



REQUEST FOR PROJECT PRE-PROPOSALS
FY 2017 GRANT CYCLE—INSTRUCTIONS AND GUIDELINES FOR

- **Landscape Scale Restoration Grants**
- **Western Fire Managers Grants**
- **Community Protection Program (CPP) Grants**

GRANTS ADMINISTERED BY THE BUREAU OF FORESTRY ASSISTANCE

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NOTE: Specific grant pre-proposal forms are enclosed separately

Request for Project Pre-Proposals - Pre-Proposal due date: January 22, 2016

The Idaho Department of Lands (IDL) is seeking pre-proposals for projects eligible for the US Forest Service, 2017 State and Private Forestry **Landscape Scale Restoration, Western Fire Managers**, and the **Community Protection Program (CPP)** grant programs. Qualifying applicants can submit pre-proposals for one or all of these grant programs.

Carefully review the guidelines and complete the appropriate grant pre-proposal form by following the specific criteria and instructions.

GENERAL INFORMATION

In 2010, a team of private and public forestry representatives, with input from broad group of stakeholders from across the state, completed work on the [Idaho Forest Action Plan \(FAP\)](#)¹. FAP identifies overall goals and the most critical issues with respect to Idaho's forests 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 local and statewide rural and urban forest conservation, protection and enhancement needs, FAP strategies, and which provide meaningful, lasting, and measurable outcomes.

Idaho's Landscape Scale Restoration (LSR) and Western Fire Manager (WFM) applications compete for funds within each respective program with seventeen western states and five Pacific island territories. CPP 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 development. IDL will select three projects from LSR and ten from WFM pre-proposal submissions. The number of CPP proposals is dependent upon availability of federal funds.

IDL will work with successful applicants to develop full grant proposals for the western competition. The goal is to have full grant proposals completed by mid-June 2016. For guidance on developing LSR pre-proposals contact Dave Stephenson dstephenson@idl.idaho.gov, phone 208-666-8621. For WFM or CPP pre-proposals contact Tyre Holfeltz tholfeltz@idl.idaho.gov, phone 208-666-8653.

TIMELINE

September 23, 2015	IDL announces request for project pre-proposals for the LSR, WFM and CPP Grants
October 27, 2015	IDL webinar on developing successful pre-proposals
January 22, 2016	Pre-proposals due to IDL
Late February 2016	Pre-proposal projects selected for development into full proposals. All applicants notified of status.
March-mid June 2016	IDL works with selected applicants to develop full proposals/applications for the Western States competition
October-November 2016	Western States Grant Review Teams score and rank west-wide applications for each grant program and recommends projects for funding
Late November 2016	States notified on projects selected for funding
Late Spring 2017	Contingent upon congressional appropriations, states sign agreements with the Forest Service for grant dollars
Summer/Fall 2017	IDL and successful grant recipients enter into appropriate agreements, projects begin

¹ <http://www.idl.idaho.gov/forestry/forest-action/index.html>

PROJECT GUIDELINES

GENERAL ELIGIBILITY and SIDEBARS

Eligible Applicants	<ul style="list-style-type: none"> ▪ LSR , WFM and CPP grants—State and local agencies, tribes, non-profit organizations, and educational institutions ▪ A DUNS# is required to receive funding
Project Purpose & Location	<ul style="list-style-type: none"> ▪ LSR should address local or statewide forest resource issues, and broad goals and strategies in Idaho’s Forest Action Plan within the project’s priority landscape area. The Idaho Forest Action Plan is available at http://www.idl.idaho.gov/forestry/forest-action/index.html ▪ WFM and CPP projects must be listed in county’s CWPP. ▪ Collaboration among multiple entities on the project is important and encouraged
Funding Request Amount	<ul style="list-style-type: none"> ▪ Projects that utilize approximately \$240,000 in grant funds are desired². If funded, payments are on a reimbursement basis (after work is successfully completed and paid for by recipient)
Project Time Frame	<ul style="list-style-type: none"> ▪ One to three years
Eligible Lands	<ul style="list-style-type: none"> ▪ While project work can occur on all lands, grant funds can only be used for activities on non-federal lands. Project coordination with the USDA Forest Service and other public land management agencies is encouraged.
Ineligible Activities	<ul style="list-style-type: none"> ▪ 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.) ▪ WFM and CPP Grants <u>exclude</u> individual homeowner defensible space, 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	<ul style="list-style-type: none"> ▪ Refer to IDL Budget Guidelines and Restrictions for determining allowable grant fund expenditures. http://www.idl.idaho.gov/grants/index.html

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, WFM and CPP pre-proposals are different. Review the criteria for each and complete the correct form.

Project pre-proposal forms, IDL’s Budget Guidelines and Restrictions, and examples of successful western applications can be found at <http://www.idl.idaho.gov/grants/index.html>.

² The state is eligible to apply for \$300,000 per grant and wishes to submit robust applications. IDL will include indirect and other associated project costs and will work with successful applicants on the final budget.

LANDSCAPE SCALE RESTORATION GRANT—Pre-Proposal

IDL seeks Landscape Scale Restoration (LSR) projects that address local or statewide forest resource issues, along with goals and strategies in Idaho's [Forest Action Plan](#) (FAP). Projects must address significant issues, landscapes of concern, and focus on conserving working forests, protecting forests from harm, and/or enhancing public benefits from trees and forests.

Innovative projects are sought that integrate various programs (e.g., Forest Health, Urban & Community, Stewardship, Fire) 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 and landowner Forest Stewardship Plans, and watershed action plans, identify appropriate tree seed sources for various climate scenarios)
- Conduct actions or treatments on a landscape scale to increase and maintain vegetation diversity and resilience over time. This includes actively managing urban and rural forests for goods and ecosystem services. (e.g. treatments to improve and/or restore forest health, recreational opportunities, water resources, riparian areas, wildlife habitat; reduce wildfire, noxious weeds, development pressure and impacts from undesignated recreation)
- Address community health benefits from trees or issues such as stormwater, air quality, energy use, or invasives
- Provide education and outreach to train landowners or organizations.(e.g. workshops, statewide surveys to assess landowner attitudes and targeted marketing to increase statewide forest landowner participation)

Other projects might include working with local and state governments to affect policy changes, develop plans, or conduct statewide training. All projects should include an outreach or educational component that increases a relevant audiences' understanding about the issue being addressed through the project work. Examples of successful cross-boundary projects go to <http://www.idl.idaho.gov/grants/index.html> or see page 7.

Instructions for Pre-Proposal Form

Project should address FAP statewide or Priority Landscape Area issues and strategies (see Idaho FAP, chapters 4-6). Complete the 2017 LSR Pre-proposal form at: <http://www.idl.idaho.gov/grants/index.html>.

Confine the narrative to the box size and stay within the character designated limits (including spaces). Do not change the font or the type size. Only applicants with an approved pre-proposal can submit a full proposal. Additional information will be required for the full proposal. Up to \$5,000 may be available to help applicant's offset full proposal planning costs.

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.

LSR funds can only be spent on non-federal lands, but federal contributions can be used as leverage. To be competitive, projects must show partner leverage. Leverage can be in-kind, can include federal resources and be for work adjacent to the area in which grant funds will be used (more than 50/50, if possible).

Although the official 2017 application is not yet available, past successful Idaho grant applications are good examples for context, substance and clarity. These and additional resources to assist in completion of this form are located on page 7 of this packet.

DUE DATE: January 22, 2016 - Email Pre-Proposal to: dstephenson@idl.idaho.gov and copy communitytrees@idl.idaho.gov, for questions, contact Dave Stephenson at the above email or phone 208-666-8621.

WESTERN FIRE MANAGERS and CPP GRANTS—Pre-Proposal

IDL is seeking pre-proposals for projects that mitigate risk within Wildland Urban Interface (WUI) areas. Proposals should address issues identified in County Wildfire Protection Plans (CWPP), the broad goals within Idaho's Forest Action Plan, and demonstrate collaborative interagency planning and implementation coupled with citizen ownership. Emphasis is on hazard fuel reduction, restoration of fire-adapted ecosystems, and mitigation education within the WUI, and County 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
- ▶ Planning

Note: CPP projects must be on non-federal land, align with, and be adjacent to Forest Service hazard fuel reduction projects. All CPP 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 County Wildfire Protection Plan (CWPP) or Idaho Forest Action Plan (FAP)? If not, will the CWPP be updated to include the project prior to competitive grant review submission (August 2016)?
- 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 2017 State Fire Assistance & CPP grant applications and guidance are not yet available. Complete the 2016 WFM grant application and/or the 2014 CPP grant application (found at <http://www.idl.idaho.gov/grants/index.html>) to apply as pre-proposals for these programs.

Applicants must fit all information into the allotted box space 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.) **Hold your mouse arrow over each block on the application for further instructions.** Additional resources to assist in completion of this form are located on page 7 of this packet.

Guidelines by box number follow:

Box 1 & 2: Applicant and Project Information—

Box 3 (CPP Box 3): Project Expenses—Projects of \$240,000 are sought. The applicants planned expenses should all be recorded in the "contractual" line of the budget. Note the other boxes will now be treated as IDL only grant expenditures because all money to applicant comes as a subgrant. IDL will only require applicant to show a 10% match, please know that the WFM application is a 50/50 match grant. 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 likely increase project longevity 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.

Box 4 (CPP not required): Budget Narrative—must give specific details for each grant expenditure item (not matching funds) included in the “Contractual” line 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.

Box 5 (CPP 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 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 (CPP not required): Relation to Forest Action Plan/CWPP—clearly describe how the project fits into the broad goals of a forest action plan (Enhancing, Protecting and/or Conserving) and/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. When citing the CWPP provide specific language of project and priority as it relates to this proposal.

Box 7 (CPP 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. Unlike the overview, this will provide the specific details of the project using measurable units where applicable. 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.

Box 8 (CPP not required): Landscape—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. Note, be specific when naming USFS, private, or IDL projects and include acres. Think global (watershed) not local.

Box 9 (CPP 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. 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.

Box 10 (CPP 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.

Box 11 (CPP 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.

- ▶ **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 maintenance of this project
- ▶ **Education (programs and methods):** describe how landowners have been 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.

- ▶ **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.
- ▶ **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.

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.

DUE DATE: January 22, 2016

Email Pre-Proposal to: tholfeltz@idl.idaho.gov and copy communitytrees@idl.idaho.gov

For questions, contact Tyre Holfeltz at the above email or phone 208-666-8653.

RESOURCES

To find forms, resources and references listed below go to: <http://www.idl.idaho.gov/grants/index.html>

LANDSCAPE SCALE RESTORATION GRANT

- ▶ **2017 Request for Pre-Proposals Instructions**
- ▶ **2017 LSR Pre-Proposal form**
- ▶ **IDL Budget Development Guidelines and Restrictions**

Examples of Landscape Scale Restoration projects

The 2017 application form that IDL will submit is not yet available. For information purposes, see examples of past application and criteria.

- ▶ **FY2016 Landscape Scale Restoration Application**
- ▶ **FY2016 Application Instructions and Scoring Criteria** (*Good information to review*)

Examples of successful Idaho 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.

- ▶ **FY 2014 Treasure Valley Urban Forest Shade Tree Project**
- ▶ **FY 2014 Lower Kootenai River Watershed Restoration**
- ▶ **FY 2014 Lake Coeur d'Alene NE Tributaries Watershed Action Plan Phase 1**
- ▶ **FY2015 Community Based Hazard Planning**

WESTERN FIRE MANAGERS and CPP GRANTS

- ▶ **2017 Request for Pre-Proposals Instructions**
- ▶ **Western Fire Managers Grant Application**
- ▶ **Community Protection Program Grant Application**
- ▶ **IDL Budget Development Guidelines and Restrictions**

OTHER IMPORTANT INFORMATION

- ▶ [Idaho Forest Action Plan](#)

Idaho State Assessment of Forest Resources Priority Landscape Areas

The Forest Resource Assessment utilized a geospatial analysis to identify subwatersheds where multiple Forest Action Plan Issues ranked moderate to very high priority.

From this process, Priority Landscape Areas, or PLAs, were identified as a way to break the state into smaller, local areas where strategies would most effectively address identified threats and potential benefits, and provide a framework for multiple complimentary efforts.

