# Table of Contents

# 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$^{st}$**.

**Final Performance Reports** – These reports must be filed once all the work has been accomplished and can be filed as late as April 30$^{th}$ after the end of the reporting period. If needed, please contact your Grant Administrator to extend the edit window to April 30$^{th}$; 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.
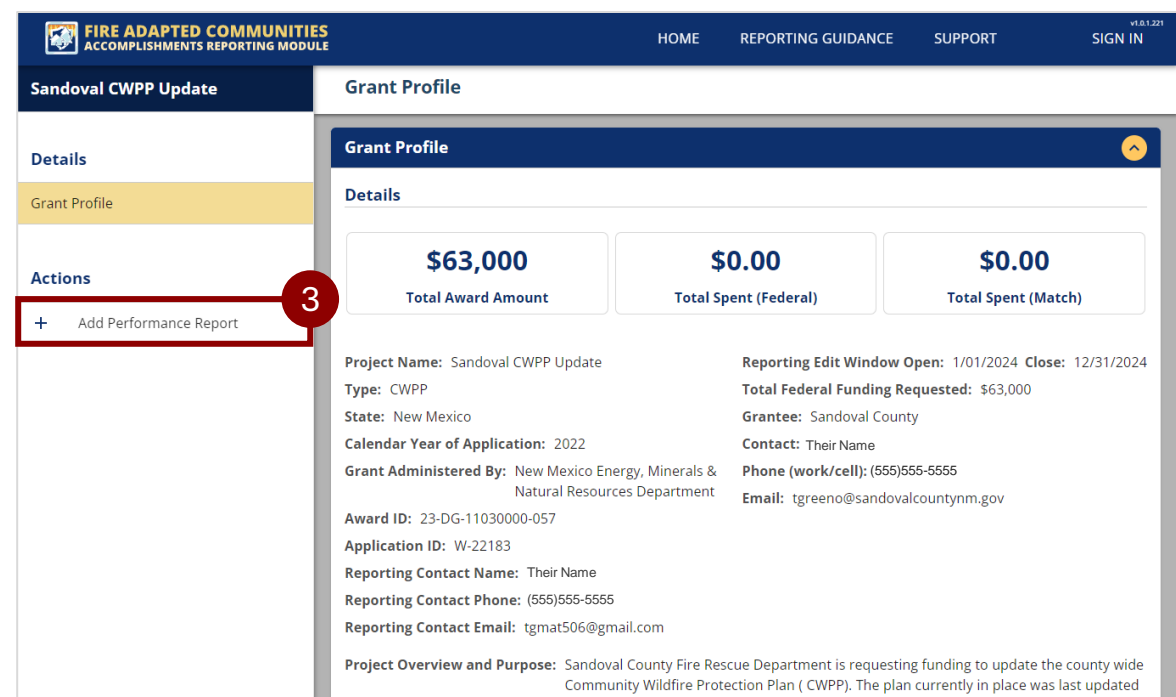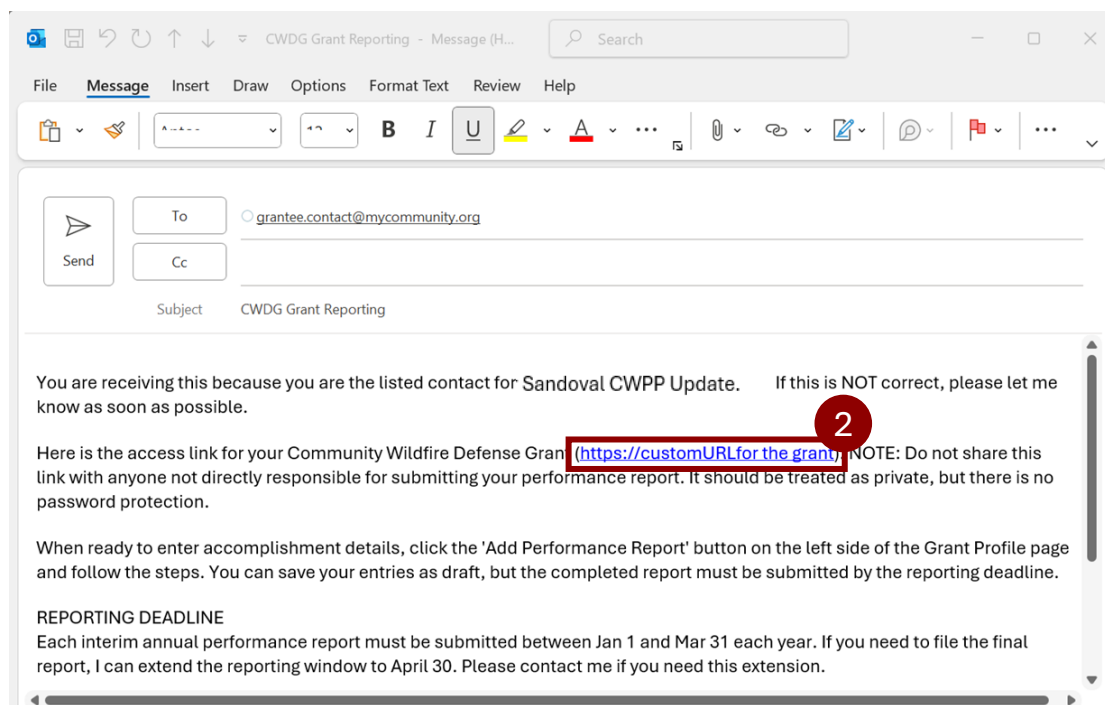
# Add Performance Report

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 1st through December 31st 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



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.
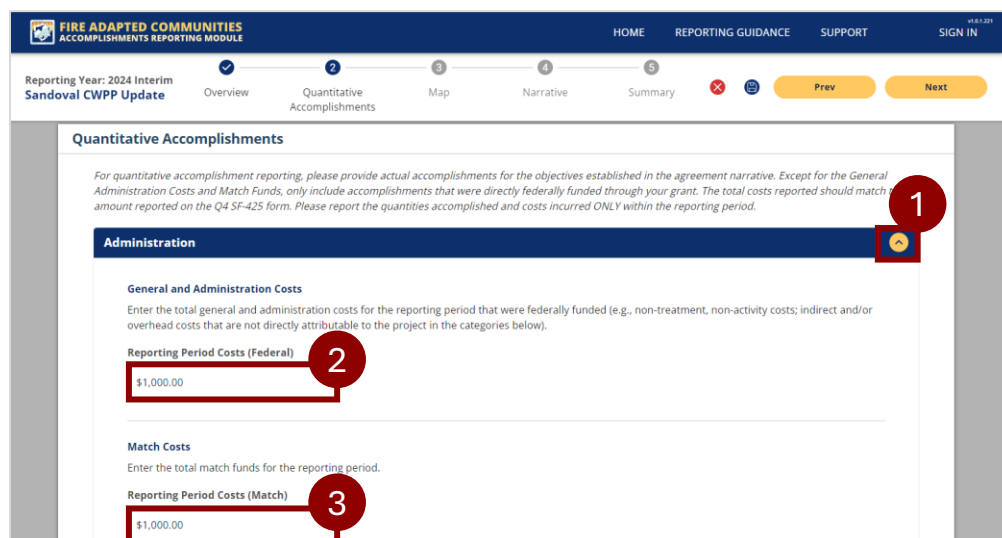
Reporting edit window

Total Federal funding Requested
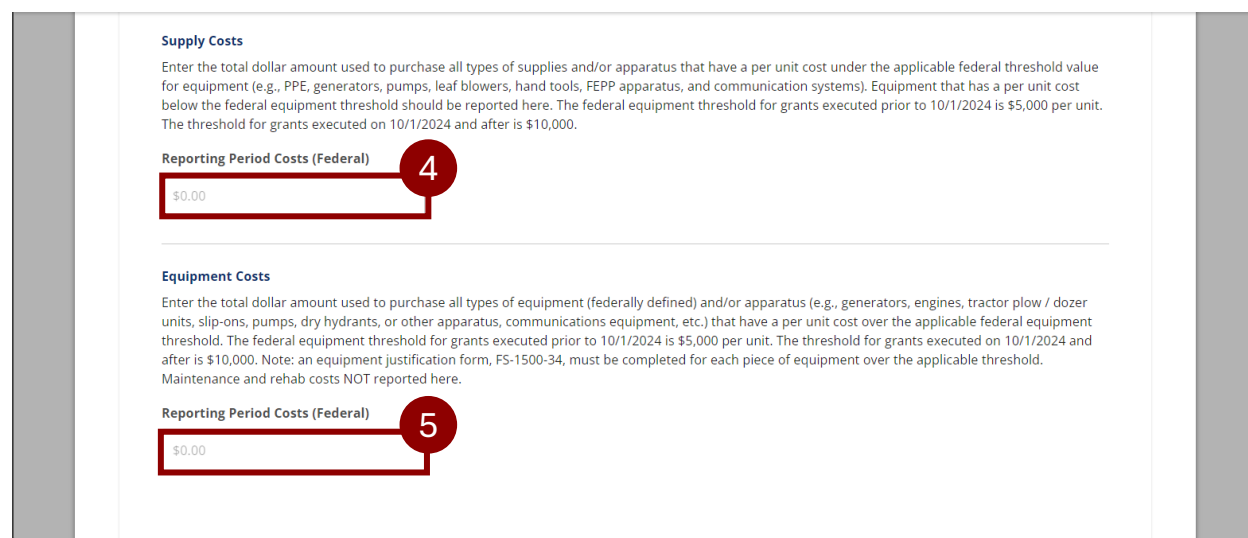
Grantee name

Grant Admin Contact information

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**FIRE ADAPTED COMMUNITIES**
ACCOMPLISHMENTS REPORTING MODULE

HOME    REPORTING GUIDANCE    SUPPORT    SIGN IN

v1.0.1.221

**Sandoval CWPP Update**

**Grant Profile**

Details

Grant Profile

Actions

+ Add Performance Report

**Grant Profile**

Details

$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

# 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

# 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

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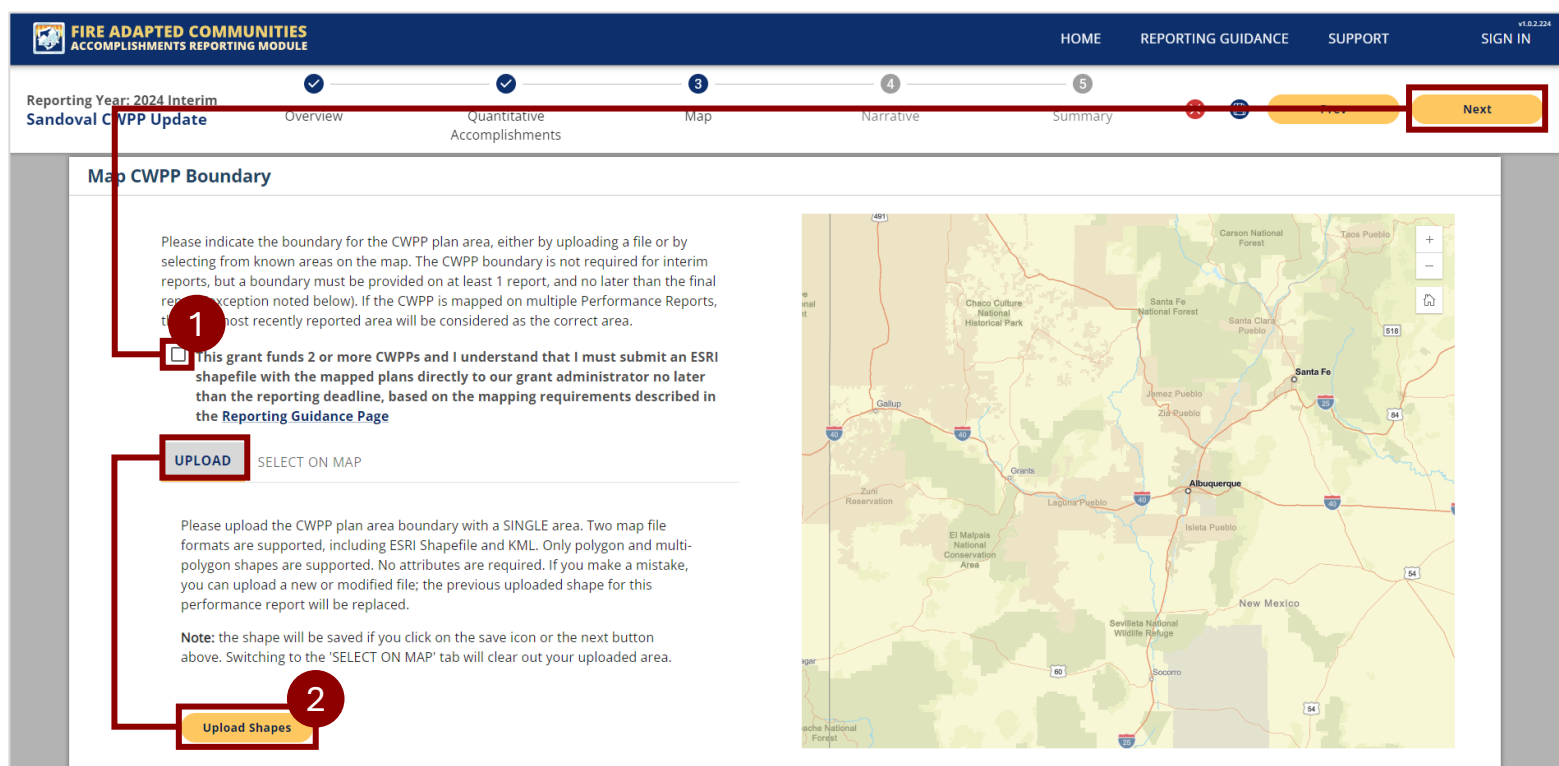
If this isn't a final report, mapping isn't required yet. If you do have the boundary, please follow the steps below.

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**"

# 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

# 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"**

# Performance Summary Page

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

# 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

# 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.



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**"