$
Community Wildfire Protection Plan		$		$
Fire Management Plan		$		$
Planning Subtotal	0	$0	0	$0
	0	$ 0	0	$ 0
Information/Education				
Outreach/Education Programs		$		$
Education/Information Products		$		$
Information/Education Subtotal	0	$0	0	$0
	0	$ 0	0	$ 0
Fuels Treatment Acres				
Preparation for Treatment		$		$
Preparation for Treatment Subtotal	0	$0	0	$0
Mechanical Treatment Acres				
...Biomass removal		$		$
...Chipping		$		$
...Crushing		$		$
...Hand pile		$		$
...Seeding		$		$
...Lop and scatter		$		$

Budget Detail

List individual budget items under these cost categories:

- Personnel
- Fringe Benefits
- Travel
- Equipment (items > $10,000/unit)
- Supplies
- Contractual
- Other
- Indirect costs

Matching Contributions

Match items are:

- Cash or in-kind
- From the applicant or third parties
- Listed in the budget and have a letter of commitment
- Conform to grant rules (OMB guidelines)
- Allowable and relevant to the grant funded project
- Verifiable (documentation will be required)
- Not counted as match for another federal grant
- Not from a federal source

Match:

49. Match Amount By All Organizations

MATCH AMOUNTS BY ALL ORGANIZATIONS
- Applicants are required to contribute dollar for dollar match.
- Match amounts must align with the Budget Detail.
- Use whole dollars only (no cents).
- Refer to the grant application handbook for details on eligible match and contact a CFSC grant specialist for assistance.
Match Information Guidelines
Organization Name:
- Enter the official name of the organization, agency or person contributing match to the project.
Cost Category:
- Select the cost category(ies) for the match contribution. May be more than one cost category if the contributor is providing multiple types of support.
Type of Match
- Select in-kind or cash. In-kind refers to donated time, goods, or services whose value is calculated as match. Cash refers to actually money (dollars) given to complete the project.
Amount
- Enter the amount of match provided. Use whole dollars only (no cents).

Name of Match Contributor (Organization, agency, or person)		Cost Category(ies)		Type of Match	Amount ($)	
1					$	
2					$	
3					$	
4					$	
5					$	
6					$	
7					$	
Total				0	$ 0	

Tab 5: Documents

Document Tab
- Under the documents tab in the application is where you will upload documents required with your application.
- Choose the "upload button" and navigate to the file on your computer.
- Use the file upload option only. Do not use a link to an external location.

The following Documents are required as part of the application:
- Letters of Commitment and Letters of Commitment Cover/Summary Letter
- Fiscal Sponsor Agreement (If applicable)
- Policies Certification
- Indirect Cost Rate Agreement (If using indirect rate approved by Cognizant Agency)
- IRS Determination Letter (nonprofits)
- Current Board of Directors List with Name, Email, Phone, Address (nonprofits)

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Fiscal Sponsor Agreements

For those groups using a fiscal sponsor, **the signed fiscal sponsor agreement must be submitted with your application**. The agreement will define:

- The fiscal sponsor's responsibility to manage the grant funds
- Communication between the fiscal sponsor and applicant
- The process for reimbursement or payment of grant expenses
- The role each organizations will have in managing the project
- How grant documentation will be collected and stored
- Who will complete grant related reports

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Letters of Commitment

Letters of Commitment (LOCs) are required from all contributors of cash or in-kind match:

- **Must** be uploaded with your grant application on ZoomGrants.
- **Must** be on organizational letterhead or as an email with organizational identification (such as logo)

ALL LOCs Must Include:
- A description and dollar value of the match provided and how it relates to the project
- Contributor contact information
- Timing of match provided
- Type of match (cash or in-kind)
- Signature of an appropriate organization representative

Uploading Documents into ZoomGrants

All requested documents must be uploaded with the application. Additional documents may be required based on your organization type.

Use the file upload option only. **Do not use a link to an external location**.

Individual files must be less than 4 MB to be accepted by the ZoomGrants site.

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Checking for Errors

Submitting and Error Check

- When every tab is complete, click the "Submit Now" button. The system will perform an error check and list the questions that are incomplete or have errors.

- Scroll down past the questions to correct the errors. The questions with errors will also be highlighted in red.

- Once you have fixed the errors, click the "Refresh Page" button and the system will re-check all your answers again.

Submitting the application

- After all the errors have been fixed and you have refreshed the page, you'll see this screen where you'll be prompted to enter your initials and select the "Submit Now" button.

- By entering your initials, you certify that this application accurately represents your request and is hereby submitted for review. Submission of this application does not, in any way, guarantee that you will receive funding. Submission of this application also indicates your agreement to the terms of using ZoomGrants.

Application Submission Confirmation

Application Submitted

- Once you have successfully completed the application, you will receive a confirmation message.

- There will also be a timestamp of the date and time the application was submitted where the "Submit Now" button was.

Viewing Submitted Applications

Application Status

- If you have an application in progress, select the "Incomplete" tab to continue work. Your incomplete applications will be shown by application ID number until they are given a name.

- If you have submitted one and want to review it, select the "Submitted" tab.

- On the account "Home Page" you have the option to "Print" or "Archive" applications.

- **NOTE: You can edit a submitted application up to the deadline.**

Things You Can Do To Submit Successfully:

- Start with what takes the longest
- Use the Application Guide and create a Draft with Application Planning Tool
- Determine what you need to do and make a schedule
- Make sure cooperators understand their roles
- Identify match sources and obtain "Letters of Commitment"
- Check to see that the application responses are consistent
- Ask others (not familiar with the project) to read your application
- Evaluate your application based on the scoring criteria
- Join office hours for additional assistance
- Don't wait until the last minute!

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Initial Screening

- Application is submitted on time & complete
- Applicant organization and proposed activities are eligible
- Only one application was submitted
- Grant request does not exceed $225,000
- Letters of Commitment are complete and consistent with budget
- All required applicable documents are uploaded and complete
- If proposing to purchase equipment, applicant contacted a CFSC grant specialist and submitted the required cost-benefit analysis via email
- Budgeted and match costs are allowable
- Deliverable costs are consistent with the budget

Application Review and Risk Assessment

Review Committee

Applications passing initial screening will be reviewed and scored by the Grant Review Committee.

Projects Preliminarily Selected

If your project is preliminarily selected, you will be contacted by a representative from CFSC and undergo a Pre-Award organizational capacity and risk assessment.

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Important Dates

|	
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Application Resources

CFSC Website – 25 SFC Grant Program Page:
https://cafiresafecouncil.org/grants-and-funding/2025-sfc/

1. Application Guide
(Program details and requirements)

2. Application Planning Tool
(optional printed application)

3. ZoomGrants Portal
(log in and fill out the application)
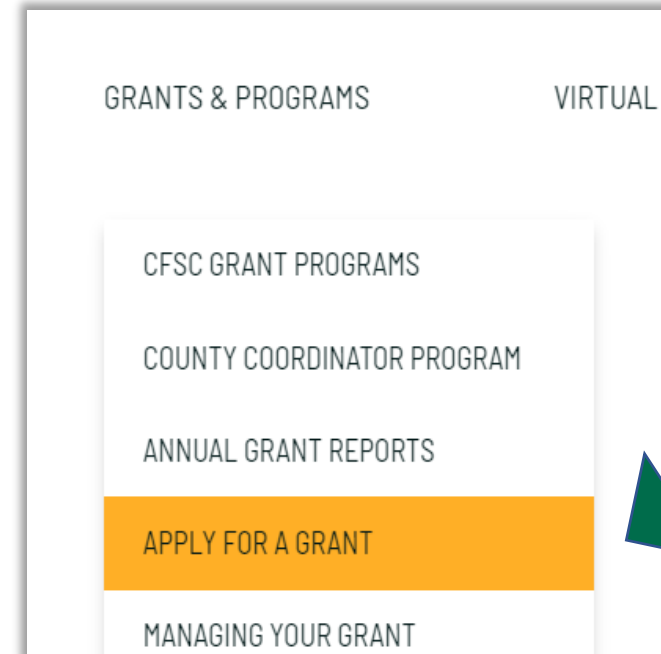
California's leader in community wildfire risk reduction and resiliency.

THANK YOU!

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