KENTUCKY DIVISION OF FORESTRY

Kentucky Firewise Community Grant Program

The Kentucky Division of Forestry, in cooperation with the USDA Forest Service, is pleased to announce the 2013 Kentucky Firewise Community Grant Program. Grants may be awarded for projects to reduce the wildfire risk and/or hazard in Kentucky's wildland/urban interface communities. Grant priority will be given based on community-at-risk level, establishment of a local Firewise Council or Board, and type of project submitted. The following guidelines have been established to provide potential grant applicants with required grant program information.

The **Kentucky Statewide Assessment of Forest Resources and Strategy, June 2010**, (Forest Action Plan) listed three important issues, in which wildfires are incorporated:

- forest health
- forest management
- funding

Program Objectives:

- Provide cost-share funds for fire mitigation and Firewise activities.
- Foster closer working relationships with fire departments, communities, counties, and interested organizations.
- Educate the public about the benefits of the fire mitigation and Firewise programs.
- Reduce the risk and effects of wildfire in wildland/urban interface areas.
- Complete a Community Wildfire Protection Plan (CWPP) for each community.

Project Match Requirements:

All project applicants **must** provide a match of 20 percent of total project costs with non-federal cash or in-kind contributions. Other federal funds **cannot** be used as a match for this grant.

Cash purchase matches are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, cancelled checks, and signed receipts or official payroll records.

In-kind contribution matches include on-hand supplies, third party donations of supplies or equipment, professional services at the professional rate, or time spent by employees, non-federal grants or volunteers on eligible project activities. Volunteer hours may be applied to the

Grantees are required to maintain project records in accordance with all applicable federal regulations. This includes: (1) records shall comply with generally accepted accounting principles; (2) records will document allowable costs; (3) records will be supported by source documentation, such as cancelled checks, paid invoices, payroll records, time and attendance records, signed contracts; and (4) records will be maintained for three years following payment.

Eligible Grantees:

- Local units of government (city or county)
- Nonprofit organization 501c3

Grantees must certify that they are not debarred from a federal grant program, and they may not conduct business with individuals debarred from federal grant programs. Grantees must comply with all federal regulations pertaining to federal grants. The governing regulations applicable to this grant are:

Non-Profit Organizations	***State and Local Governments***
Cost Principles, 2 CFR 230	Cost Principles, 2CFR 225
Admin. Regulations, 2 CFR 215	Admin. Regulations, OMB CIR A-102
Audits, OMB CIR-A 133	Audits, OMB CIR A-133

The OMB Circulars are available on the internet at
http://www.whitehouse.gov/omb/grants_default/
Electronic copies of the CFRs can be obtained at
http://www.gpoaccess.gov/cfr/index.html
Forms can be found at http://www.ocio.usda.gov/forms/ocio_forms.html or
http://search.usda.gov

Eligible Projects:

- Development of local Firewise Councils or Boards.
- Communities that have been part of the KY Firewise program for more than 2 years can apply again but 70% of their project must be direct mitigation.
- Completion of community wildfire hazard assessment(s).
- GIS mapping of at-risk communities.
- Consulting services to complete a community wildfire hazard assessment(s) or a Community Wildfire Protection Plan (CWPP).
- Firewise or fire mitigation activities that follow the intent of the National Fire Plan.
- Firewise or fire mitigation educational activities or materials that can be used to educate the community. (No structural firefighting educational supplies)
- Signage to identify roads and residences.

- Mechanical removal or reduction of hazardous fuels.
- Fuel treatments that increase a community's defensible space, which could include the leasing or contracting of equipment and other resources to complete an eligible project.
- Development or improvement of existing fire breaks that provide community mitigation.

Outlined below is a list of approved Firewise equipment and services which can be purchased with federal mitigation funds administered by the Kentucky Division of Forestry. For more information contact Michael Harp at 502-564-4496 or email **mike.harp@ky.gov**. This cost-share program is for programs, projects, or activities not currently being funded and is not intended to be a substitute for existing funding levels. The focus of this program is to support new initiatives that would not otherwise occur without grant funds. **No single piece of equipment costing $5,000.00 or more will be permitted.**

Approved Equipment

Chain saws and carrying cases
Chipper
Industrial leaf blowers
Industrial weedeaters
Brush hog
Pole pruners
Ropes and ladders
Wheelbarrows
Safety helmets or hard hats
Chaps
Leather gloves
Safety glasses, goggles, and ear plugs
Fuel cans, bar and chain oil, files, etc.
Fire rakes and Pulaskis (fuel reduction projects)
Drip torches (fuel reduction projects)
Nomex clothing (fuel reduction projects)
Crew first aid kit
Firewise literature printing
Firewise signs and banners

Non-Approved Equipment

Generators
Lawn mowers
Megaphones
Fire hose
Cameras
Boots
Fire shelters
Foam and/or skid units
Backpack pumps
Uniforms
Radios
Single piece of equipment over $5,000

Approved Services and Expenses

Equipment rental (fuel reduction or firebreaks)
Prescribed burning contracts
Tree service contracts (chipper, chainsaw operators, etc.) for removal, thinning and pruning of trees for defensible space.
Firewise workshop expenses

Non-Approved Expenses

Salaries for firefighters
Mileage for personal vehicles
Projects not listed in grant
Food

A Community Wildfire Protection Plan (CWPP) must be completed at the end of the grant cycle as a requirement for all new applicants. **This is a new requirement for federal wildfire community grants.**

Ineligible Projects:

- Consulting services other than for wildfire hazard mitigation.
- Promotional literature for a community.
- Any other project outside the intent and scope of the National Fire Plan as interpreted by the Kentucky Division of Forestry.

Funding Ranges:

The funding range for grant money requested is $1,000 - $20,000. Award amounts will be limited to $20,000 per federal identification number, with exceptions permitted at the discretion of the grant subcommittee of the Kentucky Division of Forestry.

Grant Application Review:

All proposals will be graded and ranked by the grant subcommittee of the Kentucky Division of Forestry. The State Forester will allocate funds and award grants based on the recommendations of the grant subcommittee.

The following categories will be graded up to the maximum point value listed below. Scoring is dependent on how well the application relates to these categories. Clearly addressing each of these categories (if applicable) in your grant narrative will ensure that your application receives the highest grade possible.

• Grant Application – Application is complete, legible, and accurate with clearly stated objectives and project actions to be taken.	20 points
• Community has not received funding through the Firewise Community Grant Program in the past.	15 points
• Community is located in the Appalachian or Cumberland Forest Priority Areas as identified in the Kentucky Forest Action Plan 2010 (see attached map).	15 points
• Project Evaluation – The proposal contains criteria for evaluation performance through measurable outcomes.	15 points
• Program Objectives – Meets the Firewise Community Grant program objectives.	10 points
• Value Added – Project demonstrates improvement to the community.	10 points
• Project Budget – Detailed budget is outlined and correct, including required match.	10 points
• Partners – Identifies federal, state, local, and private supporters of the project.	5 points
	Total 100 Points

Deadlines:

Applications must be **received** at the Kentucky Division of Forestry, 627 Comanche Trail, Frankfort, KY 40601, by 4:30 p.m. EDT on **August 19, 2013**. Absolutely no applications will be accepted after the deadline. The State Forester will notify grantees of funding approval by August 19, 2013. All grantees will be required to sign a Grant Agreement with the Kentucky Division of Forestry to outline the parameters of payment, chronological terms, and expected results of the project. Once the Grant Agreement is returned and finalized within the date guidelines, the grant will have an official start date of October 1, 2013, and an ending date of June 30, 2014.

Grantees may submit paperwork for reimbursement as soon as the grant is started. However, all grantees must have projects completed and all required reimbursement documentation into the Kentucky Division of Forestry by June 30, 2014.

Payment Process:

- Grantees must submit proof of project (hazard risk assessment, brochure examples, etc.).
- All costs and in-kind match must be documented correctly before reimbursement is made.
- Home assessments will be paid at $25 per house with documentation.
- Firewise meetings can only constitute 10% of the grant reimbursement.
- Unapproved grant expenses will not be paid.

Technical Assistance:

For further information or assistance, contact:

- State Firewise Coordinator Michael Harp at 800-866-0555 or mike.harp@ky.gov.
- State Fire Chief Luke Saunier at 800-866-0555
- Local Kentucky Division of Forestry region office.

Proposal Format:

Written proposals must be included with the application form. Grant proposals should clearly indicate a need for assistance in the wildland/urban interface. Please remember to be as thorough as possible. Incomplete applications will not score high enough to be funded and cannot be graded competitively.

1. Narrative (not to exceed three pages):
   - Summary
   - Organization Information

- Problem/Need/Situation Description
- Work Plan/Specific Activities
- Outcomes/Impact of Activities
- Other Funding
- Future Funding
- Evaluation

2. Detailed budget: **(Simple math mistakes can knock down your score. Double check your math)** The budget should match the specific activities listed in work plan.
   - Each application must include the following four items:
     - Goal or problem
     - Activity to meet goal or solve problem
     - Amount of money needed
     - Contributed Income or In-kind services

   - If a Firewise educator is being hired, please list possible activities that they may be working on (school visits, wildfire survey, Firewise workshops, community information, etc.).

3. The following format should be used in the application to detail your grant project.
   - State grant project objective 1:
     a. List task 1 to complete objective 1 and funding needed.
     b. List task 2 to complete objective 1 and funding needed.
   - State grant project objective 2.
     a. List task 1 to complete objective 2 and funding needed.
     b. List task 2 to complete objective 2 and funding needed.
   - Continue until all grant project objectives are listed and all tasks and funding to accomplish objectives are listed.

KENTUCKY DIVISION OF FORESTRY
KENTUCKY FIREWISE COMMUNITY HAZARD MITIGATION
GRANT APPLICATION

Applicant (community, county, organization) Name: _____

Mailing address: _____
(Street or P.O. Box) (City) (Zip Code)

County: _____ Phone Number: _____

Contact Name: _____ Phone Number: _____

E-Mail: _____

Federal Identification Number: ***(required)*** _____

Local Fire Department: _____

☐ We have an organized Firewise Council or Board.

☐ We want to develop a Firewise Council or Board.

Summary of Project:

_____
_____
_____

Project Narrative: (A short narrative should be included that outlines expected results, timeline for completion, who is responsible for the project, and project accomplishment measures.) **Please attach.**

Project Start Date: October 1, 2013 Time To Complete Project: June 30, 2014

Grant Funds Requested: 80/20 Matching Funds

Grant Funds Requested: $_____ (not more than 80 percent of total)
Cash Match: $_____
Value of In-Kind Match: $_____

Total Project Amount: $_____

KENTUCKY FIREWISE COMMUNITY HAZARD MITIGATION GRANT APPLICATION (Continued)

Budget Worksheet: (Reminder that grantee must provide 20 percent of project total)

Categories (Describe in detail)	**FEDERAL FUNDS Funds Requested**	**Other Funds**	**Source**	**In-Kind Match**	**Total**
Assessments					
Mitigation					
Equipment*					
Supplies					
Contractual					
Educational					
Other					
Total					

*Equipment is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of less than $5,000 per unit.

Authorized Approval:

To the best of my knowledge the above information is true and correct and I am authorized by _____ to represent their interests.

Signed _____

_____
(Title)

_____
(Address)

Date _____

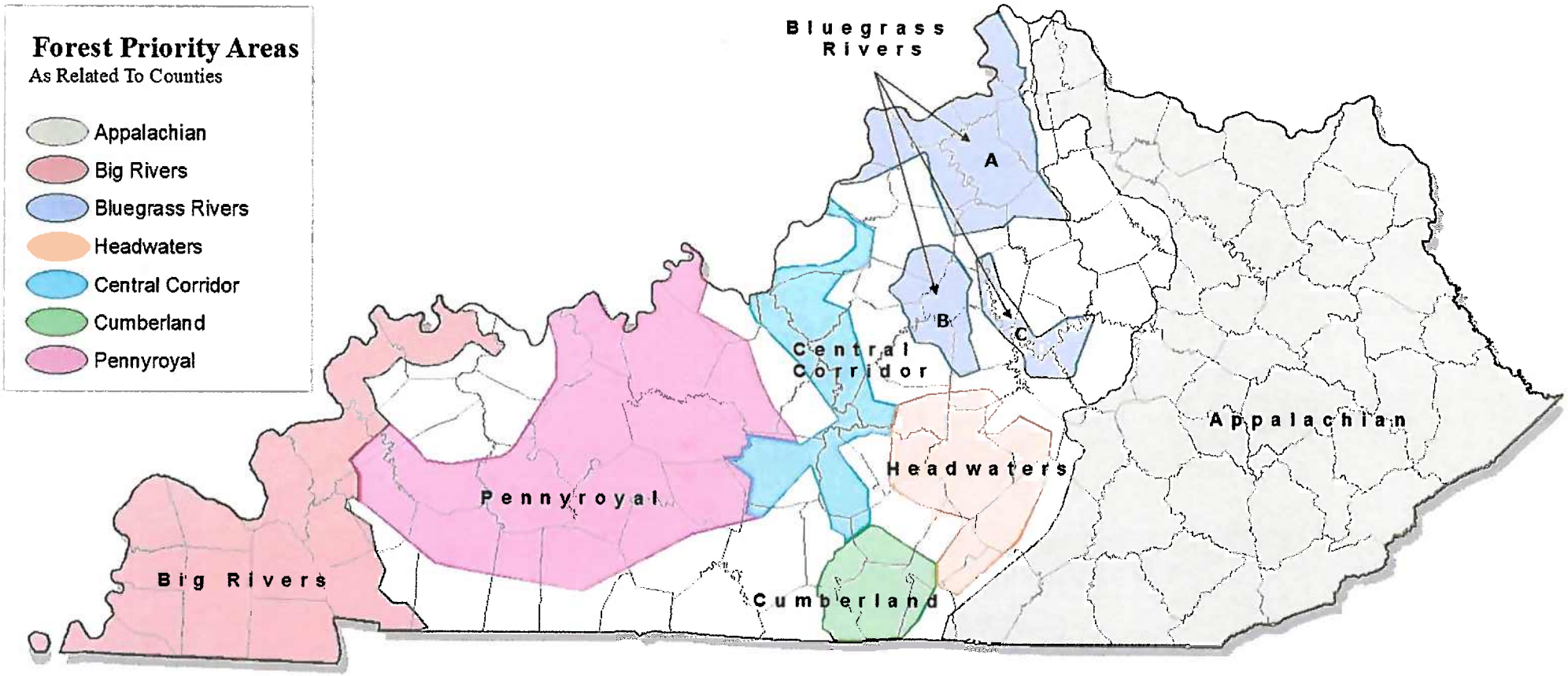
Mail Application To: Kentucky Firewise Community Grant Program
Attention: Michael Harp
Kentucky Division of Forestry
627 Comanche Trail
Frankfort, Kentucky 40601

Application Deadline: August 19, 2013 4:30 PM EDT

National Incident Management System Certification

I _____ do here by certify that the _____
(Fire Chief's Name) (Fire Department's Name)
Fire Department uses the National Incident Management System (NIMS) when responding to all emergencies.

Signed _____ Date_____
(Fire Chief)


Forest Priority Areas
As Related To Counties
Appalachian
Big Rivers
Bluegrass Rivers
Headwaters
Central Corridor
Cumberland
Pennyroyal
Bluegrass Rivers
A
B
C
Central Corridor
Headwaters
Appalachian
Pennyroyal
Big Rivers
Cumberland