CWDG Grant Administrator

QUICK START REFERENCE







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Performance Report Management Overview

1

Important Information

- The Fire Adapted Community Accomplishments Reporting Module, or Community ARM is designed to enable Community-level Grantees to enter their own accomplishments into annual Performance Reports
- 2. All **Grant Administrators will need a GARP Account**. Community-level Grantees will NOT get accounts
- 3. You MUST SHARE ACCESS with each of your Grantees each January or they will not be able to submit their reports
- 4. As a Grant Administrator, **your primary responsibilities** are to:
 - ✓ **Share Access** with each of your CWDG Grant Contacts
 - ✓ Review Performance Reports submitted by Grantees
 - ✓ Approve Performance Reports, and Request Changes from the Grantee when needed
 - Download PPR documentation (Performance Progress Reports)
- 5. Use the recommended **Google Chrome or Microsoft Edge** browsers for the Community ARM

General Performance Reporting Workflow

This diagram shows the general workflow for reporting, with blue boxes indicating Grant Administrator tasks, and the green boxes indicating Community-Level Grantee tasks. Not included is the step to download PPR documents once reports are Approved.



Getting Started

Sign Up for an Account

Go to <u>https://garphub.org/grant-reporting/accomplishment-reporting-modules/</u> to create an account, if you don't already have one. Account approval may take one to two business days.

GRANT ACCOMPLISHMENT REPORTING PORTAL HOME GRANT REPORTING DATA PRODUCTS RESOURCES **NEWS & EVENTS** CONTACT US **Grant Reporting Accomplishment Reporting Modules** Accomplishment Reporting This Portal is the gateway to several 'Accomplishments Reporting Modules' or ARMs. The ARMs Modules enable State, Private and Tribal organizations to share details of the key accomplishments funded by grants from the USDA Forest Service (USFS). Each ARM supports one of the three core goals of **Cross Program ARM** the National Cohesive Wildland Fire Management Strategy (NCS) and supports tracking the **Fire Adapted Communities ARM** implementation of the strategy through these collaborative federal, state and local investments. To learn more, please refer to the descriptions below. Stay informed about each module by Need more help? Landscape Resiliency ARM subscribing to updates here. Consult the Local Fire Response ARM Get Started **CWDG Grant ARM Release Schedule** Sign Up **Administrator's** Invitations to sign up for accounts will be **User Guide** made via GARP News as modules are released. Be sure to subscribe to stay informed.

Access the Community ARM

The Fire Adapted Communities Accomplishments Reporting Module (Community ARM) can be accessed here: https://hub.garphub.org/cwdg/. Click "SIGN IN" and use approved account credentials.



Sign In

View List of Grants

Once signed in to the Community ARM, go to the "**Reporting**" page to see a list of all the grants you are authorized to view. If you see a "**Share**" option, then you are responsible for administering the grant. Click "**View**" to access a Grant.

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	Not Started	2022	GRANT13728339	23-DG-11052012	CA	Chicken Ranch Rancheria		Chicken Ranch Fuel Mitigation		Project	Yes	View	Share
	Changes requester	d 2022	GRANT13730958	23-DG-11052012	CA	Coyote Valley Band of Pomo	o Indians	Coyote Valley Wildfire Defense		Project	Yes	View	Share
	Not Started	2022	GRANT13731446	23-DG-11052012	CA	Tolowa Dee-ni' Nation		Tolowa Dee-ni' Nation CWPP		CWPP	Yes	View	Share
	Not Started	2022	GRANT13731517	23-DG-11052012	CA	Yurok Tribe, Yurok Fire Dep	artment	Yurok Tribe CWPP Update		CWPP	Yes	View	Share
	Not Started	2022	W-22033	23-DG-11052012	CA	Briceland Volunteer Fire De	partment	Briceland Volunteer Fire Departme	nt Fir	Project	No	View	Share
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View Single Grant Profile

The "**Grant Profile**" page shows basic grant details and is the place where Grantee access and Performance Reports will be managed. This example shows a grant where no Performance Reports have been submitted yet.

FIRE ADAPTED COMMUNITIE	S LE	HOME REPORTING	REPORTING GUIDANCE	PPR S	SUPPORT	v1.02.225 R5 RegionalGrantManager 🔺		
Chicken Ranch Fuel Mitigation	Grant Profile							
Details	Grant Profile					Need more help?		
Grant Profile	Details		Consult the					
Actions	\$157,780 Total Award Amount	\$0.00 Total Spent (Federal)			То	<u>CWDG Grant</u> <u>Administrator's</u> User Guide		
+ Add Performance Report								
Update Reporting Contact	Project Name: Chicken Ranch Fuel Mitigation		Community Name(s):(Chicken Ranch				
9 Update Edit Window	Type: Project State: California		024 Close: 3/31/	2024				
A Share Grant Link	Calendar Year of Application: 2022		57,780					
	Grant Administered By: USFS R5 - Pacific Southwest Region	on Grantee: Chicken Ranch Rancheria						
	Award ID: 23-DG-11052012-177		Contact: Some Name					
	Application ID: GRANT13728339		Phone (work/cell): (5	55) 555-5555				
	Reporting Contact Name: Some Name		Email: grantee.contact	@mycommunity	y.org			
	Reporting Contact Phone: (555) 555-5555							
	Reporting Contact Email: grantee.contact@mycommunity.org Project Overview and Purpose: The Chicken Ranch Rancheria summertime air temperature wildfires, landslides and flood potential. To protect and bett	a of Me-Wuk Indians of California s, which, when combined and ir ding have occurred within or nea ter prepare for future wildfire th	a is located in Tuolumne Cour conjunction with its remote ar Tribal lands in recent years. reats, the Tribe will enact the	ity and experier location, repres . The impact of mitigation stra	nces high winds, l sents optimal con these disasters fu ategies from their :	ow rainfall, and extreme ditions for wildfires. Droughts, ırther heightens the wildfire hazard 2021 FEMA-approved Hazard		

Sharing Access with Community Grantees

Review & Update Reporting Contact

The Grantee Reporting Contact must be provided for them to be able to submit Performance Reports. First, check that the email for the Reporting Contact is correct. If not, select "Update Reporting Contact" and make changes.

FIRE ADAPTED COMMUNITIE	ES Le	HOME	REPORTING	REPORTING GUIDANCE	PPR	SUPPORT	v1.0.2.225 R5 RegionalGrantManager 📥				
Chicken Ranch Fuel Mitigation	Grant Profile										
Details	Grant Profile										
Grant Profile	Details										
Actions	\$157,780		\$(0.00		\$0.00					
+ Add Performance Report			Total Sp	ent (rederal)			Total Spent (Match)				
S Update Reporting Contact	Project Name: Chicken Ranch Fuel Mitigation			nch							
 Update Edit Window Share Grant Link 	Type: Project State: California Calendar Year of Application: 2022 Grant Administered By: USFS R5 - Pacific Southwest Region Award ID: 23-DG-11052012-177 Application ID: GRANT13728339 Reporting Contact Name: Some Name	1		Reporting Edit Window Counties: Total Federal Funding R Grantee: Chicken Ranch Contact: Some Name Phone (work/cell): (55 Email: grantee.contact@	Open: 1/(equested: Rancheria 5) 555-555 @mycomm	Need more heLted: \$157,780Ieria-5555mmunity.orgNeed more heConsult theCWDG GranAdministratoUser Guide					
	Reporting Contact Phone: (555) 555-5555 Reporting Contact Email grantee.contact@mycommunity.org Project Overview and Purpose: The Chicken Ranch Rancheria summertime air temperature wildfires, landslides and flood potential. To protect and bett	of Me-Wuk I s, which, who ling have occ er prepare fo	Indians of Californi en combined and in :urred within or ne or future wildfire th	a is located in Tuolumne Count n conjunction with its remote lo ar Tribal lands in recent years. nreats, the Tribe will enact the p	ty and exp ocation, re The impac mitigation	eriences high wir presents optima t of these disaste strategies from t	nds, low rainfall, and extreme I conditions for wildfires. Droughts, ers further heightens the wildfire hazard their 2021 FEMA-approved Hazard				

Share Access with Community Grantee

Select "Share Grant Link" then select the "Send" button. This will open a new email in your configured email client. IMPORTANT: If your work email is NOT configured to open an email via your browser, you can use the copy icons to copy, then paste the content into an email using your usual work email client.

Details Grant Profile	Grant Profile	Clicking 'Send' below will automatically open your email with a	
	Details	prefilled message with the email address, subject and content below. If your local email client is not configured for this	
Actions	\$157, Total Award	browser, start a new blank email and use the copy buttons next to each of the items to easily copy and paste the content manually.	\$0.00 Total Spent (Match)
 Add Performance Report Update Reporting Contact Update Edit Window 	Project Name: Chicken Ranch Fu Type: Project	Reporting Contact Name: LeeAnn Hatton Reporting Contact Email: tgmat506@gmail.com 🗇	^{ch} 1/2024 Close Need more help?
A Share Grant Link	Calendar Year of Application: 20 Grant Administered By: USFS R5 Award ID: 23-DG-11052012-177	Email Subject: CWDG Grant Reporting	\$157,780 Consult the <u>CWDG Grant</u>
	Application ID: GRANT13728339 Reporting Contact Name: Som Reporting Contact Phone: (555)	Cancel Send	⁵ User Guide

Share Access Email

If your browser is configured with your work email, a window similar to this will automatically appear with details pre-filled and ready for you to click "**Send**".



You are receiving this because you are the listed contact for Chicken Ranch Fuel Mitigation. If this is NOT correct, please let me know as soon as possible.

Here is the access link for your Community Wildfire Defense Grant (<u>https://customURLfor the grant</u>). NOTE: Do not share this link with anyone not directly responsible for submitting your performance report. It should be treated as private, but there is no password protection.

When ready to enter accomplishment details, click the 'Add Performance Report' button on the left side of the Grant Profile page and follow the steps. You can save your entries as draft, but the completed report must be submitted by the reporting deadline.

REPORTING DEADLINE

Each interim annual performance report must be submitted between Jan 1 and Mar 31 each year. If you need to file the final report, I can extend the reporting window to April 30. Please contact me if you need this extension.

Need more help? Consult the CWDG Grant Administrator's User Guide 12

Share Access from Reporting Page

Another way to share access if to click "**Share**" for a Grant from the Reporting page, and it will open the email client. **Note**: This only works if your browser is configured to use your work email client; if no email automatically opens or if it is configured with your personal email client, do not use this feature.

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Not Started	2022	GRANT13728339	23-DG-11052012	CA	Chicken Ranch Rancheria		Chicken Ranch Fuel Mitigation	Project	Yes	View	Share
Changes requested	2022	GRANT13730958	23-DG-11052012	CA	Coyote Valley Band of Pon	no Indians	Coyote Valley Wildfire Defense	Project	Yes	View	Share
Not Started	2022	GRANT13731446	23-DG-11052012	CA	Tolowa Dee-ni' Nation		Tolowa Dee-ni' Nation CWPP	CWPP	Yes	View	Share
Not Started	2022	GRANT13731517	23-DG-11052012	CA	Yurok Tribe, Yurok Fire De	partment	Yurok Tribe CWPP Update	CWPP	Yes	View	Share
Not Started	2022	W-22033	23-DG-11052012	CA	Briceland Volunteer Fire D	epartment	Briceland Volunteer Fire Department Fir	. Project	No	View	Share
Not Started	2022	W-22034	23-DG-11052012	CA	Kern Fire Safe Council		Kern Fire Safe Council: Be Aware, Be Pre	. Project	No	View	Share
Not Started	2022	W-22036	23-DG-11052012	CA	Butte County Fire Departn	ient	Butte County Fire Defensible Space Insp	. Project	No	View	Share
Not	dmore	bolo2	23-DG-11052012	CA	Butte County Fire Departn	nent	Butte County Fire Equipment Acquisition	Project	No	View	Share
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Viewing & Managing Performance Reports

Checking for Submitted Performance Reports

During the CWDG Annual reporting season, which is January to March for Interims and through April for Final reports, you should **periodically check the Reporting page for "Submitted" and "Resubmitted" reports**. **Tip**: Type **"submit**" into the search bar to quickly view the grants with Performance Reports in these statuses. **Note**: The Reporting Year filter will default to this year. You can toggle back, as needed, to see earlier years' reporting.

FIRE AD	DAPTED	COMMUI	NITIES MODULE			HOME	REPORTING	REPORTING GUIDANCE	PPR	SUPPORT	2	R5 RegionalGrant	VI.0 Manager 🔺
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Resubmitte	ed	2022	GRANT13730958	23-DG-11052012	CA	Coyote Valley Band of Pom	no Indians	Coyote Valley Wildfire Defer	ise	Project	Yes	View	Share
Submitted		2022	W-22033	23-DG-11052012	CA	Briceland Volunteer Fire D	epartment	Briceland Volunteer Fire De	partment Fir	Project	No	View	Share
Resubmitte	ed	2022	W-22078	23-DG-11052012	CA	Sierra County		Sierra County Community W	/ildfire Mitiga	. Proiect	No	View	Share
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Review Performance Report

From the "Grant Profile" page, select the Performance Report to view from the Details section on the left, in this example "2024 Report (Submitted)". The Summary section shows aggregated details. "Quantitative", "Narrative", and "Mapped Accomplishments" can be reviewed in the section below by clicking on each of the tabs and scrolling to view the details. Note: Pay special attention to the "Narrative Accomplishments", which will include any challenges or changes reported by the Grantee.

	ES ILE	HOME REPORTING REPORTING GUIDANCE	PPR SUPPORT R5 Regio	v1.02.225 📥 onalGrantManager 📥
Briceland Volunteer Fire Department Fire Hazard	2024 Performance Report	Last Updated 12/4/2024 Delete Report Edi	t Accomplishments Request Changes	Approve
Reduction Project	Summary			\sim
Details	\$8,200,00	\$1,000,00	41	
Grant Profile	Total Federal Costs	Match Costs	Total Treatment Acr	105
Performance Summary				Need more help?
2024 Report (Submitted)	Accomplishments			Consult the
	Quantitative A	ccomplishments Narrative Accomplishments Mapped	Accomplishments	CWDG Grant
Actions				Administrator's
+ Add Performance Report	Administration			<u>User Guide</u>
Update Reporting Contact	General and Administration Costs			
9 Update Edit Window	Enter the total general and administration costs for the are not directly attributable to the project in the categor	reporting period that were federally funded (e.g., non-treatmen ries below).	t, non-activity costs; indirect and/or ov ernea	d costs that
And the second s			Reporting Period Costs (Federal):	\$1,000.00
	Match Costs			
	Enter the total match funds for the reporting period.			
			Reporting Period Costs (Match):	\$1,000.00

Approve Performance Report

With a Performance Report selected, you will typically click "**Approve**" since most content will be acceptable. You will be prompted to confirm your approval. **Note**: Once the report is Approved, it cannot be deleted or sent back to the Grantee; however, you can still edit on their behalf if changes need to be made.

FIRE ADAPTED COMMU	NITIES MODULE	HOME REPORTING REPORTING GUIDANCE	v1.0.2.225 PPR SUPPORT R5 RegionalGrantManager A
Briceland Volunteer Fire Department Fire Hazard	2024 Performance Report	Last Updated 12/4/2024 Delete Report Edit	Accomplishments Request Changes Approve
Reduction Project	Summary		
Details		\$1,000,00	/1
Grant Profile	Confirm Approval	Match Costs	Total Treatment Acres
Performance Summary	You are about to approve this report. Only		
2024 Report (Submitted)	approve this report if you reviewed all of the details and consider them complete to the best of		○
	your knowledge.	shments Narrative Accomplishments Mapped	Accomplishments
Actions	Are you sure you want to approve this		
+ Add Performance Report	performance report?		Need more help?
Update Reporting Contact	Cancel Yes - Approve		Consult the
O Update Edit Window		g period that were federally funded (e.g., non-treatment, w)	non-activity cos
A Share Grant Link		v).	Reporti User Guide

Request Changes for Performance Report

With a Performance Report selected, you can select "**Request Changes**" if you need to ask the Grantee for updates to be submitted. The Request Changes feature will prompt you to update the "**Edit Window Close Date**" in case the Grantee needs more time to get their updates submitted. When you select "**Request Changes**", an email will open with content pre-loaded but that **requires you to type in the changes you are asking for. Note**: Use copy icons if your browser is not configured for email.

FIRE ADAPTED COMMUNITIES	S .E		HOME	REPORTING	REPORTING GUIDANCE	PPR SUPPOF	RT R5 Re	v1.0.2.225 gionalGrantManager ▲	
Briceland Volunteer Fire Department Fire Hazard	2024 Perfor	mance Report		Last Updated 12/4/202	4 Delete Report	Edit Accomplishments	Request Changes	Approve	
Reduction Project	Summary	Request Chang	ge to Report					<u>~</u>	
Details		Please review the edit window close extend the date to a reasonable de has time to resubmit.	se date below. If ne eadline to ensure t	eeded, the grantee	0.00		41		
Performance Summary		When you click the 'Request Change opened and pre-filled with the rep MUST DESCRIBE THE CHANGE(s) you	ges' button, your e oorting contact add ou need from then	mail will be lress. You n in the email	Costs		Total Treatment A	Need more	e help?
2024 Report (Submitted)	Accompli	*Edit Window Close Date			complishments Ma	pped Accomplishments		Consult CWDG G	the tant
Actions		12/31/2024						Administr	ator's
+ Add Performance Report	Adn	Reporting Contact Name Grantee Reporting Contact Email grantee	Name @place.org 🖸					<u>User G</u>	lide
Update Reporting Contact	Gei	Email Subject: CWDG Grant Report	ting - CHANGE REQ	QUESTED 🗖					
Q Update Edit Window	Ent are	Show Email Body 🔵 🖻			y funded (e.g., non-treat	tment, non-activity costs;	; indirect and/or overh	ead costs that	
Share Grant Link		Cancel	Request Change	s		Reporting	Period Costs (Federa	I): \$ 1,000.00	

Other Management Actions

At any time, you can add or "Edit Accomplishments" on behalf of the Grantee, as needed.

You can only use the "Delete Report" button if it has not yet been approved. This action cannot be undone, so please use only as needed.

You can select "**Update Edit Window**" if the Grantee is filing a Final report and needs until April 30th to submit their report. You can also extend the window as appropriate.

FIRE ADAPTED COMMUNITII	ES ILE	HOME REPORTING REPORTING GUIDANCE I	PPR SUPPORT R5 RegionalGra	vi.e.2.25 ▲ antManager ▲
Briceland Volunteer Fire Department Fire Hazard	2024 Performance Report	Last Updated 12/4/2024 Delete Report Edit	Accomplishments Request Changes	Approve
Reduction Project	Summary			
Details	\$2 200 00	\$1,000,00	/1	
Grant Profile	Total Federal Costs	Match Costs	Total Treatment Acres	
Performance Summary				Nood more help?
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S Update Reporting Contact	General and Administration Costs			<u>User Guide</u>
9 Update Edit Window	Enter the total general and administration costs for t are not directly attributable to the project in the cate	he reporting period that were federally funded (e.g., non-treatment, gories below).	, non-activity costs; indirect and/or overhead costs	
Analysis Ana			Reporting Period Costs (Federal): \$1,000	0.00

Downloading PPRs (Performance Progress Reports)

Performance Progress Reports (PPRs)

All signed in users can navigate to the "**PPR**" page and see a list of Federal Awards they are authorized to view. The PPRs are Word documents that include aggregated quantitative and narrative accomplishments for a reporting year associated to a Federal Award. **Note**: For Fully Opt-in States, this may mean that two or more CWDG grants are aggregated into a single PPR.

Only when all Performance Reports for the grants associated to the Federal Award have a status of "**Approved**" will the PPR get a status of "**Ready**" and show the "**Download PPR**" link. When "**Download PPR**" is selected, the document will be generated and downloaded to your local downloads folder.

FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE			ном	E REPORTING	REPORTING GUIDANCE	PPR	SUPPORT	v1.0.2.225 Community Navigator 🔺	Community Wildfire Defense Grant Pro	ort - Performance Narrative - Item 10 Igram Federal Award ID: 23-DG-11083140-401
Performance Progress Reports							C	Reporting Year 2023 👻	Grantee: Oklahoma Forestry Services Federal Award ID: 23-DG-11083140-401	
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Visit the Link <u>Here</u> for Additional Learning Resources