Kentucky Firewise USA™ Community Grant Program

The Kentucky Division of Forestry, in cooperation with the USDA Forest Service, is pleased to announce the 2020 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 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

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, cancelled 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 $25.43 per hour. Assistance provided by federal employees may not be claimed as 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 cancelled checks, paid invoices, payroll records, time and attendance records, signed contracts; and (4) records will be maintained for three years following payment.

Eligible Grantees:

- Local units of government (city or county)
- Nonprofit organization 501c3

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 pertaining to federal grants. The governing regulations applicable to this grant are:

<table>
<thead>
<tr>
<th>Non-Profit Organizations</th>
<th>State and Local Governments</th>
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</thead>
<tbody>
<tr>
<td>Cost Principles, 2 CFR 230</td>
<td>Cost Principles, 2 CFR 225</td>
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<tr>
<td>Audits, OMB CIR A-133</td>
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The OMB Circulars are available on the internet at [http://www.whitehouse.gov/omb/grants_default/](http://www.whitehouse.gov/omb/grants_default/)
Electronic copies of the CFRs can be obtained at [http://www.gpoaccess.gov/cfr/index.html](http://www.gpoaccess.gov/cfr/index.html)
Forms can be found at [http://www.ocio.usda.gov/forms/ocio_forms.html](http://www.ocio.usda.gov/forms/ocio_forms.html) or [http://search.usda.gov](http://search.usda.gov)

Eligible Projects:

- Development of local Firewise USA™ Councils or Boards
- Communities that have been part of the Firewise USA™ program for more than 2 years can apply again but 70% of their project must be direct mitigation
- Completion of community wildfire hazard assessment(s)
- 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 which can be purchased with federal mitigation funds administered by the Kentucky Division of Forestry. For more information contact Michael Harp at 502-782-7164 or email mike.harp@ky.gov. 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**
- Chain saws and carrying cases
- Chipper
- Industrial leaf blowers
- Industrial weedeaters
- Brush hog
- Pole pruners
- Ropes and ladders
- Wheelbarrows
- 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

**Non-Approved Equipment**
- Generators
- Lawn mowers
- Megaphones
- Fire hose
- Cameras
- Boots
- Fire shelters
- Foam and/or skid units
- 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 grant
- Food

A Community Wildfire Protection Plan (CWPP) must be completed at the end of the grant cycle as a requirement for all new applicants. This is a new requirement for federal wildfire community grants.
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

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.

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.

- Grant Application – Application is complete, legible, and accurate with clearly stated objectives and project actions to be taken 20 points
- Community has not received funding through the Firewise USA™ Community Grant Program in the past 10 points
- Community is located in the Appalachian or Cumberland Forest Priority Areas as identified in the Kentucky Forest Action Plan 2010 (see attached map) 10 points
- Project Evaluation – The proposal contains criteria for evaluation performance through measurable outcomes 15 points
- Program Objectives – Meets the Firewise USA™ Community Grant program objectives 15 points
- Value Added – Project demonstrates improvement to the community 15 points
- Project Budget – Detailed budget is outlined and correct, including required match 10 points
- Partners – Identifies federal, state, local, and private supporters of the project 5 points

Total 100 Points

Deadlines:
Applications must be received at the Kentucky Division of Forestry, 300 Sower Blvd, Frankfort, KY 40601, by 4:30 p.m. EDT on May 29, 2020. Absolutely no applications will be accepted after the deadline. The State Forester will notify grantees of funding approval by June 15, 2020. 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 November 1, 2020, and an ending date of June 30, 2021.

Grantees may submit paperwork for reimbursement as soon as the grant is started. However, all grantees must have projects completed and all required reimbursement documentation into the Kentucky Division of Forestry by June 30, 2021.

Payment Process:

- Grantees must submit proof of project (hazard risk assessment, brochure examples, etc.)
- All costs and in-kind match must be documented correctly before reimbursement is made
- Home assessments will be paid at $25 per house with documentation
- Unapproved grant expenses will not be paid

Technical Assistance:

For further information or assistance, contact:
- State Firewise USA™ Coordinator Michael Harp at 502-782-7164 or mike.harp@ky.gov.
- Firewise USA™ Specialist Kessley Baker at 606-435-6073 or Kessley.Baker@ky.gov.
- Local Kentucky Division of Forestry Branch office

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 work plan.
- Each application must include the following four items:
  - Goal or problem
  - Activity to meet goal or solve 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
KENTUCKY DIVISION OF FORESTRY
KENTUCKY FIREWISE USA™ COMMUNITY HAZARD MITIGATION
GRANT APPLICATION

Applicant (community, county, organization) Name: ________________________________

Mailing address: _____________________________________________________________

(Street or P.O. Box) ___________________ (City) ___________________ (Zip Code) ____________

County: ___________________ Phone Number: _______________________________

Contact Name: _________________________ Phone Number: ____________________________

E-Mail: ________________________________

Federal Identification Number: (required) ________________________________

DUNS Number: (required) ________________________________

Kentucky Vendor Number: (required) ________________________________

Local Fire Department: ________________________________

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

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

Summary of Project:

____________________________________________________________________________

____________________________________________________________________________

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

Project Start Date: November 1, 2020 Time To Complete Project: June 30, 2021

Grant Funds Requested: 80/20 Matching Funds

Grant Funds Requested: $__________ (not more than 80 percent of total)
Cash Match: $__________
Value of In-Kind Match: $__________
Total Project Amount: $__________
KENTUCKY FIREWISE USA™ COMMUNITY HAZARD MITIGATION GRANT APPLICATION
(Continued)

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

<table>
<thead>
<tr>
<th>Categories (Describe in detail)</th>
<th>FEDERAL FUNDS Funds Requested</th>
<th>Other Funds</th>
<th>Source</th>
<th>In-Kind Match</th>
<th>Total</th>
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<td>Assessments</td>
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<td>Mitigation</td>
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<td>Equipment*</td>
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*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

Mail Application To: Kentucky Firewise USA™ Community Grant Program
Attention: Michael Harp
Kentucky Division of Forestry
300 Sower Blvd 4SE WK#2
Frankfort, Kentucky 40601

Application Deadline: May 29, 2020 4:30 PM EDT
National Incident Management System Certification

I ___________________ do hereby 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)