USDA Forest Service
U.S. DEPARTMENT OF AGRICULTURE

USDA Forest Service State, Private and Tribal Forestry
Fiscal Year 2025 Community Wildfire Defense Grant
Notice of Funding Opportunity Instructions
Northeast-Midwest

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Overview and Submission Dates for Fiscal Year (FY) 2025

- Applications are being requested for the FY 2025 Community Wildfire Defense Grant (CWDG).
- This Notice of Funding Opportunity (NOFO) is for projects that will be carried out within the footprint of the Northeast-Midwest States (Connecticut, Delaware, Illinois, Indiana, Iowa, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, West Virginia and Wisconsin) and the District of Columbia. Indian Tribes/Alaska Native Corporations in this regional footprint can apply through either this notice or the Indian Tribes/Alaska Native Corporations specific notice. For other regions of the United States, please see appropriate NOFO for specific instructions.
- Search for the following grant Opportunity Number in **grants.gov** and follow the included instructions:

USDA-FS-2024-CWDG-NEMW

- SUBMIT ALL APPLICATIONS BY 11:59 pm, EASTERN TIME ZONE, March 14, 2025

Purpose of the Community Wildfire Defense Grant

The purpose of the Community Wildfire Defense Grant is to assist at-risk local communities and Indian Tribes with planning for and mitigating against the risk created by wildfire. This program is authorized in Public Law 117-58, ‘‘An Act to authorize funds for Federal-aid highways, highway safety programs, and transit programs, and

for other purposes,'' commonly referred to as the Infrastructure Investment and Jobs Act. Specifically, the CWDG is provided for in Title VIII, Section 40803 of that Act. There are two primary project types for which the grant provides funding: The development and revising of Community Wildfire Protection Plans (CWPP), and the implementation of projects described in a CWPP that is less than ten years old. The Act prioritizes at-risk communities that are in an area identified as having high or very high wildfire hazard potential, are low-income, and/or have been impacted by a severe disaster. More details on these three priorities can be found in this NOFO.

The CWDG helps communities in the wildland urban interface (WUI) implement the three goals of the National Cohesive Wildland Fire Management Strategy (Cohesive Strategy):

- **Resilient Landscapes:** Landscapes, regardless of jurisdictional boundaries, are resilient to fire, insect, disease, invasive species, and climate change disturbances, in accordance with management objectives.
- **Fire Adapted Communities:** Human populations and infrastructure are as prepared as possible to receive, respond to, and recover from wildland fire.
- **Safe, Effective, Risk-based Wildfire Response:** All jurisdictions participate in making and implementing safe, effective, efficient risk-based wildfire management decisions.

Key Points

- **Who Can Apply:** Entities eligible to apply for funding for at-risk communities under the CWDG include:
  a. Units of local governments representing communities located in an area with a risk of wildfires,
  b. Indian Tribes (please apply through either the Indian Tribes/Alaska Native Corporations specific notice or the applicable regional notice),
  c. Non-profit organizations including homeowner associations that assist such communities,
  d. State forestry agencies (including U.S. territories and interests), and
  e. Alaska Native Corporations (ANCs)(please apply through either the Indian Tribes/Alaska Native Corporations specific notice or the applicable regional notice).
  f. Public and State controlled institutions of higher education.

  For-profit entities are not eligible to apply for this funding opportunity.

- **Eligible Lands:** Eligible applicants may apply for grant funding for a project proposal to be conducted on lands with the following ownership types, provided the project proposal directly reduces wildfire risk to a community:
  a. Private lands,
  b. Local governments,
  c. Homeowner associations,
  d. State government, and
  e. Tribal/Alaska native corporation (includes Trust lands).

  Lands administered by the federal government are not eligible for this funding opportunity with the exception of lands held in trust for Native American Tribes and individuals (hereinafter Trust lands).

- **State Forest Action Plans and the Cohesive Wildland Fire Management Strategy:** Projects should further the priorities, e.g., goal, strategy, and/or priority landscape, in the most recent State Forest Action Plans (or equivalent Tribal plan) as well as the relevant regional cohesive wildland fire management strategy document.

- **Minimum and Maximum Funding Levels:**
  a. There is no *minimum* Federal funding limit for projects under CWDG.
  b. The *maximum* amount of Federal funding awarded to any one community or Tribe via this competitive process is:
     - $250,000 for the creation or updating of a Community Wildfire Protection Plan, and
     - $10 million for a project described within a Community Wildfire Protection Plan less than 10 years old.
  c. For planning purposes, the Federal funding available through the CWDG competitive process could be up to $200 million for this third round, subject to the availability of funding.
- **Project Costs:** All costs in an application will be reviewed and must be approved prior to award if a project is selected. Costs must meet program requirements in this NOFO and applicable federal regulations including OMB guidance in 2 CFR Part 200.
- **Program Income:** Program income means gross income earned by the recipient or subrecipient that is directly generated by a supported activity or earned because of the federal award during the period of performance. Any program income generated during the award period must be accounted for by either: 1) reducing the federal share of the award, 2) using as program match, or 3) using as additive funds to do more work.
- **Required Matching Funds:** The CWDG program has differing levels of match dependent upon the proposal for which is being applied. For proposals to develop or update a CWPP, the required match is 10%. For proposals to plan and/or implement projects described within a CWPP, the required match is 25%. Matching funds must be derived entirely from non-Federal sources (unless expressly authorized in law by the other federal program). The match must be met by eligible and allowable costs and is subject to match provisions in grant regulations (Code of Federal Regulations Title 2 Part 200.306 and Subpart E for Cost Principles). Match must meet all the same requirements as the Federal share and be documented sufficiently to support financial tracking and accountability. **Communities meeting the definition of underserved, Indian Tribes, ANCs, and Pacific Islands may request a waiver of match**; no other waiver requests are allowable under this program. Note: scoring of an application will not be impacted by matching funds.
- **SAM.gov Active Registration:** All applicants will need to have and verify an active registration with SAM.gov at the time of application and maintain an active registration throughout the life of the grant if selected for funding. *Failure to have an active registration will result in a disqualification of the application.*
- **Lead Agency or Organization:** All applications must identify the lead agency or organization that will have primary responsibility for coordinating project work and reporting. The lead agency may pass funds to other partners performing work as relevant.
- **Grant Timeframes:** Projects must be completed within five (5) years.
- **For Proposals Including Multiple Communities:** For separate projects in separate communities, a separate application should be submitted for each project so they can be reviewed and scored independently. For an application consisting of a single project that spans multiple communities, the project can be applied for and described within the same application and narrative form.
- **Scoring and Ranking of Applications:** Applications will be evaluated and scored by members of a regional review panel. Individual reviewer scores will be normalized. All regionally-scored applications

will be compiled in a single nationally-ranked list, which will be used to distribute funding.

- **Reporting:** Funded CWDG projects will be required to provide financial reports to the grant's administrator on a quarterly basis, and project performance reports on an annual basis. The annual performance report shall include a spatial data component. This requires both Forest Service grant monitors and CWDG grant recipients to coordinate in entering project information.
- **Build America/Buy America:** The Build America, Buy America Act, enacted as part of the Infrastructure Investment and Jobs Act, established a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022. The Buy America preference requires that all iron, steel, manufactured products, and construction materials used in infrastructure projects are produced in the United States. If a recipient proposes a waiver of the Buy America preference, they must identify the items for which a waiver will be sought in the application. Applicants should not proceed with the expectation that waivers will be granted.
- **Floodplain Management Criteria:** If applicable and appropriate, a project located in a Special Flood Hazard Area must implement and meet the conditions contained within the Federal Flood Risk Management Standard (FFRMS).
- **Labor Standards:** All laborers and mechanics employed by the applicant, subrecipients, contractors or subcontractors in the performance of construction, alteration, or repair work on an award or project in excess of $2,000 funded directly by or assisted in whole or in part by funds made available under this grant program shall be paid wages at rates not less than those prevailing on similar projects in the locality, as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code commonly referred to as the "Davis-Bacon Act" (DBA).

Applicants shall provide written assurance acknowledging the DBA requirements for the award or project and confirming that all laborers and mechanics performing construction, alteration, or repair work on projects in excess of $2,000 funded directly by or assisted in whole or in part by and through funding under the award are paid or will be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with Subchapter IV of Chapter 31 of Title 40, United States Code (Davis-Bacon Act).

Recipients of funding will also be required to undergo DBA compliance training and to maintain competency in DBA compliance. The U.S. Department of Labor offers free Prevailing Wage Seminars several times a year that meet this requirement, at https://www.dol.gov/agencies/whd/government-contracts/construction/seminars/events.

For additional guidance on how to comply with DBA provisions and clauses, see the following websites: Davis Bacon and Related Acts and Protection for Workers in Construction.

Detailed Eligibility and Qualifying Proposal Types

All applicants are highly encouraged to coordinate with the State Forestry Agency (or equivalent) in proposal development. State Forester contact information is available on the National Association of State Foresters website. The Forest Service State, Private and Tribal Forestry staff are also available to facilitate and assist with this coordination, can provide liaison support for Tribes, and can assist with application submission if needed.

APPLICANT ELIGIBILITY

- The following entities are eligible to submit a project proposal for funding:
  - Units of local governments representing communities located in an area with a risk of wildfires,
  - Indian Tribes (please apply through either the Indian Tribes/Alaska Native Corporations specific notice or the applicable regional notice),

- Non-profit organizations such as homeowner associations that assist such communities,
- State forestry agencies, and
- Alaska Native Corporations (please apply through the either Indian Tribes/Alaska Native Corporations specific notice or the applicable regional notice).

- For-profit entities are not eligible to apply for a grant under this program.

For applications submitted by organizations that plan to work with multiple communities, it will be a requirement of the application to name each of the specific communities that the organization plans to assist. Those specified communities will each need to meet the same eligibility requirements as a community that would be applying on their own.

If a non-profit or other organization is contracted with a State forestry agency for Community Wildfire Defense Grants Program related work, they will not be eligible to apply for a grant under the program unless the grant can be separately managed with no conflict of interest concerns.

Location of Projects
An eligible applicant may apply for grant funding for a project proposal to be conducted on lands with the following ownership types provided the project proposal directly reduces wildfire risk to a community.

- Private,
- Local governments,
- Homeowner associations,
- State government, and
- Tribal/Alaska native corporation (includes Trust lands).

Lands administered by the federal government are not eligible for this funding opportunity with the exception of Trust lands.

Project Objectives
A project proposal must advance objectives and priorities identified in a community wildfire protection plan that is not more than 10 years old (for this NOFO defined as a CWPP signed during calendar year 2013 or later).

A project proposal must be designed to achieve one or more of the following objectives:

- Assist a community with planning to address management of wildfire risk.
- Assist a community with mitigation measures or actions to reduce wildfire risk.

Projects to be Given Priority
Applicants will have the responsibility to indicate on the application if they meet any or all of the three priorities. The applicant will also need to provide supporting documentation or a link to such documentation for each priority that is checked. Priority will be given to project proposals that:

- Are located in an area identified as having a high or very high wildfire hazard potential;
- Benefit a low-income community; or
- Are located in a community impacted by a severe disaster within the previous 10 years.

General Eligibility Criteria
To be eligible for grant funding, a project proposal must meet the following criteria:

1. Benefit a community or Indian Tribe considered at-risk
2. Projects must be for a qualifying activity.
3. Meets the cost-share match or waiver requirement.
    a. The cost-share match can be in the form of a cash or in-kind contribution.

b. A cash match cannot utilize other federal funding.

4. The maximum grant amount is:
   a. $250,000 to develop or revise/update a CWPP
   b. $10,000,000 to carry out projects described in a CWPP
5. Funds cannot be used on lands administered by the federal government with the exception of Trust lands.
6. The grant term is for a total maximum of five (5) years.
7. Communities that request funding for mitigation projects or the development/ update of a CWPP must verify if they currently have in place a code, ordinance, or regulation pertaining to wildfire exposure protection that requires that roofs for new building construction as well as the reroofing or replacement of a roof on existing buildings adheres to standards that are similar to, or more stringent than the roof construction standards established by the National Fire Protection Association or applicable model building code established by the International Code Council. (*Note: It is <u>not</u> a requirement to have a roofing ordinance for grant eligibility.*)
8. Communities that request funding for mitigation projects must:
   a. meet the definition of an "at-risk community" as defined, and
   b. be following a CWPP, Tribal hazard mitigation plan, or FEMA-approved hazard mitigation plan with a wildfire component that is not older than 10 years, or
   c. have a CWPP or FEMA-approved hazard mitigation plan in place by the application deadline, and at the time of obligation of grant funds for mitigation projects, and
   d. have the project(s) requested for funding described in the CWPP or similar plan.

PROJECT PROPOSAL TYPES

Applications may be submitted to fund the following types of project proposals:

CWPP Development or Revision: One of the fundamental building blocks in creating a fire adapted community is the development, adoption, and continuous use of a well-prepared Community Wildfire Protection Plan (CWPP). In some cases, a community may choose to utilize a FEMA-approved hazard mitigation plan or Tribal hazard mitigation plan with a wildfire component that meets the same objectives of a CWPP. A well-prepared, collaboratively developed CWPP or similar plan should address issues such as wildfire response, hazard mitigation, community preparedness (which includes smoke readiness), structure protection, or a combination of these issues, and will greatly assist a local government body in planning and prioritizing project work.

Specific CWPP development guidance, as well as any more stringent requirements of the relevant state government, may be obtained by contacting your state forestry agency.

Applications for CWPP development and/or revision are the only projects eligible for a 10% match.

Examples of CWPP Proposals	
Eligible Projects	**Ineligible Projects**
Creation of a CWPP or development of a wildfire section for a hazard mitigation plan.	**Creation and/or update of Forest Stewardship Plans.**

Eligible Projects	Ineligible Projects
Update of an existing CWPP/hazard mitigation plan (existing plan must be over five (5) years old).	

Table 1-Eligible CWPP Proposals

Planning: Local and Tribal governments are encouraged to conduct planning and exercises to assist their communities with wildfire preparedness, response, and adaptation efforts. Local governments should also consider how tools such as zoning, building codes and land use planning may be used to change how and where homes and businesses are constructed and located so that wildfire risk is reduced, and firefighter safety is improved if protective actions are required. In developing any planning tools, and determining risk both now and into the future, a community should consider the most recent climate data available for the planning area involved, as appropriate. In support of the Biden-Harris Administration's National Initiative to Advance Building Codes, launched in June 2022 by the National Climate Task Force to accelerate adoption of modern building codes to improve resiliency, create good-paying jobs, and lower energy bills, communities who develop and adopt modern NFPA, ICC, or similar building codes will receive access to funding reserved for communities with code requirements for any future CWDG applications.

Finally, communities are encouraged to regularly refer to their CWPPs or similar plans, and conduct tests and exercises to ensure that recommended practices and objectives are being achieved.

Applications for Planning projects require a 25% match.

Examples of Planning Projects	
Eligible Projects	**Ineligible Projects**
Contract support to assist a community with developing building codes, zoning ordinances or land use planning.	**GIS and database systems unless they support a CWPP, wildfire risk reduction planning or fuels mitigation initiative or project.**
Direct staff funding support to assist a community with developing building codes, zoning ordinances or land use planning.	**Small business start-up funding.**
Tabletop or functional exercises to test effectiveness of community wildfire planning.	**Research and development projects.**
Plan and address public health and safety effects of smoke and mitigation from wildfire and projects that use prescribed fire ("Smoke Ready" efforts).	**Economic development projects.**
Direct staff support for community wildfire mitigation leadership/coordination.	
Training in the use of proven effective mitigation practices, such as the Forest Service's mitigation best practices.	

Eligible Projects	Ineligible Projects
Direct staff support to assist in creation of a local or regional mitigation partnership.	

Table 2 - Eligible Planning Projects

Wildfire Prevention and Mitigation Education/Outreach: Local and Tribal governments can provide leadership to result in reduced wildfire risk to their communities by coordinating, developing, and distributing educational programs. These programs and outreach may be delivered in association with states, insurance companies, non-governmental organizations, and other partners. Educational and outreach projects must raise awareness of what is the main cause of wildfires, what the risks are, and what actions they can take to reduce that risk.

Projects should lead to actions such as the use or establishment of one or more fire program elements such as fire safety codes, implementation of Firewise USA© practices, establishing local fire safe councils, and fuels treatments within fire-prone communities.

Projects should be concise and clearly demonstrate deliverables and measures of success of wildfire prevention/mitigation education and outreach activities.
Applications for Prevention and Mitigation Education/Outreach require a 25% match.

Wildfire Prevention/Education/Outreach	
Eligible	**Ineligible**
Firewise USA© or similar programs outreach to communities and property owners.	**Printing of paper-based materials without an organized outreach/education program.**
Fire education presentation such as Project Learning Tree.	
Property inspections and/or assessments.	
Training to conduct property inspections and/or assessments.	
Implementation of WUI Structure / Parcel / Community Fire Hazard Mitigation Methodology (HMM) for community hazard reduction.	
Adoption, implementation, enforcement, and training of National Fire Protection Association, International Code Council, or similar codes.	
Training for Traditional Ecological Knowledge of fire, Cultural Burning, Identification and protection of culturally significant plants, sacred site protection.	

Table 3 - Eligible Prevention/Education/Outreach Projects

Reduce Hazardous Fuels / Restore Fire-adapted Ecosystems: Fuel reduction projects and vegetation treatments have been identified as an effective means of mitigating wildfire hazards. Recipients shall facilitate and implement mitigating fuel treatments in, or adjacent to communities to reduce the threat of wildfire to such communities.

Effective fuels mitigation treatments can be implemented across jurisdictional boundaries, on adjoining

private lands, or within the respective communities. Communities may consider fuel treatments that extend out from community boundaries by 1.5 miles. Projects of this type include fuel breaks, thinning, pruning, landscape modifications, etc. The overall purpose is to modify or break up the fuels in such a way as to lessen wildfire risk and its threat to the public, provide for firefighter safety, and reduce damage to property. Such treatments may have additional desirable outcomes, such as providing sustainable environmental, social and economic benefits.

Project proposals must consider all elements required to implement treatments on the ground, which includes acquiring the necessary permits and consultations needed to complete plans and assessments, as well as treatment prescriptions and measures of success. Projects should also consider any necessary maintenance treatments especially in those areas of the country where woody vegetation regrows rapidly.

Applications for Reducing Hazardous Fuels and Restoring Fire-adapted Ecosystems require a 25% match.

Examples of Hazardous Fuels Reduction/ Restoration Projects	
Eligible	**Ineligible**
Defensible space around homes, businesses, and other structures.	**Capital improvements including construction/infrastructure (building remodel, bridges, road construction, water development).**
Development, creation, and/or maintenance of fuel breaks and fire breaks, including shaded fuel breaks.	**Home hardening, including but not limited to:** • **Roof upgrades or replacements.** • **Fire resistant siding.** • **Metal gutters and vents.**
Fuels reduction beyond defensible space adjacent to at-risk communities.	**Fire suppression training (unless course is a requirement for prescribed fire qualifications).**
Removal of standing woody vegetation by cutting, piling and burning.	**Fire suppression equipment and apparatus.**
Removal of standing woody vegetation by cutting and chipping.	**Drones**
Removal of standing woody vegetation using a mechanical mulcher or masticator type equipment mounted on mobile equipment.	
Reduction of hazardous fuels through the application of prescribed fire.	
Vegetation management (pruning, mowing, chemical treatment, grazing), including rights-of-ways for roads.	
Maintenance of fuels projects. Up to two (2) maintenance treatment allowed per project during the grant term.	
Monitoring components of projects for effectiveness (must have established	

Eligible	Ineligible
baseline).	
Prescribed fire training, including training on smoke management associated with prescribed fires.	
Design and installation of dry hydrants and cisterns.	
Purchase of mechanical equipment that meets, or does not exceed the following requirements: • Brush/woodchippers that are towable or mountable to a skid steer, compact track loader or tractor with a maximum chipping capacity of no more than 15 inches. • Self-propelled forestry mulchers up to a maximum 200 horsepower. • Forestry mulcher attachments designed for skid steers, compact track loaders, excavators, or crawler dozers. • Heavy duty brush mowers that can be utilized for maintaining road rights-of-ways and fire breaks. • Trailers necessary to transport equipment that is determined eligible in this section, including box-type trailers to store and transport prescribed fire equipment.	
Purchase of equipment for brush/fuel disposal, such as air curtain burner/trench burner.	
Purchase of the following equipment and supplies to support the use of prescribed fire: • Personal protection equipment, including fire shelters and N95 filtering face respirators. • Drip torches. • Wildland hand tools. • Backpack blowers. • Chainsaws. • Portable wildfire pumps.	

Eligible	Ineligible
• **Wildland hose.** • **Portable folding water tanks.** • **Cache of air filtration units for use by the public.**	

Table 4 - Eligible Hazardous Fuels Reduction/Restoration Projects

Cost Share Match Requirements and Waivers

Matching Requirements

Cost-share is required for all applications funded under the CWDG Program. The cost share rates for this program are:

- Not less than 10 percent for a grant awarded to develop or revise a CWPP; and
- Not less than 25 percent for a grant awarded to carry out projects described in a CWPP that is not more than 10 years old.

This means Federal funding is available for up to 90 percent of eligible costs for developing or revising CWPPs and 75 percent for projects described in a CWPP. The non-Federal cost-share may consist of cash, donated or third-party in-kind services, materials, or any combination thereof. Cash and third-party in-kind matches must consist of eligible costs (i.e., same eligibility as the Federal share).

- Cash match is from the applicant's budget, such as personnel salary, fringe benefits, travel, equipment, and supplies, or cash provided by another party. Source of cash match cannot be derived from another Federal award or grant.
- In-Kind match is a non-cash contribution of value. A non-Federal entity's in-kind match must meet the following criteria:
    - Are verifiable from the non-Federal entity's records (See Appendix K for examples);
    - Are not included as contributions for any other Federal award;
    - Are necessary and reasonable for accomplishment of project or program objectives;
    - Are allowable under subpart E of 2 CFR 200;
    - Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
    - Are provided for in the approved budget when required by the Federal awarding agency; and
    - Conform to other provisions of 2 CFR 200, as applicable.

Applicants cannot apply other Federal award funds toward the CWDG non-Federal cost share unless the other Federal statutory authority allows the funds to be used to meet cost-share requirements. Ultimately, the recipient is responsible for ensuring that it contributes the proper cost share to its actual project costs. If actual total project costs exceed the projected total project costs stated in the Federal award, the recipient will not receive any additional Federal funding and will be responsible for contributing additional funds above the required cost match. If actual total project costs are less than the projected total project costs stated in the Federal award, the recipient will be responsible for contributing a cost match calculated as a percentage of those actual project costs.

Cost-Share Waiver

The Forest Service may waive the cost-sharing requirement for a project that serves an underserved community. In considering a waiver for the cost-sharing requirement, please include in your waiver request sufficient supporting documentation to demonstrate that the community meets the Low-Income definition. The Wildfire Risk to Communities tool located at the following link can help determine eligibility for the cost-share waiver: **https://wildfirerisk.org/cwdg-tool** .

In addition to underserved communities, Indian Tribes, ANCs, Pacific Islands and the USVI are also eligible for a match waiver.

Scoring Criteria for Community Wildfire Defense Grants (100 points total)

Clearly and concisely address each of these criteria in the Application:

1. Project Description (10 points, 7,500 maximum character limit)

The application should clearly define the scope of the project, what the project proposes to accomplish, why it is important, and how it links to the Cohesive Wildland Fire Management Strategy and relevant State Forest Action Plan (or equivalent Tribal plan).

2. Budget (10 points, fillable table and 5,000 maximum character limit for description)

	Grant	Match	TOTAL
	Funds Requested	Non-Federal Funds	Total Project Cost
Personnel/Labor:			
Fringe Benefits:			
Travel:			
Equipment:			
Supplies:			
Contractual:			
Other:			
Indirect Costs:			
TOTAL:			

The budget narrative should describe how the grant funds will be spent with specific detail for each grant expenditure. This includes clearly explaining how the budget will be spent by line item, sources of match, and how expenditures are applicable and relevant to the goals and objectives of the project. A project proposal must also show how the applicant will meet matching requirements or qualify for a waiver. If qualified for a waiver, you do not need to show funding in the match column. Information regarding matching funds will not impact scoring. Any program income generated during the award period must be accounted for by either: 1) reducing the federal share of the award, 2) using as program match, or 3) using as additive funds to do more work. Program income means gross income earned by the recipient or subrecipient that is directly generated by a supported activity or earned because of the federal award during the period of performance.

3. Accomplishments (10 points, 7,500 maximum character limit)

A proposal should clearly define how a project will be accomplished, timelines and milestones, as well as measures and metrics. Examples include:

a. How the selected objectives will lead to measurable outcomes for community wildfire risk reduction.
b. How the applicant will measure progress towards those outcomes (such as, acres treated to reduce hazardous fuels, change in fire regime).
c. The proposed metrics for measuring progress, which must be specific, measurable, achievable, realistic, and timely.

4. Collaboration (10 points, 7,500 maximum character limit)

The application should clearly define collaborative elements including support from partners, agencies, landowners, and communities. A project proposal must identify partners that will be actively engaged in carrying out the project and add value to project planning and implementation, with a description of each partner's role. Collaboration may be qualitative in nature, and the contribution of a partner may be more than the number of partners.

5. Landscape Impacts (10 points, 7,500 maximum character limit)

The application should clearly define the scale of the project including relationships with past, present, or future projects that, when combined, offer more benefits than when taken individually. The overall landscape that the project influences, in addition to the defined project area, should be clearly described, as well as the land ownerships within the area. Specify areas targeted for planning or mitigation. Clearly describe each proposed activity and include details on where they will be occurring. Include the approximate number of structures that will benefit from the proposed action.

6. Project Sustainability (10 points, 7,500 maximum character limit)

The application should clearly define how or if the project will sustain itself after the grant period is over. Any steps or plans that will be carried out to continue the project benefits beyond the life of the grant should be described, as well as who or what organizations will be responsible.

7. Low Income Community (10 points, 3,000 maximum character limit)

To receive priority points the application must clearly demonstrate and document whether the project benefits a low-income community, as defined.

8. Affected by a Severe Disaster (10 points, 3,000 maximum character limit)

Has all or part of the project area been impacted by a severe disaster that impacts wildfire risk and/or hazard? If yes, in order to receive priority points the application must clearly demonstrate and document whether the project benefits a community that has been impacted by a severe disaster within the previous ten (10) years, and clearly exhibit how the severe disaster increased wildfire risk and/or hazard and was of a scale and scope to have had landscape impacts (please see full definition later in this NOFO). *Note: simply listing a disaster will not suffice, you **must** explain how this disaster has impacted the community's wildfire risk and hazard (not all disasters will qualify for points if it cannot be shown they have influenced the community's risk or hazard)*.

9. Area of Wildfire Hazard Potential (20 points, 3,000 maximum character limit)

To receive priority points the application must clearly demonstrate and document whether the project is located in an area identified as having high or very high wildfire hazard potential as defined by a local, state, Tribal, regional, or national wildfire hazard potential assessment.

Criteria Scoring Rubrics: These rubrics are for the review team members to reference while scoring the applications. ***Note: there are two separate rubrics; one for CWPPs and one for Projects.***

Scoring Criteria and Prioritization Factors for CWDG
Applications to **"Develop or Revise a Community Wildfire Protection Plan (CWPP)"**

CWPP Criteria Scoring Rubric			
Criteria	***High Score***	***Medium Score***	***Low Score***
1. Project Description	**7-10 points** The community has clearly articulated the purpose and need for revising or creating a new CWPP. They have outlined a process, identified key players, and have articulated the ability to get it completed within their timeline.	**3-6 points** The community has indicated that they understand the critical need for a CWPP or CWPP revision and have partially outlined the process but appear to have not clearly outlined how they plan to fully get the document written, may still need to identify partners and establish timelines.	**0-2 points** The community has communicated that they understand the critical need for a CWPP or CWPP revision, yet the application fails to clearly establish any processes, identified partners, or mentioned any timelines.

Criteria	*High Score*	*Medium Score*	*Low Score*
	They have referenced how revising or creating a new CWPP will help them meet the intent of the Cohesive Wildland Fire Management Strategy and relevant State Forest Action Plan or equivalent Tribal plan.	Mentions Cohesive Wildland Fire Management Strategy and/or relevant State Forest Action Plan or equivalent Tribal plan, but only cursory.	No linkage to Cohesive Strategy or State Forest Action Plan or Tribal equivalent.
2. Budget	**7-10 points** Budget is complete, easy to understand, and budget items are clearly labeled. Narrative provides clear and concise explanation of each budget line item and its function within the project, and the requested budget is applicable for the scope of a CWPP revision or creation.	**3-6 points** Budget items are present and detailed, but one or more budget line items lack explanation and function within the project description, and/or the requested budget appears somewhat askew from the scope of a CWPP revision or creation.	**0-2 points** Major errors in budget calculations. Expenditures and budget line-item functions are unclear and/or poorly written. Requested budget is not in line with the scope of a CWPP revision or creation.
3. Plan for the Accomplishment of a CWPP	**7-10 points** The proposal establishes a compelling, clear, and concise plan for the successful outcome of completing a new or revised CWPP, indicating measures that are specific, achievable, clear, realistic, and with reasonable timelines.	**3-6 points** The proposal establishes a plan for the successful outcome of completing a new or revised CWPP, some items are less clear or less concise. Project metrics are ambiguous.	**0-2 points** Weak description, plan unclear, or lack of clarity for metrics.
4. Collaboration	**7-10 points** Partners have been identified, and proposal demonstrates strong collaboration with, and commitment by, partners. Indicates good coordination with other entities, and cross boundary collaboration.	**3-6 points** Some partners identified, or proposal indicates limited to moderate coordination with partners. Demonstrates some, but not strong, commitment by partners.	**0-2 points** Partners appear yet to be identified or are unknown. Proposal indicates very little to no coordination with neighboring entities or complementary programs.
5. Landscape	**7-10 points**	**3-6 points**	**0-2 points**

Criteria	*High Score*	*Medium Score*	*Low Score*
Impacts	Demonstrates a clear understanding of how the CWPP or revision will be written with forethought on having a positive impact on the landscape and/or community beyond the defined project area. Clear description of the community(s) and landscape that the CWPP can influence. Proposal applicant has good data on the reach (# of structures, or acres) that will benefit.	Impacts on the landscape level or community reach are described in general, nor clearly defined or understood. Adequate description of the community and landscape that the CWPP can influence. Somewhat unclear on the reach of the benefit.	Proposal narrative not clearly written, key descriptions of landscape community level activities and overall impact are absent. Proposal is unclear on project reach; data absent regarding number of structures or other impact metrics.
6. Project Sustainability	**7-10 points** Application is well written, indicates measures and timelines will be in place so that a successful long term CWPP or revision can be developed, and is clear about who is responsible for maintenance, duration, monitoring, and if any processes or long-term plans are in place to support the CWPP after grant funding is expended.	**3-6 points** Application missing key details or specificity, and unclear of how the CWPP will be maintained beyond the life of the grant, but is otherwise well written, detailed, and descriptive.	**0-2 points** Omits multiple details or is poorly detailed and unclear on how the CWPP will be sustained beyond the life of the grant.
7. Low-Income Community	**10 points** Some or part of the community to be covered under the CWPP or revision is located in a low-income community as defined.	**Not applicable**	**0 points** All of the areas to be covered by the CWPP or revision are located outside the footprint of a low-income community, as defined, or is not documented.
8. Affected by a Severe Disaster	**10 points** All or part of the area to be covered by a CWPP or revision through this grant application has been impacted by a severe disaster, as defined, is documented, and an explanation of how the disaster has impacted the wildfire risk or hazard.	**Not applicable**	**0 points** None of the area to be covered by a CWPP or revision through this grant application has been impacted by a severe disaster, as defined, or is not properly documented or described. No explanation of how the disaster has impacted the

Criteria	*High Score*	*Medium Score*	*Low Score*
			wildfire risk or hazard.
9. High/Very High Wildfire Hazard Potential	**20 points** All or part of the area to be covered by a CWPP or CWPP revision is located within an area of high or very high wildfire hazard potential and is properly documented.	**Not applicable**	**0 points** Area to be covered by a CWPP or revision is located outside any area with high or very high wildfire hazard potential or is not documented properly.

Scoring Criteria and Prioritization Factors for CWDG Applications
for **Projects** within a current CWPP, not more than 10 years old

Project Criteria Scoring Rubric			
Criteria	***High Score***	***Medium Score***	***Low Score***
1. Project Description	**7-10 points** The community has clearly articulated the purpose and need for the project(s) within a CWPP that is not more than 10 years old. They have outlined a process, identified key players, and a timeline, and have articulated the ability to complete the project within their timeline. They have referenced how the project will meet the intent of the Cohesive Wildland Fire Management Strategy and relevant State Forest Action Plan or equivalent Tribal plan.	**3-6 points** Project(s) are within a CWPP that is not more than 10 years old, and the community has indicated that they understand the critical benefits to the community and have partially outlined the process they will utilize to get started but appear to have not clearly outlined how they plan to fully implement, may still need to identify partners and establish timelines. Mentions Cohesive Wildland Fire Management Strategy and/or relevant State Forest Action Plan or equivalent Tribal plan only cursory.	**0-2 points** Project(s) are within a CWPP that is not more than 10 years old, and the community mentions that they understand the critical need of the mitigation project, yet the application fails to clearly establish any processes, identified partners, or mentioned any timelines. No linkage to Cohesive Strategy or State Forest Action Plan or equivalent Tribal plan.
2. Budget	**7-10 points** Budget is complete, easy to	**3-6 points** Budget items are present	**0-2 points** Major errors in budget calculations. Expenditures

Criteria	*High Score*	*Medium Score*	*Low Score*
	understand, and budget items are clearly labeled. Narrative provides clear and concise explanation of each budget line item and its function within the project. The requested budget is applicable for the scope and magnitude of the proposed project(s).	and detailed, but one or more budget line items lack explanation and function within the project description, and/or the requested budget appears somewhat askew from the scope and magnitude of the proposal.	and budget line-item functions are unclear and/or poorly written. Requested budget is not in line with the scope and magnitude of the project(s).
3. Accomplishments	**7-10 points** The proposal establishes a compelling, clear, and concise plan for the successful outcome of the project(s), indicating measures that are specific, achievable, clear, realistic, and with reasonable timelines.	**3-6 points** The proposal establishes a plan for the successful outcome of the project, some items less clear or less concise. Project metrics are ambiguous.	**0-2 points** Weak description, plan unclear, or does not appear to paint a picture to meet accomplishments, or there is a lack of clarity for metrics.
4. Collaboration	**7-10 points** Partners have been identified, and proposal demonstrates strong collaboration with, and commitment by partners. Indicates good coordination with other entities, and cross boundary collaboration.	**3-6 points** Some partners identified or proposal indicates limited to moderate coordination with partners. Demonstrates some, but not strong commitment by partners.	**0-2 points** Partners appear yet to be identified or are unknown. Proposal indicates very little to no coordination with neighboring entities or complementary programs.
5. Landscape Impacts	**7-10 points** Demonstrates a clear understanding of how the project(s) will be implemented with forethought on having a positive impact on the landscape and/or community beyond the defined project area. Clear description of the community and landscape that the project(s) will influence. Proposal applicant has good data on the reach (# of structures, or acres) that will benefit.	**3-6 points** Impacts on the landscape level or community reach are described in general, nor clearly defined or understood. Adequate description of the community and landscape that the project can influence. Somewhat unclear on the reach of the benefit.	**0-2 points** Proposal narrative not clearly written, key descriptions of landscape community level activities and overall impact are absent. Proposal is unclear on project reach. Data absent regarding number of structures or other impact metrics.

Criteria	*High Score*	*Medium Score*	*Low Score*
6. Project Sustainability	**7-10 points** Application is well written, indicates measures and timelines will be in place so that the project(s) will succeed and provide benefits into the future, and is clear about who is responsible for maintenance, duration, and if any processes or long-term plans are in place to continue support to the project(s) after grant funding is expended.	**3-6 points** Application missing key details or specificity, and unclear of how the project(s) will be maintained beyond the life of the grant, but is otherwise well written, detailed, and descriptive.	**0-2 points** Omits multiple details or is poorly detailed and unclear on how the project(s) will be sustained beyond the life of the grant.
7. Low-Income Community	**10 points** All, or part of a project area is located in a low-income community as defined.	**Not applicable**	**0 points** All of a project is located outside the footprint of a low-income community, as defined, or is not documented.
8. Affected by a Severe Disaster	**10 points** All or part of the area to be covered by the project(s) through this grant application has been impacted by a severe disaster, as defined, is documented, and has an explanation of how the disaster has impacted the wildfire risk or hazard.	**Not applicable**	**0 points** None of the area to be covered by the project(s) through this grant application has been impacted by a severe disaster, as defined, or is not properly documented.
9. High/Very High Wildfire Hazard Potential	**20 points** All or part of the area to be covered by the project(s) is/are located within an area of high or very high wildfire hazard potential and is properly documented.	**Not applicable**	**0 points** Area to be covered by the project(s) is/are located outside any area with high or very high wildfire hazard potential or is not documented properly.

Preparing an Application

This Notice of Funding Opportunity, along with supporting materials, is located in Grants.gov. Search for grant Opportunity Number **USDA-FS-2024-CWDG-NEMW** Submit all applications for this funding opportunity through cwdg.forestrygrants.org. See Appendix I for cwdg.forestrygrants.org instructions.

Prior to preparing an application, carefully read this document to ensure eligibility requirements, purposes, match requirements, and what the review panel will be looking for during evaluation and scoring. Applicants should also

be familiar with the relevant State's Forest Action Plan(s) as well as the Cohesive Wildland Fire Management Strategy. ***It is highly recommended to work with the appropriate state contact (see list in this NOFO) early on in the application process for guidance***.

The Wildfire Risk to Communities tool has been developed to assist applicants in finding data to answer CWDG application questions. The tool is available at https://wildfirerisk.org/cwdg-tool. Applicants are not required to utilize the tool.

For any necessary or supporting attachments that are part of the application package, such as maps and CWPP's, please submit to the CWDG inbox at SM.FS.usfs_cwdg@usda.gov and include enough information so it is clear to which application they belong. The cwdg.forestrygrants.org application portal does not accept uploads.

Completed application packages are due by 11:59 pm, Eastern Time Zone, March 14, 2025.

Application Form Instructions

Clearly and concisely respond to each section in the Application Narrative. For the longer sections, we encourage you to include sub-headings, line spacing, and/or other formatting for ease of reading (rather than fill every line with words).

- **Proposal Cooperator:** Enter the name and contact information for the proposal cooperator. The cooperator is the organization or community that is submitting a proposal for consideration.
- **Applicant Information:** Enter the name and contact information for the applicant or organization who will be implementing the project. *If you are working with a state/island forestry agency or non-profit who will be implementing the project on behalf of a community, please be sure their information is indicated in the applicant information section and the community contact information is indicated in the proposal cooperator section. If you are both the community contact and the one implementing the project both of these sections are the same.*
- **Project Information:** Enter a uniquely descriptive name or title for the project, as well as the community's name(s), the county(s) the project is located within, and the Congressional district.
- **GIS Coordinates of Project Area**: Include either a reference point with acreage, or boundary points for the project in latitude and longitude entered in the following format: 39.000, -104.300. A "Reference Point" displays a single marker with a name on a map and can be used for indicating a general region without specifying exact boundaries. An "Area" defines a region with a boundary defined by straight lines. At least three points are needed to define an area. For projects such as fuel treatments, provide sufficient points to define the area. For CWPP development, please include a description of the planning area and type (e.g., municipality boundary, fire response district, township, etc.). Coordinate data must be in WGS84 datum.
- **Brief Project Overview and Purpose:** Provide a brief purpose statement or synopsis for the project.
- **Grant Component Type:** Respond with the grant component type that applies to the application: (select only one per application) 1.) Creating or Updating a Community Wildfire Protection Plan (CWPP) that is more than five (5) years old. Or 2.) Project described in a CWPP that is less than ten (10) years old. If applying for a project described in a CWPP, either provide a link to the CWPP, or submit a copy to the CWDG inbox at SM.FS.usfs_cwdg@usda.gov.
- **At-risk community**: Respond with either a "yes" or "no" and provide a verification link to the data source you are relying upon to make the at-risk determination. This is a fundamental eligibility requirement, so if you answer "no" you are not eligible for funding under this opportunity. Please verify with state forestry agency or equivalent prior to applying. Documentation and verification will be required. This may be accomplished by either entering a link to the verification source in the application narrative, or by submitting documentation to the CWDG inbox at SM.FS.usfs_cwdg@usda.gov). ***An at-risk community is defined as an area that is comprised of:***
  Option 1: An interface community as defined in the notice entitled ''Wildland Urban Interface Communities Within the Vicinity of Federal Lands That Are at High Risk from Wildfire,'' issued by the Secretary of Agriculture and the Secretary of the Interior in accordance with title IV of the Department of the Interior and Related Agencies Appropriations Act, 2001 (114 Stat. 1009) (66 Fed. Reg. 753, January 4, 2001),
  or
  Option 2: A group of homes and other structures with basic infrastructure and services (i.e., utilities, collectively maintained transportation routes, etc.) at risk from wildfire as recognized by a state, regional, or national wildfire risk assessment, in which herbaceous or woody fuel conditions in and adjacent to the community are conducive to a wildland fire disturbance event which threatens human life or values-at-risk.

- **Roofing Code/Ordinance**: Respond with either a "yes" or "no" on whether your community currently has, or will adopt prior to grant award, an ordinance or regulation that requires that roofs for new building construction, as well as the reroofing or replacement of a roof on existing buildings, adheres to standards that are similar to, or more stringent than, the roof construction standards established by the National Fire Protection Association or applicable model building code established by the International Code Council. A roofing ordinance is not a requirement for this program but may dictate the available source of funds.
- **Grant Waiver (for Underserved)**: Respond with a "yes" or "no" if you are planning on requesting a waiver of matching funds based upon the project serving an underserved community, as defined.
- **Project Description (10 points):** Provide a comprehensive but succinct overview of the proposed project that includes basic details of who is doing what, where, and why this is important. Provide linkages to the tenets of the Cohesive Wildland Fire Management Strategy and the State Forest Action Plan (or equivalent Tribal plan). Specify if benefits to traditionally underserved or marginalized audiences are a component of the work.
- **Applicant Budget:** Provide dollar figures (rounded to nearest dollar) for each cost proposed for each relevant budget category. This information should match your SF-424A.
  - **Personnel:** Expenses for personnel and staff salary.
  - **Fringe Benefits:** Fringe benefits should be based upon actual known costs or established formula. Fringe benefits are for the personnel listed in the above category, and only for the percentage of time devoted to project.
  - **Equipment:** Non-expendable items with a single-item value >$10,000 to be purchased. Applicants should analyze the cost benefits of purchasing verses leasing equipment, especially high-cost items. Rented or leased equipment costs go in the "Contractual" category.
  - **Supplies:** Expenses for individual items <$10,000.
  - **Contractual:** Expenses for product or services to be paid to a consultant, contractor, or lease/rental.
  - **Other**: any other eligible costs not captured in the categories above.
  - **Indirect Costs**: Indirect costs must be tied to an established rate. Recipients must utilize either their approved overhead rate or the standard de-minimus rate for budget calculations.
- **Project Budget Explanation (Narrative)(10 points):** Provide additional information needed to clarify and justify your budget request. Clearly explain how the budget will be spent by line item, sources of match, and how expenditures are applicable and relevant to the goals and objectives of the project.
- **Accomplishments (10 points):** Clearly define how the project will be accomplished, including describing the planned activities, as well as identifying measurable outcomes and timelines (are the proposed activities clear and achievable, goals defined, outcomes measurable, # of acres treated, # of education/outreach programs, buildings protected, planning/assessment efforts clearly described, etc.)
- **Collaboration (10 points):** Identify partners that have demonstrated a commitment and add value towards planning and carrying out the project and describe what these partners and collaborators contribute. Demonstrate residual positive benefits, as a result of collaboration, related to capacity, skills, knowledge, infrastructure, or a replicable approach.
- **Landscape Impact (10 points):** Clearly define the scale of the project, including relationships with past, present, or future projects that, when combined, offer more benefits than when taken

individually. Describe overall landscape that the project influences.

- **Project Sustainability (10 points):** Clearly define how, or if, the project will sustain itself after the grant period is over. Describe any plans or steps that will be taken to continue the project benefits beyond the life of the grant, and who or what organization will be responsible.
- **Low Income Community (10 points):** Respond with either a "yes" or "no". This is a priority for funding, so if you check "no" you are still eligible for funding but will not receive as many points. Please verify with the appropriate state contact prior to applying. Documentation and verification will be required. For purposes of this program, a low-income community is defined as an application jurisdiction (community, county, or tribal area) that has less than 80% of the median household income of its state or the nation. Documentation may be accomplished by either entering a link to the verification source in the application narrative, or by submitting/uploading documentation as an attachment to the CWDG inbox at SM.FS.usfs_cwdg@usda.gov).
- **Impacted by a severe disaster (10 points):** Respond with either a "yes" or "no" if located in a community impacted by a severe disaster which impacted wildfire risk and/or hazard within the previous 10 years. This is a priority for funding, so if you check "no" you are still eligible for funding but will not receive as many points. Please verify with the appropriate state contact prior to applying, and explain how this disaster had an impact on the community's wildfire risk and/or hazard (*simply listing a disaster will not suffice, as not all disasters will qualify for points if it cannot be shown they have influenced the community's risk or hazard)*. Documentation and verification will be required. This may be accomplished by either entering a link to the verification source in the application narrative, or by submitting/uploading documentation as an attachment to the CWDG inbox at SM.FS.usfs_cwdg@usda.gov). ***Impacted by a severe disaster means any event declared, designated, or recognized by a government authority as having caused damage, loss, or destruction to an extent and scale that an unusual or abnormal increase in wildfire risk or hazard potential to a community has occurred. Examples may include Federal, State, Tribal, or county disaster declarations or declared emergencies, events declared by the USDA Farm Services Agency, events declared as a Presidential declared disaster, communities impacted by a FEMA Fire Management Assistance Grant, or widespread insect and disease mortality.***
- **High or Very High Wildfire Hazard Potential (20 points):** Respond with either a "yes" or "no". This is a priority for funding, so if you check "no" you are still eligible for funding but will not receive as many points. Please verify with the appropriate state contact prior to applying. Documentation and verification will be required. This may be accomplished by either entering a link to the verification source in the application narrative, or by submitting/uploading documentation as an attachment to the CWDG inbox at SM.FS.usfs_cwdg@usda.gov). ***High or very high wildfire hazard potential means the project is located within an area identified as having high or very high wildfire hazard potential as defined by a local, state, Tribal, regional, or national wildfire hazard potential assessment.***

Project Evaluation and Selection

The competitive process is intended to support projects that will make significant contributions to reducing wildfire risk to communities, and advance priorities identified in a State Forest Action Plan (or equivalent Tribal plan) and the Cohesive Strategy.

A regional CWDG review panel will be responsible for evaluating/scoring all CWDG grants using the established scoring criteria and process. Panel members will collaboratively review, evaluate, and prioritize project applications for each application assigned to them. Scoring comments will be made public once the scoring process has closed. Once all submitted grant applications have been reviewed and scored by each regional competitive grant committee and the Tribal grant committee, they will be normalized. Normalization is a process where raw scores undergo a statistical adjustment so that scores from different reviewers can be compared on a common scale.

The results will then be provided to the USDA Forest Service Washington Office where they will be combined into one nationally ranked list. There is no regional allocation of funding; this is a nationally competitive program. The number of projects selected on that list will be determined by available funding. Projects not awarded funding will be required to submit a new application the following year.

If selected, applicants should be prepared to submit additional forms, such as the SF-424, SF-424A, and the Financial Capability Questionnaire. In addition, if you have not completed the Financial Assistance Assurances as part of your registration at www.sam.gov, then you will also be required to submit the following assurances: SF-424B, AD-1047, AD-1049/1052 and the FS1500-35.

Certain states have elected to fully participate in the management of the CWDG program. Those states receive grant funding for approved CWDG projects and manage those projects as sub-awards. There may be additional state-specific procurement rules that must be followed in those states. The following states have elected to manage CWDG projects as sub-awards for their states: Indiana, Maine, Maryland, Michigan, Minnesota, New Jersey, Ohio, Pennsylvania.

Contacts for Further Information

Applicants are strongly encouraged to reach out to the relevant State Forestry Agency and Forest Service Cooperative Fire Specialist during application development to ensure the project aligns with program purpose and eligibility and to receive input to strengthen your application.

US Forest Service Washington Office Fire and Aviation Management Program Contact for CWDG:

- Cooperative Fire Branch: sm.fs.usfs_cwdg@usda.gov

Contacts by State and Territory:

Connecticut: Tom Trask, thomas.trask@ct.gov, 860-543-9260
Delaware: Ray Parrish, raymond.j.parrish@usda.gov, 414-323-0859
Illinois: Ray Parrish, raymond.j.parrish@usda.gov, 414-323-0859
Indiana: Darren Bridges, dbridges@dnr.in.gov, 765-342-4701
Iowa: Ray Parrish, raymond.j.parrish@usda.gov, 414-323-0859
Maine: Kent Nelson, Kent.Nelson@maine.gov, 207-287-4989
Maryland: Dakota Albers, dakota.albers@maryland.gov, 410-490-9100
Massachusetts: David Celino; David.celino@state.ma.us ; 617-626-4981
Michigan: Terri Church, ChurchT@Michigan.gov, 517-256-2963
Minnesota: Michael Warnke, michael.warnke@state.mn.us, 651-259-5277
Missouri: Ray Parrish, raymond.j.parrish@usda.gov, 414-323-0859
New Hampshire: Ray Parrish, raymond.j.parrish@usda.gov, 414-323-0859
New Jersey: Joe Battersby; Joseph.Battersby@dep.nj.gov ; 609-292-2977
New York: Ray Parrish, raymond.j.parrish@usda.gov, 414-323-0859
Ohio: Aaron Kloss, aaron.kloss@dnr.state.oh.us, 614-265-6896
Pennsylvania: Michael Kern; mikern@pa.gov ; 717-783-7957
Rhode Island: Ray Parrish, raymond.j.parrish@usda.gov, 414-323-0859
Vermont: Kelsey Zaengle, kelsey.zaengle@vermont.gov, 802-917-2241
West Virginia: Ray Parrish, raymond.j.parrish@usda.gov, 414-323-0859
Wisconsin: Jolene Ackerman, jolene.ackerman@wisconsin.gov, 608-575-9846

Appendix I. Instructions for Submitting Applications through cwdg.forestrygrants.org

Submit all applications for this funding opportunity through cwdg.forestrygrants.org. Guidance documents can be found by searching for grant Opportunity Number **USDA-FS-2024-CWDG-NEMW** on Grants.gov, or by visiting the CWDG webpage. Applications must be submitted to the CWDG application portal by 11:59 pm, Eastern Time Zone, **March 14, 2025**. You will need to get a link from your state or federal point of contact to input and submit your application, so it is not advised that you wait until the last minute. If you encounter any difficulty receiving a link from your state point of contact, please send an email to SM.FS.usfs_cwdg@usda.gov. The following section provides guidance on how to submit applications through cwdg.forestrygrants.org:

1. **Contact the State or Federal Contact listed above**

   These points of contact can assist you in readying your application and ensuring the application abides by all elements of the guidance. They will provide you a unique link to your application. Please keep this link confidential only among those working together on the application. If you provide others with the link, they are able to make changes to your application.

2. **Filling Out and Saving Your Application**

   You may opt to use the fillable pdf application available on westernforesters.org to ready your application prior to inputting it into the grant portal. Use the unique link provided to you by your state or federal point of contact to begin filling out the application in the grant portal. Hit the update button after completing each section to save it. You can return to the proposal you are working on by saving the link. It is suggested you save or print your completed application for your records prior to submitting. Once you hit submit the link will no longer work and you may not make changes to your application. All applications and scoring comments become part of the public record and will be viewable after the final award list is complete unless your application was found to not meet the eligibility requirements. You will be notified if this is the case.

   If you are working with a state forestry agency or non-profit who will be implementing the project, please be sure their information is indicated in the applicant information section and the community contact information is indicated in the proposal cooperator section. The state forestry agency or non-profit must have agreed to this in advance of submission. If you are both the community contact and the one implementing the project both of these sections are the same.

3. **Final Submission and Confirmation**

   After initial submission, the state or federal contact will ensure all required fields are complete and verify the cooperator/applicant information matches the implementation entity agreed to among those parties. All complete applications will be put forward into the scoring process. The only exceptions being if your application is incomplete, or you have input the state forestry agency or non-profit in the applicant information field but did not pre-coordinate with that entity. You will be contacted if these fields are in error or your application is incomplete. Again, please do not wait until the last minute to begin the application process to ensure all issues are dealt with timely enough to meet the application deadline of **March 14, 2025 at 11:59pm, Eastern Time Zone.**

   You should receive a confirmation email after this final submission. If you do not receive one, please reach out to your state or federal contact or email sm.fs.usfs_cwdg@usda.gov with your state, organization name, and the title and keyword of your project.

Applicant Support: For additional support, please contact your state or federal point of contact listed above. Questions may also be submitted to sm.fs.usfs_cwdg@usda.gov . Additional resources may be found at https://www.fs.usda.gov/managing-land/fire/grants .

Appendix II. Community Wildfire Defense Grant Application Requirements Checklist

This is as an aide for applicants submitting CWDG applications and is not an exhaustive list of grant requirements.

Requirements:

- ❑ Applicant is a unit of local government, nonprofit organization (501c3), Indian Tribe, State Forestry Agency (includes US territories and interests), or Alaska Native Corporation.
- ❑ Applicant organization must have an active System for Award Management (SAM) registration.
- ❑ Project is focused on reducing wildfire risk to an at-risk community.
- ❑ Project is located on non-federal lands and/or Trust lands.
- ❑ Project is not listed in the "Ineligible" column on pages 6 thru 10.
- ❑ Required match is met for requested federal funds (10% for CWPP development/revision; 25% for project implementation) or cost-share waiver requirement is met.
- ❑ Complete application in forestrygrants.org by 11:59 pm, Eastern Time Zone, March 14, 2025.

Documentation Required:

- ❑ Documentation and/or link of at-risk community (required for eligibility).
- ❑ Documentation and/or link showing Wildfire hazard potential (if applicable).
- ❑ Documentation and/or link showing the community is low-income (if applicable).
- ❑ Documentation and/or link showing community has been impacted by a severe disaster within the previous ten years, and a description of how that has increased wildfire risk and/or hazard (if applicable).
- ❑ Link to Community Wildfire Protection Plan (if applying for a project described in a CWPP).