LEO DROZDOFF, P.E., *Director*
Department of Conservation and Natural Resources

BRIAN SANDOVAL
Governor

PETE ANDERSON
State Forester/Firewarden

STATE OF NEVADA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
NEVADA DIVISION OF FORESTRY
2478 Fairview Drive
Carson City, Nevada 89701
Phone (775) 684-2500 Fax (775) 684-2570

December 24, 2013

The Nevada Division of Forestry is accepting grant applications for the Federal Fiscal Year 2013/2014 Wildland Urban Interface Program. Applications must be received by 5:00 pm, February 14, 2014.

Funding is available through the National Fire Plan distributed by the US Forest Service. The CFDA number for this program is 10.664. The Nevada State Fire Assistance program will award the available funds (estimated to be $500,000) through a competitive grant program. **All treatment areas must be on state and private lands (non-federal) in and/or adjacent to the Wildland Urban Interface (WUI).**

CRITERIA & INSTRUCTIONS:

Eligibility:

1) **Reduce Hazardous Fuels / Restore Fire-adapted Ecosystems:**

Fuel reduction projects and vegetation treatments have been identified as a means of mitigating wildfire hazards. Recipients shall facilitate and implement mitigating fuel treatments in or adjacent to identified fire prone communities to reduce the threat of wildfire to communities. These are projects that remove or modify fuels in and/or adjacent to WUI development. Effective fuels mitigation treatments can be implemented across jurisdictional boundaries, on adjoining private lands, or within the respective communities. Projects of this type include fuel breaks, thinning, pruning, landscape modifications, etc. The overall purpose is to modify or break up the fuels in such a way as to lessen catastrophic fire and its threat to public and firefighter safety and damage to property. Another way to prevent future large, catastrophic wildfires from threatening communities is by carrying out appropriate treatments (such as prescribed burning or thinning) to restore and rehabilitate forest and grassland health in and adjacent to the WUI. Such treatments have reduced the severity of wildfires, and may have additional desirable outcomes, such as providing sustainable environmental, social and economic benefits. Project proposals must consider all elements required to implement treatments on the ground, which includes acquiring the necessary permits and consultations needed to complete plans and assessments.

E**xamples of projects that qualify (not all inclusive):**

- Defensible space around homes and structures
- Shaded fuel breaks
- Fuels reduction beyond defensible space
- Removal of slash including piling and burning; mulching; grinding; etc.
- Prescribed fire
- Thinning
- Maintenance of **non-federally funded** fuels projects (explain in application narrative)
- Monitoring components of projects for effectiveness

2) Improve Prevention/Education in the Interface:

Recipients can provide leadership to coordinate, develop, and distribute wildland urban interface education programs in association with insurance companies, communities, local government agencies, and other partners. Informational and educational projects must target mitigation of risk and prevention of loss. Projects should lead to the use or establishment of one or more fire program elements such as fire safety codes, implementation of Firewise safety practices, establishing local fire safe councils, and fuels treatments within fire prone communities.

Examples of projects that qualify (not all inclusive):

- Firewise or similar programs
- Living with Fire newspaper inserts
- Fire education components to Project Learning Tree
- Pamphlets, brochures, handouts

3) Planning:

Community Wildfire Protection Plans (CWPP's) are created by local communities and may address issues such as wildfire response, hazard mitigation, community preparedness, structure protection, or a combination of the above. The process of developing these plans can help a community clarify and refine its priorities for the protection of life, property, and critical infrastructure in the wildland-urban interface. The Healthy Forest Restoration Act (HFRA) minimum requirements for a CWPP are: 1) Collaboration (must be developed with community members, local and state government representatives in collaboration with federal agencies and other interested stakeholders), 2) Prioritized Fuel Reduction (plan must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment), and 3) Treatment of Structural Ignitability (must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed in the plan). A copy of the CWPP Handbook can be found at www.stateforesters.org/node/850. Planning projects or components of projects may also include Forest Action Plan updates or accomplishments of the Cohesive Wildfire Strategy Goals.

Examples of projects that qualify (not all inclusive):

- Creation of/or update to CWPP/or equivalent document. Note: If applying for funds to update an existing CWPP be sure to address the following in your application:
  - Accomplishments: Explain what projects identified in the original CWPP have been completed.
  - Collaboration: Identify new partners and stake holders along with updated contact information.
  - Prioritized Fuel Reduction: Identify and prioritize new hazardous fuels reduction projects, the method of treatments to be employed, and how these projects address any changes to community objectives and values at risk.
  - Treatment of Structural Ignitability: Explain new or additional measures to be implemented to reduce home owner and/or community ignitability of structures.
- Priority projects listed in existing CWPPs covering the above criteria

4) Examples of Projects that DO NOT Qualify (not all inclusive):

- **Maintenance on previous federally funded fuels projects**
- Preparedness and suppression capacity building; such as purchase of fire department equipment (try VFA, DHS and FEMA grant programs)
- Small business start-up funding
- Research and development projects (try Economic Action Program)
- GIS and database systems
- Construction/Infrastructure (building remodel, bridges, road construction, water development)

Priority will be given to those projects with a signed Community Wildfire Protection Plan (CWPP) that addresses the particular action being applied for. Projects must be implemented on state and/or private lands located in Nevada; projects on federal lands are not eligible.

Applicants will be required to sign a 10 year project maintenance agreement as a part of the Notice of Sub-grant award if awarded funds.

Maximum/Minimum:
There is no minimum. **Maximum dollar amount available for each grant application is $300,000**.

Match:
A 2 to 1 match is required. This means that each allocated grant dollar must be matched 50% by the recipient using a **non-federal source**. This matching share can be soft match (which includes training hours valued at an accepted rate found at (http://www.independentsector.org/programs/research/volunteer_time.html), donated labor/equipment, etc) and/or hard match (which is actual dollars spent other than federal grant funds within the specified scope of work.) **All match (soft or cash) must be accrued within the effective dates of the grant, anything prior to the start date or after the expiration date cannot be utilized.**

Timeline:
Funds will be available to successful applicants upon completion of the competitive process. Project start dates will vary depending upon the final signature (that of the State Forester) date on the Notice of Sub-Grant Award. **Projects should be able to be completed within one year, and may not start prior to the sub-grant being signed and approved.**

Application Format:
Applications must be submitted on the approved application form, available on the Nevada Division of Forestry website at www.forestry.nv.gov. To receive an application by mail, contact the Nevada Division of Forestry at 775-684-2511.
Applicants should submit a project area map as well as a state map with the project site noted for the review committee with your application.
The application is in adobe pdf format. It is fill in enabled in any form of Adobe Reader 5.0 or higher. If you do not have Adobe Reader, go to http://www.adobe.com/products/acrobat/readstep2.html and download Reader 9.0. See below for detailed application instructions. Please fill out the application thoroughly and provide all information requested, failure to do so may result in the rejection of the application.

Reimbursement:
Sub-grantees will be paid on reimbursement basis. All incurred costs must be compliant with the approved budget in the Notice of sub-grant award, the original application and the scope of work. *Requests for Reimbursement* must be accompanied by copies of invoices, receipts, and proof of payment. Advance payments may be made available if necessary and approved prior to submission of the payment. They should not exceed the funding amount needed for a 30 day period. 25% of the total grant amount will be withheld until an NDF representative has verified the scope of work is complete, as agreed upon in the *Notice of Grant Award.*

Reporting Requirements:
Grantees are required to submit two progress reports per calendar year, for each year the grant is active. Progress reports are due July 1 and January 1 of each year. A final report is due upon completion of the project.

Application Deadline:
Application must be received by the State Office of the Nevada Division of Forestry at:

2478 Fairview Drive, Carson City, NV 89701, **no later than 5:00 pm February 14, 2014.**
Late applications will not be accepted.

Application Instructions:

The application is in adobe pdf format. It is fill in enabled in any form of Adobe Reader 5.0 or higher. If you do not have Adobe Reader, go to http://get.adobe.com/reader/ and download the latest version.

1) All blocks are fill-in enabled and character locked. Applicants must fit all information into the allotted box space. Hold your mouse arrow over each block for further instructions. **Applications that have been modified for any reason will be considered ineligible by the review committee. Any attachments or additional documents that are not removed at the state level will not be considered by the review committee.**

2) **Applications must be submitted through the appropriate state agency (typically the State Forester). State agencies must fill in the provided summary sheet and submit with the applications for committee review.**

3) Application guidelines by box number: (All boxes must be filled in on the application. If a box does not apply to your project fill in that space with NA.)
   - ***Box 1 & 2-*** Applicant and project information.
   - ***Box 3 -*** The totals in these boxes will add automatically when all data is entered into the fields. It is recommended you check all numbers add up correctly. If the total didn't add correctly go back and tab through each box and see if that fixes the addition. Match includes training hours valued at an accepted rate, donated labor/equipment, etc, and hard match is actual dollars spent other than federal grant funds within the specified scope of work.
   - ***Box 4-*** The budget narrative must give specific details for each grant expenditure item (not matching funds) in box 3 (i.e. personnel/labor, fringe benefits, travel, equipment, supplies, contractual, other, and indirect costs). Explain exactly how grant dollars will be spent and how these expenditures tie directly to the project goals and objectives.
   - ***Box 5-*** The description of project area and challenges- applicants must give an overview of the project and point out the hazards and clearly show the need for work in this area. If applying for a fuels reduction project, describe the vegetation types. It is important to define the problems and challenges so when you get to box 7 you are clearly stating how the funding will be used to address the challenges in this box.
   - **Box 6**- Relationship to Forest Action Plans and CWPP's. This is a new box for 2014 and must clearly describe how the project fits into the broad goals of a forest action plan (Enhancing, Protecting and or Conserving) or CWPP goals and objectives. It is important to describe how the project meets the goals of one or both of these planning documents. Relationships to the three goals within the Cohesive Wildfire Strategy could also be included in this section.
   - ***Box 7-*** The Proposed Activities this section must clearly explain exactly how the grant dollars will be spent on this project and outline what will be accomplished. Unlike the overview, this will provide the specific details of the project using measurable units where applicable.
   - ***Box 8-*** Describe the landscape this project influences. Show how the project has or will have impact outside the immediate project area. For example, a project in a community may compliment a Forest Service project on their land where they are creating a fuel break around your community defensible space project. Give specifics on how this project will tie into the larger picture of community protection or education. For information/education and/or planning projects explain how your project compliments or enhances those by other agencies or groups

and/or ties into a greater goal. Explain, the who, what, when, where, why, and how of its anticipated impacts.

- ***Box 9-*** Describe the contributions each partner will make to the project by stating the collaborating partners name and what they will be contributing to the project such as manpower, equipment, matching funds, etc. This should include the partners listed in Box 3 (matching share) but may also include federal and other partners that are contributing but are not eligible to use as match
- ***Box 10-*** The Project Timeline must include such things as: begin/end dates, milestones, quarterly accomplishments, etc.
- ***Box 11-*** Sustainability must clearly describe the who, what, when, where and why of how this project will remain effective and be sustained over time. The four main points to be included for fuels projects are:

  1) Environmental Factors: describe the maintenance requirements unique to this project based on site characteristics i.e., present and future vegetation occupying the site, growth rates, natural fire return intervals or any other environmental factor that affects the continued maintenance of this project.

  2) Education: describe how key players have been trained and educated to maintain the project and explain their understanding of the needs and expectations of the project's maintenance. If this is an information/education project make sure to explain how it will be delivered, the audience you are targeting, and specific deliverables.

  3) Commitment: describe the commitment by the individual/community to maintain this project into the future, i.e. state laws, CWPP terms, signed landowner agreements or other documents or agreements that hold the sub-grantee accountable for project maintenance over time. If this is an information/education project, make sure you explain the commitment to carry this program forward and update as necessary.

  Monitoring: describe who will be responsible for monitoring the project, what qualifications they have if they are not obvious (i.e. State Forestry personnel, Fire Safe Council member, Fire Department personnel, etc.), and at what intervals they will be checking (i.e. yearly, quarterly, etc); clearly describe timelines, and milestones

The scoring criteria that the committee will use to rank each application will be available on our website (www.forestry.nv.gov) for all applicants to review.

For more information contact:

Kacey KC
Nevada Division of Forestry
2478 Fairview Drive
Carson City, NV 89701
775-684-2511
kaceykc@forestry.nv.gov