CAL FIRE Business & Workforce Development Grants Grant Administration Information

Updated: March 2024

Wood Products Grants New Grantee Orientation Webinar

The Wood Products Team hosted a webinar to assist new grantees in getting their projects started. The webinar provides an overview of the processes and expectations for all new grantees – a complement to the information included in this document. Please use the link below to access the webinar recording and follow along as you review this document.

- Link to [New Grantee Orientation](#)

eCivis Grants Network

The eCivis Portal is the primary platform used for grant project administration. This is where financial reports and activity reports can be submitted, in addition to storing grant document records. The [Grants Portal - CAL FIRE Grantee User Guide](#) provides detailed information on how to navigate the eCivis portal with instructions on tasks such as adding team members (page 24) or requesting an amendment (page 44), etc. To login, the information is the same that you used to submit the grant application.

To learn more about the basic functionality of the eCivis Portal, please click on the link below. This links to a CAL FIRE training session hosted by eCivis and should help you become more familiar with navigating the eCivis Portal.

- [Grants Portal Training Webinar](#)

Financial Reports

Financial Reports (Invoices) are submitted through eCivis Grants Portal. Each financial report requires a signed invoice coversheet [(link to blank coversheet)](#) and supporting documentation. Each financial report submission requires a separate Online Progress Report and Activity Report pair (see details below). The process to submit a financial report starts on page 28 of the [Grants Portal - CAL FIRE Grantee User Guide.](#) To avoid payment delays, the Invoice Coversheet template must have the grantee organization name and address exactly match the information provided on the Std. 204 form submitted with the grant application. Supporting documentation, such as payroll reports, receipts, invoices…etc., should be uploaded to eCivis Portal as a separate PDF for each category of the grant budget (Contractual, Travel, etc.). The naming conventions for the uploaded PDF's should resemble the following:

    8G@#####_INV-## 0_Invoice.pdf
    8G@#####_INV-## 1_Salaries-Wages.pdf
    8G@#####_INV-## 2_Benefits.pdf
    8G@#####_INV-## 3_Contractual.pdf
    8G@#####_INV-## 4_Travel.pdf
    8G@#####_INV-## 5_Supplies.pdf
    8G@#####_INV-## 6_Equipment.pdf
    8G@#####_INV-## 7_Other.pdf
    (##### = Agreement number, ## = sequential invoice number with leading 0 for single digits)

Required supporting documents are described in the Grant Guidelines. Visit to "Wood

Products Program Media" section of the [Wood Products webpage](#) to access the Grant Guidelines associated with your project. Note that a Financial Report should only be submitted if grant funds and/or match funds have been expended during the reporting period. Please do not submit a Financial Report if no such spending has occurred.

Progress & Activity Reports

Online Progress Reports and Activity Reports are separate reports. Both are due quarterly and with each Financial Report submission. They are always submitted as a pair as detailed below:

1) An Activity Report is submitted through eCivis Portal. eCivis Portal Activity Report instructions are in the [Grants Portal - CAL FIRE Grantee User Guide](#), beginning on page 39.
2) The [Business and Workforce Development Online Progress Report Form](#) is submitted online via a Microsoft Forms website. CAL FIRE Wood Products Team will upload a PDF of each Online Progress Report to eCivis Portal when we approve the Activity Report. For reference, the Progress Report Form questions are also available in Word and PDF versions.

At minimum, an Activity Report and Online Progress Report pair is due 30 days after the quarter close (e.g., October 30, January 30, April 30, and July 30). In addition, if Financial Reports are submitted more frequently than once each quarter, then an Activity Report and Progress Report are required.

Environmental Compliance

Grantees shall submit proof of California Environmental Quality Act (CEQA) and/or National Environmental Policy Act (NEPA) compliance for applicable grant funded activities. State funding triggers CEQA review regardless of land ownership. At least *six weeks* prior to any state-funded activity that *may have an effect* on the environment, including any *ground-disturbing activity*, grantees shall submit final, signed environmental compliance documentation to [Wood Products Environmental Compliance Review](#) to demonstrate that CEQA and NEPA compliance has been met. No State funds shall be spent on project activities without having a completed "Business & Workforce Development Grants Environmental Clearance Form" that demonstrates environmental compliance from the Wood Products Team. If the grantee does not have a public agency to assume the role of CEQA lead, the grantee shall contact Wood Products to discuss and propose options for environmental compliance. For additional information and guidance, please see Appendix C, Environmental Compliance of the current Grant Guidelines.

Funding Acknowledgement

We expect and appreciate acknowledgment of your CAL FIRE funding on social media posts, signs, outreach, press releases and other media. All projects and public information must clearly display, identify, and label themselves as being funded by CAL FIRE Business and Workforce Development Grants. Acknowledgements must contain the CAL FIRE logo as well as the following statement: "Funding for this project provided by the California Department of Forestry and Fire Protection's Business and Workforce Development Grants." Project sites should have a sign. Other project types, such as vehicles, equipment, and consumer-based incentives, acknowledgement could be a

decal, sticker, or other signage. Contact the Wood Products team for logos and display materials.

Site Visits
CAL FIRE Wood Products Team looks forward to visiting your project at least annually during the term of the grant agreement. Please let us know about events and milestones such as job walks, bid tours, demonstration days, graduations. We are happy to attend these events.

Amendments
If you are considering proposing changes to the grant scope or budget, instructions can be found in the Grant Amendment Guidance Information document (also available on the Wood Products webpage). However, it is strongly recommended you contact the Wood Products Team beforehand so that we can discuss potential changes prior to submitting an amendment request.

CAL FIRE Contacts

Pick *one person* at your organization to be the grantee contact for all communications. Contact the Wood Products Team for any questions. Please write your grant number (8GA2####) in the subject line of all emails. References are on our website under Grantee Resources.

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