



National Wildfire Coordinating Group

***Guidance for Submitting Annual
Funding Requests
FY 2018***

***Prepared by the NWCG Staff and the NWCG Budget
Advisory Unit***

Approved by the NWCG Executive Board

Date: 10/19/2016

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NWCG Funding

NWCG funding is provided by the federal member agencies through their fire management program budget allocations. Contribution percentages are based on the May 24, 2016 signed Interagency Agreement (<http://www.nwcg.gov/executive-board/resources>). 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 provide travel funds for federal employees. Federal employees request travel through their own bureaus/agencies.

NASF state travel for NWCG committee/subgroup meetings or Training Program workshops is requested by submitting a “Request for Travel Authorization”. Instructions and forms can be found at <http://www.nwcg.gov/state-travel-guidance>.

Annual budget guidance and forms are located on the NWCG website under the Tool Box tab at <http://www.nwcg.gov/budget-guidance-fy2018>.

NWCG Budget Development Cycle and Responsibilities		
Date	Task	Responsible Party
October 2016	Develop final draft of annual budget guidance.	<ul style="list-style-type: none"> NWCG Staff Budget Advisory Unit (BAU)
October 2016	Issue annual budget guidance to committees by Executive Board memorandum.	<ul style="list-style-type: none"> NWCG Executive Board
January 17, 2017	Submit all budget requests to respective Branch Coordinator.	<ul style="list-style-type: none"> Committee Chairs
February 2017	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
February 2017	Review project funding requests. Identify issues or concerns with proposed projects.	<ul style="list-style-type: none"> BAU
March 15, 2017	Approve annual NWCG project funding allocations.	<ul style="list-style-type: none"> NWCG Executive Board
March 2017	Provide proposed budget to USDA FS and DOI OWF to create preliminary budget allocation.	<ul style="list-style-type: none"> BAU for Executive Board
March 2017	Apply project information to NWCG Shared Costs Worksheet.	<ul style="list-style-type: none"> BAU Lead for interagency budget allocation spreadsheet.
October 2017 or later	Once Appropriation is signed, BAU work with Committee Chairs regarding cost coding structure and accountability tracking.	<ul style="list-style-type: none"> Agency Budget Staff

FY 2018 Project Funding Requests

Committee chairs please submit FY 2018 funding requests on the *NWCG FY2018 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 2022). 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.
- For multi-year projects please submit out-year estimates on the bottom of the form. This long term planning is necessary to effectively and efficiently manage NWCG projects and associated funding.

Training Funding Requests

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.

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.
- 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 B for an example.

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 FY2018 Project Funding Request

(screen shot of excel form)

		NWCG FY 2018 Project Funding Request	10/31/2016
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 list			
Subgroup Name:			
Expenditure Lead: Name, agency, phone, email: <i>Needed for FY 2018 project requests only.</i>			
Agency expending the funds? Needed for FY 2018 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.			
Funds Request for Project: Itemize funding (e.g., contract, agreement)		(Round to nearest \$500)	
		\$0	
		\$0	
		\$0	
TOTAL		\$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 2019	\$0		
Request FY 2020	\$0		
Request FY 2021	\$0		
Request FY 2022	\$0		

Appendix B: NWCG Project Expenditure Report Example

FY 2017 NWCG Project Expenditure Report	
<i>NWCG Group</i>	<i>Project Name</i>
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	