



Nevada DIVISION of FORESTRY

REQUEST FOR PROJECT PRE-PROPOSALS FY 2020 GRANT CYCLE-INSTRUCTIONS AND GUIDELINES

- Landscape Scale Restoration Grants (LSR) – Pre-Proposal due date 3/1/20
- Western States Fire Managers - WUI Grants (WSFM) – Pre-Proposal due date 3/1/20
- Hazardous Fuels-Community Protection Grants (HF-CP) – Pre-Proposal due date 2/15/20

CONTENTS

GENERAL INFORMATION	2
PROCESS	2
TIMELINE	2
PROJECT GUIDELINES	3
GENERAL ELIGIBILITY & SIDEBARS	3
PRE-PROPOSAL REQUIREMENTS.....	4
GRANT PROGRAM PRE-PROPOSALS	4
LANDSCAPE SCALE RESTORATION (LSR) GRANTS– pre-proposal	4
Instructions for Pre-Proposal Form.....	4
WESTERN STATES FIRE MANAGERS (WSFM) & HAZARDOUS FUELS-COMMUNITY PROTECTION (HF-CP) GRANTS – pre-proposal.....	5
Minimum Criteria Check-List—for Projects to be Eligible for Funding	5
Instructions for Pre-Proposal Form.....	5
RESOURCES	8
LANDSCAPE SCALE RESTORATION (LSR) REFERENCES AND FORMS	8
WESTERN FIRE MANAGERS (WSFM) & HAZARDOUS FUELS-COMMUNITY PROTECTION (HF-CP) REFERENCES AND FORMS	8
MAP—PRIORITY LANDSCAPE AREAS	9

NOTE: Specific grant pre-proposal forms are available for download at <http://forestry.nv.gov/grants/>.

The Nevada Division of Forestry (NDF) is seeking pre-proposals for projects eligible for the US Forest Service, 2021 State and Private Forestry **Landscape Scale Restoration (LSR)**, **Western States Fire Managers (WSFM)**, and **Hazardous Fuel-Community Protection (HF-CP)** grant programs. Qualifying applicants may submit pre-proposals for one or all of these grant programs. Carefully review the guidelines and complete the appropriate pre-proposal form by following grant specific criteria and instructions.

BACKGROUND INFORMATION

In 2010, a team of private and public forestry representatives, with input from a broad group of stakeholders from across the state, completed work on the State Wide Forest Resource Assessment. The Assessment consists of two documents (1. State Wide Assessment Report 2. State Wide Strategies and Priority Landscapes), which are collectively known as the [Nevada Forest Action Plan \(FAP\)](#). The 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 both 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 full project development. Based on guidance from the NDF Advisory Committee, three LSR, 10 WSFM and three HF-CP pre-proposals will be developed into final proposals to be submitted for competitive funding consideration.

Important dates for each of the grant programs are outlined in the table below. HF-CP pre-proposals are due mid-February, with final proposals to be completed by early March. LSR and WSFM pre-proposals are due the first of March. Selected proposals are then developed over the course of the spring and summer and re-submitted to NDF. Once NDF approves the full proposals, they will be submitted to western states competitive evaluation committees. The evaluation committees rank projects and make formal funding recommendations. Final funding levels are dependent on Congressional budget allocations, with awarded projects announced by July 2019. Once NDF receives confirmation of awarded funding, successful applicants will be contacted to complete partner agreements and begin project implementation. For additional guidance on developing LSR pre-proposals contact NDF Stewardship Program Coordinator, Mike Vollmer, at mvollmer@forestry.nv.gov or 775-684-2530. For WSFM or HF-CP pre-proposals, contact NDF Cooperative Forestry and Fire Programs Supervisor, Nate Barrons, at nbarrons@forestry.nv.gov or 775-684-2511.

TIMELINE

2019	
1/4/20	Announcement of request for LSR, WSFM & HF-CP Pre-proposals.
2/15/20	HF-CP Pre-proposals due to NDF; Advisory Committee Reviews/Ranks; Selected proposals revised for final submission.
3/1/20	LSR & WSFM Pre-proposals due to NDF; Final HF-CP Proposals due.
3/20/20	Advisory Committee Reviews/Ranks LSR & WSFM Pre-proposals. Selected proposals developed for final submission.
July 2020	HF-CP funds available for project implementation (if awarded).
7/19/20	LSR & WSFM developed proposals due to NDF for internal review and final edits.
8/16/20	Final LSR & WSFM Proposals due to NDF program coordinator(s).

Late August – Early September 2020	NDF submits LSR & WSFM Proposals to the Western States Competitive Granting Process.
October-November 2020	Review Teams score and rank proposals, and make funding recommendations to the USFS Washington Office.
December 2020	Anticipated funding lists announced for LSR & WSFM (funding not guaranteed).
2020	
7/1/2021	Dependent on congressional appropriations, states receive LSR & WSFM funding.
7/15/2021	NDF develops partner agreements to begin LSR & WSFM project work.

PROJECT GUIDELINES

GENERAL ELIGIBILITY & SIDEBARS

Eligible Applicants	LSR , WSFM and HF-CP grants - State and local agencies, tribes, non-profit organizations, private landowners, homeowner’s associations and educational institutions.
	An active DUNS# and signed financial and programmatic assurances are required prior to receipt of funds.
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 Community Wildfire Protection Plans (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 ¹ . 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 USFS 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.

¹ 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 <http://forestry.nv.gov/grants/>.

GRANT PROGRAM PRE-PROPOSALS

LANDSCAPE SCALE RESTORATION (LSR)

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, Forest Stewardship, 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 watershed restoration plans)
- Conduct actions or treatments on a broad scale to increase and maintain landscape resistance to disturbance and resiliency following disturbance. (e.g., treatments to improve and/or restore forest health and system function, rehabilitate riparian corridors, improve wildlife habitat, reduce hazardous fuels and/or invasive species, or mitigate development pressures and impacts from undesignated recreation)
- Increase forest related benefits to rural communities
- Provide education and outreach to train landowners or organizations in sound stewardship practices (e.g., stakeholder workshops, statewide surveys to assess landowner attitudes and/or targeted marketing to increase statewide forest landowner participation)

Projects are encouraged to include an outreach or educational component that increases the understanding of relevant stakeholders and the general public.

INSTRUCTIONS FOR PRE-PROPOSAL FORM

Complete the LSR Pre-proposal form at: <http://forestry.nv.gov/wp-content/uploads/2018/12/fy2020-western-lsr-application-worksheet.pdf>

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

Include the geographic location (such as latitude and longitude or GPS coordinates) of project area. Shapefile(s) of the project area will be accepted as a substitute for a project map or as supplementary information.

Competitive Projects have strong Match and Leverage Components.

LSR requires a 1:1 match commitment. Applicants are encouraged to provide as much match as possible. NDF is also able to assist with matching funds. 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.

DUE DATE: March 1, 2020—Email pre-proposal questions and completed form to Mike Vollmer – mvollmer@forestry.nv.gov

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

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
- Community Wildfire Protection 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 2020 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 or character limit 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.) **Download the scoring guide for the WSFM application for additional instructions for each box on the WSFM application.** Additional resources to assist in completion of the HF-CP and WSFM form are located below.

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. NDF will require the applicant to show in-kind or hard/cash match (≥10%). Higher amounts of match will increase the probability of grant selection for full proposal development. 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 increase project sustainability 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 all lines 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 (e.g., basal area, dbh targets, crown spacing, tons/acre, etc.). Deliverables should be outlined with metric-oriented targets (e.g., 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 (e.g., 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: March 1, 2020 — Email pre-proposal questions and completed form to Nate Barrons – nbarrons@forestry.nv.gov

HF-CP DUE DATE: February 15, 2020 — Email pre-proposal questions and completed form to Nate Barrons – nbarrons@forestry.nv.gov

RESOURCES

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

LANDSCAPE SCALE RESTORATION (LSR) REFERENCES AND FORMS

- 2020 Request for Pre-Proposals Instructions
- 2020 LSR Pre-Proposal Form
- NDF Budget Development Guidelines and Restrictions

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

- 2020 Request for Pre-Proposals Instructions
- Western States Fire Managers Grant Application
- Western States Fire Managers Scoring Aid
- 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

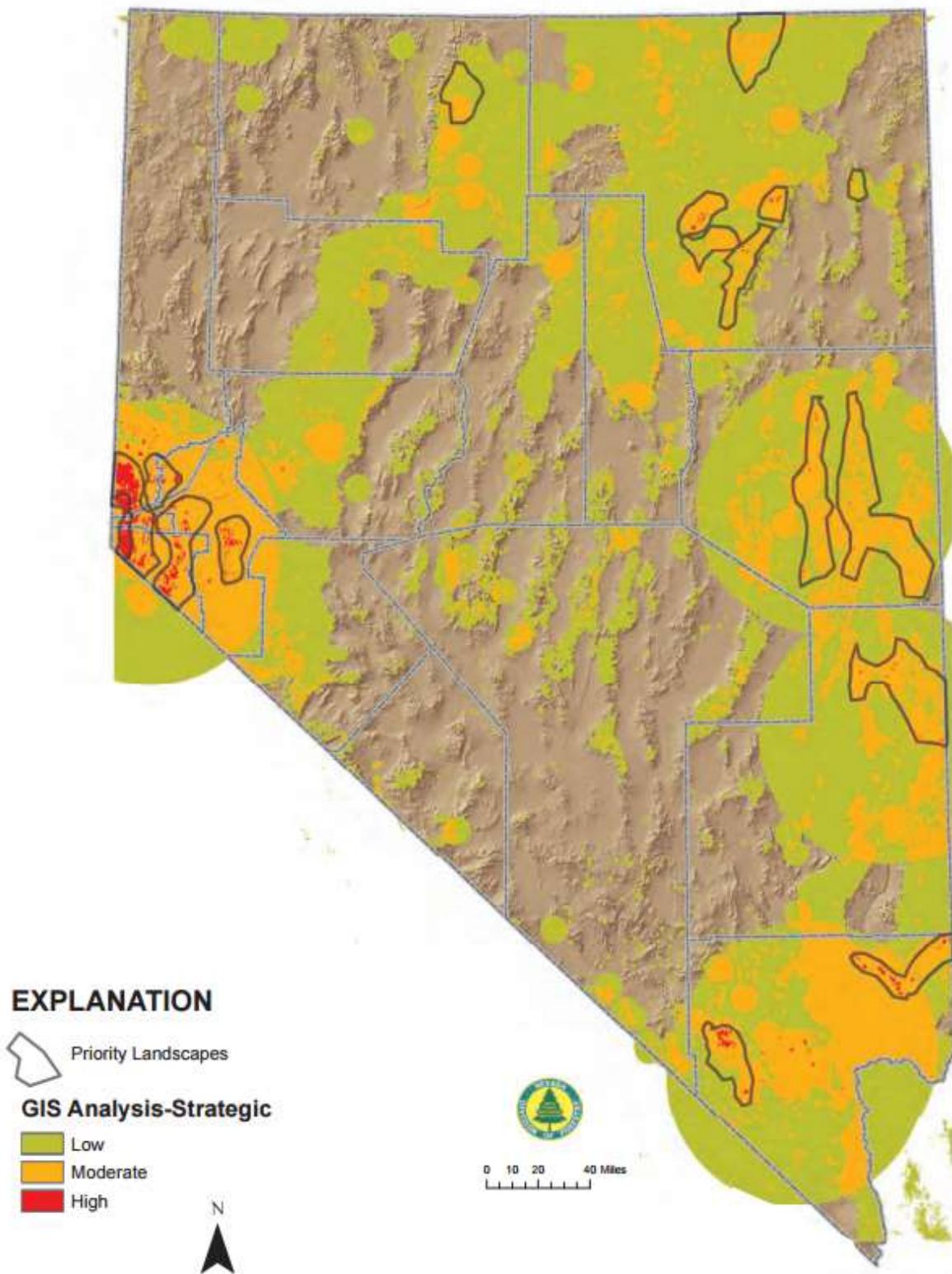


Figure 1. Priority Landscapes