GET REPORTING-READY
for your CWDG Annual Grant Performance Reporting

In case you missed it, get a **Sneak Peek here** into what's coming!

All CWDG Annual Accomplishments must be reported using the new Fire Adapted Communities Accomplishments Reporting Module (ARM) starting with the 2024 Performance Reporting period. The reporting window opens in January 2025, and all reports must be submitted no later than March 31, 2025 (NOTE: *If filing a Final Performance Report, the window may be extended to April 30, 2025).*

HOW TO PREPARE

NOW ➔ REVIEW the reporting requirements

- Go to the ARM Reporting Guidance page **HERE**
- Open & review the Quantitative Accomplishments Business Rules
- Open & review the Mapping Guidance (fuels treatments and CWPP boundaries)
- Start tracking, quantifying, and if applicable, mapping your accomplishments

DECEMBER (onwards) ➔ LEARN how to use the ARM to enter your accomplishments details for your Annual Performance Report

- Online training will be available on demand starting in December
- A User Guide will also be available for step-by-step instructions
- Need assistance? Contact your Grant Administrator. A Community Navigator may also be available to assist you (https://www.fs.usda.gov/working-with-us/navigators)
- **Subscribe to CWDG news** for announcements to stay informed

JANUARY ➔ RECEIVE an email from your Grant Administrator

- This email will be sent to the Grant Contact that the Grant Administrator has for your grant
- The email will contain a private link to your grant profile page and will be where you can enter the details for your Performance Report

JANUARY to MARCH ➔ REPORT your accomplishments

- Enter the quantitative, mapped and narrative accomplishments into the Performance Report
- Review, print, and when your details are ready, SUBMIT the report
- Your Grant Administrator will review and approve the report if there are no issues; otherwise, you will be notified by them about any changes they are requesting

GARP in Partnership
USDA Forest Service, DOI Office of Wildland Fire, National Association of State Foresters, and Timmons Group
Learn more at https:/garphub.org.