

Community Navigator - CWDG User Guide



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Overview

Important Information

1. The Fire Adapted Community Accomplishments Reporting Module (a.k.a. **Community ARM**) is designed to enable **Community-level Grantees to enter their own accomplishments** into annual Performance Reports
2. **Community Navigators may request a “Viewer” Account** to view Grants and Performance Reports in the Community ARM to better support Grantees. **Note:** Community-level Grantees will NOT get accounts
3. **Grant Administrators must first SHARE ACCESS with their Grantees before Grantees can submit Performance Reports. See workflow the [here](#)**
4. If accessing the Community ARM, be sure to use the recommended **Google Chrome or Microsoft Edge** browsers
5. Community Navigators should **review all of the following:**
 - ✓ **Grantee eLearning modules** for CWPP grants and Project grants [here](#)
 - ✓ **Grantee User Guides** [here](#)
 - ✓ **CWDG Reporting Guidance** [here](#)

Performance Reporting Guidance

Annual Performance Reporting requirements for CWDG are available from the “**Reporting Guidance**” page of the Community ARM here: <https://hub.garphub.org/cwdg/#/reportingGuidance>

1. Select the down arrow for the **CWDG Quantitative Accomplishments Business Rules** to review descriptions of the requirements for quantitative reporting of spending and activities during the reporting period
2. Select the down arrow for the **CWDG Mapping Requirements** to review how the boundaries of completed Hazardous Fuels Treatments and CWPP boundaries are expected to be reported for CWDG

The screenshot shows the top navigation bar of the 'FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE'. The 'REPORTING GUIDANCE' menu item is highlighted with a red box. Below the navigation bar, the page title 'Reporting Guidance' is displayed on the left, and a yellow 'Print' button is on the right. The main content area contains two blue menu items: 'CWDG Quantitative Accomplishments Business Rules' and 'CWDG Mapping Requirements'. Red boxes highlight these items, and red circles with numbers '1' and '2' point to the yellow dropdown arrows on the right side of each item.

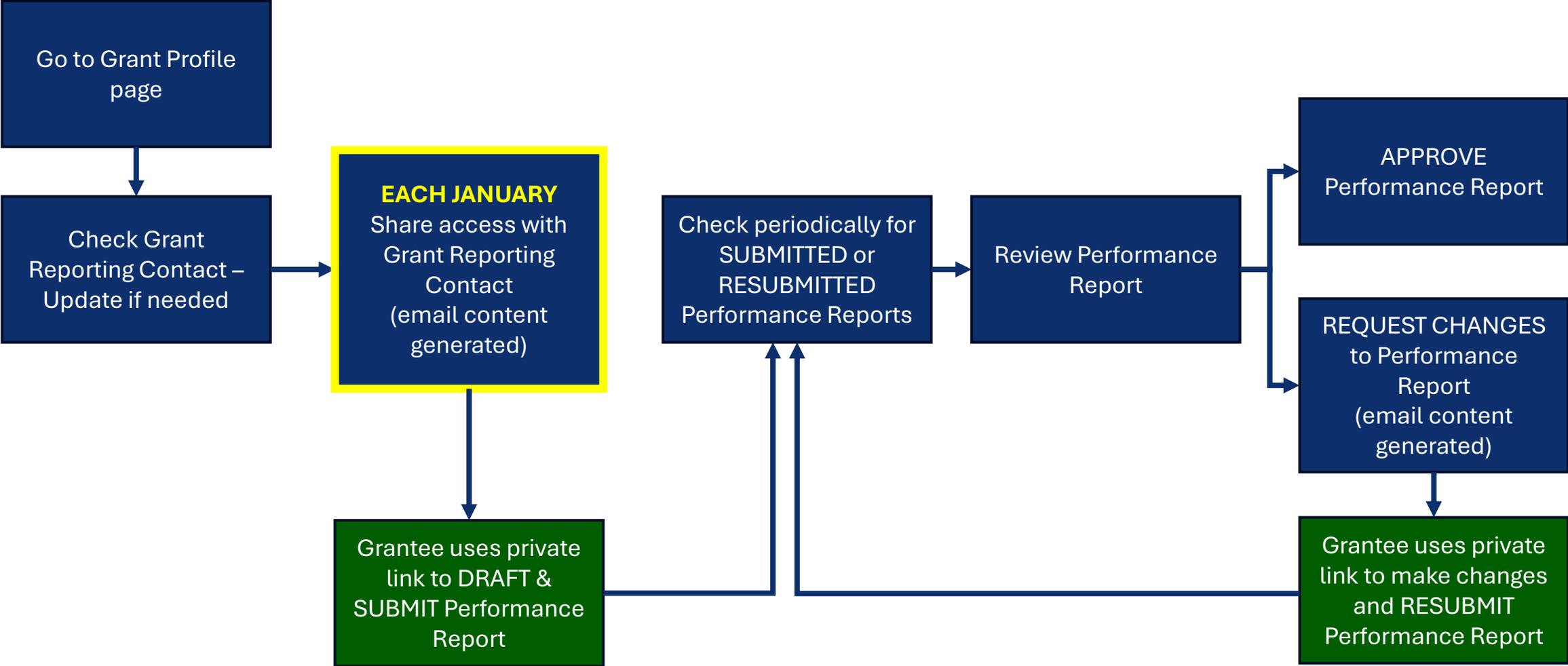
Performance Reporting Guidance (Continued)

- 3. Review each of the sections and select the “**Print**” button
- 4. A window will display using your **browser’s Print feature** providing you with print options, such as printing to a printer or to a PDF

The screenshot displays the 'Reporting Guidance' page for 'CWDG Quantitative Accomplishments Business Rules'. The page content includes sections for 'Project Administration & Support', 'General and Administration Costs', 'Match Funds', 'Equipment Costs', 'Supply Costs', and 'Resilient Landscapes'. A red circle with the number '3' highlights the 'Print' button in the top right corner of the page. A print dialog box is open on the right side of the screen, showing options for 'Destination' (EPSON ET-4850 Series), 'Pages' (All), 'Copies' (1), and 'Color' (Color). A red circle with the number '4' highlights the printer selection dropdown in the dialog. At the bottom of the dialog, there are 'Print' and 'Cancel' buttons.

General Performance Reporting Workflow

This diagram shows the general workflow for reporting, with blue boxes indicating Grant Administrator tasks, and the green boxes indicating Community-Level Grantee tasks.



Getting Started

Sign Up

Community Navigators are **recommended to sign up for an account**, which will enable access to the Fire Adapted Communities Accomplishments Reporting Module, used for CWDG Performance Reporting.

1. Go to <https://garphub.org/grant-reporting/accomplishment-reporting-modules/> and select the “**Sign Up**” button



Sign Up (Continued)

Community Navigators are encouraged to sign up for a Community Accomplishments Reporting Module VIEWER account to get access to viewing all grants and performance reports, in support of Grantees. **Important:** You must be on the GARP authorized list to be approved for access.

- From the 'Lets Get Started!' form, select **"NO, SIGN ME UP"**, located below **"Do you already have a GARP account?"**
- From the Request Access form, select the COMMUNITY NAVIGATOR ORGANIZATION from the **"Organization"** drop-down list. You can type in 'comm' to filter the list quickly
- Select **"Grant Viewer"** from the Community Accomplishments Reporting Module' to get the authority needed as a Community Navigator
- Select **"Next"**

GRANT ACCOMPLISHMENT REPORTING PORTAL

Lets Get Started!

Do you already have a GARP account?

NO, SIGN ME UP

YES, SIGN IN

GRANT ACCOMPLISHMENT REPORTING PORTAL

Request Access

First, select your organization.

Select Organization: Community Navigator Organization

Select User Group(s) you are requesting access to

Cross Program Accomplishments Reporting Module

Grant Manager

Grant Viewer

Community Accomplishments Reporting Module

Grant Manager

Grant Viewer

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

Back

Next

Sign Up (Continued)

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

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

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

Sign Up (Continued)

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

Important: Passwords must contain an upper-case letter, a lower-case letter, a number, a special character, contain at least 8 characters, must not contain a preceding or trailing space, and must match.

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

GRANT ACCOMPLISHMENT REPORTING PORTAL

Sign in with your email and password

Email

demogarp+1@gmail.com

Password

Forgot your password?

Sign in

GRANT ACCOMPLISHMENT REPORTING PORTAL

Change Password

Please enter your new password below.

New Password

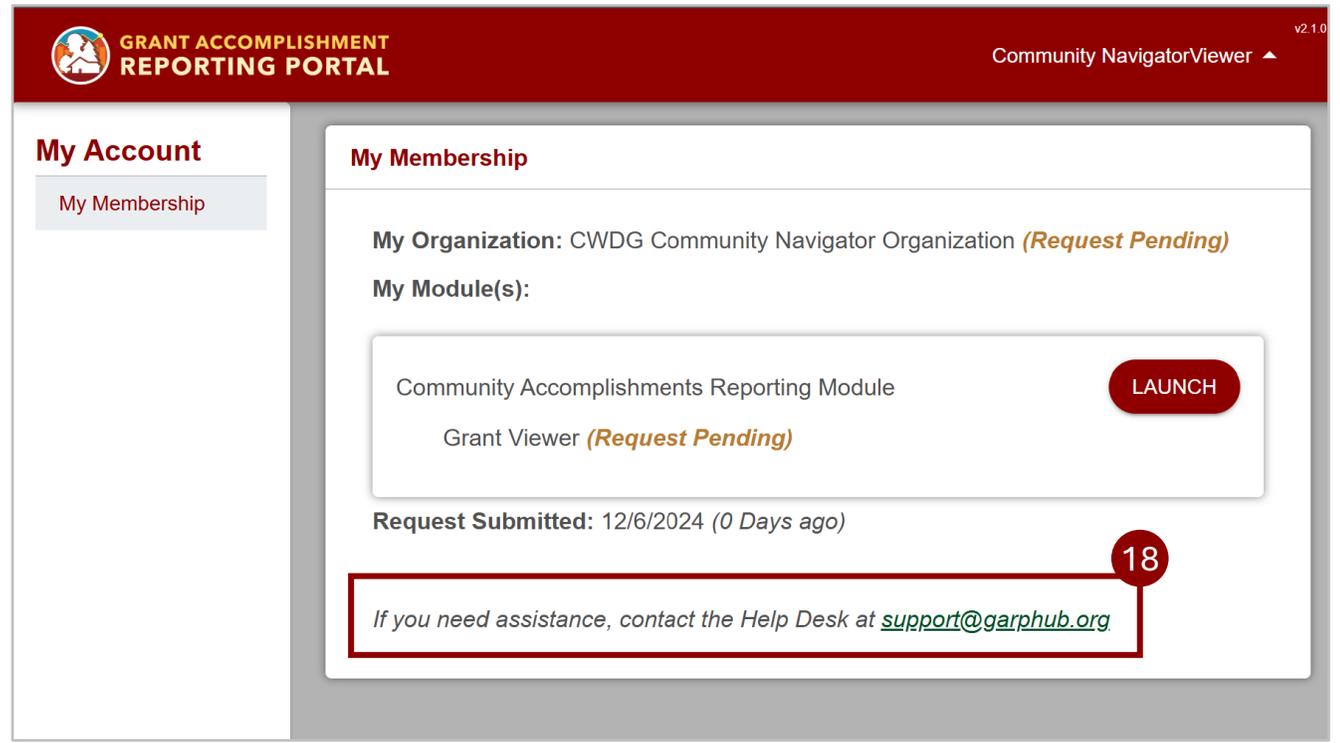
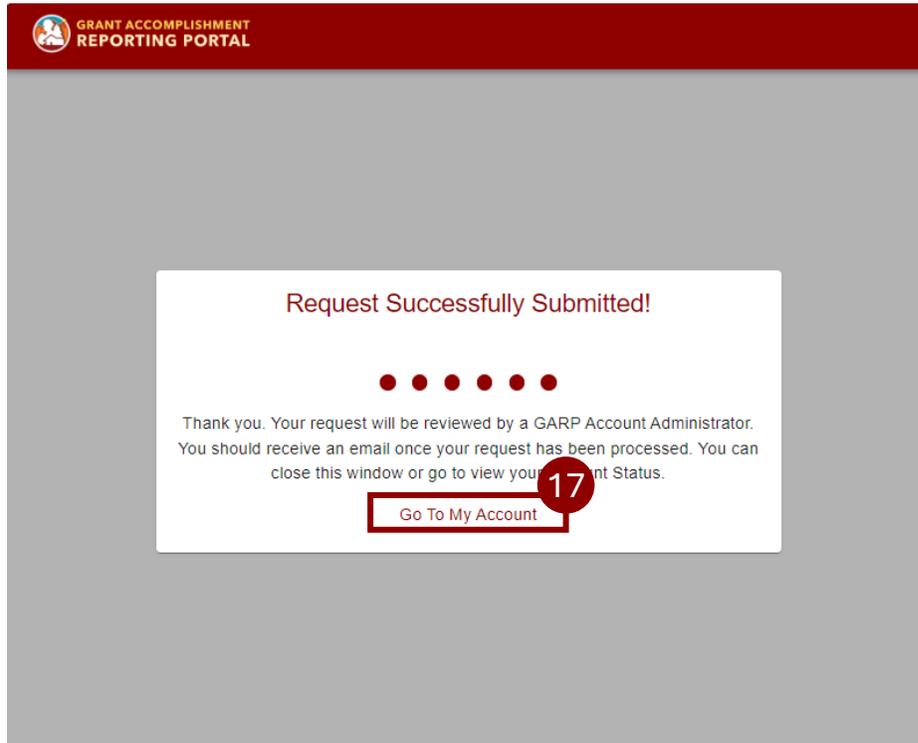
Enter New Password Again

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

Send

Sign Up (Continued)

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





Sign In

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

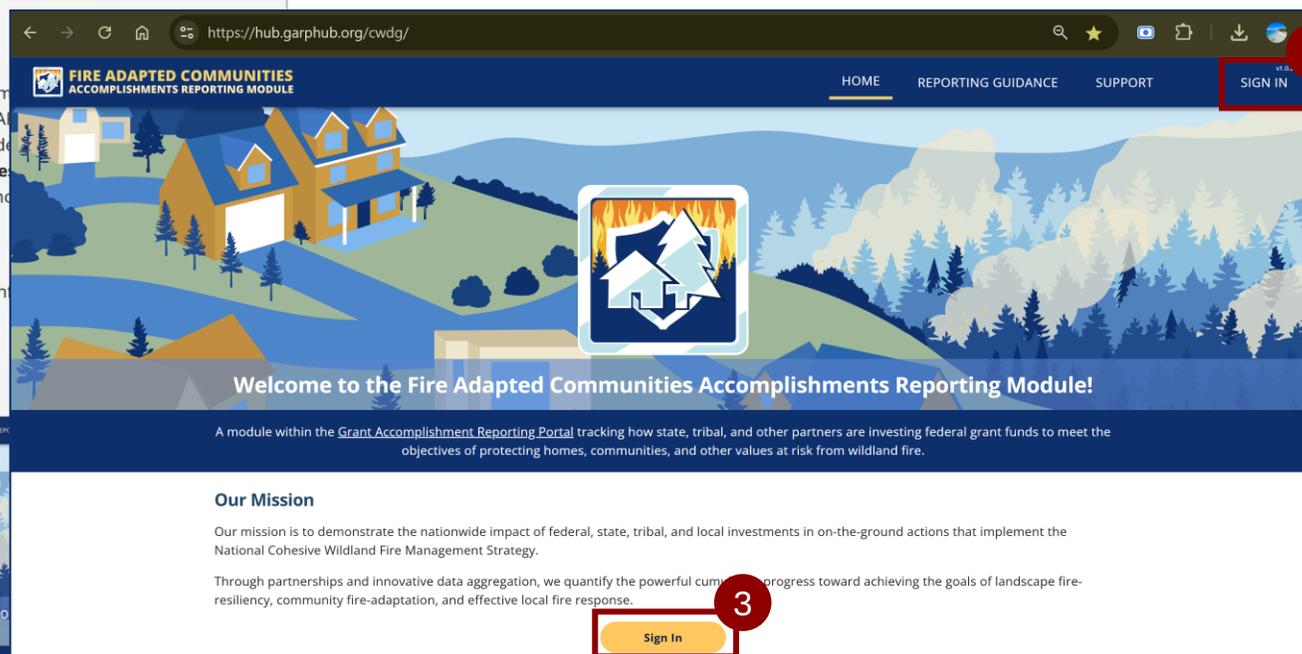


- Accomplishment Reporting Modules
- Cross Program ARM
- Fire Adapted Communities ARM**
- Landscape Resiliency ARM
- Local Fire Response ARM
- ARM Release Schedule

Fire Adapted Communities ARM

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

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



Viewing Grants

View List of Grants

1. Once signed in to the Community ARM, go to the “**Reporting**” page to see a list of all the grants you are authorized to view, and their performance reporting status by “**Reporting Year**”. By default, the page will show the previous year’s “**Reporting Year**”
2. Use the “**Search**” to quickly find a specific grant
3. Select “**View**” to access a Grant

FIRE ADAPTED COMMUNITIES
ACCOMPLISHMENTS REPORTING MODULE

HOME **REPORTING** REPORTING GUIDANCE PPR SUPPORT Community Navigator v1.0.2.225

Reporting Year Explorer Reporting Year 2024

Columns Filters Export Search...

| Reporting Status | App Year | Application ID | Award ID | State | Grantee | Project Name | Type | Tribal | Action |
|------------------|----------|----------------|--------------------|-------|--|---|---------|--------|--------|
| Draft | 2022 | GRANT13723651 | 23-DG-11100106-... | AK | Village of Aniak | Native Village of Aniak Community Wildfi... | CWPP | Yes | View |
| Not Started | 2022 | W-22016 | 23-DG-11030000-... | AZ | International Association of Fire Chiefs | Exercise and Project Implementation of ... | Project | No | View |
| Not Started | 2022 | GRANT13728339 | 23-DG-11052012-... | CA | Chicken Ranch Rancheria | Chicken Ranch Fuel Mitigation | Project | Yes | View |
| Resubmitted | 2022 | GRANT13730958 | 23-DG-11052012-... | CA | Coyote Valley Band of Pomo Indians | Coyote Valley Wildfire Defense | Project | Yes | View |
| Not Started | 2022 | GRANT13731446 | 23-DG-11052012-... | CA | Tolowa Dee-ni' Nation | Tolowa Dee-ni' Nation CWPP | CWPP | Yes | View |
| Not Started | 2022 | GRANT13731517 | 23-DG-11052012-... | CA | Yurok Tribe, Yurok Fire Department | Yurok Tribe CWPP Update | CWPP | Yes | View |
| Submitted | 2022 | W-22033 | 23-DG-11052012-... | CA | Briceland Volunteer Fire Department | Briceland Volunteer Fire Department Fir... | Project | No | View |
| Not Started | 2022 | W-22034 | 23-DG-11052012-... | CA | Kern Fire Safe Council | Kern Fire Safe Council: Be Aware, Be Pre... | Project | No | View |
| Not Started | 2022 | W-22036 | 23-DG-11052012-... | CA | Butte County Fire Department | Butte County Fire Defensible Space Insp... | Project | No | View |
| Not Started | 2022 | W-22037 | 23-DG-11052012-... | CA | Butte County Fire Department | Butte County Fire Equipment Acquisition | Project | No | View |

Columns Filters Export Search... spok X

| Reporting Status | App Year | Application ID | Award ID | State | Grantee | Project Name | Type | Tribal | Actions |
|------------------|----------|----------------|--------------------|-------|--|--|---------|--------|---------|
| Not Started | 2022 | W-22292 | 24-DG-11062752-... | WA | Spokane County Fire District #4 | Spokane County Fire District #4 CWPP Im... | Project | No | View |
| Submitted | 2022 | W-22293 | 24-DG-11062752-... | WA | City of Spokane, Spokane Fire Department | City of Spokane Hazardous Fuels Reducti... | Project | No | View |

Grant Profile

The “Grant Profile” Page is where you see key details about the grant. This example shows a CWPP grant **prior** to Performance Reports being added.

1. From the list of Grants on the “Reporting” page, select “View” for the grant
2. The “Grant Profile” details will display by default; until Performance Reports are added, you will only see “Grant Profile” under “Details”

| Project Name | Type | Tribal | Actions |
|---|---------|--------|---------|
| Kern County Fire Prescribed Fire Project | Project | No | View |
| Kern County Fire Department Prescribed ... | Project | No | View |
| Lake County Wildfire Risk Reduction Proje... | Project | No | View |
| Prescribed Fire Training for Private Resid... | Project | No | View |
| Nevada County CWPP Update | CWPP | No | View |
| Plumas County Hazardous Fuels Assessm... | Project | No | View |
| Prosper Ridge Community Wildfire Resilie... | Project | No | View |
| Sierra County CWPP Update | CWPP | No | View |
| Sierra County Community Wildfire Mitigat... | Project | No | View |
| Siskiyou County Home Assessment, Defe... | Project | No | View |

FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING REPORTING GUIDANCE PPR SUPPORT

Nevada County CWPP Update Grant Profile

Details

Grant Profile

\$250,000
Total Award Amount

\$7,733.00
Total Spent (Federal)

\$1,000.00
Total Spent (Match)

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

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

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

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



Grant Profile (Continued)

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

FIRE ADAPTED COMMUNITIES
ACCOMPLISHMENTS REPORTING MODULE

HOME REPORTING REPORTING GUIDANCE PPR SUPPORT R5 RegionalGrantManager v1.0.2.225

Nevada County CWPP Update Grant Profile

Grant Profile

Details

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

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

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

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

Actions

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

Viewing Performance Reports

Performance Report Statuses

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

Performance Report statuses are:

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

The screenshot shows the 'Reporting Year Explorer' interface. At the top, there is a navigation bar with 'HOME', 'REPORTING' (highlighted with a red box), 'REPORTING GUIDANCE', 'PPR', 'SUPPORT', and 'R5 RegionalGrantManager'. Below the navigation bar, the 'Reporting Year Explorer' title is followed by a 'Reporting Year' dropdown menu set to '2024'. The main content area features a table with columns: Reporting Status, App Year, Application ID, Award ID, State, Grantee, Project Name, Type, Tribal, and Actions. A search bar at the top right of the table contains the text 'submit' (highlighted with a red box). The table lists three entries, all with a 'Reporting Status' of 'Resubmitted' (highlighted with a red box):

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



View Single Performance Report

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

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

The screenshot displays the 'FIRE ADAPTED COMMUNITIES ACCOMPLISHMENTS REPORTING MODULE' interface. The top navigation bar includes 'HOME', 'REPORTING', 'REPORTING GUIDANCE', 'PPR', and 'SUPPORT'. The main content area is titled '2023 Performance Report' for 'Coyote Valley Wildfire Defense'. On the left, a 'Details' sidebar lists 'Grant Profile', 'Performance Summary', '2024 Report (Resubmitted)', and '2023 Report (Approved)'. The '2023 Report (Approved)' is highlighted with a red box and a callout '1'. The 'Summary' section shows three data points: 'Total Federal Costs' of \$28,200.00, 'Match Costs' of \$1,000.00, and 'Total Treatment Acres' of 102. This section is highlighted with a red box and a callout '2'. Below the summary is the 'Accomplishments' section, which has three tabs: 'Quantitative Accomplishments' (selected), 'Narrative Accomplishments', and 'Mapped Accomplishments'. The 'Quantitative Accomplishments' tab is highlighted with a red box and a callout '3'. The 'Narrative Accomplishments' tab is highlighted with a red box and a callout '4'. The 'Mapped Accomplishments' tab is highlighted with a red box and a callout '5'. The 'Administration' section is visible below the accomplishments, containing 'General and Administration Costs' and 'Match Costs' fields.



View Performance Report Summaries

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

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

Grant Profile

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

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

Performance Summary

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

Accomplishments

Quantitative Accomplishments Summary | Mapped Accomplishments Summary

Administration

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

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



Treatment Acres Discrepancy Warning

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

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

The screenshot displays the '2023 Performance Report' for 'Coyote Valley Wildfire Defense'. The interface includes a navigation bar with 'HOME', 'REPORTING', 'REPORTING GUIDANCE', 'PPR', and 'SUPPORT'. A sidebar on the left lists report details, with '2023 Report (Approved)' highlighted. The main content area features a warning message: 'Warning: A discrepancy of more than 10% exists between Mapped Acres and Reported Acres for the categories below. Please confirm all acres have been reported and that mapped acreage and reported acreage do not differ more than 10%. Submitting this discrepancy may result in the report not being approved. Acres of Mixed Methods - Maintenance (Reported: 8 vs. Mapped: 7)'. Below the warning is a 'Summary' section with three metrics: Total Federal Costs (\$28,200.00), Match Costs (\$1,000.00), and Total Treatment Acres (102). The 'Accomplishments' section is currently set to 'Quantitative Accomplishments', and the 'Administration' section is partially visible at the bottom.