



CAL FIRE Business & Workforce Development Grants Grant Administration Information, Fiscal Year 2021-2022

Updated: September 2022

eCivis Grants Network

eCivis Portal is the primary platform for grant project administration. This includes financial reports, activity reports, and storing the record of grant documents. The [Grants Portal - CAL FIRE Grantee User Guide](#) provides detailed information on how to use this platform. The login information is the same as was previously used to submit the grant application. You may also add team members to access your eCivis platform, see page 24 of the Grants Portal – CAL FIRE Grantee User Guide.

Additional information specific to eCivis Portal for Business and Workforce Development grant agreements will be available in fall 2022. In the meanwhile, you may reference the video links below to learn more about the basic functionality of the eCivis Portal. These links were training sessions for two other CAL FIRE grant programs that cover similar content.

- [Grants Portal Training for Wildfire Prevention Grantees](#)
- [Grants Portal Training for Forest Health/Forest Legacy/Forest Health Research Grantees](#)

Financial Reports

Financial Reports (Invoices) are submitted through eCivis Grants Portal. In addition to entering the financial report information to eCivis Portal, each financial report requires a signed coversheet, supporting documentation, and an accompanying progress report. 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 receipts should be uploaded to eCivis Portal as a separate PDF for each category of the grant budget (Contractual, Travel, etc.). Required supporting documents are described in the [current Grant Guidelines](#), page 24.

Progress & Activity Reports

Project reporting occurs quarterly. There are two parts:

- 1) An Activity Report is submitted through eCivis Portal. eCivis Portal Activity Report instructions are in the [Grants Portal - CAL FIRE Grantee User Guide](#), page 39.
- 2) The [Business and Workforce Development Progress Report Form](#) is submitted online via a Microsoft Forms website. CAL FIRE Wood Products Team will upload a PDF of each 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.

Activity Reports and Progress Report Forms are due one month after the quarter close (i.e., on October 31, January 31, April 30, and July 31). In addition, if Financial Reports are submitted on a different schedule than quarterly, then an Activity Report and Progress Report are required with each Financial Report.

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 three weeks prior to any state-funded activity, grantees shall submit final, signed environmental compliance documentation to the Wood Products Team to demonstrate that CEQA and NEPA compliance has been met. No State funds shall be spent on project activities without having written acknowledgement of 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.

Funding Acknowledgement

We expect and appreciate acknowledgment of your CAL FIRE funding on social media posts, signs, outreach, and press releases. 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 will visit 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.

CAL FIRE Contacts

Contact the Wood Products Team for any questions. Please write your grant number (8GA21###) in the subject line of all emails. References will also be on the [CAL FIRE Wood Products & Bioenergy Website](#).

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