



**2017 COMMUNITY FOREST &  
OPEN SPACE PROGRAM**  
**REQUEST FOR PROJECTS –  
APPLICATION INSTRUCTIONS**



**Funding Summary:**

The Nevada Division of Forestry (NDF) is currently accepting applications for projects that are eligible for 2017 Community Forest and Open Space Program (CFP) funding. Through CFP, the USDA Forest Service (USFS) provides financial assistance to local and Tribal governments, and qualified nonprofit entities, for the acquisition of eligible private lands in order to convert them into Community Forests and Open Spaces. Community Forests offer many public benefits. They provide places to recreate and enjoy nature; they protect habitat, water quality and other environmental benefits, and they can provide economic benefits through timber resources. Community Forests have also long been sites for environmental and cultural education. NDF administers the federally funded program with oversight from the USFS.

Additional information about CFP can be found at:

<http://www.fs.fed.us/cooperativeforestry/programs/loa/cfp.shtml>

**Application Submission Deadline:**

Applications must be received **by 5:00 PM (PST), Friday, January 13, 2017**. Late applications will not be considered for the 2017 round of funding.

**Primary Contact Information:**

**Heather Giger, NDF Legacy Program Coordinator, 775-684-2552 or**  
[hdgiger@forestry.nv.gov](mailto:hdgiger@forestry.nv.gov).

Please contact NDF Legacy Program Coordinator, Heather Giger, with any questions about the CFP application process. Consultation with NDF staff prior to submitting an application is required to ensure that projects meet state and federal CFP eligibility requirements. Tribal governments are exempt from this requirement and may apply directly with the USFS.

**Project Selection Process:**

The NDF Advisory Committee will meet in March 2017 to evaluate and prioritize potential CFP projects. Projects will be selected based on the quality and completeness of each application. Applicants must complete the attached **Project Nomination Form**. A maximum of three proposals from Nevada will be submitted to the National CFP Panel for consideration. Final funding selections will be announced by the end of June 2017.

**Application Instructions:**

Follow the specific instructions for each section of the application and address each requested criteria in brief and direct statements. Character limitations will restrict application length at the federal level. Convincing points should be as extensive as possible, but should not repeat facts or previous statements. The evaluation committee will rank quality above quantity. A project map is required as part of the application. Maps should provide information to support and emphasize conservation benefits, development threats, strategic importance, and adjacent landscape conservation planning efforts.

Submit applications **electronically** to [hdgiger@forestry.nv.gov](mailto:hdgiger@forestry.nv.gov). Supplementary hard-copy documents are not required, but may be mailed to: Nevada Division of Forestry  
ATTN: Heather Giger  
2478 Fairview Drive  
Carson City, NV 89701

### General Recommendations:

- Proofread thoroughly and write concisely.
- A quality map is essential and helps to visually demonstrate critical points.
- Fully address the importance of your project. Never assume that the reviewer understands the value of any given project area.
- High ranking projects have strong community backing and focus on project sites that support a diversity of conservation values.

### Program Basics:

- Full fee title acquisition of private property is required. Conservation easements are not eligible.
- The title to Community Forests can be held by local governments, Tribal Governments, and qualified nonprofit entities.
- The program pays up to 50% of the project costs and requires a 50% non-federal match.
- Public access is required for all CFP projects.
- Community involvement is required during the establishment of the Community Forest and in making long-term management decisions.
- The request for federal funds for individual projects may not exceed \$400,000.**

### CFP Eligibility Requirements:

- Eligible applicants include local governments, Tribal Governments, and qualified nonprofit entities.
  - Local Governments: Any municipal government, county government, or other local government with jurisdiction over local land use decisions.
  - Indian Tribes: Federally recognized Indian tribes and Alaska Native Corporations, as defined by Section 4 of the Indian Self-Determination and Education Assistance Act (U.S.C. 450b).
  - Qualified Nonprofit Organizations: Consistent with Section 170(h) (3) of the Internal Revenue Code, and existing primarily for one or more of the following conservation purposes:
    - The preservation of land areas for outdoor recreation by, or for the education of, the general public
    - The protection of a relatively natural habitat of fish, wildlife, or plants, or similar ecosystem
    - The preservation of open space (including farmland and forest land) where such preservation is for the scenic enjoyment of the general public
    - The preservation of a historically important land area or certified historic structure
- CFP eligible lands are privately owned forest lands that are a minimum of five (5) acres in size and at least 75% forested.
  - Private Forest Lands: Lands that are threatened by conversion to non-forest uses, are not lands held in trust by the United States, and can provide defined community benefits and allow public access
- Full fee purchase is required. (Conservation Easements purchases are not eligible.)

- Full Fee Purchase: Land conveyance where a purchaser acquires all rights, title and interest in a property from a seller or owner. Also known as fee simple or fee acquisition.

**Allowable Project Expenses:**

- Full fee purchase price.
- Yellow Book appraisal/ Appraisal review.
- Land surveys.
- Legal & closing costs.
- Title examination.
- Development of Community Forest Plan.

**Unallowable Project or Cost Share Expenses:**

- Conservation Easement Purchases.
- Long-term operation, maintenance, and land management activities.
- Construction of buildings or recreational facilities.
- Research.
- Existing liens or taxes owed.
- Costs associated with application preparation.

**Cost Share/Match Requirements:**

- 50% of total project costs must come from non-federal contributions.
- Matching contributions may include cash, in-kind services, or donations and must meet the following requirements:
  - Be provided within the grant period
  - Not include other Federal funds unless specifically authorized by Federal statute
  - Not include non-Federal funds used as cost share for other Federal programs
  - Not include funds used to satisfy mandatory or compensatory mitigation requirements under a Federal regulation, such as the Clean Water Act, the River and Harbor Act, or the Endangered Species Act
  - Not include borrowed funds (Community Forest Program Final Rule defined Borrowed Funds as funds which would encumber subject property, in whole or in part, to another party)