

# CWDG Grantee - User Guide for CWPP Development Grant





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# Important Information

## Purpose

This guide is designed for CWDG Community Grantees who must use the Fire Adapted Communities Accomplishments Reporting Module (ARM) starting in January 2025. The table of contents [here](#) contains links that will take you directly to the section you wish to learn more about.

**Community Grantees will use Performance Reports in this ARM to report their program accomplishments to grant administrators annually.** These Performance Reports include quantitative accomplishments, a written narrative of accomplishments, and mapping of the CWPP boundary for CWPP development/revision grants, which are due no later than the final report.

**The Fire Adapted Communities ARM will enable the monitoring of performance progress as required by the Community Wildfire Defense Grant (CWDG) Program.** The Performance Report's accomplishment details will be used to inform Congress and the White House about achievements and positive impacts of the CWDG Program nationwide.

**The Performance Report does not replace Federal Financial Reporting (Form SF-425),** and these quarterly reports must continue to be submitted directly to the grant administrator. If the grant pays for **equipment over the applicable federal threshold**, then the equipment justification **Form FS-1500-34** must be submitted directly to the grant administrator.

## Recommended Browsers and Access

**Google Chrome** or **Microsoft Edge** are the recommended browsers. **No log in is needed**, and you will be given your personalized link to access the Fire Adapted Communities ARM by email. **Flag the email** in your inbox, so you can easily access it later.

## Important Dates

**Interim Performance Reports** – Reports are done annually for the previous calendar year for a grant that is not in its final reporting year; they will be open from **January to March 31<sup>st</sup>**.

**Final Performance Reports** – These reports must be filed once all the work has been accomplished and can be filed as late as April 30<sup>th</sup> after the end of the reporting period. If needed, please contact your Grant Administrator to extend the edit window to April 30<sup>th</sup>; you may also request that the edit window be opened early if you want to file your final report before December 31st of the Reporting Period.



# Add Performance Report

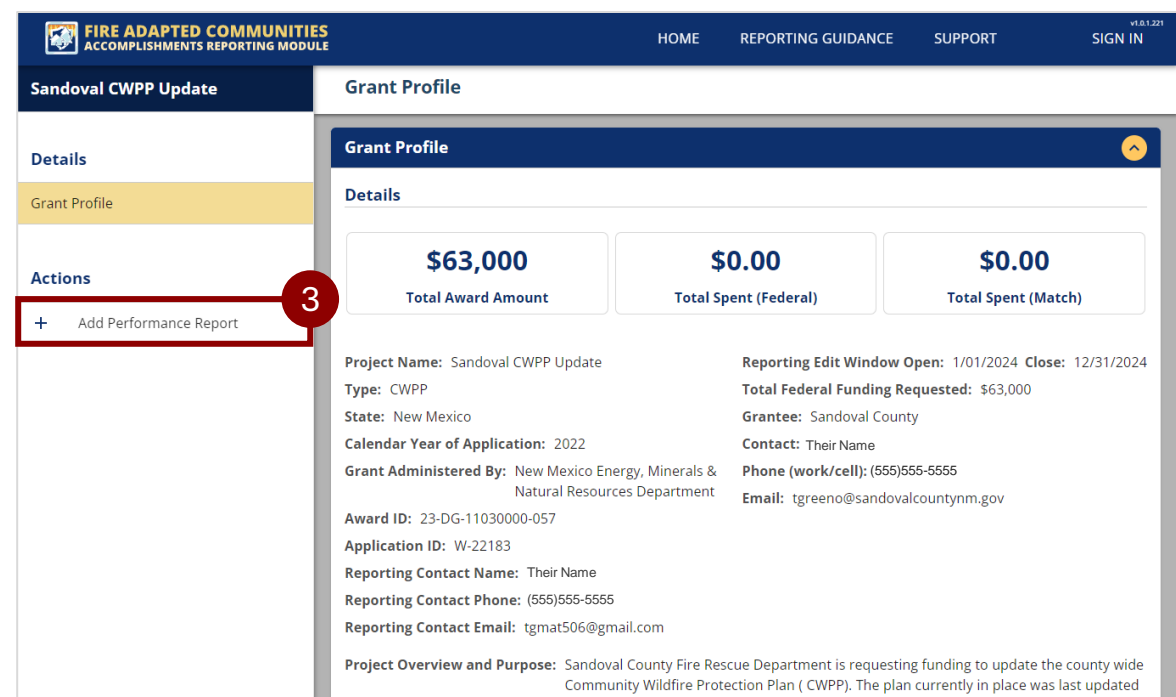
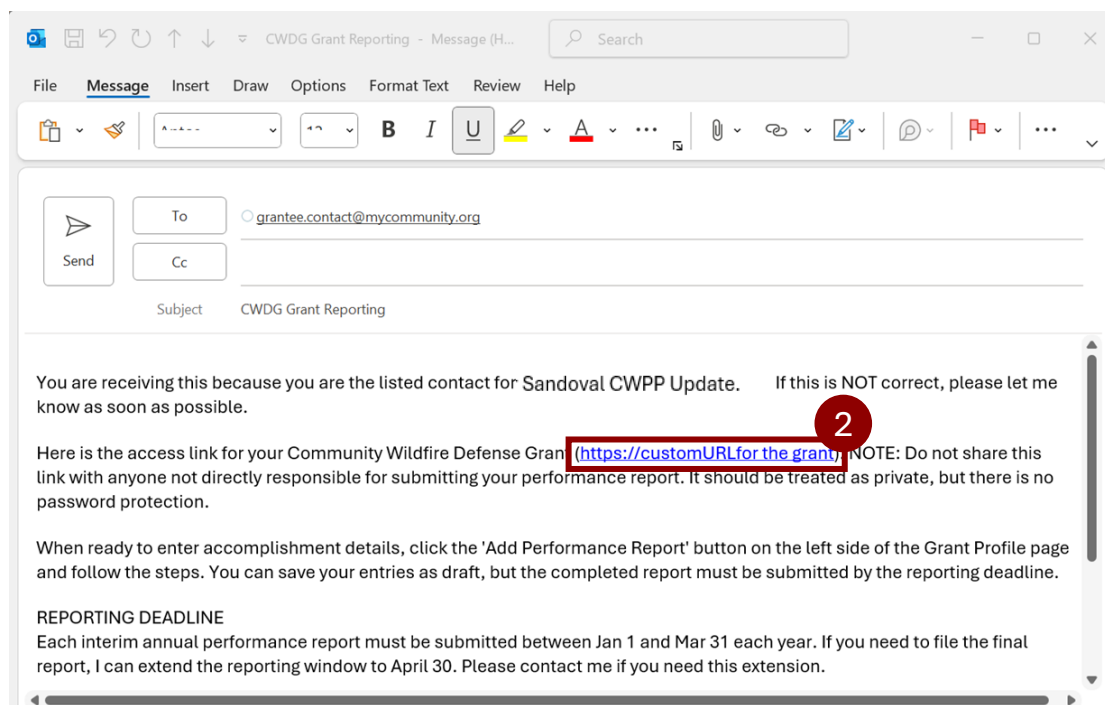
Your Grant Administrator will send you a personalized link to access your specific Grant Profile page in January. Please do not share this link. The Grant Profile page contains all the details of your grant. You can learn more about the Grant Profile Page [here](#). First, let's look at how we can add our Performance Report.

1. Before you get started, select the link [here](#) and review the Reporting Guidance
2. Select the link in your CWDG Grant Reporting email to access your grant

Note: You can search CWDG Grant Reporting to quickly find the email in the event you don't get started right away.

3. Select “**Add Performance Report**” on the far left

Note: The “**Add Performance Report**” button will be greyed out if you are not within the reporting period. **If you are having trouble, reach out to your grant administrator.** Also, the email below is an example, and your name and the grant administrator's name will be what appears in the email's to and from fields.



# Add Performance Report (Continued)

4. By default, today's year will appear in the “**Reporting Year**” field
  - a) The “i” icon next to “**Reporting Year**” gives additional information that the year selected indicates the calendar year, January 1<sup>st</sup> through December 31<sup>st</sup> of that year
5. Select the “**Report Type**” drop down
  - a) The “i” icon next to “**Report Type**” explains that if this is an annual report and the work for this grant will continue after this reporting period, select “**Interim**”; if this is the final report for a grant, select “**Final**”
6. Please read the information on the page regarding the Quantitative Accomplishments, Mapped Accomplishments, and the Accomplishments Narrative
7. Select “**Next**”



# Grant Profile Page – Prior to Completion

The Grant Profile page contains all the details of your grant. You will be taken there when you click the link sent by your grant administrator, shown [here](#).

Project Name

The Total Award Amount is listed here

Add the Performance Report


Project name, type, and State

Grant Application Year and Administrator

Award ID and Application ID

Reporting contact name, phone number, and email

Project Overview and Purpose

**FIRE ADAPTED COMMUNITIES**  
ACCOMPLISHMENTS REPORTING MODULE

HOMEREPORTING GUIDANCESUPPORTSIGN IN

v1.0.1.221

Sandoval CWPP Update

Grant Profile

Details

Grant Profile

Actions

+ Add Performance Report

\$63,000

Total Award Amount

\$0.00

Total Spent (Federal)

\$0.00

Total Spent (Match)

Project Name: Sandoval CWPP Update

Type: CWPP

State: New Mexico

Calendar Year of Application: 2022

Grant Administered By: New Mexico Energy, Minerals & Natural Resources Department

Award ID: 23-DG-11030000-057

Application ID: W-22183

Reporting Contact Name: Their Name

Reporting Contact Phone: (555)555-5555

Reporting Contact Email: email@company.com

Reporting Edit Window Open: 1/01/2024 Close: 3/31/2024

Total Federal Funding Requested: \$63,000

Grantee: Sandoval County

Contact: Their Name

Phone (work/cell): (555)555-5555

Email: email@company.com

Project Overview and Purpose: Sandoval County Fire Rescue Department is requesting funding to update the county wide Community Wildfire Protection Plan ( CWPP). The plan currently in place was last updated

If you access “**Business Guidance**”, “**Home**”, or “**Support**” here, please use the back button on your browser to return to your grant or access the link from your flagged email.

Total Spent for Federal and Match will be \$0 until you complete the Performance Report.

Reporting edit window

Total Federal funding Requested

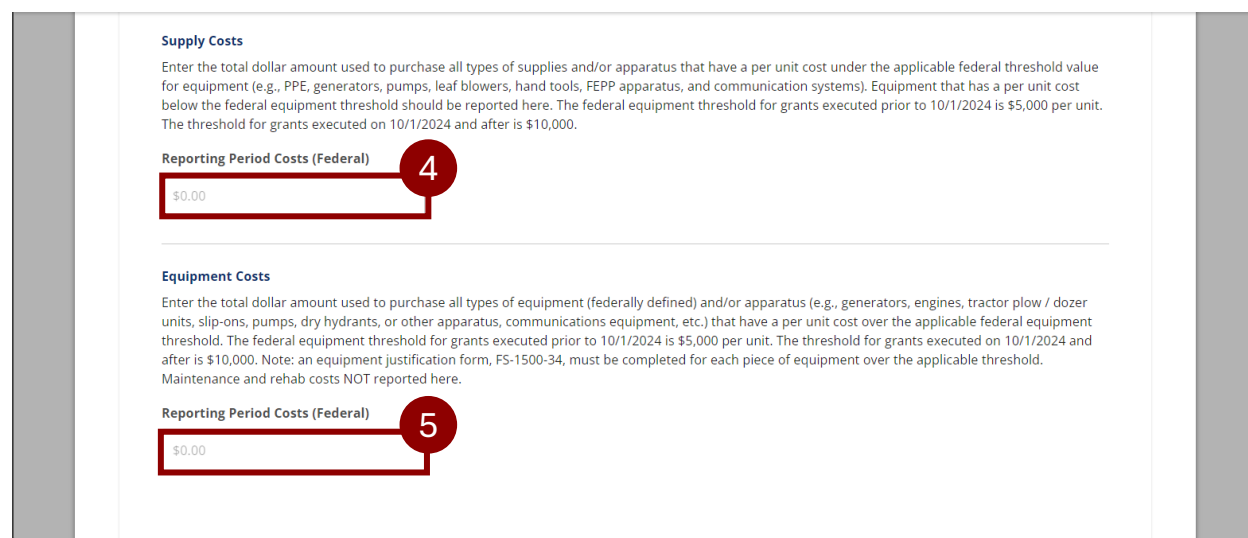
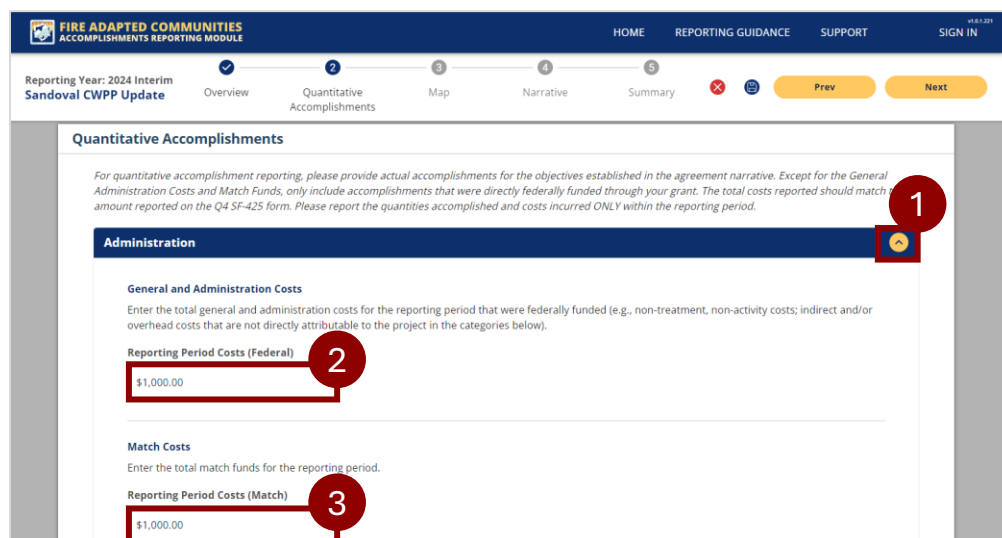
Grantee name

Grant Admin Contact information

# Quantitative Accomplishments - Administration

The first section of the Performance Report is Quantitative Accomplishments. The total costs reported in the Q4 Federal Financial Reporting (Form SF-425) should match the total federal spending reported in all sections of the report. The form begins with this information, and each entry on the form contains information on what to enter in that field. **These fields are only required if there were associated costs during the reporting period.**

1. The sections of the form can be expanded or collapsed using the chevron on the far right; the first section is “**Administration**”
2. Below “**General and Administrative Costs**”, read the details and select the “**Reporting Period Costs (Federal)**” field, then enter the dollar amount
3. Below “**Match Costs**”, select the “**Reporting Period Costs (Match)**” field and enter the dollar amount
4. Below “**Supply Costs**”, select the “**Reporting Period Costs (Federal)**” field and enter the dollar amount
5. Below “**Equipment Costs**”, select the “**Reporting Period Costs (Federal)**” field and enter the dollar amount





# Quantitative Accomplishments – CWPP or Equivalent

The first field below “**Plan Development/Revision Progress in Reporting Period**” requests that you enter the percentage of progress made during the reporting period. **This will be added to all previously reported percentages of completion, resulting in a completion to date. If the project supports multiple CWPPs**, enter the average percentage of progress for all plans.

1. Select the “**% Plan Development/Revision Complete**” field and enter the percentage completed during the reporting period, keeping in mind the guidance directly above this step
2. Select the “**Reporting Period Costs (Federal)**” field and enter the federally funded dollar amount
3. Select the “**Number of Organizations /Entities Engaged**” field and enter in the total number of organizations and/or entities engaged during the reporting period

**FIRE ADAPTED COMMUNITIES**  
ACCOMPLISHMENTS REPORTING MODULE

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**Community Wildfire Protection Plans (or equivalent)**

**Plan Development/Revision Progress in Reporting Period**

1. Enter the percentage of progress made during the reporting period on plan development / revision. (NOTE: this will be added to all previously reported percent completion to get completion-to-date). If the project supports MULTIPLE CWPPs, enter the average percentage of progress for all plans.

2. Indicate associated reporting period costs that were federally funded.

**\*% Plan Development/Revision Complete** 1

50

**Reporting Period Costs (Federal)** 2

\$1,000.00

**Organizations & Entities Engaged**

Enter the total number of organizations and/or entities engaged during the reporting period.

**Number Of Organizations/Entities Engaged** 3

3





# Quantitative Accomplishments – CWPP or Equivalent (Continued)

Once the CWPP development/revision is complete, you can fill in the “**Completed Plan Details**” section. This information can be entered later, but the “**Plan Effectiveness Start Date**” and the “**CWPP Title**” are required by the final report.

4. Select the “**Plan Effectiveness Start Date**” field and use the calendar to select the start date
5. Select the “**CWPP Title**” field and enter the title
6. Optional: Select the “**Online Reference / Website URL**” field and enter the url; while this field isn’t required, it is best practice to provide it

Note: While rare, if the grant funds the development of multiple CWPPs under a single grant, you will be advised to write the details for each plan in the Narrative section of the report.

7. Select “**Next**” at the top right of the Performance Report

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**Completed Plan Details**

Once the CWPP development/revision is complete:

1. Indicate the Plan Effectiveness Start Date. If the Plan Effectiveness Start Date is not yet available, indicate the expected Plan Effectiveness Start date and provide explanatory information in the narrative section.
2. Enter the formal title used.
3. Provide the website address (URL) where the completed CWPP can be viewed (if available). NOTE: If there are MULTIPLE CWPPs, provide these details for each Plan in the narrative section instead.

Plan Effectiveness Start Date

MM/DD/YY

CWPP Title

Enter CWPP Title

Online Reference / Website URL

Enter Online Reference / Website URL

# Map – CWPP Boundary

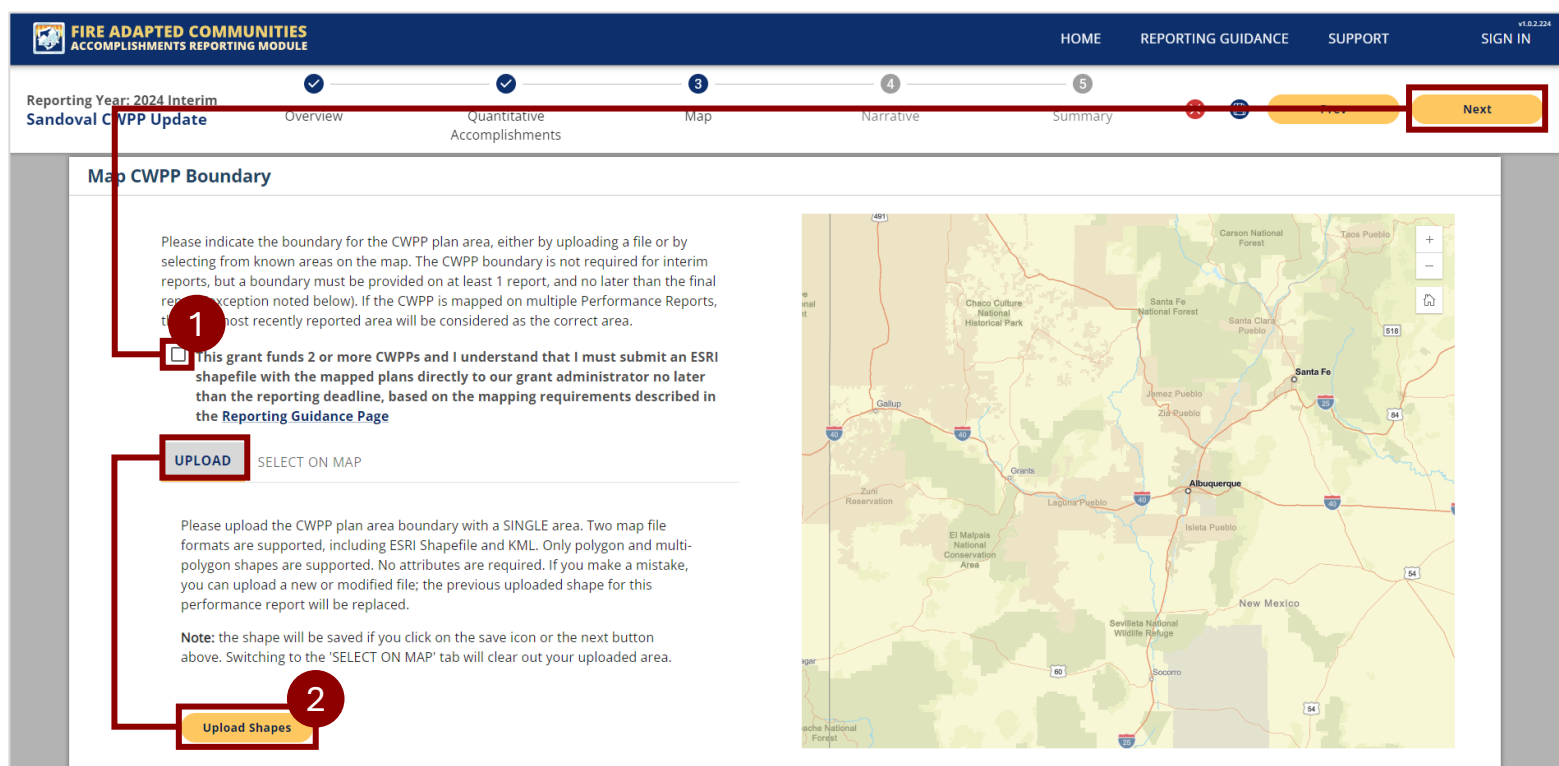
If this isn't a final report, mapping isn't required yet. If you do have the boundary, please follow the steps below.

1. While uncommon, if the grant funds the development of multiple CWPPs under a single grant, **check the box** that indicates this, then select **“Next”**

Note: The message for this box indicates that you will need to provide an ESRI shapefile with the mapped plans directly to your grant administrator no later than the reporting deadline; you can see the [Reporting Guidance](#) for more details, but this shapefile must contain each plan mapped as its own shape.

**If you have a single CWPP, there are two ways to upload your map**, which are described here and on the [following page](#). See [Reporting Guidance](#) for additional instruction.

2. If the CWPP boundary **doesn't** follow administrative boundaries, **“Upload”** is the option to choose and is selected by default; you can upload a GIS File by selecting **“Upload Shapes”**



# Mapping – CWPP Boundary (Continued)

The second method allows you to select the area directly on the map.

3. If your boundary follows existing administrative boundaries (e.g., counties, census designated places, census county subdivisions, or tribal boundaries), click on **“SELECT ON MAP”**
4. Select the field below **“Select CWPP Area on Map By”** and choose from **“Counties”**, **“Census Designated Places”**, **“Census County Subdivisions”**, or **“Tribal Lands”**

Note: Based on your selection, the areas in your region will appear on the map.

5. Select the area on the map that matches your boundary; the selected region will appear in the box below. If needed, you may select more than one area
6. If you made a mistake, select the **“x”** next to this named region and reselect the map in the correct location(s)
7. Select **“Next”**

**FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE**

Reporting Year: 2024 Interim Sandoval CWPP Update

Navigation: Overview, Quantitative Accomplishments, **Map**, Narrative, Summary

**Map CWPP Boundary**

Please indicate the boundary for the CWPP plan area, either by uploading a file or by selecting from known areas on the map. The CWPP boundary is not required for interim reports, but a boundary must be provided on at least 1 report, and no later than the final report (exception noted below). If the CWPP is mapped on multiple Performance Reports, then the most recently reported area will be considered as the correct area.

☐ This grant funds 2 or more CWPPs and I understand that I must submit an ESRI shapefile with the mapped plans directly to our grant administrator no later than the reporting deadline, based on the mapping requirements described in the Reporting Guidance Page

UPLOAD **SELECT ON MAP** (3)

Select CWPP Area on Map By (4)

Select CWPP Area on Map By

- Select Select CWPP Area on Map By
- Counties
- Census Designated Places
- Census County Subdivisions
- Tribal Lands

Map of New Mexico showing Sandoval County highlighted in blue.

**FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE**

Reporting Year: 2024 Interim Sandoval CWPP Update

Navigation: Overview, Quantitative Accomplishments, **Map**, Narrative, Summary

**Map CWPP Boundary**

Please indicate the boundary for the CWPP plan area, either by uploading a file or by selecting from known areas on the map. The CWPP boundary is not required for interim reports, but a boundary must be provided on at least 1 report, and no later than the final report (exception noted below). If the CWPP is mapped on multiple Performance Reports, then the most recently reported area will be considered as the correct area.

☐ This grant funds 2 or more CWPPs and I understand that I must submit an ESRI shapefile with the mapped plans directly to our grant administrator no later than the reporting deadline, based on the mapping requirements described in the Reporting Guidance Page

UPLOAD **SELECT ON MAP**

Select CWPP Area on Map By

Counties (6)

Sandoval County

Map of New Mexico showing Sandoval County highlighted in blue.

**Next** (7)

# Narrative

Required fields are indicated with an asterisk and must have a minimum of 10 characters.

1. Select the field below **“Status Summary”** and provide a brief status summary
2. Select the field below **“Activities & Accomplishments”** and describe the timeline of activity and all associated accomplishments for this reporting period. Also, include a comparison of the actual accomplishments to the objectives established in the agreement narrative, quantifying when possible
3. Select the drop down below **“Reporting Period Challenges?”** and select **“Yes”** or **“No challenges are impacting original objectives or timeline”**
  - a) If you select **“Yes”**, select the field below **“Challenges Encountered”** that appears and explain the challenges encountered including delays, changed costs, or any conditions that may significantly impair the ability to meet agreement objectives and timelines

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### Accomplishments Narrative

For each program/project in the agreement narrative, please provide brief information on the following:

**\*Status Summary**  
Please provide a brief Status Summary.

This is my summary of the Sandoval CWPP Update.

**\*Activities & Accomplishments**  
Describe the timeline of activity and all associated accomplishments for this reporting period. Please also provide a comparison of actual accomplishments to the objectives established in the agreement narrative (quantify where possible).

These are my activities and accomplishments with quantifications.

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comparison of actual accomplishments to the objectives established in the agreement narrative (quantify where possible).

These are my activities and accomplishments with quantifications.

**\*Reporting Period Challenges?**  
Have any challenges been encountered in attempting to meet the original objectives or timeline of the agreement?

Yes

**\*Challenges Encountered**  
Explain the challenges encountered, including delays, changed costs, or any conditions that may significantly impair the ability to meet agreement objectives and timelines.

These are the challenges that I encountered.



# Narrative – (Continued)

4. Select the drop down below **“Potential Changes Needed?”** and select **“Yes”** or **“No current potential need for changes or modifications”**
  - a) If you select **“Yes”**, select the field under **“Changes Proposed”** that will appear and enter the potential changes and work with your grant administrator to determine if a modification is needed (e.g., a change is needed to the objectives or the financial plan)
5. Select the field under **“Next Reporting Period Activity”** and briefly describe the work that will be done under the next reporting period
6. Optional: Select the field under **“Important Notes for Grant Administrator”** and provide any important comments not discussed above or any additional details you want to tell your Grant Administrator
7. Select **“Next”**

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**\*Potential Changes Needed?**  
Are there any potential changes or modifications that may be needed to the original agreement, such as moving of funding to a different budget category, or change in objectives? If unsure, please click “Yes” and explain.

Yes

**\*Changes Proposed**  
Please describe the proposed changes, and work with grant administrator to determine if a modification is needed (e.g., a change is needed to the objectives or financial plan).

These are the changes that are proposed.

**\*Next Reporting Period Activity**  
Briefly describe work to be performed during the next reporting period.

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These are the changes that are proposed.

**\*Next Reporting Period Activity**  
Briefly describe work to be performed during the next reporting period.

These activities will occur next reporting period.

**Important Notes For Grant Administrator**  
Please provide any additional comments considered of importance but not discussed above, or anything else you'd like to bring to the grant administrator's attention.

Here are some additional notes.

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# Performance Summary Page

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The “**Summary**” page is the last step of the process before you submit your Performance Report. It contains a summary of what was entered within the Performance Report, and if included, the mapped boundary for your accomplishments.

1. To print the Performance Report, select “**Print**”; it is recommended that you print the report for your records and/or to review before submitting

2. The Performance Report will display on the pages in the print preview; you can choose your printer or Microsoft Print to PDF, then select “**Print**”

Note: Your print preview will be your browser’s print functionality; the user interface will vary based on whether you use Google Chrome or Microsoft Edge.

3. Below the “**No Accomplishments Reported for**” section, it brings to your attention the parts of the report that didn’t contain accomplishments

**FIRE ADAPTED COMMUNITIES**  
ACCOMPLISHMENTS REPORTING MODULE

Performance report saved

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v1.0.2.224

Reporting Year: 2024  
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**Summary**

Please review the details below. If you need to make any changes, please go back to the page(s) and update your entries before submitting the completed report.

Reporting Year	Report Type
2024	Interim

**Cost Summary**

Total Reporting Period Costs (Federal)	Total Reporting Period Costs (Match)
\$2,000.00	\$1,000.00

**Accomplishments Summary**

**General and Administration Costs**

Reporting Period Costs (Federal)
\$1,000.00

Print

Total: 4 sheets of paper

Printer

Microsoft Print to PDF

Copies

1

Layout

☐ Portrait

☐ Landscape

Pages

☒ All

☐ Odd pages only

☐ Even pages only

☐ e.g. 1-5, 8, 11-13

Color

Color

More settings

Print using system dialog... (Ctrl+Shift+P)

PrintCancel

Plan Effectiveness Start Date

11/11/2024

CWPP Title

Sandoval CWPP

Online Reference / Website URL

website.com

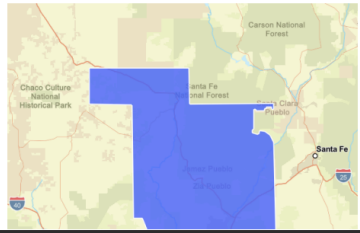
No Accomplishments Reported for

-Supply Costs

-Equipment Costs

Mapped Accomplishments

This grant funds a single CWPP.





# Leave, Save, or Submit the Report

From the Summary page, you can submit, save, or reset the form to remove the details you entered to start over. From any page, you can go back to a previous page, save, or reset the form.

1. Select the red “x” icon to leave the Performance report without saving your work
2. Select the Save icon if you wish to finish the Performance Report later; if you save it, be sure to return and finish it within the reporting period

Note: Use the personalized link for your grant to return to your Performance Report. To see how to Edit Accomplishments, go [here](#).

3. Select “**Prev**” to go to a previous page of the report
4. Select “**Submit**” if you are finished with the report
  - a) Select “**Cancel**” to cancel submission and return to the Summary page
  - b) Select “**Submit**” again to confirm your submission

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Summary

Please review the details below. If you need to make any changes, please go back to the page(s) and update your entries before submitting the completed report.

Reporting Year	Report Type
2024	Interim

<b>Cost Summary</b>	
Total Reporting Period Costs (Federal)	Total Reporting Period Costs (Match)
\$2,000.00	\$1,000.00

<b>Accomplishments Summary</b>	
General and Administration Costs	
Reporting Period Costs (Federal)	
\$1,000.00	

Print

**Confirm Submission**

Please confirm that you are ready to submit this annual performance report to your grant administrator for review. Once submitted, you will not be able to edit the content. The grant administrator will review your report and either approve it or request changes. By clicking Submit, you certify all report details as being correct and complete to the best of your knowledge.

4a 4b

Cancel Submit



# Grant Profile Page – Submitted Report

The Grant Profile page contains all the details of your grant. You will be taken here when you click the link sent by your grant administrator. This grant profile page reflects how it will look once you have submitted a Performance Report. See the previous page [here](#) for additional information on the Grant Profile page before it is submitted.

If you have multiple reports completed, you can see these reports on the left; Performance Summary will show the overall summary of all reports.

When you select a submitted report, you will see the Total Spent for Federal and Match Costs.

**FIRE ADAPTED COMMUNITIES**  
ACCOMPLISHMENTS REPORTING MODULE

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**Sandoval CWPP Update** 2024 Performance Report Last Updated 11/5/2024 [Edit Accomplishments](#)

**Details**

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

**Actions**

- + Add Performance Report

**Summary**

**\$2,000.00**  
Total Federal Costs

**\$1,000.00**  
Match Costs

**Accomplishments**

- Quantitative Accomplishments**
- Narrative Accomplishments
- Mapped Accomplishments

**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

Edit Accomplishments here when that Performance Report has been selected in the left navigation pane. This is only possible when a Performance Report is in the Draft or Changes Requested status and hasn't yet been submitted.

When looking at the Performance Summary or a submitted report, you can view the **“Quantitative Accomplishments”**, **“Narrative Accomplishments”**, and **“Mapped Accomplishments”** by selecting the tab you want to see.



# Requested Changes From Grant Admin

Your grant admin may request changes to be made to your report before it will be approved. When this occurs, you will receive an email with a description of what changes are being asked of you.

1. Open the email, which has the subject line of “**CWDG Grant Reporting – CHANGE REQUESTED**”
2. Select the report link, which will be the same as the initial link you were given
3. Select “**Next**” until you get to the part of the report where you need to make changes
4. Make the requested changes
5. Select “**Next**” until you get to the Summary page
6. Select “**Resubmit**”

