



California Department of Forestry and Fire Protection (CAL FIRE)

eCivis Grants Portal



Application Submittal User Guide

Revision 2-15-2022

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Introduction

This *eCivis Grants Portal – Application Submittal User Guide* is intended to provide an applicant with general guidance on accessing the Grants Portal to submit a grant application for a CAL FIRE Grant Program. You will need to refer to the Program Grant Guidelines for specific requirements including details and format of information to be included with your submission. The link to apply should also be contained within the Program Grant Guidelines or the Program webpage.

We recommend the following browsers for the best user experience and Grants Portal system functionality:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox

You may contact CALFIRE.Grants@fire.ca.gov for general questions related to CAL FIRE Grant solicitations. For Program specific questions, please refer to the Program Contact identified in the grant guidelines. For any technical questions on the submission portal, contact eCivis staff at support@ecivis.com.

Reviewing the solicitation

The solicitation is broken up into five parts:

- Overview
- Eligibility
- Financial
- Contact
- Files

In the **Overview**, **Eligibility**, and **Financial** tabs, you can review the program information, applicant eligibility, and general financial information associated with the grant solicitation.

In the **Contact** tab a program contact is listed for additional program related questions.

In the **Files** tab you will find program and application submittal guidance files along with the documents you are required to complete and submit along with the application. The Files may be included as a link within the solicitation in lieu of attached directly within the solicitation.



California Department of Forestry and Fire Protection (CAL FIRE)

Business and Workforce Development

▼ Apply



| | |
|-------------------------|---|
| ID: | N/A |
| Title: | Business and Workforce Development |
| Application Start Date: | 12/15/2021 |
| Application End Date: | 06/30/2022 |
| CFDA: | N/A |
| Reference URL: | https://www.fire.ca.gov/programs/resource-management/climate-change-and-energy/wood-products-and-bioenergy-program/ |

Summary:

CAL FIRE's Wood Products and Bioenergy team seeks to maintain and enhance the wood products infrastructure of California to promote healthy resilient forests throughout the state by supporting a diverse set of business development and workforce development projects.

Eligible business development projects include facilities, operations, and professional services that support the restoration of healthy, resilient forests.

Eligible workforce development projects include universities, colleges, government and community organizations, and businesses that aim to increase workforce capacity in the fields of logging, fuels treatment, transportation, manufacturing, or other support services that bolster the development of a resilient forest sector workforce.

Research and development projects related to both business and workforce development will also be considered. Research and Development projects will be evaluated in the context of the eligibility criteria to which the is associated (business development or workforce development).

Downloading the required documents

Before beginning the application process, it is critical that all required documents are downloaded and completed. Also, the guidance documents should be downloaded for reference during the application process. The files may be included as a link within the Files Notes in lieu of being attached directly.



California Department of Forestry and Fire Protection (CAL FIRE)

Business and Workforce Development

Apply

| Files: | File Notes: |
|---|--|
| CAL FIRE Standard Form 204: CAL_FIRE_std204 (1.7 Mb) | Projects will be selected through a competitive, single-phase application process. |
| CAL FIRE Standard Form 021: CAL_FIRE_std021 (57.5 Kb) | Applicants are required to submit a complete project application and project budget through the Grants Portal and include the following attachments: |
| CAL FIRE Standard Form 019: CAL_FIRE_std019 (55.1 Kb) | Detailed Scope of Work (.docx or .pdf) |
| Timeline and CEQA: BWD_Grants_Timeline_CEQA (656.4 Kb) | 1. Statement of Qualifications (.docx or .pdf) |
| Resolution: board-resolution-example-wood-products (141.4 Kb) | 2. Work Plan and Environmental Compliance workbook (.xlsx) |
| | 3. Letters of Participation (.pdf or .zip) |
| | 4. Letters of Support (.pdf or .zip) |
| | 5. Business Plan - <i>Business Development Proposals Only</i> (.docx or .pdf) |
| | See Wood Products Grant Guidelines document for more details regarding required application materials. |

Click on the title of the file to download the document.

Beginning the application process

When you are ready to begin the application process, click on the “Apply” button on the top left side of the screen.



California Department of Forestry and Fire Protection (CAL FIRE)

Business and Workforce Development

Apply

| Overview | Eligibility | Financial | Contact | Files |
|----------|-------------|-----------|---------|---------|
| In- | N/A | | | Summary |

You will be taken to the online grant application portal (<https://portal.ecivis.com/>) where you can begin filling out your application and uploading all the required documents.

If you are a current eCivis user, you can enter your eCivis username and password to log in. If this is your first time using the *Portal* you will need to click on the green *Create an account* button to create your account.

Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

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On the *Create an account* page, enter basic information:

1. First name
2. Last name
3. Email address
4. Password (Passphrase)

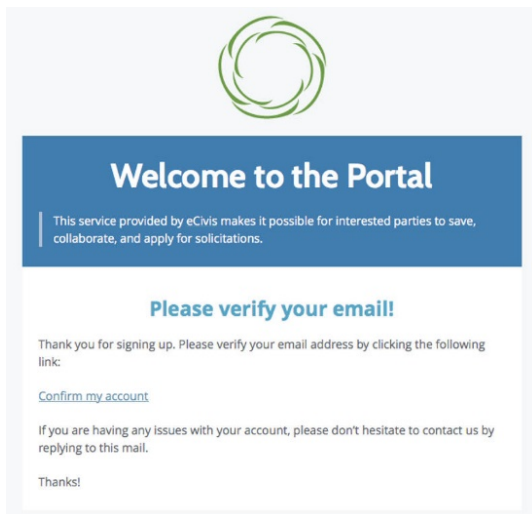
New Account Signup

Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate

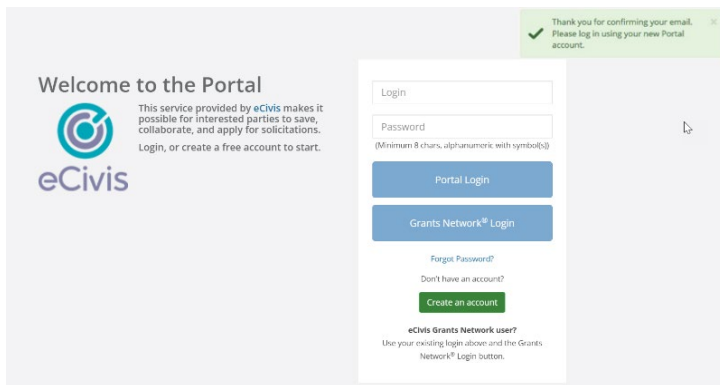
Weak

Sign Up

After clicking *Sign up* you will be sent an email confirming your email address to complete the process.

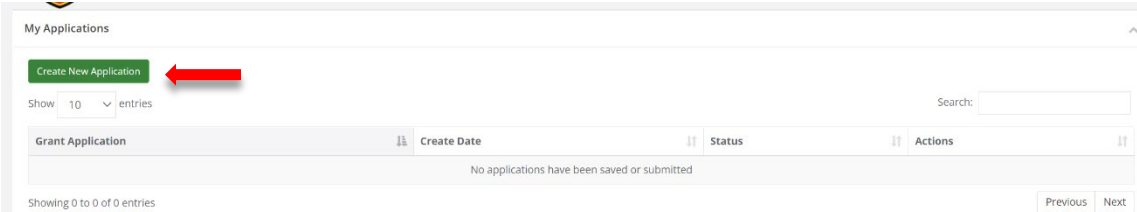


Email verification

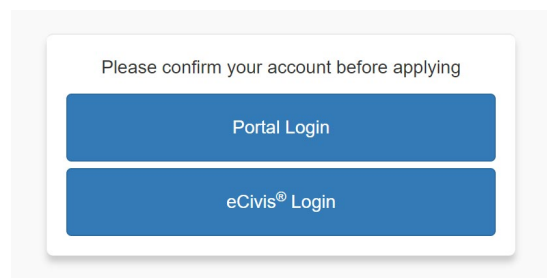
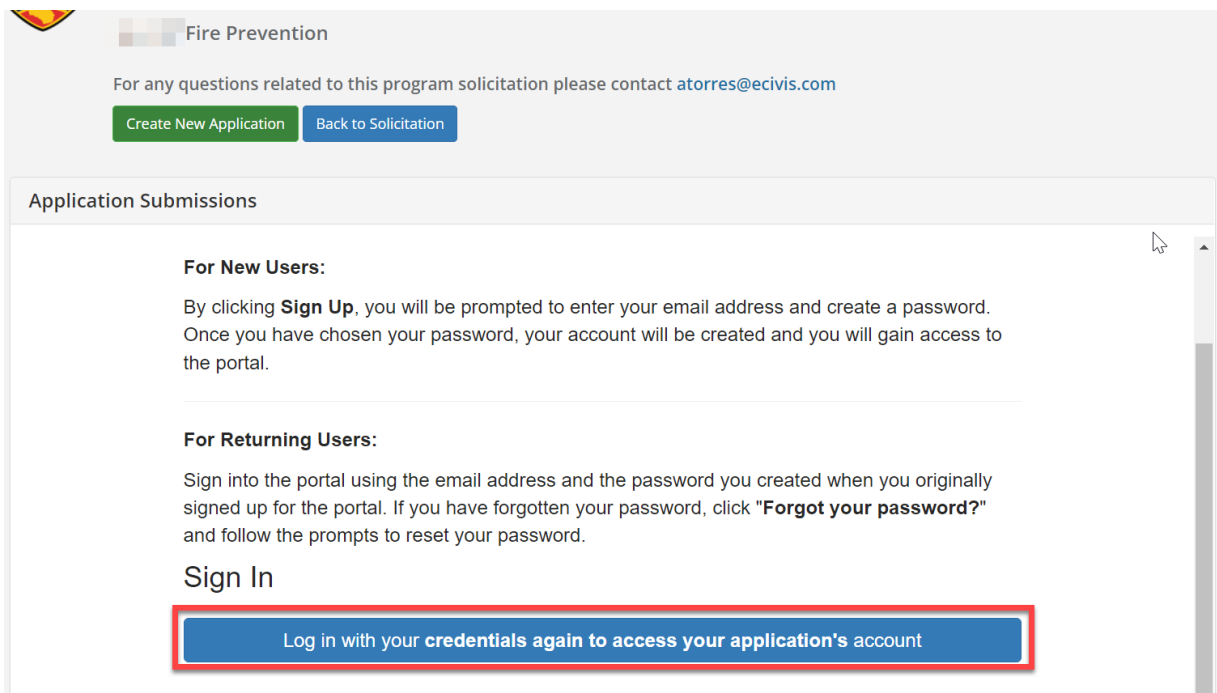


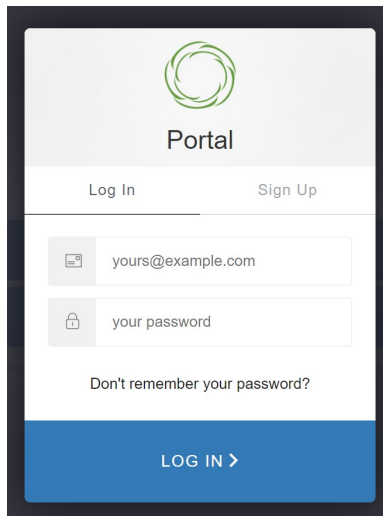
Verification confirmed

Once you have logged in and verified your email address, you will be brought back to the original application you desired to apply for. You will start your application by clicking on the green Create New Application button toward the top of the page.



You may be prompted to verify your account on your first time accessing this application. You must then enter the same username and password used to log into the Grants Portal system.





Application Components

Open any program guidance files and use this to reference how each section of the application should be completed.

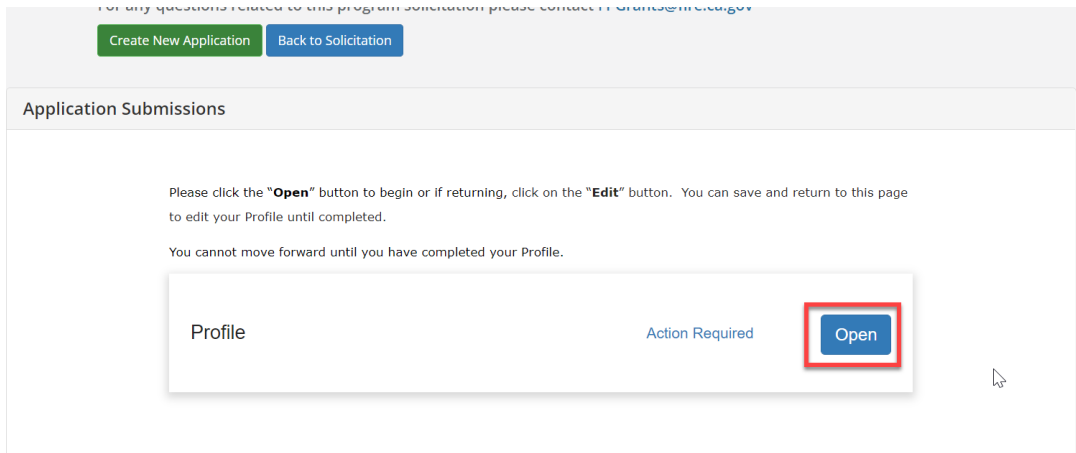
There are three primary sections to the application:

- 1. Profile**
- 2. Application**
- 3. Budget**
- 4. Goals**

Depending on the solicitation you are applying for, there may be additional sections to be completed. You will be prompted to complete additional sections if required prior to submittal. Please refer to the grant guidelines for additional details that are specific to the solicitation you are applying for.

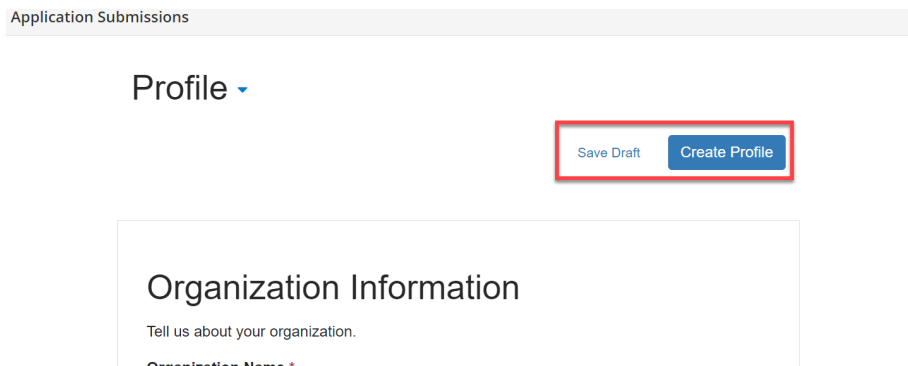
Completing your profile

To begin working on the profile, click the "Open" button. The Profile contains all the information relative to the applying organization.

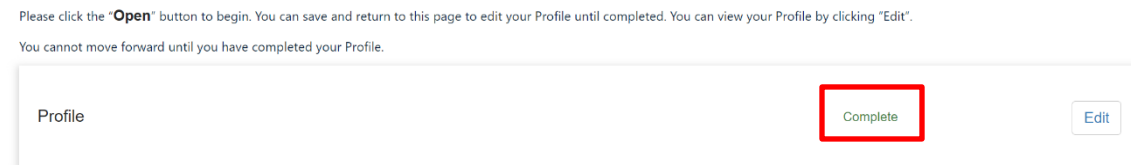


Complete the applicable fields for your project. Required fields are marked with a red asterisk.

If you plan to complete your profile at a later time, select *Save Draft*. To complete your profile, select the *"Create Profile" button*.



Your profile will need to be completed prior to starting the application:

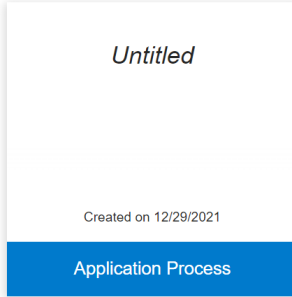


Starting the Application

After you have completed your profile, the application will be available. The two main sections of your submission are the Application and Budget sections.

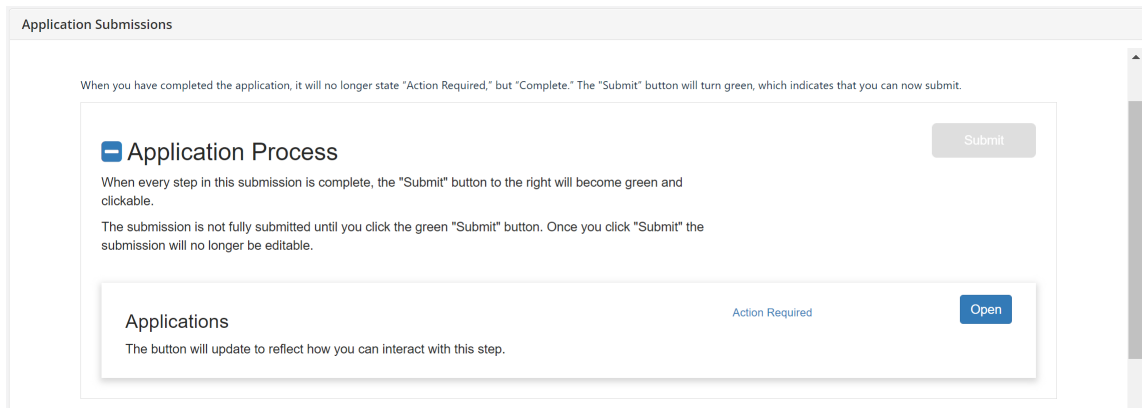
Your application will appear as an Untitled application. Click on the blue box titled *Application Process* to access your application:

- If the status bar is red, there is an



Application

You will be directed to the Application Process to complete the appropriate sections. The *Application* section will contain a mix of dropdown lists, checkboxes, option selectors, complete narrative fields, and file uploads. Refer to your program grant guidelines on the appropriate content for each field and required uploads. If the application is broken into multiple sections, additional sections will appear below the “Applications” heading as part of the Application Process.



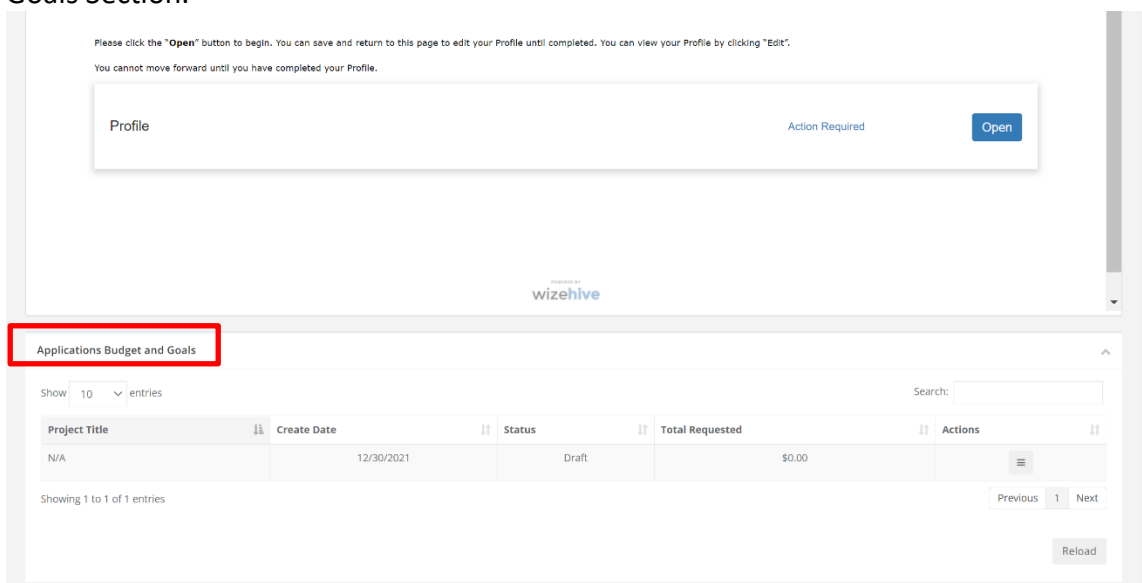
Complete applicable fields for your project including all required fields. You can select *Save Draft* (located on the top and bottom of the page) to save your work and complete at a later time. To complete your profile select *Mark Complete button*.

You may also click on the triangle next to the Application to preview or print the questions to assist with planning or collaborating with others on your application. Keep in mind that there may be conditional questions that appear depending on your responses.

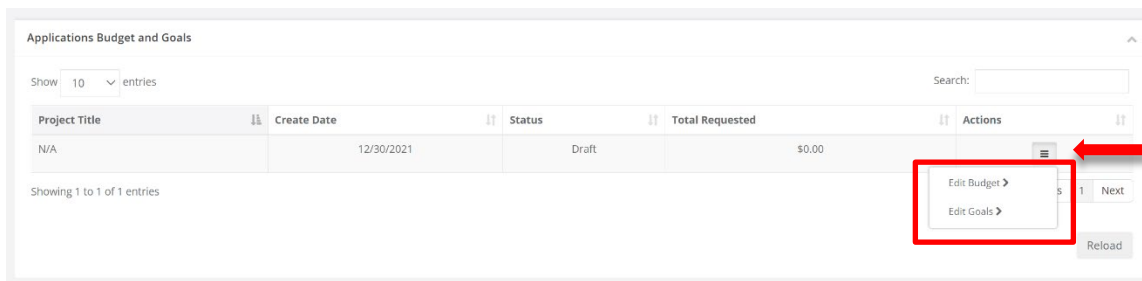


Budget and Goals

To complete the Budget and Goals associated with your project, you will need to scroll down to the bottom of the page using the outermost scrollbar until you see the Applications Budget and Goals Section.



You will need to select the icon with the three lines to edit the Budget or Goals associated with your project.



Grant Budget Settings

Indirect Costs

The *Budget* section contains a breakdown of the budget categories applicable for the grant solicitation you are applying for, including an optional budget narrative section. Refer to your program specific guidance for additional instructions regarding types of costs covered under each of the categories as well as details to include in the Title and Description.

The Budget Settings allow you to change how your indirect cost rate and cost share is calculated and view different stages of your budget. To set the Budget Settings for your project, you will need to select the dropdown arrow to the far right of the Budget Settings.

Application Budget for CALFIRE Grants
Program: Forest Health Program FY 2021-2022
Project name:

[Return to Application](#)

Budget Stage: Pre-Award

Actions: [Icons]

Budget Summary

| | | | |
|--------|----------------------------------|--------|--------------------|
| \$0.00 | Total Direct Costs | \$0.00 | Match / Cost Share |
| \$0.00 | Total Indirect Costs | \$0.00 | Program Income |
| \$0.00 | Total Amount (Direct + Indirect) | | |

Budget Settings

Indirect Costs: Negotiated Rate 12.00 %

Match / Cost Share: Not Applicable 0.00 % \$ 0.00

From the Indirect Costs drop down menu, there are several different options to calculate your indirect costs:

Budget Settings

Indirect Costs: Negotiated Rate 12.00 %

Match / Cost Share: Not Applicable 0.00 % \$ 0.00

Recommended Selection:

Negotiated Rate: This should be used if you are applying an indirect cost as a percentage of eligible costs. Please refer to the grant guidelines to identify types of costs that are not eligible to apply an indirect rate. Generally, CAL FIRE does not allow an indirect rate to exceed 12%.

Example: 12% indirect cost applied against Salaries and Wages

Budget Settings

Indirect Costs: Negotiated Rate, 12.00 %

Match / Cost Share: Not Applicable, 0.00 % \$ 0.00

Budget Items

1. Salaries & Wages

| | | Ext Cost | Direct Cost | Ind Cost | Cost Share |
|--------------------------|--|-------------|-------------|------------|------------|
| Salaries & Wages Totals: | | \$40,000.00 | \$40,000.00 | \$4,800.00 | \$0.00 |

| Title | Description | Units | Unit Cost | Extended Cost | Cost | GL Code | Indirect Cost | Item Type |
|-----------------|---|---------|-----------|---------------|-------------|---------|-------------------------------------|-------------|
| Project Manager | Hourly - General Project Oversight and Implementation | 1000.00 | \$40.00 | \$40,000.00 | \$40,000.00 | | <input checked="" type="checkbox"/> | Direct Cost |

[Add Row](#)

Other available Selections:

De Minimus Rate: This is the standard 10% indirect cost rate that can be used for a federally funded grant if you do not have a Federally approved indirect negotiated rate.

De Minimus Rate/Negotiated Rate/Percentage example:

1. Personnel

| | | Ext Cost | Direct Cost | Ind Cost | Cost Share |
|-------------------|--|------------|-------------|----------|------------|
| Personnel Totals: | | \$5,000.00 | \$7,500.00 | \$750.00 | \$0.00 |

| Title | Description | Units | Unit Cost | Extended Cost | Cost | GL Code | Indirect Cost | Item Type |
|-------|---------------------|-------|------------|---------------|------------|---------|-------------------------------------|-------------|
| FTEs | Full Time Employees | 1 | \$5,000.00 | \$5,000.00 | \$5,000.00 | | <input checked="" type="checkbox"/> | Direct Cost |
| PTEs | Part Time Employees | 0 | \$0.00 | \$0.00 | \$2,500.00 | | <input checked="" type="checkbox"/> | Direct Cost |

[Add Row](#)

Itemized: This will change the indirect cost calculation from a percentage to a manual entry amount. **Do not select this option.** Indirect costs, when applicable, are only reimbursed at a percentage basis of actual costs incurred.

Itemized budget example:

| | | Ext Cost | Direct Cost | Ind Cost | Cost Share | | | |
|-------------------|---------------------|------------|-------------|---------------|------------|---------|---------------|------------|
| Personnel Totals: | | \$5,000.00 | \$7,500.00 | \$750.00 | \$0.00 | | | |
| Title | Description | Units | Unit Cost | Extended Cost | Cost | GL Code | Indirect Cost | Cost Share |
| FTEs | Full Time Employees | 1 | \$5,000.00 | \$5,000.00 | \$5,000.00 | | \$500.00 | \$0.00 |
| PTEs | Part Time Employees | 0 | \$0.00 | \$0.00 | \$2,500.00 | | \$250.00 | \$0.00 |

Not Applicable: This will remove indirect costs from overall calculation and allow you to enter it as a line item entry. If this is selected, an option will be made available in each line item to indicate the type of item it is (Direct Cost, Indirect Cost, or Cost Share). **Do not select this option unless you will not be including indirect costs as part of your project.** Indirect costs, when applicable, are only reimbursed at a percentage basis of actual costs incurred.

Not Applicable budget example:

| | | Ext Cost | Direct Cost | Ind Cost | Cost Share | | |
|-------------------|---------------------|------------|-------------|---------------|------------|---------|-------------|
| Personnel Totals: | | \$5,000.00 | \$7,500.00 | \$0.00 | \$0.00 | | |
| Title | Description | Units | Unit Cost | Extended Cost | Cost | GL Code | Item Type |
| FTEs | Full Time Employees | 1 | \$5,000.00 | \$5,000.00 | \$5,000.00 | | Direct Cost |
| PTEs | Part Time Employees | 0 | \$0.00 | \$0.00 | \$2,500.00 | | Direct Cost |

Match / Cost Share

From the Match/Cost Share drop down menu, there are several different options to calculate your Match/Cost Share:

Budget Settings

| | | | |
|--------------------|----------|------|-----------|
| Indirect Costs | Negotiat | 0.00 | % |
| Match / Cost Share | Itemized | 0.00 | % \$ 0.00 |

Percentage: This will calculate your Match/Cost Share as a percentage of the budget items included based on the percentage (%) identified. Select this option only if all cost share applicable items will have the same percentage applied.

Itemized: This will change the Match/Cost Share calculation from a percentage to a manual entry amount by budget item and category.

Total Amount: This allows you to enter a single total amount for the entire project amount for your Match/Cost Share. **Do not select this option as CAL FIRE will want details on how the match will be met and reported on by category.**

Not Applicable: this will remove Match/Cost Share from overall calculation and allow you to enter it as a line item entry. If this is selected, an option will be made available in each line item to indicate the type of item it is (Direct Cost, Indirect Cost, or Cost Share).

Grant Budget Summary

As you enter your budget line items, the total Direct Cost, Indirect Cost, Total Proposed, Match/Cost Share, and Program Income will update the Budget Summary at the top of the page.

Total Direct Costs: Sum of all Direct Cost across all budget categories

Total Indirect Costs: Sum of all Indirect Costs across all budget categories

Total Proposed: Sum of all Direct Costs and Indirect Costs across all budget categories

Match/Cost Share: Sum of all Match/Cost Share across all budget categories

Program Income: Sum of program income line items listed in the *Program Income* section

Budget Summary

| | | | |
|-------------|----------------------------------|-------------|--------------------|
| \$60,000.00 | Total Direct Costs | \$30,000.00 | Match / Cost Share |
| \$7,200.00 | Total Indirect Costs | \$0.00 | Program Income |
| \$67,200.00 | Total Amount (Direct + Indirect) | | |

Budget Items

In the Budget Items section, you will need to add and/or adjust your budget item, add subcategories, and enter line item budget entries. The Budget Items may vary based on the grant program you are applying for, but the functionality will be identical. Click on the Budget Category “1. Salaries & Wages” in blue hypertext to begin adding budget entries.

| Budget Items | | | | |
|---------------------|----------|-------------|----------|------------|
| | Ext Cost | Direct Cost | Ind Cost | Cost Share |
| 1. Salaries & Wages | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Beneath each budget item you can add a table to begin entering specific line items. Using this table, you can include specific budget line items:

Title: the name of the budgeted item (255 max characters)

Description: explanation/detail on the budgeted item (255 max characters). Generally, you will at least include the basis of the units (i.e. Hours, Acres, etc.)

Unit: if more than one, you can enter multiple units

Unit Cost: per unit cost (NOTE: if *Unit* and *Unit Cost* is used, the *Cost* field will automatically be populated with the *Unit* number multiplied by the *Unit Cost*)

Extended Cost: this is indented to represent the total item cost including requested funds and cost share if applicable, which could differ from the budgeted amount

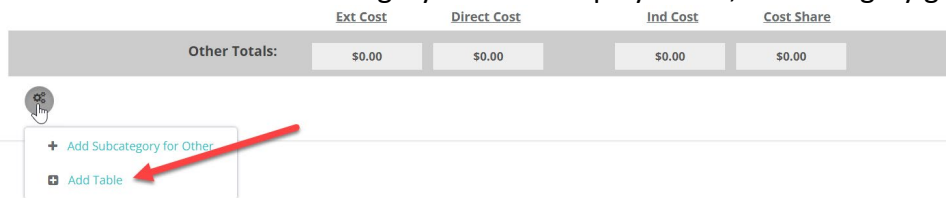
Cost: total amount budgeted for this item, represents the amount of grant funding requesting for this item

GL Code: Optional Field.

Indirect Cost: this field can be calculated in different ways based on your budget settings. If included as a percentage, you can check or uncheck this field to include it in your total indirect costs. If included as *Itemized*, you can put any amount desired for this item in the *Indirect Costs* field. If included as *Not Applicable*, you can mark this budget item as *Indirect Cost* and the amount in the *Cost* field will be included in your total indirect costs.

Cost Share: this field can be calculated in different ways based on your budget settings. If included as a percentage, you can check or uncheck this field to include it in your total *Cost Share*. If included as *Itemized*, you can put any amount desired for this item in the *Cost Share* field. If included as *Not Applicable*, you can mark this budget item as *Cost Share* and the amount entered in the *Cost* field will be included in your total *Cost Share*.

If there is no table below the grey subtotal display boxes, click the grey gear icon to *Add Table*:



The budget should already have tables present and the first row is populated with detailed instructions on how to fill each line item.

3. Contractual

| | | Ext Cost | Direct Cost | Ind Cost | Cost Share | | | |
|---|---|-------------|-------------|---------------|------------|---------|--------------------------|------------|
| Contractual Totals: | | \$61,500.00 | \$61,500.00 | \$7,380.00 | \$0.00 | | | |
| Title | Description | Units | Unit Cost | Extended Cost | Cost | GL Code | Indirect Cost | Cost Share |
| Use Titles to briefly describe each item. Cost Share from the grantee and from a partner can be tracked on separate lines. Note that your indirect cost rate setting (which must be between 0 and 12%) will automatically | In each rows Description, enter the unit of measurement and choose from only the following labels: Hours, Days, Each, Report, Contract, Miles, Daily, Acres | 0.00 | \$0.00 | \$0.00 | \$0.00 | | <input type="checkbox"/> | \$0.00 |

Edit the existing line item (or click *Add Row* if you prefer to keep the instructions visible and simply add new line items). Then, fill the *Title*, *Description*, *Units*, and *Unit Cost* fields.

| Title | Description | Units | Unit Cost | Extended Cost | Cost | GL Code | Indirect Cost | Cost Share |
|---------------------|-------------|--------|-----------|---------------|-------------|---------|-------------------------------------|------------|
| Contract with Myers | Hours | 500.00 | \$123.00 | \$61,500.00 | \$61,500.00 | | <input checked="" type="checkbox"/> | \$0.00 |

Note: A red arrow points to the 'Add Row' button below the table.

NOTE: The *Indirect Cost* Column will leave a checkmark next to each line to which you may want to apply the Negotiated Indirect Cost Rate. Lastly, you will enter matching costs in the *Cost Share* column

NOTE: Except for GL Code, all fields will need to be completed before you can complete the budget, even if the value is zero. The Extended Costs and Costs will automatically calculate when you initially add in the Units and Unit Cost into the table. **If you make any updates to the Unit or Unit Cost, you will need to manually recalculate the Extended Costs, Costs and if applicable, Cost Share.**

To delete a row, or to insert new rows between existing line items, right-click anywhere on the row in question. A dropdown menu should appear with the options to *Insert row above*, *Insert row below*, and *Remove row*.

| | | Ext Cost | Direct Cost | Ind Cost | Cost Share | | | |
|---|---|-------------|-------------|---------------|-------------|---------|-------------------------------------|--------|
| Contractual Totals: | | \$94,820.00 | \$94,820.00 | \$0.00 | \$0.00 | | | |
| Title | Description | Units | Unit Cost | Extended Cost | Cost | GL Code | Indirect Cost | Cost S |
| Share from the grantee and from a partner can be tracked on separate lines. Note that your indirect cost rate setting (which must be between 0 and 12%) will automatically apply to each line | measurement and choose from only the following labels: Hours, Days, Each, Report, Contract, Miles, Daily, Acres | | | | | | | |
| Contract with Myers | Hours | 500.00 | \$123.00 | \$61,500.00 | \$61,500.00 | | <input checked="" type="checkbox"/> | |
| Contract C12A3 | | | \$98.00 | \$33,320.00 | \$33,320.00 | | <input checked="" type="checkbox"/> | |

Insert row above
Insert row below
Remove row

Multi-Phase Budgets (Applicable to Forest Research Grants only)

For *Forest Research* grants, you will notice two additional columns in your budget tables for showing *Phase 1* and *Phase 2* amounts for each cost line. Please refer to the Forest Research Grant Guidelines for applicable funding periods for each phase. The *Phase 1* column is what your budget uses to calculate the cost column for that line and will be used to determine your grant request (and award if selected for funding). The *Phase 2* column is for display purposes only. As a result, you will not see any of your *Phase 2* amounts added to the Totals in your *Budget Summary*.

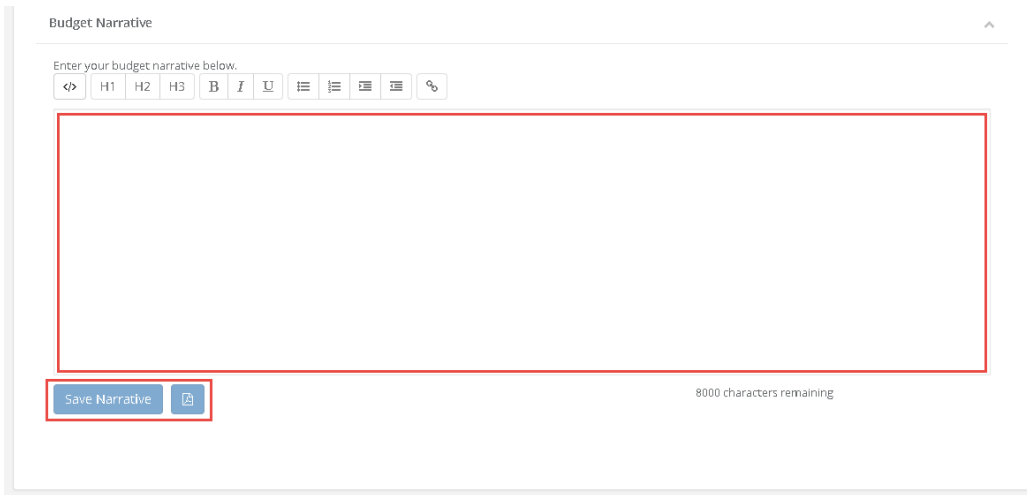
| Cost | Phase 1 | Phase 2 | Cost |
|-------------|-------------|-------------|-------------|
| \$50,000.00 | \$50,000.00 | \$60,000.00 | \$50,000.00 |

If your project is awarded that includes *Phase 2* funding, you will receive a new award, contingent upon CAL FIRE’s subsequent funding availability, that contains those *Phase 2* amounts now in the *Phase 1* column.

| Cost | Phase 1 | Phase 2 | Cost | GL Code |
|-------------|-------------|---------|-------------|---------|
| \$60,000.00 | \$60,000.00 | | \$60,000.00 | |

Narrative

The budget narrative is available to provide additional detail, explanation, and/or justification to specific budget line items (up to 8000 characters). The budget narrative is also fully compatible with Microsoft Word. Already developed narratives can be cut and pasted into this section. Once completed click on the Save Narrative icon. You can export your budget narrative by clicking on the PDF icon. Please refer to the grant guidelines for your specific grant program as additional budget narrative may be requested in another portion of the application or included within the Scope of Work for your project.



Finalizing Grant Budget

Once you have finalized your *Pre-award* budget click on the Save Icon at the top of the page or Save Changes Button located above the Budget Narrative section. You can also export your budget to Excel by clicking on the Excel icon towards the top of the page.

Application Budget for CALFIRE Grants

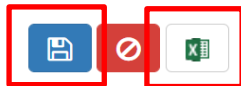
Program: Forest Health Program FY 2021-2022

Project name:

[Return to Application](#)

Budget Stage: Pre-Award

Actions



Budget Summary



Budget Narrative

Enter your budget narrative below.

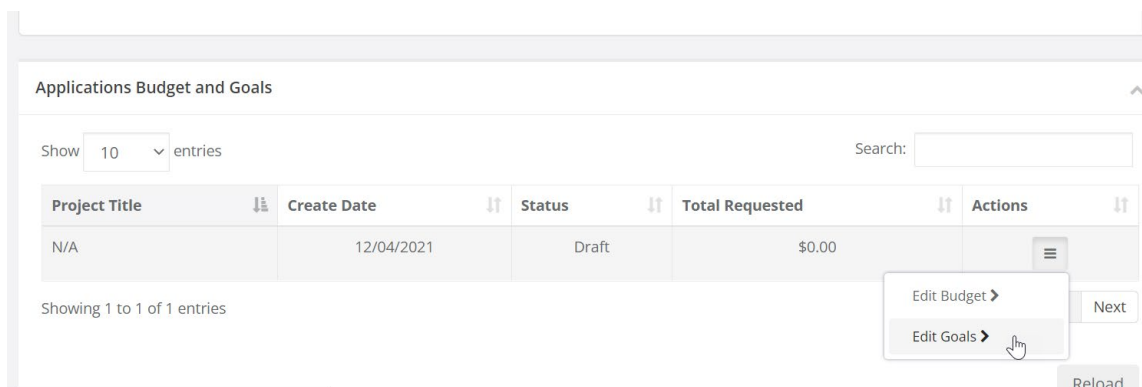


Goals Worksheet

Your application may require that you complete and submit activity goals for your proposal.

Scroll to the bottom of the *Application Submissions* page. As mentioned above, the Budget and Goals Worksheet will appear as one unified line that corresponds with the application you have created. This will appear in the *Applications Budget and Goals* section.

Click the icon containing three lines and select *Edit Goals* to get started.



Fill in Target amounts for the goals provided by the Grantor in the fillable boxes. Some goals will have subgoals underneath them that calculate a total into the goal row containing grey boxes.

Project Name: N/A

| Goal | Target | Direct Cost Expenditure | Matching Expenditure | Program Income Expenditure |
|------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| a) Acres of Fuels Reduction: | <input type="text" value="140.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| a01) Chipping: | <input type="text" value="30.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| a02) Right of Way Clearance: | <input type="text" value="50.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| a03) Thinning: | <input type="text" value="60.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| b) Acres of Prescribed Fire: | <input type="text" value="20.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| c) Education Events: | <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |
| c01) Number of Education | <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> |

To save your goals, select *Save Goals* at the bottom of the screen or select *Return to Application* to go back to your application.

d02) Community Plans Revised: \$ \$ \$

[Return to Application](#) [Save Goals](#)

Printing the Application

You can click *View* on the boxes within your application submission to reference and print for your records:

21-FH-MMU - 33307747 Order by:

First Stage

Thank you for submitting.

Your submission is now under review and you will be contacted if any additional information is needed.

This has been submitted.

Applications

The button will update to reflect how you can interact with this step.

[View](#)

To print out a copy of the form on that application step, you can click the dropdown arrow next to the title in the form’s heading. (You can also preview the print view from this dropdown):

Application Submissions

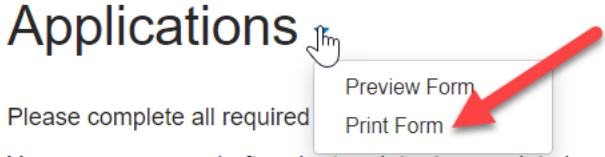
Applications

Please complete all required

You can save as a draft and return later to complete by clicking "Save Draft"


When you are ready to submit this step, please click the blue "Save" button :

In which county is the majority of your project located? *



Add another application

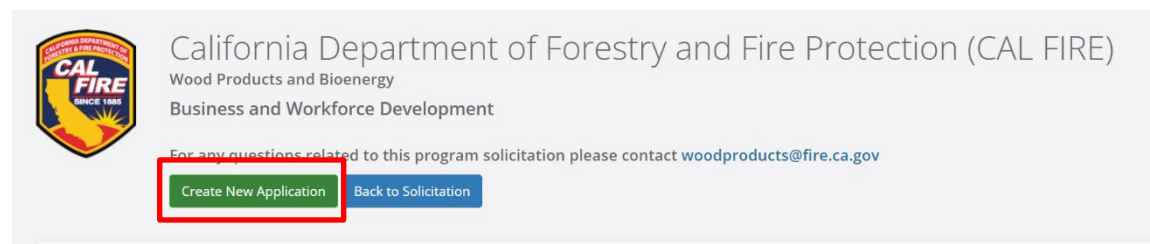
NOTE: For programs allowing multiple applications for the same grant solicitation from the same organization, you may prepare a separate application by selecting the green *Create New Application* button. Please verify that you are applying for the correct solicitation listed under “California Department of Forestry and Fire Protection (CAL FIRE)” in case there are concurrent solicitations available.



California Department of Forestry and Fire Protection (CAL FIRE)
Wood Products and Bioenergy
Business and Workforce Development

For any questions related to this program solicitation please contact woodproducts@fire.ca.gov

[Create New Application](#) [Back to Solicitation](#)

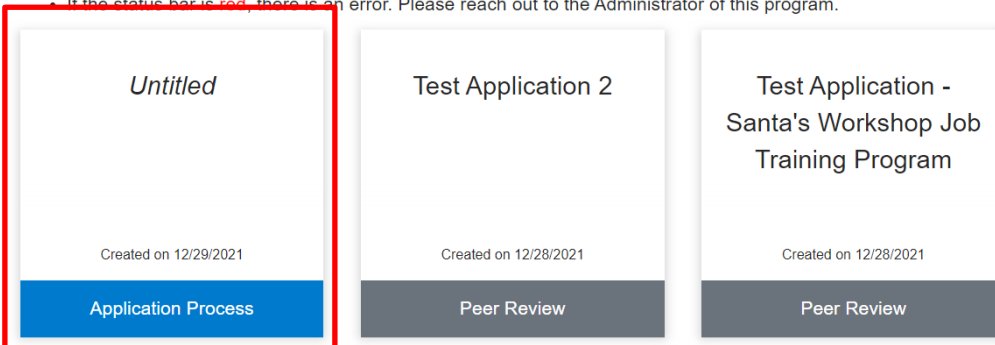


The new application will utilize the same Profile previously created. The new application will appear as “Untitled” until you give your project a name. You will need to complete a new Application and Budget sections for the 2nd submission. Repeat this process until desired submissions have been made. Please verify that the budget you are editing corresponds to the correct Project Title.

To begin, click the "Application Process" button below."

When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is **gray**, your submission is under review, and no action needs to be taken.
- If the status bar is **blue**, there is an action required. Click on the Submission Card to complete.
- If the status bar is **red**, there is an error. Please reach out to the Administrator of this program.



Applications Budget and Goals

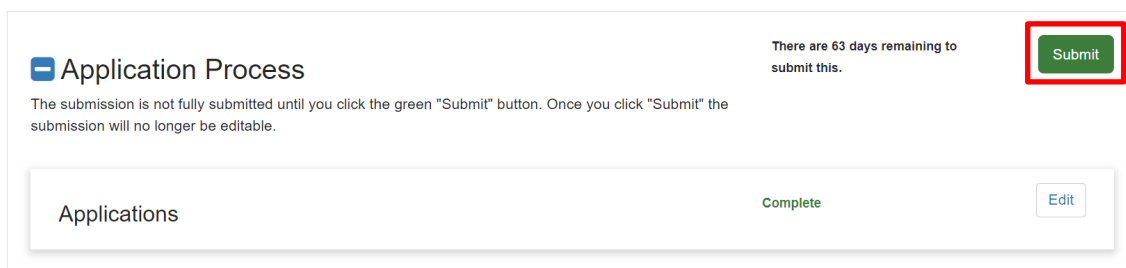
Show 10 entries

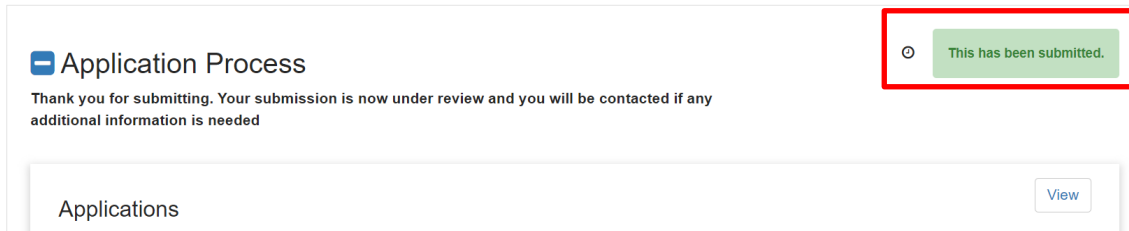
| Project Title | Create Date | Status |
|--|-------------|--------------|
| N/A | 12/29/2021 | Draft |
| Test Application - Santa's Workshop Job Training Program | 12/28/2021 | Under Review |
| Test Application 2 | 12/28/2021 | Under Review |

Showing 1 to 3 of 3 entries

Submitting your application

Once all sections of the application are completed, click on *Submit* to send your application to the funding agency. All applications must be submitted prior to the due date indicated in the grant solicitation for your application to be considered.





Your application has been submitted and is now Under Review:

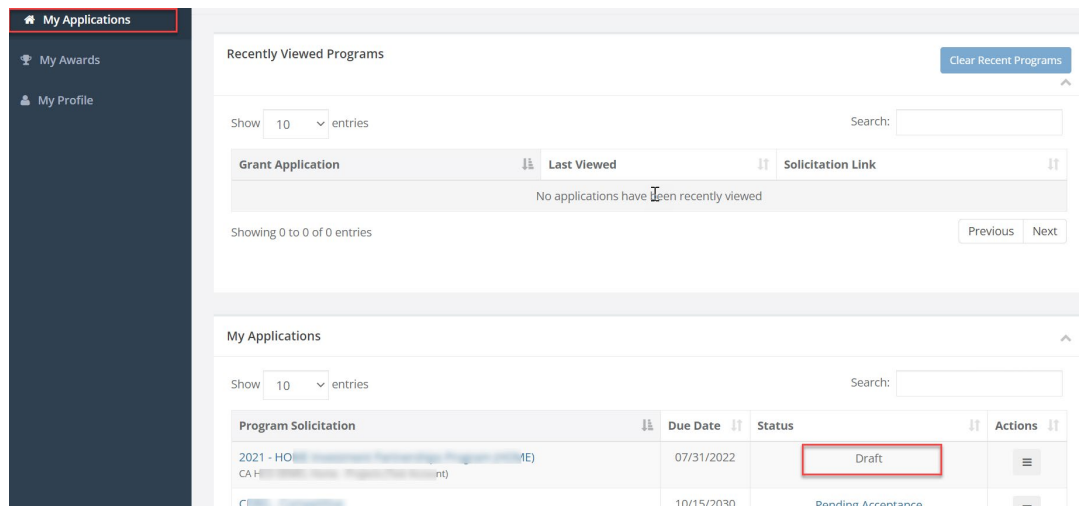
My Applications

Show 10 entries


| Program Solicitation | Due Date | Status | Actions |
|---|------------|--------------|---------|
| Business and Workforce Development Test Application - Santa's Workshop Job Training Program California Department of Forestry and Fire Protection (CAL FIRE), Wood Products and Bioenergy | 06/30/2022 | Under Review | |
| Business and Workforce Development Test Application 2 California Department of Forestry and Fire Protection (CAL FIRE), Wood Products and Bioenergy | 06/30/2022 | Under Review | |
| Business and Workforce Development Test Application 3 California Department of Forestry and Fire Protection (CAL FIRE), Wood Products and Bioenergy | 06/30/2022 | Draft | |

You may still view your submitted application; however, you will not be able to revise any of your application data. If there is still time remaining in the application period, you may contact the Program Contact listed in the solicitation to request the application to be returned to you for further editing. You will need to re-submit the application by the application period for your application to be considered.

If you are contacted by program staff that your application is re-opened for edits, you will see the status of the application is moved back to *Draft* when you log into your account and land on the *My Applications* homepage.



Click the *Actions* icon next to your application and select *View Application*. You will then navigate to your application content as before.

| Due Date ↑↓ | Status | Actions ↑↓ |
|-------------|--------------------|--|
| 07/31/2022 | Draft |  |
| 10/15/2030 | Pending Acceptance | |
| 02/12/2021 | Draft | |

- View Application >
- Solicitation Link >
- Delete Draft >

Once finished, be sure to save your changes and follow the same instructions as above to *Submit* your application.

Lastly, When the awarding period begins, you should receive an email containing either an Award Letter or a note that you have NOT been awarded. While a Denial notice can vary in appearance, the award notification looks like the below. You will find a link in this email that takes you back into Portal to accept your award. (Refer to the subsequent Grantee manual for all instruction related to accepting and managing an award):

Award Notification Letter

Dear Ulysses Grant,

Congratulations! This is to inform you that your application is now awarded.

Project: Stanislaus Co Fire Prevention Project

Program: Fire Prevention FY 2021-2022

Approval Date: 12/01/2022

Approved Amount: \$100,000.00

NOTE: If you believe you should have received your notification and would like to check your response within portal, check the *Status* column from Point #1 above. Where the image above says *Draft*, it will read *Under Review* if it is still being reviewed, *Grant Awarded* if you have been awarded, or *Denied* if your application was not awarded.