

State of Alaska, Division of Forestry Western Wildland Urban Interface

Grant Business Rules

6/22/16

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.

Alaska Requirements

- Applications are to be entered online. The WUI Grant Coordinator will send applicants the link upon request. A template fillable pdf can be used to develop the application also. Contact WUI Grant Coordinator, currently: arlene.weber-sword@alaska.gov.
- The fill-able pdf. and online format applications may not be altered. 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. This map will be used for in state evaluation purposed only.
- 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.
- Draft and final 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 2017 application)

Block 1

Proposal Cooperator	
Applicant:	Organization’s full name
Contact Person:	Name & title someone of authority that will be available in the fall
Address:	Mailing address
City/Zip Code:	Mailing address
Phone (Work/Cell):	Include area code- for contact person named above
Email:	Email address of Contact Person named above
Fax:	Include area code
Federal Tax ID\DUNS #:	Your organizations’ Federal Tax ID # or DUNS Number

Block1

Applicant Information (only Forestry fills out this section)	
Applicant:	
Contact Person:	
Address:	
City/Zip Code:	
Phone (Work/Cell):	
Email:	
Fax:	
Federal Tax ID\DUNS #:	

Block 2

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

Block 3							
				Leverage			
Budget Detail (Provide additional information in Personnel /	Grant Funds Requested	Match		Non Match	Source	TOTAL	
		Applicant	Non	All	3 rd Party		
Fringe Benefits:	Leave blank	Leave Blank	Leave Blank				
Travel:							
Equipment:	Leave blank unless > 5k per						
Supplies:							
Contractual:							
Construction:							
Other:	Leave blank	explanation	budget				
Indirect Costs:	DOF- 16.19%	Leave blank	Leave Blank				

- 1) Dollar figures will automatically total in the application itself. Dark greyed rows/columns to be left blank.
- 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 16.19% 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

Budget Narrative	
What the grant funds will spent on. Key Points	
<ul style="list-style-type: none">Detailed description of use of grant dollar amounts listed in Box 4. Description of match is not required. In Box 4. Match should be described in box 9. 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 and explain how these expenditures tie directly to the project goals and objectives.	

Block 5

Project Area Description and Challenges	
Key points to include in narrative:	
<ul style="list-style-type: none">Type of project (Hazard Fuels, Information & Education or Planning)Project locationPhysical properties – affected area sizeFire historyFuel type –hazard fuels projects especially and fuel model CFDRS and/or NFDRSDescription of current conditionsCommunity description, size, population, number of structures/residents, permanent residents, visitor population; use US census dataAttach map (for in state reference only) Still need to describe project area in this block	

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 and will not be forwarded onto Western State WUI Grant Committee.

Block 6

Relation to Forest Action Plan/CWPP	
Key points to include:	
<ul style="list-style-type: none">Description of what will be doneHow it will be accomplished	

- Quantified –Acres treated, residents contacted ,number of meetings held, educational material distributed, number of potential visitors affected
- Description of each applicable “Project Category” in box 8
- Acres treated and communities affected #s must match through out application
- Specify/define treatment phases; don’t count same acres 2x
- For Information & Education always mention Firewise, not just fire prevention

Block 7 -

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

Block 8

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

Block 9

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

Block 10

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

Block 11

Project Sustainability	
Key Points	
<ul style="list-style-type: none">• Maintenance requirement identified for the specific vegetation type, longevity of fuel treatment, define how treatments go beyond the grant?• 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?• Commitment – a signed agreement with landowner? CWPP updates?, Ordinance requirements, etc. Define who is responsible• Funding – Define how future maintenance will be paid for• Monitoring – define who will monitor/ensure maintenance will be accomplished	

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

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

Canadian Forest Fire Danger Rating System

http://cwfis.cfs.nrcan.gc.ca/en_CA/background/summary/fdr