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Arizona State Forestry Division

Office of the State Forester
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Phoenix, AZ 85007
(602) 771-1400



July 17, 2013

RE: Western Wildland Urban Interface Grant Application for 2014

The Arizona State Forestry Division is accepting applications for the 2014 Western Wildland Urban Interface Grant Program. Projects proposed for private, state, and tribal lands within Arizona are eligible for this grant. The application, submittal form, and instructions may be downloaded from the "Grant Information" section of the AZ State Forestry Division website at www.azsf.gov.

Applications and accompanying documentation must be received by August 28, 2013.

Funding for this program is made available to the State of Arizona by the US Forest Service through a competitive process conducted across the western United States. Funding levels for 2014 have not yet been determined, but are anticipated for Arizona projects at up to approximately \$1.5 million. The grant program has the following goals: 1) Reduce Hazardous Fuels/Restore Fire-adapted Ecosystems, 2) Improve Prevention and Education in the Interface, and 3) Community Wildfire Protection Planning. Award announcements are anticipated in spring to early summer of 2014.

Project proposals should be prepared and submitted as follows:

- Proposals must address one or more of the three categories listed above, and will be scored using criteria identified in the attached "Criteria and Instructions" document and those listed below.
- Each project proposal may request up to \$300,000 in federal funding, and must include an equal amount of non-federal investment (match). No more than 50% of the total project may be provided by these federal grant funds. (Physical work done by individual landowners and family members on their own property will not be reimbursed, but may be documented as a portion of the required match.)
- Projects may be planned for a maximum of three years for completion, but proposals that can be initiated quickly after award will be given a priority.
- Organizations may submit more than one project proposal, but each must be submitted separately.
- **Each project submission must include -**
 - A fully completed **Arizona Project Submittal Form** (MS Word document)
 - A fully completed **2014 Western States Wildland Urban Interface Grant Application** form (PDF document - format may not be altered.)
 - **Additional attachments** for state prioritization (optional)

- Project proposals must clearly address each of the grant application questions in the space provided. The Criteria and Instructions include specific guidance for each question.
 - Note: Proposed project funding cannot be used for maintenance of fuels projects previously funded with federal dollars. And, the response to question #11 (Sustainability) must describe how the project will remain effective over time without reliance on future federal or state funding.
- Proposals and all accompanying documentation must be submitted via both email and hardcopy to the Arizona State Forestry Division by the **Deadline: August 28, 2013**
 - Email to: grants@azsf.gov
 - Mail delivery (must be received by August 28, 2013):

2014 WUI Grant Program
Arizona State Forestry Division
1110 West Washington, Suite 100
Phoenix, AZ 85007

Additional Grant Considerations:

In addition to the western states project criteria identified in the attached grant “Criteria and Instructions” document, the Arizona State Forestry Division will give priority to proposed projects that:

- Identify specific projects in areas of Arizona at highest risk from wildland fire.
- Are cooperative in nature, involve multiple communities, or provide collaborative opportunities for individual communities and landowner groups.
- Have the greatest impact per grant - by addressing the greatest need as measured by the number of landowners impacted and number of acres treated. Organizations considering projects that are smaller in scope are encouraged to collaborate with other communities or organizations to develop projects that have a greater impact. For assistance with collaboration opportunities, please contact the Arizona State Forestry Division District Forester in your area. (See contact list below)

Additional Notes:

- Information about **Arizona’s Forest Action Plan**, as referenced in the application instructions, may be found on the Arizona Forestry website:: <http://www.azsf.gov/FAP>
- The **National Cohesive Strategy**, as referenced in the application instruction, focuses on three key areas: *Restore and Maintain Landscapes, Fire Adapted Communities, and Response to Fire*. See their website: <http://www.forestsandrangelands.gov/strategy/overview.shtml>
- The US Forest Service is not approving purchase of any **capital equipment** with these grant funds. Do not include purchase of items of \$5,000 or more per unit in the proposed budget.
- The regional grant application includes a budget line for **indirect costs**. Applicants must have an indirect cost plan established and approved prior to grant award by Arizona State Forestry for these costs to be considered.
- Depending on the number and quality of Arizona applications, some proposals may not be forwarded for **regional consideration**.

Please direct questions to the Arizona State Forestry Division Grants Program Office or the District Forester in your area:

Grants Program Office:

Arizona State Forestry – State Office
1110 West Washington, Suite 100
Phoenix, Arizona 85007
(602) 771-1400

Arizona Forestry Division District Offices:

Phoenix District
2901 W Pinnacle Peak Rd
Phoenix, AZ 85027-1002
623-445-0274

Flagstaff District
3650 Lake Mary Rd
Flagstaff, AZ 86001
928-774-1425

Tucson District
4455 South Park Ave. Suite 101
Tucson, AZ 85714
520-628-5480

Thank you,



Glen Buettner
Grants Program Manager
Arizona State Forestry Division
1110 West Washington, Suite 100
Phoenix, Arizona 85007
(602) 771-1410

Attachments: **- Criteria and Instructions**

Enclosures: **- Arizona Project Submittal Form**
 - 2014 Western States WUI Application

2014 Western Wildland Urban Interface Grant Program¹

Criteria and Instructions to States

In the West, National Fire Plan Funds to mitigate risk from wildland fire within the Wildland Urban Interface are available and awarded through a competitive process with emphasis on hazard fuel reduction, information and education, assessment and planning, and monitoring through community and landowner action. Funding is delivered through and managed by state forestry organizations. This portion of the National Fire Plan was developed to assist interface communities manage the unique hazards they find around them. In addition to the National Fire Plan, the National Wildland Fire Management Strategy brings forward the goals of Restoring Resilient Landscapes, Fire Adapted Communities, and Response to Wildland Fires; the Western Forestry Leadership Coalition strategies of Conserve, Protect, and Enhance are incorporated into individual states Forest Action Plans.



Reducing wildfire risk in the west will be strongly influenced by the ability to collaborate across ownership boundaries and implement projects on a landscape scale.

Grant Criteria: General

- The Project must be for a qualifying activity - if it is not the application will be considered ineligible.
- Meets the 50/50 match requirement²- if not the application will be considered ineligible.
- Each grant request is limited to a maximum of \$300,000.
- No state will receive more than 15% of the funds available in the west.

¹ Supported by National Fire Plan Funding through the State and Private Forestry Branch, USDA Forest Service. Administered through the Council of Western State Foresters, Wildfire Protection Committee (Western State Fire Managers)

² A 50/50 match. The allocated grant amount must be matched in full by the recipient using a **non-federal source**. Exception: Title III funds under the Secure Rural Schools and Community Self-Determination Act of 2000, PL 106-393 are not considered federal dollars and may be used as match. The matching share can be soft match (which includes training hours valued at an accepted rate, donated labor/equipment, etc) and/or hard match (which is actual dollars spent other than federal grant funds within the specified scope of work.) If the project is part of the consolidated payment grant, matching funds can be combined or met from any one or all program areas.

- Not less than 70% of the funding available will be allocated to hazardous fuel reduction projects.
- The application must be submitted by the state forestry organization.
- The grant request must be submitted on a current 2014 WUI Competitive Grant Application template. Any alterations to the template by an applicant will nullify the application.

Grant Criteria: Qualifying Project Types

1) Reduce Hazardous Fuels / Restore Fire-adapted Ecosystems:

Fuel reduction projects and vegetation treatments have been identified as a means of mitigating wildfire hazards. Recipients shall facilitate and implement mitigating fuel treatments in or adjacent to identified fire prone communities to reduce the threat of wildfire to communities. These are projects that remove or modify fuels in and/or adjacent to WUI development. Effective fuels mitigation treatments can be implemented across jurisdictional boundaries, on adjoining private lands, or within the respective communities. Projects of this type include fuel breaks, thinning, pruning, landscape modifications, etc. The overall purpose is to modify or break up the fuels in such a way as to lessen catastrophic fire and its threat to public and firefighter safety and damage to property. Another way to prevent future large, catastrophic wildfires from threatening communities is by carrying out appropriate treatments (such as prescribed burning or thinning) to restore and rehabilitate forest and grassland health in and adjacent to the WUI. Such treatments have reduced the severity of wildfires, and may have additional desirable outcomes, such as providing sustainable environmental, social and economic benefits. Project proposals must consider all elements required to implement treatments on the ground, which includes acquiring the necessary permits and consultations needed to complete plans and assessments.

Examples of projects that qualify (not all inclusive):

- Defensible space around homes and structures
- Shaded fuel breaks
- Fuels reduction beyond defensible space
- Removal of slash including piling and burning; mulching; grinding; etc.
- Prescribed fire
- Thinning
- Maintenance of **non-federally funded** fuels projects (explain in application narrative)
- Monitoring components of projects for effectiveness

2) Improve Prevention/Education in the Interface:

Recipients can provide leadership to coordinate, develop, and distribute wildland urban interface education programs in association with insurance companies, communities, local government agencies, and other partners. Informational and educational projects must target mitigation of risk and prevention of loss. Projects should lead to the use or establishment of one or more fire

program elements such as fire safety codes, implementation of Firewise safety practices, establishing local fire safe councils, and fuels treatments within fire prone communities.

Examples of projects that qualify (not all inclusive):

- Firewise or similar programs
- Living with Fire newspaper inserts
- Fire education components to Project Learning Tree
- Pamphlets, brochures, handouts

3) Planning:

Community Wildfire Protection Plans (CWPP's) are created by local communities and may address issues such as wildfire response, hazard mitigation, community preparedness, structure protection, or a combination of the above. The process of developing these plans can help a community clarify and refine its priorities for the protection of life, property, and critical infrastructure in the wildland-urban interface. The Healthy Forest Restoration Act (HFRA) minimum requirements for a CWPP are: 1) Collaboration (must be developed with community members, local and state government representatives in collaboration with federal agencies and other interested stakeholders), 2) Prioritized Fuel Reduction (plan must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment), and 3) Treatment of Structural Ignitability (must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed in the plan). A copy of the CWPP Handbook can be found at www.stateforesters.org/node/850. Planning projects or components of projects may also include Forest Action Plan updates or accomplishments of the Cohesive Wildfire Strategy Goals.

Examples of projects that qualify (not all inclusive):

- Creation of/or update to CWPP/or equivalent document. Note: If applying for funds to update an existing CWPP be sure to address the following in your application:
 - Accomplishments: Explain what projects identified in the original CWPP have been completed.
 - Collaboration: Identify new partners and stake holders along with updated contact information.
 - Prioritized Fuel Reduction: Identify and prioritize new hazardous fuels reduction projects, the method of treatments to be employed, and how these projects address any changes to community objectives and values at risk.
 - Treatment of Structural Ignitability: Explain new or additional measures to be implemented to reduce home owner and/or community ignitability of structures.
- Priority projects listed in existing CWPPs covering the above criteria

4) Examples of Projects that DO NOT Qualify (not all inclusive):

- **Maintenance on previous federally funded fuels projects**
- Preparedness and suppression capacity building; such as purchase of fire department equipment (try VFA, DHS and FEMA grant programs)

- Small business start-up funding
- Research and development projects (try Economic Action Program)
- GIS and database systems
- Construction/Infrastructure (building remodel, bridges, road construction, water development)

Grant Scoring: “Note changes have occurred from 2013”

- All grants will be scored based on the following (**the highest possible score is 45**):
 - **Does the application clearly show how the budget will be spent by line item and are expenditures applicable and relevant to the goals and objectives of the project?**
Clearly defined and applicable = 5 Not defined/not applicable to project = 0
 - **Describe the Project- Does the application clearly describe the challenges and issues that articulate why the project is important?**
Clearly defined = 5 Not defined = 0
 - **Planning Linkages- Does the application clearly link or tie the project to an existing community plan, is the project consistent with the state Forest Action Plan(s) (Enhancing, Protecting and or Conserving) or goals of the Cohesive Wildfire Strategy? Does the project develop or refine an existing plan?**
Clearly defined = 5 Not defined = 0
 - **Project activities- Does the application clearly define what the project is and what the project proposes to do? Does the application clearly define how the project will be accomplished, including identifying measurable outcomes? (are the proposed activities clear and achievable, goals defined, outcomes measurable, # of acres treated, # of education/outreach programs, planning efforts clearly described etc.)**
Clearly defined = 10 Not defined = 0
 - **Landscape Attributes- Does the application clearly define the scale of the project including relationships with past, present, or future projects that, when combined, offer more benefits than when taken individually? Is landscape that the project influences clearly described?**
Clearly defined = 5 Not defined = 0
 - **Collaboration- Does the application clearly define collaborative elements including support from partners, agencies, landowners, communities? Are contributions of collaborators well described?**
Clearly defined = 5 Not defined = 0
 - **Project Timeline- Does the application clearly describe the timeline to implement the project? Does the timeline include milestones, seasonal influences, and ways to measure progress?**
Clearly defined = 5 Not defined = 0

- **Project Sustainability- Does the application clearly define how or if the project will sustain itself after the grant period is over? Does the application describe plans or steps that will continue the project benefits beyond the life of the grant?**
Clearly defined = 5 Not defined = 0

Application Instructions:

The application is in adobe pdf format. It is fill in enabled in any form of Adobe Reader 5.0 or higher. If you do not have Adobe Reader, go to <http://get.adobe.com/reader/> and download the latest version.

- 1) All blocks are fill-in enabled and character locked. Applicants must fit all information into the allotted box space. Hold your mouse arrow over each block for further instructions. **Applications that have been modified for any reason will be considered ineligible by the review committee. Any attachments or additional documents that are not removed at the state level will not be considered by the review committee.**
- 2) **Applications must be submitted through the appropriate state agency (typically the State Forester). State agencies must fill in the provided summary sheet and submit with the applications for committee review.**
- 3) Application guidelines by box number: (All boxes must be filled in on the application. If a box does not apply to your project fill in that space with NA.)
 - **Box 1 & 2-** Applicant and project information.
 - **Box 3 -** The totals in these boxes will add automatically when all data is entered into the fields. It is recommended you check all numbers add up correctly. If the total didn't add correctly go back and tab through each box and see if that fixes the addition. Match includes training hours valued at an accepted rate, donated labor/equipment, etc, and hard match is actual dollars spent other than federal grant funds within the specified scope of work.
 - **Box 4-** The budget narrative must give specific details for each grant expenditure item (not matching funds) in box 3 (i.e. 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.
 - **Box 5-** 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 this area. If applying for a fuels reduction project, describe the vegetation types. 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.
 - **Box 6-** Relationship to Forest Action Plans and CWPP's. This is a new box for 2014 and must clearly describe how the project fits into the broad goals of a forest action plan (Enhancing, Protecting and or Conserving) or CWPP goals and objectives. It is important to describe how the project meets the goals of one or both of these planning

documents. Relationships to the three goals within the Cohesive Wildfire Strategy could also be included in this section.

- **Box 7-** The Proposed Activities this section must clearly explain exactly how the grant dollars will be spent on this project and outline what will be accomplished. Unlike the overview, this will provide the specific details of the project using measurable units where applicable.
- **Box 8-** Describe the landscape this project influences. 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.
- **Box 9-** 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. 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
- **Box 10-** The Project Timeline must include such things as: begin/end dates, milestones, quarterly accomplishments, etc.
- **Box 11-** Sustainability must clearly describe the who, what, when, where and why of how this project will remain effective and be sustained over time. The four main points to be included for fuels projects are:
 - 1) Environmental Factors: 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 maintenance of this project.
 - 2) Education: describe how key players have been trained and educated to maintain the project and explain their understanding of the needs and expectations of 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.
 - 3) 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.
 - 4) 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.