

**Council of Western State Foresters  
Western State Fire Managers**

**Wildland Urban Interface Competitive Grant  
Process Manual**

**September 13, 2024**



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## **Purpose**

This guide provides information on the Western State Fire Managers (WSFM) Wildland Urban Interface (WUI) Competitive Grant Program including roles and responsibilities, scoring applications, and access and use of the online portal. The information contained within this document is intended for internal use only for Western State Fire Managers, staff who manage grants, and scorers/mentees on the Scoring Team.

## **Background**

In 1999, at the direction of the Council of Western State Foresters (CWSF), the WSFM was charged with developing and administering a competitive grant program for fuel treatment, education, and mitigation planning on non-federal lands using federal funds through the National Fire Plan through the State and Private Forestry Branch. The goal of the Western WUI Competitive Grant Program is to recommend funding the right projects in the right places where they will do the most good to mitigate the harmful impacts of wildland fire in the WUI. The program was developed with consideration of the unique authorities and needs of each of the Western states.

The WSFM created a WUI Grant Subcommittee (also referred to as the WUI Executive Committee) comprised of fire managers to provide oversight, direction, and implementation of the program in concert with the CWSF members and staff. The Subcommittee makes recommendations for funding to the CWSF. The CWSF reviews and approves the funding recommendations and submits the final recommendation to the US Forest Service (USFS) for funding. USFS funding is delivered through and managed by the western state/island forestry organizations.

The WUI Grant Review Committee initially consisted of fire managers who would score all grant applications and make recommendations to the CWSF. The process transitioned to having scoring teams with fire managers as team leads. Teams would score the same applications and then meet in the fall to reconcile scores. If they could not reconcile scores within the designed point limit the WUI Executive Committee would resolve the issue. The WUI Executive Committee would then manually determine funding recommendations based on criteria approved by CWSF. A Mentor/Mentee program was established to address succession management with scorers. A calibration exercise was also developed to establish standards for scoring applications across the scoring teams.

In 2014, the CWSF began developing, with support and coordination with the WSFM WUI Subcommittee, a web-based grant application process to more efficiently manage the submission, review, and prioritization of the hundreds of applications received from the 17 Western states and six Pacific Island members. The web-based process has been used since 2015 and continues to be the required application process. The scoring and selection process is gaining efficiencies due to the enhancements of the web-based system and has significantly reduced the amount of manual work to determine funding recommendations. The team concept is still used for scoring; however, grants are now scored individually instead of as a team (no reconciling of scores). Teams are used to address issues/questions of scoring team members and to provide mentoring of potential scorers. The WUI Subcommittee continues to determine funding recommendations using the information generated from the portal.

In 2015, the CWSF approved the WSFM proposal to utilize up to 15% of the competitive grant funds to calibrate, access, display, and/or utilize state/island-specific data delivered in the Western Wildfire Risk Assessment (WWRA). Only state and island forestry agencies are allowed to apply for the funds and grants must not exceed \$150,000. States/islands may only receive two WWRA Competitive Grants. WWRA applications count as one of the 10 applications allowed for each state as part of the WUI Competitive Program. WWRA projects will continue to be funded in FY 25.

The WSFM WUI Competitive Grant Program has and will continue to evolve over the years to provide

the best available delivery of federal funds to the Western states in the ever-changing political, social, and natural resource environments of the West.

Current instructions and application information for the WUI Competitive and WWRA Grants are found in Appendix A-D.

## **Roles/Responsibilities**

### **WSFM WUI Grant Subcommittee**

The WSFM WUI Grant Subcommittee is made up of at least three Western State Fire Managers. The Subcommittee will designate a Chair and at least two members should serve a two-year term to ensure consistency with the grant program. The WSFM members provide oversight, direction, and implementation of the program in concert with the CWSF members and staff. Subcommittee members may also serve as scorers in the process. Membership is selected by the WSFM member agencies.

Responsibilities include (but are not limited to):

- Program Administration
  - Updating WUI grant instructions and PDF application
  - Updating WWRA grant instructions and PDF application
  - Updating the internal user guide
  - Updating Scoring Aid, calibration information
  - Determining grant eligibility criteria, project and scoring criteria, and application information
  - Ensure program criteria are in line with USFS funding rules/regulations
  - Recommend program changes to WSFM for approval through the CWSF
  - Provide funding recommendations to the CWSF and present information at the Calibration Meeting, CWSF meeting
  - Work with the CWSF staff to upload information to the website, distribute information to fire managers, scorers, mentees
  - Scoring WWRA grants submitted by states/islands
- Calibration Meeting
  - Work with the CWSF staff to determine meeting dates, location, agenda, hotel registration
  - Email communication with attendees, facilitate meetings and AAR
- Oversight of Scoring Work Group
  - Selection of scoring team leads and scorers
  - Assigning scorers/mentees to scoring teams
  - Answering questions from scoring team leads

### **Scoring Work Group**

The Scoring Work Group consists of scorers and mentees and are responsible for reviewing/scoring grants, providing comments to applicants, and attending the annual fall Calibration Meeting. The Scoring Work Group also consists of the members of the WUI Grant Subcommittee and representatives from the CWSF member states and Pacific Islands that choose to participate. Representatives are not exclusively fire managers; representatives may be grant managers, program managers, and administrative staff. No more than **three** scorers per member state or Pacific Island territory (excluding mentees) can participate on the Scoring Work Group.

**Scorers** review, score, and provide comments for each application assigned to them. Scorers must have previous experience as a scorer with the WSFM WUI Grant process. Scorers are nominated by the WSFM state representative and approved by the WUI Subcommittee.

**Mentees** review, comment on, and discuss the applications but their scoring is not included in the final ranking of the projects for recommendations. Mentees must serve a minimum of one year as a mentee.

The WUI Subcommittee will determine when a mentee becomes a scorer with input from scoring team leads.

Work Group members will be assigned to scoring teams by the WUI Subcommittee for reviewing/scoring applications.

### **Scoring Teams**

The purpose of Scoring Teams is to:

- Provide scorers/mentees a point of contact if questions arise during the grant scoring process.
- Provide mentees one-on-one assistance with learning the scoring process.
- Provide structure to ensure each application is scored by six

individuals. Team Configuration

- Scoring teams will be created to review/score grants by evenly dividing the total number of scorers, mentees, and qualified team leads for that year.
- Each team will have a team lead (experienced scorer), scorers, and mentees.
- To facilitate meaningful mentoring, the preference will be to have mentees and scorers from the same state on the same team.

### **Team Lead Responsibilities**

- Point of contact for questions for scoring team members. Questions regarding eligibility, applications from the team lead's state, and those unable to be answered by the team lead will be given to the Chair of the WUI Subcommittee.
- Be available to address questions from team members via email during the review period and sharing responses with other team members.
- Mentoring of mentees assigned to the team
  - Hold weekly calls during the review period to discuss applications/questions, etc. Determine which applications will be scored by mentees and when they will be discussed. 10 applications will be reviewed by each mentee.
    - If the mentee's state scorer is on the same team the expectation is that the state scorer will also provide mentoring. In this instance, the mentee will review five applications that the state scorer scores so there can be a meaningful discussion on how to score. Mentees will also score five applications that the team lead has.
    - If the mentee is not on a team with a same state scorer, then the mentee will score 10 applications that are the same as the team lead.
    - A mentee cannot score applications from their own state or the state of the team lead.
- Alert the WUI Subcommittee Chair of any issues with applications, team members, etc.
- Facilitate AAR discussion with team members via conference call after the scoring process is closed.

### **Mentee Process**

- Team leads are responsible for working with mentees to learn the review/scoring process. One point of contact.
  - The expectation is that weekly calls will occur with the mentee to address questions, issues, etc.
  - Mentee scores will not count in the scoring process and will not have access to the

portal. The team lead will provide applications to the mentee for review. The applications will be in PDF format and the mentee will take notes on scores and comments.

- If the mentee's state scorer is on the same team the expectation is that the state scorer will also provide mentoring. In this instance, the mentee will review five applications that the state scorer scores so there can be a meaningful discussion on how to score. Mentees will also score five applications that the team lead has.
- If a mentee is not on a team with a same-state scorer, then the mentee will score 10 applications that are the same as the team lead.

## Calibration Meeting

The primary purpose of the Calibration Meeting is to prepare scorers and mentees to score applications. This will include reviewing the Scoring Aid, reviewing/scoring past grants with in-person mentoring opportunities, overview and demonstration of the online portal functions, etc. The meeting will also provide a forum for participating states and islands to address WUI grant-related issues and share successes/challenges, which will help to more effectively deliver the grant program across the West. The meeting will also provide an opportunity to identify/address other WUI issues that are occurring in the Western states and Pacific islands.

## Scoring Process

Grant applications will be scored individually by reviewers. Team members will not have the same applications as the online portal randomly selects applications for scoring. Members will not score applications from their own state. Scorers will be given password access to the application they will be assigned to score. Mentees will be provided with copies of the applications they are assigned to score.

The number of applications that will be scored by individual reviewers will vary depending on how many applications are submitted to the process. Scorers can score 25 to 30 applications per individual. Scorers will have at least a month to review/score applications in the online portal.

All applications will be scored using the WSFM Scoring Criteria (aka Scoring Aid). Scorers are required to enter rationale/feedback for their scores in each box. This helps applicants understand and improve future applications. Scorers should score each box individually but also look at the application as a whole in case the required criteria are discussed in the application.

Comments will be made public once the scoring process has closed. Scorer comments will be reviewed annually by the WUI Subcommittee to ensure point deductions are tied to the Scoring Aid. If they are not, the scorer will address the issue. Once submitted, comments and scores cannot be changed. If questions come up during the scoring process scorers/mentees are to contact their team lead with questions. If they are unable to answer the question or it has to do with eligibility, the question can then be submitted to the WUI Subcommittee Chair for feedback. This information will be shared with all team leads to distribute to their team members.

## Scoring Aid

The purpose of the Scoring Aid is to create an analytical framework for scoring, maintain consistency, and provide applicants with substantive feedback. The Aid will clarify the requirements of each application component and provide guidance for point deductions. When scoring individual applications the scorers/mentees will use the Scoring Aid, grant instructions, and criteria when scoring each application. This will help improve understanding of what is expected in each box.

Point deductions are **solely** based on the information in the Scoring Aid. The following items are **not** to be considered when scoring applications.

- The efficacy of prescriptions, outreach methods, or planning approaches
- Administrative/overhead fees included in the proposal
- Pacific Island applicants (excludes Hawaii) lacking match funds for proposals up to \$500,000 (waived by statute)
- Overmatch (i.e. give more points if overmatch) The current Scoring Aid is located in Appendix E.

## Grant Ranking Process

In 2015 the WSFM used the Median Score, which, because each application was scored by six people, resulted in averaging the two middle numerical scores. It was an effort to effectively deal with the issue of potential low or high individual scoring having undue influence on the recommendation to award. This helped in reducing bias, but was not ideal. Prior to this approach, the WSFM used averaging, which worked well until the results showed that there were scorers who had clear bias or scored more harshly, resulting in lowering the score on a grant that scored well from the other scorers.

In an effort to help reduce scorers bias and the extreme range of scores possible assigned to a grant by the scorers an ordinal ranking was used in 2016 and continues to be utilized for rankings. Ordinal - Qualitative variable with order (categorization and order) example Rank, credit rating as High risk, medium risk, Low risk etc.

Ordinal rankings are generated by the online portal from the six scorers of each application and are summed and divided by 6 (average/application). The average ordinal for each application is used to rank the application. The lowest average ordinal rank represents the best application.

**State priority is used to break any tie in ordinal ranking for the last application funded with available funding. For this reason, it is of the utmost importance that applicants fill out their priority numbers on their applications. The lack of any priority number will be considered the lower priority between tied applications.** The mean raw score is used to break a tie between states with the same priority.

## Disqualification Appeals Process \*NEW\*

The WUI Subcommittee will meet to discuss any eligibility issues that are raised by scorers and team leads. **In some cases, the applicant will be contacted to provide clarification for the WUI Subcommittee.** If an application is deemed ineligible the applicant will be sent a disqualification message. **Applicants** may contest this decision during the appeals period. The deadline for any appeal will be specified in the disqualification communication.

## Grant Recommendation Process

Once the scoring period has closed the CWSF Grant Administrator provides the scoring results to the WUI Subcommittee Chair. The online portal results will be verified by the WUI Subcommittee using Excel to double-check the final funding recommendations. The USFS will provide an estimate of grant funding available to be used in working through the list of projects. WWRA projects are funded first and then projects that were scored in the portal are funded using ordinal rankings factoring in the 15% cap in funding per state. Projects that could be partially funded are discussed with the state representative to determine if they will accept partial funding.

## Online Grant Submission System

### The Online Submission System – An Overview

The Online Submission System (OSS) provides access to the WSFM WUI Competitive Grant process. Access is managed to assure the integrity of the competitive atmosphere of the grant application and review process. The OSS is a tool that the CWSF uses to deliver the Western WUI Competitive Grant

Program.

The information below identifies the OSS users and provides information on their engagement with the system. The first user type defined below is engaged in overall process oversight or administration.

The last two user types defined below are specific to how WUI Grant applications are submitted on the WUI Competitive Grant OSS.

The users of the system are tied to three distinct types of users. The basic roles of those users are described below:

- **Role of the CWSF Grant Process Administrator**  
The nuts and bolts on the system are housed and owned by the CWSF. The CWSF provided the funding and the contracting for the development of this online submission system. Information or questions regarding the development, methodology, or technology of the system, issues with its operation, and issuing of passwords for access are handled by the CWSF Grant Administrator.
- **Role of Individual State/Island WUI Grant Administrator**  
The individual state/island WUI Grant Administrator is the State Fire Manager or other person designated to be the point of contact for the WSFM WUI Grant Process. The state/island Grant Administrator will be assigned the password to access the WUI Online Applicant Portal by the CWSF Grant Administrator prior to the opening of the grant application process. The state/island Grant Administrator will be responsible for submitting the state/island applications. The state/island Grant Administrator will be responsible for deciding if the state/island will use the Cooperator Submission System (CSS). If the state/island implements the CSS, the state/island Grant Administrator will be responsible for administering the steps necessary to engage the cooperator. If the state/island does not use the CSS, the state/island Grant Administrator will be responsible for submitting all project proposals into the system.
- **Role of Cooperators with Individual States**  
Cooperators, as defined and used in the Online Submission System, means entities that the state/island wants to submit an online WUI Grant proposal(s) to the state/island. Cooperators receive a link from the state/island Grant Administrator that provides an online template for the cooperator to fill out. The template is identical to the WUI Grant Application form. The cooperator fills out the proposal online and then electronically submits that proposal to the state/island Grant Administrator. No action occurs until the state/island Grant Administrator acts. The state/island Grant Administrator has the responsibility to accept or reject the proposal. Changes can be made by the state/island Grant Administrator prior to accepting or rejecting the proposal. If accepted, the state/island Grant Administrator will move the proposal to the state/island Applicant Portal.

### **WUI Grant Cooperator Submission System (CSS)**

State/island agencies may allow their cooperators to complete and submit an online WUI Grant Proposal to the state/island agency through the CSS, which reduces the need for the state/island agency to undertake the “uploading” of each individual proposal. The applicants are responsible for entering their proposals and providing the necessary information for the state/island agency to act.

Use of the CSS is not required however, if a state/island agency chooses to use the CSS, there are several important points to note:

- The state/island must administer the CSS. This includes setting up a unique link for each cooperator that wants to submit a proposal.



- The proposal that a cooperator develops uses a form identical to the application but is not directly submitted as a final application. The state/island Administrator must take action to move the proposal from the CSS to the Applicant Login Portal for the proposal to become one of the state's/island's applications. This is to ensure that cooperators do not submit projects that the state agency does not want to recommend for funding.
- A cooperator does not need a password because the state/island Administrator provides a unique link to the cooperator to use the CSS.
- The state/island Administrator access to the CSS does require a password. The password is the same as the password that the state/island Administrator uses to access the Application Login Portal. The state/island Administrator will need to be careful not to confuse the CSS Admin Portal with the Application Portal.
- A state/island should never share their login information with a cooperator. If the cooperator has access to the portal, the cooperator will have access to other cooperators' applications and personal information as well as the ability to submit final applications.
- Useful definitions
  - **Cooperator:** an organization that is submitting a proposal to a state/island agency for consideration as an application from the state/island agency to the WUI grant process.
  - **Proposal:** the project information is submitted to the state/island agency for consideration.
  - **Applicant:** the state or Pacific Island members of the CWSF. The only agency eligible to submit an application to the WUI grant process.
  - **Application:** the application that is submitted by the state/island agency to the WUI grant process. The application must comply with the guidelines and instructions.

### Accessing the System

1. The Online Grant Submission System is accessed through the following web address:

www.forestrygrants.org and then by clicking on the



2. The menu bar across the top of the screen allows you to make the selection of which screen in the system you want to use. The menu bar looks like this:



3. Simply click on the place you want to go

### Submission of Cooperator Proposals in the System

1. Follow the steps on Page 8 to access the system
2. Click on the **CSS Admin Login**
3. A dropdown menu will appear. Choose your state or island.
4. A password is required. The password is issued by the CWSF Grant Administrator. Only one password will be issued to each state or island. **This is the same password issued to access the Applicant Login.**
5. If your login does not work, contact the CWSF Grant Administrator for assistance. If you attempt to log in more than **twice** and your login fails, you will be locked out of the system for 24 hours.
6. After a cooperator submits a proposal following the steps below, the state/island agency will see it in their CSS account.
7. The state/island must be logged in to the system as a **CSS Admin** to view the cooperator

proposal. The proposal will be in the form of a WUI Application but cannot be submitted until the state/island sends it from the CSS Admin account to the state/island Applicant account.

### **Generating a Link to Send to Your Cooperator**

1. Access the CSS page for your state/island (see steps above).
2. Click on “Start Application,” title the proposal by typing in the box, and click on “Create Proposal.”
3. Copy the entire link and paste it into an email to your cooperator with your state/island instructions. Do Not click on the link. If you do, use your back button to get it to reappear.

### **Instructions to Your Cooperator:**

1. Your state’s/island’s instructions to the cooperator should include anything specific to your state/island process that the cooperator needs to know.
2. The cooperator must fill out all the fields before submitting their proposal. If they wish to leave something blank for the state/island to fill out, they should use “xxxxx.”
3. A cooperator should update each section to save it. They return to their proposal by saving the link.
4. The cooperator should have and or print the proposal **before** submitting it to the state/island.
5. When the proposal is complete the cooperator clicks “Submit”. Once a proposal is submitted by the cooperator to the state/island agency, the link is no longer valid and cannot be viewed by the cooperator. The state/island CSS Admin will receive an email to review/edit the proposal.
6. The state/island will see the application in their CSS account. You must be logged in as a CSS Admin to view the proposal.. To move a proposal that has **not** been submitted by the applicant yet to the state/island account the state/island CSS Admin must submit the proposal. This will move the proposal from the CSS to the state/island account and will appear when you log in under the Applicant Login process.
7. If a state/island is filling out an application themselves they do not use the CSS and should log on as an applicant.

### **Submission of State/Island Applications in the System**

1. Follow the steps on Page 8 for Accessing the System.
2. Click on the **Applicant Login**.
3. A dropdown menu will appear. Choose your state/island, enter your password, and click “Login”.
4. The password is issued by the CWSF Grant Administrator. Only one password will be issued to each state or island.
5. If your login does not work, contact the CWSF Grant Administrator for assistance. If you attempt to log in more than **twice** and your login fails, you will be locked out of the system for 24 hours.
6. Read the WFSM WUI Grant Guidelines and Instructions. Documents are also available at: <http://www.westernforesters.org/wui-grants> and begin completing your application.

### **Filling out the Application**

1. After you log in, you may begin to create a new application; click on “Start Application,” then the year and FY 2025 CWSF/WUI.
2. All sections of the application must be completed before submitting. Fill out sections and then click on “Update” for each section **before** moving to another section. You simply scroll to complete the sections.

- UPDATE OFTEN! After filling out a section or anytime you want to save your work click on “Update” in the box you are working in. Do this consistently as you work on your application. Always “Update” before you log out or go on to another section.
- You must fill in the USFS Region, Keyword, and Priority Number in the upper right corner of the application. Keyword is user-defined. The state will automatically populate from the login information. Funding Requested, Match, and Project Funding fields will automatically populate when information is entered in Box 3.

WWRA Applications: Keyword: Enter “WWRA-2 letter state/island abbreviation” (ex. WWRA- AZ).

**Priority Number: Enter “WWRA”.**

- Box 1: The Proposal Cooperator is the entity that submits the project proposal. Applicant Information is the state/island forestry agency submitting the application. If the Proposal Cooperator is the state/island forestry agency use the same information for both the Proposal Cooperator and Applicant Information.

**WWRA Applications: Proposal Cooperator is NA. Applicant Information is the state/island forestry agency.**

- Box 2: Include either a reference point or boundary points for the project, which will be included on a map associated with success stories. Leave fields blank that are not used - do not put NA. See the example below on how to enter data into the application.

**Coordinate data must be in the WGS84 datum.**

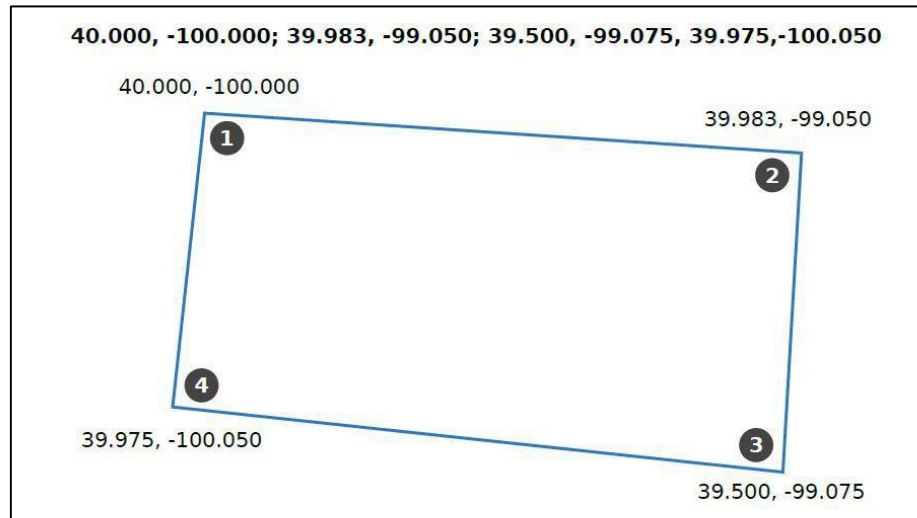
**WWRA: No GIS data is required**

GIS Coordinates	
Ref. Point Name:	Tri-County General Area
Lat/Long:	40.000, -100.000
Description:	The areas being addressed are in the Tri-County region of ...
Ref. Point Name:	
Lat/Long:	
Description:	
Area Name:	Phase I
Boundary Lat/Longs:	40.000, -100.000; 39.983, -99.050; 39.500, -99.075, 39.975, -100.050
Description:	The first phase addresses private land holdings in this area
Area Name:	
Boundary Lat/Longs:	
Description:	

**Reference Point:** A reference point displays a single marker and its name on the map. This can be used for indicating a general region without specifying exact boundaries. The reference point name, lat/long, and description are all **required** fields for a point. Lat/long should be entered in the following format: 39.0000, -104.300

**Area:** An area defines a region with a boundary defined by straight lines. At least 3 points are needed to define an area. There can be up to 7 sets of lat/long that can be used to define an area. The diagram below shows how to specify the corners for an area and the associated coordinate list to be entered into

the application. The area name, boundary lat/longs, and description are all **required** fields for an area.



7. Clicking on “Update” will automatically sum the numbers in the budget section (Box 3).
8. Review and **print/save** your application **before** submitting it. Right-click and print as a hard copy or as a PDF. If there is a discrepancy in what you think you submitted and what is actually online your saved document is the only check we have!
9. Submission: The “Submit Application” button will only allow you to submit if all the sections are filled out. You will have once chance to change your mind. **Once you submit you cannot make changes or view your application.** An email will be sent to the applicant’s email address noting the proposal and the date/time submitted.
10. If you have used the CSS for your cooperators to submit proposals, the applications will appear on your list of proposals. These will be in “prepare” mode and not submitted until you do so.

#### System Access and Use by Scorers

1. Follow the steps on Page 8 for Accessing the System.
2. Click on the **Reviewer Login**.
3. A dropdown menu will appear. Choose your name.
4. A password is required. The password is issued by the CWSF Grant Administrator and sent to the individual scorers. Only one password will be issued to the scorer.
5. If your login does not work, contact the CWSF Grant Administrator for assistance. If you attempt to log in more than **twice** and your login fails, you will be locked out of the system for 24 hours.

#### System Access for Mentees

Mentees of the WUI Grant Scoring Work Group will not score applications using the online system.

#### Scoring the Applications

1. After you log in, you will see your account and the proposals that are assigned to you.
2. The Review Status Column will tell you:
  - a. Not Reviewed-you have not saved any information
  - b. In Progress-you have saved information
  - c. Reviewed-you have submitted the application and no longer can edit your scores
3. Click on each individual application to review.
4. Put your comments and scores in each green box. Each box must have a comment, so if there are no point deductions (i.e., Receives 5 points) you can enter “Met Criteria” for comments

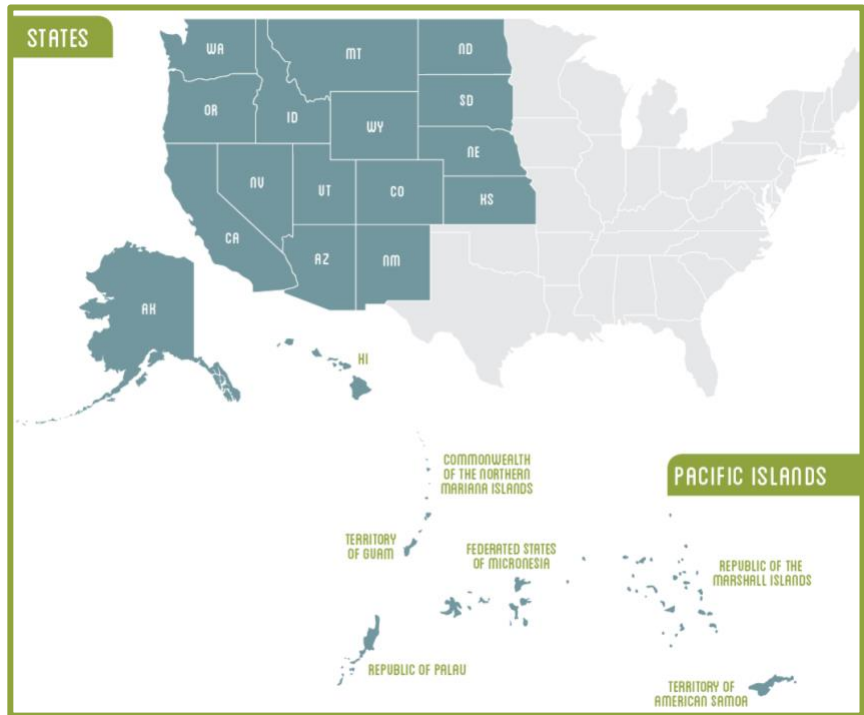
if not providing more detailed information.

5. Click on “Update Review” to save your comments and scores. Update often to save your work.
6. Once all comments and scores are filled out you will have the option to “Submit”.
7. Once you submit, you are done with that application and cannot make changes.

# Appendices

## **FY2025 Western Wildland Urban Interface Grant Program<sup>1</sup> Criteria and Instructions to States/Island Territories**

In the West, funds to mitigate risk from wildland fire within the Wildland Urban Interface (WUI) are available and awarded through a competitive process with emphasis on hazard fuel reduction in the WUI, information and education, assessment and planning, and monitoring through community and landowner action. Funding is delivered through and managed by state/ island 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 Cohesive Wildland Fire Management Strategy brings forward the goals of Resilient Landscapes, Fire Adapted Communities, and Safe and Effective Wildfire Response; 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.

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### **Grant Criteria: General**

- The Project must be for a qualifying activity - if it is not the application will be considered ineligible.
- Meets the 1:1 match requirement<sup>2</sup>- if not the application will be considered ineligible.
- Each grant request is limited to a maximum of \$300,000. Applications over \$300,000 will be considered ineligible.

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<sup>1</sup> Supported by National Fire Plan Funding through the State and Private Forestry Branch, USDA Forest Service. Administered through the Council of Western State Foresters, Western State Fire Managers WUI Subcommittee

<sup>2</sup> A 1:1 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. The Pacific Islands (excluding Hawaii) are exempt from the 1:1 match up to \$500,000 by statute. Anything in excess of \$500,000 requires 1:1 match for Pacific Island applications.

- No state/island will receive more than 15% of the funds available in the West.
- Not less than 70% of the funding available will be allocated to hazardous fuel reduction projects.
- The application must be submitted by the state/island forestry organization. The state/island organization will be listed in Box 1 (Applicant Information) on the online application.
- The grant request must be submitted using the WUI Competitive Grant Online Submission System.
- Funds cannot be used on federal lands.
- Funds must be spent during the 5-year grant period and cannot be held for future maintenance outside of that grant period.

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## **Grant Criteria: Qualifying Project Types**

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### **1) Reduce Hazardous Fuels / Restore Fire-adapted Ecosystems in the Wildland Urban Interface (WUI):**

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, as well as treatment prescriptions and measures of success.

#### **Examples of projects that qualify (not all-inclusive):**

- Defensible space around homes and structures
- Shaded fuel breaks
- Fuels reduction beyond defensible space adjacent to WUI areas
- Removal of slash, including piling and burning, mulching, grinding, etc.
- Prescribed fire
- Thinning
- Maintenance of 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 the 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 practices, establishing local fire-safe councils, and fuels treatments within fire-prone



communities. Projects should be concise clearly indicate size and scope of the project, and clearly demonstrate deliverables and measures of success of prevention/education activities. Metrics should be specific, measurable, achievable, realistic, and timely.

**Examples of projects that qualify (not all-inclusive):**

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

**3) CWPP Planning:**

Community Wildfire Protection Plans (CWPPs) 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 <http://www.communitiescommittee.org/pdfs/cwpphandbook.pdf>.

**Examples of projects that qualify (not all-inclusive):**

- Creation of/or update to CWPP/hazard mitigation plans or equivalent document. Note: for the creation of CWPPs outline how you will meet national and state requirements in the document: some states provide checklists to assist. Be sure to address the following in your application:
  - Accomplishments: Explain what projects identified in the original CWPP have been completed. (Only do this if you are updating your CWPP. If you are creating a new CWPP, you will not yet have any accomplishments).
  - Collaboration: If you are updating your CWPP: Identify new partners and stakeholders as well as update all contact information. For CWPP creation, identify all partners and stakeholders to be involved.
  - Prioritized Fuel Reduction: Those updating a CWPP should: Identify and prioritize new hazardous fuels reduction projects, the method of treatments to be employed, and how these projects address any changes to the community objectives and values at risk. New CWPP plans must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment
  - Treatment of Structural Ignitability: Updated CWPPs should explain new or additional measures to be implemented to reduce homeowner and/or community ignitability of structures. Those creating CWPPs must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed in the plan.
- Priority projects listed in existing CWPPs covering the above criteria.

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

- Preparedness and suppression capacity building; such as the purchase of fire department equipment (try VFA, DHS, and FEMA grant programs)
- Small business start-up funding

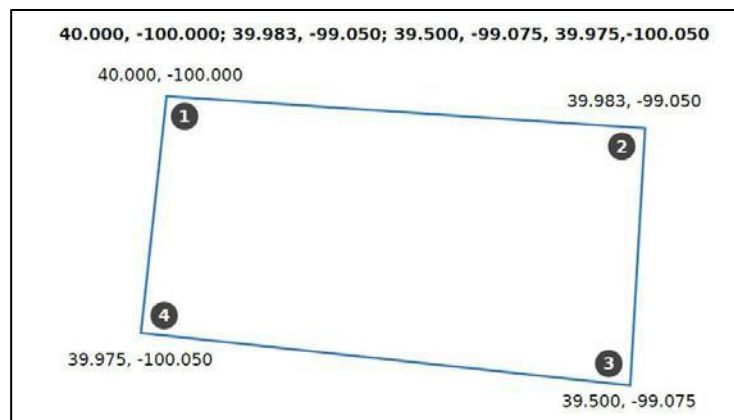
- Research and development projects (try Economic Action Program)
- GIS and database systems that are not related to the West Wide Wildfire Risk Assessment
- Construction/infrastructure (building remodel, bridges, road construction, water development, general property/ homeowner maintenance.)
- Funding the creation of stewardship plans.
  - Note: a separately funded stewardship plan can be used to guide a WUI project if it is clearly labeled as not funded through match or WUI grant funds.

## **Grant Scoring:**

- All grants will be scored based on the following criteria; applicants must ensure that all boxes are filled in and the application is complete (**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 Wildfire Protection Plan (CWPP) and is the project consistent with the State Forest Action Plan(s) (Enhancing, Protecting and or Conserving). 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/assessment efforts clearly described etc.)**  
Clearly defined = 10      Not defined = 0
  - **Project/Landscape Impacts- 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 overall landscape that the project influences, in addition to the defined project area, 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



**Area:** An area defines a region with a boundary defined by straight lines. At least 3 points are needed to define an area. There can be up to 7 lat/longs. The diagram below shows how to specify the corners for an area and the associated coordinate list to be entered into the application. The area name, boundary lat/longs, and description are all **required** fields for an area.



- **Box 3** - 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. Federal funds contributed are ineligible for match calculation. Indirect costs must be tied to an established rate and the source needs to be described in the narrative (Box 4). Waived indirect costs are an acceptable source of match.
- **Box 4**- The budget narrative must describe how the grant funds will be spent. Give specific details for each grant expenditure item 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. **A description of the match is not required in Box 4.** The match should be described in Box 9.
- **Box 5**- Describe the project area, type, and challenges. There are three types of projects: fuels, education/prevention, and CWPP planning/assessment. Projects may include one or more project types. Applicants must give an overview of the project area, which they can do by discussing ownership/land type as well as physical acres, sq miles, etc. They must also, identify the hazards that exist and clearly show the need for work in this area. Be specific when describing challenges or obstacles that will need to be addressed for the project to be successful (e.g., landscape or access challenges or broad dispersal of people who may need to be gathered together for an educational initiative, language access issues, or lack of trust in government, which needs to be built for collaboration on CWPP). If applying for a fuels reduction project, describe the fuel/vegetation types. If applying for a CWPP planning/assessment project, see the CWPP guidelines on page 16.

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**- Describe the relationship to a Forest Action Plan **and** to a CWPP. Clearly describe how the project fits into the goals of a Forest Action Plan and detail the FAP goal(s) below. Outline the project's connection to the CWPP's goals and objectives and describe how the project accomplishes the goals and priority areas of both these planning documents.

- **Box 7-** Clearly describe each proposed activity and include where and what will be occurring (i.e., fuel break along the fence line, defensible space around homes, tree crown spacing, prescribed fire for mitigation purposes, etc.). The description must include measurables and how the project will be accomplished. Grant funds should be tied to the activities. Unlike the overview, this will provide the specific details of the project using measurable units that are specific, measurable, achievable, realistic, and timely where applicable. Treatment prescriptions and measures of success should be clearly stated. For prevention/education activities as well as for CWPP planning/assessments; the audience, deliverables, and measures of success should be clearly stated.
- **Box 8-** Describe how the project influences greater impact on the landscape. Show how the project has or will have an impact outside the immediate project area, including how it relates to other projects/initiatives past or current. For example, a project in a community may complement a Forest Service project on their land where they are creating a fuel break around your community's 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 CWPP planning projects explain how your project complements or enhances those by other agencies or groups and/or ties into a greater goal. The scale of a project should be an appropriate size based on the land ownership, objectives, and outcomes (including cross-boundary goals) for the project. Describe how the scale is sufficient and meaningful for the project. 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 partner's 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. Identify if using overmatch from the consolidated payment grant.
- **Box 10-** The Project Timeline must include such things as: begin/end dates, milestones, quarterly or seasonal targets, etc. All WUI grant funded project items must be completed within 5 years of the award.
- **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 it 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 expected. If you plan on monitoring the project after the grant period ends, list that here, but please note all awarded funds and matches must be used during the 5-year grant period only.

For **Outreach/Prevention**, you must include three main points (education, commitment, and monitoring). Also include: How will outreach/education/prevention be distributed? What is the commitment over time? For monitoring purposes, the application should describe how outreach will be sustained and updated over time. For CWPP Planning/Assessment/Monitoring, the same points as Outreach/Prevention outlined here should be included, and how CWPP will be used over time should also be discussed.

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## **Application Due Dates:**

Each state/island will set its own internal deadlines for its cooperators' and partners' applications so that they may be reviewed and prioritized at the state level before submission. Please pay close attention to the deadline and any special instructions for your application that has been set by your representative state/island.

Reminder:

- Applications over \$300,000 will be considered ineligible.
- Applications must be submitted by the state/island forestry organization. The state/island organization will be listed in Box 1 (Applicant Information) on the online application.

**All applications must be submitted to the online portal by the state/island forestry agency by 5 p.m. MDT on Friday, December 20, 2024. Proposals submitted after this deadline will not be considered for the grant year.**

<h1 style="margin: 0;">FY 2025 State Fire Assistance WUI Grant</h1>
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FOR OFFICIAL USE ONLY	
State Submitting Project:	
State Priority Number:	
Dollar Amount Requested:	\$ 0.00
Matching Share:	\$ 0.00

This document is for proposal development only. Applications must be submitted to the appropriate state/island forestry entity and entered into the online submission system.

1	<b>Proposal Cooperator</b>	
	<b>Cooperator Organization:</b>	
	<b>Contact Person:</b>	
	<b>Address:</b>	
	<b>City/State/Zip Code:</b>	
	<b>Phone (Work/Cell):</b>	
	<b>Email:</b>	
1	<b>Applicant Information</b>	
	<b>Applicant:</b>	
	<b>Contact Person:</b>	
	<b>Address:</b>	
	<b>City/Zip Code:</b>	
	<b>Phone (Work/Cell):</b>	
	<b>Email:</b>	
	<b>Fax:</b>	
<b>Federal Tax ID\UEI #:</b>		

2	<b>Project Information</b>	
	<b>Name of Project:</b>	
	<b>Community Name(s):</b>	
	<b>County(ies):</b>	
	<b>Congressional District:</b>	
	<b>GIS Coordinates (choose one)</b>	
	<b>Reference Point Name:</b>	
	<b>Lat/Long:</b>	
	<b>Description:</b>	
	<b>Area Name:</b>	
	<b>Boundary Lat/Longs:</b>	
	<b>Description:</b>	

<b>Applicant Budget</b>				
	Grant Funds Requested	Match		Total Project Cost
		Applicant	Non-Federal Contributors	
3	Personnel/Labor:			\$ 0.00
	Fringe Benefits:			\$ 0.00
	Travel:			\$ 0.00
	Equipment:			\$ 0.00
	Supplies:			\$ 0.00
	Contractual:			\$ 0.00
	Other:			\$ 0.00
	Indirect Costs:			\$ 0.00
	<b>TOTAL:</b>	\$ 0.00	\$ 0.00	\$ 0.00

<b>Budget Narrative (1700 characters including spaces)</b>	
4	



	<b>Project Area Description and Challenges (1700 characters including spaces)</b>	
5		

	<b>Relation to Forest Action Plan and CWPP (2500 characters including spaces)</b>	
6		

	<b>Proposed Activities (3800 characters including spaces)</b>	
7		

	<b>Project/Landscape Impacts (1700 characters including spaces)</b>	
8		

	<b>Project Collaboration (1700 characters including spaces)</b>	
9		

	<b>Project Timeline (1700 characters including spaces)</b>	
10		

	<b>Project Sustainability (1700 characters including spaces)</b>	
11		

## Appendix C Western Wildfire Risk Assessment (WWRA) Instructions

### FY2025 WSFM WWRA Competitive Grant<sup>1</sup> Criteria and Instructions to States/Islands

The WWRA Contract was completed in March 2013. Administrative control of the Western Wildfire Risk Assessment database transitioned from the state of Oregon to the Council of Western State Foresters. Each western state/island received a copy of their state/island-specific data.

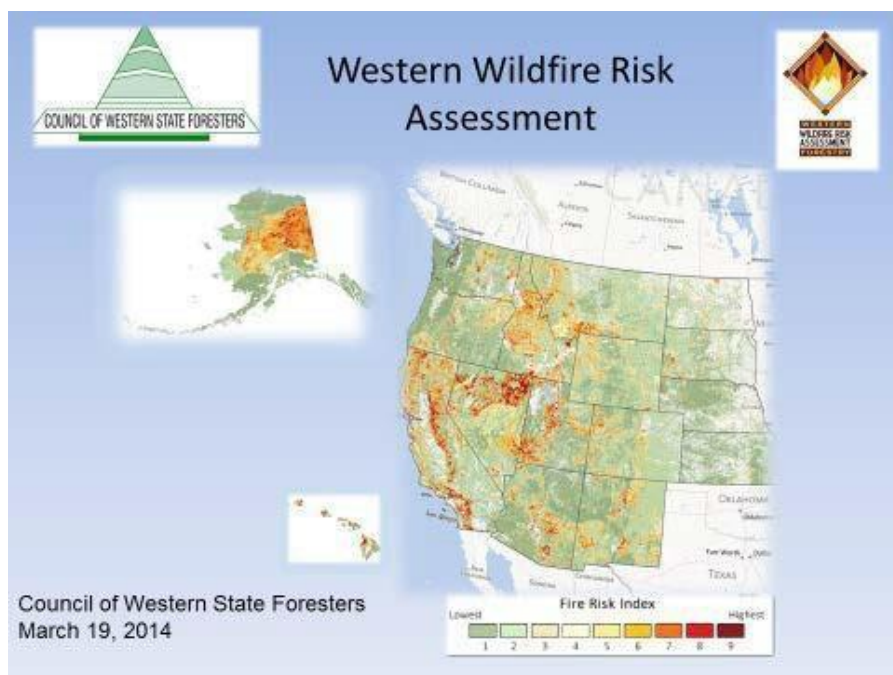
The data in the WWRA provides information at both the western regional level and at the state/island-specific level. The state/island-specific data set may need to be calibrated by each state/island to better

reflect state/island needs, better represent conditions on the ground within each state/island, and better communicate the data within the state/island.

The ability to explore and use WWRA data requires both GIS skills and knowledge of fire behavior inputs. Some states/islands have this capacity within their organization, some do not. Some states/islands have or are in the process of developing a web tool that allows access and display of the data through the web.

The CWSF accepted the WSFM's recommendation to designate a portion of the WUI Competitive Allocation for WWRA projects.

The general purpose of this action is to support states/islands in utilizing WWRA to meet their needs. CWSF recognizes that each state/island is unique in its needs and that different approaches may be needed to meet unique state/island needs.



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<sup>1</sup> Supported by National Fire Plan Funding through the State and Private Forestry Branch, USDA Forest Service. Administered through the Council of Western State Foresters, Western State Fire Managers WUI Subcommittee

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## **Grant Criteria: General**

- Up to 15% of the SFA/NFP WUI Competitive Grant funds will be made available to states and islands to calibrate, access, display, and/or utilize state/island-specific data delivered in the Western Wildfire Risk Assessment.
- Meets the 1:1 match requirement- if not the application will be considered ineligible. 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. The Pacific Islands (excluding Hawaii) are exempt from the 1:1 match up to \$500,000 by statute. Anything in excess of \$500,000 requires a 1:1 match for Pacific Island applications.
- States/islands apply for funding through the WUI Competitive Grant process. Applications will be submitted through the online grant submission system.
- Only state/island forestry agencies may apply for these funds.
- States/islands receiving funds are responsible for matching funds.
- Individual grants for calibrating, accessing, or displaying state/island-specific data may not exceed \$150,000.
- Revisit annually and review the need to continue or modify direction to move toward a Western regional tool.
- The project must be for a qualifying activity- if it is not the application will be considered ineligible.
- No state/island will receive more than 15% of the funds available in the West.
- **The WSFM WWRA application will count as one of the 10 applications allowed for each state in the WUI Competitive Program.** If successful, the amount funded will count in the 15% max for each state/island.
- States/islands may only receive 2 WSFM WWRA Competitive Grants. If a state/island received a WWRA grant award in 2023 and another in 2024 they are not eligible to receive a 2025 award. This criteria will be revisited on an annual basis

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## **Grant Criteria: Qualifying Project Types**

### **Western Wildfire Risk Assessment Data to meet state/island needs**

- Project Types may include:
  - Calibration of data
  - Improvement of functionality
  - Improve utilization
  - Updating of data
  - Access to data
  - Display of data

### Examples of projects that qualify (not all-inclusive):

- Developing a web-based tool for the display of data
- Distribution of data through websites
- Using the Fire Effects tool to calibrate and re-run outputs
- Updating primary data sets such as Landfire and Fire Occurrence with the most current data available
- Leveraging other data sets, such as National Cohesive Strategy data
- Increasing wildfire risk awareness through the distribution of WWRA data
- Facilitate the use of risk assessment across jurisdictional and political boundaries

## Grant Scoring:

- All grants will be scored based on the following criteria; applicants must ensure that all boxes are filled in and the application is complete (**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, or is the project consistent with the State Forest Action Plan(s) (Enhancing, Protecting, and or Conserving) or goals of the Cohesive Wildfire Strategy? The project must be linked to one of the planning elements. 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
  - **Project/Landscape Impacts- 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 the overall landscape that the project influences, in addition to the defined project area, clearly described?**  
Clearly defined = 5                                              Not defined = 0
  - **Collaboration- Does the application clearly define collaborative elements including support from partners, agencies, landowners, and communities? Are the contributions of the collaborators well described?**  
Clearly defined = 5                                              Not defined = 0



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-** Describe the relationship to a Forest Action Plan and to a CWPP. Clearly describe how the project fits into the goals of a Forest Action Plan (FAP) and detail the FAP goal(s) below. Outline the project's connection to the CWPP's goals and objectives and describe how the project accomplishes the goals and priority areas of both these planning documents.
- **Box 7-** Clearly describe each proposed activity and include how grant funds will be spent on WWRA project. The description must include measurables and how the project will be accomplished. Grant funds should be tied to the activities. Unlike the overview, this will provide the specific details of the project using measurable units that are specific, measurable, achievable, realistic, and timely where applicable.
- **Box 8-** Describe how the WWRA project has a greater impact on the landscape. Show how the WWRA project has or will have an impact outside the immediate project area. For example, an assessment may influence planning across jurisdiction boundaries. Give specifics on how this project will tie into the larger picture of community protection or education. The scale of a project must be the most appropriate size based on the land ownership(s), objectives, and outcomes (including cross-boundary goals) for the landscape. Detail how the scale is sufficient and meaningful for the project. Explain, the who, what, when, where, why, and how of the WWRA projects anticipated impacts.
- **Box 9-** Describe the contributions each partner will make to the WWRA project by stating the collaborating partners' names 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. Identify if using overmatch from the consolidated payment grant.
- **Box 10-** The WWRA project timeline must include such things as: begin/end dates, milestones, quarterly or seasonal targets, etc. All WUI Grant funded project items must be completed within 5 years of award.
- **Box 11-** Sustainability must clearly describe the who, what, when, where, and why of how this WWRA project will remain effective and be sustained over time. Describe who will be responsible for administering and monitoring the project, and how the project will remain relevant and up to date, clearly describe timelines and milestones expected. If you plan on monitoring the project after the grant period ends, list that here, but please note all awarded funds and matches must be used during the 5-year grant period.



## **Application Due Dates:**

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**All applications must be submitted to the online portal by the state/island forestry agency by 5 p.m. MDT on Friday, December 20, 2024. Proposals submitted after this deadline will not be considered for the grant year.**

**FY 2025 WSFM WWRA  
Grant Application**

FOR OFFICIAL USE ONLY	
State Submitting Project:	
State Priority Number:	
Dollar Amount Requested:	\$ 0.00
Matching Share:	\$ 0.00

**This document is for proposal development only. Applications must be submitted by the appropriate state/island forestry entity and entered into the online submission system.**

Proposal Cooperator - <b>NA</b>	
1	Cooperator Organization:
	Contact Person:
	Address:
	City/State/Zip Code:
	Phone (Work/Cell):
	Email:
	Applicant Information
1	Applicant:
	Contact Person:
	Address:
	City/Zip Code:
	Phone (Work/Cell):
	Email:
	Fax:
	Federal Tax ID\UEI #:

Project Information		
2	Name of Project:	
	Community Name(s):	
	County(ies):	
	Congressional District:	
	GIS Coordinates (choose one) - <b>NA</b>	
	Reference Point Name:	
	Lat/Long:	
	Description:	
	Area Name:	
	Boundary Lat/Longs:	
	Description:	

<b>Applicant Budget</b>				
	Grant Funds Requested	Match		Total Project Cost
		Applicant	Non-Federal Contributors	
3	Personnel/Labor:			\$ 0.00
	Fringe Benefits:			\$ 0.00
	Travel:			\$ 0.00
	Equipment:			\$ 0.00
	Supplies:			\$ 0.00
	Contractual:			\$ 0.00
	Other:			\$ 0.00
	Indirect Costs:			\$ 0.00
	<b>TOTAL:</b>	\$ 0.00	\$ 0.00	\$ 0.00

<b>Budget Narrative (1700 characters including spaces)</b>	
4	

	<b>Project Area Description and Challenges (1700 characters including spaces)</b>	
5		

	<b>Relation to Forest Action Plan and CWPP (2500 characters including spaces)</b>	
6		

	<b>Proposed Activities (3800 characters including spaces)</b>	
7		

	<b>Project/Landscape Impacts (1700 characters including spaces)</b>	
8		

<b>Project Collaboration (1700 characters including spaces)</b>	
9	

<b>Project Timeline (1700 characters including spaces)</b>	
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<b>Project Sustainability (1700 characters including spaces)</b>	
11	

# Appendix E      WSFM WUI Project Proposal Scoring Aid FY 2025

All project proposals will be screened and evaluated based on the following Scoring Criteria: Only full-point scores will be assigned; no zeros will be assigned. The maximum total score any one application can receive is 45.

## Eligibility Screening

Box 1: Application Information	Applicant must be the state/island forestry organization to be eligible.
Box 3: Budget	Applications over \$300,000 will be considered ineligible

## Scoring Criteria

**Budget explained line by line:** If not applicable, leave blank.

- **Personnel / Labor:** List funds used to cover personnel costs like employee wages. Do not include the personnel costs of consultants, contractors and subrecipients here.
- **Fringe Benefits:** List funds for allowances and services provided by employers to employees in addition to regular wages. Do not include the fringe benefits of consultants, contractors, and subrecipients here. Those values should be added under the “Contractual” category. Only fringe benefits as a direct cost belong in this section.
- **Travel:** List funds used for project-related travel such as transportation, lodging, subsistence, etc. Travel of non-employees (contractors, consultants, subrecipients, etc) should be indicated in the “Contractual” category. Local travel for employees in non-travel status should be listed in the "Other" category. Travel costs should be developed in accordance with the applicant's travel policies and grantor agency regulations.
- **Equipment:** List funds for equipment (tangible personal property and information technology systems) here. Note: make sure all equipment follows WUI grant rules.
- **Supplies:** List funds used to cover supplies (tangible personal property other than equipment).
- **Contractual:** List funds used to cover contracts except those that should be placed under other categories such as equipment, supplies, etc. Costs of individual consultants belong in the "Other" category. If applicable and charged as a direct cost, include third-party renting or leasing agreements for equipment; and for real property (building, facility, administrative office, space, structure, land, and other real property) used specifically for this grant. Do not include real property owned by the recipient.
- **Other:** Include all other costs not listed elsewhere here. This may include reporting costs, match funds, etc.
- **Indirect Costs:** Enter all indirect costs here. Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both.

**TOTAL:** Enter the total amount for all preceding lines. If data is being implemented into an electronic form (the portal), these numbers are auto-calculated.

**Budget Narrative Instructions:** The budget narrative must describe how the grant funds will be spent. Give specific details for each grant expenditure item in the Applicant budget/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 4	5 pts – High	3-4 pts – Medium	1-2 pts - Low
<b>Budget Narrative</b>	Well written. Budget is complete, easy to understand, and budget items are clearly labeled. Narrative provides clear and concise explanation of each budget line item and its function within the project. All numbers align with Box 3.  Match is not considered in this box, as it is addressed in Box 9.	Budget items are present and align with Box 3, but one or more budget line items lacks explanation and function within project.	Major errors in budget calculations. Expenditures and budget line item functions are unclear. Poorly written.

1 point deductions:

- A minor error in budget calculations
- Somewhat unclear on how expenditures activities tie to project goals

2-3 point deductions:

- Major errors in budget numbers
- Unclear on expenditures and budget item functions
- Poorly written

**Project Area Description and Challenges Instructions:** Describe the project area, type, and challenges. There are three types of projects: fuels, education/prevention, and CWPP planning/assessment. Projects may include one or more project types. Indicate which you are applying for. Applicants must give an overview of project area, which they can do by describing ownership/land type as well as physical acres, sq miles, etc. They must also identify the hazards that exist in detail, and clearly show the need for work in this area. Be specific when describing challenges or obstacles that will need to be addressed for the project to be successful (e.g., landscape or access challenges or broad dispersal of people who may need to be gathered together for an educational initiative, language access issues, or lack of trust in government, which needs to be built for collaboration on CWPP). If applying for a fuels reduction project, describe the fuel/vegetation types. Clearly define the problems and challenges here.

<b>Box 5</b>	<b>5 pts – High</b>	<b>3-4 pts – Medium</b>	<b>1-2 pts - Low</b>
<b>Project Area Description and Challenges</b>	Provides well-written introduction of the project area, project type, and why need exists in the area.	Applicant describes project area and project type but misses one or two elements such as fuel type, hazards, challenges, or need for project work.	Poorly written project area description; does not include issues/problems or challenges facing the project area; does not clearly exhibit the need for the project.
<b>Fuels</b>	Narrative clearly captures fuel type/vegetation, specific hazards, and challenges the project seeks to address. Project will reduce hazardous fuels in WUI communities or in a landscape that if affected by fire, would adversely impact the community.		
<b>Outreach/Prevention</b>	Outreach/prevention activities (if any) are relevant to the project and clearly describe how outreach is addressing challenges that are impacting current efforts.	Outreach/prevention activities are outlined but does not clearly address challenges	Mentioned but not specifically described.
<b>CWPP, Planning, Assessment, Monitoring</b>	CWPP activities (if any) are relevant to the project and described. General results of planning efforts are described.	Objective and goals of CWPP not clear	Mentioned but not specifically described.

1 point deductions:

- Project type described, but unclear, *or*
- Vegetation and fuels described, but unclear, *or*
- WUI community/challenges described, but unclear

2-3 point deductions:

- Project type not described
- CWPP Updates are not included (if part of the project)
- Outreach/education not included (if part of the project)
- Vegetation and fuel type not addressed/ unclear
- WUI community /challenges not addressed
- Poorly written



**Relation to Forest Action Plan and CWPP Instructions:** Describe the relationship to Forest Action Plan (FAP) **AND** to a CWPP. Clearly describe how the project fits into the goals of a Forest Action Plan and detail the FAP goals below. Outline the project’s connection to the CWPP’s goals and objectives and describe how the project accomplishes the goals and priority areas of both these planning documents.

Box 6	5 pts – High	3-4 – Medium	1-2 pts – Low
<p><b>Relation to Forest Action Plan and CWPP</b></p>	<p>Clearly describes specific goals of CWPP <i>and</i> FAP and how project elements/scope integrate those goals. Narrative well written and organized. If no CWPP exists, project discusses CWPP development and relation to the FAP.</p> <p>Outreach/prevention activities (if any) are relevant to the project and described clearly and the general impact of education/outreach addressing CWPP and FAP goals that are impacting current efforts.</p> <p>CWPP activities (if any) are relevant to the project and described. General results of planning efforts are described</p>	<p>It covers required elements but does not explicitly or clearly describe the relation of the project to FAP and CWPP.</p> <p>Outreach/prevention activities are outlined but does not clearly address challenges</p> <p>Objective and goals of CWPP not clear</p>	<p>Poorly written. Does not include how this project fits into the broad goals of the FAP or how it meets the goals and objectives of the CWPP</p> <p>Mentioned but not specifically described.</p> <p>Mentioned but not specifically described.</p>
<p>1 point deduction</p> <ul style="list-style-type: none"> <li>Project includes relation to FAP, and CWPP, but is does not fully describe linkage to specific goals in those documents</li> </ul> <p>2-3 point deductions:</p> <ul style="list-style-type: none"> <li>Describes relation to FAP or CWPP, but not both</li> <li>Narrative mentions planning documents, but does not describe how the project aligns with them</li> <li>Poorly written</li> </ul>			

**Proposed Activities Instructions:** Clearly describe each proposed activity and include where and what will be occurring (i.e., fuel break along the fence line, defensible space around homes, tree crown spacing, prescribed fire for mitigation purposes, etc.). The description must include measurables and how the project will be accomplished. Grant funds should be tied to the activities. Unlike the overview, this will provide the specific details of the project using measurable units where applicable. Treatment prescriptions and measures of success should be clearly stated. Measures should be specific, measurable, achievable, realistic, and timely where applicable. For prevention/education activities and CWPP planning/assessment activities; the audience, deliverables and measures of success should be clearly stated. Those updating a CWPP should: identify and prioritize new hazardous fuels reduction projects, the method of treatments, and how projects address any changes to the community objectives and values at risk. New CWPP plans must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types/methods of treatment. Updated CWPPs should explain new/additional measures to reduce homeowner and/or community ignitability of structures. Those creating new CWPPs must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed in the plan.

Box 7	10 pts – High	6-9 pts – Medium	1-5 pts – Low
<p><b>Proposed Activities</b></p> <p><i>Fuels Projects</i> Not all sample deliverables need to be present. Applicant should use the appropriate metric in describing the project.</p> <p><i>Outreach/Prevention</i> Not all sample deliverables need to be present. Applicant should use the appropriate metric in describing the project.</p> <p><i>CWPP, Planning, Assessment, Monitoring</i> Not all sample deliverables need to be present. Applicant should use the appropriate metric in describing the project.</p>	<p><b>General:</b> Applicant provides a clear and well-organized narrative that explains the activities (fuels, cost-share, outreach, prevention, planning) to take place and how they will be completed (i.e. scope of work or prescription). Narrative is target and metric-oriented and lists specific deliverables corresponding to each activity. Narrative demonstrates that activities have been planned with forethought, during preparation of the application. Describes project activities and how grant funds and leveraged resources (not match) will be used.</p> <p><b>Sample deliverables for fuels projects:</b> Acres, fuel break size, what vegetation is being removed, target Diameter at Breast Height (DBH) for removal, tree crown spacing etc., method of treatment (via handwork, mechanical treatment etc.)</p> <p><b>Sample Deliverables for education/prevention projects:</b> Describe who will be targeted (communities), how many will be targeted and <u>the need</u> for education/outreach and include the use of established fire program elements (Firewise, community outreach prevention programs, Living with Fire, defensible space etc.); project should also describe the use of workshops, presentations, handouts and brochures etc.</p> <p><b>Sample Deliverables for CWPP Update Projects:</b> Clearly describe accomplishments to this point (for new CWPP’s, demonstrate need), opportunities for collaboration, goals of fuels reduction priorities, how structural ignitability will be addressed. Development of new CWPP also satisfies this criteria. Updating CWPP: identify and prioritize new hazardous fuels reduction projects, the method of treatments, and how projects address any changes to the community objectives and values at risk. New CWPP: identify and prioritize areas for hazardous fuel reduction treatments and recommend the types/methods of treatment. Updated CWPPs: explain new/additional measures to reduce homeowner and/or community ignitability of structures. New CWPPs: recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed in the plan.</p>	<p>Missing a key metric that would logically be assumed with specific activities OR describes project activities and how grant funds and leveraged resources will be used, but lacks detail. Project deliverables and outputs are described, though how success is measured for one or two activities is unclear. For lower range of medium-tier scores, narrative provides specific activities but outcomes are vague.</p>	<p>Insufficient detail is provided as to what work will be completed using grant funds and leveraged resources (not match). Does not include measurable elements, how many acres to be mitigated, what was being mitigated (veg), or how the proposed activities were being completed. Poorly written.</p>

- 1 point deduction:
- Project activities described, but minor lack of clarity
- 2-4 point deduction:
- Narrative lists deliverables and/or metrics with each activity description, but some activities are vaguely described or unclear
  - Unclear who is responsible for each aspect (homeowners, contractors, project managers, etc.)
  - Prescription described, but generic or unclear
  - Missing one or two key metrics that would logically be assumed with specific activities, i.e., acres treated, cost per acre, number of citizens to be reached, etc. The narrative and associated deliverables are mostly clear.
- 5 or more point deduction:
- Narrative and associated deliverables are not well-described and most logical metrics are missing from activities
  - Narrative omits the description of one or more essential project activities
  - Poorly written

**Project/Landscape Impacts Instructions:** Describe how the project has a greater impact on the landscape. Show how the project has or will have an impact outside the immediate project area, including how it relates to other projects/initiatives past or current. For example, a project in a community may complement a Forest Service project on their land where they are creating a fuel break around your community’s 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 CWPP **planning projects** explain how your project complements or enhances those by other agencies or groups and/or ties into a greater goal. The scale of a project must be the most appropriate size based on the land ownership, objectives, and outcomes (including cross-boundary goals) for the landscape. Detail how the scale is sufficient and meaningful for the project. Explain, the who, what, when, where, why, and how of its anticipated impacts.

Box 8	5 pts – High	3-4 pts – Medium	1-2 pts – Low
<p><b>Project/Landscape Impacts</b></p> <p>Detail how the scale of the project is sufficient and meaningful.</p>	<p>Well written. Narrative clearly demonstrates forethought given to project orientation or scope/magnitude of positive impact on a landscape/community beyond the defined project area.</p> <p>Explain how the project complements or enhances those by other agencies or groups and ties into a greater landscape or community goal of other projects and how it impacts past, current, and future projects.</p>	<p>Landscape level activities or community reach are described in general or other nearby projects are listed, but it is not clear how or why the project complements them directly at a landscape or community level.</p>	<p>Narrative not clearly written; key descriptions of landscape level activities and overall project impact are absent.</p>

- 1 point deduction:
- Community-wide protection or landscape-level impact is evident, but complementary activities though mentioned are not specified
- 2-3 point deduction:
- Project occurs over a broad landscape, but does not sufficiently demonstrate contiguity
  - No complementary projects are mentioned

**Project Collaboration Instructions:** Describe the contributions each partner will make to the project, such as manpower, equipment, matching funds, etc. State the collaborating partner’s name. 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. Identify if using overmatch from the consolidated payment grant.

Box 9	5 pts High	3-4 pts Medium	1-2 pts Low
<p><b>Project Collaboration</b></p> <p>For Consolidated Payment Grants (CPG) please see the notes below.</p>	<p>All partner contributions are listed and described as relevant to project success. Narrative clearly demonstrates commitment from multiple stakeholders and/or on- going multi-partner collaboration. Describes all match contributions listed in Box 3.</p> <p>If you are updating your CWPP: Identify new partners and stakeholders and update all contact information. For CWPP creation, identify all partners and stakeholders to be involved.</p>	<p>Lists partners and contributions, but specific roles are unclear or lacking detail, or match origin is mentioned but unclear.</p>	<p>Very little or no collaboration appears to exist. The project does not appear to have a cross-boundary impact.</p>
<p>1 point deductions:</p> <ul style="list-style-type: none"> <li>• Project partners listed, but contributions of one or two are ambiguous.</li> </ul> <p>2-3 point deductions</p> <ul style="list-style-type: none"> <li>• Project collaborators lack specificity and clarity</li> <li>• Match contributions are not described</li> <li>• Multiple, undefined acronyms</li> <li>• Poorly written and organized</li> </ul> <p>Note: The allocated grant amount must be matched in full and along program authorities by the recipient using <b>non-federally funded sources</b>, except as authorized for the Insular Areas in 48USC1469a and Amendment of Subsection (d); Insular Areas refers to the Pacific Islands and Territories. Pacific Island (<i>excluding Hawaii</i>) projects have a match waiver in place for up to \$500,000.</p> <p>Matching requirements for dollars awarded through the competitive allocation process may be met through consolidation as currently handled through consolidated payment grants. <i>This will be noted as CPG in this box which is sufficient.</i> Title 3 funds are considered ‘non-federal’ when used to match WUI competitive grant funds.</p>			

**Project Timeline Instructions:** This section must include things like begin/end dates, milestones, quarterly or seasonal targets, etc. Note: all WUI Grant funded project items must be completed within 5 years of award.

Box 10	5 pts – High	3-4pts – Medium	1-2 pts - Low
<b>Project Timeline</b>	Project timeline is organized and has clearly established beginning and end dates, project milestones, and specific targets completed at specific times.	Organized as an easy-to-follow timeline of events, but missing one or two required elements such as milestones or accomplishment markers.	Provides beginning and end dates, but no milestones or timeline of specific deliverables. Appears to not have a proactive plan for the life of the grant with specific targets and milestones.
<p>1 point deductions:</p> <ul style="list-style-type: none"> <li>• Minor lack of clarity or specificity in deliverables, targets, or milestones</li> </ul> <p>2-3 point deductions:</p> <ul style="list-style-type: none"> <li>• No milestones</li> <li>• No begin end/dates</li> <li>• Poorly written</li> </ul>			

**Project Sustainability Instructions:** 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 expected. If you plan on monitoring the project after the grant period ends list that here but please note all awarded funds and match must be used during the 5 year grant period. For Outreach/Prevention you must include three main points (education, commitment and monitoring). Also include: How will outreach/education/prevention be distributed? What is the commitment over time? For monitoring purposes application should describe how outreach will be sustained and updated over the course of time. For CWPP Planning/Assessment/Monitoring the same points as Outreach/Prevention outlined here should be included and how the CWPP will be used over time should also be discussed.

Box 11	5 pts-High	3-4 pts-Medium	1-2 pts-Low
<b>Project Sustainability</b>  <b>Fuels</b>	Narrative is well-written and discusses four main points (environment, education, commitment and monitoring). Clearly shows that items described have been planned in advance and/or have had past success. Describes who is responsible for maintenance, for how long, and if any processes or long-term plans are in place to support project after grant is spent. Note: WUI grant funds must be spent within the 5-year period of the grant and cannot be saved for later maintenance. Each one of the 4 requirements is worth 1 point, plus one point for mechanisms that strengthen maintenance beyond life of the grant (landowner agreement, HOA or municipal regulations, technical support from local agencies)	Addresses all four categories but is missing key descriptive elements required for 4 points OR is missing one required element but is otherwise well- written and descriptive.	Omits multiple required elements and/or is poorly detailed and unclear.

