



Memorandum No. 16-026

Date: 1 November 2016

TO: NWCG Committee Chairs
FROM: John Glenn, Chair, NWCG Executive Board
SUBJECT: NWCG Budget Guidance FY2018

A handwritten signature in black ink, appearing to read "John A. Glenn".

This memo issues NWCG *Guidance for Submitting Annual Funding Requests* for FY2018 (attachment A).

FY 2018 Funding Requests

Requests for new and recurring projects for FY2018 must be submitted on the *NWCG FY2018 Project Funding Request* (attachment B). Committee chairs please submit one prioritized list of all projects for your committee and subgroups to your Branch Coordinator by **COB Tuesday, January 17, 2017**.

NWCG Staff will review and prioritize projects based on the criteria in the budget guidance. A draft prioritized list will be reviewed with the committee chairs prior to being presented to the NWCG Budget Advisory Unit and Executive Board. It is anticipated that the FY2018 prioritized list of projects will tentatively be approved in March 2017.

Changes from FY 2017 Guidance

- Submission date for budget requests has been moved from April to February in support of agency deadlines.
- Updated state travel guidance.
- Dropped request for outyear only projects. Information was confusing and not used as anticipated.
- Updated Training Funding Request verbiage as follows: NWCG training requests must be discussed with your respective Branch Coordinator and the Training Development Program Manager, prior to requesting NWCG budget funds. This will allow for opportunities to coordinate projects with the Training Development Program staff and provide more accurate cost estimates.

Please contact your Branch Coordinator for assistance or more information. Training related questions should be directed to the Training Development Program Manager.

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