



NATIONAL WILDFIRE COORDINATING GROUP

National Interagency Fire Center
3833 S. Development Avenue
Boise, Idaho 83705

MEMORANDUM

Reference: NWCG#007-2010

To: NWCG Committee Chairs, NWCG Sponsored Project and Program Leads, and Program Management Unit (PMU)

From: NWCG Chair *William Raage*

Date: February 23, 2010

Subject: NWCG FY 2011 - 2013 Budget Guidance and Requests

The purpose of this Memorandum and attachments is to provide NWCG FY 2011- 2013 Budget Guidance and process direction. It has been developed in partnership with the NWCG Program Management Unit (PMU) and the NWCG Budget Advisory Unit (BAU), with input from NWCG committees.

In order to be considered for NWCG funding, committees and other NWCG sponsored projects and programs are required to submit a budget request for new and recurring projects or programs for the period FY 2011-2013. The NWCG Budget process provides a framework to fund appropriate projects and programs to meet NWCG goals in a cost effective manner.

The tools provided to you with this guidance include a Budget Request Form for you to track current and out-year budget requests. This form, as well as other budget tools under development, will need further discussion and refinement later this year. Your feedback is welcome and critical to continue improving the process.

Committee Chairs and Program Leads for NWCG sponsored programs and projects are required to submit a budget request for new and recurring activities/projects for the period FY 2011 – 2013 by **June 14, 2010**. The *FY2011 NWCG Budget Request Form* must be completed for each activity or project, regardless of cost. If there is no cost attached to an activity or project, the total request will be zero. The NWCG Executive Board will tentatively approve the 2011 recommended list of projects in August 2010. NWCG funded projects will become final once the 2011 Appropriation Bill is signed and the agencies receive their FY 2011 budgets.

For budget requests that involve training, submit your *FY 2011 NWCG Budget Request Form* to the Operations & Workforce Development Committee's NIFC Representative, Mark Koontz (Mark.Koontz@nps.gov, 208-387-5090) by **April 2, 2010**. Training requests include: course assessments, new training proposals, maintenance and/or revisions of existing courses, and digital training media, whether or not you are requesting NWCG funds and/or maintenance/revision of NWCG courses and training related requests (i.e., course assessments). (See *NWCG Budget Guidance FY 2011 Appendix A*)

Any new Information Technology (IT) project must submit a *Wildland Fire IT Proposal Form* to the appropriate Branch Coordinator by **March 1, 2010**. Continuing IT projects must submit a *FY 2011 NWCG Budget Request Form* by **May 3, 2010** to the appropriate Branch Coordinator. (See *NWCG Budget Guidance FY 2011 Appendix B*)

Committee Chairs will submit completed budget forms and feedback to your Branch Coordinator. Program Leads for NWCG sponsored programs and projects will submit completed budget forms to Elaine Waterbury, PMU Budget contact. If you need assistance completing the Budget Request Forms or have any questions and/or comments, please contact your respective Branch Coordinator listed below.

Equipment & Technology Branch Coordinator: Paul Schlobohm (208) 387-5269

Preparedness Branch Coordinator: Tim Blake (208) 387-5262

Policy, Planning & Management Branch Coordinator: Elaine Waterbury (208) 387-5276

Attachment A: NWCG Budget Guidance FY 2011

Attachment B: FY 2011 NWCG Budget Request Form

Attachment C: FY 2011 NWCG Budget Request Form Detailed Information Sheet

Attachment D: Wildland Fire IT Proposal Form

cc: NWCG Executive Board
Budget Advisory Unit (BAU)