KENTUCKY DIVISION OF FORESTRY
Kentucky Firewise USA™ Community
Grant Program

The Kentucky Division of Forestry, in cooperation with the USDA Forest Service, is pleased to announce the 2024 Kentucky Firewise USA™ Community Grant Program. Grants may be awarded for projects to reduce the wildfire risk and/or hazard in Kentucky's wildland/urban interface communities. Grant priority will be given based on community-at-risk level, establishment of a local Firewise USA™ Council or Board, and type of project submitted. The following guidelines have been established to provide potential grant applicants with the required grant program information.

The **Kentucky Statewide Assessment of Forest Resources and Strategy, June 2010**, (Forest Action Plan) listed three important issues, in which wildfires are incorporated:
- ❖ Forest Health
- ❖ Forest management
- ❖ Funding

Program Objectives:

- Provide cost-share funds for fire mitigation and Firewise USA™ activities.
- Foster closer working relationships with fire departments, communities, counties, and interested organizations.
- Educate the public about the benefits of the fire mitigation and Firewise USA™ programs.
- Reduce the risk and effects of wildfire in wildland/urban interface areas.
- Complete a Community Wildfire Protection Plan (CWPP) for each community.

Eligible Grantees:

- Local units of government: a city, county, urban county, charter county, consolidated local government, special district, or a quasi-governmental body authorized by the Kentucky Revised Statutes.
- Nonprofit organization: Must have IRS determination letter stating tax-exempt status. For more information, please visit the IRS website at: https://www.irs.gov/charities-non-profits/exempt-organizations-affirmation-letters.

Grantees must certify that they are not debarred from a federal grant program, and they may not conduct business with individuals debarred from federal grant programs. Grantees must comply with all federal regulations about federal grants. The governing regulations applicable to this grant are:

Non-Profit Organizations	*State and Local Governments*
Cost Principles, 2 CFR 230	Cost Principles, 2CFR 225
Admin. Regulations, 2 CFR 215	Admin. Regulations, OMB CIR A-102
Audits, OMB CIR-A 133	Audits, OMB CIR A-133

The OMB Circulars are available on the internet at
https://www.whitehouse.gov/omb/information-for-agencies/circulars/

Electronic copies of the CFRs can be obtained at
https://www.ecfr.gov/
Forms can be found at http://www.ocio.usda.gov/forms/ocio_forms.html or https://www.usda.gov/forms

Funding Ranges:

The funding range for grant money requested is $1,000 - $10,000. Award amounts will be limited to $10,000 per federal identification number, with exceptions permitted at the discretion of the grant subcommittee of the Kentucky Division of Forestry.

Project Match Requirements:

All project applicants **must** provide a match of 20 percent of total project costs with non-federal cash or in-kind contributions. Other federal funds **cannot** be used as a match for this grant.

Cash purchase matches are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, canceled checks, and signed receipts or official payroll records.

In-kind contribution matches include on-hand supplies, third-party donations of supplies or equipment, professional services at the professional rate, or time spent by employees, non-federal grants, or volunteers on eligible project activities. Volunteer hours may be applied to the project at the rate of $25 per hour. Assistance provided by federal employees may not be claimed as an in-kind match.

Grantees are required to maintain project records in accordance with all applicable federal regulations. This includes: (1) records shall comply with generally accepted accounting principles; (2) records will document allowable costs; (3) records will be supported by source documentation, such as canceled checks, paid invoices, payroll records, time, and attendance records, signed contracts; and (4) records will be maintained for three years following payment.

Deadlines:

Applications must be **received** by the Kentucky Division of Forestry, by 4:30 p.m. EDT on **May 15, 2024, via email** to Samantha.Rose@ky.gov. Only scanned PDF documentation will be accepted, no other file types or photos will be accepted. No applications will be accepted after the deadline. Please ensure that your email settings will allow you to receive emails from Samantha.Rose@ky.gov and that your email settings will not deposit them in spam. The Kentucky Division of Forestry will notify grantees of funding approval by August 1, 2024. All grantees will be required to sign a Memorandum of Agreement with the Kentucky Division of Forestry to outline the parameters of payment, chronological terms, and expected results of the project. Once the Grant Agreement is returned and finalized within the date guidelines, the grant will have an official start date of October 1, 2024, and an ending date of June 30, 2025.

Grantees may submit paperwork for reimbursement via email to: Samantha.Rose@ky.gov as soon as the grant project is complete. Only scanned PDF documentation will be accepted, no other file types or photos will be accepted. However, all grantees must have projects completed and all required reimbursement documentation emailed by June 30, 2025.

Grant Application Review:

All proposals will be graded and ranked by the grant subcommittee of the Kentucky Division of Forestry. The State Forester will allocate funds and award grants based on the recommendations of the grant subcommittee.

The following categories will be graded up to the maximum point value listed below. Scoring is dependent on how well the application relates to these categories. Clearly addressing each of these categories (if applicable) in your grant narrative will ensure that your application receives the highest grade possible.

Grading Scale:	Points
Grant Application is complete, legible, and accurate with clearly stated objectives and project actions to be taken.	20
The community has not received funding through the Firewise Community Grant Program in the past.	5
The community is located in the Appalachian or Cumberland Forest Priority areas as identified in the Kentucky Forest Action Plan 2010	15
Project Evaluation – The proposal contains criteria for evaluating performance through measurable outcomes.	15
Program Objectives – Meets the Firewise Community Grant program objectives.	15
Value Added – The project demonstrates improvement to the community.	15
Project Budget – The detailed budget is outlined and correct, including the required match.	10
Partners – Identifies federal, state, local, and private supporters of the project.	5
Total Points	**100**

Grant Payment Policies

- All grant recipients are required to create and maintain a Community Wildfire Protection Plan (CWPP).

- Grantees must correctly document and submit proof of project and costs (provided grant forms, photos, invoices, etc.)

- Home Wildfire Hazard Assessments will be paid at a flat rate of $25 per home address assessed. Any buildings on the property within 30 feet of the home must be included in the assessment.

- Home mitigation projects will be paid or considered in-kind at a flat rate of $500 per home address mitigated, not to exceed 20 homes per grant cycle. Mitigation sites must be pre-approved by the Kentucky Division of Forestry before any work is completed. Any buildings on the property within 30 feet of the home should be included. Please keep before and after pictures of work accomplished for each address on file.

- Volunteer hours for educational and community events will be reimbursed or considered as an in-kind match at the rate of $25. Signatures of all volunteers are required on the volunteer tracking sheet.

- Assembly and installation of 911 reflective address signs will be reimbursed or considered as in-kind at the rate of $25 per sign with photo proof of installation, plus reimbursement for supplies with receipt.

- Grant administrator fee will only be considered as an in-kind match at the rate of $150 per month, not to exceed $1,350 per grant cycle.

- Firewise meetings will only be considered as an in-kind match at a rate of $150 per meeting, not to exceed $1,350. Meetings will no longer be calculated by volunteer hours and will not be considered for reimbursement.

- Wildland fire educational or promotional supplies will be reimbursed or considered as an in-kind match with receipt of purchase. Structural fire educational or promotional supplies are not permitted and will not be reimbursed.

- Power tools and equipment rentals can be used as in-kind contributions for the entire day. In-kind rental on a per-home basis will no longer be accepted.

- Home mitigation projects cannot be performed on homes owned by or the immediate family of members of the fire department (Parents/Siblings/Children).

- Mitigation projects and Home Assessments can only be repeated for reimbursement on previously used addresses every 5 years and in conjunction with updating a CWPP.

- Use of computers, office space, and telephones will no longer be accepted as in-kind match.

- Unapproved grant expenses will not be paid.

Eligible Projects:

- Development or update of a Community Wildfire Protection Plan.
- Development of local Firewise USA™ Councils or Boards.
- Completion of community wildfire hazard assessments.
- GIS mapping of at-risk communities.
- Consulting services to complete a community wildfire hazard assessment(s) or a Community Wildfire Protection Plan (CWPP).
- Firewise USA™ or fire mitigation activities that follow the intent of the National Fire Plan.
- Firewise or fire mitigation educational activities or materials that can be used to educate the community (No structural firefighting educational supplies).
- Signage to identify roads and residences.
- Mechanical removal or reduction of hazardous fuels.
- Fuel treatments that increase a community's defensible space, which could include the leasing or contracting of equipment and other resources to complete an eligible project.
- Development or improvement of existing fire breaks that provide community mitigation.

Outlined below is a list of approved Firewise USA™ equipment and services that can be purchased with federal mitigation funds administered by the Kentucky Division of Forestry. This cost-share program is for programs, projects, or activities not currently being funded and is not intended to be a substitute for existing funding levels. The focus of this program is to support new initiatives that would not otherwise occur without grant funds.

No single piece of equipment costing $5,000.00 or more will be permitted.

Approved Equipment	Non-Approved Equipment
Chain saws and carrying cases	Generators
Chipper	Lawn mowers
Industrial leaf blowers	Megaphones
Industrial weedeaters	Fire hose
Brush hog	Cameras
Pole pruners	Boots
Ropes and ladders	Fire shelters
Wheelbarrows	Foam and/or skid units

Safety helmets or hard hats
Chaps
Leather gloves
Safety glasses, goggles, and ear plugs
Fuel cans, bar and chain oil, files, etc.
Fire rakes and Pulaskis (fuel reduction projects)
Drip torches (fuel reduction projects)
Nomex clothing (fuel reduction projects)
Crew first aid kit
Firewise USA™ literature printing
Firewise USA™ signs and banners

Backpack pumps
Uniforms
Radios
Single piece of equipment over $5,000

Approved Services and Expenses
Equipment rental (fuel reduction or firebreaks)
Prescribed burning contracts
Tree service contracts (chipper, chainsaw
operators, etc.) for removal, thinning
and pruning of trees for defensible space.
Firewise USA™ workshop expenses

Non-Approved Expenses
Salaries for firefighters
Mileage for personal vehicles
Projects not listed in the grant
Food

Ineligible Projects:

- Consulting services other than for wildfire hazard mitigation
- Promotional literature for a community
- Any other project outside the intent and scope of the National Fire Plan as interpreted by the Kentucky Division of Forestry

Program Assistance:

For further information or assistance regarding the Firewise program or projects, please contact:

❖ Kessley Baker - Wildfire Mitigation Specialist
   606-435-6073
   Kessley.Baker@ky.gov

Grant Assistance:

For further information or assistance regarding the grant application or funding, please contact:

❖ Samantha Rose – Rural Fire Suppression Technical Advisor
   502-782-0866
   Samantha.Rose@ky.gov

Proposal Format:

Written proposals must be included with the application form. Grant proposals should clearly indicate a need for assistance in the wildland/urban interface. Please remember to be as thorough as possible. Incomplete applications will not score high enough to be funded and cannot be graded competitively.

1. Narrative (not to exceed three pages):
   - Summary
   - Organization Information
   - Problem/Need/Situation Description
   - Work Plan/Specific Activities
   - Outcomes/Impact of Activities
   - Other Funding
   - Future Funding
   - Evaluation

2. Detailed budget: **(Simple math mistakes can lower your score. Double check your math)** The budget should match the specific activities listed in a work plan.
   - Each application must include the following four items:
     - Goal or problem.
     - Activity to meet a goal or solve a problem.
     - Amount of money needed.
     - Contributed income or in-kind services.

   - If a Firewise USA™ educator is being hired, please list possible activities that they may be working on (school visits, wildfire survey, Firewise USA™ workshops, community information, etc.).

3. The following format should be used in the application to detail your grant project.
   - State grant project objective 1:
     a.   List task 1 to complete objective 1 and funding needed
     b.   List task 2 to complete objective 1 and funding needed
   - State grant project objective 2:
     a.   List task 1 to complete objective 2 and funding needed
     b.   List task 2 to complete objective 2 and funding needed
   - Continue until all grant project objectives are listed and all tasks and funding to accomplish objectives are listed.

4. Project Location:
   - Detail Project Location:
     a.   Detail any and all Projects that will occur within 10 miles of all Federal Land.
     b.   If projects are not within 10 miles, state that in the grant narrative.

KENTUCKY DIVISION OF FORESTRY
KENTUCKY FIREWISE USA™ COMMUNITY HAZARD MITIGATION
GRANT APPLICATION

Applicant Name: _____

Mailing Address: _____
                    Street or P.O. Box   *City*   *Zip Code*

Phone Number: _____ County: _____

Contact Name: _____ Phone Number: _____

E-Mail: _____

UEI Number (previously DUNS Number) *(required)* _____

Kentucky Vendor Number *(required)* _____

Federal Identification Number *(required)* _____

☐ We have an organized Firewise USA™ Council or Board.

☐ We want to develop a Firewise USA™ Council or Board.

Select one that applies to your department:

Government ☐   Quasi Government ☐   Non-Profit ☐

Non-profit designation departments must include an IRS Determination Status Letter with the application and their non-profit status must be in good standing with the IRS.

Project Narrative: (A short narrative should be included those outlines expected results, timeline for completion, who is responsible for the project, project locations, and project accomplishment measures.) **Please attach.**

Project Start Date: <u>October 1, 2024</u>   Time To Complete Project: <u>June 30, 2025</u>

<u>Grant Funds Requested:</u>   <u>80/20 Matching Funds</u>

Grant Funds Requested: $_____ (not more than 80 percent of total)
Cash Match: $_____
Value of In-Kind Match: $_____

Total Project Amount: $_____

Budget Worksheet: (Reminder that grantee must provide 20 percent of project total)

Categories (Describe in detail)	FEDERAL Funds Requested	In-Kind Match	Total
Assessments:			
Mitigation:			
Supplies:			
Equipment*			
Contractual:			
Educational:			
Meetings:			
Other:			
Total			

*Equipment is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of less than $5,000 per unit.

Authorized Approval:

To the best of my knowledge, the above information is true and correct and I am authorized by _____ to represent their interests.

Signed _____

_____
(Title)

_____
(Address)

Date _____

Send Application Via Email To: Samantha.Rose@ky.gov

Application Deadline: **May 15, 2024, 4:30 PM EDT**

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National Incident Management System Certification

I _____ do here by certify that the _____

(Fire Chief's Name)   (Fire Department's Name)

Fire Department uses the National Incident Management System (NIMS) when responding to all emergencies.

Signed _____   Date_____

(Fire Chief)

Forest Priority Areas
As Related To Counties

- Appalachian
- Big Rivers
- Bluegrass Rivers
- Headwaters
- Central Corridor
- Cumberland
- Pennyroyal