

CWDG Grantee - User Guide for Project Implementation Grant





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Important Information

Purpose

This guide is 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 completed treatments for Community Wildfire Protection Plan (CWPP) implementation 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 it is easier to access in the future.

Important Dates

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

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

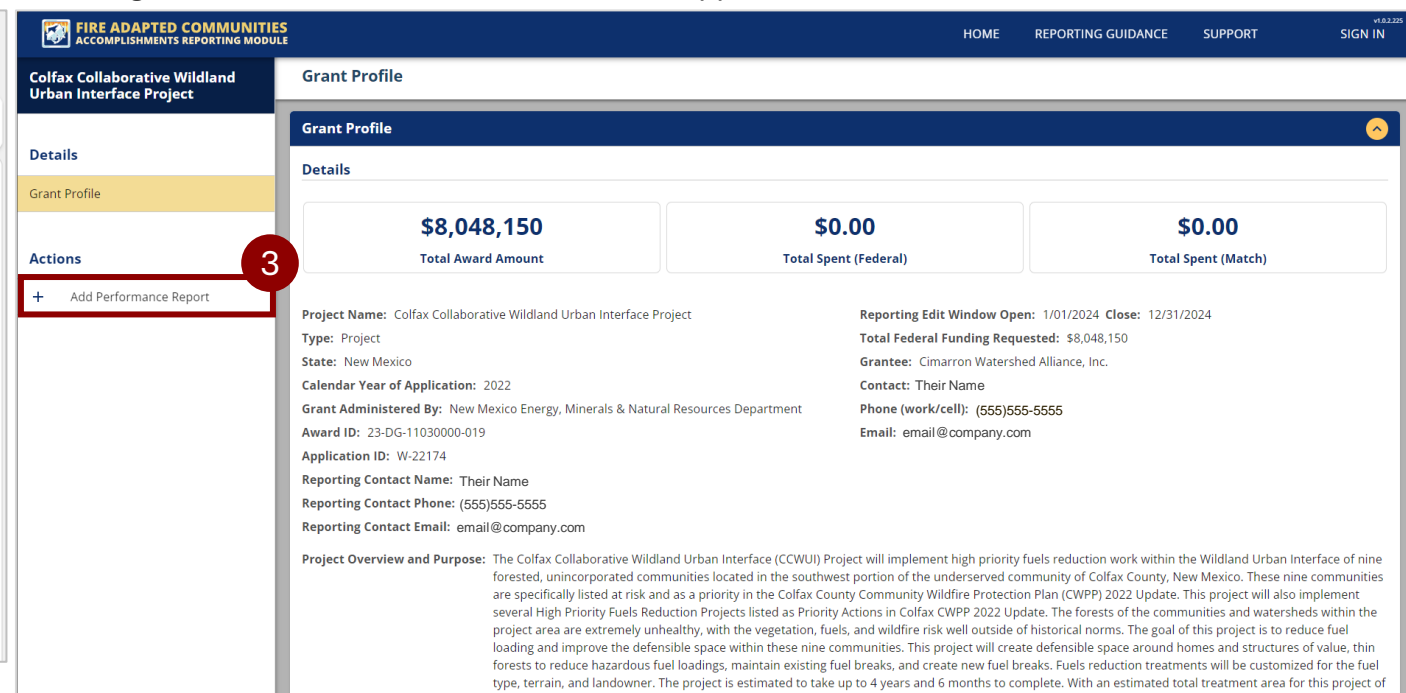
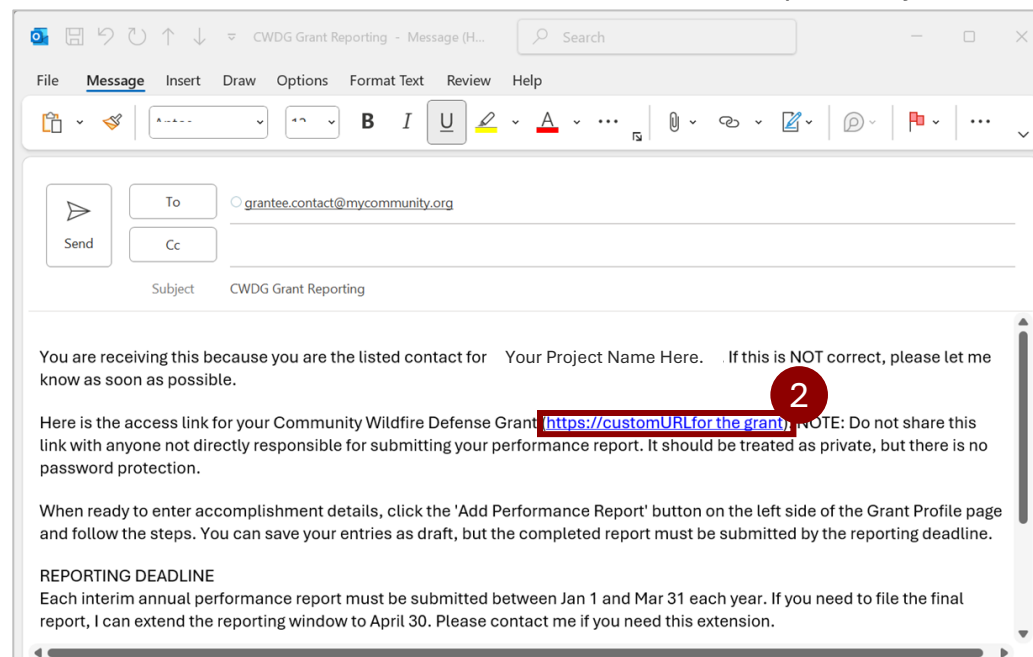
Your Grant Administrator will send you a personalized link to access your specific Grant Profile page in January. Please do not share this link. The Grant Profile page contains all the details of your grant. You can learn more about the Grant Profile Page [here](#). First, let's look at how we can add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

2. 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, 2024 will appear in the “**Performance Year**” field
 - a) The **i** icon next to the Performance Year performance 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 if this is an annual report and the work for this grant will continue on 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**”

FIRE ADAPTED COMMUNITIES
ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING GUIDANCE SUPPORT SIGN IN

Reporting Year: 2024 Interim
Colfax Collaborative Wildland Urban Interface Project

1 Overview 2 Quantitative Accomplishments 3 Map 4 Narrative 5 Summary

CWDG Project Performance Report

*Reporting Year 2024 **4 4a**

*Report Type Interim **5 5a**

Please use the following pages to quantify, map and describe the work accomplished during the reporting year.

Quantitative Accomplishments
For Quantitative Accomplishments, please report the quantities accomplished and costs incurred ONLY within the reporting period.

Mapped Accomplishments
CWDG requires two accomplishment elements to be mapped: 1) If the grant funds the development or update of a CWPP, the actual community boundary covered by the plan must be provided no later than the final accomplishment report. 2) If the grant funds hazardous fuels reduction/mitigation, then all treatments areas that were completed within the reporting period must be provided with the corresponding year's report. All areas must be mapped using GIS, and acceptable upload formats are Shapefile and KML.

Accomplishments Narrative
Please provide additional details in the Narrative section describing the work performed during the reporting period.

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

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v1.0.1.221

Colfax Collaborative Wildland Urban Interface Project

Grant Profile

Details

Grant Profile

Actions

+ Add Performance Report

\$8,048,150

Total Award Amount

\$0.00

Total Spent (Federal)

\$0.00

Total Spent (Match)

Project Name: Colfax Collaborative Wildland Urban Interface Project

Type: Project

State: New Mexico

Calendar Year of Application: 2022

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

Award ID: 23-DG-11030000-019

Application ID: W-22174

Reporting Contact Name: Their Name

Reporting Contact Phone: (555)555-5555

Reporting Contact Email: email@company.com

Project Overview and Purpose: The Colfax Collaborative Wildland Urban Interface (CCWUI) Project will implement high priority fuels reduction work within the Wildland Urban Interface of nine forested, unincorporated communities located in the southwest portion of the underserved community of Colfax County,

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

Total Federal Funding Requested: \$8,048,150

Grantee: Cimarron Watershed Alliance, Inc.

Contact: Their Name

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

Email: email@company.com

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

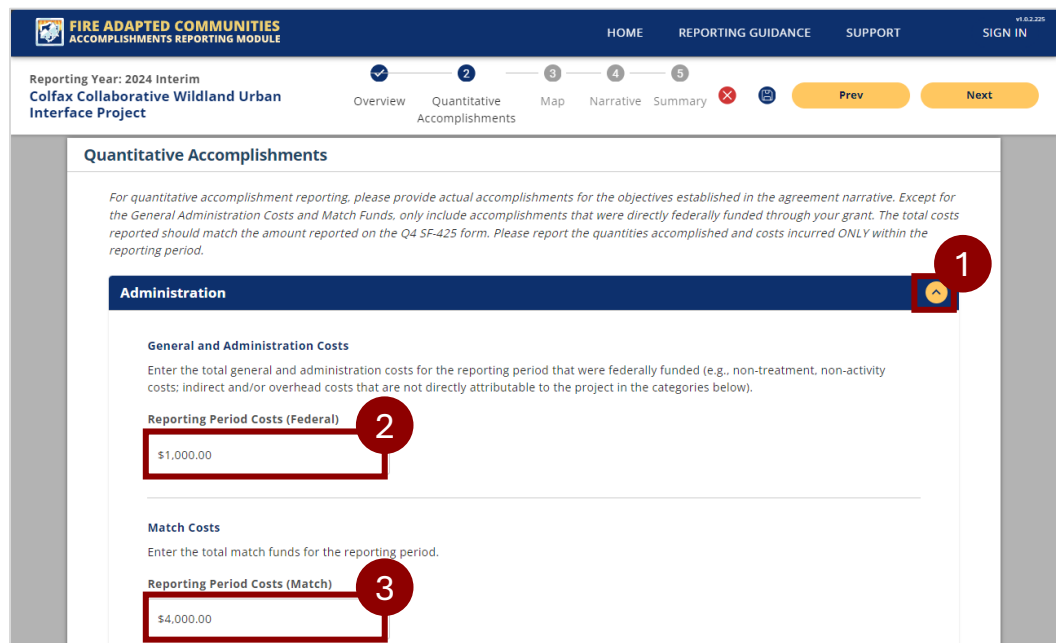
Grantee name

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



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ACCOMPLISHMENTS REPORTING MODULE

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Quantitative Accomplishments

For quantitative accomplishment reporting, please provide actual accomplishments for the objectives established in the agreement narrative. Except for the General Administration Costs and Match Funds, only include accomplishments that were directly federally funded through your grant. The total costs reported should match the amount reported on the Q4 SF-425 form. Please report the quantities accomplished and costs incurred ONLY within the reporting period.

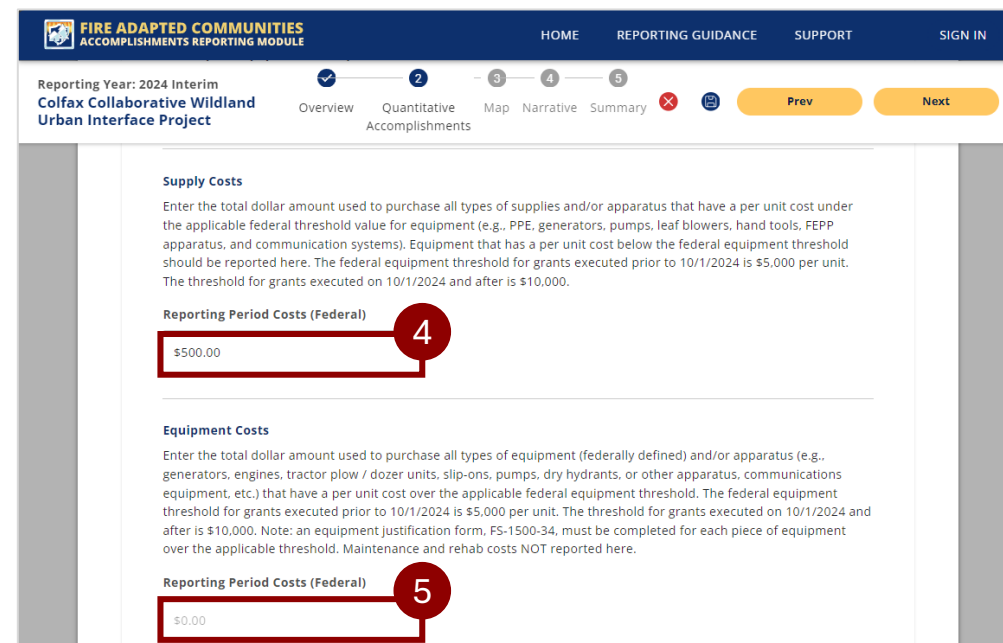
Administration

General and Administrative 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)
\$4,000.00



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Supply Costs
Enter the total dollar amount used to purchase all types of supplies and/or apparatus that have a per unit cost under the applicable federal threshold value for equipment (e.g., PPE, generators, pumps, leaf blowers, hand tools, FEPP apparatus, and communication systems). Equipment that has a per unit cost below the federal equipment threshold should be reported here. The federal equipment threshold for grants executed prior to 10/1/2024 is \$5,000 per unit. The threshold for grants executed on 10/1/2024 and after is \$10,000.

Reporting Period Costs (Federal)
\$500.00

Equipment Costs
Enter the total dollar amount used to purchase all types of equipment (federally defined) and/or apparatus (e.g., generators, engines, tractor plow / dozer units, slip-ons, pumps, dry hydrants, or other apparatus, communications equipment, etc.) that have a per unit cost over the applicable federal equipment threshold. The federal equipment threshold for grants executed prior to 10/1/2024 is \$5,000 per unit. The threshold for grants executed on 10/1/2024 and after is \$10,000. Note: an equipment justification form, FS-1500-34, must be completed for each piece of equipment over the applicable threshold. Maintenance and rehab costs NOT reported here.

Reporting Period Costs (Federal)
\$0.00



Quantitative Accomplishments – Resilient Landscapes - Prescribed Fire

There are two sections in the Quantitative Accomplishments portion. You may only have Resilient Landscapes details to report or only Fire Adapted Communities details, or you may have a combination of both. Each section of the report will give Business Guidance on each item to be entered. Be sure to include acres of Fire/Fuel Breaks in the appropriate sections, depending on the method of treatment.

1. Below **“Hazardous Fuels Reduction and/or Mitigation Projects”**, select the **“Number Completed”** field and enter the number of these activities completed during the reporting period
2. Below **“Hazardous Fuels Treatments – Prescribed Fire method ONLY”**, select the **“Reporting Period Costs – Federal”** field and enter the total cost for all acres treated using only fire (not a combination of fire and non-fire), including planning and compliance costs for these acres
3. Select the **“Acres of Initial Entry Fuels Reduction”** field and enter all acres treated to accomplish initial entry hazardous fuels reduction during this reporting period using only Prescribed Fire methods (not a combination of fire and non-fire)
4. Select the **“Acres of Maintenance”** field and enter total acres treated during the reporting period using prescribed fire methods only (not a combination of fire and non-fire)

FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE

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Resilient Landscapes

Hazardous Fuels Reduction and/or Mitigation Projects

Enter the total number of Hazardous Fuels Reduction and/or Mitigation Activities completed during the reporting period. An Activity is defined as being a training, a geographically separate and distinct treatment area, or other resilient landscape activity. NOTE: all associated costs will be reported in subsequent sections.

Number Completed

2

Hazardous Fuels Treatments - Prescribed Fire method ONLY

1. Indicate the reporting period costs that were federally funded, for all acres treated using ONLY Prescribed Fire methods (e.g., broadcast, pile and/or cultural burning), including planning and compliance costs for these acres (e.g., permitting, surveying).

2. Enter all the total acres treated to accomplish initial entry hazardous fuels reduction during the reporting period using ONLY Prescribed Fire methods.

3. Enter the total acres treated to accomplish maintenance (subsequent entries of areas previously treated WITH THIS GRANT) during the reporting period using ONLY Prescribed Fire methods.

Reporting Period Costs (Federal)

\$3,150.00

Acres of Initial Entry Fuels Reduction

26


Acres of Maintenance

5.5



Quantitative Accomplishments – Resilient Landscapes - Non-Fire

1. Under the “**Hazardous Fuels Treatment – Non-Fire method ONLY**” section, select the “**Reporting Period Costs (Federal)**” field and enter the reporting period costs, excluding Community Chipping which will be entered in another section
2. Select the “**Acres of Initial Entry Fuels Reduction**” field and enter the total acres treated to accomplish initial entry hazardous fuels treatment reduction during the reporting period for non-fire methods only
3. Select the “**Acres of Maintenance**” field and enter the total acres treated to accomplish maintenance of areas previously treated with this grant using non-fire methods only

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Hazardous Fuels Treatments - Non-Fire method ONLY

1. Indicate the reporting period costs that were federally funded, for all acres treated using ONLY Non-Fire methods (e.g., mechanical or manual treatments), including planning and compliance costs for these acres (e.g., permitting, surveying). NOTE: details for Community Chipping activities will be entered in a separate section.

2. Enter all the total acres treated to accomplish initial entry hazardous fuels reduction during the reporting period using ONLY Non-Fire methods.

3. Enter the total acres treated to accomplish maintenance (subsequent entries of areas previously treated WITH THIS GRANT) during the reporting period using ONLY Non-Fire methods.

Reporting Period Costs (Federal)	Acres of Initial Entry Fuels Reduction	Acres of Maintenance
<div>1</div> <div>\$13,500.00</div>	<div>2</div> <div>5</div>	<div>3</div> <div>4</div>




Quantitative Accomplishments – Resilient Landscapes - Mixed Methods

1. Below “**Hazardous Fuels Treatments – Mixed Methods**”, select the “**Reporting Period Costs (Federal)**” field and enter the reporting period costs for all acres treated using Mixed methods during this reporting period

Note: Report Mixed if the treatment used a combination of fire and non-fire methods to achieve the fuels reduction/mitigation objective.

2. Select the “**Acres of Initial Entry Fuels Reduction**” field and enter the total acres treated to accomplish initial entry hazardous fuels reduction using mixed methods during this reporting period
3. Select the “**Acres of Maintenance**” field and enter the total acres treated to accomplish maintenance during the reporting period using mixed methods

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Hazardous Fuels Treatments - Mixed methods

1. Indicate the reporting period costs that were federally funded, for all acres treated using Mixed (combination of) methods (e.g., site prep and/or manual treatment followed by burning), including planning and compliance costs for these acres (e.g., permitting, surveying).

2. Enter all the total acres treated to accomplish initial entry hazardous fuels reduction during the reporting period using Mixed (combination of) methods.

3. Enter the total acres treated to accomplish maintenance (subsequent entries of areas previously treated WITH THIS GRANT) during the reporting period using Mixed (combination of) methods.

Reporting Period Costs (Federal)	Acres of Initial Entry Fuels Reduction	Acres of Maintenance
\$15,050.00	15	6.5



Quantitative Accomplishments – Resilient Landscapes - Fire/Fuel Breaks and Training

1. Below the **“Fire/Fuel Break”** section, select the field for **“Linear Feet along Evacuation Routes”** and enter the total linear feet for the reported treatments during the reporting period

Note: The acres of Fire/Fuel Break treatments MUST be reported in the sections above as well. These reporting items indicate the linear distance and adjacency to evacuation routes of those treatments.

2. Select **“Linear Feet NOT along Evacuation Routes”** and enter the total linear feet for the reported treatments not along evacuation routes during the reporting period
3. Below **“Prescribed Fire Training”**, select the **“Number of Training Participants”** field and enter in the number for that reporting period
4. Select the **“Reporting Period Costs (Federal)”** and enter the reporting period costs that were federally funded

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Fire/Fuel Breaks

1. For the treatments reported above, enter the total linear feet of fire or fuel break created along evacuation routes during the reporting period.

2. For the treatments reported above, enter the total linear feet of fire or fuel break created in locations NOT along evacuation routes during the reporting period.

Linear Feet along Evacuation Routes 1 1240

Linear Feet NOT along Evacuation Routes 2 0

Prescribed Fire Training

1. Enter the total number of participants attending prescribed fire training during the reporting period (e.g., smoke management, cultural burning practices, firefighter training).

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


Number Of Training Participants 3 5

Reporting Period Costs (Federal) 4 \$500.00



Quantitative Accomplishments – Resilient Landscapes - Other Activities

1. Below the “**Other Resilient Landscape Activities**” field, select the “**Reporting Period Costs (Federal)**” field and enter the total reporting period costs that were federally funded for any other activities for Resilient Landscapes not captured above; be sure to provide an explanation in the Narrative section of this report describing the accomplishment

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Other Resilient Landscape Activities

Enter the total reporting period costs that were federally funded for any other activities for Resilient Landscapes not captured above; provide an explanation in the narrative describing the accomplishment.

Reporting Period Costs (Federal)

1

\$0.00

Fire Adapted Communities



Quantitative Accomplishments – Fire Adapted Communities

Fire Adapted Communities is the next section in the Quantitative Accomplishments portion of the Performance Plan.

1. Below the “**Wildfire Hazard Mitigation and/or Structure Ignition Zone Assessment Training**” section, select the “**Number of People Trained**” field and enter the total number of people trained during the reporting period
2. Select the “**Reporting Period Costs (Federal)**” field and enter associated reporting period costs that were federally funded
3. Below the “**Tabletop or Functional Exercises, Plan Effectiveness Testing and/or Evaluation**” section select the “Number of People Trained” field and enter in the total number of participants during that reporting period
4. Select the “**Reporting Periods Costs (Federal)**” field and enter the total federally funded costs

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Fire Adapted Communities

Wildfire Hazard Mitigation and/or Structure Ignition Zone Assessment Training

1. Enter the total number of people trained in Wildfire Hazard Mitigation and/or Structure Ignition Zone assessments during the reporting period.

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

Number Of People Trained	Reporting Period Costs (Federal)
2	\$300.00

Tabletop or Functional Exercises, Plan Effectiveness Testing and/or Evaluation

1. Enter the total number of participants in tabletop or functional exercises, testing or evaluating plan effectiveness during the reporting period.

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

Number Of Participants	Reporting Period Costs (Federal)
10	\$1,000.00



Quantitative Accomplishments – Fire Adapted Communities (Continued)

5. Below the “**Wildfire Hazard Mitigation Development Planning and/or Land Use Planning**” section, select the “**Activity Performed?**” drop down and select “**Yes**” or “**No**”
 - a) If you answered “**Yes**”, select the “**Reporting Period Costs – Federal**” field and enter in the total federally funded cost from this reporting period; if you answered “**No**”, leave this blank
6. Below the “**Adoption of Wildfire Hazard Mitigation Building Codes and/or Zoning Ordinances**” section, select the “**One or More Communities Adopt?**” field and select “**Yes**” or “**No**”
 - a) If you answered “**Yes**”, select the “**Reporting Period Costs – Federal**” field and enter in the total federally funded cost from this reporting period; if you answered “**No**”, leave this blank

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Wildfire Hazard Mitigation Development Planning and/or Land Use Planning

1. Indicate whether Wildfire Hazard Mitigation Development Planning and/or Land Use Planning was performed during the reporting period (do not include planning and compliance for treatments, to be reported in the Resilient Landscapes section).

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

Activity Performed? **5**

Reporting Period Costs (Federal) **5a**

No \$0.00

Adoption of Wildfire Hazard Mitigation Building Codes and/or Zoning Ordinances

1. Enter the total number of Communities that adopted new or revised Wildfire Hazard Mitigation Building Codes and/or Zoning Ordinances during the reporting period. In Narrative, identify Community/Communities impacted.

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

One Or More Communities Adopt? **6**

Reporting Period Costs (Federal) **6a**

No \$0.00



Quantitative Accomplishments – Fire Adapted Communities (Continued)

7. Below the “**Wildfire Hazard Mitigation Public Health and Safety Activities**” section, select the “**Activity Performed?**” drop down and select “**Yes or No**”
 - a) If you answered “**Yes**”, select the “**Reporting Period Costs – Federal**” field and enter in the total federally funded cost from this reporting period; if you answered “**No**”, leave this blank
8. Below “**Local/Regional Mitigation Partnerships & Collaboration**”, select the “**Number of Partners/Collaborators**” field and enter the number of partners and/or collaborators that were active during the reporting period
9. Below the “**Wildfire Prevention / Adaptation / Education Presentation**” section and select the “**Number of Participants**” field and enter the number of people that these types of presentations during the reporting period that aren’t indicated elsewhere on the report
10. Select the “**Reporting Period Costs (Federal)**” field and enter the federally funded costs for the reporting period

Wildfire Hazard Mitigation Public Health and Safety Activities
1. Indicate whether Wildfire Hazard Mitigation Public Health and Safety activities were performed during the reporting period (e.g., Smoke Ready, evacuation planning activity).
2. Indicate associated reporting period costs that were federally funded.

Activity Performed?
Yes

Reporting Period Costs (Federal)
\$2,450.00

Local/Regional Mitigation Partnerships & Collaborations
Indicate number of local/regional mitigation partners and/or collaborators that were active during the reporting period.

Number of Partners/Collaborators
2

Wildfire Prevention / Adaptation / Education Presentations
1. Enter the total number of people that attended wildfire prevention and/or education, fire adapted communities and/or wildfire preparedness presentations during the reporting period (not already accounted for elsewhere in this report).
2. Indicate associated reporting period costs that were federally funded.

Number Of Participants
53

Reporting Period Costs (Federal)
\$500.00



Quantitative Accomplishments – Fire Adapted Communities (Continued)

11. Below the “**Structure Zone Ignition Risk Assessments & Inspections**” section, select the “**Number of Properties Inspected**” field and enter the number of structure zone ignition risk assessments and/or inspections performed during the reporting period
12. Select the “**Reporting Period Costs (Federal)**” field and enter the federally funded costs during the reporting period
13. Below the “**New or Renewed Firewise Recognized Communities**” section, select the “**Number of Communities**” field and enter the total new or renewed Firewise recognized communities facilitated and directly funded by the grant during the reporting period
14. Select the “**Reporting Period Costs (Federal)**” field and enter the federally funded costs during the reporting period

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Structure Ignition Zone Risk Assessments & Inspections

1. Enter the total number of structure ignition zone risk assessments and/or inspections performed during the reporting period.

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

Number Of Properties Inspected

11

0

Reporting Period Costs (Federal)

12

\$0.00

New or Renewed Firewise Recognized Communities

1. Enter the total number of New or Renewed Firewise Recognized Communities facilitated and directly funded by the grant during the reporting period.

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

Number Of Communities

13

0

Reporting Period Costs (Federal)

14

\$0.00



Quantitative Accomplishments – Fire Adapted Communities (Continued)

15. Below the “**Values Protected by Defensible Space and/or NIST Fire Hazard Mitigation Methodology (HMM) Activities**”, and select the “**Number of Communities Resources & Assets**” field and enter the total number of valued assets and resources from this reporting period
16. Select the “**Reporting Costs (Federal)**” field and enter the federally funded costs during the reporting period
17. Below the “**Community Chipping Programs**”, select the “**Program Implemented?**” drop down and select “**Yes**” or “**No**”
 - a. If you answered “**Yes**”, select the “**Reporting Period Costs – Federal**” field and enter in the total federally funded cost from this reporting period; if you answered “**No**”, leave this blank
18. Below the “**Other Activities for Community Wildfire Adaptation**” and select the “**Reporting Period Costs – Federal**” field and enter any federally funded Community Wildfire Adaptation not captured above; provide a description in the Narrative section of this report describing the accomplishment
19. Select “**Next**”

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Values Protected by Defensible Space and/or NIST Fire Hazard Mitigation Methodology (HMM) Activities

1. Indicate the total number of community valued assets and resources (e.g., homes, schools, police stations, medical services, libraries, grocery stores and businesses) protected by Defensible Space and/or NIST Fire Hazard Mitigation Methodology (HMM) activities during the reporting period.

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

Number Of Communities Resources & Assets 15

0

Reporting Period Costs (Federal) 16

\$0.00

Community Chipping Programs

1. Indicate whether a Community Chipping Program was implemented during the reporting period.

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

Program Implemented? 17

Yes

Reporting Period Costs (Federal) 17a

\$1,200.00

Other Activities for Community Wildfire Adaptation

Enter the total reporting period costs that were federally funded for any activities for Community Wildfire Adaptation not captured above; provide an explanation in the narrative describing the accomplishment.

Reporting Period Costs (Federal) 18

\$0.00

20

Map – Treatments

Within the “**Map**” section of the report, you will be asked to upload a single ESRI Shapefile or KML file with the mapped boundaries for **all treatments completed within this reporting period**. Each treatment shape in the file must be attributed and named with a valid treatment method and type, which includes the following, and must be labeled with the abbreviations, shown in parentheses: Prescribed Burn for Initial Entry (PB-INIT), Prescribed Burn for Maintenance (PB-MAINT), Non-Fire Treatment for Initial Entry (NF-INIT), Non-Fire Treatment for Maintenance (NF-MAINT), Mixed Methods for Initial Entry (MX-INIT), and Mixed Methods for Maintenance (MX-MAINT). See the CWDG Mapping Requirements from the [Reporting Guidance page](#) for detailed requirements as well as a link to a KML guide, so you can learn how to create your own KML file for these treatment types. Once you upload a file, any new uploads of a file will replace the original file uploaded.

Once uploaded, the system will calculate the acres of your mapped treatments. **These should be within 10% of the acreage reported** on the Quantitative Accomplishments form. Especially, when treatment areas are smaller. This discrepancy might be larger, so the report can be submitted even when there is a >10% difference. Please note that **larger discrepancies may prevent the Grant Administrator from approving the performance report**.

1. Select “Upload Shapes”

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 ACCOMPLISHMENTS REPORTING MODULE

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Map Treatments

Upload a single ESRI Shapefile or KML file with the mapped boundaries for ALL treatments completed within this reporting period. Each treatment shape in the file must be attributed with a valid treatment type. Please refer to the [Reporting Guidance Page](#) for full instructions

NOTE: check that mapped acres are close to those reported on the Quantitative Accomplishments page. If you make a mistake, you can re-upload a file and the previous uploaded shapes for this performance report will be replaced.

Treatment Uploads

Legend	# Shapes	GIS Acres
■ Prescribed Burn for Initial Entry	--	--
■ Prescribed Burn for Maintenance	--	--
■ Non-Fire Treatment for Initial Entry	--	--
■ Non-Fire Treatment for Maintenance	--	--
■ Mixed Methods for Initial Entry	--	--
■ Mixed Methods for Maintenance	--	--

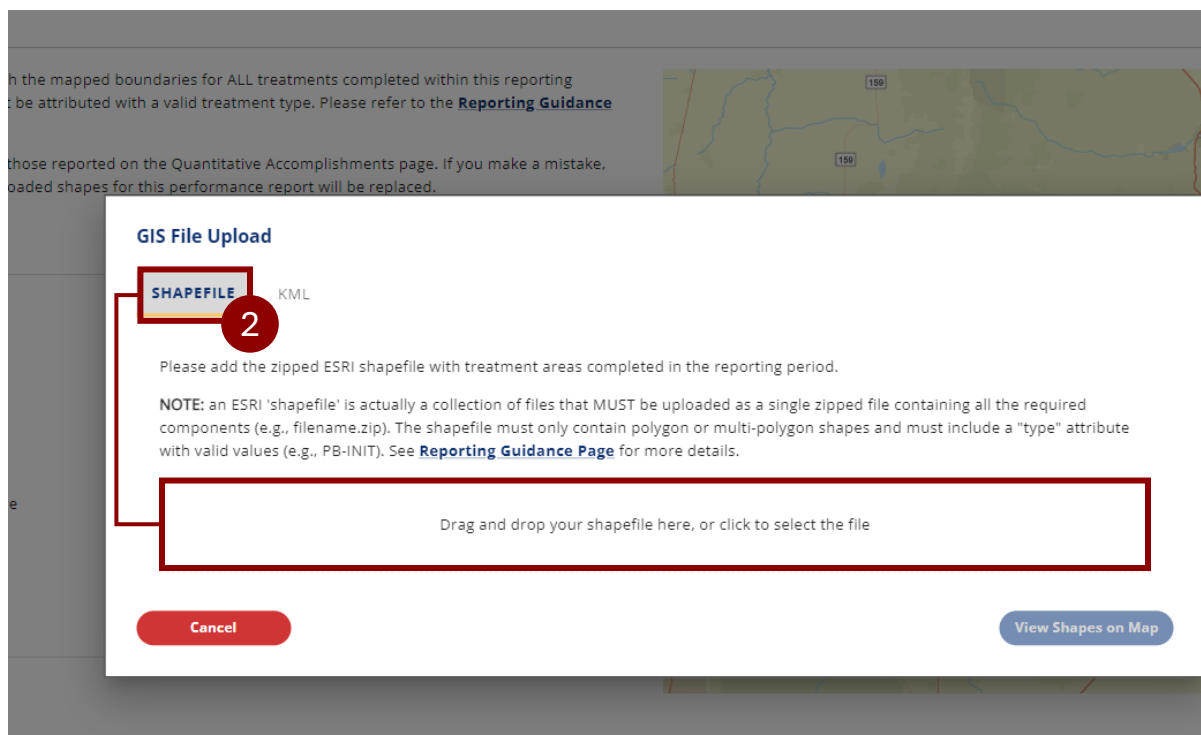
1

 Upload Shapes

Map – Treatments (Continued)

2. “**SHAPEFILE**” is the first option by default; the instructions indicate to add the **zipped** shapefile with treatment areas completed in the reporting period by dragging and dropping your file or selecting the “**Drag or drop your shapefile here, or click to select the file**” text
3. If you have a KML file, select “**KML**”, then drag and drop your KML file or select the “**Drag or drop your shapefile here, or click to select the file**” text

Note: A “**SHAPEFILE**” is a collection of files and therefore requires all component files to be combined into a single zipped file. Whereas “**KML**” files are a single file.



the mapped boundaries for ALL treatments completed within this reporting
be attributed with a valid treatment type. Please refer to the [Reporting Guidance](#)

those reported on the Quantitative Accomplishments page. If you make a mistake,
loaded shapes for this performance report will be replaced.

GIS File Upload

SHAPEFILE KML

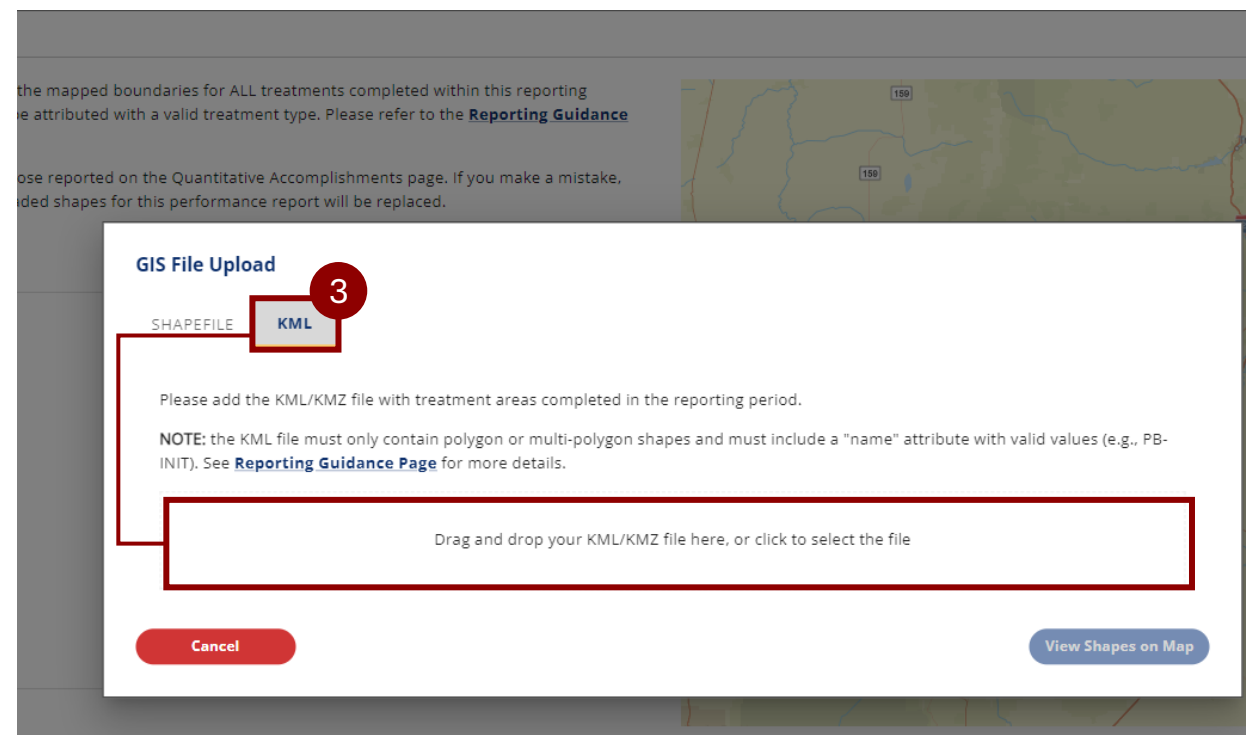
2

Please add the zipped ESRI shapefile with treatment areas completed in the reporting period.

NOTE: an ESRI 'shapefile' is actually a collection of files that MUST be uploaded as a single zipped file containing all the required components (e.g., filename.zip). The shapefile must only contain polygon or multi-polygon shapes and must include a "type" attribute with valid values (e.g., PB-INIT). See [Reporting Guidance Page](#) for more details.

Drag and drop your shapefile here, or click to select the file

Cancel View Shapes on Map



the mapped boundaries for ALL treatments completed within this reporting
be attributed with a valid treatment type. Please refer to the [Reporting Guidance](#)

those reported on the Quantitative Accomplishments page. If you make a mistake,
loaded shapes for this performance report will be replaced.

GIS File Upload

SHAPEFILE **KML**

3

Please add the KML/KMZ file with treatment areas completed in the reporting period.

NOTE: the KML file must only contain polygon or multi-polygon shapes and must include a "name" attribute with valid values (e.g., PB-INIT). See [Reporting Guidance Page](#) for more details.

Drag and drop your KML/KMZ file here, or click to select the file

Cancel View Shapes on Map

Map – Treatments (Continued)

- Once you upload your file, select **“View Shapes on Map”**; the Legend shows the number of areas and the calculated acres for each treatment type
- Select **“Next”**

GIS File Upload

SHAPEFILE **KML**

Please add the KML/KMZ file with treatment areas completed in the reporting period.

NOTE: the KML file must only contain polygon or multi-polygon shapes and must include a "name" attribute with valid values (e.g., PB-INIT). See [Reporting Guidance Page](#) for more details.

Drag and drop your KML/KMZ file here, or click to select the file

Uploaded file: Colfax Collaborative Wildland Urban Interface Project.kml - Size: 9428KB

Cancel **View Shapes on Map**

FIRE ADAPTED COMMUNITIES
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Map Treatments

Upload a single ESRI Shapefile or KML file with the mapped boundaries for ALL treatments completed within this reporting period. Each treatment shape in the file must be attributed with a valid treatment type. Please refer to the [Reporting Guidance Page](#) for full instructions

NOTE: check that mapped acres are close to those reported on the Quantitative Accomplishments page. If you make a mistake, you can re-upload a file and the previous uploaded shapes for this performance report will be replaced.

Treatment Uploads

Legend	# Shapes	GIS Acres
Prescribed Burn for Initial Entry	1	27
Prescribed Burn for Maintenance	1	5
Non-Fire Treatment for Initial Entry	1	5
Non-Fire Treatment for Maintenance	1	5
Mixed Methods for Initial Entry	1	12



Narrative

Required fields are indicated with an asterisk and must have a minimum of 10 characters. Directions indicate to provide brief information for each program/project.

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

FIRE ADAPTED COMMUNITIES
ACCOMPLISHMENTS REPORTING MODULE

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Overview Quantitative Accomplishments Map Narrative Summary

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 the status of my project.

***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).

This is the timeline.

***Reporting Period Challenges?**
Have any challenges been encountered reporting 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



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”**

FIRE ADAPTED COMMUNITIES
ACCOMPLISHMENTS REPORTING MODULE

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Overview Quantitative Accomplishments Map Narrative Summary

***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 a 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 potential changes.

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

This is the reporting activity for next 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.

These are my notes for my grant administrator.


Prev 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. If there was a discrepancy of more than 10% between Mapped Acres and Reported Acres for the categories included in the report, this will show up in a warning at the top of the page
 - a) To correct any discrepancies, select “**Prev**” (Previous) until you are back to the Quantitative Accomplishments, then update the form as needed
 - b) Once you make any updates, select “**Next**” until you are back to the Summary Page

**FIRE ADAPTED COMMUNITIES**
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v1.0.2.225

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Submit

1a

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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 - Initial Entry (Reported: 15 vs. Mapped: 12)
Acres of Non-Fire Method - Maintenance (Reported: 4 vs. Mapped: 5)**Summary**

Print

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

2024

Report Type

Interim

Cost Summary

Total Reporting Period Costs (Federal)

\$39,150.00

Total Reporting Period Costs (Match)

\$4,000.00

Performance Summary Page (Continued)

2. To print the Performance Report, select **“Print”**; it is recommended that you print the report for your records and/or to review before submitting
 3. 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 which browser you use.
4. Below the **“No Accomplishments Reported”** section, it brings to your attention the parts of the reports that didn’t contain accomplishments

The screenshot displays the 'FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE' interface. The top navigation bar includes links for HOME, REPORTING GUIDANCE, SUPPORT, and SIGN IN. A green notification box states 'Performance report saved'. The main content area shows the 'Summary' page for the 'Colfax Collaborative Wildland Urban Interface Project' for the 'Reporting Year: 2024 Interim'. The page is divided into sections: Overview, Quantitative Accomplishments, Map, Narrative, and Summary. The 'Summary' section is currently active, and a 'Print' button is highlighted with a red box and a red circle containing the number 2. Below the 'Summary' section, there is a 'No Accomplishments Reported' section, which is highlighted with a red box and a red circle containing the number 4. This section lists various activities that were not reported, such as 'Equipment Costs', 'Structure Ignition Zone Risk Assessments & Inspections', and 'Values Protected by Defensible Space and/or NIST Fire Hazard Mitigation Methodology (HMM) Activities'. Below this, there is a 'Mapped Accomplishments' section, which includes a legend and a map showing the location of the project. The map shows a red line indicating the project area, with a red box and a red circle containing the number 3 highlighting the 'Print' button in the print preview dialog. The print preview dialog is open, showing the 'Microsoft Print to PDF' printer selected, and the 'Print' button is highlighted with a red box and a red circle containing the number 3.

Performance report saved

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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

No Accomplishments Reported for:

- Equipment Costs
- Structure Ignition Zone Risk Assessments & Inspections
- New or Renewed Firewise Recognized Communities
- Values Protected by Defensible Space and/or NIST Fire Hazard Mitigation Methodology (HMM) Activities
- Other Activities for Community Wildfire Adaptation
- Other Resilient Landscape Activities

Mapped Accomplishments

Legend	# Shapes	GIS Acres
Prescribed Burn for Initial Entry	1	27
Prescribed Burn for Maintenance	1	5
Non-Fire Treatment for Initial Entry	1	5
Non-Fire Treatment for Maintenance	1	5
	1	12

Print
Total: 6 sheets of paper

Printer: Microsoft Print to PDF

Copies: 1

Layout: Portrait

Pages: All

Color: Color

Print




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

 **FIRE ADAPTED COMMUNITIES**
ACCOMPLISHMENTS REPORTING MODULE

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Summary

Print

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)

\$39,150.00

\$4,000.00

Accomplishments Summary

General and Administration Costs

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

Cancel

4b

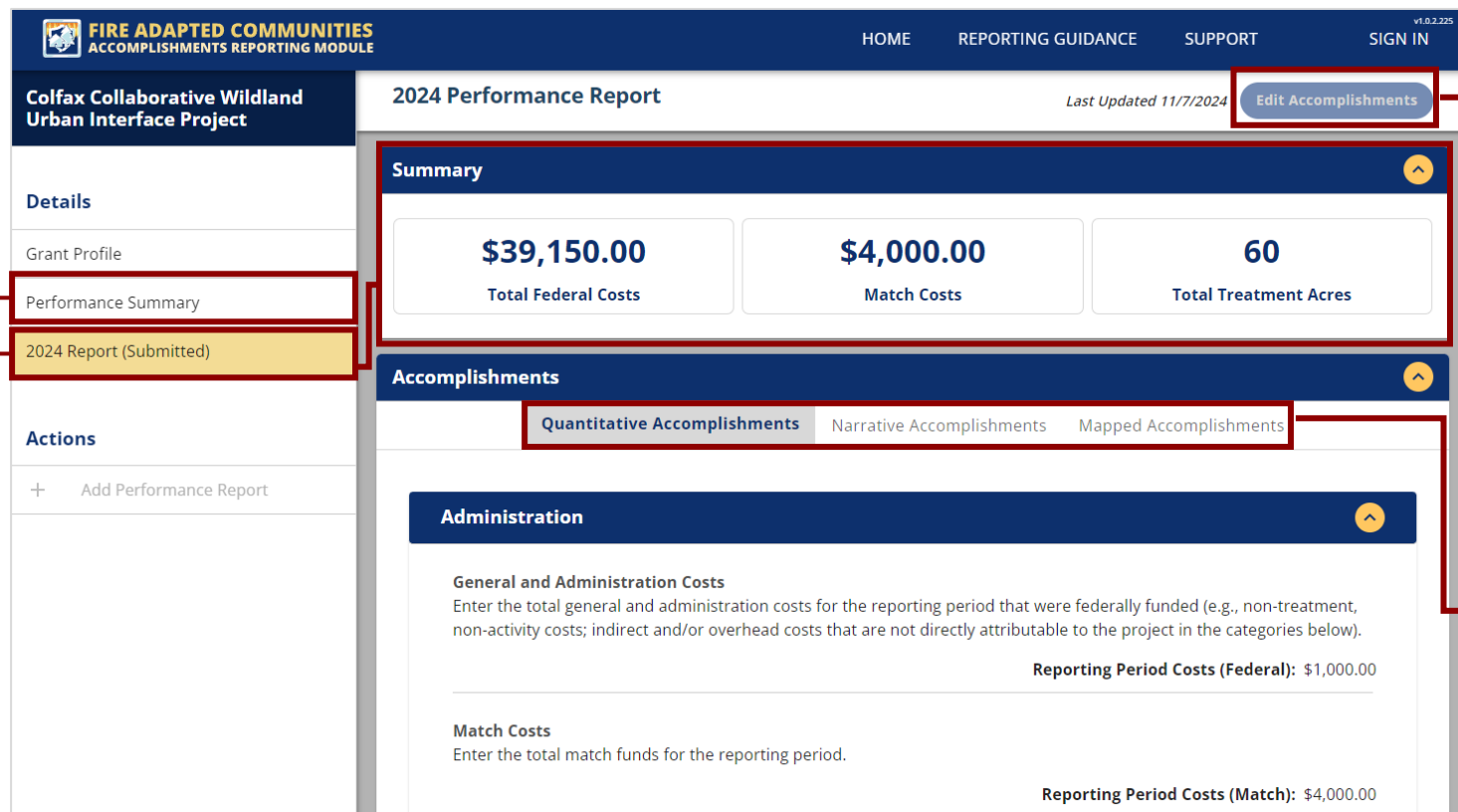
Submit

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.



The screenshot displays the '2024 Performance Report' interface. On the left, a navigation pane shows 'Details' (Grant Profile, Performance Summary, 2024 Report (Submitted)), 'Actions' (+ Add Performance Report), and a sidebar for 'Colfax Collaborative Wildland Urban Interface Project'. The main content area is titled '2024 Performance Report' with a 'Last Updated 11/7/2024' timestamp and an 'Edit Accomplishments' button. Below this is a 'Summary' section with three cards: 'Total Federal Costs' (\$39,150.00), 'Match Costs' (\$4,000.00), and 'Total Treatment Acres' (60). The 'Accomplishments' section has three tabs: 'Quantitative Accomplishments' (selected), 'Narrative Accomplishments', and 'Mapped Accomplishments'. Under 'Quantitative Accomplishments', there is an 'Administration' section with 'General and Administration Costs' (Reporting Period Costs (Federal): \$1,000.00) and 'Match Costs' (Reporting Period Costs (Match): \$4,000.00).

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**”

