



CAL FIRE Forest Health Grant Program
California Climate Investments
Employment Outcome Reporting FAQ
May 2022

Below are frequently asked questions (FAQ) related to the requirement that CAL FIRE Forest Health (FH) grantees report all jobs associated with the implementation of a FH grant project.

In addition to this FAQ, please carefully review the "Read Me" tab and the "Data Dictionary" included in the current version of the California Climate Investments (CCI) Employment Outcome Reporting Form. An approximately one-hour recording of a virtual training session is also available that overviews the drivers for the reporting requirements and the basics of preparing a report. All these resources are available at the CAL FIRE Forest Health Program (FHP) grantee resources page under the "Employment Outcome Reporting" section. If you still have any questions or concerns after consulting these resources, please contact Program Analyst [Caitlin Vavasour](#).

Q: Why is CAL FIRE asking for this information now?

A: CAL FIRE is preparing to report to the California Air Resources Board (CARB) on the work and impacts of the FHP. All State agencies administering CCI programs must submit employment information for projects that meet specified criteria (details are available in the "Read Me" tab of the CCI Employment Outcome Reporting Form). For grants not funded by the Greenhouse Gas Reduction Fund through CCI (for example, grants funded by the General Fund), CAL FIRE requires the same information for evaluation and transparency, in accordance with CAL FIRE grant agreements. CAL FIRE collects the data twice per year to meet CARB's reporting deadlines.

Q: How often do we need to report to CAL FIRE on jobs supported under our grant? Are the reports cumulative?

A: Jobs data are due semi-annually in June and December. Reports are not cumulative. Each report must cover only one reporting period (June 1 - November 30, or December 1 - May 31).

Q: Is it a requirement that we report on employment information by contractors and subcontractors?

A: Yes, Figure 1 in the "Read Me" tab of the Jobs Workbook illustrates that grantees must report on jobs supported by first-order subcontracts larger than \$100,000 and any subsequent subcontracts stemming from that first-order subcontract.

We understand that this can be difficult in some situations, and CARB does allow for some exceptions (such as contracts less than \$100K) to the jobs reporting requirements. The [CAL FIRE Forest Health Program](#) and [CARB's GGRF](#) program welcome written comments and feedback on your experience collecting this information.

Q: Do we report only on *new* jobs funded under the grant or also on existing jobs the wages for which are not necessarily reimbursed by grant funds?

A: You should report on *all* jobs directly associated with the implementation of the project, regardless of whether the positions were created or preexisting and regardless of the funding source. For instance, you should report the work hours an administrator spent tracking project expenses because this is directly associated with project implementation, but you should not report the work of operations staff charged with maintaining the administrator's office building. The intent is to capture all work (and job training that results in a formal credential) that occurs within the defined project scope following the grant agreement execution date – this might include work (and training) not directly invoiced to the grant but the occurrence of which can still be attributed to the grant. Examples include work paid from funds received by leveraging the grant, or work that would not have occurred without the grant funding.

To identify what work (or training) is considered to fall within the project scope, please start by referring to the project scope stated in the final application or most recently executed grant agreement (if the scope was modified subsequent to the application). Note that more types of work than work on the ground should be included in reporting. For example, if the scope defined in the accepted application/executed agreement includes planning, project development, administration, or hosting trainings, these must typically also be reported. Training supported by the project must also be reported if the training is completed during the reporting period and trainees earned a formal, industry-recognized credential. Do not include work or training conducted prior to the execution of the grant agreement.

A notable exception is that when a project is funded by multiple CCI sources, not just one CCI grant, then the work or training paid for by a different CCI grant should not be included. Instead, that work or training should be reported separately in the employment outcome report for the CCI grant that paid for it. This is because it is important to avoid double-counting the same work hours or training. Please see the guidance in the reporting form and elsewhere in this FAQ regarding additional exceptions, such as for relatively small subcontracts and in-kind labor contributions.

Q: How do we get requested information on whether there are priority populations supported by our grant? What if we do not have that information? What if the subcontractors include immigrant labor or crews that do not live in the project area?

A: The intent of the priority populations reporting in the employment outcome form is that it is based on the home addresses of project workers, or of trainees that complete certain training supported by the project during the reporting period. (Note that a training should not be reported if trainees do not receive a formal, industry-recognized credential such as a license, certificate, or degree). Where possible, grantees and contractors should report based on data obtained from paycheck rolls, W-2 forms, etc. Where it is not possible to ask for residency information (i.e., the contractor is no longer working with that subcontractor), the business address or PO Box location is a reasonable alternative.

In the case of work crews and/or immigrant labor, the location data used would be the worker's place of residency at the time they were employed by the project, such as a work camp, dormitory, etc. If the workers are truly lacking a fixed address, you will not be able to make a disadvantaged community or low-income community claim for these jobs.

A worker or trainee must be reported as a member of a priority population if and only if they meet at least one of the definitions provided by the applicable statute. Priority populations include residents of one or more of the following: (1) census tracts identified as disadvantaged by the California Environmental Protection Agency per SB 535; (2) census tracts identified as low income per AB 1550; or (3) a low-income household per AB 1550. To determine whether a worker or trainee meets one or both of the first two designations, use the "[Priority Population Maps](#)" feature and enter their address into the search bar. The map will show where addresses overlap disadvantaged and/or low-income communities. An alternative option is to determine whether their household meets the third designation. To do so, use the "Low-income Households" tool to determine whether the household meets the threshold based on the worker's home county, household size, and household income. The tool is available [here](#), or from the "[Priority Population Maps](#)" page by clicking on the last icon on the right under the search bar and then the "Low-income tool Excel" link.

If data are not available or cannot be submitted in a manner consistent with confidentiality protections, then please do not report a worker/trainee as being a member of a priority population and do inform your FHP employment outcome reporting contact of the circumstance.

Q: We received a CCI-funded grant from the CAL FIRE Forest Health Program, and another CCI-funded grant from a different program or agency. Should we report on all the CCI-funded work in the same form?

A: No, it is necessary to report to each grant-provider on only the project work supported by the grant that grant-provider administers. Information reported to the CAL FIRE Forest Health Program must pertain only to the work supported by the Forest Health Program grant. For example, do not include information about Fire Prevention Program-supported work in the report that you submit to us. CARB considers jobs data in their evaluation of each program's performance, and CARB also enables the public to query investment impacts by program, so the information must be maintained separately.

Q: We have a subgrant with another party ("Subcontractor A"), which then further sub-grants funds to contractors. Under our agreement with Subcontractor A, Subcontractor A does not charge for labor costs and instead provides labor as an in-kind match. Are we required to report on the labor provided in-kind by Subcontractor A?

A: If the subcontract with Subcontractor A is for less than \$100,000, no jobs information on those funds would need to be provided. If the subcontract with Subcontractor A is greater than \$100,000, but the work provided by Subcontractor A is in-kind and

does not involve subcontract-funded completion of industry-recognized credentials, this work does not need to be reported.

Q: We subcontract over \$100,000 to another party, but we do not include personnel costs in our budget in our grant agreement with CAL FIRE – only contractual services and indirect costs. Are we still required to provide employment data regardless of whether our budget specifies costs for personnel?

A: Yes, you must report on this subcontracted work toward which the grant funds contributed, regardless of whether your budget in your agreement with CAL FIRE specifies personnel costs. If the grant does not support your organization's personnel's time on the grant-funded project, or jobs training that results in an industry-recognized credential, then there would be nothing to report in terms of your own organization's personnel's time on the project. For more information on the types of work to report, please see the question on pre-existing jobs the wages for which are not necessarily reimbursed by grant funds, earlier in this FAQ.

Q: Is it acceptable to have some unknown data on subcontracted work?

A: Guidance is available in the “Read Me” tab of the reporting form on when reporting is mandatory for subcontracted work. The requirement for employment outcome reporting is stated in the Forest Health Program Grant Guidelines and in grant agreements. Please plan as needed with subcontractors to support their timely provision of all the necessary information. If you encounter a challenge to meeting this requirement, please contact [Caitlin Vavasour](#) with sufficient lead time to work with you on available solutions prior to the reporting deadline. If you find that providing any required information is not possible due to its unavailability or confidentiality protections, please document which data you are unable to provide, the specific circumstance preventing you, and any steps you have taken to address the gap if appropriate, in an email to [Caitlin Vavasour](#).

Q: Is it necessary to report on a seedling nursery used as a supplier, or since the seedlings are listed as supplies is reporting not required?

A: Reporting on subcontractors is intended to capture instances where grant recipients are primarily contracting for labor, not supplies or materials. Please do not include a seedling nursery if they are contracted as a supplier rather than explicitly for labor.

Q: An individual working on the grant-funded project transitioned into a different position on the project during the reporting period. How should we report on their work for this period?

A: If the individual's new position has a different NAICS job classification, job education or work experience requirement, hourly wage, or reported benefits, or if one position was covered under a targeted hiring strategy and the other was not, then please report on the individual's work in the two different positions in two separate line items in the reporting form. If the individual's new position does not change the answers for any column in the report form, then you may use just one line item to capture both

positions in the "Grouped Option" sheet in the form.

Q: In the past, the "Read Me" tab of the Employment Outcome Reporting Form stated that reporting priority population information is not required for "projects that do not claim employment benefits to priority populations." Does a project that does not claim to deliver these benefits still need to complete the priority population fields of the reporting form?

A: The Forest Health Program requires **all projects** to report on employment benefits provided to priority populations during each reporting period if possible. These benefits are one way that the program can meet or exceed statutory requirements such as the mandate that CCI funds must be invested in priority populations **at least** to specified minimum levels. Therefore, completing these fields is mandatory if information is available and may be delivered in a manner consistent with applicable confidentiality protections. Reporting this information is also an opportunity to distinguish project and program performance – legislation emphasizes, and public reports showcase, this metric.

Q: If our grant funds supported job training during this period that will **not** result in a formal credential such as a certification, license, or degree, then should we count this training in the fields for reporting project-funded credentials?

A: No, please only report job training that was completed during this reporting period **and** resulted in an industry-recognized credential such as a certification, license, or degree.

Q: The project did not hire any subcontractors for field work during this reporting period. So, employment outcome reporting is not needed, right?

A: This depends. If any work (or job training that culminated in a formal credential) took place within the project scope, then this needs to be reported. Reporting is not restricted to subcontracted work. Please see the answer to the earlier question regarding new vs. pre-existing jobs.

Q: Nothing has been invoiced to the grant this period. Is an employment outcome report still required?

A: If any work (or job training that culminated in a formal credential) took place within the project scope, then this needs to be reported. (Please see the answer to the earlier question regarding new vs. pre-existing jobs for more information.) Please be prepared to report punctually.

Q: No work that requires employment outcome reporting took place during the reporting period. Should I fill out a report for the positions that at some point will work on the project and put "0" for the hours?

A: If no work – or job training – that requires employment outcome reporting was performed during the reporting period, then an email to Program Analyst [Caitlin](#)

[Vavasour](#) suffices. Please be sure your email specifies that no work, ground-disturbing or not, and no project-funded training resulting in a formal credential, were completed during the reporting period.

Q: Where should I list job credentials that project workers earned **before** the reporting period began, such as degrees or professional licenses?

A: There is not a field for listing the specific job credentials that project workers earned **before** the reporting period. The "Job Education Required" and "Job Experience Required" columns are for stating **general** education and experience levels required for performing job duties, i.e., the needed level of education/experience that would be advertised in a job vacancy announcement. These columns are completed with drop-down menus. (These are intended to detail the types of jobs associated with the project.) Additional columns regarding "credentials" are for listing **only** any credentials earned **during the reporting period as outcomes of the project**. Credentials earned **before** the reporting period should **not** be included here.

Q: Is a targeted hiring strategy required?

A: **Completing the "Targeted Hiring Strategy" column is required for all grantees (if there is no such strategy for a position associated with the project implementation, then please put "None"). However, having a targeted hiring strategy is not mandatory by default.** Implementing a targeted hiring strategy is only actually required in either of the following cases:

1. A grantee claimed in the application process to have a targeted hiring strategy; or
2. A grantee now seeks for a project to be reported by CAL FIRE as one that targets and provides "jobs training and workforce development" benefits to priority populations and the project is to be counted accordingly as part of meeting the [State's priority population investment targets](#).

For CAL FIRE to claim in public reporting that the project provides jobs training and workforce development benefits to priority populations such that its funding counts toward State investment targets for priority populations, having a targeted hiring strategy is one of several requirements a project must meet. For more information, you may find all project eligibility requirements for claiming these benefits in CARB's [Jobs Training and Workforce Development Benefit Criteria Table](#).

Completing the [Jobs Training and Workforce Development Benefit Criteria Table](#) is not currently mandatory for FHP applicants. However, an applicant/grantee may have opted/may opt now to complete it if a proposed project does not already qualify as targeting and providing benefits to priority populations based on the [Land Restoration and Forest Health Benefit Criteria Table](#). To confirm whether an applicant/grantee previously claimed to meet the criteria in the [Jobs Training and Workforce Development Benefit Criteria Table](#), you may refer to the project application or contact [Caitlin Vavasour](#).

If a grantee is interested in a project being counted toward State investments in priority populations now or in future, please contact [Caitlin Vavasour](#) about

determining whether the project qualifies.

In other words, all grantees should report any targeted hiring strategy in effect for the hiring for each position reported; please put “None” if none was in effect. However, only those falling into either of the two cases above would be required to have a targeted hiring strategy.

Q: If a grantee does not claim a project provides jobs training and workforce development benefits to priority populations, why is it necessary to complete the “Targeted Hiring Strategy” or other priority population-related columns?

A: One reason is that the FHP aims to have complete information on which projects could qualify to be recognized as providing jobs training and workforce development benefits. Even if a project has not in the past, it is possible that a project could qualify in the future. The FHP is committed to collecting up-to-date information on how projects contribute toward meeting minimum investment targets for priority populations that were set by the Legislature.

Another reason is that the FHP strives to report complete information since the data are a resource for members of the public who wish to learn about project outcomes. Regardless of whether a project qualifies to claim jobs training and workforce development benefits to priority populations, job and workforce development outcomes are significant issues of public interest.

Q: May I submit my employment outcome reporting form late?

A: Reporting forms received late may or may not be included in CAL FIRE's submissions to CARB for a reporting period. CARB maintains two deadlines each year for receiving all reports from agencies that administer Greenhouse Gas Reduction Fund funding. These are short deadlines within which agencies such as CAL FIRE must collect, review, and finalize their data. The FHP has worked to include all reports, even those submitted late, but it may not be possible to review and finalize data submitted late in time for its inclusion in the agency's submission to CARB. Reports received late from grant recipients may be found not to meet reporting requirements described in CAL FIRE grant agreements.

In the interests of efficient cooperation, the FHP asks all grantees to plan for prompt reporting. Please be aware that the FHP tracks the timeliness of grantee report submissions over time and may consider successful partnership in reporting as one of the decision factors for awarding another grant to a grantee in future application cycles.

Nonetheless, if it is not possible to submit a report on time, please submit a report late – and as soon as possible – rather than never. It may be possible to include in the present reporting period; the sooner it is received, the more likely. If this is not possible, CAL FIRE may still be able to submit the data as a correction in about six months from the missed deadline.

Please note that promptness for December deadlines is particularly important because data received too late for this deadline will not be available for inclusion in

annual public reports or data publications.

Q: We used CARB's Job Co-benefit Modeling Tool and submitted the results as part of the grant application. Do we need to provide the employment outcome report now? How is this different from what we have already provided in the application?

A: Yes, the semi-annual employment outcome reporting is still required.

Here is a summary of what is different. CARB's Job Co-benefit Modeling Tool, used when applying, produces estimates of numbers of jobs the project is expected to support over its lifespan. The employment outcome report, submitted every six months, accounts for the actual outcomes during the period. It includes both actual jobs supported, as well as workforce development such as training. It also provides information on the types and "quality" of the jobs and any targeted hiring strategies and benefits to priority population members. In other words, one models in basic terms what is likely, and the other details what in fact results.

Q: The grant supported a training held during the reporting period that resulted in a formal credential for trainees. Only some of the trainees were grantee employees or contractors. Should we report on the rest of the trainees?

A: All the trainees would be reported in this case because all received training as an outcome of the grant. For trainees who are not employees or subcontractors of the grantee, please fill in the following columns in the "Grouped Option" sheet: Job Training Credentials (put the title of the credential earned from the training), Total Number of Workers that Completed Job Training, Job Education Required and Job Experience Required (only if a minimum education or work experience level is required for a training), and Total Project Work Hours (put the number of training hours here). For these trainees, all other columns should be marked "0" or "None" or "NA" as appropriate.

Q: We are preparing Collection Agreements (CO) with the US Forest Service for work associated with a Forest Health grant agreement. These COs will exceed \$100,000. Do federal entities need to do employment outcome reporting?

A: An entity being federal is not in and of itself a basis for excluding it from employment outcome reporting requirements. If a CO will exceed \$100,000 for work to be completed on the project, then employment outcome reporting is necessary.

Q: Our project matches one or more of the following descriptions: Its office address and/or work on the ground is located within an area with a high proportion of low-income households, or the grantee hires individuals who tend to be low-income, or the grantee works largely with small businesses, or the grantee hires members of a tribe. Is any of these circumstances considered the same as implementing a targeted hiring strategy? How do we know whether our work qualifies as providing job or training opportunities to members of a priority population?

A: To know whether a project has in place a targeted hiring strategy recognized by CARB, and/or whether a project is providing jobs/training to priority population

members, it is **necessary to follow CARB's criteria.**

It may be confusing that CARB offers several different ways of assessing project benefits to priority populations. For new grant applications, there is a one-time evaluation of whether the area where a project will perform its treatments lies more than 50% within a census tract designated as low-income or disadvantaged and/or in a buffer zone. Based on this, benefits (if any) are identified that are expected to result to priority populations in the area due to land restoration and forest health. However, the **process for employment outcome reporting is separate.**

To assess hiring and job training outcomes every six months, CARB is looking less at the boundaries of the work itself and more at the populations or individuals standing to benefit from the associated hiring and job training opportunities. Specifically, CARB wants to know: Is the project **both (1) targeting** jobs or jobs training, and **(2) providing** jobs or job training, to **residents of a census tract designated as low-income or disadvantaged?** And/or, does the project (1) target and (2) provide these benefits to **residents of low-income households?** Activities to (1) **target** job opportunities only qualify if **there is a formal, documented hiring strategy that lays out how these job opportunities are targeted to priority populations.** A project is recognized as (2) **providing** a benefit if the targeted jobs and/or training **go to at least one priority population member.** In addition, the job(s) provided must be high-quality (e.g., local living wages, health insurance, paid leave). Below are further details on the prescribed steps for determining whether a project can be recognized as (1) targeting jobs and/or job training benefits, and (2) providing these benefits to priority population members.

Note that statute sets [specific, mandatory definitions](#) to be used for low-income or disadvantaged census tracts, as well as for low-income households. Therefore, it is important to use the CARB criteria rather than assuming that a project meets them.

1. Firstly, to determine whether a project targets job or training opportunities to members of a priority population, a grantee should consider: Which type of priority population(s) is the project targeting (i.e., residents of low-income and/or disadvantaged community census tracts, and/or residents of low-income households)? If the grantee plans to target residents of a low-income and/or disadvantaged community census tract (vs. low-income households), has the grantee confirmed that the targeted census tract(s) are designated as low-income and/or disadvantaged communities by using the "[Priority Population Maps](#)"?
2. Secondly, if a project seeks to use a targeted **hiring** strategy, is the strategy documented? A targeted hiring strategy must be formally documented to count. (This is only necessary for a targeted hiring strategy to be recognized; a strategy for targeting training opportunities does not need to be documented.) Examples of formal, documented targeted hiring strategies include a Community Benefits Agreement (CBA), a labor agreement, a community workforce provision or other targeted hiring provision in a contract, or a policy of working with a partner(s) well-placed to extend project opportunities to members of a specific priority population. For a project within and surrounded by a designated priority population census tract, a documented policy of trying to hire locally could potentially also qualify (depending on whether the defined area is exclusively

composed of priority population census tracts or a mix). CARB's guidance allows for flexibility if minimal requirements are met, as follows.

- a. The documented strategy must include **planned action** to direct opportunities to a **specific** priority population(s).
- b. It will not be considered to apply to any hiring conducted before the document was implemented.
- c. There is no length requirement; the strategy may be a part of, or an entire, document.
- d. It may be a document held by either the grantee or a project partner, so long as the effect of the strategy is to guide hiring for the project in a manner that meets the criteria.
- e. There is no requirement that a targeted hiring strategy must apply to a certain minimum number of positions. (However, if a targeted hiring strategy only applies to certain positions, then only these positions may be reported as having a targeted hiring strategy.)
- f. There is no requirement for the targeted hiring strategy to result in a minimum number of hires from a priority population(s). (However, if targeted jobs or job trainings are not received by at least one member of a priority population, then the project can only claim to have a strategy, not to provide actual benefits through jobs/job trainings.)

If the above requirements are met in a manner consistent with the current definitions, guidance, and CARB-provided tools for identifying priority populations, then a project would be recognized as having a formal targeted hiring strategy. **The grantee would list the targeted hiring strategy for any position for which it was implemented, when reporting on that position in the employment outcome report (regardless of whether any priority population members gained jobs or job training after a strategy is in place).**

3. Identifying whether a project is providing jobs or job training to priority population members is its own step. Whether or not a targeted hiring strategy is in place, it is important to check and report whether project workers (and training recipients, if possible) are priority population members, to the extent data availability and confidentiality protections allow. For this step, it is necessary to check the census tract where a worker/training recipient resides, or their household income level information, following the CARB guidance. (Please see elsewhere in this FAQ for details on using the CARB tools for this step.) Does the home address lie within a priority population census tract, or does the household income level qualify as low-income? **If the answer is "yes," then these workers/trainees would be reported as members of priority populations (regardless of whether a targeted hiring strategy was in place for the positions).**

Note: If a project both (1) targets and (2) provides high-quality jobs and/or job training benefits to priority population members, then it could be possible to count project expenses for these positions toward State targets for priority population investments. If you are interested in determining whether your project can be

counted as part of these investments, please contact [Caitlin Vavasour](#). (As mentioned earlier, whether or not you wish the project to be counted toward investment targets, it is still required to report on targeted hiring strategies and jobs/training provided to priority population members, since these are important project outcomes.)

Q: The 2018 Funding Guidelines section on targeted hiring strategies (page 14) does not refer to “priority populations” and seems to define how hiring strategies can be targeted more broadly than the guidance in the form and elsewhere. In contrast, the other guidance focuses on place of residence, household income, and Environmental Protection Agency designations to define priority populations. Which guidance should we follow to identify whether project implementers are targeting and/or hiring members of priority populations?

A: The definitions of priority populations in the report form and in the CARB tools for identifying priority population members are the ones to use. The Funding Guidelines (p14) discuss additional ways that targeted hiring strategies can function, for example to reach individuals with barriers to employment, veterans, and others. While this guidance on how to think about targeting strategies in the Funding Guidelines may help enrich a grantee’s approach, the definitions of priority populations in statute are mandatory. The approaches described in the Funding Guidelines cannot substitute for the statutory definitions of priority populations.

Q: We are preparing a contract with a subcontractor for work to be supported by the grant. Do you have any documentation or language that would be helpful for communicating what contractors need to provide?

A: The FHP has not received from CARB, and is not providing, specific language on employment outcome reporting for use in grantee subcontracts.

Q: The 2018 Funding Guidelines include “grant agreement provisions” as an example of a targeted hiring strategy on page 14. Does following the law (for examples, as relates to non-discrimination) and the grant agreement with CAL FIRE count as a targeted hiring strategy?

A: The FHP has been advised by CARB that this is not considered to meet the criteria for a targeted hiring strategy.

Q: Is the deadline the same for the progress report as for the employment outcome report? Should the data reported in the two types of reports correspond?

A: No. The required schedule for submitting a progress report is no more than monthly and no less than quarterly based on the fiscal year quarters (July-September, October-December, January-March, April-June). In contrast, the deadlines for the employment outcome reports are semi-annual in June and December; each report covers a six-month period offset from the fiscal and calendar years (June-November, December-May). Therefore, it is not necessarily possible for the work covered in one report to correspond completely to the work covered in the other. Nonetheless, the

two separate schedules must be maintained. It is not an option to submit the employment outcome reports on a different schedule than is set by CARB.

Q: For this project we had work being done on several units of land. One of the units was completed by another party contracted for over \$100,000, but with no CAL FIRE funds. Should we report this work? The work on this unit started prior to the CAL FIRE agreement. Would we count those prior hours, as well?

A: If any work on the unit would have only been completed as part of the larger CAL FIRE-funded project (e.g., this work was presented as such in the grant application), please report the work by the other party even though not directly funded by the CAL FIRE grant. The exception would be if the unit work was funded by another CCI funding source; in that case, the jobs should be included in your jobs reporting for that other CCI funding source. Please do not count the hours worked prior to the grant award.

Q: Why is it necessary to use the current version of the form? How can I prepare if the form changes?

A: It is important to use the current version so that the report submitted to CAL FIRE meets data requirements. While the FHP recognizes that continuity can be helpful, the form may be updated from time to time to address recurring data quality issues or common sources of user confusion. For example, the form might be updated to automate calculations or clarify guidance. For these types of data quality updates, it should just be necessary to transfer over data into the final version of the form before submitting a report to CAL FIRE, if some data have already been collected for the reporting period. So, it is possible and advised to prepare to collect the necessary data promptly for any given reporting period without waiting until the end of the reporting period.

Note: Much less frequently, there might be amendments to the actual data to be collected, for example to respond to new legislation. If the types of data to be collected will change substantially, grantees will receive advance notice.

Q: Why does the number of jobs appear to be 0, even though I entered hours worked?

A: The number of jobs is in units of full-time equivalent employment (FTE). Typically, this is calculated by dividing the hours worked in the six-month period by 2080, the number of hours worked in a year in a 40-hour per-week job. The result is rounded to one decimal place. If fewer than a certain number of hours are worked, the number of jobs will therefore show as 0. For example, 80 hours divided by 2080 is about 0.038, which, rounded to one decimal place, is 0.

Q: I think the number of jobs is calculating incorrectly. The number of hours worked is being divided by 2080 but it should be divided by 1040 since I only reported work for a six-month period, not an entire year.

A: The intent is to be able to assess the amount of full-time equivalent employment supported on a yearly basis. One 40-hour per-week job worked full-time over one

year should be reported in each six-month period as one half (0.5) of a full-time equivalent (FTE) employment unit, so that over the 12 months the two 0.5 units add up to one full-time equivalent unit. Otherwise, if 1040 were divided by 1040 every six months, each six-month report would show that one full-time job lasting one year had been supported – and when the results for the two halves of the year were added, they would total to two. This would misrepresent one full-time job worked for one year as two full-time jobs.

Q: When should I expect feedback on the employment outcome report that I submitted?

A: You should receive acknowledgment of receipt of the report, as well as responses to any questions, quickly (normally in 24-48 hours). If questions require guidance from CARB, slightly more time might be needed, depending on the question.

You will receive any follow-up questions or requests for corrections as soon as possible, typically within about six weeks of the deadline. The primary reason for the potentially more extended timeframe in which you might receive follow-up questions or requests for corrections is that CAL FIRE conducts an initial review of all the reports, then CARB performs their review after CAL FIRE submits all the data received. Either review might result in follow-up with the grantee.

Please note that if you do not email reports to the employment outcome reporting contact ([Caitlin Vavasour](#)), then delays may occur. Reports sent instead to other CAL FIRE staff such as the forester for the region, the Grants Management Unit, or a different program or department, will need to be re-routed. Occasionally, reports have also been caught by spam filters, so please consider replying directly to the semi-annual reporting email notification from [Caitlin Vavasour](#) when sending your report to avoid spam filters.

Q: What are best practices for collecting information as we go so that we are prepared to report by the deadline?

A: Preparing before receiving a notification from CAL FIRE about an upcoming reporting deadline may be possible in a way that is helpful for you. Here are some key considerations that you may factor into your planning.

1. The **reporting periods span the exact same dates every year**: December 1st-May 31st, and June 1st-November 30th.
2. The **deadlines** for submitting employment outcome reports to CAL FIRE will **typically be between 1-2 weeks after each reporting period ends** (i.e., 1-2 weeks after May 31st and November 30th, respectively). Knowing this, it might be helpful to set a slightly earlier soft deadline within your organization for compiling data. This could help ensure that there is buffer time to consolidate data from different sources into the most up-to-date version of the form, fill any lingering gaps, and/or resolve questions, before the CAL FIRE deadline. The shorter turnaround between the period ending and the soft deadline could also reinforce the need for data to be collected on an ongoing basis rather than all at once at the end.

3. It may be useful before a reporting period begins to **identify what types of activities are expected to take place that will need to be reported.** (Please see guidance in the online training recording and elsewhere in the FAQ about determining which work and/or training must be reported.) Are there any questions that can be addressed to CAL FIRE early on about which types of work or training must be reported, or which information is required? Based on who will be involved in project activities, how will data be collected? Will accounting, human resources, or other internal or external personnel need to be involved? Is it possible to use existing systems for collecting data, and/or is it necessary or preferable to make specific arrangements? Are there any questions or concerns about how to be sensitive to confidentiality protections? Are there challenges that should be anticipated? For example, if subcontractors will be performing but not invoicing for work before a reporting deadline, or the accounting department schedule for processing and providing relevant information might result in delays, what solutions might make sense? Coordinating in advance with people who will be providing the data might allow their ideas for streamlining the process to be incorporated.
4. The following are examples of practices of which CAL FIRE has been informed by some grantees, which may be helpful:
 - Including instructions about reporting requirements in subcontracts;
 - Sending the reporting form to subcontractors for logging their data directly and promptly, possibly on an ongoing basis; and/or
 - Keeping records of final versions of past reports to have a reference for information that will remain largely the same (e.g., education and experience requirements for positions, NAICS job classifications, whether employer-paid health insurance, paid leave, or a retirement plan are in place, etc.).

Q: If a paid intern works on the project but is not receiving a training credential such as a certificate or license, would we report that as one job provided, but no job training credential?

A: The work performed by the intern on the project during the reporting period should be reported. However, rather than the number of jobs provided, you would report the number of projects hours worked during the reporting period (this is true in general, not just for internships). Based on these hours, the number of jobs provided is automatically calculated in units of Full-Time Equivalent (FTE) employment. Due to these units, note that for one six-month reporting period, the maximum number of jobs provided to one person would typically be 0.5 FTE units, rather than "one job." More information on FTE units is available in the form and elsewhere in the FAQ.

It is correct that no training credentials would be reported for the intern if the intern earned no formal credential such as a license or certificate in association with the project implementation during the reporting period.

Q: Do we need to collect employment outcome information from our partners

providing match funding, who are working on the project but are not paid by the CCI funds?

A: Yes, it is necessary to report on all jobs directly associated with the implementation of the project, regardless of the funding source, unless an exception applies. An example of an exception is if match funding comes from a different CCI award – in this case the work or training supported by that different CCI award would not be included in reporting for any other CCI funds to avoid double-counting. If you think a circumstance might warrant an exception, then please consult the guidance in the form and in this FAQ in case it is addressed there already, and reach out to [Caitlin Vavasour](#) if necessary with any further questions. In general, however, the fact that a project activity is done by a partner with match funding is not necessarily in and of itself a reason not to report it.

Q: How should I decide whether the “Individual Option” sheet or the “Grouped Option” sheet in the reporting form is the appropriate choice for a given project?

A: Selecting either option is valid. The choice is available simply since some find one format more convenient. If you choose one sheet one reporting period, you may always choose the other sheet for a later period. That said, a few requirements apply.

1. You must choose only one sheet per reporting period (rather than partially completing both for a single period) to avoid duplication or other issues.
2. If you wish to report on more than one individual within a single row, then using the “Grouped Option” sheet is mandatory for that reporting period. If you do not wish to do this and instead you will report no more than one individual per row – without exception – for all the employment outcomes to be reported that period, then you may use either the “Individual Option” or the “Grouped Option” sheet. (Note: Even if you report one individual per row for all employment outcomes for a reporting period, you may still use the “Grouped Option” sheet if you would like – it will just be very similar to completing the “Individual Option” sheet.)
3. To determine whether more than one individual may be grouped within a single row, it is necessary to answer: Can every field be completed accurately across this entire row if these individuals are grouped together?
 - a. **If the answer is yes**, then you **may** report on these individuals together using just one row. (That said, remember that it is an option but not requirement to group them. If you **do** group multiple individuals in any given row, however, then remember that you will need to use the “Grouped Option” sheet.)
 - b. **If the answer is no**, then it is necessary to break up the reporting across multiple rows. You may do so in either the “Individual Option” or “Grouped Option” sheet (but not in both at the same time).

Example: Five individuals performed project work that is to be reported for one reporting period.

- Two of the individuals fill positions that are clearly unique in terms of their job classifications, education and job experience requirements, average hourly

wages, and/or benefits. Therefore, each of these two individuals must be reported separately without being grouped – one per row.

- The other three individuals occupy positions that are very similar to each other. All three have the same job classification, education and job experience requirements, average hourly wage, and benefits. However, only one of the three was hired when a targeted hiring strategy was in effect for the position. The other two were hired earlier and no targeted hiring strategy was then being implemented for the hiring for their positions.
 - To avoid reporting in a way that could mislead the reader into believing that all positions were hired with a targeted hiring strategy, then the individual hired when the strategy was in effect must be reported on a separate row.
 - The remaining two individuals could be grouped into one row. If these two are grouped together in one row, then it would be necessary to use the “Grouped Option” sheet. In this case, four rows in total would be completed in the “Grouped Option” sheet: one row for each of the two individuals whose positions are unique, one for the two individuals with very similar positions who were hired without a targeting hiring strategy, and one for the individual who was hired with a targeted hiring strategy. Note: It would be just as acceptable to complete the report without grouping, in a total of five rows, one row per individual – in that case, either the “Individual Option” or “Grouped Option” sheet could be used (though it would be necessary to choose one or the other and not to use both sheets in one report).

Q: We have partner agencies that are providing matching funds for the project. Would they submit their own reports, or would their information be combined with ours in one report that we would submit? The matching funds will likely be spent on contractors – is it only necessary to report employment outcomes for contracts over \$100,000? Or do employment outcomes from all matching funds need to be reported?

A: CAL FIRE does not reach out to grantee project partners separately to collect employment outcome data. Grantees should take the lead in coordinating with their partners to compile the necessary data.

It is not mandatory for a grantee to copy data from partner employment outcome reports into one form that also contains the grantee's data. However, the grantee must submit all the employment outcome reports pertaining to their project (including partner reports) to CAL FIRE punctually, and all reports submitted must be complete and in the current version of the form. That said, it is most efficient for CAL FIRE to receive only one combined report per grant each period.

It is correct to use \$100,000 as the threshold for mandatory reporting of subcontractor work associated with the project implementation, regardless of whether the subcontractor is hired by the grantee or by the partner for match-funded project work.