



***National Wildfire Coordinating Group***

---

***Annual Funding Guidance  
FY 2021***

---

***Prepared by NWCG Staff & NWCG Budget Advisory Unit***

***Approved by the NWCG Executive Board***

***Date: 10/16/2019***

## Table of Contents

NWCG Funding .....	2
Project Funding Requests .....	3
Training Product Funding Requests.....	4
Viability Determination .....	4
Prioritization .....	4
Mid-Year and Third Quarter Adjustments.....	5
Reporting Requirements .....	5
Travel Funding for NASF Members.....	5
Appendix A: Project Funding Request .....	6

## NWCG Funding

NWCG funding is provided by the federal member agencies through their annual fire management program budget allocations. Contribution percentages are based on the *Interagency Agreement for National Wildfire Coordinating Group (NWCG) Shared Funding* (<https://www.nwcg.gov/executive-board/partners-agreements>). The U.S. Fire Administration separately determines its annual contribution and program emphasis.

NWCG committees and staff routinely conduct new and ongoing work in order to accomplish their objectives. NWCG funding supports this work. NWCG funding is requested and allocated according to the guidance stated in this document. All funding requests must be specifically related to NWCG and the committee objectives. NWCG funding does not cover salaries, federal travel, meetings, training delivery, awards or IT projects.

The Executive Board, as recommended by the Budget Advisory Unit (BAU), maintains a contingency fund to cover unforeseen needs throughout the year. Contingency fund expenditures are approved by the Executive Board. Unspent contingency funds will be reallocated at third quarter.

NWCG annual funding guidance and associated forms are located at <https://www.nwcg.gov/budget-guidance>.

Table 1 - NWCG Budget Cycle Responsibilities

Date	Task	Responsible Party
October 2019	Develop/review final draft of annual budget guidance.	NWCG Staff Budget Advisory Unit (BAU)
November 2019	Issue annual budget guidance to committees by Executive Board correspondence.	NWCG Executive Board
January 17, 2020	Submit all budget requests to respective NWCG Coordinator.	Committee Chairs
February 2020	Review and prioritize projects according to prioritization factors and within constraints of available budget. Share with Committee Chairs.	NWCG Staff
February 2020	Review project funding requests. Identify issues or concerns with proposed projects.	BAU
March 18, 2020	Approve annual NWCG project funding allocations.	NWCG Executive Board
March 2020	Provide proposed budget to USDA FS and DOI OWF to create preliminary budget allocation.	Budget Liaison BAU Lead
Spring 2020	Apply project information to NWCG Shared Costs Worksheet.	Budget Liaison BAU Lead
Fall 2020	Once Appropriation is signed, work with Committee Chairs regarding cost coding structure and accountability tracking.	Budget Liaison BAU
April 2021	Gather project expenditure data and provide NWCG Executive Board with a mid-year funding report and reallocation requests.	Budget Liaison BAU
July 2021	Gather project expenditure data and provide NWCG Executive Board with a third quarter funding report and reallocation requests.	Budget Liaison BAU
October 2021	Gather project accomplishments and provide NWCG Executive Board with a final FY20 funding report.	Budget Liaison BAU

## Project Funding Requests

Project funding requests include:

- Services
- Agreements
- Publication revisions
- Operations/maintenance for existing projects

Publications related requests must be coordinated with your NWCG Coordinator and the Publications Manager. See <https://www.nwcg.gov/publication-portal-management> for further guidance.

For multi-year projects, please submit out-year estimates on the bottom of the form. Long term planning is necessary to effectively and efficiently manage NWCG projects and associated funding.

Committee Chairs should submit a consolidated and prioritized package (including all subgroup requests) of all project funding requests to their NWCG Coordinator. All requests should be submitted on the *NWCG FY2019 Project Funding Request* form (see Appendix A for an example).

## **Training Products Funding Requests**

Training products funding requests include:

- Proposals for new training (job aids, position task books, training related media products or courses)
- Proposals for revision of existing training products initiated by subgroups with position and/or training curriculum maintenance responsibilities
- Other training requests, e.g., course/curriculum assessments

Committee Chairs should discuss training funding requests with their NWCG Coordinator and the Training Development Program Manager prior to submitting. This will ensure coordination of projects, reduce duplicative efforts and enable more accurate cost estimates. NWCG Training Program funding requests will be submitted separately by the Training Development Program Manager.

## **Viability Determination**

NWCG staff will determine funding request viability using the criteria stated below. Viable requests will then be prioritized according to the following:

- **Relevance:** Is the project relevant to the NWCG mission and strategic priorities? Is it relevant to the specific objectives of the submitting committee or entity?
- **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?
- **Collaboration:** If the request involves multiple committees/subgroups, has it been adequately vetted and agreed to between these groups?
- **Uncovered Funding:** Is this request for salaries, federal travel, meetings, training delivery, awards or IT projects?

## **Prioritization**

NWCG staff will develop preliminary recommendations for full funding, partial funding, and no funding based on the prioritization criteria stated below and on the estimated funding availability target. The estimated funding availability target is based on the direction of the BAU.

The NWCG staff will then work with the relevant Committee Chairs to reach consensus. The resulting funding recommendations will then be forwarded to the Budget Advisory Unit for review prior to being forwarded to the Executive Board for decision and finalization of the annual NWCG budget.

Prioritization criteria:

- **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?
- **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?
- **Continuation of Funds:** Is this request a continuation of a previously funded project?
- **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: Does the request align with the system improvement efforts? 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 product?

## Mid-Year and Third Quarter Adjustments

Viable funding requests that did not receive funding due to prioritization decisions and/or budget limitations will be considered for mid-year and third quarter funds that may become available after the April and July project expenditure information is 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; unspent funds do not carry over.

## Reporting Requirements

Committees/subgroups that receive NWCG funding must submit accomplishment and expenditure information in April, July and October. The NWCG Budget Liaison will work with Chairs and project leads to gather this data.

## Travel Funding for NASF Members

NASF travel costs (airfare, lodging, and per diem) for NWCG committee meetings or Training Development Program workshops may be reimbursed by funds administered by the NASF through a grant from the U.S. Forest Service. This may occur only if the attendee is serving as the NWCG committee/subgroup representative and funding is available. Instructions and forms can be found at <https://www.nwcg.gov/state-travel-guidance>.

## Appendix A: Project Funding Request

Fillable form is available at <https://www.nwcg.gov/budget-guidance>

 <b>NWCG FY 2021 Project Funding Request</b>	
<b>Project Name:</b> (select from project drop down list; if not found enter name in next row)	
<b>Project Name:</b> (if not in the drop down list above, type in brief and concise name)	
<b>Project Type:</b> (select from drop down list)	
Committee Name: (select from drop down list)	
Subgroup Name:	
Expenditure Lead: Name, agency, phone, email	
Agency expending the funds? <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 and overall NWCG missions, or problem/issue the project addresses. Include attachment if additional space is needed.	
<b>Funds Request for Project:</b> Itemize funding (e.g., contract, agreement)	(Round to nearest \$500)
	\$0
	\$0
	\$0
<b>TOTAL</b>	<b>\$0</b>
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.	
data	Estimated Funding
<b>Request FY 2022</b>	\$0
<b>Request FY 2023</b>	\$0
<b>Request FY 2024</b>	\$0
<b>Request FY 2025</b>	\$0