



National Wildfire Coordinating Group

***Guidance for Submitting Annual
Funding Requests and Five-Year
Planning Estimates***

FY 2017

***Prepared by the NWCG Program Management Unit and
the NWCG Budget Advisory Unit***

Approved by the NWCG Executive Board

Date: 2/17/2016

Contents

NWCG Funding	2
Project Funding Requests	3
Five-Year Planning Estimates.....	3
Training Funding Requests	3
Prioritizing Funding Requests.....	4
Reporting Requirements	4
Unspent Funds	4
Appendix A: NWCG FY17 Project Funding Request.....	5
Appendix B: NWCG OUTYEAR Funding Estimate Worksheet	6
Appendix C: NWCG Project Expenditure Report.....	7

NWCG Funding

NWCG funding is provided by the federal member agencies through their fire management program budget allocations. Contribution percentages are stated in a Memorandum of Understanding. The U.S. Fire Administration separately determines its annual contribution and program emphasis.

NWCG committees routinely conduct new and ongoing work in order to accomplish their objectives. NWCG supports services, agreements, or contract costs that are related to the NWCG mission and the specific objectives of the committee. When this work requires NWCG funding, please follow the guidance provided in this document.

NWCG does not support federal travel. Federal employees request travel through their agencies. NASF state travel is requested by submitting a “Request for Travel Authorization”.

Annual budget guidance and forms are located on the NWCG website under the Tool Box tab at <http://www.nwcg.gov/budget-guidance>.

NWCG Budget Development Cycle and Responsibilities		
Date	Task	Responsible Party
January	Develop final draft of annual budget guidance.	<ul style="list-style-type: none"> NWCG Staff Budget Advisory Unit (BAU)
February	Issue annual budget guidance to committees by Executive Board memorandum.	<ul style="list-style-type: none"> NWCG Executive Board
February	Coordinate publication update and revision plans with Branch Coordinators.	<ul style="list-style-type: none"> Committee Chairs
Last Monday in April	<ul style="list-style-type: none"> Submit non-training budget requests to Branch Coordinators. Submit training budget requests to Training Development Program Manager. 	<ul style="list-style-type: none"> Committee Chairs
May	Review and prioritize projects according to prioritization factors and within constraints of available budget. Share with Committee Chairs.	<ul style="list-style-type: none"> NWCG Staff
May	Review project funding requests. Identify issues or concerns with proposed projects.	<ul style="list-style-type: none"> BAU
June	Approve annual NWCG project funding allocations.	<ul style="list-style-type: none"> NWCG Executive Board
June	Provide proposed budget to USDA FS and DOI OWF to create preliminary budget allocation.	<ul style="list-style-type: none"> BAU for Executive Board
June	Apply project information to NWCG Shared Costs Worksheet.	<ul style="list-style-type: none"> BAU Lead for interagency budget allocation spreadsheet.
October	BAU work with Committee Chairs regarding cost coding structure and accountability tracking.	<ul style="list-style-type: none"> Agency Budget Staff

Project Funding Requests

Committee chairs please submit FY 2017 funding requests on the *NWCG FY 2017 Project Funding Request*. See Appendix A for an example.

- Include anticipated costs for the upcoming fiscal year and the following four fiscal years (FY 2018 thru FY 2021). This enables out-year budget planning and identifies projects nearing completion and projects with ongoing funding requirements.
- Funding requests for new projects or existing project operations and maintenance costs must support the development or maintenance of standards, products/guidelines, qualifications, and training.
- NWCG publications proposed for updates or revisions must be coordinated with your respective branch coordinator, prior to requesting NWCG budget funds. See the Publication Management section on the NWCG website at <http://www.nwcg.gov/> under Tool Box.

Five-Year Planning Estimates

Committee chairs please submit five year project/funding estimates on the *NWCG OUTYEAR Only Funding Estimate Worksheet* (Appendix B). This is only for outyear potential projects that are not requesting FY 2017 project funds. Please submit one worksheet for each project. This long term planning is necessary to effectively and efficiently manage NWCG projects and associated funding. Five-year estimates will be assessed and revised annually as part of the normal funding request process.

Training Funding Requests

Committee chairs please submit *NWCG FY 2017 Project Funding Request* for anything related to training to Deb Fleming, NWCG Training Development Program Manager, dlfleming@blm.gov, 208-387-5745.

Training funding requests include:

- Proposals for new training courses.
- Proposals for revision of existing courses. These are initiated by NWCG subgroups with training curriculum maintenance responsibilities, which are found at: http://training.nwcg.gov/sect_Training_Curriculum_%20Maintenance_Plan.htm.
- Other training requests such as course or curriculum assessments.

Prioritizing Funding Requests

Project funding requests will be evaluated and prioritized by the NWCG Staff prior to vetting through the committee chairs. These evaluations will determine the annual budget recommendations forwarded to the NWCG Executive Board. Requests will be evaluated and prioritized based on the following factors:

- **Relevance:** Is the project relevant to the NWCG mission as stated in the NWCG Charter? Is it relevant to the specific objectives of the submitting committee or entity?
- **Scope and Impact:** What is the impact of the project on the larger NWCG membership? Does it benefit field level firefighters and fire managers? Will it improve national standardization in wildland fire management? Will it enhance firefighter safety?
- **Purview:** Is the project unique to wildland fire and does it sensibly fall under the purview of the NWCG? Is the NWCG the apparent agent to achieve the project's objectives?
- **Sustainability:** Will the project have a long term impact? Will it address a significant and consequential issue or concern? Will its benefits last beyond project completion?
- **Feasibility:** Is the project achievable? Does the submitting entity have a proven track record of completing projects?
- **Efficiency:** Is the project cost effective? Will it be completed in a specified and finite time-frame? Does it duplicate existing efforts? Is it a collaborative effort with a non-NWCG entity?
- **Training Specific Factors:** In addition to the above factors, training funding evaluations will consider the following: Is the training required or recommended? Does the scope of the training support multiple disciplines? Is the request for new development or for revision of an existing course?

Reporting Requirements

Committees and other entities that receive NWCG funding must submit quarterly accomplishment and expenditure reports in April, July, and November. Chairs and project leads will receive a *NWCG Project Expenditure Report* for every funded project from NWCG prior to the Midyear budget review. See Appendix C for an example. Budget guidance and forms will be available on the NWCG website at <http://www.nwcg.gov/budget-guidance>.

Unspent Funds

All NWCG funding requests that did not receive initial funding will be considered for “mid-year” and “third quarter” funding should funds be available after the April and July Project Expenditure Reports are reviewed. The NWCG Staff will coordinate with the appropriate committee chairs and the Budget Advisory Unit to develop recommendations for the NWCG Executive Board. NWCG funding is annual; “end-of-year” unspent funds do not carry over.

Appendix A: NWCG FY 2017 Project Funding Request

(screen shot of excel form)

		NWCG FY 2017 Project Funding Request Worksheet And FY 2018 thru FY 2021 Outyear Projects and Funding Estimates			Draft 1/15/2016	
Project Name: select from drop down list. If not found proceed to next.						
Project Name: if not in the drop down list in #1 above, type in brief and concise name						
Project Type: Select from drop down list						
Committee Name: Select from drop down						
Subgroup Name:						
Expenditure Lead: Name, agency, phone, email: <i>Needed for FY 2017 project requests only</i>						
Agency expending the funds? Needed for FY 2017 project requests only. <i>(Select one)</i>		<input type="checkbox"/> BIA <input type="checkbox"/> BLM <input type="checkbox"/> FS <input type="checkbox"/> FWS <input type="checkbox"/> NPS				
Description and rationale for project. This may include a detailed statement of need, benefit to committee mission and overall NWCG mission, or problem/issue the project addresses.						
Type description here						
Project Funding: This section needed for FY 2017 ONLY. For FY 2018 thru FY 2021 use section below.						
How are you going to expend the funds. Is it thru a contract or agreement? What are the funds going to pay for? Use the following lines to identify what the funds are needed for.				Funding Request (how much do you need to get the job done) (Round to nearest \$500)		
				\$0		
				\$0		
				\$0		
				\$0		
Will funds be needed in future years for this project? If so, please enter an estimate of funding needed in the fiscal year the work is planned.						
Outyear	Estimated Funding					
Request FY 2018						
Request FY 2019						
Request FY 2020						
Request FY 2021						

Appendix B: NWCG OUTYEAR Funding Estimate Worksheet

(screen shot of excel form)

 NWCG Outyear Funding Estimate Worksheet 2/9/2016	
Committee Name:	
Subgroup Name:	
Project Name: select from drop down list. If not found proceed to #2.	
Project Name: if not in the drop down list in #1 above, type in brief and concise name	
Project Type: Select from drop down list	
Briefly describe the project. <i>(only 1 or 2 sentences)</i>	
Type description here	
Request Year (Only fill in funding estimates for the year the funding may be needed)	Estimated Funding Requested
Potential Funding Request FY 2018	\$0
Potential Funding Request FY 2019	\$0
Potential Funding Request FY 2020	\$0
Potential Funding Request FY 2021	\$0

Appendix C: NWCG Project Expenditure Report



FY 2017 NWCG Project Expenditure Report

insert group name

Insert title of project

Amount Requested	
Amount approved	
Date approved	
Comments	
Midyear - April 2017	
Accomplishments	
Midyear Funds Expended	
Excess Funds	
Additional Funds Need	
Purpose of Additional Funds	
Third Quarter - July 2017	
Accomplishments	
Third Quarter Funds Expended	
Excess Funds	
Additional Funds Need	
Purpose of Additional Funds	
End of Year - November 2017	
Accomplishments	
Total Funds Expended	
Excess Funds	