



**California Fire Safe Council
Request for Applications
Grants Clearinghouse 2012 Competitive Grants Program**

OVERVIEW INFORMATION

Tentative Dates:

January 5, 2011	Issuance of Request for Applications. Grants Clearinghouse Opens
April 1, 2011	Application Submission Deadline (before 12:00 midnight PST)

Synopsis of Grant Opportunity:

The California Fire Safe Council is accepting applications for wildfire prevention grant funds through the U.S. Forest Service, the Bureau of Land Management, the U.S. Fish and Wildlife Service and the National Parks Service. Grant funding may be used for hazardous fuels reduction and maintenance projects on non-federal land; development of community risk assessments and Community Wildfire Protection Plans (CWPP); and provision of education and outreach opportunities for landowners and residents in at-risk communities.

This document is formatted for double-sided printing/copying to conserve paper.



WHAT'S NEW FOR 2012 Cycle

- Written Request for Applications (RFA)
- Grant application planning tool
- Revised scoring criteria
- New “Did you remember to...” checklist in the application
- Application’s Letters of Commitment will be mailed to your region’s Grant Manager
- Maximum grant award of \$200,000 per organization

The 2012 Request for Applications consists of three parts:

- **Part I** (this document) contains information on the funding opportunities and the application process. Once you finish reading this RFA, you may begin working on your application at <http://grants.firesafecouncil.org> on or after January 5, 2011, or you may download Part II, the application planning tool (*you are encouraged to review all three parts of the RFA before beginning your application*).
- **Part II** is a new grant application planning tool designed to assist prospective applicants. The planning tool is a Microsoft Word file with all of the grant application’s questions and instructions. This file allows you to work on your application offline, save your work and spell-check your responses. When you are ready to apply online, you may cut and paste your information from the planning tool to the Grants Clearinghouse application.
- **Part III** (found at <http://grants.firesafecouncil.org>) contains examples of documents your organization may need to submit with your application (i.e., Fiscal Sponsor Agreement letter, Letter of Commitment, Letter of Commitment cover letter).

Good luck!



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THINGS TO REMEMBER

Letters of Commitment

Letters of Commitment are required from all partners contributing funds or in-kind services to an applicant's proposed project. Applicants themselves must also provide a Letter of Commitment if they propose to contribute match to their project.

Fiscal Sponsor Agreement

Unincorporated groups/organizations must have a fiscal sponsor. These applicants must submit a Fiscal Sponsor Agreement with their Letters of Commitment. The Fiscal Sponsor Agreement is a written and signed document on the fiscal sponsor's letterhead indicating the fiscal sponsor will act on behalf of the applicant to receive, spend and otherwise manage the grant funds and property assets associated with the applicant's grant project in accordance with applicable federal, state and local laws and regulations. Fiscal sponsors are required to carry insurance sufficient to protect the assets of the grant.

Initial Review

All submitted applications will be reviewed for completeness. Only those applications that are complete will move forward to the Review Committee. The initial review criteria are:

- Was the application received on time?
- Is the applicant an eligible organization?
- Did the applicant submit five or fewer applications?
- Was the application complete? (Were all appropriate questions answered and Letters of Commitment submitted correctly, if needed.)
- Were all Letters of Commitment (1) received on time; (2) on organizational letterhead; (3) signed and (4) from the same sources listed in the application?
- Did the match/cost-share amounts in the Letters of Commitment equal the amounts in the application?
- If the applicant indicated they would provide match, did they submit a Letter of Commitment?
- If the applicant has a fiscal sponsor, was a Fiscal Sponsor Agreement submitted with the Letters of Commitment?
- Does the application dollar request not exceed \$200,000?

Applications that satisfy all of the above criteria will move forward to the Review Committee.

Applications that do not meet any one of the above requirements will be disqualified.



PART I – CLEARINGHOUSE INFORMATION

1. CLEARINGHOUSE BACKGROUND

The Grants Clearinghouse is a program of the California Fire Safe Council (CFSC). It is an online grants application process that makes it easier to find and apply for wildfire prevention grants to support community projects.

Through grants to the California Fire Safe Council, some federal agency members of the California Fire Alliance spearheaded the development of the Grants Clearinghouse to help achieve the goals of the National Fire Plan by facilitating an open, collaborative process for grant funding. The Grants Clearinghouse expands the playing field to more organizations by making it easier to find and apply for grants. It increases collaboration among agencies by sharing information and facilitating planning across agency boundaries which will demonstrate California's needs and accomplishment to Congress.

CFSC's Clearinghouse enhances existing relationships between communities and federal agencies, and helps create new relationships by expanding funding opportunities for eligible organizations and agencies alike.

Your organization submits an application to the CFSC Clearinghouse. Applications are reviewed by an independent Review Committee and, if selected for funding, will be paired with the most appropriate source of funds. Eligible unfunded applications are placed on a hold list. The California Fire Safe Council monitors the hold list should additional funding become available throughout the year. Eligible unfunded applications are held until the next Clearinghouse cycle. All applicants are encouraged to apply in order to help demonstrate greater need throughout the state.



2. FUNDING OPPORTUNITIES

A. U.S. Forest Service State Fire Assistance (SFA)

PROGRAM & ELIGIBILITY INFORMATION

Funds are available for all fire management activities including training, planning, hazardous fuel treatments, fire prevention education programs and purchase and maintenance of equipment. This program emphasizes fire planning and hazardous fuel mitigation near communities at risk of catastrophic wildfire.

Programs or activities proposed for SFA funds must meet the following criteria:

- Projects must be in the WUI and protecting a [Community-at-Risk \(CAR\)](#).
- Projects not on Federal lands.
- Programs, projects, or activities must address areas identified and prioritized in a Community Wildfire Protection Plan (CWPP) or equivalent document.

Hazardous fuel reduction proposals can include the purchase of needed supplies and tools (such as chainsaws, personal protective supplies, hand tools, etc.).

Applicants should be able to complete projects within an 18-month grant term. If funded, applicants will be asked to report specific accomplishments, such as acres treated, and provide before, during and after photos.

PROHIBITED PROGRAM EXPENDITURES

Purchase of vehicles or heavy equipment such as tub grinders and other expensive assets will not be funded (suggest rental or lease of these items).

2012 FUNDING

It is unknown at this time how much funding will be available during the 2012 cycle.

- Information on matching contributions or in-kind goods and services:
 - They shall not be derived from other federal assistance programs
 - They shall not be used as an in-kind contribution toward cost matching requirements for any other grant program
 - Their value will be determined using scales and estimate appropriate for the local area
 - They will not include grant application preparation fees

Total value of USFS projects selected for funding in FFY 2011: \$8.0 million

Average size of USFS grants in FFY 2011: \$102,645



B. Bureau of Land Management (BLM) Community Assistance

PROGRAM & ELIGIBILITY INFORMATION

Funds are available to assist with hazardous fuels treatments, community wildfire protection planning and education addressing wildfire safety and hazard risk reduction within the wildland-urban interface (WUI). Treatments may be focused on both Federal (with prior approval from local BLM field staff) and non-Federal lands and aimed toward protecting communities at risk (CAR) and resource values identified within a Community Wildfire Protection Plan (CWPP) and/or Community Fire Plans with an interdisciplinary and interagency collaborative process.

Grant projects will be selected and prioritized, by the following criteria:

- Treatments and outreach and education activities targeting areas identified within a CWPP and/or Community Fire Plans with an interdisciplinary and interagency collaborative process with the Bureau of Land Management.
 - Treatments protecting a community at risk and collaborated with BLM (Combined fuel breaks, etc) or treatments adjacent to BLM land.
- Adjacent means within the WUI adjacent to BLM land or where a wildland fire will threaten BLM land and is agreed upon as a high threat by the local BLM field office.
- WUI boundaries and definitions are identified within a CWPP or default to 1.5 miles under the Healthy Forests Restoration Act.
 - Mechanical treatments that make biomass available to help off-set cost or stimulate local economies. (The goal is for 25% of BLM's mechanical treatments to include biomass).
- Developing a CWPP which focuses on CARs adjacent to BLM land and incorporating BLM projects.
 - Developing a CWPP at a county-wide or large landscape level.
- Outreach and education activities within areas that are identified in a CWPP, but may not necessarily be outlined within the plan, or projects that will influence BLM lands.
- Collaborative projects with well-leveraged dollars and aimed at landscape/watershed level of protection.
- All projects must be within the California BLM State boundaries.

Applicants should be able to complete projects within an 18-month grant term. If funded, applicants will be asked to report specific accomplishments, such as acres treated, and provide before, during and after photos.



PROHIBITED PROGRAM EXPENDITURES

Purchase of real property, capital assets, construction, or fees for recipients to prepare assistance agreements.

2012 FUNDING

It is unknown at this time how much funding will be available during the 2012 cycle.

Cost share/match: 90/10, which means that the grant can account for 90% of the project's cost. The other 10% of the project's cost must come from non-federal sources, and can include cash and/or third-party in-kind.

- Additional information on matching contributions or in-kind goods and services:
 - They shall not be derived from other federal assistance programs
 - They shall not be used as an in-kind contribution toward cost matching requirements for any other grant program
 - Their value will be determined using scales and estimate appropriate for the local area
 - They will not include grant application preparation fees

Total value of BLM projects selected for funding in FFY 2011: \$166,505.

Average size of BLM grants selected for funding in FFY 2011: \$83,253.

C. Fish and Wildlife Service

PROGRAM & ELIGIBILITY INFORMATION

Wildland Urban Interface (WUI) funds are available for hazard mitigation projects which protect communities at risk to wildfire by reducing hazardous fuels (non-Federal lands), developing Community Wildfire Protection Plans (includes associated planning and compliance documents), and implementing wildfire education and outreach initiatives.

Programs or activities proposed for WUI funds must meet the following criteria:

- Projects must be in the WUI and protecting a Community-at-Risk (CAR) within the vicinity of Federal land (see Federal Register list or California Fire Alliance website) or a Community of Interest (COI) identified by USFWS (i.e., other communities adjacent to a National Wildlife Refuge, National Fish Hatchery or other USFWS landholdings).
- Projects not on Federal lands
- Programs, projects, or activities must address areas identified and prioritized in a Community Wildfire Protection Plan (CWPP) or approved equivalent document.



Ranking criteria

- Recipients provide a minimum of 10% or higher matching contribution (higher match contributions tend to be more competitive) or in-kind goods and services, with the following limits on in-kind goods and services:
 - They shall not be derived from other federal assistance programs
 - They shall not be used as an in-kind contribution toward cost matching requirements for any other grant program
 - Their value will be determined using scales and estimate appropriate for the local area
 - They will not include grant application preparation fees
- Project was ranked high through the CWPP process
- Projects which protect, prepare, and outreach CARs/ COIs adjacent to USFWS lands (collaborative/recommended by USFWS).
- Projects and plans which incorporate strategies, designs and educational messages to protect/benefit fish, wildlife and plants from potential project impacts and catastrophic fires (collaborative with USFWS or biological experts).
- Projects incorporate monitoring and maintenance components
- Mechanical projects that make biomass available to help off-set project costs or stimulate local economies.
- Hazardous fuel reduction projects in Condition Class 2 or 3 and Fire Regime I, II, or III and a:
 - prescribed fire project which does not exceed 4,500 acres
 - mechanical project which does not exceed 1,000 acres
 - project which does not use herbicides or pesticides
 - project which does not create new permanent roads

Administrative costs related to allowable expenditures will be considered, but must be minimized in all cases.

PROHIBITED PROGRAM EXPENDITURES

Purchase of real property, capital assets, construction, or fees for recipients to prepare assistance agreements.

2012 FUNDING

It is unknown at this time how much funding will be available during the 2012 cycle.

Total value of FWS projects selected for funding in FFY 2011: \$0

D. National Parks Service Community Assistance/WUI

PROGRAM & ELIGIBILITY INFORMATION

Community Assistance WUI funds are available for fire hazard mitigation and hazardous fuel reduction projects performed, usually on non-NPS property (in holdings, communities, subdivisions, etc immediately adjacent to NPS property), to mitigate the risk of potential adverse impacts from wildland fire to NPS lands and these adjacent properties. Emphasis and priority will be given to the areas identified through the state process as being wildland urban interface (WUI) communities.

Programs or activities proposed for WUI funds must meet the following criteria:

- Programs or activities must be mutually beneficial to DOI/NPS and the receiving partner or community in protecting lives and property and reducing wildfire-related loss and suppression costs. "Mutually beneficial" means the community receiving an award must be deemed at-risk from a fire ignited on the NPS federal lands or fires ignited on adjacent lands that threaten NPS federal lands.
- Communities must be identified as a Community-at-Risk in the vicinity of Federal land, either listed on the federal register or through collaboration with their respective states.
- Programs, projects, or activities must address areas identified and prioritized in a CWPP.

Priority will be given to programs or projects where recipients provide matching contributions or in-kind goods and services, with the following limits on in-kind goods and services:

- They shall not be derived from other federal assistance programs
- They shall not be used as an in-kind contribution toward cost matching requirements for any other grant program
- Their value will be determined using scales and estimate appropriate for the local area
- They will not include grant application preparation fees

The NPS recommends that applicants coordinate design of projects with their local Park personnel.

Applicants should be able to complete projects within an 18-month grant term. If funded, applicants will be asked to report specific accomplishments, such as acres treated, and provide before, during and after photos.

Administrative costs related to allowable expenditures will be considered, but must be minimized in all cases.



PROHIBITED PROGRAM EXPENDITURES

Purchase of real property, capital assets, construction, or fees for recipients to prepare assistance agreements.

2012 FUNDING

It is unknown at this time how much funding will be available during the 2012 cycle.

Total value of NPS projects selected for funding in FFY 2011: \$123,000.

Average size of NPS grants selected for funding in FFY 2011: \$61,500.

E. Award Information

Project funding varies by agency. At the time of this RFA's release, funding amounts had not yet been determined by the federal agencies.

The award type is a grant.

The average grant award for 2011 was \$101,168.

The length of the project should be 18 months or less. Successful applicants in prior years who want to continue or expand their currently funded projects should submit new applications.

The maximum amount of funding a single organization may receive is \$200,000—either through one grant or a combination of multiple grants.

Fiscal sponsors may submit applications for their own organization and receive up to a total of \$200,000.

Fiscal sponsors may also manage up to the sum total of \$200,000 for all the organization(s) they sponsor.



3. ELIGIBILITY INFORMATION

A. Eligible Applicants

- Nonprofit Organizations
- Home/Property Owners Associations
- Native American Tribes
- Resource Conservation Districts
- Municipalities: Towns and Cities
- Institutions of Higher Education
- Joint-Powers Authorities
- Special Districts
- School Districts
- Counties
- State Agencies
- For-profit Companies
- Other (specify in the online application form)

Individuals are not eligible to apply.

Unincorporated groups/organizations must have a fiscal sponsor. If awarded, the fiscal sponsor is responsible for signing the sub-award agreement, receiving grant funds; paying bills; monitoring the applicant's expenditures; and ensuring the applicant implements the funded project. It is possible the fiscal sponsor may need to perform an A-133 audit. These applicants must submit a Fiscal Sponsor Agreement Letter with their Letters of Commitment. (See Part III for a sample Fiscal Sponsor Agreement Letter.) The fiscal sponsor is also required to carry insurance sufficient to protect the assets of the grant.

The maximum amount of funding a single organization may receive is \$200,000—either through one grant or a combination of multiple grants.

Fiscal sponsors may submit applications for their own organization and receive up to a total of \$200,000. Fiscal sponsors may also manage up to the sum total of \$200,000 for all the organization(s) they sponsor.

Individuals are not eligible to apply.



B. Cost Sharing/Matching

Federal funds received through the California Fire Safe Council must be matched with non-Federal funds according to the following table:

Federal Agency	Anticipated Cost Share/Match Percentage*
US Forest Service	25%* of the total project cost
Bureau of Land Management	10%* of the total project cost
Fish and Wildlife Service	10%* of the total project cost
National Park Service	0%* (<i>cost-share encouraged but not required</i>)

* Match percentages subject to change

Cost share may be in the form of cash or in-kind contributions. The match must be met by eligible and allowable costs and is subject to the match provisions in federal regulations (see: 2 CFR 215 and OMB Circular A-102).

Priority will be given to programs or projects where recipients provide matching contributions or in-kind goods and services, with the following limits on in-kind goods and services:

- They shall not be derived from other federal assistance programs
- They shall not be used as an in-kind contribution toward cost matching requirements for any other grant program
- Their value will be determined using scales and estimate appropriate for the local area
- They will not include grant application preparation fees

Federal Title III (Secure Rural Schools) funds are allowable as match under some circumstances. Please consult with your county official that oversees its Title III allocation. Additional information about Title III can be found at: <http://www.fs.fed.us/srs/Title-III.shtml>.

Letters of Commitment must be submitted by all organizations providing matching funds to your project. *If your organization will provide matching funds to the project, your organization must submit its own Letter of Commitment.*

4. SUBMISSION INFORMATION

A. Application Package

This announcement contains all narrative instructions to complete an application package and includes Web links to additional useful resources.



B. Form of Application Submission

- Applications must be submitted online at <http://grants.firesafecouncil.org>. To submit an application, your organization must have an account with the Clearinghouse. To create an account, visit <http://grants.firesafecouncil.org> and click “Click Here to Register” on the left hand side of the screen.
- Letters of Commitment must be sent via US Mail or UPS/FedEx to the appropriate Grant Manager listed on pages 14 and 15.
- Letters of Commitment must be postmarked by the grant application deadline for your project to be considered for funding. *If you would like confirmation that your letters were received by the California Fire Safe Council, please use a Return Receipt/Delivery Confirmation from the U.S. Postal Service or send your letters via UPS or FedEx with a delivery tracking number.* Due to the potential volume of inquiries, the California Fire Safe Council will be unable to notify you that your letters were received, either by phone or email. Letters may not be submitted via e-mail or fax.
- The California Fire Safe Council is not responsible for Letters of Commitment that are sent to an incorrect address by applicants.
- If your organization is required to use a fiscal sponsor, you must submit a Fiscal Sponsor Agreement Letter with your Letters of Commitment (postmarked by the grant application deadline).

Pre-application assistance and communication: grant writing workshops will be held throughout California. Please check <http://grants.firesafecouncil.org> for the date, time and location of a workshop near you. Questions regarding this Request For Applications can be referred to your region’s grant manager. Please contact your Grant Manager no less than five (5) days prior to the application deadline if you wish the Grant Manager to review your application and/or Letters of Commitment for accuracy, completeness and eligibility according to the 2012 program guidelines.

Grant Manager	Email address & Phone Number	Counties
Cathy Brooke Grant Manager Upper Southern California Region	cbrooke@cafiresafecouncil.org (626) 335-7426 California Fire Safe Council 502 W. Route 66, Suite 17 Glendora, CA 91740	Santa Barbara, Los Angeles, Ventura, San Luis Obispo, Kern
Denise Carrington Grant Manager Lower Southern California Region	dcarrington@cafiresafecouncil.org (626) 335-7426 California Fire Safe Council 502 W. Route 66, Suite 17 Glendora, CA 91740	San Diego, Riverside, Orange, San Bernardino



<p>Dave Farley Grant Manager Northern Coast Region</p>	<p>dfarley@cafiresafecouncil.org (888) 320-1158 California Fire Safe Council 5834 Price Avenue, Suite 101 McClellan, CA 95652</p>	<p>Del Norte, Humboldt, Siskiyou, Mendocino, Trinity, Lake, Yolo</p>
<p>Liron Galliano Grant Manager Southern Sierra Region</p>	<p>lgalliano@cafiresafecouncil.org (888) 320-1159 California Fire Safe Council 5834 Price Avenue, Suite 101 McClellan, CA 95652</p>	<p>Placer, El Dorado, Sacramento, Amador, Calaveras, Alpine, Stanislaus, Tuolumne, Mariposa, Mono, Fresno, Tulare, Inyo, Madera, King</p>
<p>Dan Lang Grant Manager Northern Sierra Region</p>	<p>dlang@cafiresafecouncil.org (800) 257-7066 California Fire Safe Council 5834 Price Avenue, Suite 101 McClellan, CA 95652</p>	<p>Modoc, Shasta, Lassen, Tehama, Plumas, Glenn, Butte, Sierra, Yuba, Nevada, Eastern Placer, Eastern El Dorado and Nevada counties in the Lake Tahoe Basin.</p>
<p>Randy Richter Grant Manager Southern Coast Region</p>	<p>rrichter@cafiresafecouncil.org (888) 320-1157 California Fire Safe Council 5834 Price Avenue, Suite 101 McClellan, CA 95652</p>	<p>Sonoma, Marin, San Mateo, Napa, San Benito, Santa Clara, Monterey, Alameda, Contra Costa, Solano, Santa Cruz, San Francisco</p>

C. Letters of Commitment

- Letters of Commitment (LOC), and Fiscal Sponsor Agreement Letters if applicable, must be postmarked by the application deadline and sent via US Mail or UPS/FedEx to the appropriate Grant Manager in the table above. Letters submitted by e-mail or fax will not be accepted.
- All organizations providing match/cost-share to a project must submit a Letter of Commitment detailing their matching contribution (i.e., a description of the service(s) provided and the dollar value of the service(s) or donation).
- If the applicant organization proposes to contribute match, the applicant must submit its own Letter of Commitment.
- All Letters of Commitment must be preceded by a signed cover letter from the applicant organization listing all of the partner organizations, including the applicant, providing match and the dollar value of their proposed match. (See Part III for a sample LOC cover letter.)
- Organizational names, and proposed match amounts, in the Letters of Commitment must match the organizations, and match amounts, listed in the LOC cover letter and in your online application.



- Letters of Commitment must be submitted on company or organizational letterhead and signed by an authorized representative with spending authority.
- The California Fire Safe Council is not responsible for Letters of Commitment that are sent to an incorrect address by applicants.

D. Submission Dates & Times

- **Application deadline: April 1, 2011 before 12:00 midnight (PST)**
- Applications received after the deadline specified above, for any reason, will not be considered for funding.
- Applications must be submitted online at <http://grants.firesafecouncil.org>
- Letters of Commitment must be mailed to the appropriate Grant Manager listed on pages 14 and 15. Letters submitted by email or fax will not be accepted.

E. Other Submission Requirements

- No more than five (5) applications per organization may be submitted.
- Fiscal sponsors may submit five (5) applications of their own in addition to the applications submitted by the organizations they are fiscally sponsoring.
- The maximum amount of funding a single organization may receive is \$200,000—either through one grant or a combination of multiple grants.
- Fiscal sponsors may also manage up to the sum total of \$200,000 for all the organization(s) they sponsor.

5. APPLICATION REVIEW INFORMATION

A. Evaluation Criteria

An initial review will determine if a project can be considered for funding based on the following criteria:

- Application received on time.
- Applicant is an eligible organization.
- Applicant submitted only 1-5 applications (more than 5 will not be accepted).
- Was the application complete? (Were all appropriate questions answered and Letters of Commitment submitted correctly, if needed.)
- All Letters of Commitment are (1) received on time; (2) on organizational letterhead; (3) signed and (4) from the same sources listed in the application.
- Total match amount in Letters of Commitment equals match amount in application.
- If the applicant proposes to contribute matching funds, they submitted their own signed Letter of Commitment on letterhead.



- If the applicant has a fiscal sponsor, they submitted a signed Fiscal Sponsor Agreement Letter with the Letters of Commitment.
- Application dollar request does not exceed \$200,000.

Applications passing initial review will be scored by the Grant Review Committee—an independent, volunteer panel of experts in wildfire issues and grants review/selection—based on the criteria below. The Grant Review Committee selects the projects for funding.

Review Committee's Scoring Criteria		Total Possible Points
1	**FOR PREVIOUS CLEARINGHOUSE GRANT RECIPIENTS ONLY** (a) The organization/fiscal sponsor has a history of successful completion of similar projects. The organization/fiscal sponsor can feasibly add and complete an additional project without overtaxing its resources including staff workload. OR **FOR APPLICANTS WHO HAVE NEVER RECEIVED A CLEARINGHOUSE GRANT** (b) The organization/fiscal sponsor demonstrates the capability to successfully complete the proposed project, either with qualified current staff or through the addition of qualified staff and/or contractors.	5
2	The project will ___ create, or ___ be linked to, an interagency Community Wildfire Protection Plan (CWPP), collaborative community fire plan or an equivalent.	5
3	The proposed project/area has been prioritized in the top 5 in an existing CWPP or equivalent.	5
4	The proposed project will improve wildfire survivability in or within 3 miles of a community appearing on the current California Fire Alliance "communities at-risk" list.	5
5	Costs are reasonable in proportion to the proposed deliverables. Administrative costs (rent/utilities/insurance, if applicable) are spread among the listed categories (and spread between all funding sources, if organization has other funding.) Staff costs (personnel/contractors/benefits) should be considered direct project expense.	5
6	The detailed budget is realistic, clearly defined and demonstrates involvement of key partners in terms of matching funds "Key partners" is understood to mean relevant federal agency staff, local fire and/or other government agencies, and/or other sources of significant resources for proposed project.	5
7	The project demonstrates specific, advance planning for long-term sustainability following the conclusion of the grant period.	5
8	The area impacted by the project is at risk from fire originating on federal land. NOTE: "federal land" includes land belonging to non-funding federal agencies such as BIA, Bureau of Reclamation, military bases etc. as well as current federal funding partners. Size of federal parcel should not be considered, and federal land can be within 3 miles of proposed project.	5
9	The proposed project is within 3 miles of the wildland urban interface (WUI) or an area designated by CalFire as a "High Fire Severity Zone." A MAXIMUM OF TWO CRITERIA FROM #10-12 WILL BE SCORED.	5
10	The project will reduce hazardous fuels by treating acres in or within 3 miles of wildland urban interface (WUI) areas, or areas designated as high risk zones in a CWPP or approved equivalent or CALFIRE map.	5
11	The proposed project will provide educational activities/materials or create a CWPP to assist residents in increasing their wildfire survivability.	5
12	The proposed project will maintain fuel treatments in areas treated in previous hazardous fuel reduction projects.	5
POINTS FOR CRITERION 13 TO BE AWARDED DURING GRANT REVIEW MEETING		



13	Proposed project location helps meet goal of equitable regional/statewide geographical distribution of grants.	5
Maximum number of points		60

B. Important Dates (Subject to Change)

January 5, 2011 Issuance of Request for Applications. Grants Clearinghouse Opens
April 1, 2011 Application Submission Deadline (before 12:00 midnight PST)

6. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Funding decisions will be available on the California Fire Safe Council’s website <http://grants.firesafecouncil.org>. Date TBD.

B. Administrative and Pre-Award Requirements

Grants made through this funding opportunity will be governed by the sub-award agreement between the California Fire Safe Council and the organization. All National Policy Requirements and appropriate federal regulations and OMB Circulars must be followed (see table below).

Organization Type	Cost Principles	Administrative Requirements
State, local or tribal governments	2 CFR Part 225	OMB Circular A-102
Non-profits	2 CFR Part 230	2 CFR Part 215
Institutions of Higher Education	2 CFR Part 220	2 CFR Part 215
For-profits	2 CFR Part 215	FAR 31.2

Cost principles and administrative requirements can be found online at: <http://www.whitehouse.gov/OMB/circulars>

Pre-Award Requirements

Do not submit these documents with your application. If your project is funded, you will be contacted by a representative from the California Fire Safe Council with further information.

Successful applicants must provide the documents listed below to the California Fire Safe Council. This will assist in the smooth processing of your application and the preparation of the sub-award agreement.

- IRS determination letter (for nonprofit organizations)
- Insurance certificate (or self-insurance letter) for all forms of insurance (except employee benefits)



- Last two years' independent audits and all forms of management letters from your CPA (if available)
- Last two years' IRS Form 990 or 990EZ
- Copy of any audit reports prepared as a result of a visit by a federal agency
- Copy of your organization's by-laws (for nonprofit organizations and HOAs)
- Copy of your organization's board of directors roster (names, addresses, phone numbers and other contact information)
- Copy of your approved Federal Indirect Cost Rate agreement (for applicants claiming indirect expenses)
- Project maps (per specific requirements)
- Environmental reports from other agencies for projects on adjacent parcels (if available) **OR** a copy of a report from a previous grant for the same project area. (If no environmental clearance work has been done in the past, the current project will be reviewed for compliance with appropriate federal laws as part of the award process.)

C. Reporting

Periodic program and financial reports, a final report, and a detailed grant closeout report will be required as a condition of this award. This information, including due dates for reports, will be outlined in the official sub-award agreement provided to successful applicants.

Progress reports at stipulated intervals and final reports will be submitted online at <http://grants.firesafecouncil.org>.

In addition, sub-grantees will be required to submit before and after photos of their project on a CD to their Grant Manager at the close of their grant and copies of relevant project materials created using grant funds.

Source documents corroborating project expenditures and matching funds must be submitted with every progress report, and must match totals entered for that period on the progress report.

At the conclusion of the grant, grantees are required to return any unspent grant funds plus any interest earned above \$250 (for nonprofit organizations) or \$100 (for public or quasi-public entities). Additionally, the grantee will also be required to submit a CD copy of all grant materials.



D. Mandatory Pre-Award Workshop

Successful applicants are required to attend a pre-award grants management workshop. These workshops are held throughout the state. Dates, times and locations will be posted online after the preliminary funding decisions are announced.

7. ADDITIONAL INFORMATION

A. Environmental Compliance

All approved projects must undergo a mandatory environmental review, by the appropriate federal agencies, for compliance with the Federal Endangered Species Act (ESA); the Migratory Bird Treaty Act (MBTA); and, the National Historical Preservation Act (NHPA). This is required of all approved projects—no exceptions. If specific mitigation measures or additional studies of the project area are required, representatives from the federal agency will contact sub-grantees directly. Grant funds may be used to pay for environmental compliance studies.

Projects funded through the Grants Clearinghouse are not subject to NEPA; however, they must still comply with the above-mentioned acts (ESA, MBTA and NHPA). It is likely that CEQA will apply to fuels projects.

Grantees are responsible for complying with all applicable state, local and special commission environmental regulations.

B. Indirect Costs

To be eligible to charge indirect expenses to a grant, your organization must have a federally approved Federal Indirect Cost Rate Agreement. A copy of your current Indirect Cost Rate Agreement will be required if your application is approved for funding. (Note: very few applicants have such an agreement. Lack of this agreement should not be a concern.) If your organization does not have an approved Federal Indirect Cost Rate Agreement, your administrative and overhead expenses must be distributed throughout your budget.

C. Insurance Requirement

You must have sufficient insurance coverage to protect the assets of the grant (i.e., the amount of the grant award). Please consult with your insurance broker to determine the most appropriate policies for your project given the abovementioned requirement and the nature of the work being performed (e.g., general liability, Directors & Officers, Errors & Omissions, fidelity bond)



D. Equipment

Equipment is defined as a purchase of a tangible item with a unit price of \$5,000 or more and with a lifespan of more than one year. Equipment purchased with grant funds must be tracked by the California Fire Safe Council, as well as the grantee. Purchase of equipment with Clearinghouse grant funds is generally not encouraged.

ACKNOWLEDGEMENTS

Funding for this RFA was provided in part by the Cooperative Fire Program of the U.S. Forest Service, Department of Agriculture, Pacific Southwest Region.

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Take the next step!

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<http://grants.firesafecouncil.org/>

(If the above link does not work, cut and paste the address into your web browser.)