Performance Reporting in the Cross Program ARM
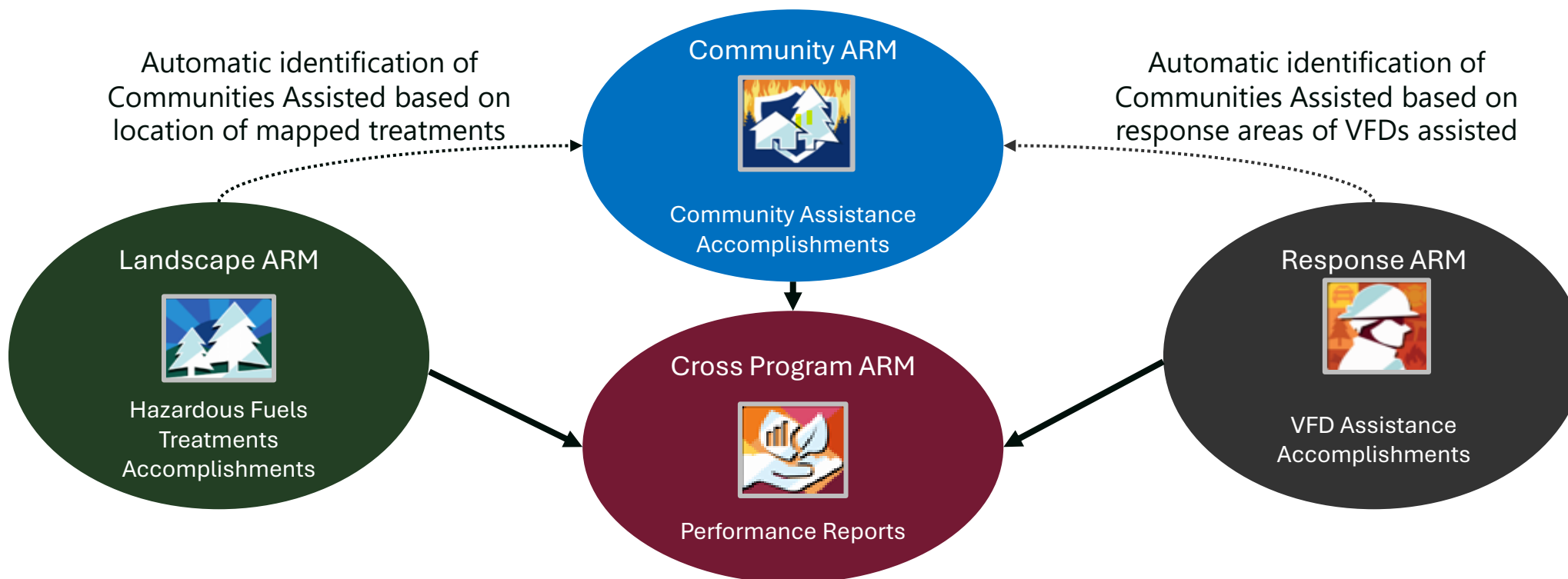
User Guide

Table of Contents

The Big Picture

The Cross Program Accomplishment Reporting Module, also called the Cross Program ARM, is for aggregation of accomplishments across the State and Volunteer Fire Program grants and is where you will:

- View your **State and Volunteer Fire grants** and planned accomplishments, set up by USFS Regional Office staff
- Complete **Performance Reports** describing actual accomplishments for each grant and reporting period
- Review **accomplishments automatically imported** from the other GARP modules
- Generate **Performance Progress Report (PPR) documentation** per Federal Award, as required by USFS

Before you begin, it is important to understand that the three outer ARMs are tailored to track distinct program accomplishments by theme, and details reported in these modules and then are automatically fed into the grant Performance Reports in the Cross Program ARM.

Automatic identification of Communities Assisted based on location of mapped treatments

Automatic identification of Communities Assisted based on response areas of VFDs assisted

Community ARM

Community Assistance Accomplishments

Landscape ARM

Hazardous Fuels Treatments Accomplishments

Response ARM

VFD Assistance Accomplishments

Cross Program ARM

Performance Reports

Important Cross Program ARM Information

Cross Program ARM Benefits

- The Cross Program ARM is the hub for aggregation of all State Fire and Volunteer Fire Program accomplishments into a national dataset so that NASF and the USDA Forest Service (USFS) can demonstrate the impact and value of the investments in these programs to **Congress and the White House**.

Performance Reporting

- GARP **automatically pulls accomplishments reported in the other modules** into Performance Reports in the Cross Program ARM, as appropriate for the grant, and the Grant Managers in the Cross Program module will report remaining miscellaneous details not covered in the other modules.

Reporting Periods

- Reporting periods describe the period within which work was accomplished. All reporting periods are based on **CALENDAR years and quarters**, not federal or state fiscal years.

State vs. Volunteer Fire Grants

- Performance Reports for Volunteer Fire Program grants will reflect accomplishments-to-date, whereas State Fire Program grants will describe accomplishments within a specified reporting period. Landscape ARM and Community ARM Accomplishment Reports **must be marked as Complete (or Not Started)** for the associated Performance Report that is marked as Complete in the Cross Program ARM for a State Fire Program grant.

PPRs

- Progress Performance Reports (PPRs) synthesize all accomplishments in a reporting period by Federal Award. They should be downloaded for use in your documentation and submitted to USFS, following the deadlines specified by each and report type.

GARP Account

If you don't already have one, you will need a GARP account approved as a Cross Program ARM State Grant Manager to get access to the features described here. **Google Chrome** or **Microsoft Edge** are the supported and preferred browsers for this application.

1. You can Sign Up for an account from the GARP website <u>here</u>, which is located under "**Grant Reporting**" under "**Accomplishment Reporting Modules**"

2. To learn how to sign in or sign up, please see the Sign Up and Sign In Video or guide at the GARP website <u>here</u>, which is located under "**Resources**" under "**Cross Program ARM Resources**"

3. If you sign in and do not see the authority you would expect, please contact <u>support@garphub.org</u> for assistance
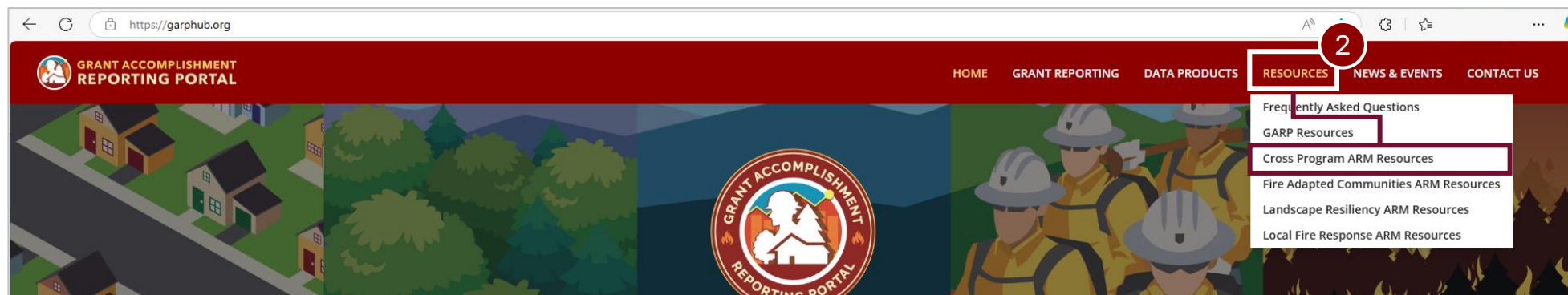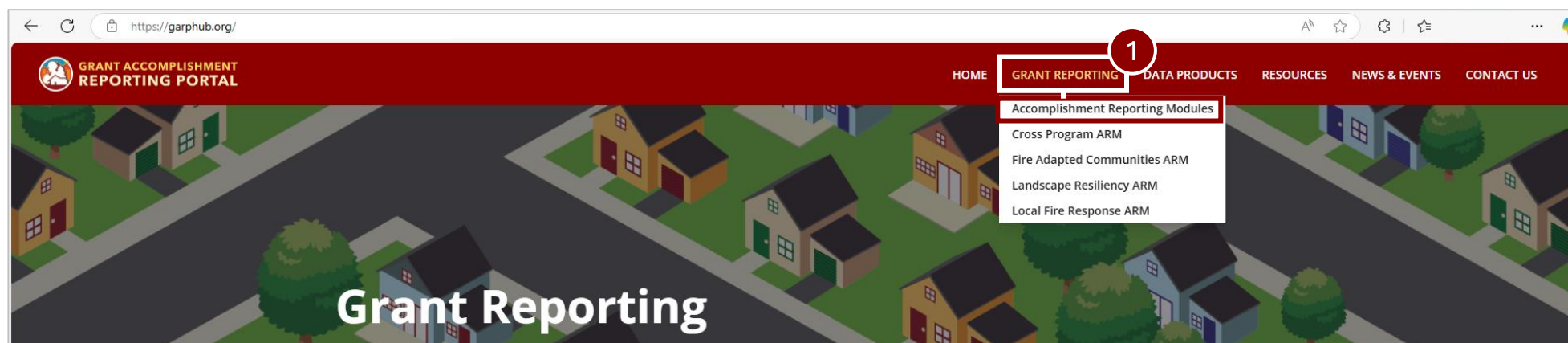
Reporting Guidance

1. Select "**Reporting Guidance**" from the header, you can select either **"Planned Accomplishments"** to review the business rules for Planned Accomplishments that you submit to the USFS Regions with grant requests, or select **"Completed Accomplishments"** to review the business rules for the Performance Reporting elements you will be responsible for in the Cross Program ARM

2. If needed, you can use the "**Print**" button for offline reference to these details, making sure that all sections are open that you want included in the printed version

Note: You do not need to be signed In to view this information.

Viewing List of Grants

1. Please see the <u>next section</u> for viewing the performance reporting status of your grants. However, the quickest way to get to a grant you want to work with is to find it on the Grants page. Select "**Grants**" from the header. The Grants grid shows a list of all State Fire and Volunteer Fire Program grants entered by your USFS Region for your organization

2. You can see the **grant identifier details**, including Funding Year, Funding Program, Organization, and Award ID

3. If the grant is FY 2024 or later, you will see the "**Planned Accomplishment Status**" and the associated total "**Planned Funding**", as entered by the USFS Regions on your behalf

Note: Older grants that predate GARP will not have planned details.

4. Select "**View**" from the Actions column to go to the Grant Profile. The Grant Profile is discussed <u>here</u>

Funding Year	Funding Program	Organization	Award ID	Planned Accomplishments Status	Planned Funding	Actions
2023	IIJA State Fire Assistance	Wisconsin Department of Natural Resources	23-DG-12345678999	Draft	$0.00	View
2023	IIJA Volunteer Fire Assistance	Wisconsin Department of Natural Resources	23-DG-12345678999	Draft	$0.00	View
2023	State Fire Capacity - Core	Wisconsin Department of Natural Resources	23-DG-12345678901	Draft	$0.00	View
2024	State Fire Capacity - Core	Wisconsin Department of Natural Resources	24-DG-12345678901	Completed	$654,904.00	View
2023	Volunteer Fire Capacity	Wisconsin Department of Natural Resources	23-DG-12345678901	Draft	$0.00	View
2024	Volunteer Fire Capacity	Wisconsin Department of Natural Resources	24-DG-12345678901	Completed	$471,079.00	View

Rows per page: 20   1–6 of 6

Viewing Performance Reporting Statuses

To begin working with Performance Reports, you will visit the Performance Reporting page to review the current status of reporting for each grant.

1. Select the "**Reporting**" from the header, and you will land on the Performance Reporting page

2. Hover on the **i icon** to see the additional information that this selection governs which calendar year of reports you will see in the list. The selection will default to today's Reporting Year, but you can select previous year Performance Reports by selecting it from the list

3. The "**Reporting Year**" pick list filters your list of Performance Reports, so you only view one year's worth of reports at a time

Viewing Performance Reporting Statuses (Continued)

4. The "**Grant Performance Reporting**" grid contains all your active grants and their reporting status(es)

5. The "**Reporting Period**" column indicates the period covered in the Performance Report for the grant in that row. Annually reported performance reports will show a calendar year, whereas quarterly reported grants will show each of the four calendar quarters within the selected Reporting Year

6. The "**Performance Report**" column indicates the status of the report in the Cross Program ARM for the Reporting Period and grant in that row. Statuses include "**Not Started**", "**Draft**", and "**Complete**"

Viewing Performance Reporting Statuses (Continued)

7. The "**Funding Year**", "**Funding Program**", and **"Organization"** together indicate the grant that the report is for, and the "**Award ID**" indicates which Federal Award the grant was executed through

8. For State Fire Program grants only, the "**Landscape ARM Status**" and "**Community ARM Status**" columns show statuses of the associated accomplishment reports in those other modules. Statuses include "**Not Started**", "**Draft**", and "**Complete**"

Note: If there are no accomplishments to report in those modules for the reporting period, then you may still complete the Performance Report with these reports in the "**Not Started**" status.

9. Select "**View**" from the "**Action**" column to open the Grant's Profile page

Viewing Planned Accomplishments

When you've selected a grant from the Reporting page, you will land on its Grant profile page and see the following:

1. The **grant's identifying information**, and its Federal Award ID will display in the top left

2. By default, the "**Planned Accomplishments**" page is selected. For FY 2024 and later, your planned accomplishments will be entered by the USFS Region. All earlier grants predate GARP, so they will not have planned accomplishment values

3. If it is a State Fire Program grant, you will see a "**Summary**" section, a "**Cross Functional Investments**" section and a "**Community Mitigation and Hazardous Fuels**" section (last section not shown below)

4. If it is a Volunteer Fire Program grant, you will see a "**Summary**" section, a "**Program Demand**" section, and a "**Program Investments**" section

State Fire Program Grant Profile Example

Volunteer Fire Program Grant Profile Example

Adding Performance Reports for SF Program Grants

1. Select the "**+Add Performance Report**" from the Actions section to start a new report for the **State Fire (SF)** Program grant

Note: This will be disabled if all previous and current reporting period Performance Reports have already been added to the grant.

2. A "**New Performance Report**" window will display, where you must make selections to create the new report

3. From the "**Select Reporting Period**", select the reporting period

Note: This pick list will have a list of **calendar years** to choose from for annually reported grants and **calendar quarters** for quarterly reported grants.

4. From the "**Select Report Type**", select either "**Interim**" if this is not the last report for the grant, or "**Final**" if no further accomplishment reports will be submitted to the USFS

5. Select the "**Add Performance Report**" button
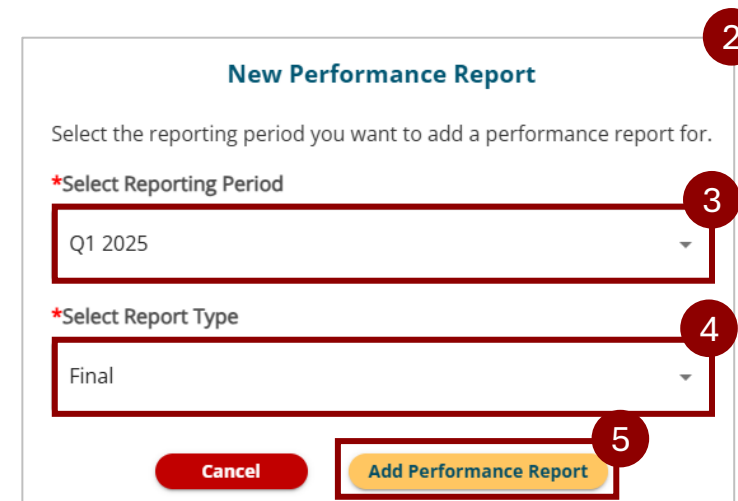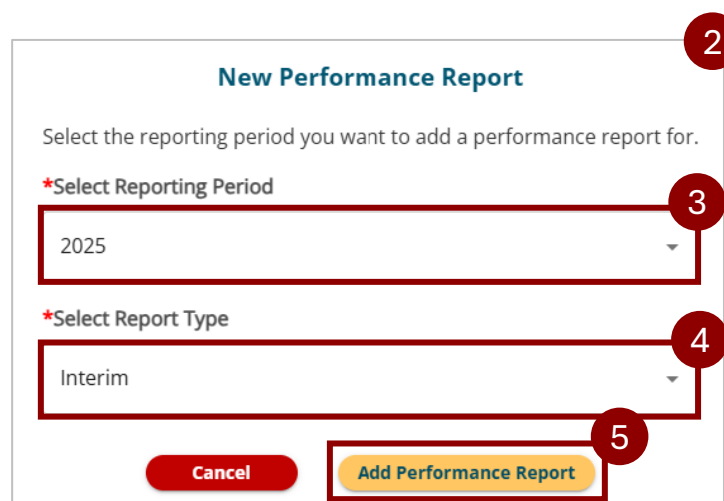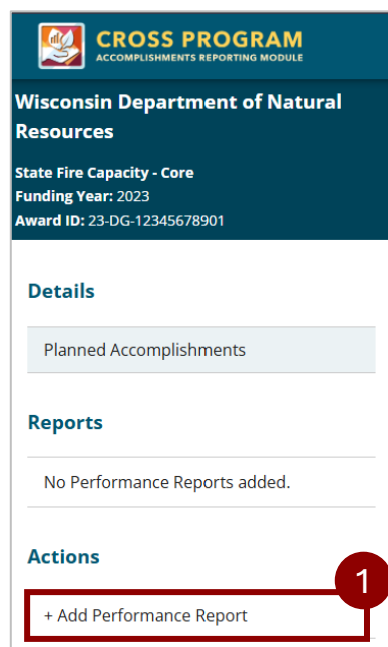
Adding Performance Reports for SF Program Grants (Continued)

From the Performance Report editing page, you see the following:

6. The grant and report identifiers

7. A **Close** button (red X) that returns you to the Grant Profile page

8. A **Reset** button that resets the entries to the previously saved values

9. A "**Save Draft**" button for saving edits to the report. More details about this action are [here](#)

10. A "**Complete**" button to mark the Performance Report complete. More details about this action are [here](#)

Hazardous Fuels Treatments Performance Reporting for SF Program Grants

1. "**Hazardous Fuels Treatments**" is the default page for State Fire Program Performance Reports. It is for reviewing accomplishments that were automatically imported from the associated accomplishments report from the Landscape ARM. There are no editable inputs on this page; see the Landscape ARM Resources for more information about reporting these details

2. The **Landscape ARM Report status** is displayed

Note: A Landscape ARM report is not required if the grant did not fund any hazardous fuels treatments, direct or leveraged, within the reporting period

3. The "**Summary**" section shows key details, including "**Total Direct Costs in the Reporting Period**", "**Total Completed Acres (Direct)**", which were directly funded, and "**Total Completed Acres (Leveraged)**," which were leveraged

4. Select the "**Landscape Resiliency ARM**" link for more details or to adjust the report, and in a new browser tab you can view the Grant Profile page in the Landscape ARM

Hazardous Fuels Treatments Performance Reporting for SF Program Grants (Continued)

The remaining sections display the "**Reporting Period Costs**", "**Total Treatment Acres**", "**Total Mapped Treatment Acres**", "**Total Additional Treatment Acres**", and "**Total Leveraged Acres**" per treatment category

5. Review the section with details for the "**Prescribed Fire**" category

6. Review the next section with details for the "**Mechanical & Other non-Fire Methods WITHOUT Biomass Utilization**" category

7. Review the next section with details for the "**Mechanical & Other non-Fire Methods WITH Biomass Utilization**" category

8. Review the last section with details for the "**Combination Methods**" category

5

Hazardous Fuels Treatments - Prescribed Fire

Details are aggregated using the details reported in the Landscape ARM for the grant and reporting period for hazardous fuels treated with prescribed fire methods.

Reporting Periods Costs: $0.00
Total Treatment Acres: 37
Total Mapped Treatment Acres: 0
Total Additional Treatment Acres: 0
Total Leveraged Treatment Acres: 37

6

Hazardous Fuels Treatments - Mechanical & Other non-Fire Methods WITHOUT Biomass Utilization

Details are aggregated using the details reported in the Landscape ARM for the grant and reporting period for hazardous fuels treated with Mechanical & Other non-Fire Methods WITHOUT Biomass Utilization.

Reporting Periods Costs: $2,500.00
Total Treatment Acres: 25
Total Mapped Treatment Acres: 0
Total Additional Treatment Acres: 25
Total Leveraged Treatment Acres: 0

7

Hazardous Fuels Treatments - Mechanical & Other non-Fire Methods WITH Biomass Utilization

Details are aggregated using the details reported in the Landscape ARM for the grant and reporting period for hazardous fuels treated with Mechanical & Other non-Fire Methods WITH Biomass Utilization.

Reporting Periods Costs: $0.00
Total Treatment Acres: 0
Total Mapped Treatment Acres: 0
Total Additional Treatment Acres: 0
Total Leveraged Treatment Acres: 0

8

Hazardous Fuels Treatments - Combination Methods

Details are aggregated using the details reported in the Landscape ARM for the grant and reporting period for hazardous fuels treated with Combination of Methods.

Reporting Periods Costs: $1,300.00
Total Treatment Acres: 13
Total Mapped Treatment Acres: 0
Total Additional Treatment Acres: 13
Total Leveraged Treatment Acres: 0

Communities Assisted Performance Reporting for SF Program Grants

1. Select the "**Communities Assisted**" tab, to review accomplishments for **Communities**, which are automatically imported from the associated accomplishments report from the Community ARM. There are no editable inputs on this page; see the Community ARM Resources for more information about reporting these details

2. The **Community ARM Report status** is displayed

Note: A Community ARM report is not required if the grant did not fund any Community Assistance within the Reporting Period.

3. Select the "**Fire Adapted Communities ARM**" link for more details or to adjust the report, and in a new browser tab you can view the Grant Profile page in the Community ARM

4. The "**Summary**" section shows key details including: the "**Total Reporting Period Costs**", which show direct costs in the Reporting Period, and the "**Total Unique Communities Assisted**"

Communities Assisted Performance Reporting for SF Program Grants (Continued)

The remaining sections display the details reported in the Community ARM for each type of Community Assistance.

5. Review the section with Communities Assistance accomplished through **"Hazardous Fuels Treatments"**

6. Review the next section with Communities Assistance accomplished through **"CWPPs"**

7. Review the next section with Communities Assistance accomplished through **"Fire Management Plans & Community Risk Assessments"**

8. Review the next section with Communities Assistance accomplished through **"Prevention Education"**

(5)

Hazardous Fuels Treatments

Communities Assisted with investment in Hazardous Fuels Treatments come from details reported in the Fire Adapted Communities ARM for the grant reporting period. To view details and/or the map of Communities Assisted, click the link above.

Total Acres of Treatment Reported: 75
Number of Communities Assisted: 4

(6)

CWPPs

Communities Assisted with investment in CWPPs (or equivalents) come from details reported in the Fire Adapted Communities ARM for the grant reporting period. Accomplishments include Reporting Period Costs for direct funding of CWPP development/revision, number of CWPPs completed, and total number of Communities Assisted through completed CWPPs. To view details and/or the map of Communities Assisted, click the link above.

Reporting Period Costs: $0.00
Number of CWPPs completed: 0
Number of Communities Assisted: 0

(7)

Fire Management Plans & Community Risk Assessments

Communities Assisted with investment in Fire Management Plans & Community Risk Assessments come from details reported in the Fire Adapted Communities ARM for the grant reporting period. Accomplishments include Reporting Period Costs for developing plans and conducting assessments, total number of Fire Management Plans, total number of Community Risk Assessments, and total number of Communities Assisted. To view details and/or the map of Communities Assisted, click the link above.

Reporting Period Costs: $2,780.00
Number of Fire Management Plans: 1
Number of Risk Assessments: 5
Number of Communities Assisted: 6

(8)

Prevention Education

Communities Assisted with investment in Prevention Education come from details reported in the Fire Adapted Communities ARM for the grant reporting period. Accomplishments include Reporting Period Costs for developing Prevention Education programs, total number of Prevention Education programs or campaigns conducted/implemented, and total number of Communities Assisted. To view details and/or the map of Communities Assisted, click the link above.

Reporting Period Costs: $0.00
Number of Prevention Education programs/campaigns: 0
Number of Communities Assisted: 0

Cross Functional Program Investments Performance Reporting for SF Program Grants

1. Select the "**Cross Functional Program Investments**" tab; this page is for entering grant funds spent in the reporting period for various investment categories for State Fire (SF) Program Performance Reports. These details are not covered in any other GARP module

2. Review the business rules and enter "**Total Grant Funds spent in Reporting period**" for "**Program Administration**", if any

3. Review the business rules and enter "**Total Grant Funds spent in Reporting period**" for "**Preparedness**" activities, if any

Cross Functional Program Investments Performance Reporting for SF Program Grants (Continued)

4. Review the business rules and enter the **"Total Grant Funds spent in the Reporting Period"** for **"Suppression Operations & Support"**, if any

5. Review the business rules and enter **"Total Grant Funds spent in the Reporting Period"** for **"Supplies and Maintenance"** investments, if any

6. Review the business rules and enter **"Total Grant Funds spent in the Reporting Period"** for **"Equipment"** investments, if any

7. Review the business rules and enter **"Total Grant Funds spent in the Reporting Period"** and **"Total Number of Individuals trained in the Reporting Period"** for **"Training"**, if any

4

Suppression Operations & Support

Enter the total dollar amount (report federal SFA funds only) to be expended on suppression operations or support functions (e.g., dispatch centers, initial/extended attack fire suppression, law enforcement).

Total Grant Funds spent in Reporting Period

Enter Total Grant Funds spent in Reporting Period

5

Supplies and Maintenance

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. Costs for maintenance or rehab of all types of equipment (including FEPP) may exceed federal threshold and should be reported here.

Total Grant Funds spent in Reporting Period

Enter Total Grant Funds spent in Reporting Period

6

Equipment

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.

Total Grant Funds spent in Reporting Period

Enter Total Grant Funds spent in Reporting Period

7

Training

1 - Enter the total dollar amount (federal State Fire grant funds only) EXPENDED for training such as wildland fire management, prescribed fire and incident command, etc. to organization personnel (e.g., trainee is an employee associated with the State Forestry organization, or other state, tribal, career fire service, volunteer, or non-profit organization).

2 - Enter the total number of PERSONNEL that received training through this grant with federal funds through the State Fire program.

Total Grant Funds spent in Reporting Period

Enter Total Grant Funds spent in Reporting Period

Total Number of Individuals trained in Reporting Period

Enter Total Number of Individuals trained in Reporting Period

Saving Performance Reports for SF Program Grants

1. Select the "**Complete**" button to finish the report once all Hazardous Fuels Treatments and Communities Assisted accomplishment details have been reviewed and Cross Functional Investments have been entered

2. A "**Warning – Accomplishments Report(s) Missing**" message will appear if either of the associated accomplishments reports in the Landscape ARM or Community ARM are not started

   a) Select "**Yes**" if you want to proceed with completing the Performance Report, then

3. An "**Incomplete Associated Accomplishment Report(s)**" error message will appear if either of the accomplishments reports in the Landscape ARM or Community ARM are in a Draft status

   a) Optionally, select the link in the message to open that module in another tab

   b) Select "**Ok**" to dismiss the message; you can't complete the report until the Landscape and Community ARM are completed, and you will be returned to the edit report page

4. Otherwise, you will be prompted in a "**Confirm**" window that you are ready to complete the report and that subsequent accomplishment report edits in the other modules will be disabled for the reporting period

   a. Select "**Yes**" if the report details are correct and complete
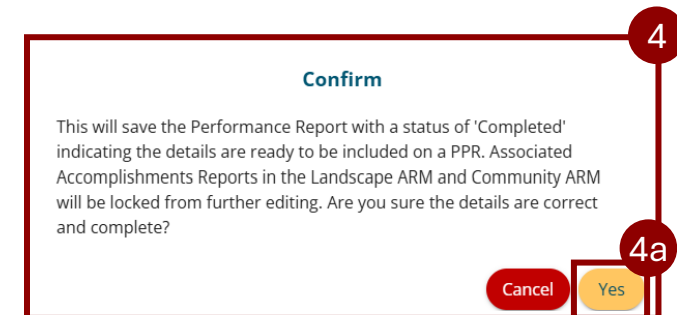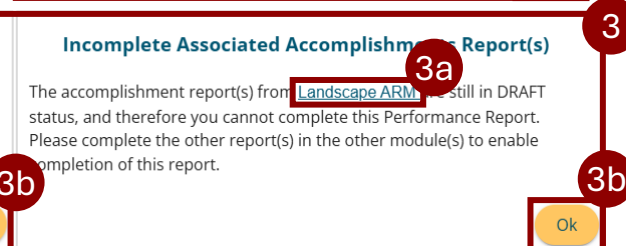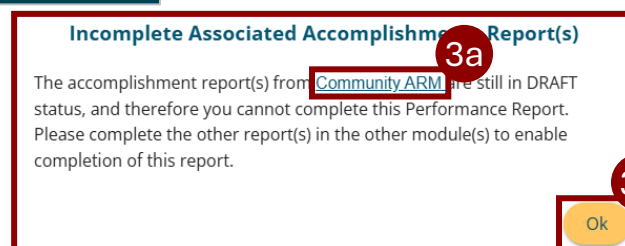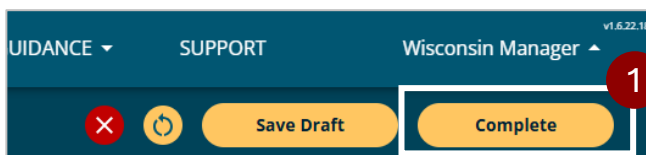
Viewing Performance Reports for SF Program Grants

For a refresher on how to access a grant, review the guidance [here](#). When you complete a report, you will automatically be taken to the Grant Profile page.

1. From the "**Reports**" section of the Grant Profile page, select the report to view. Reports are identified by their Reporting Period and Status.

2. The "**Summary**" section displays at the top. State Fire Program grants include 3 aggregated details: "**Total Reporting Period Costs**", number of "**Treatment Acres Directly Funded**", and the number of "**Total Unique Communities Assisted**"

Note: The number of "**Total Unique Communities Assisted**" is the total unique number of communities assisted by the grant in the reporting period.

3. The "**Performance Report Details**" are organized into three categories, with the "**Hazardous Fuels Treatments**" category selected by default

Viewing Performance Reports for SF Program Grants (Continued)

4. The "**Hazardous Fuels Treatments**" page includes a "**Summary**" section showing the Landscape ARM Report status, aggregated details for the "**Total Direct Costs in Reporting Period**", the "**Total Completed Acres**" through direct funding, and the "**Total Completed Acres**" through leveraged funding

5. Select the "**Landscape Resiliency ARM**" link to see more details or to make adjustments

Viewing Performance Reports for SF Program Grants (Continued)

6. Below the **"Summary"** is the breakdown of **"Reporting Period Costs"**, **"Total Acres"**, **"Total Mapped Treatment Acres"**, **"Total Additional Acres"**, and **"Total Leveraged Acres"** by treatment category

Hazardous Fuels Treatments - Mechanical & Other non-Fire Methods WITH Biomass Utilization

Details are aggregated using the details reported in the Landscape ARM for the grant and reporting period for hazardous fuels treated with Mechanical & Other non-Fire Methods WITH Biomass Utilization.

6

Reporting Periods Costs: $0.00
Total Treatment Acres: 0
Total Mapped Treatment Acres: 0
Total Additional Treatment Acres: 0
Total Leveraged Treatment Acres: 0

Hazardous Fuels Treatments - Combination Methods

Details are aggregated using the details reported in the Landscape ARM for the grant and reporting period for hazardous fuels treated with Combination of Methods.

Reporting Periods Costs: $1,300.00
Total Treatment Acres: 13
Total Mapped Treatment Acres: 0
Total Additional Treatment Acres: 13
Total Leveraged Treatment Acres: 0

Hazardous Fuels Treatments - Prescribed Fire

Details are aggregated using the details reported in the Landscape ARM for the grant and reporting period for hazardous fuels treated with prescribed fire methods.

Reporting Periods Costs: $0.00
Total Treatment Acres: 37
Total Mapped Treatment Acres: 0
Total Additional Treatment Acres: 0
Total Leveraged Treatment Acres: 37

Hazardous Fuels Treatments - Mechanical & Other non-Fire Methods WITHOUT Biomass Utilization

Details are aggregated using the details reported in the Landscape ARM for the grant and reporting period for hazardous fuels treated with Mechanical & Other non-Fire Methods WITHOUT Biomass Utilization.

Reporting Periods Costs: $2,500.00
Total Treatment Acres: 25
Total Mapped Treatment Acres: 0
Total Additional Treatment Acres: 25
Total Leveraged Treatment Acres: 0

Hazardous Fuels Treatments - Mechanical & Other non-Fire Methods WITH Biomass Utilization

Details are aggregated using the details reported in the Landscape ARM for the grant and reporting period for hazardous fuels treated with Mechanical & Other non-Fire Methods WITH Biomass Utilization.

Viewing Performance Reports for SF Program Grants (Continued)

7. Select the "**Communities Assisted**" tab to see those details, which includes a Summary section showing the Community ARM Report status, aggregated details for "**Total (Direct) Reporting Period Costs**" in the Reporting Period and the "**Total Unique Communities Assisted**"

8. Select the "**Fire Adapted Communities ARM**" link to make adjustments or view more details

Viewing Performance Reports for SF Program Grants (Continued)

7. Below the "**Summary**" is the breakdown of Community Assistance accomplishments per category, including community assistance accomplished through "**Hazardous Fuels Treatments**", development of "**CWPPs**", "**Fire Management Plans & Community Risk Assessments**", and "**Prevention Education**"

Hazardous Fuels Treatments

Communities Assisted with investment in Hazardous Fuels Treatments come from details reported in the Fire Adapted Communities ARM for the grant reporting period. To view details and/or the map of Communities Assisted, click the link above.

Total Acres of Treatment Reported: 75
Number of Communities Assisted: 0

CWPPs

Communities Assisted with investment in CWPPs (or equivalents) come from details reported in the Fire Adapted Communities ARM for the grant reporting period. Accomplishments include Reporting Period Costs for direct funding of CWPP development/revision, number of CWPPs completed, and total number of Communities Assisted through completed CWPPs. To view details and/or the map of Communities Assisted, click the link above.

Reporting Period Costs: $0.00
Number of CWPPs completed: 0
Number of Communities Assisted: 0

Fire Management Plans & Community Risk Assessments

Communities Assisted with investment in Fire Management Plans & Community Risk Assessments come from details reported in the Fire Adapted Communities ARM for the grant reporting period. Accomplishments include Reporting Period Costs for developing plans and conducting assessments, total number of Fire Management Plans, total number of Community Risk Assessments, and total number of Communities Assisted. To view details and/or the map of Communities Assisted, click the link above.

Reporting Period Costs: $0.00
Number of Fire Management Plans: 0
Number of Risk Assessments: 0
Number of Communities Assisted: 0

Prevention Education

Communities Assisted with investment in Prevention Education come from details reported in the Fire Adapted Communities ARM for the grant reporting period. Accomplishments include Reporting Period Costs for developing Prevention Education programs, total number of Prevention Education programs or campaigns conducted/implemented, and total number of Communities Assisted. To view details and/or the map of Communities Assisted, click the link above.

Reporting Period Costs: $0.00
Number of Prevention Education programs/campaigns: 0
Number of Communities Assisted: 0

Viewing Performance Reports for SF Program Grants (Continued)

8. The "**Cross Functional Program Investment**" section shows each of the reported costs per category including "**Program Administration**", "**Preparedness**", "**Suppression Operations & Support**", "**Supplies and Maintenance**", "**Equipment**", and "**Training**". The "**Training**" category also includes the number of individuals trained in the reporting period

Performance Report Details

Hazardous Fuels Treatments   Communities Assisted   **Cross Functional Program Investments**

Program Administration

Enter the total ESTIMATED dollar amount (federal Volunteer Fire grant funds only) used by the State to administer the program. This includes cost both to administer the program and indirect costs. (Up to 10% of grant amount awarded to a State can be used to administer the Volunteer Fire program. This is separate from any State indirect amount).

Total Grant Funds spent in Reporting Period: $1,000.00

Preparedness

Enter the total dollar amount (federal State Fire grant funds only) EXPENDED for preparedness activities, to be used by the recipient to perform or support the following activities: development or maintenance of fire readiness, detection, preparedness plans, personnel costs, and/or facility maintenance.

Total Grant Funds spent in Reporting Period: $1,288.00

Suppression Operations & Support

Enter the total dollar amount (report federal State Fire grant funds only) EXPENDED on suppression operations or support functions (e.g., dispatch centers, initial/extended attack fire suppression, law enforcement).

Total Grant Funds spent in Reporting Period: $0.00

Supplies and Maintenance

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. Costs for maintenance or rehab of all types of equipment (including FEPP) may exceed federal threshold and should be reported here.

Total Grant Funds spent in Reporting Period: $0.00

Equipment

Equipment

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.

Total Grant Funds spent in Reporting Period: $0.00

Training

1 - Enter the total dollar amount (federal State Fire grant funds only) EXPENDED for training such as wildland fire management, prescribed fire and incident command, etc. to organization personnel (e.g., trainee is an employee associated with the State Forestry organization, or other state, tribal, career fire service, volunteer, or non-profit organization).

2 - Enter the total number of PERSONNEL that received training through this grant with federal funds through the State Fire program.

Total Grant Funds spent in Reporting Period: $1,566.00
Total Number of Individuals trained in Reporting Period: 33

Adding Performance Reports for VF Program Grants

1. Select the "**+Add Performance Report**" from the "**Actions**" section to start a new report for the Volunteer Fire (VF) grant

Note: This will be disabled if all previous and current reporting period Performance Reports have already been added to the grant.

2. A "**New Performance Report**" window will display, where you must make selections to create the new report

3. From the "**Select Reporting Period**" drop down, select the reporting period

 Note: This drop down will have a list of calendar years to choose from for annually reported grants, and calendar quarters for quarterly reported grants.

4. From the "**Select Report Type**" drop down, select "**Interim**" if this is not the last report for the grant or select "**Final**" if no further accomplishment reports will be submitted to the USFS

5. Select the "**Add Performance Report**" button

Adding Performance Reports for VF Program Grants (Continued)

Once you have chosen the reporting period, you will see the following on the Performance Report page:

6. The grant and report identifiers

7. A **Close** button (red X) that returns you to the Grant Profile page

8. A **Reset** button that resets the entries to the previously saved values

9. A "**Save Draft**" button for saving edits to the report. More details about this action are [here](#)

10. A "**Complete**" button to mark the Performance Report complete. More details about this action are [here](#)

VFD Pass-Through Grants Performance Reporting for VF Program Grants

1. The **"VFD Pass-Though Grants"** tab will be selected by default; this page allows you to review the accomplishments automatically imported from the Response ARM. There are no editable inputs on this page; see the Response ARM Resources for more information about reporting these details

2. The "**VFD Pass-Through Grant Investment Details**" display accomplishments aggregated from all Volunteer Fire Department pass-through grants funded to date by this grant. Accomplishments include the cumulative number of pass-through grants funded, total cumulative federal Volunteer Fire grant funds invested, cumulative federal Volunteer Fire grant funding per type of assistance, and number of individuals trained to date

3. Select the "**Response ARM**" link for more details or to adjust the report, and in a new browser tab, you can view the Grant Profile page in the Response ARM

Other Program Investments Performance Reporting for VF Program Grants

1. Select **"Other Program Investments"** tab

2. From the **"Program Administration"** section, review the business rules

3. Select the **"Total Grant Funds spent to Date"** field and enter the grant funding spent to date

Note: As this amount should be the cumulative amount to date, please ensure that the value is reflecting this (e.g., **"Other Program Investments"** reported in a previous reporting period should not exceed the cumulative total).

Other Program Investments Performance Reporting for VF Program Grants (Continued)

4. Review the business rules for the **"New/Expanded Fire Departments"**

5. Select the **"Total Grant Funds spent to Date"** field and enter the grant funding spent to date

6. Select the **"Total Number and total number of new/expanded FDs to Date"** and enter the total

Note: As this amount should be the cumulative amount to date, please ensure that the value is reflecting this (e.g., For the **"New/Expanded Fire Departments"** section, **"Other Program Investments"** reported in a previous reporting period should not exceed the cumulative total funds spent or the total of new/expanded FDs).

Other Program Investments Performance Reporting for VF Program Grants (Continued)

7. At the bottom of the page, review the accomplishments-to-date imported from the Response ARM showing aggregated Other VFD Program Investments funded by this grant. Accomplishments include the cumulative number of Other Program Investments funded, total cumulative federal Volunteer Fire grant funds invested, cumulative federal Volunteer Fire grant funding per type of assistance, and number of individuals trained-to-date. See the Response ARM Resources for more information about reporting these details

8. For more details or to adjust the report, select the "**Response ARM**" link, and in a new browser tab, you can view the Grant Profile page in the Response ARM

Details are aggregated using all Other Program Investment request records (i.e. non-VFD Pass Through grants) added/uploaded in the Local Fire Response ARM. Accomplishments include the cumulative number of investments funded, total federal Volunteer Fire grant funds invested-to-date, federal Volunteer Fire grant funding per type of assistance, and number of individuals trained. NOTE: If assistance is for Inventoried Equipment, i.e., per unit cost over the applicable federal equipment threshold, an FS-1500-34 equipment justification form must be completed for each piece of equipment. (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.)

Number of Funded Applications: 1
Total Federal Funds Invested: $6,788.00
Total Federal Funds Invested in PPE: N/A
Total Federal Funds Invested in Communications: N/A
Total Federal Funds Invested in Inventoried Equipment: N/A
Total Federal Funds Invested in Tools & Supplies: N/A
Total Federal Funds Invested in Fed Property Conversion: $6,788.00
Total Federal Funds Invested in Training: N/A
Total Number of Individuals Trained: N/A

For more details or to make adjustments go to: Response ARM

Communities Assisted Performance Reporting for VF Program Grants

1. Select the "**Communities Assisted**" tab

2. Review accomplishments automatically imported from the Community ARM in the "**Communities Assisted**" details section. Please see the Community ARM Resources for more information about reporting these details

3. To review the full details, including a map of Communities Assisted, select the "**Fire Adapted Communities ARM**" link

Saving Performance Reports for VF Program Grants

1. Once all the VFD Pass-Through Grant, Other Program Investment accomplishments have been reviewed and updated with Program Administration costs and New/Expanded Fire Department details as appropriate, and Communities Assisted have been reviewed, select the "**Complete**" button to finish the report.

2. You will be prompted in a "**Confirm**" window that you are ready to Complete the Report. Select "**Yes**" if the report details are correct and complete
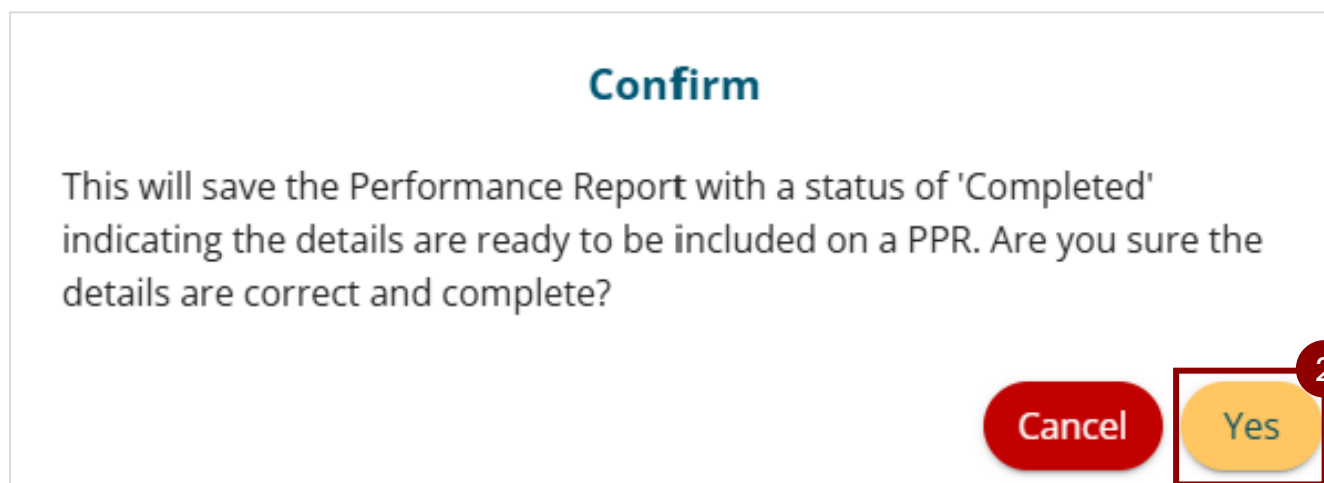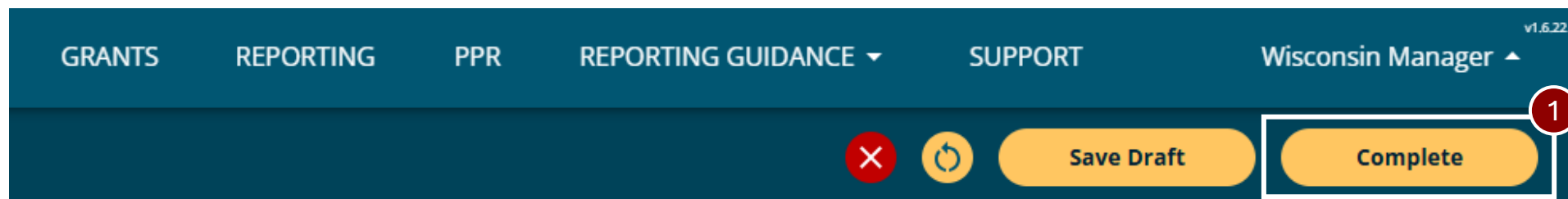
Viewing Performance Reports for VF Program Grants

For a refresher on how to access a grant, review the guidance here. When you complete a report, you will automatically be taken to the Grant Profile page.

1. From the "**Reports**" section of the Grant Profile page, select the report to view. Reports are identified by their reporting period and status
2. The "**Summary**" section displays at the top. Volunteer Fire Program grants include three aggregated details: "**Unique VFDs Assisted to Date**", number of "**Unique Communities Assisted to Date**", and the number of "**Total Costs to Date**"
3. The "**Performance Report Details**" are organized into three categories, with the "**VFD Pass-Through Grants**" category selected by default

Viewing Performance Reports for VF Program Grants (Continued)

4. The "**VFD Pass-Through Grants**" page includes the values automatically aggregated from the VFD Pass-Through Grants funded by this grant as reported in the Response ARM

5. Select the "**Response ARM**" link to see more details or to make adjustments **only if the report is in Draft status**

Performance Report Details

| VFD Pass-Through Grants | Other Program Investments | Communities Assisted |

Details are aggregated using all funded Volunteer Fire Department pass-through grant request records added/uploaded in the Local Fire Response ARM. Accomplishments include the cumulative number of pass-through grants funded, total federal Volunteer Fire grant funds invested-to-date, federal Volunteer Fire grant funding per type of assistance, and number of individuals trained. NOTE: If assistance is for Inventoried Equipment, i.e., per unit cost over the applicable federal equipment threshold, an FS-1500-34 equipment justification form must be completed for each piece of equipment. (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.)

4

Number of Funded Applications: 2
Total Federal Funds Invested: $6,721.00
Total Federal Funds Invested in PPE: N/A
Total Federal Funds Invested in Communications: $3,270.00
Total Federal Funds Invested in Inventoried Equipment: N/A
Total Federal Funds Invested in Tools & Supplies: $3,451.00
Total Federal Funds Invested in Fed Property Conversion: N/A
Total Federal Funds Invested in Training: N/A
Total Number of Individuals Trained: N/A

5

For more details or to make adjustments go to: Response ARM

Viewing Performance Reports for VF Program Grants (Continued)

6. Select the **"Other Program Investments"** tab to see those details, which includes the Program Administration funds spent to date, the number and funds spent on New/Expanded Fire Departments to date, and the values automatically aggregated from the Other Program Investments funded by this grant, as reported in the Response ARM

7. Select the **"Response ARM"** link to see more details or to make adjustments **only if the report is in Draft status**

Performance Report Details

VFD Pass-Through Grants   **Other Program Investments**   Communities Assisted

Program Administration

Enter the total ESTIMATED dollar amount (federal Volunteer Fire grant funds only) used by the State to administer the program. This includes cost both to administer the program and indirect costs. (Up to 10% of grant amount awarded to a State can be used to administer the Volunteer Fire program. This is separate from any State indirect amount).

Total Grant Funds spent to Date: $0.00

New / Expanded Fire Departments

1 - Enter the number of fire departments established or expanded using federal Volunteer Fire funding to date.

2 - Enter the dollar amount (federal Volunteer Fire grant funds only) of the VFA funding EXPENDED for establishing or expanding fire departments. NOTE: A fire department may be considered expanded if it has either a) increased its capability by addition of a new substation, or b) utilizes Volunteer Fire expenditures to facilitate an increased response. A fire department is not considered expanded simply by increasing the number of firefighters that are part of the department.

Total Grant Funds spent to Date: $0.00
Total Number of new/expanded FDs to Date: 0

Details are aggregated using all Other Program Investment request records (i.e. non-VFD Pass Through grants) added/uploaded in the Local Fire Response ARM. Accomplishments include the cumulative number of investments funded, total federal Volunteer Fire grant funds invested-to-date, federal Volunteer Fire grant funding per type of assistance, and number of individuals trained. NOTE: If assistance is for Inventoried Equipment, i.e., per unit cost over the applicable federal equipment threshold, an FS-1500-34 equipment justification form must be completed for each piece of equipment. (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.)

Number of Funded Applications: 1
Total Federal Funds Invested: $11,987.00
Total Federal Funds Invested in PPE: N/A
Total Federal Funds Invested in Communications: N/A
Total Federal Funds Invested in Inventoried Equipment: $11,987.00
Total Federal Funds Invested in Tools & Supplies: N/A
Total Federal Funds Invested in Fed Property Conversion: N/A
Total Federal Funds Invested in Training: N/A
Total Number of Individuals Trained: N/A

For more details or to make adjustments go to: Response ARM

Viewing Performance Reports for VF Program Grants (Continued)

8. Select the "**Communities Assisted**" tab to see those details, which includes values automatically aggregated from the Community ARM.

9. Select the "**Fire Adapted Communities ARM**" link to see more details

Editing a Performance Report

From the Grant Profile page of any grant in the Cross Program ARM, Grant Managers can edit Performance Reports. You can review how to open a grant either from the Grants page here or from the list of your grants from the Reporting page here

1. Select the Performance Report from the "**Reports**" section that you want to work with

2. To make updates, select the "**Edit Report**" button to re-enter the report editing workflow described here for State Fire Program grants and here for Volunteer Fire Program grants

Deleting a Performance Report

From the Grant Profile page of any grant in the Cross Program ARM, Grant Managers can delete Performance Reports. You can review how to open a grant either from the Grants page here or from the list of your grants from the Reporting page here.

Note: Generally, you should choose to Edit reports if there are errors. However, if you need to change the Report Type (e.g., Interim to Final, or Final to Interim), you will have to delete the report and re-enter the details.

1. With a Performance Report selected, select the "**Delete Report**" button at the top right of the page

2. If the Performance Report is in Draft status, a warning message will ask you to confirm this action; select "**Yes – Delete**" if you want to delete the Draft report

3. If the Performance Report is marked Complete, a warning will appear noting it may be used by USFS and NASF to communicate program value. Only select "Yes – Delete" if you're correcting the Report Type

IMPORTANT: You cannot re-create reports older than one reporting period. For VF Program grants, re-created reports will show cumulative values as of the re-creation date.
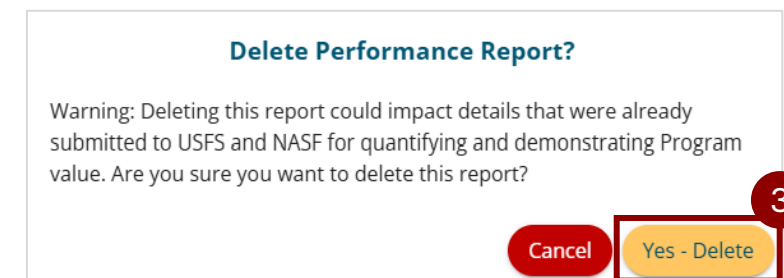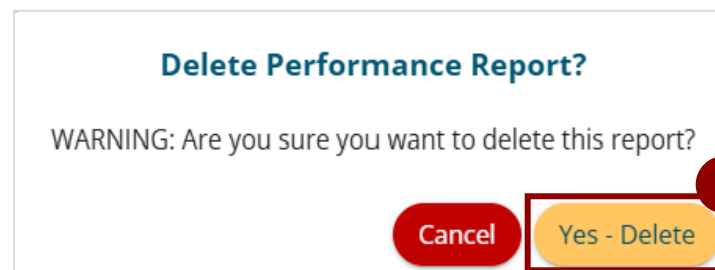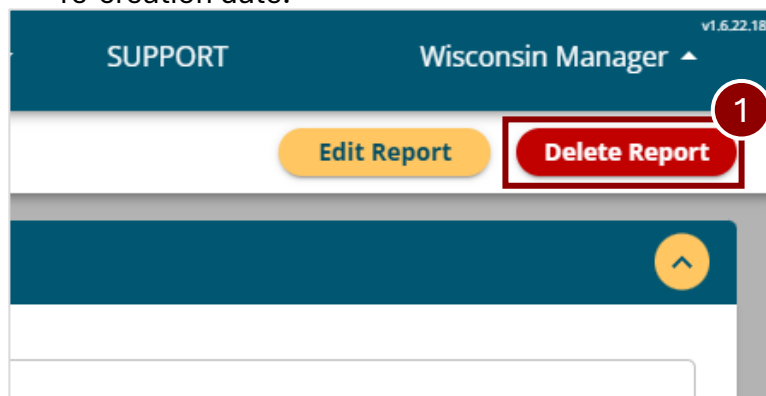
Downloading PPRs

In the Cross Program ARM, Performance Progress Reports (PPRs) can be downloaded for each Federal Award. The PPR document automatically aggregates details from all program grants from the same Federal Award, using the Performance Reports for a selected Reporting Period.

1. From the header, select "**PPR**"

2. From the "**Reporting Year**" drop down, select the year for which to view PPR statuses; by default, today's year will be selected

3. Review the information in the "**About**" section, explaining that you may use the PPR in your grant accomplishment documentation for the USFS

Note: Although USFS users can access your PPRs from this page, you must still submit this information to them in accordance to how your organization prefers to submit documentation.

Downloading PPRs (Continued)

4. The "**Award ID**", "**Grantee Organization**", and "**Reporting Period**" are the identifiers for the PPR

5. If the "**PPR Status**" indicates "**Ready**" it means all Performance Reports are Complete for the Federal Award

6. "**Pending**" indicates that Performance Report(s) are started, but not all have been completed

7. "**Not Available**" indicates no Performance Reports have been started

8. Select "**Download**" from any "**Ready**" status PPR; it will save to your default download folder on your computer with name format: CPARM-PPR-[FedAwardID]-[ReportingPeriod]-[DownloadDate]

PPR Document

The PPR document is in Microsoft Word format and contains the quantitative accomplishments reported for the reporting period. It does not include mapped details, however, GARP account holders can click the links to the included program grants to get more details.

When you open the document from its downloaded location, it will open in your Microsoft Word application.

1. The top section indicates the PPR identifying details

2. The "**Program Grant(s)**" shows a list of each grant, and its Performance Report Type for the selected reporting period; these are hyperlinked to the grant

3. The "**Federal Award Accomplishments Summary**" has key details aggregated across all Program Grants in the PPR, both with Reporting Period details and Cumulative to Date.

Note: These are only cumulative based on reports in GARP.

4. The "**State Fire Program Accomplishments Summary**" has key details aggregated for State Fire Program Grants in the PPR, both with Reporting Period details and Cumulative to Date.

Note: These are only cumulative based on reports in GARP.

Performance Progress Report – Performance Narrative – Item 10
Federal Award ID: **23-DG-12345678999**

① Reporting Period of Performance: 2025-Q1
Grantee: Wisconsin Department of Natural Resources
Federal Award ID: 23-DG-12345678999

② Program Grant(s):
- **2023 IIJA State Fire Assistance - Interim**
- **2023 IIJA Volunteer Fire Assistance - Interim**

③ Federal Award Accomplishments Summary

Details in this Performance Progress Report (PPR) are the aggregated accomplishments from Performance Reports completed in the Cross Program ARM for the Program Grants above. For grants prior to FY2024, Planned Costs and accomplishments reported prior to 2025 may not be reflected here. NOTE: Total Communities Assisted may have redundant counts I the same community has been assisted by more than one Program Grant on this federal award.

Total Planned Cost: $0

Reporting Period Summary
Total Costs: $61,079
Total Individuals Trained: 27
Total Communities Assisted: 126

Cumulative to Date
Total Costs to Date: $62,079
Total Individuals Trained: 27
Total Communities Assisted: 126

④ State Fire Program Accomplishments Summary

Reporting Period Summary
Total State Fire Costs: $37,083
Total Acres Treated (Direct): 243
Total Acres Treated (Leverage): 340
Total Individuals Trained: 27
Total Communities Assisted: 31

Cumulative to Date
Total State Fire Costs: $38,083
Total Acres Treated (Direct): 243
Total Acres Treated (Leverage): 340
Total Individuals Trained: 27
Total Communities Assisted: 31

PPR Document (Continued)

5. For each State Fire Program grant in the PPR, the identifier is followed by details from the Performance report, by category. This text is hyperlinked to the grant in the Cross Program ARM

6. The "**Cross Functional Program Investments**" section displays as the first set of details

7. The "**Hazardous Fuels Treatments Accomplishments**" section is next and displays as the second set of details

8. The "**Communities Assisted**" section displays as the last set of details

7

Hazardous Fuels Treatments Accomplishments

All values below reflect accomplishments in this reporting period.

Hazardous Fuels Treatments - Prescribed Fire
Reporting Periods Costs: $0
Total Treatment Acres: 340
Total Mapped Treatment Acres: 0
Total Additional Treatment Acres: 0
Total Leveraged Treatment Acres: 340

Hazardous Fuels Treatments - Mechanical & Other non-Fire Methods WITHOUT Biomass Utilization
Reporting Periods Costs: $0
Total Treatment Acres: 0
Total Mapped Treatment Acres: 0
Total Additional Treatment Acres: 0
Total Leveraged Treatment Acres: 0

Hazardous Fuels Treatments - Mechanical & Other non-Fire Methods WITH Biomass Utilization
Reporting Periods Costs: $5,400
Total Treatment Acres: 176
Total Mapped Treatment Acres: 0
Total Additional Treatment Acres: 176
Total Leveraged Treatment Acres: 0

Hazardous Fuels Treatments - Combination Methods
Reporting Periods Costs: $6,700
Total Treatment Acres: 67
Total Mapped Treatment Acres: 0
Total Additional Treatment Acres: 67
Total Leveraged Treatment Acres: 0

5

2023 IIJA State Fire Assistance Accomplishments

6

Cross Functional Program Investments

All values below reflect accomplishments in the reporting period.

Program Administration Costs
Reporting Period Costs: $1,877

Preparedness
Reporting Period Costs: $3,456

Suppression Operations & Support
Reporting Period Costs: $6,000

Supplies & Maintenance
Reporting Period Costs: $0

Equipment
Reporting Period Costs: $0

Training
Reporting Period Costs: $1,200
Number of Individuals Trained (State Fire): 27

8

Communities Assisted

All values below reflect accomplishments in the reporting period.

Hazardous Fuels Treatments
Communities Assisted: 0

CWPPs
Reporting Periods Costs: $2,399
Number of CWPPs: 1
Communities Assisted: 19

Fire Management Plans & Community Risk Assessment
Reporting Periods Costs: $3,499
Number of Fire Management Plans: 1
Number of Community Risk Assessments: 2
Communities Assisted: 3

Prevention Education
Reporting Periods Costs: $6,552
Number of Prevention Education Programs/Campaigns: 10
Communities Assisted: 9

PPR Document (Continued)

9. The "**Volunteer Fire Program Accomplishments Summary**" has key details aggregated across Volunteer Fire Program Grants in the PPR, both with Reporting Period details and Cumulative to Date

10. For each Volunteer Fire Program grant in the PPR, there will be a section showing the details reported in its Performance Report, by category. This text is hyperlinked to the grant in the Cross Program ARM

11. The "**VFD Pass-Through Grants**" section displays as the first set of details

Volunteer Fire Program Accomplishments Summary

Costs and accomplishments funded by Volunteer Fire Program grants are reported on a cumulative basis in the Response ARM, and a 'snapshot' is taken when the Performance Report is completed in the Cross Program ARM. Therefore, the 'Reporting Period Summary' uses the difference in Performance Report snapshot values (this period minus the previous period, when available). The values shown in the 'Cumulative to Date' reflect values from the Performance Report from this Reporting Period.

Reporting Period Summary
Total Volunteer Fire Costs: $23,996
Total VFDs Assisted: 5
Total Individuals Trained: 0
Total Communities Assisted: 95

Cumulative to Date
Total Volunteer Fire Costs: $23,996
Total VFDs Assisted: 5
Total Individuals Trained: 0
Total Communities Assisted: 95

2023 IIJA Volunteer Fire Assistance Accomplishments

VFD Pass-Through Grants

VFD Pass-Through Grant Program Demand
Program Demand is not reported per federal award or program grant, but rather by planned funding program and application year. To view details about VFD Pass-through grant applications received vs. funded, please go to the Program Demand Dashboard in the Local Fire Response ARM and select the application year and state of interest.

VFD Pass-Through Grant Program Investment
All values below reflect accomplishments to date.

Number of Funded Applications: 3
Total Federal Funds Invested: $9,509
Total Federal Funds Invested in PPE: $2,788
Total Federal Funds Invested in Communications: $3,270
Total Federal Funds Invested in Inventoried Equipment: $0
Total Federal Funds Invested in Tools & Supplies: $3,451
Total Federal Funds Invested in Fed Property Conversion: $0
Total Federal Funds Invested in Training: $0
Total Number of Individuals Trained: 0

Other Program Investments

All values below reflect accomplishments to date.

Program Administration
Grant Funds spent to date: $1,000

New/Expanded Fire Departments
Grant Funds spent to date: $1,500
Number of New/Expanded FDs to date: 1

PPR Document (Continued)

12. The "**Other Program Investments**" section of the PPR displays as the second set of details

13. The "**Communities Assisted**" section displays as the last set of details

12

Other Program Investments
Number of Funded Applications: 1
Total Federal Funds Invested: $11,987
Total Federal Funds Invested in PPE: $0
Total Federal Funds Invested in Communications: $0
Total Federal Funds Invested in Inventoried Equipment: $11,987
Total Federal Funds Invested in Tools & Supplies: $0
Total Federal Funds Invested in Fed Property Conversion: $0
Total Federal Funds Invested in Training: $0
Total Number of Individuals Trained: 0

13

Communities Assisted

The following Community Assistance details were automatically calculated using details from the Response ARM, mapped Fire Department Response Boundaries (FDRB), and aggregations from the Community ARM. Communities are not counted when a VFD was assisted but its Response Boundary is not mapped in the FDRB database. All values below reflect accomplishments to date.

Total Communities Assisted
Communities Assisted: 95

Communities Assisted through VFD Pass-Through Grants
Communities Assisted: 47

Communities Assisted through Other Program Investments
Communities Assisted: 48