



NATIONAL WILDFIRE COORDINATING GROUP

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

MEMORANDUM

Reference: NWCG#009-2010

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

From: NWCG Chair *William Raage*

Date: February 26, 2010

Subject: NWCG FY2010 Mid-Year Project Expenditure Report
REPLY DUE APRIL 5, 2010

In the FY2010 NWCG Budget Guidance, you were provided a budget template that included a new form to use in FY2010 to track expenditures for all projects funded by NWCG. This form has sections for reporting accomplishments, funds expended, excess funds, additional funds needed, and the purpose of additional funds. The report includes project expenditures at mid-year (April), third quarter (July) and at the end of the year (October).

The mid-year project expenditure report deadline is fast approaching. If your committee or project was allocated NWCG FY2010 funds, your specific project expenditure report has been provided to the Committee Chairs by your Branch Coordinator; and for NWCG Sponsored Project and Program Leads by Elaine Waterbury, PMU Budget contact.

The following Project Expenditure Report definitions apply to the form fields:

Accomplishments – How much progress have you made in completing the project? List any milestones. (Milestones are defined as a clearly identifiable point in a project or set of activities that commonly denotes a reporting requirement or completion of a key component of a project.)

Funds Expended – Enter the amount of NWCG project funds that will be expended as of April 5, 2010 (best estimate).

Excess Funds – Enter any current or forecasted excess funds. These are funds you no longer anticipate spending to complete the project.

Additional Funds Needed – Identify additional funds needed for the specific activities identified in your 2010 Budget Request.

Purpose of Additional Funds – If additional funds are being requested, explain the specific purpose of the additional funds.

Send completed project expenditure reports to your Branch Coordinator by **COB Monday, April 5th, 2010**. If you need assistance or have questions/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

cc: NWCG Executive Board
Budget Advisory Unit (BAU)