

# **State of Alaska, Division of Forestry Western Wildland Urban Interface**

## **Grant Business Rules**

### **Introduction**

This document is intended to outline standard business practices for developing Western Wildland Urban Interface competitive grant proposals in Alaska. For more information on specific criteria and instructions of the program refer to the Criteria and Instructions developed by the Western State Fire Managers , found on Forestry's web page: <http://forestry.alaska.gov/fire/cwpp/wuigrants.htm>

### **Background**

Since 1999, the Council of Western State Foresters have awarded funding on a competitive basis to the western states and protectorates under the Western WUI Grant Program. Key program areas include: fuels reduction, restoration of fire adapted ecosystems, planning and information and education. Funding flows through the USDA Forest Service to the states. The State of Alaska, Division of Forestry is responsible for administering Western WUI grants in Alaska.

### **Requirements**

- The fill-able pdf. format applications may not be changed. Change in font style or size, changes to the size of the text blocks or any other changes to the application will result in automatic disqualification.
- Technical, third party writing only; no personal writing.
- Information, language and references used need to be consistent through out the application.
- Double check spelling for errors.
- Submit an 8 x 11 map of the Project Area to with the application.
- Submit a letter of commitment and certification of matching share by grant contributors with the application. In-kind contributions must be listed out by type and value of contributions in the letter.
- Alaska State Forestry Area offices are responsible for coordinating with and prescreening local government Western WUI grant applications to assure agencies are not duplicating efforts or competing with each other.
- Obtain supervisor's approval of project(s) prior to submitting the application.
- Applications must be submitted by the established annual deadline. Late applications will not be considered. Deadlines will be established for each new grant cycle

**Procedures (based on 2016 application)**

**Block 1**

<b>Applicant Information</b>	
<b>Applicant:</b>	Organization's full name
<b>Contact Person:</b>	Name & title someone of authority that will be available in the fall
<b>Address:</b>	Mailing address
<b>City/Zip Code:</b>	Mailing address
<b>Phone (Work/Cell):</b>	Include area code- for contact person named above
<b>Email:</b>	Email address of Contact Person named above
<b>Fax:</b>	Include area code
<b>Federal Tax ID\DUNS #:</b>	92-6001185 / DUNS # 103328576- This will be the same every year for Forestry

- 1) Local government and non profits will have a different Federal tax ID and DUNS number from State of Alaska, Division of Forestry.

**Block 2**

<b>Project Information</b>			
<b>Name of Project:</b>	Provide a short descriptive title		
<b>Community Name:</b>	List all communities in project area		
<b>County(ies):</b>	Borough, Municipality name or N/A		
<b>Congressional District:</b>	Alaska – This will always be “Alaska”		
<b>Latitude:</b>	In decimal degrees	<b>Longitude:</b>	In decimal degrees

**Block 3**

<b>Total Project Expense</b>				
Budget Detail (Provide additional information in Block 4)	Grant Share (\$ Amount Requested)	Match ( Non Federal Only)		TOTAL
		Dollars	In-Kind	
<b>Personnel / Labor:</b>				
<b>Fringe Benefits:</b>	Leave blank	Leave Blank	Leave Blank	
<b>Travel:</b>				
<b>Equipment:</b>	Leave blank unless > 5k per single item			
<b>Supplies:</b>				
<b>Contractual:</b>				
<b>Construction:</b>				
<b>Other:</b>	Leave blank unless good	explanation in	budget narrative	
<b>Indirect Costs:</b>	SOA FY15 17.97%	Leave blank	Leave Blank	

- 1) Dollar figures will automatically total in application.
- 2) Leave fringe benefits blank and include fringe in personnel/labor costs.
- 3) Any single item equipment purchase \$5,000 or larger requires tracking and return of property to Forest Service. ***This is strongly discouraged.***
- 4) These grant monies do not fund construction projects.
- 5) These grant monies cannot be used to treat federal land.
- 6) DNR Forestry assesses an indirect on grant funded personnel services only for in Division of Forestry applications. Indirect costs are those cost related to institutional infrastructure, both physical and administrative that are necessary for project / grant implementation. Example- accounting staff, space, utilities, purchasing officers. These costs are not itemized in the grant application. The SOA DNR percentage of indirect changes every year. Contact Forestry' Central office for current FY indirect rate. Local government and non profits will have a rate that differs from the State of Alaska's rate.
- 7) For any fire departments, local governments or non-profits that may apply Forestry will assess 17.97% of total project cost for administration and oversight of the projects. Be sure to allow for this percentage when developing the project budget.

**Block 4**

<b>Budget Narrative</b>	
<p>What the grant funds will spent on.</p> <p>Key Points</p> <ul style="list-style-type: none"> <li>• Detailed description of use of dollar amounts listed in Box 4. If enough room may discuss in kind/match piece here but not mandatory.. Who, what, when why, where</li> <li>• Budget narrative amounts and categories need to match Block 4 amounts and categories and follow same order i.e. personal/labor, fringe benefits, travel, equipment, supplies, contractual, other, indirect</li> </ul>	

**Block 5**

<b>Project Area Description and Challenges</b>	
<p><b>Key points to include in narrative:</b></p> <ul style="list-style-type: none"><li>• Type of project (Hazard Fuels, Information &amp; Education or Planning)</li><li>• Project location</li><li>• Physical properties – affected area size</li><li>• Fire history</li><li>• Fuel type –hazard fuels projects especially and fuel model CFDRS and/or NFDRS</li><li>• Description of current conditions</li><li>• Community description, size, population, number of structures/residents, permanent residents, visitor population; use US census data</li><li>• Attach map (for in state reference only) Still need to describe project area in this block</li></ul>	

- 1) Attach an 8x11 inch to the mile topographical map of the project area to the proposal. (for in state review only) Map will contain: title of project, legend, North arrow, fire history, project area shaded in yellow, previous treatments (if any) shaded in blue, sphere of influence of project shaded in green. This is to aid with the in- state review only.**

**Block 6**

<b>Relation to Forest Action Plan</b>	
<p><b>Key points to include:</b></p> <ul style="list-style-type: none"><li>• Description of what will be done</li><li>• How it will be accomplished</li><li>• Quantified –Acres treated, residents contacted ,number of meetings held, educational material distributed, number of potential visitors affected</li><li>• Description of each applicable “Project Category” in box 8</li><li>• Acres treated and communities affected #s must match through out application</li><li>• Specify/define treatment phases; don’t count same acres 2x</li><li>• For Information &amp; Education always mention Firewise, not just fire prevention</li></ul>	

**Block 7**

<b>Proposed Activities</b>	
<p>Key points:</p> <ul style="list-style-type: none"><li>• Description of what will be done<ul style="list-style-type: none"><li>• How it will be accomplished</li><li>• Quantified –Acres treated, residents contacted ,number of meetings held, educational material distributed, number of potential visitors affected</li><li>• Acres treated and communities affected #s must match throughout application</li><li>• Specify/define treatment phases; don't count same acres 2x</li><li>• For Information &amp; Education projects always mention Firewise, not just fire prevention</li></ul></li></ul>	

**Block 8**

<b>Landscape Scale</b>	
<p>Key points</p> <ul style="list-style-type: none"><li>• Project is part of or compliments a larger or adjacent project</li><li>• Project provides protection for more than the targeted community</li><li>• Project will have benefits beyond the target community</li><li>• Project effects a larger population than the target community</li><li>• Tie into other agencies projects, plans</li><li>• How project will leverage or compliment previous treatments, projects, programs</li></ul>	

**Block 9**

<b>Project Collaboration</b>	
<p>Key points</p> <ul style="list-style-type: none"><li>• Are other organizations involved in implementation or will be?</li><li>• Is role of other cooperators described (contributing time/resources/equipment)?</li><li>• Does project creatively leverage the resources of other entities?</li></ul>	

## Block 10

<b>Project Timeline</b>	
Key points	
<ul style="list-style-type: none"><li>• Time line defined and complete through completion of project</li><li>• Significant accomplishments identified</li><li>• Time line reasonable</li><li>• Consider using phases in timeline to coincide with project categories</li></ul>	

## Block 11

<b>Project Sustainability</b>	
Key Points	
<ul style="list-style-type: none"><li>• Maintenance requirement identified for the specific vegetation type, longevity of fuel treatment, define how treatments go beyond the grant?</li><li>• Education – residents have been trained what to do and how often? How often will education materials, be updated and distributed? Cycle of educational programs in school?</li><li>• Commitment – a signed agreement with landowner? CWPP updates?, Ordinance requirements, etc. Define who is responsible</li><li>• Funding – Define how future maintenance will be paid for</li><li>• Monitoring – define who will monitor/ensure maintenance will be accomplished</li></ul>	

**END**

## **Resources**

### **2010 US Census Data**

<http://2010.census.gov/2010census/>

### **Alaska Community Database (community summaries)**

[http://commerce.alaska.gov/dca/commdb/CF\\_CIS.htm](http://commerce.alaska.gov/dca/commdb/CF_CIS.htm)

### **Division of Forestry Resource Assessment**

<http://forestry.alaska.gov/pdfs/2010AlaskaStatewideAssessment.pdf>

### **Division of Forestry Statewide Forest Resource Strategy**

<http://forestry.alaska.gov/pdfs/StatewideForestResourceStrategy.pdf>

### **Division of Forestry Community Wildfire Protection Plan (CWPP) web page**

<http://forestry.alaska.gov/fire/cwpp/>

### **Division of Forestry Wildland Urban Interface Grants**

<http://forestry.alaska.gov/fire/cwpp/wuigrants.htm>

### **Division of Forestry Grant Administration & Successful Grant Writing Basics**

<http://int.dnr.alaska.gov/forestry/management/>

### **Alaska Fire History**

<http://fire.ak.blm.gov/predsvcs/maps.php> & <http://fire.ak.blm.gov/predsvcs/intel.php>

### **Municipality of Anchorage**

<http://www.muni.org/pages/default.aspx>

### **National Cohesive Wildland Fire Management Strategy**

<http://www.forestsandrangelands.gov/strategy/>

### **Matanuska -Susitna Borough**

<http://www.matsugov.us/>

### **Fairbanks North Star Borough**

<http://www.co.fairbanks.ak.us/>

### **West Wide Wildfire Risk Assessment**

<http://www.westwideriskassessment.com/>

### **Standard Fire Behavior Fuel Models**

[http://www.fs.fed.us/rm/pubs/rmrs\\_gtr153.pdf](http://www.fs.fed.us/rm/pubs/rmrs_gtr153.pdf)

### **Canadian Forest Fire Danger Rating System**

[http://cwfis.cfs.nrcan.gc.ca/en\\_CA/background/summary/fdr](http://cwfis.cfs.nrcan.gc.ca/en_CA/background/summary/fdr)