

CWDG Grant Administrator

User Guide





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Overview



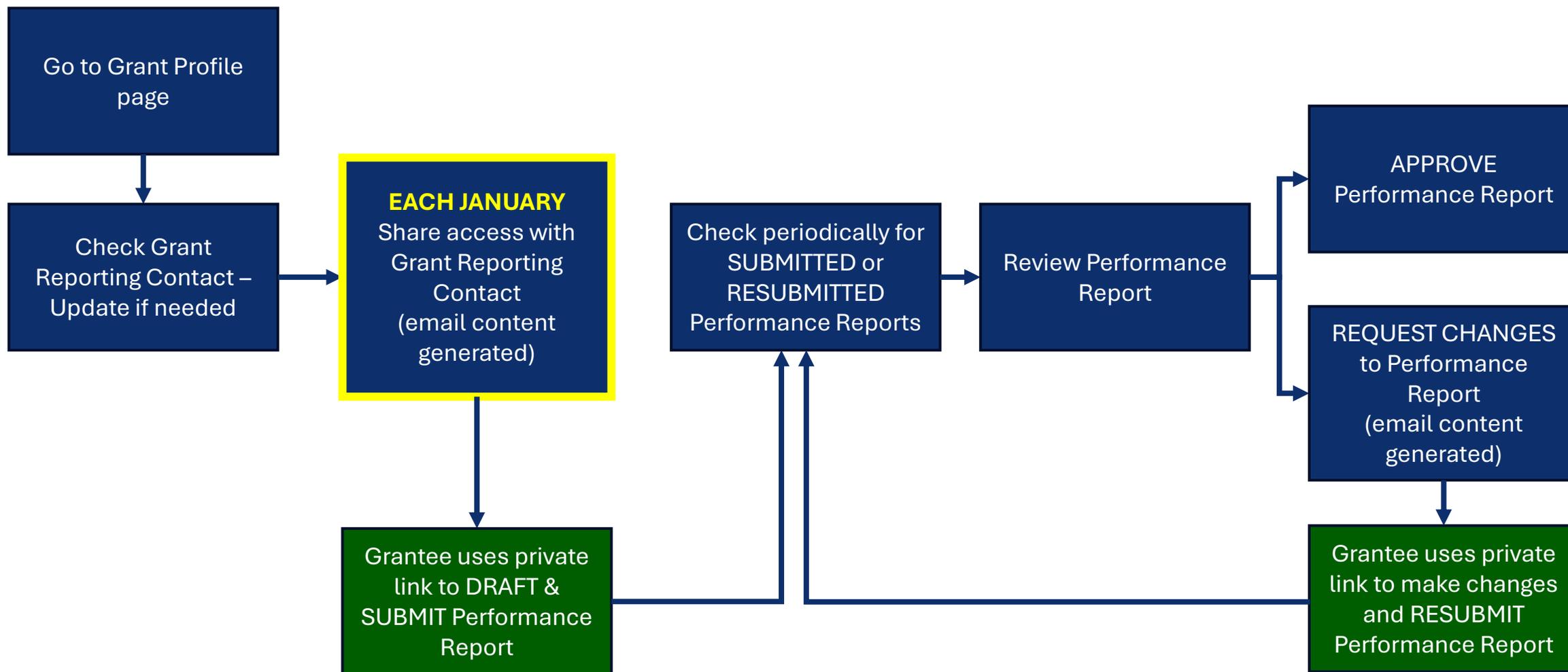
Important Information

- The CWDG Grant components of the Fire Adapted Community Accomplishment Reporting Module (Community ARM) are **only relevant for USFS staff with CWDG responsibilities and Fully Opt-In State partners who have CWDG Community-level grants to administer**
- The module is **designed to enable Community-level Grantees to enter their own accomplishments** into annual Performance Reports and submit them to Grant Administrators for review and approval
- All **Grant Administrators will need a GARP Account**. Community-level **Grantees will NOT get accounts**
- **You MUST SHARE ACCESS with each of your Grantees** each January or they will not be able to submit their reports
- 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)
- **Review the REPORTING GUIDANCE:** This reference indicates all reporting requirements, including mapping of hazardous fuels treatments for project implementation grants and the CWPP boundary for CWPP development grants. Please review the [Reporting Guidance](#) page's CWDG Mapping Requirements section for detailed information and helpful resources
- 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. See more information on Performance Report statuses [here](#).



Getting Started



Sign Up

If you already have a GARP account and are on the list of authorized CWDG Grant Administrators, the GARP team will add the Grant Manager role to your profile, and you can skip to the Sign In step, shown [here](#).

Grant Administrators without an account must request an account to get access to the Community ARM. **Important:** You must be on the GARP authorized list to be approved for access.

1. Select the “**Sign Up**” button [here](https://garphub.org/grant-reporting/accomplishment-reporting-modules/) (<https://garphub.org/grant-reporting/accomplishment-reporting-modules/>)

GRANT ACCOMPLISHMENT REPORTING PORTAL

HOME GRANT REPORTING DATA PRODUCTS RESOURCES NEWS & EVENTS CONTACT US

Grant Reporting

Accomplishment Reporting Modules

This Portal is the gateway to several 'Accomplishments Reporting Modules' or ARMs. The ARMs 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 the National Cohesive Wildland Fire Management Strategy (NCS) and supports tracking the 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 subscribing to updates here.

Accomplishment Reporting Modules

- Cross Program ARM
- Fire Adapted Communities ARM
- Landscape Resiliency ARM
- Local Fire Response ARM
- ARM Release Schedule

Get Started 1

Sign Up

Invitations to sign up for accounts will be made via GARP News as modules are released. Be sure to [subscribe](#) to stay informed.

<https://garphub.org>

Sign Up (Continued)

- From the “**Lets Get Started!**” form, select “**NO, SIGN ME UP**”, located below “**Do you already have a GARP account?**”
- From the “**Request Access**” form, select your Organization from the “**Organization**” drop-down list. You can type in a few letters of your organization name to filter the list quickly
- Select “**Grant Manager**” below “**Community Accomplishments Reporting Module**” to get the authority needed as a Grant Administrator or select “**Grant Viewer**” if you only need to view grants and reports
- Select “**Next**”

GRANT ACCOMPLISHMENT REPORTING PORTAL

Lets Get Started!

Do you already have a GARP account?

NO, SIGN ME UP

YES, SIGN IN

GRANT ACCOMPLISHMENT REPORTING PORTAL

Request Access

First, select your organization.

Select Organization
Community Navigator Organization

Select User Group(s) you are requesting access to

Cross Program Accomplishments Reporting Module

Grant Manager

Grant Viewer

Community Accomplishments Reporting Module

Grant Manager

Grant Viewer

Can't find your organization?
CONTACT US support@garphub.org

Back **Next**



Sign Up (Continued)

6. From the “**Who Are You**” form, select the “**Name**” field and enter your first and last name
7. Select the “**Email**” field and enter your work email address
8. Select “**Next**”, and you will see the “**Confirm Your Email**” form; leave this form open

Important: At this point, a **temporary password** email will be sent to the email address you entered; **this password will expire** in 7 days. If you do not see the email in your inbox, please check junk/spam folders; contact support@garphub.org if you don't receive the email within 24 hours

9. From the email, copy the temporary password
10. Return to the “**Confirm Your Email**” window and select “**Sign In**”



Sign Up (Continued)

11. From the “**Sign in with your email and password**” form, select the “**Email**” field and enter your email address
12. In the “**Password**” field, paste the **temporary** password you copied from your email
13. Select “**Sign in**”
14. From the “**Change Password**” form, enter your new password in the “**New Password**” field

Important: Passwords must contain an upper-case letter, a lower-case letter, a number, a special character, contain at least eight characters, must not contain a preceding or trailing space, and must match.

15. In the “**Enter New Password Again**” field, re-enter your password
16. Select “**Send**”

GRANT ACCOMPLISHMENT REPORTING PORTAL

Sign in with your email and password

Email

demogarp+1@gmail.com

Password

Forgot your password?

Sign in

GRANT ACCOMPLISHMENT REPORTING PORTAL

Change Password

Please enter your new password below.

New Password

Enter New Password Again

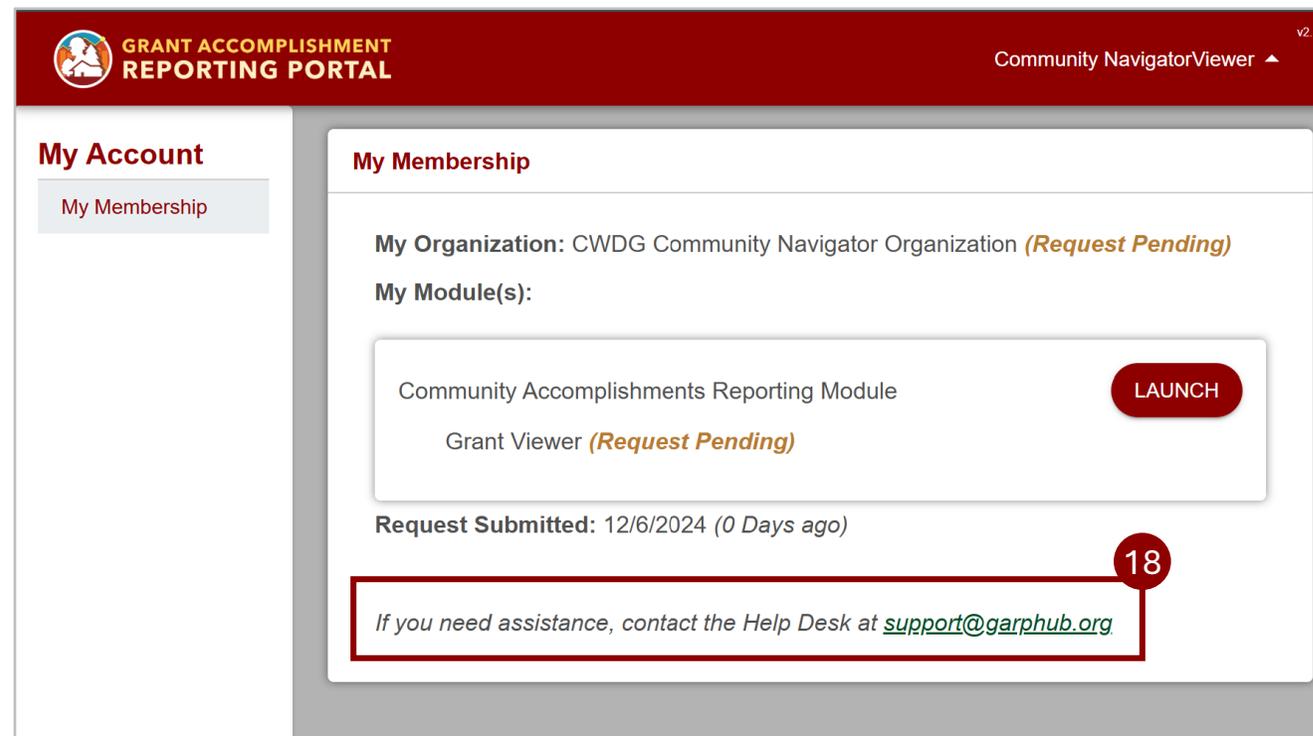
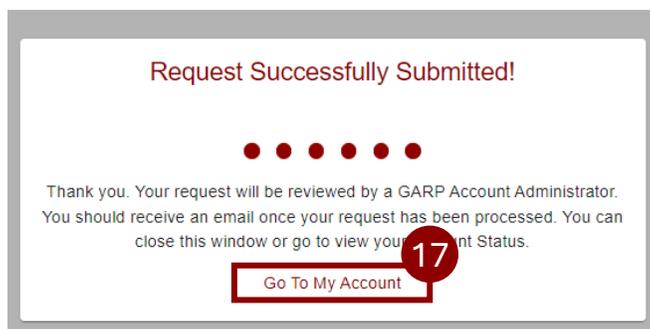
- ✓ Password must contain a lower case letter
- ✓ Password must contain an upper case letter
- ✓ Password must contain a number
- ✓ Password must contain at least 8 characters
- ✓ Passwords must match
- ✓ Password must contain a special character or a space
- ✓ Password must not contain a leading or trailing space

Send



Sign Up (Continued)

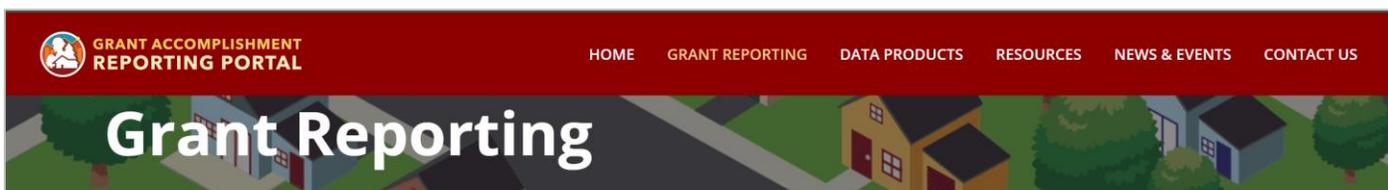
- 17. Once you see “Request Successfully Submitted”, you may close the browser tab or to view your Account status, select “Go to My Account”
 - 18. If you selected to “Go to My Account”, the “My Account” page will open; if you need assistance, select the support@garphub.org email address
- Important:** It will take up to one to two business days for your request to be reviewed. You will be notified by email when the account is activated.





Sign In

1. Go to the Fire Adapted Communities Accomplishments Reporting Module (Community ARM) from the link on the GARP website [here](#)
2. Scroll down and below Fire Adapted Communities ARM, select “**Visit**” or go directly to <https://hub.garphub.org/cwdg/>
3. From the Community ARM homepage, select “**SIGN IN**” at the top right or below “**Our Mission**” and enter your account credentials

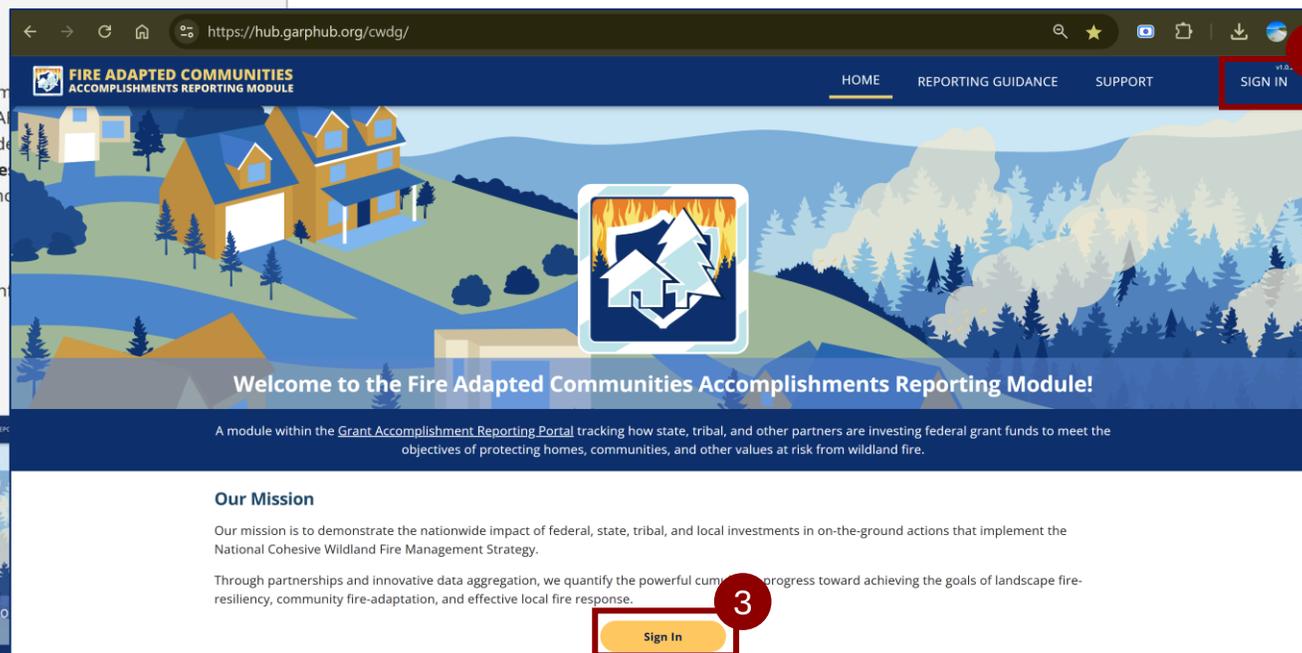


- Accomplishment Reporting Modules
- Cross Program ARM
- Fire Adapted Communities ARM**
- Landscape Resiliency ARM
- Local Fire Response ARM
- ARM Release Schedule

Fire Adapted Communities ARM

The Fire Adapted Communities Accomplishments Reporting Module (Community ARM) is a tool that supports the NCS goal of creating and maintaining Fire Adapted Communities. The ARM allows state, tribal, and local partners in reporting where and how they are investing their federal grant funds to meet the objectives of **protecting homes, communities, and other values at risk from wildland fire**. These reported details are in turn used to quantify and demonstrate the impact of these programs at various scales nationwide.

Grant Programs Supported:
Community Wildfire Defense Grants, USFS State Fire Capacity, Bipartisan Infrastructure Act, Fire Assistance Grants



Viewing Grants



View List of Grants

The Reporting page is where you can access the list (grid) of all grants you have the authority to access, along with their Performance Reporting status **for the selected Reporting Year**.

1. Select the “Reporting” Tab
2. The “Reporting Year” drop down will have the current reporting year (e.g., when you visit the page in 2025, the Reporting Year will default to 2024)
 - a. When you hover over the i icon next to “Reporting Year”, you will get additional information
3. Generally, Grant Administrators will use this view to find Grants whose Performance Reports are awaiting review/approval
 - a. The “Reporting Status” column will show which Grants are in the “Submitted” or “Resubmitted” status
 - b. The easiest way to find these is to type “submit” into the “Search” box to return only submitted grants for the Reporting Year. For more details about the features of this grid, please refer to this [section](#)

The screenshot shows the 'Reporting Year Explorer' interface. At the top, there is a navigation bar with 'HOME', 'REPORTING' (highlighted with a red box and callout 1), 'REPORTING GUIDANCE', 'PPR', and 'SUPPORT'. On the right of the navigation bar, it says 'R5 RegionalGrantManager v1.0.2.225'. Below the navigation bar, there is a 'Reporting Year' dropdown menu set to '2024' (highlighted with a red box and callout 2). Below the dropdown is a search bar (highlighted with a red box and callout 3b) containing the text 'Search...'. The main content area is a table with columns: Reporting Status, App Year, Application ID, Award ID, State, Grantee, Project Name, Type, Tribal, and Actions. The 'Reporting Status' column is highlighted with a red box and callout 3a. The table contains 12 rows of grant data.

Reporting Status	App Year	Application ID	Award ID	State	Grantee	Project Name	Type	Tribal	Actions
Not Started	2022	GRANT13728339	23-DG-11052012-...	CA	Chicken Ranch Rancheria	Chicken Ranch Fuel Mitigation	Project	Yes	View Share
Resubmitted	2022	GRANT13730958	23-DG-11052012-...	CA	Coyote Valley Band of Pomo 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 Department	Yurok Tribe CWPP Update	CWPP	Yes	View Share
Submitted	2022	W-22033	23-DG-11052012-...	CA	Briceland Volunteer Fire Department	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 Department	Butte County Fire Defensible Space Insp...	Project	No	View Share
Not Started	2022	W-22037	23-DG-11052012-...	CA	Butte County Fire Department	Butte County Fire Equipment Acquisition	Project	No	View Share
Not Started	2022	W-22060	23-DG-11052012-...	CA	Kern County Fire Department	Kern County Fire Prescribed Fire Project	Project	No	View Share
Not Started	2022	W-22061	23-DG-11052012-...	CA	Kern County Fire Department	Kern County Fire Department Prescribed...	Project	No	View Share

2a
 Reporting Year indicates which year that the performance reports are being completed for, i.e., the reporting period. The 2024 Reporting Year covers the reports for the January 1, 2024 to December 31, 2024 reporting period.
 Application Year indicates the year that applications were due for the round of grant requests.



Grant Profile Page

The “Grant Profile” page is where you see key details about the grant and can access grant administration actions. This example shows a CWPP grant prior to Performance Reports being added.

1. From the list of grants on the “Reporting” page, select “View” for the grant. [Refer to this section](#) for filtering/searching the list
2. The “Grant Profile” details will display by default; until Performance Reports are added, you will only see “Grant Profile” under “Details”

Reporting Year: 2024

Project Name	Type	Tribal	Actions	
Lake County Wildfire Risk Reduct...	Proj...	No	View	Share
Prescribed Fire Training for Priva...	Proj...	No	View	Share
Nevada County CWPP Update	CWPP	No	View	Share
Plumas County Hazardous Fuels ...	Proj...	No	View	Share
Prosper Ridge Community Wildfir...	Proj...	No	View	Share
Sierra County CWPP Update	CWPP	No	View	Share
Sierra County Community Wildfir...	Proj...	No	View	Share
Siskiyou County Home Assessme...	Proj...	No	View	Share
Roadside Vegetation Manageme...	Proj...	No	View	Share
Shelter Cove Wildfire Resiliency ...	Proj...	No	View	Share

Rows per page: 10 | 11-20 of 65

FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING REPORTING GUIDANCE PPR SUPPORT R5 RegionalGrantManager

Nevada County CWPP Update Grant Profile

Details

Grant Profile

\$250,000
Total Award Amount

\$7,733.00
Total Spent (Federal)

\$1,000.00
Total Spent (Match)

Project Name: Nevada County CWPP Update
Type: CWPP
State: California
Calendar Year of Application: 2022
Grant Administered By: USFS R5 - Pacific Southwest Region
Award ID: 23-DG-11052012-451
Application ID: W-22068
Reporting Contact Name: Details hidden
Reporting Contact Phone: Details hidden
Reporting Contact Email: Details hidden

Community Name(s): Nevada City
Reporting Edit Window Open: 1/01/2024 **Close:** 11/22/2024
Counties:
Total Federal Funding Requested: \$250,000
Grantee: Nevada County
Contact: Details hidden
Phone (work/cell): Details hidden
Email: Details hidden

Project Overview and Purpose: In rural, forested Nevada County, California, 92% of residents live in high to very high fire hazard severity zones (VHFHSZ) as defined by CAL FIRE. Many of these community members are also considered to be disadvantaged based on income per state and federal agency standards. In the last 10 years the County has been impacted by nine federally declared disasters, five of which were associated with wildfire. The Sierra Nevada region where Nevada County is located is home

Actions

- + Add Performance Report
- 🕒 Update Reporting Contact
- 👤 Update Edit Window
- 🔗 Share Grant Link



Grant Profile Details

3. The Details show “**Total Award Amount**” and the “**Total Spent**” for both Federal and Match. Until costs have been reported on a Performance Report, these will show \$0. **Note:** if the Total Award Amount appears to be in error, please contact the CWDG Program Manager
4. Several key details for the grant are shown, such as the Project Name, which organization the grant it is administered by, the Federal Award ID, the Reporting Edit Window dates, which indicates when the Grantee has edit authority, the Grantee, Total Federal Funding Requested, the Reporting Contact Name and Contact information, and the Project Overview and Purpose

FIRE ADAPTED COMMUNITIES
ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING REPORTING GUIDANCE PPR SUPPORT R5 RegionalGrantManager v1.0.2.225

Nevada County CWPP Update Grant Profile

Grant Profile

Details

\$250,000 Total Award Amount	\$0.00 Total Spent (Federal)	\$0.00 Total Spent (Match)
--	--	--------------------------------------

Project Name: Nevada County CWPP Update
Type: CWPP
State: California
Calendar Year of Application: 2022
Grant Administered By: USFS R5 - Pacific Southwest Region
Award ID: 23-DG-11052012-451
Application ID: W-22068
Reporting Contact Name: Details hidden
Reporting Contact Phone: Details hidden
Reporting Contact Email: Details hidden

Community Name(s): Nevada City
Reporting Edit Window Open: 1/01/2024 **Close:** 11/22/2024
Counties:
Total Federal Funding Requested: \$250,000
Grantee: Nevada County
Contact: Details hidden
Phone (work/cell): Details hidden
Email: Details hidden

Project Overview and Purpose: In rural, forested Nevada County, California, 92% of residents live in high to very high fire hazard severity zones (VHFHSZ) as defined by CAL FIRE. Many of these community members are also considered to be disadvantaged based on income per state and federal agency standards. In the last 10 years the County has been impacted by nine federally declared disasters, five of which were associated with wildfire. The Sierra Nevada region where Nevada County is located is home

Actions

- + Add Performance Report
- 🕒 Update Reporting Contact
- 🕒 Update Edit Window
- 🔗 Share Grant Link

Grant Actions



Add Performance Report

As a Grant Administrator, you will see the “**Actions**” section that allows you several capabilities for the grant.

1. Select “**Add Performance Report**” ONLY if you need to add a report on behalf of a Grantee; if there are no more reports to add, this will be grayed out
2. To learn more about adding Performance Reports, please review the User Guides for Grantees and/or use the eLearning tutorials [here](#)

FIRE ADAPTED COMMUNITIES
ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING REPORTING GUIDANCE PPR SUPPORT R5 RegionalGrantManager v1.0.2.225

Nevada County CWPP Update Grant Profile

Grant Profile

Details

Total Award Amount: **\$250,000**
Total Spent (Federal): **\$0.00**
Total Spent (Match): **\$0.00**

Project Name: Nevada County CWPP Update
Type: CWPP
State: California
Calendar Year of Application: 2022
Grant Administered By: USFS R5 - Pacific Southwest Region
Award ID: 23-DG-11052012-451
Application ID: W-22068
Reporting Contact Name: Details hidden
Reporting Contact Phone: Details hidden
Reporting Contact Email: Details hidden

Community Name(s): Nevada City
Reporting Edit Window Open: 1/01/2024 **Close:** 11/22/2024
Counties:
Total Federal Funding Requested: \$250,000
Grantee: Nevada County
Contact: Details hidden
Phone (work/cell): Details hidden
Email: Details hidden

Project Overview and Purpose: In rural, forested Nevada County, California, 92% of residents live in high to very high fire hazard severity zones (VHFHSZ) as defined by CAL FIRE. Many of these community members are also considered to be disadvantaged based on income per state and federal agency standards. In the last 10 years the County has been impacted by nine federally declared disasters, five of which were associated with wildfire. The Sierra Nevada region where Nevada County is located is home

Actions

- + Add Performance Report
- Update Reporting Contact
- Update Edit Window
- Share Grant Link



Update Reporting Contact

Important: Check the Reporting Contact details and update the information if needed. By default, the Grant Contact is set as the Reporting Contact, but this can change over the life of the grant. The email stored for this contact is what is used for sharing reporting access with the Grantee, so it critical that this information is kept up to date.

1. Select **“Update Reporting Contact”**
 - a. Enter in the new information in the **“Name”**, **“Email”**, and **“Phone Number”** fields
 - b. Select **“Save”**

The screenshot displays the 'Fire Adapted Communities Accomplishments Reporting Module' interface. The main header includes navigation links: HOME, REPORTING, REPORTING GUIDANCE, PPR, SUPPORT, and the user 'R5 RegionalGrantManager'. The page title is 'Chicken Ranch Fuel Mitigation Grant Profile'. A sidebar on the left lists 'Details' (Grant Profile) and 'Actions' (Add Performance Report, Update Reporting Contact, Update Edit Window, Share Grant Link). The 'Update Reporting Contact' modal is open, showing a form with the following fields: *Name (Contact Name), *Email (grantee.contact@email.org), and Phone Number ((555) 555-5555). The modal also contains 'Cancel' and 'Save' buttons. In the background, the 'Grant Profile' details are visible, including a 'Total Award Amount' of \$157,780 and a 'Total Spent (Match)' of \$0.00. The project name is 'Chicken Ranch Fuel Mitigation', type is 'Project', state is 'California', and the reporting contact name is hidden.



Update Edit Window

The Performance Report Edit Window is the period when the Grantee has access to submitting (or resubmitting) a Performance Report. By default, it is set to January 1 and March 31 every year, which is the standard 90-day window following the end of the annual reporting period for all Interim reports. Community-level Grantees cannot edit their report outside of the Edit Window. However, you may extend the Edit Window “**Close Date**” if needed (e.g., set to April 30 to give the Grantee the full 120 days for their Final Report).

1. Select “**Update Edit Window**”
 - a. Update the “**Close Date**” calendar icon and choose the new date
 - b. Select “**Save**”

The screenshot displays the 'Fire Adapted Communities Accomplishments Reporting Module' interface. The main content area shows the 'Grant Profile' for 'Chicken Ranch Fuel Mitigation'. A modal dialog titled 'Edit Reporting Edit Window' is open, prompting the user to update the window close date. The dialog includes fields for 'Open Date' (01/01/2024) and '*Close Date' (03/31/2024), with a 'Save' button highlighted in yellow. A red box labeled '1' highlights the 'Update Edit Window' option in the left sidebar. Red boxes labeled '1a' and '1b' highlight the 'Close Date' field and the 'Save' button, respectively. The background shows the 'Total Award Amount' of \$157,780 and 'Total Spent (Match)' of \$0.00.



Share Access - Grant Profile Page

Each year, ideally no later than January 15th, you must share access with the Grant Reporting Contact so that they can submit their Performance Report. One option is to do this from the Actions panel of the Grant Profile page. Remember to check that the Reporting Contact email is correct before taking this action.

Important: Community-level Grantees will NOT register or be given GARP accounts; their access is ONLY through the links you send to them.

1. Select “Share Grant Link”
2. In the “Would You Like To Send This Email?” window, select “Send”

Note: This automatically opens an email with the contact email, email subject, and email content pre-filled **ONLY IF your browser is configured with your email client**. If you select Send and an email does not get automatically opened and/or **if your browser is NOT configured with your WORK email, then refer to these steps [here](#)**.

The screenshot displays the 'Fire Adapted Communities Accomplishments Reporting Module' interface. The main content area shows the 'Grant Profile' for 'Nevada County CWPP Update'. Key metrics include a Total Award Amount of \$250,000, Total Spent (Federal) of \$0.00, and Total Spent (Match) of \$0.00. The 'Actions' panel on the left contains a red-bordered box around the 'Share Grant Link' option, labeled with a red '1'. A modal window titled 'Would You Like To Send This Email?' is overlaid on the right, containing instructions and a 'Send' button highlighted with a red-bordered box and labeled with a red '2'. The modal also shows pre-filled email details such as the reporting contact name, email, and subject.

Metric	Value
Total Award Amount	\$250,000
Total Spent (Federal)	\$0.00
Total Spent (Match)	\$0.00

Project Name: Nevada County CWPP Update
Type: CWPP
State: California
Calendar Year of Application: 2022
Grant Administered By: USFS R5 - Pacific Southwest Region
Award ID: 23-DG-11052012-451
Application ID: W-22068

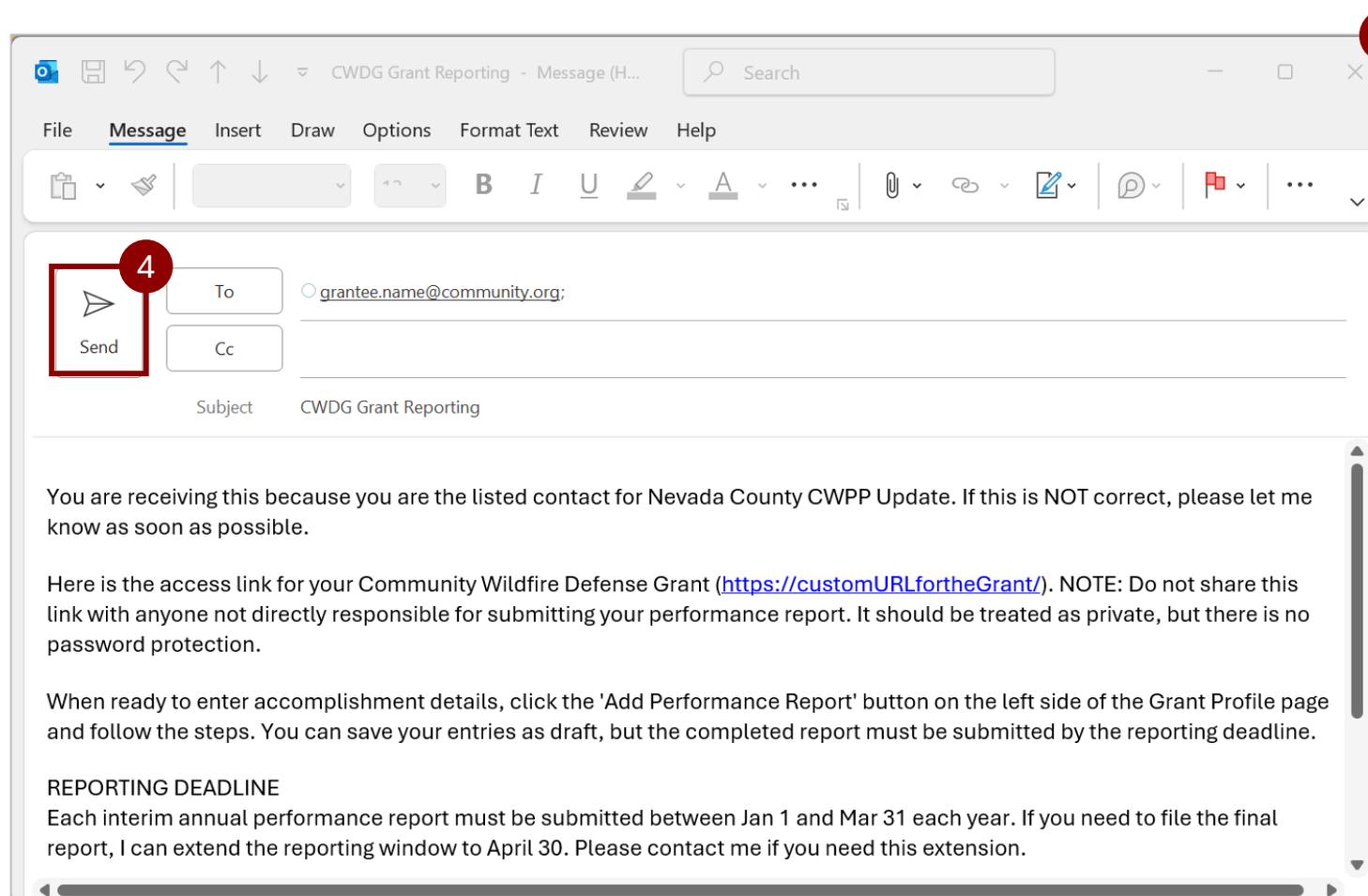
Community Name(s): Nevada City
Reporting Edit Window Open: 1/01/2024 **Close:** 11/22/2024
Counties:
Total Federal Funding Requested: \$250,000
Grantee: Nevada County
Contact: Details hidden
Phone (work/cell): Details hidden
Email: Details hidden

Reporting Contact Name: Details hidden
Reporting Contact Phone: Details hidden
Reporting Contact Email: Details hidden

Email Subject: CWDG Grant Reporting

Share Access - Grant Profile Page (Continued)

3. The email opens with a pre-filled message that includes the grant name, a grant link, instructions for the Grantee to NOT share the link, guidance on how to get started, a link to the Reporting Guidance page, and the reporting deadline information
4. Select “**Send**” to share the details with the Grantee Reporting Contact



Share Access - Grant Profile Page (Continued)

If your browser is not configured with your WORK email, you can copy and paste into a new email instead from the window that opens with the Share action shown previously [here](#).

1. Open a new email using your work email client
2. From the “**Would you like to send this email**” window, select the copy icon next to “**Reporting Contact Email**”, and enter the email in the **To** field of your email
3. Select the copy icon next to “**Email Subject**” and paste that in the subject line
4. Optional: Select the “**Show Email Body**” toggle to preview the text to be copied
5. Select the copy icon next to “**Show Email Body**” and paste it into the body of your email
6. Select “**Send**” in your email window

Would You Like To Send This Email?

Clicking 'Send' below will automatically open your email with a prefilled message with the email address, subject and content below. If your local email client is not configured for this 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.

Reporting Contact Name: LeeAnn Hatton

Reporting Contact Email: tgmat506@gmail.com  **2**

Email Subject: CWDG Grant Reporting  **3**

Show Email Body  **4**

Cancel **Send**

Would You Like To Send This Email?

Clicking 'Send' below will automatically open your email with a prefilled message with the email address, subject and content below. If your local email client is not configured for this 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.

Reporting Contact Name: LeeAnn Hatton

Reporting Contact Email: tgmat506@gmail.com 

Email Subject: CWDG Grant Reporting  **5**

Show Email Body 

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

CWDG Grant Reporting - Message (H...)

File **Message** Insert Draw Options Format Text Review Help

 **6** To

Cc

Subject CWDG Grant Reporting

You are receiving this because you are the listed contact for Nevada County CWPP Update know as soon as possible.

Here is the access link for your Community Wildfire Defense Grant (<https://customURLfc> link with anyone not directly responsible for submitting your performance report. It should password protection.

When ready to enter accomplishment details, click the 'Add Performance Report' button and follow the steps. You can save your entries as draft, but the completed report must b



Share Access - Reporting Page

If your browser is configured to work with your work email AND all of the Reporting Contact emails are correct, you can use the “**Share**” option from the Reporting page. Note for USFS Administrators: You will not see “**Share**” links for any grant that is administered by a Fully Opt In State in your region. Again, use [this alternative option](#) if your browser does not use your Work email client.

Before you begin, be sure your grantee’s contact information is listed correctly on the Grant Profile Page, shown [here](#).

1. Go to the “**Reporting**” page
2. Using filtering or search as needed, go to the grant that you want to share and from the “**Action**” column, select “**Share**”
3. Select “**Send**” from the email client

FIRE ADAPTED COMMUNITIES
ACCOMPLISHMENTS REPORTING MODULE

HOME **REPORTING** REPORTING GUIDANCE PPR SUPPORT R5 RegionalGrantManager v1.0.2.225

Reporting Year Explorer Reporting Year 2024

Columns Filters Export Search...

Reporting Status	App Year	Application ID	Award ID	State ↑	Grantee	Project Name	Type	Tribal	Actions
Not Started	2022	GRANT13728339	23-DG-11052012...	CA	Chicken Ranch Rancheria	Chicken Ranch Fuel Mitigation	Project	Yes	View Share

Send To: grantee.contact@mycommunity.org Cc: Subject: CWDG Grant Reporting

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 (<https://customURIforthegrant>). 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.

Viewing Performance Reports



Viewing Performance Report Summaries

Once Performance Reports that have been added to the grant, they will be available to view from the left navigation pane, as will aggregated details from them.

1. The “**Grant Profile**” Details will reflect the **Total Spent** for both Federal and Match
2. Select “**Performance Summary**” to view the aggregate of all reports
 - a. The sum of Total Federal and Match Costs, and Treatment Acres for Project grants, will display in the “**Summary**” section. In this example the 2024 report and the 2023 report are shown
 - b. You can switch between “**Quantitative Accomplishments Summary**” and “**Mapped Accomplishment Summary**” by choosing the tab for the one you wish to view. This will show a total summary from any submitted reports with Quantitative Accomplishments showing the total dollar amount and Mapped Accomplishments showing the mapped areas that have been submitted. **Note:** For Project grants you will see all mapped treatment areas that have been submitted; for CWPP grants, you will only see the most recently submitted mapped boundary

Grant Profile

\$250,000 Total Award Amount	\$7,733.00 Total Spent (Federal)	\$1,000.00 Total Spent (Match)
--	--	--

Project Name: Nevada County CWPP Update
 Type: CWPP
 State: California
 Calendar Year of Application: 2022
 Grant Administered By: USFS R5 - Pacific Southwest Region
 Award ID: 23-DG-11052012-451
 Application ID: W-22068
 Reporting Contact Name: Craig Griesbach
 Reporting Contact Phone: (530) 557-5118
 Reporting Contact Email: tgmats506@gmail.com

Performance Summary

\$7,733.00 Total Federal Costs	\$1,000.00 Total Match
--	----------------------------------

Accomplishments

Quantitative Accomplishments Summary | Mapped Accomplishments Summary

Administration

General and Administration Costs
 Enter the total general and administration costs for the reporting period that were federally funded (e.g., non-treatment, non-activity costs; indirect and/or overhead costs that are not directly attributable to the project in the categories below).
 Reporting Period Costs (Federal): \$2,234.00

Match Costs
 Enter the total match funds for the reporting period.
 Reporting Period Costs (Match): \$1,000.00



View Single Performance Report

To view a Performance Report on its own, select it from the left navigation pane (“**2023 Report (Approved)**” in this example). Each report has 3 parts: Quantitative, Narrative and Mapped Accomplishments. Note: 2023 Performance Reports will be pre-loaded only if the GARP team received the details by September 2023.

1. Select the **Report** to view from the Details section on the left
2. We see the aggregate details in the “**Summary**” section with costs and Treatment Acres. **Note:** Treatment Acres is not shown for CWPP grants
3. In the Accomplishments section the “**Quantitative Accomplishments**” tab is selected by default; scroll down to see all content reported for the reporting year
4. Select “**Narrative Accomplishments**” to view reported narrative details for the reporting year
5. Select “**Mapped Accomplishments**” to view the mapped area(s), treatments or CWPP boundary, for the reporting year, if any

FIRE ADAPTED COMMUNITIES
ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING REPORTING GUIDANCE PPR SUPPORT R5 RegionalGrantManager v1.0.2.225

Coyote Valley Wildfire Defense 2023 Performance Report *Last Updated 11/19/2024* Delete Report Edit Accomplishments Request Changes Approve

Details

- Grant Profile
- Performance Summary
- 2024 Report (Resubmitted)
- 2023 Report (Approved)** 1

Summary 2

\$28,200.00 Total Federal Costs	\$1,000.00 Match Costs	102 Total Treatment Acres
---	----------------------------------	-------------------------------------

Accomplishments

- Quantitative Accomplishments** 3
- Narrative Accomplishments 4
- Mapped Accomplishments 5

Administration

General and Administration Costs
Enter the total general and administration costs for the reporting period that were federally funded (e.g., non-treatment, non-activity costs; indirect and/or overhead costs that are not directly attributable to the project in the categories below).

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



Treatment Acres Discrepancy Warning

Whenever Treatments are completed, Grantees must provide a file with the mapped boundaries of the Treatments. They must also report the acres completed. The system compares the reported and mapped acres, and when there is a discrepancy of greater than 10%, a warning message highlights the possible concern. **Note:** When acreages are small, 10% may be an acceptable difference. As a Grant Administrator, you can Request Changes if the Grantee submits with an unacceptable discrepancy. In this example, the report was approved despite the discrepancy.

1. Select the Report
2. View the Warning message and which category of Treatment has the discrepancy

The screenshot displays the '2023 Performance Report' for 'Coyote Valley Wildfire Defense'. The interface includes a navigation bar with 'HOME', 'REPORTING', 'REPORTING GUIDANCE', 'PPR', and 'SUPPORT'. The user is identified as 'R5 RegionalGrantManager'. The report was last updated on 11/19/2024 and includes buttons for 'Delete Report', 'Edit Accomplishments', 'Request Changes', and 'Approve'. A warning message is highlighted in yellow, stating: 'Warning: A discrepancy of more than 10% exists between Mapped Acres and Reported Acres for the categories below. Please confirm all acres have been reported and that mapped acreage and reported acreage do not differ more than 10%. Submitting this discrepancy may result in the report not being approved. Acres of Mixed Methods - Maintenance (Reported: 8 vs. Mapped: 7)'. The 'Summary' section shows 'Total Federal Costs' of \$28,200.00, 'Match Costs' of \$1,000.00, and 'Total Treatment Acres' of 102. The '2023 Report (Approved)' is selected in the left sidebar. The 'Accomplishments' section is currently set to 'Quantitative Accomplishments'.

Managing Performance Reports



Approve a Performance Report

As a Grant Administrator using the module, your primary responsibility is to review and approve Performance Reports. **Once a Performance Report has been approved, this can not be undone**, and you would have to reach out to support@garphub.org for additional help.

You can sort the “**Reporting Status**” column to bring submitted to the top, or you can use filtering as well. Refresh your memory on sorting [here](#) and filtering [here](#). Please ensure you are in the correct reporting year; for more information, review the details [here](#).

1. Select “**View**” in the “**Action**” column for the report you want to review
2. Below “**Details**”, select the Performance Report, in this example the “**2024 Report (Submitted)**”

Project Name	Type	Tribal	Action	
Ranch Rancheria	Chicken Ranch Fuel Mitigation	Project	Yes	View Share

FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING REPORTING GUIDANCE PPR SUPPORT R5 RegionalGrantManager

Nevada County CWPP Update

2024 Performance Report

Last Updated 11/19/2024 Delete Report Edit Accomplishments Request Changes Approve

Summary

\$5,233.00 Total Federal Costs	\$0.00 Match Costs
--	------------------------------

Accomplishments

Quantitative Accomplishments Narrative Accomplishments Mapped Accomplishments

Details

- Grant Profile
- Performance Summary
- 2024 Report (Submitted)**
- 2023 Report (Approved)

Actions



Approve a Performance Report (Continued)

3. Scroll down to review the “**Quantitative Accomplishments**”, which is selected by default

4. Select the “**Narrative Accomplishments**” tab, scroll down and review them.

Important: Check for Challenges Encountered or Changes Needed

5. Select the “**Mapped Accomplishments**” tab, scroll down and review them

6. Select “**Approve**”

7. Read the dialog box, and if you are ready to approve, select “**Yes – Approve**”

FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING REPORTING GUIDANCE PPR SUPPORT R5 RegionalGrantManager v1.0.2.225

Nevada County CWPP Update 2024 Performance Report Last Updated 11/19/2024 Delete Report Edit Accomplishments Request Changes Approve **6**

Summary

\$5,233.00 Total Federal Costs \$0.00 Match Costs

Accomplishments

Quantitative Accomplishments **3** Narrative Accomplishments **4** Mapped Accomplishments **5**

Administration

General and Administration Costs
Enter the total general and administration costs for the reporting period that were federally funded (e.g., non-treatment, non-activity costs; indirect and/or overhead costs that are not directly attributable to the project in the categories below).

Reporting Period Costs (Federal): \$1,234.00

Match Costs
Enter the total match funds for the reporting period.

Reporting Period Costs (Match): None

Confirm Approval

You are about to approve this report. Only approve this report if you reviewed all of the details and consider them complete to the best of your knowledge.

Are you sure you want to approve this performance report?

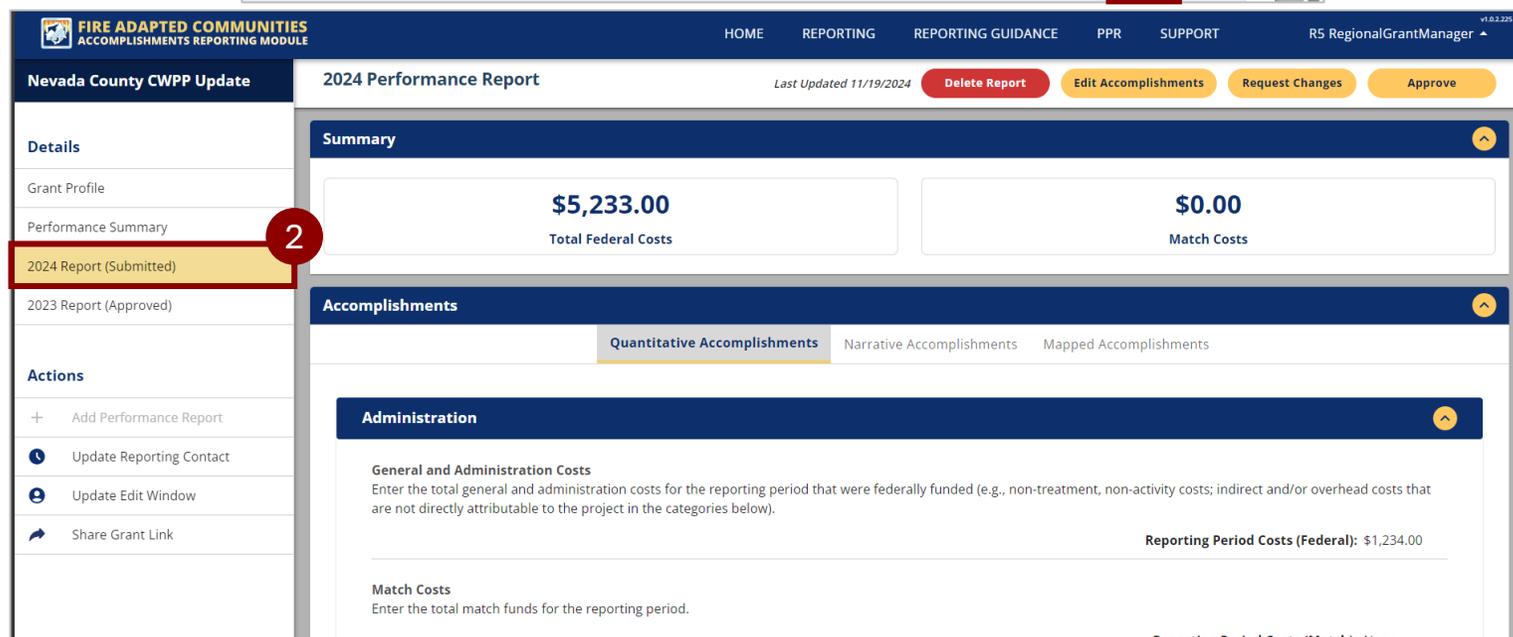
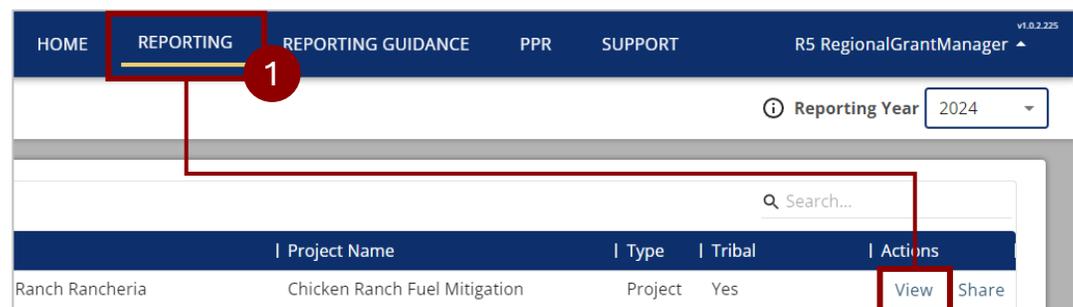
Cancel Yes - Approve **7**



Request Changes to Report

If you review the submitted report, you can request that the Community Grantee make updates if needed. You can sort the **“Reporting Status”** column to bring submitted to the top, or you can use filtering as well. Refresh your memory on sorting [here](#) and filtering [here](#). Please ensure you are in the correct reporting year; for more information, review the details [here](#).

1. Select **“View”** in the **“Action”** column for the report you want to review
2. Below **“Details”**, select the Performance Report, in this example the **“2024 Report (Submitted)”**





Request Changes to Report (Continued)

3. Select “Request Changes”
4. Read information in the “Request Change to Report” dialog box and select “Request Changes”
5. Replace the “---ENTER REQUESTED CHANGES HERE---” text with the changes you would like your grantee to make
6. Select “Send”

The screenshot displays the 'Request Change to Report' dialog box overlaid on the '2024 Performance Report' page. The dialog box contains the following information:

- Name:** Craig Griesbach
- Email:** tgmat506@gmail.com
- Subject:** CWDG Grant Reporting - CHANGE REQUESTED
- Message Body:**

I have reviewed your submitted 2024 CWDG annual performance report for the following grant: Nevada County CWPP Update.

The following change(s) are required before it can be approved:

REQUESTED CHANGES:

---ENTER REQUESTED CHANGES HERE---

REPORTING DEADLINE
You have until 3/31/2024 to resubmit the report.

Report Link: <https://hub.uat.garphub.org/cwdg/#/grants/9ca8d9dc-e68a-477c-acc8-64e6c7d3546b/report/edit/4da736da-b307-4975-9d71-4dcea524bd5e>.

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.

If needed, please refer to the REPORTING GUIDANCE page (<https://hub.uat.garphub.org/cwdg/#/reportingGuidance>) for instructions on what information is expected and how to provide it.

The dialog box features a 'Request Changes' button (4) and a 'Send' button (6). The background page shows the 'Request Changes' button (3) and the '---ENTER REQUESTED CHANGES HERE---' text (5) in the 'Accomplishments' section.



Edit Performance Report

If the accomplishments of a Performance Report need to be edited on a Grantee's behalf, then you can make these changes for them

1. Select **“Edit Accomplishments”**
2. You will land on the Overview page of the Performance Report. Use the **“Next”** buttons to advance and make changes. To learn more about adding Performance Reports, please review the User Guides for Grantees and/or use the eLearning tutorials [here](#)

The screenshot shows the '2024 Performance Report' overview page. The top navigation bar includes 'HOME', 'REPORTING', 'REPORTING GUIDANCE', 'PPR', and 'SUPPORT'. The user is logged in as 'R5 RegionalGrantManager'. The report title is 'Nevada County CWPP Update' and it was last updated on 11/19/2024. The 'Edit Accomplishments' button is highlighted with a red box and a circled '1'. Other buttons include 'Delete Report', 'Request Changes', and 'Approve'. The main content area shows a 'Summary' section with 'Total Federal Costs' of \$5,233.00 and 'Total Match Costs' of \$0.00. Below this is the 'Accomplishments' section with a 'Quantitative Accomplishments' tab selected. The 'Administration' section includes 'General and Administration Costs' and 'Match Costs'.

The screenshot shows the 'CWDG Project Performance Report' editing page. The top navigation bar is the same as the previous screenshot. The user is logged in as 'R5 RegionalGrantManager'. The report title is 'Reporting Year: 2023 Interim Nevada County CWPP Update'. The page is divided into five steps: 1. Overview, 2. Quantitative Accomplishments, 3. Map, 4. Narrative, and 5. Summary. The 'Next' button is highlighted with a red box and a circled '2'. The 'Reporting Year' is set to '2023' and the 'Report Type' is set to 'Interim'. The main content area includes instructions for using the following pages to quantify, map, and describe work accomplished and costs incurred during the reporting year. It also includes sections for 'Quantitative Accomplishments', 'Mapped Accomplishments', and 'Accomplishments Narrative'.

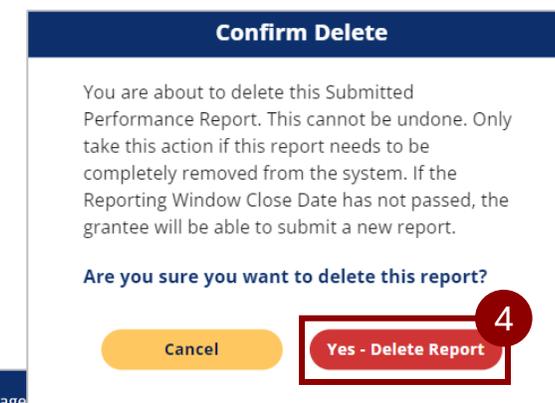
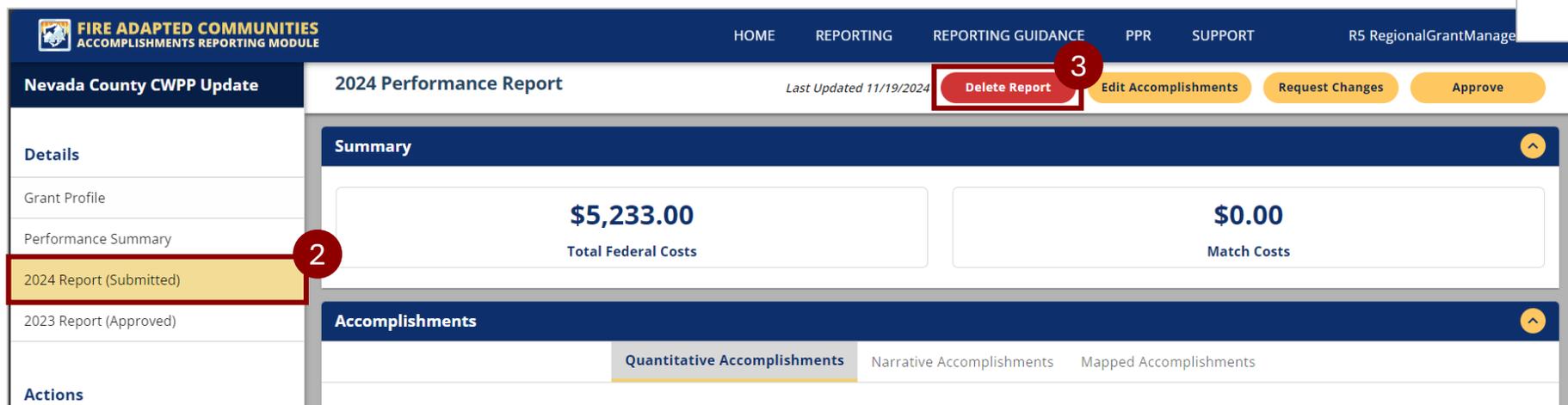
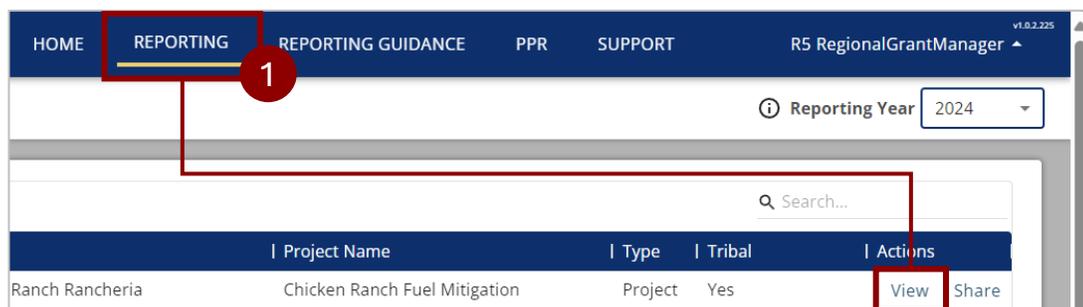


Delete Performance Report

You can't delete a Performance Report that has been approved, but you can delete it prior to it being approved.

You can sort columns or use filtering to find the Performance Report you want to delete. Refresh your memory on sorting [here](#) and filtering [here](#). Please ensure you are in the correct reporting year; for more information, review the details [here](#).

1. From “Reporting”, select “View” in the “Action” column for the report you want to review
2. Below “Details”, select the Performance Report, in this example the “2024 Report (Submitted)”
3. Select “Delete Report” if you wish to delete the report in the event of someone filling out the wrong report
4. Read the information in the dialog box that appears and select “Yes – Delete Report” again



Performance Progress Reports (PPRs)



PPR List

The PPRs are Word documents that include aggregated quantitative and narrative accomplishments for a reporting year associated to a Federal Award. All signed in users can navigate to the PPR page and see a list of Federal Awards they are authorized to view. **Note:** PPRs are ultimately used by USFS Regions to load into the NRM system for documentation.

1. Select **“PPR”** to get to the page
2. Change the **“Reporting Year”** if needed
3. From the **“PPR Status”** column, review to see which PPRs are available for download. 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 in the **“Actions”** column

The screenshot shows the 'Performance Progress Reports' page in the 'FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE'. The top navigation bar includes 'HOME', 'REPORTING', 'REPORTING GUIDANCE', 'PPR' (highlighted with a red box and '1'), and 'SUPPORT'. A 'Reporting Year' dropdown menu is set to '2023' (highlighted with a red box and '2'). The table below lists various awards with columns for 'Award ID', 'PPR Status', 'State', 'Administered By', 'Application Year', and 'Actions'. A red box highlights the 'Ready' status in the 'PPR Status' column for several rows, with a '3' annotation. A red box highlights the 'Download PPR' links in the 'Actions' column for the same rows.

Award ID ↓	PPR Status	State	Administered By	Application Year	Actions
24-DG-11062752-047	Pending	WA	Washington State Department of Natural Resources	2022	
24-DG-11062752-046	Pending	WA	Washington State Department of Natural Resources	2022	
24-DG-11062752-045	Pending	WA	Washington State Department of Natural Resources	2022	
23-DG-11100106-904	Ready	AK	USFS R6/10 - Pacific Northwest & Alaska Region	2022	Download PPR
23-DG-11094200-173	Ready	MN	Minnesota Department of Natural Resources, Division of Forestry	2022	Download PPR
23-DG-11094200-171	Ready	WI	USFS R9 - Eastern Region	2022	Download PPR
23-DG-11094200-170	Ready	WI	USFS R9 - Eastern Region	2022	Download PPR
23-DG-11083150-402	Ready	NC	USFS R8 - Southern Region	2022	Download PPR
23-DG-11083150-401	Ready	NC	USFS R8 - Southern Region	2022	Download PPR
23-DG-11083140-401	Ready	OK	Oklahoma Forestry Services	2022	Download PPR



PPR Document

The PPR document is in Microsoft Word format. The document includes an aggregation of all of the quantitative accomplishments for CWDG grants associated to the Federal Award, and a link to each of the associated grants. Narrative Accomplishments are included at the end of the report for each grant in the PPR.

NOTE: Maps are not included in this document, but the links allow users to refer to the mapped details, as needed

Performance Progress Report - Performance Narrative - Item 10
Community Wildfire Defense Grant Program | Federal Award ID: 23-DG-11083140-401

REPORTING PERIOD: Calendar Year 2023
Grantee: Oklahoma Forestry Services
Federal Award ID: 23-DG-11083140-401

Grant(s):
[Project | Turner Falls Natural Wildland Restoration Project](#)

Total Award Amount: \$134,500.00

Total Costs for Reporting Period	Total Costs to Date
Total Costs (Federal): \$26,110.00	Total Costs to Date (Federal): \$26,110.00
Total Costs (Match): \$0.00	Total Costs to Date (Match): \$0.00

Quantitative Accomplishments Summary

Administration

General and Administration Costs
Reporting Period Costs (Federal): \$0.00

Match Costs
Reporting Period Costs (Match): \$0.00

Equipment Costs
Reporting Period Costs (Federal): \$0.00

Supply Costs
Reporting Period Costs (Federal): \$0.00

Resilient Landscape Accomplishments

Hazardous Fuels Reduction and/or Mitigation Projects
Number Completed: 0

Hazardous Fuels Treatments - Prescribed Fire method ONLY
Reporting Period Costs (Federal): \$17,920.00
Acres of Initial Entry Fuels Reduction: 0
Acres of Maintenance: 0

Reporting Page Grid - Usage Tips



Using Grid Columns

1. From the “Reporting” page, the first column shows the “Reporting Status”, whether that is “Not Started”, “Draft”, “Changes Requested”, or “Complete”
2. The next column is “App Year”, which shows the application year for the community grant
3. The following column is “Application ID”
4. Next, we have the “Award ID” column, which is the Federal Award ID that the CWDG grant has been executed through
5. We see the state listed in the “State” column
6. The “Grantee” column will list the Community Grantee

The screenshot shows the 'Reporting Year Explorer' interface. At the top, there is a navigation bar with 'REPORTING' highlighted. Below it, a dropdown menu shows 'Reporting Year' set to '2024'. The main content is a table with columns: Reporting Status, App Year, Application ID, Award ID, State, Grantee, Project Name, Type, Tribal, and Actions. Red circles numbered 1 through 6 are placed above the first six columns, and a red horizontal line is drawn across the header row of these columns. The table contains 15 rows of data, each representing a grant entry with details like status, year, ID, state, and grantee name.

Reporting Status	App Year	Application ID	Award ID	State	Grantee	Project Name	Type	Tribal	Actions
Changes requested	2022	GRANT13730958	23-DG-11052012-...	CA	Coyote Valley Band of Pomo Indians	Coyote Valley Wildfire Defense	Project	Yes	View Share
Draft	2022	W-22089	23-DG-11052012-...	CA	Tuolumne Utilities District	Tuolumne Utilities District Wildfire Defe...	CWPP	No	View Share
Draft	2022	W-22094	23-DG-11052012-...	CA	The Watershed Research and Training ...	Hyampom Community Protection Project	Project	No	View Share
Not Started	2022	GRANT13728339	23-DG-11052012-...	CA	Chicken Ranch Rancheria	Chicken Ranch Fuel Mitigation	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 Department	Yurok Tribe CWPP Update	CWPP	Yes	View Share
Not Started	2022	W-22033	23-DG-11052012-...	CA	Briceland Volunteer Fire Department	Briceland Volunteer Fire Department Fi...	Project	No	View Share
Not Started	2022	W-22034	23-DG-11052012-...	CA	Kern Fire Safe Council	Kern Fire Safe Council: Be Aware, Be Pr...	Project	No	View Share
Not Started	2022	W-22036	23-DG-11052012-...	CA	Butte County Fire Department	Butte County Fire Defensible Space Ins...	Project	No	View Share
Not Started	2022	W-22037	23-DG-11052012-...	CA	Butte County Fire Department	Butte County Fire Equipment Acquisition	Project	No	View Share
Not Started	2022	W-22060	23-DG-11052012-...	CA	Kern County Fire Department	Kern County Fire Prescribed Fire Project	Project	No	View Share
Not Started	2022	W-22061	23-DG-11052012-...	CA	Kern County Fire Department	Kern County Fire Department Prescribe...	Project	No	View Share
Not Started	2022	W-22064	23-DG-11052012-...	CA	Clear Lake Environmental Research Ce...	Lake County Wildfire Risk Reduction Pr...	Project	No	View Share
Not Started	2022	W-22067	23-DG-11052012-...	CA	Nevada County Resource Conservation ...	Prescribed Fire Training for Private Resi...	Project	No	View Share



Using Grid Columns (Continued)

- 7. Next is the “**Project Name**” column
- 8. The “**Type**” column lists whether it is a Project or CWPP
- 9. Next is the “**Tribal**” column, which indicates whether the grant is a tribal grant with “**Yes**” or “**No**”
- 10. The “**Actions**” column allows you to view the Performance Report by selecting “**View**” or to share a personalized link with your Community Grantee by selecting “**Share**”; learn more about viewing a grant [here](#) and sharing a grant [here](#)

FIRE ADAPTED COMMUNITIES
ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING REPORTING GUIDANCE PPR SUPPORT R5 RegionalGrantManager

Reporting Year Explorer Reporting Year 2024

Columns Filters Export

Reporting Status	App Year	Application ID	Award ID	State	Grantee	Project Name	Type	Tribal	Actions
Changes requested	2022	GRANT13730958	23-DG-11052012-...	CA	Coyote Valley Band of Pomo Indians	Coyote Valley Wildfire Defense	Project	Yes	View Share
Draft	2022	W-22089	23-DG-11052012-...	CA	Tuolumne Utilities District	Tuolumne Utilities District Wildfire Defe...	CWPP	No	View Share
Draft	2022	W-22094	23-DG-11052012-...	CA	The Watershed Research and Training ...	Hyampom Community Protection Project	Project	No	View Share
Not Started	2022	GRANT13728339	23-DG-11052012-...	CA	Chicken Ranch Rancheria	Chicken Ranch Fuel Mitigation	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 Department	Yurok Tribe CWPP Update	CWPP	Yes	View Share
Not Started	2022	W-22033	23-DG-11052012-...	CA	Briceland Volunteer Fire Department	Briceland Volunteer Fire Department Fi...	Project	No	View Share
Not Started	2022	W-22034	23-DG-11052012-...	CA	Kern Fire Safe Council	Kern Fire Safe Council: Be Aware, Be Pr...	Project	No	View Share
Not Started	2022	W-22036	23-DG-11052012-...	CA	Butte County Fire Department	Butte County Fire Defensible Space Ins...	Project	No	View Share
Not Started	2022	W-22037	23-DG-11052012-...	CA	Butte County Fire Department	Butte County Fire Equipment Acquisition	Project	No	View Share
Not Started	2022	W-22060	23-DG-11052012-...	CA	Kern County Fire Department	Kern County Fire Prescribed Fire Project	Project	No	View Share
Not Started	2022	W-22061	23-DG-11052012-...	CA	Kern County Fire Department	Kern County Fire Department Prescribe...	Project	No	View Share
Not Started	2022	W-22064	23-DG-11052012-...	CA	Clear Lake Environmental Research Ce...	Lake County Wildfire Risk Reduction Pr...	Project	No	View Share
Not Started	2022	W-22067	23-DG-11052012-...	CA	Nevada County Resource Conservation ...	Prescribed Fire Training for Private Resi...	Project	No	View Share

Rows per page: 25 1-25 of 65



Using Grid Columns (Continued)

- 11. Select “**Columns**” to only see specific columns you care about
- 12. Select the toggle to hide or show a column
- 13. Select “**HIDE ALL**” to hide all columns, allowing you to quickly select one or two to focus on
- 14. Select “**SHOW ALL**” to show all columns

FIRE ADAPTED COMMUNITIES
ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING REPORTING GUIDANCE PPR SUPPORT R5 RegionalGrantManager v1.0.2.225

Reporting Year Explorer Reporting Year 2023

Columns Filters Export Search...

Reporting Sta...	App ...	Application ID	Award ID	S...	Grantee	Project Name	Type	Tribal	Actions
23-DG-1105...	CA	Chicken Ranch Rancheria	Chicken Ranch Fuel Mitigation	Proj...	Yes	View	Share		
23-DG-1105...	CA	Coyote Valley Band of Pomo I...	Coyote Valley Wildfire Defense	Proj...	Yes	View	Share		
23-DG-1105...	CA	Tolowa Dee-ni' Nation	Tolowa Dee-ni' Nation CWPP	CWPP	Yes	View	Share		
23-DG-1105...	CA	Yurok Tribe, Yurok Fire Depar...	Yurok Tribe CWPP Update	CWPP	Yes	View	Share		
23-DG-1105...	CA	Briceland Volunteer Fire Dep...	Briceland Volunteer Fire Dep...	Proj...	No	View	Share		
23-DG-1105...	CA	Kern Fire Safe Council	Kern Fire Safe Council: Be Aw...	Proj...	No	View	Share		
23-DG-1105...	CA	Butte County Fire Department	Butte County Fire Defensible ...	Proj...	No	View	Share		
23-DG-1105...	CA	Butte County Fire Department	Butte County Fire Equipment ...	Proj...	No	View	Share		
23-DG-1105...	CA	Kern County Fire Department	Kern County Fire Prescribed F...	Proj...	No	View	Share		
23-DG-1105...	CA	Kern County Fire Department	Kern County Fire Department...	Proj...	No	View	Share		

Find column
Column title

- Reporting Status
- App Year
- Application ID
- Award ID
- State
- Grantee
- Project Name
- Type
- Tribal
- Ap...

Hide all Show all

Rows per page: 10 1-10 of 38

Using Grant Search, Sort and List Export

1. From the “Reporting” tab, select “Export”, then “Download as CSV” to download the grants as a CSV; this allows you to export the details displayed in the grid
2. Select “Search”, then type in key words to search for a specific grant
 - a) Select the “X” to exit the search

3. Hover over a column and select the up arrow to change the search to ascending, the down arrow to change to sort descending, or select the down arrow again to go back to the unsorted view

Note: For fields with letters, the sort will be alphabetical; for fields with numbers, the sort will be numerical.

4. Hover over a column then select the ellipses to “Sort by ASC”, “Sort by DESC”, or to “Filter” that specific column, or select “Hide” or “Show columns”

The screenshot shows the 'Reporting Year Explorer' interface. At the top, there is a navigation bar with 'HOME', 'REPORTING', 'REPORTING GUIDANCE', 'PPR', and 'SUPPORT'. The 'REPORTING' tab is active. Below the navigation bar, there is a 'Reporting Year' dropdown set to '2023'. The main content area displays a table of grants. The 'Export' button is highlighted with a red box and the number 1.

The top screenshot shows a search bar with the text 'Hawaii' and an 'X' button to clear the search. The search bar is highlighted with a red box and the number 2. The bottom screenshot shows a dropdown menu for sorting options. The 'Sort by ASC' option is highlighted with a red box and the number 3. The dropdown menu is highlighted with a red box and the number 4.

Using Grant Filtering

1. Select “**FILTERS**” to drill down to items you care about; there can only be one filter applied at a time
 - a) Select the drop down for “**Columns**” to filter a specific column
 - b) Select the drop down for “**Operator**” to change the operator
 - c) Select the field below “**Value**” and type in the filter value
2. To remove the filter, select “**Filters**”, then select the “**X**”

The screenshot displays the 'Reporting Year Explorer' interface. The top navigation bar includes 'HOME', 'REPORTING', 'REPORTING GUIDANCE', 'PPR', 'SUPPORT', and 'R5 RegionalGrantManager'. The main content area shows a table of reporting data for the year 2023. The table has columns for 'Reporting Status', 'Application ID', 'Award ID', 'Grantee', 'Project Name', 'Type', 'Tribal', and 'Actions'. A filter is applied to the 'Reporting Status' column, with the operator set to 'contains' and the value set to 'Filter value'. The filter is highlighted with a red box and labeled '1'. The 'Columns' dropdown is labeled '1a', the 'Operator' dropdown is labeled '1b', and the 'Value' input field is labeled '1c'. A second screenshot below shows the same interface with the filter removed, and the 'Filters' button is highlighted with a red box and labeled '2'. The 'X' button next to the filter is also highlighted with a red box.

Reporting Sta...	App ...	Application ID	Award ID	S...	Grantee	Project Name	Type	Tribal	Actions
X	Reporting Status				Chicken Ranch Rancheria	Chicken Ranch Fuel Mitigation	Proj...	Yes	View Share
					Coyote Valley Band of Pomo I...	Coyote Valley Wildfire Defense	Proj...	Yes	View Share

Reporting Sta...	App ...	Application ID	Award ID	S...	Grantee	Project Name	Type	Tribal	Actions
X	State				State of Hawaii Department o...	Kau CWPP Update	CWPP	No	View
					Kauai Fire Department	Updating a CWPP for Kauai C...	CWPP	No	View
		W-22141	23-DG-1105...	HI	State of Hawaii Department o...	North West Hawaii CWPP Up...	CWPP	No	View
		W-22142	23-DG-1105...	HI	State of Hawaii Department o...	Oceanview CWPP Update	CWPP	No	View
		W-22143	23-DG-1105...	HI	State of Hawaii Department o...	South Kona CWPP Update	CWPP	No	View



Changing Rows per Page and Navigating Pages

1. Select the arrow by the “**Rows per page:**” to change how many pages you see at once; you can choose from 10, 25, 50, or 100 rows if you have that many planned accomplishments entered
2. Select the arrows to go forward or back a page

Note: You will only be able to go forward or back a page if you have a greater number of grants than what is viewable on that page.

The screenshot shows the 'Reporting Year Explorer' interface. At the top, there is a navigation bar with 'HOME', 'REPORTING', 'REPORTING GUIDANCE', 'PPR', 'SUPPORT', and 'R5 RegionalGrantManager'. Below this is a search bar and a 'Reporting Year' dropdown set to '2023'. The main content area features a table with columns: Reporting Status, App Year, Application ID, Award ID, State, Grantee, Project Name, Type, Tribal, and Actions. The table contains 8 rows of data. At the bottom right, there are navigation controls: 'Rows per page: 10', '31-38 of 38', and navigation arrows. Red boxes and numbers '1' and '2' highlight the 'Rows per page' dropdown and the navigation arrows, respectively.

Reporting Status	App Year	Application ID	Award ID	State	Grantee	Project Name	Type	Tribal	Actions
Not Started	2022	W-22100	23-DG-11052012...	CA	Humboldt County Resource Conserva...	Greater Willow Creek Wildfire Resilien...	Project	No	View Share
Not Started	2022	W-22101	23-DG-11052012...	CA	Yuba Watershed Protection and Fire ...	Yuba County CWPP Update	CWPP	No	View Share
Not Started	2022	W-22102	23-DG-11052012...	CA	Del Norte Fire Safe Council	Del Norte Wildfire Resiliency Program	Project	No	View Share
Not Started	2022	W-22139	23-DG-11052012...	HI	State of Hawaii Department of Land a...	Kau CWPP Update	CWPP	No	View
Not Started	2022	W-22140	23-DG-11052012...	HI	Kauai Fire Department	Updating a CWPP for Kauai County, H...	CWPP	No	View
Not Started	2022	W-22141	23-DG-11052012...	HI	State of Hawaii Department of Land a...	North West Hawaii CWPP Updates	CWPP	No	View
Not Started	2022	W-22142	23-DG-11052012...	HI	State of Hawaii Department of Land a...	Oceanview CWPP Update	CWPP	No	View
Not Started	2022	W-22143	23-DG-11052012...	HI	State of Hawaii Department of Land a...	South Kona CWPP Update	CWPP	No	View



Performance Report Statuses

Community-level Grantees must submit Performance Reports for review by Grant Administrators every year between January 1 and March 31 for Interim reports, and by April 30th for Final reports. You can see the “**Reporting Status**” from the “**Reporting**” page, and optionally use the “**Search**” to filter the list.

Performance Report statuses are:

- **Not Started** – Grantee has not yet added a Performance Report for the Reporting Year, and it can be edited by the Grantee until the Edit Window closes
- **Draft** – Grantee has started but has not yet submitted the Performance Report, and it can be edited by the Grantee until the Edit Window closes
- **Submitted** – Grantee has submitted their report for review by the Grant Administrator, and it is no longer able to be edited by the Grantee
- **Approved** – Grant Administrator has approved the Performance Report, and it is no longer able to be edited by the Grantee
- **Changes Requested** – Grant Administrator has requested that the Grantee update the report, and it can be edited by the Grantee until the Edit Window closes
- **Resubmitted** – Grantee has resubmitted their Performance Report following a request for changes, and it is no longer able to be edited by the Grantee

FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE | HOME | **REPORTING** | REPORTING GUIDANCE | PPR | SUPPORT | R5 RegionalGrantManager v1.0.2.225

Reporting Year Explorer | Reporting Year: 2024

Columns | Filters | Export | Search: submit

Reporting Status	App Year	Application ID	Award ID	State	Grantee	Project Name	Type	Tribal	Actions
Resubmitted	2022	GRANT13730958	23-DG-11052012-...	CA	Coyote Valley Band of Pomo Indians	Coyote Valley Wildfire Defense	Project	Yes	View Share
Submitted	2022	W-22033	23-DG-11052012-...	CA	Briceland Volunteer Fire Department	Briceland Volunteer Fire Department Fir...	Project	No	View Share
Resubmitted	2022	W-22078	23-DG-11052012-...	CA	Sierra County	Sierra County Community Wildfire Mitiga...	Project	No	View Share