



Nevada DIVISION of FORESTRY

REQUEST FOR PROJECT PRE-PROPOSALS FY 2018 GRANT CYCLE-INSTRUCTIONS AND GUIDELINES

- Landscape Scale Restoration Grants (LSR) – Pre-Proposal due date 2/16/17
- Western States Fire Managers - WUI Grants (WSFM) – Pre-Proposal due date 2/16/17
- Hazardous Fuels-Community Protection Grants (HF-CP) – Pre-Proposal due date 2/9/17

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NOTE: Specific grant pre-proposal forms are enclosed separately

The Nevada Division of Forestry (NDF) is seeking pre-proposals for projects eligible for the US Forest Service, 2018 State and Private Forestry **Landscape Scale Restoration (LSR)**, **Western States Fire Managers (WSFM)**, and the **Hazardous Fuel-Community Protection (HF-CP)** grant programs. Qualifying applicants can submit pre-proposals for one or all of these grant programs. Carefully review the guidelines and complete the appropriate grant pre-proposal form by following the specific criteria and instructions.

GENERAL INFORMATION

In 2010, a team of private and public forestry representatives, with input from broad group of stakeholders from across the state, completed work on the State Wide Forest Resource Assessment. The Assessment consists of two documents (State Wide Assessment Report and State Wide Strategies and Priority Landscape), which are collectively known as the [Nevada Forest Action Plan \(FAP\)](http://forestry.nv.gov/forestry-resources/state-resource-assessments/) (<http://forestry.nv.gov/forestry-resources/state-resource-assessments/>). FAP identifies overall goals and the most critical issues with respect to Nevada’s forests and rangelands across all ownerships, and lists strategies for addressing these issues within Priority Landscape Areas. Funds for these grant programs come from the US Forest Service, State and Private Forestry (S&PF) branch, and support projects that address local and statewide rural and urban forest conservation, protection and enhancement needs, FAP strategies, and which provide meaningful, lasting, and measurable outcomes. Nevada’s LSR and WSFM applications compete for funds within each respective program with seventeen western states and five Pacific island territories. HF-CP applications compete with states in Forest Service Regions 1 & 4.

PROCESS

This announcement is to solicit pre-proposals from which projects will be selected for development. NDF will select three projects from LSR and ten from WSFM pre-proposal submissions. The number of HF-CP proposals is dependent upon availability of federal funds and demonstration of need.

NDF will work with successful applicants to develop full grant proposals for the western competition. The goal is to have full grant proposals completed by late-March for the HF-CP grant and July 2017 for the LSR and WSFM grants. Once NDF approves the full proposals, they will be submitted to western states competitive evaluation committees for selection and award. If they are selected for funding by the evaluation committee, then they will be made into formal recommendations for Congressional budget allocation. If Congress allocates the necessary funds to fulfill the grant recommendations, those funds will be received by NDF in the spring of the year following that of the application submission. NDF will then develop a subgrant agreement with the project implementors and project work will be able to begin the summer following that of the application submission. For guidance on developing LSR pre-proposals contact Heather Giger hdgiger@forestry.nv.gov, phone 775-684-2552. For WSFM or HF-CP pre-proposals contact Ryan Shane rsbane@forestry.nv.gov, phone 775-684-2511.

TIMELINE

2017	
Jan 2nd	Announce Pre-proposal solicitation (LSR, WSFM, HF-CP)
February 9th	Pre-proposals due to NDF (HF-CP), NDF Selects for full proposals
February 16th	Pre-proposals due to NDF (LSR, WSFM), Final Proposal due (HF-CP)
March 2nd	Pre-proposals selected for full proposal development (LSR, WSFM)
March 6th	USFS announces selected HF-CP projects for award
July 1st	HF-CP funds available for project implementation
July 11th	LSR and WSFM full proposals due to NDF
August 1st	Final WSFM & LSR full proposals due to NDF
September 1st	NDF submits WSFM and LSR grants to west competition
October-November	Western teams score applications (WSFM, makes funding recommendations to USFS (Washington D.C.))
December	Funding selection announced for LSR WSFM (funding not guaranteed)

2018	
July 1st	Dependent on congressional budgets, states receive LSR, and WSFM funding
July 15th	NDF and partner agreements developed and LSR and WSFM projects begin

PROJECT GUIDELINES

GENERAL ELIGIBILITY & SIDEBARS

Eligible Applicants	LSR , WSFM and HF-CP grants - State and local agencies, tribes, non-profit organizations, companies, landowners and educational institutions
	A DUNS# is required to receive funding
Project Purpose & Location	LSR should address local or statewide forest or rangeland resource issues, and broad goals and strategies in Nevada’s Forest Action Plan (State Wide Forest Resource Assessment) within the project’s priority landscape area. The Nevada Forest Action Plan is available at http://forestry.nv.gov/forestry-resources/state-resource-assessments/
	WSFM projects must be listed in the county’s CWPP or other fire mitigation or fuels assessment document. If not, then one must be completed as part of the project.
	HF-CP projects must be located adjacent to planned or recently implemented projects on USFS lands and be a CWPP specified project.
	Collaboration among multiple entities on the project is important and encouraged
Funding Request Amount	Projects that utilize approximately \$205,000 to \$292,000 in grant funds are desired ² . If funded, payments are on a reimbursement basis (after work is successfully completed and paid for by recipient)
Project Time Frame	One to three years from the time of funding award.
Eligible Lands	While project work can occur on all lands, grant funds can only be used for activities on non-federal lands. Project coordination with the USDA Forest Service and other public land management agencies is encouraged.
Ineligible Activities	Work on federal land, research and any construction activities are not eligible for grant funding. (Construction includes new or improved structures, roads, bridges and culverts, even if in connection to a thinning or restoration project. If these activities are part of the overall project, they can be used as project leverage.)
	WSFM and HF-CP Grants exclude maintenance on previous federally funded fuels projects, preparedness and suppression capacity building (e.g. purchase of fire department equipment), small business start-up funding, and GIS/database development.
Budgets	Refer to NDF Budget Guidelines and Restrictions for determining allowable grant fund expenditures. http://forestry.nv.gov/grants/

² The state is eligible to apply for up to \$300,000 per grant and wishes to submit robust applications. NDF will include indirect and other associated project costs and will work with successful applicants on the final budget.

PRE-PROPOSAL REQUIREMENTS

Successful pre-proposals start with well-planned project ideas. Project pre-proposals that clearly address a pressing need or issue in an efficient, timely and cost-effective manner are most likely to be selected for full proposal development. Projects that leverage resources through partnerships and are designed to be sustainable will improve competitiveness among regional applicants. Pre-proposals should be for specific projects not merely concepts. Projects ready or near ready to implement will compete better. Information required for the LSR, WSFM and HF-CP pre-proposals are different. Review the criteria for each and complete the correct form. Project pre-proposal forms, NDF’s Budget Guidelines and Restrictions, and examples of successful applications can be found at

GRANT PROGRAM PRE-PROPOSALS

LANDSCAPE SCALE RESTORATION (LSR) GRANTS– PRE-PROPOSAL

NDF seeks Landscape Scale Restoration (LSR) projects that address local or statewide forest and rangeland resource issues, along with goals and strategies in Nevada's [Forest Action Plan](#) (FAP). Projects must address significant issues, landscapes of concern, and focus on conserving working forests and rangelands, protecting forests and rangelands from harm, and/or enhancing public benefits from trees, forests and rangelands.

Innovative projects are sought that integrate various programs (e.g., Forest Health, Urban & Community Forestry, Stewardship, Fire, etc.) and partners, and cross any combination of ownership, management or jurisdictional boundaries. Cross-boundary projects are encouraged as they expand project outcomes at watershed, regional and state levels. For example, within a watershed or Priority Landscape Area, multiple landowners and organizations might work together to do any combination of the following:

- Assess needs and develop plans (e.g., Landscape Scale or landowner Forest and Range Stewardship Plans, and watershed action plans, identify appropriate tree seed sources for various climate scenarios)
- Conduct actions or treatments on a landscape scale to increase and maintain vegetation diversity and resilience over time. This includes actively managing urban and rural forests and rangelands for goods and ecosystem services. (e.g. treatments to improve and/or restore forest and rangeland health, recreational opportunities, water resources, riparian areas, wildlife habitat; reduce wildfire, noxious weeds, development pressure and impacts from undesignated recreation)
- Address community health benefits from trees, forests or rangelands or issues such as stormwater, air quality, energy use, or invasive species
- Provide education and outreach to train landowners or organizations.(e.g., workshops, statewide surveys to assess landowner attitudes and/or targeted marketing to increase statewide forest landowner participation)

All projects should include an outreach or educational component that increases a relevant audiences' understanding about the issue(s) being addressed through the project work.

INSTRUCTIONS FOR PRE-PROPOSAL FORM

Project should address FAP statewide or Priority Landscape Area issues and strategies.

Complete the 2018 LSR Pre-proposal form at: <http://forestry.nv.gov/grants/>.

Confine the narrative to the box size and stay within the character designated limits (including spaces). Do not change the font or the type size. Applicants with an approved pre-proposal will be requested to develop and submit a full proposal. Additional project and collaborator information may be required for the full proposal.

Attach a Map of the Project Area to the Pre-Proposal Form.

Include a north arrow and geographic location (such as latitude and longitude or GPS coordinates). Denote nearby cities to serve as reference points.

To be competitive, projects must show partner leverage.

LSR funds cannot be used on federal lands, but federal contributions can be used as leverage. Leverage can include federal resources used for project work in an area adjacent to the project location where grant funds will be used. Ideally, partner leverage will account for 50%, or greater, of total project costs.

Although the official 2018 application is not yet available, past successful Nevada grant applications are good examples for context, substance and clarity. These resources can be viewed and downloaded at

<http://forestry.nv.gov/grants/>.

DUE DATE: February 16, 2017 - Email Pre-Proposal to: hdgiger@forestry.nv.gov and for questions, contact Heather Giger at the above email or phone 775-684-2552.

WESTERN STATES FIRE MANAGERS (WSFM) & HAZARDOUS FUELS-COMMUNITY PROTECTION (HF-CP) GRANTS – PRE-PROPOSAL

NDF is seeking pre-proposals for projects that mitigate wildfire risk within Wildland Urban Interface (WUI) areas. Proposals should address issues identified in Community Wildfire Protection Plans (CWPP) or other wildfire mitigation planning documents, the broad goals within Nevada’s Forest Action Plan, and demonstrate collaborative interagency planning and implementation coupled with citizen ownership. Emphasis is on hazardous fuel reduction, restoration of fire-adapted ecosystems, mitigation education within the WUI, and community wildfire protection planning.

The types of allowed projects focus on achieving these goals through:

- Reducing Hazardous Fuels and Restoring Fire-adapted Ecosystems
- Improving Mitigation Education in the Interface
- Planning

Note: HF-CP projects must be on non-federal land, align with, and be adjacent to Forest Service hazard fuel reduction projects. All HF-CP projects are only for reducing hazardous fuels/restoring fire-adapted ecosystems.

MINIMUM CRITERIA CHECK-LIST—FOR PROJECTS TO BE ELIGIBLE FOR FUNDING

- Is the project in an area identified specifically in the Community Wildfire Protection Plan (CWPP) or Nevada Forest Action Plan (FAP)? If not, will the CWPP be updated to include the project prior to competitive grant review submission? For WSFM applications, will the CWPP update or creation be a part of the project as required?
- Can a copy of the page from the CWPP that the project or priority area is listed on be provided?
- Can a map (in pdf format) be provided of project area where work will occur with associated geographic descriptors; i.e., north arrow, prominent features, approximate project location/boundary, etc.?

INSTRUCTIONS FOR PRE-PROPOSAL FORM

The official current year’s WSFM & HF-CP grant applications and guidance are not yet available. Complete the prior year’s WSFM grant application and/or the 2017 HF-CP grant application (found at <http://forestry.nv.gov/grants/>) to apply as pre-proposals for these programs. Applicants must fit all information into the allotted box space for each question. All boxes must be filled in on the applications. If a box does not apply to the project, fill in that space with N/A.) **Hold your mouse arrow over each block on the application for further instructions.** Additional resources to assist in completion of this form are located on page 7 of this packet.

Guidelines by box number follow:

WSFM / HF-CP Box 1 & 2: Applicant and Project Information—fill out all boxes.

WSFM Box 3 / HF-CP Box 3: Project Expenses—Projects up to \$292,000 are sought. The applicants planned expenses should all be recorded in the “contractual” line of the budget. Note the other boxes will now be treated as NDF only grant expenditures because all money to applicant comes as a subgrant. NDF will require the applicant to show in-kind or hard/cash match (WSFM 1:1, HF-CP ≥10%). To increase ownership in projects landowners should be encouraged to participate not only in planning but in implementation which will increase match, instill responsibility and likely increase project longevity through owner maintenance. Match cannot come from a federal source and needs to be for work directly on the project. Match can include training hours valued at an accepted rate and donated labor/equipment. Hard match is actual dollars spent other than federal grant funds within the specified scope of work. The totals in these boxes will add automatically when all data is entered into the fields. If the total did not add correctly, go back, tab through each box, and see if that fixes the addition.

WSFM Box 4: Budget Narrative—must give specific details for each grant expenditure item (not matching funds) included in the “Contractual” line of Box 3. For example, itemize and quantify 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. This section should be well written with a complete budget that is easy to understand. Each narrative should provide a clear and concise explanation of each budget line item and its function within the project.

WSFM Box 5 / HF-CP Box 5: The Project—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 the WUI and near the community. This should include a well-written introduction or project type (fuels reduction, education, planning) and why it is needed in the area. If applying for a fuels reduction project, describe the vegetation/fuel types and how they present on ongoing, specific hazards to life, property and resilient ecosystems in the WUI and near communities. Education and prevention activities are related and integrate into the proposed project (if included). CWPP planning integrates into the proposed project and are well described (if a CWPP is not already in place for WSFM). 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.

WSFM Box 6: Relation to Forest Action Plan/CWPP—clearly describe how the project and its actions address the specific goals of the forest action plan and/or CWPP. It is important to describe how the project meets the goals of both of these planning documents. Relationships to the three goals within the Cohesive Wildfire Strategy could also be included in this section, but are not required. When citing the CWPP provide specific language of project and priority as it relates to this proposal. For WSFM, if a CWPP is outdated or does not exist, the update or writing of the CWPP must be part of the project.

WSFM Box 7 / HF-CP Box 6: Proposed Activities—this section must clearly explain exactly how the grant dollars will be spent on this project and outline what will be accomplished (fuels, cost-share, outreach, prevention, planning). Specify the location of the project, how many communities and people will be impacted, and describe treatment methodology and who will be doing the project work. Unlike the overview, this will provide the specific details of the project using measurable units where applicable to describe amounts, locations, and other specific information to allow reviewers to understand how the project unfolds over time affects specific hazards, locations and populations. Actions (mechanical, hand treatment, etc.) should have a brief scope of work that address specific pre-grant conditions and post-action measurable results using industry-standard measurements (eg. basal area, dbh targets, crown spacing, tons/acre, etc.). Deliverables should be outlined with metric-oriented targets (eg. acres, fuel break sizes, people educated, CWPPs completed, etc.). Demonstrate the development of solid planning principles and actions that will allow the project to be successful if awarded. Describe how grant and leverage funds will be used to support actions. For education projects, describe the need for education and outreach and describe all of the proposed fire adapted community programs and elements that will be deployed or enhanced (eg. Firewise, prevention, Living with Fire, etc.). Describe the use of all mediums of communication an outreach. For CWPP updating and planning, describe what planning has been accomplished and what still needs to occur, how it will occur and be accomplished by whom. Describe where collaboration will occur and how the CWPP will help the community address hazards related to structural ignitability, fuels reduction, and infrastructure protection.

WSFM Box 8: Landscape—describe the landscape this project influences and how this effort integrates with other actions that have been taken in the vicinity. 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. Note, be specific when naming USFS, private, or NDF projects and include acres. Think global (watershed) not local.

WSFM Box 9 / HF-CP Box 7: Project Collaboration—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. Ensure that their contribution is linked with a specific action that is a

part of the project to ensure linkage between their contribution and meeting the goals of the grant. Ensure that all acronyms are defined that are not commonly used in the national forum. 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. Create a partner list and state what they are contributing concisely; actions not sentences. Include the matching fund amounts that each cooperator will be contributing.

WSFM Box 10 / HF-CP Box 4: Project Timeline—must include such things as: begin/end dates, milestones, quarterly accomplishments, etc. Create a timeline for the most significant activities included in *the Proposed Activities/Scope of Work* sections and list: acres, meetings, events and people. Describe in a bulleted format who will be accomplishing what in specific locations during what times. If the project is on large treatment, then break it down seasonally with seasonal acreage or other targets to show the progression of planning, implementation, coordination, agreements, contracting, and other actions over time.

WSFM Box 11 / HF-CP Box 8: Project Sustainability—must clearly describe the who, what, when, where and why of how this project will remain effective and be sustained over time for each of the four elements below. When answering, be concise and provide only relevant details. Clearly show that these items have been planned in advance and have been proven to be successful.

- **Environmental Factors (vegetation regrowth):** 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 need for maintenance of this project. Describe who will be responsible for maintenance and for how long, using what resources or reinforcing mechanisms (landowner agreement, HOA or municipal regulations, technical support from local agencies).
- **Education (programs and methods):** describe how landowners have been and will continue to be trained and educated to maintain the project and explain their understanding of the needs and expectations for 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.
- **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.
- **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.

Attach a Map of the Project Area to the Pre-Proposal Form— with a north arrow and geographic locator (such as latitude and longitude or GPS coordinates). Denote nearby cities to serve as reference points.

WSFM DUE DATE: February 16, 2017: Email Pre-Proposal to: rshane@forestry.nv.gov and for questions, contact Ryan Shane at rshane@forestry.nv.gov or 775-684-2511.

HF-CP DUE DATE: February 9, 2017: Email Pre-Proposal to: rshane@forestry.nv.gov and for questions, contact Ryan Shane at rshane@forestry.nv.gov or 775-684-2511.

RESOURCES

To find forms, resources and references listed below go to: <http://forestry.nv.gov/grants/>

LANDSCAPE SCALE RESTORATION (LSR) REFERENCES AND FORMS

- 2018 Request for Pre-Proposals Instructions
- 2018 LSR Pre-Proposal Form
- NDF Budget Development Guidelines and Restrictions

Examples of Landscape Scale Restoration projects

The 2018 application form that NDF will submit is not yet available. For information purposes, see examples of past application and criteria.

- FY2017 Landscape Scale Restoration Application
- FY2017 Application Instructions and Scoring Criteria (*Good information to review*)

Examples of successful Nevada applications—these provide good examples of both content and format that clearly describe the project, address the scoring criteria and explain how funding will be used. Multiple successful projects are listed on the NDF grants website.

WESTERN FIRE MANAGERS (WSFM) & HAZARDOUS FUELS-COMMUNITY PROTECTION (HF-CP) REFERENCES AND FORMS

- 2018 Request for Pre-Proposals Instructions
- Western State Fire Managers Grant Application
- Hazardous Fuels – Community Protection Program Grant Application
- NDF Budget Development Guidelines and Restrictions

OTHER IMPORTANT INFORMATION

- [Nevada Forest Action Plan](http://forestry.nv.gov/forestry-resources/state-resource-assessments/) (<http://forestry.nv.gov/forestry-resources/state-resource-assessments/>)

MAP—PRIORITY LANDSCAPE AREAS

Nevada Natural Resource Strategy

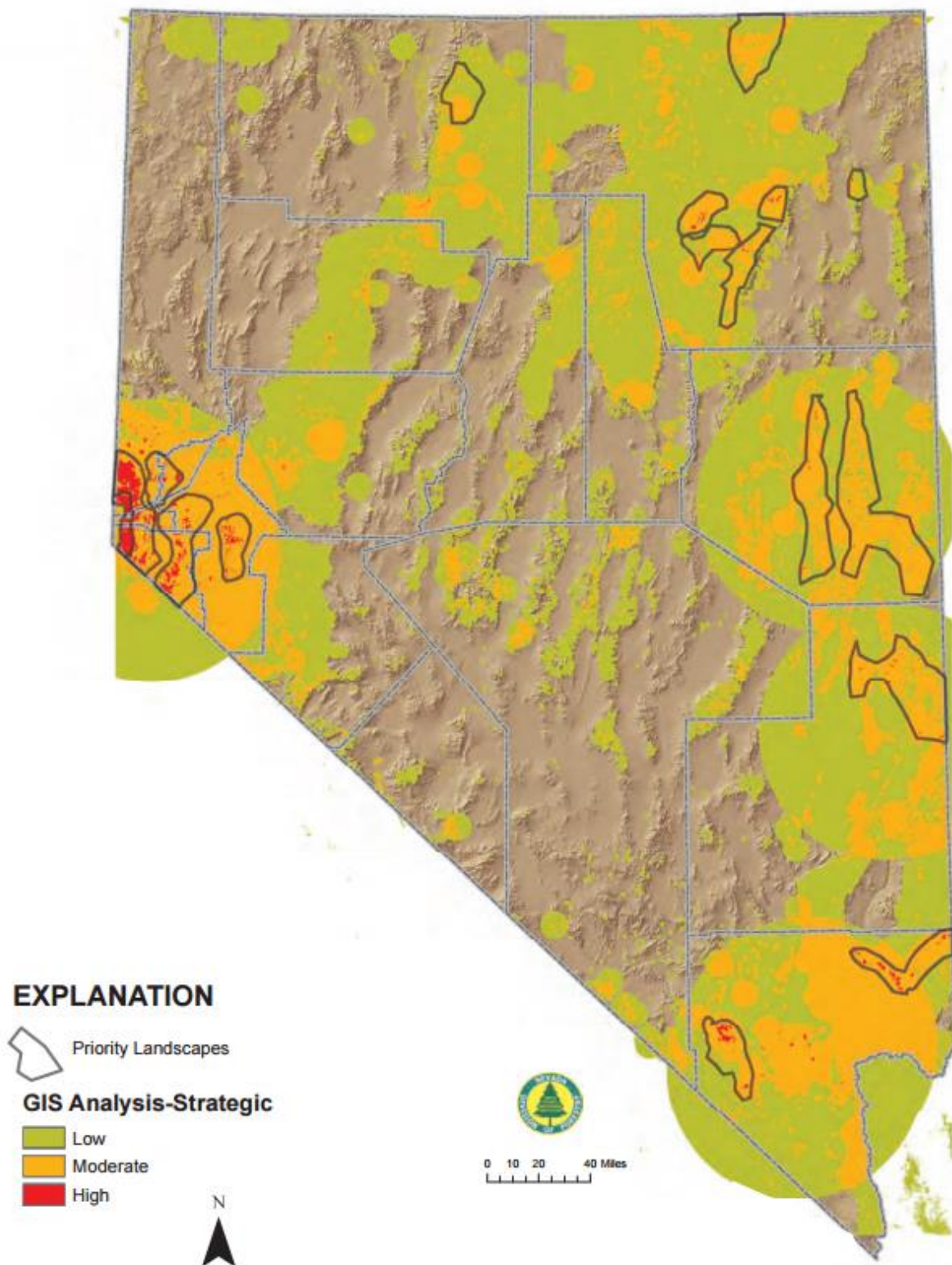


Figure 1. Priority Landscapes