



## New Mexico Association of Counties

613 Old Santa Fe Trail  
Santa Fe, New Mexico 87501  
(505) 983-2101 (505) 983-4396 Fax

To: 2012-2013 Wildfire Risk Reduction Grant Program Applicants  
From: Paul Gutierrez, Executive Director  
New Mexico Association of Counties  
Date: January 16, 2012

New Mexico Association of Counties (NMAC) is pleased to announce the 2012-2013 Wildfire Risk Reduction for Rural Communities Grant Program. Funding for this program is provided by the National Fire Plan through the Department of the Interior/Bureau of Land Management (BLM) in cooperation with NMAC. The program targets at-risk communities by offering seed money to help defray the costs of reducing wildland fire risk to non-federal WUI areas in New Mexico. Funding for this grant program is intended to directly benefit communities that may be impacted by wildland fire initiating from or spreading to BLM public land. Additional information is available on our website at [www.nmcountries.org](http://www.nmcountries.org) under Funding Opportunities/Public Safety/Fire.

The 2012-2013 Wildfire Risk Reduction Grant Program grant cycle will give priority to applicants who request funding for Community Wildfire Protection Plan (CWPP) updates and outreach and education projects that encourage reducing wildfire risk on non-federal lands and can show a direct benefit to BLM lands. Requirements for CWPP updates are included with the program information. A limited number of hazardous fuel reduction projects will also be considered.

The following program documents are attached:

- ❖ Program Information including Grant Requirements
- ❖ Award Terms and Conditions Example
- ❖ Quarterly Report Example
- ❖ Application for Fuel Reduction Treatments (*Microsoft Word or Fill-In Option*)
- ❖ Application for Outreach and Education Projects (*Microsoft Word or Fill-In Option*)
- ❖ Application Community Wildfire Protection Plans (*Microsoft Word or Fill-In Option*)

Please review all materials thoroughly and complete the submission checklist before submitting your application packet. Incomplete applications will not be accepted. All packets must be received by the New Mexico Association of Counties office by 5:00 pm on March 2, 2012. If you have specific inquiries about the New Mexico Association of Counties, Wildfire Risk Reduction Program, Application for Funding, or grant distributions please contact:

Joy Esparsen, Intergovernmental Relations Director  
New Mexico Association of Counties  
(505) 820-8111  
[jesparsen@nmcountries.org](mailto:jesparsen@nmcountries.org)

*The Department of the Interior/Bureau of Land Management and the New Mexico Association of Counties appreciate your interest in protecting our residents, communities, and state from wildland fires.*

**New Mexico Association of Counties  
Wildfire Risk Reduction Program for Rural Communities  
2012-2013 Program Information**

**Background**

The Wildfire Risk Reduction Program for Rural Communities was established in 2005 under the National Fire Plan to assist communities throughout New Mexico in reducing their risk from wildland fire on non-federal lands. The New Mexico Association of Counties (NMAC), a nonprofit community foundation, has partnered with the Bureau of Land Management (BLM) to administer the program and distribute awards.

This grant program is only applicable to the Wildland Urban Interface (WUI). WUI is defined as identified in an approved Community Wildfire Protection Plan (CWPP). A completed and approved CWPP is a pre-requisite for funding through this program. The program targets at-risk communities by offering seed money to help defray the costs of reducing wildland fire risk on non-federal lands in WUI areas throughout New Mexico. Funding for this grant program is intended to directly benefit communities that may be impacted by wildland fire initiating from or spreading to BLM public land.

In 2012-2013 Wildfire Risk Reduction Grant Program will give priority to applicants who request funding for Community Wildfire Protection Plan (CWPP) updates and outreach and education projects that encourage reducing wildfire risk on non-federal lands and can show a direct benefit to BLM lands. Requirements for CWPP updates are included with the program information. A limited number of hazardous fuel reduction projects will also be considered. Applicants may apply for complimentary projects with no more than one per category (1 Fuel Treatment, 1 Education, Prevention and Outreach, 1 CWPP Update). Each project must be submitted on a different application. A Selection Committee comprised of wildland fire experts, federal, state and local government officials will review all project proposals and make funding recommendations. The New Mexico Association of Counties Board of Directors will have final approval of these recommendations.

1. Grants for **Hazardous Fuel Reduction** projects on non-federal lands are available for up to \$50,000/project.
2. Grants for **Wildland Fire Education, Prevention and Outreach Activities** that support implementation of an applicable CWPP are available for up to \$15,000/project.
3. Grants for **CWPP Updates** to address broader WUI definitions or other modifications to previously approved CWPPs in order to address community specific actions, strategies, or treatments are available for up to \$10,000/project. If you are considering updating your CWPP or WUI definition please reference the attached list of requirements.

All project proposals require a minimum 10% cost share. Cost share can be in the form of cash or in-kind contributions. Funded projects must be completed within 12 months of award acceptance.

It is the responsibility of the grantee to assure that if their project is selected for funding through the Wildfire Risk Reduction Program that it complies with applicable local, state, and federal laws. Applicants who receive more than \$500,000 annually from federal sources will be required to submit a copy of their audit to NMAC.

All funds must be expended within 12 months of award acceptance. Funds cannot be used to attempt to influence legislation or the outcome of any public election.

Prescribed burning of any type including, but not limited to, broadcast burns, pile burns, understory burns, etc. is explicitly excluded as an approved practice through this grant program.

## **Eligibility**

Eligible applicants must meet the following minimum requirements:

- ❖ Be a County Government or Municipality, a 501(c)(3) organization in the State of New Mexico, a statutorily recognized political subdivision such as a Soil & Water Conservation District, or a Native American tribe working on behalf of one or more communities at risk of wildfires in the State of New Mexico;
- AND
- ❖ Contribute at least 10% cost share to the project that can include “in-kind” services. In-kind services may be comprised of labor, staff work, or any other non-federal agency participation costs.
- AND
- ❖ Have their local BLM Field Office Fire Management officer review and sign off on the application with a recommendation for funding.

## **Criteria for Selection**

Funding for this grant program is intended to directly benefit communities that may be impacted by wildland fire originating on or spreading to BLM public land. As a result, the following criteria will be considered when your project is evaluated.

Projects must demonstrate that:

- ❖ The area impacted by the project (s) is at risk to fire originating on or spreading to BLM public land.
- ❖ The area impacted by the project is in the wildland urban interface (WUI) as defined by the applicable CWPP for the project.

Special consideration will be given to projects that:

- ❖ Are for Hazardous Fuel Reduction and can demonstrate appropriate mitigation measures for cultural and endangered species impacts
- ❖ Are directly adjacent to BLM public land
- ❖ Include an Education, Prevention, and Outreach activity that compliments a requested Hazardous Fuel Reduction project
- ❖ Provides greater than the minimum 10% cost share
- ❖ Develop National Fire Plan – Community Capacity (ECO Friendly, Landscape Scale Projects)
- ❖ Compliments existing or ongoing projects
- ❖ Utilizes Biomass from Hazardous Fuel Reduction projects
- ❖ Can demonstrate a cost-effective approach to treating hazardous fuels
- ❖ Develops sustainable education projects such as Train-the-Trainer
- ❖ Provides a benefit to multiple communities identified by the New Mexico Communities at Risk Assessment Plan
- ❖ Does not needlessly duplicate similar efforts in the community

## **Timeline**

<b>January 2012</b>	Release of Application for Funding
<b>March 2, 2012</b>	Application deadline at 5:00pm-no late or incomplete applications accepted
<b>April 2012</b>	Selection committee reviews project proposals
<b>June 2012</b>	NMAC Board reviews and approves committee recommendations
<b>Late June 2012</b>	Successful grant recipients are notified
<b>July 1 – June 30</b>	12 Month Grant Timeframe

### **Fundable Projects**

All projects for hazardous fuel reduction and wildfire education, prevention and outreach must be identified in a CWPP. Funding for the 2012-2013 Program is estimated at \$450,000. Applicants may request funding for no more than one project in each of the following categories:

1. **Hazardous Fuel Reduction** - Fuel reduction projects and vegetation treatments remove or modify fuels in the wildland urban interface (WUI) to reduce potential wildfires. The goal is to modify or break up the fuels in such a way that lessens catastrophic fires and their threats to public and firefighter safety and reduces damage to property. Examples include fuel breaks, thinning, pruning, and landscape modifications. Prescribed burning of any type including, but not limited to, broadcast burns, pile burns, understory burns, etc. is explicitly excluded as an approved practice through this grant program. Biomass utilization is encouraged as a beneficial alternative for all Hazardous Fuel Reduction projects and will receive special consideration. Projects must be identified in a CWPP to be eligible for funding and must include a map showing exactly where the project will take place and the footprint of the project.

Please Note: Applicants requesting funding for Hazardous Fuel Reduction projects should thoroughly review the Endangered Species & Cultural/Historic Preservation Requirements included with this documentation and the application. Additional questions should be referred directly to the Grant Program Administrator.

2. **Wildland Fire Education, Prevention, & Outreach Activities** - Homeowners and communities have a responsibility to create "fire safe" conditions in and around structures that will limit the transmission of fire from wildlands to property and property to wildlands. Grants for wildland fire education, prevention and outreach activities should support implementation of an applicable CWPP through the development of educational products, community outreach events, data collection, home evaluations, media and public information events, and training residents. Topics for these activities may include, but are not limited to, structural ignitability, Firewise, defensible space, fire ecology, restoring fire to the environment, homeowner responsibility, etc.
3. **Community Wildfire Protection Plan Updates (CWPP)** - A completed CWPP is required before other activities can be funded through this program. CWPP's are community-based fire planning efforts that have been collaboratively developed and identify prioritized areas for hazardous fuel reduction treatments. CWPP core groups may request funding to address broader WUI definitions or other updates to their previously approved CWPPs in order to address community specific actions, strategies, or treatments. Requests for CWPP updating funds should be considered complimentary funding to Hazardous Fuel Reduction or Education, Prevention, and Outreach projects and may not exceed \$10,000.

### **Endangered Species & Cultural/Historic Preservation Requirements**

All projects that include ground-disturbing activities such as thinning or other forms of fuel reduction require compliance with both endangered species and cultural/historic preservation laws. Photographs of the area where fuel treatment projects are proposed are required to assist with determining clearance requirements. Applicants are encouraged to review the Biological Assessment and U.S. Fish and Wildlife Service Consultation guidance documents provided on the NMAC website under Funding Opportunities/Public Safety/Fire. Applicants are encouraged to incorporate the following "best practices" in the implementation of fuel reduction projects in order to limit requirements for clearance approval:

- a) Do not use off road vehicles during the project.
- b) Do not drag slash into piles; rather hand carry or move with wheeled carts.
- c) Do not use mechanical thinning equipment. Hand-thin with chain-saws.
- d) Use general best management practices to prevent soil erosion.

NMAC will review all Hazardous Fuel Reduction funding requests to determine appropriate compliance requirements. NMAC will then assist successful applicants through the compliance process, which in some sensitive areas may require changing the season, scope or type of work proposed, conducting cultural or species surveys, and/or consulting with state and/or federal agencies.

### **Mapping Requirements**

Applicants for Hazardous Fuel Treatment funding must include a United States Geological Survey (USGS) 7.5-minute topographical map of the project footprint. Information regarding these maps can be obtained through the USGS website at <http://topomaps.usgs.gov/>. These maps will be required for cultural and endangered species review of all Hazardous Fuel Treatment project applications. Fuel Treatment applications are also required to provide photographs of project area vegetation.

### **Payment Information**

Grant awards will primarily be disbursed through quarterly reimbursement installments throughout the course of the 12-month grant period (i.e. personnel costs). Projects that require funds for a one-time task (i.e. equipment purchase) may be approved for a one time distribution.

### **Grant Reporting**

All grant recipients will be required to submit quarterly progress reports to the New Mexico Association of Counties. A template has been provided with the program release and reports will include examples of news articles/press releases about your project, copies of any educational products developed, as well as photographs of your project's progress if applicable. Before and after photographs will be required for fuel treatment projects. If selected to receive a grant, organizations will be notified about quarterly progress report deadlines.

### **Letters of Commitment**

Letters from committed partners must identify roles, responsibilities, and cost sharing arrangement for the specified project. Form letters will not be considered. Each letter must be submitted on the committed partners letterhead and include a current date. General letters of support should not be included.

**\*\*A letter from the local BLM Fire Management Officer (FMO) or District Fuels Specialist from your area BLM office is required and contact needs to be made at least 30-45 days PRIOR to the deadline. This will give the staff enough time to do a site visit and help with any adjustments.\***

### **Application Submission:**

Applicants should submit one complete copy of the application including maps and letters of specific commitment - **NO LATER THAN 5PM, MARCH 2, 2012**. Submit to the New Mexico Association of Counties, Attn: Wildfire Risk Reduction Program, 613 Old Santa Fe Trail, Santa Fe, NM 87505. Applications may also be submitted electronically to Nita Taylor at [ntaylor@nmcounties.org](mailto:ntaylor@nmcounties.org). No late or incomplete applications will be accepted or considered for funding.

**If you have questions or need additional assistance, please contact Joy Esparsen, at (505) 820-8111 or via email at [jesparsen@nmcounties.org](mailto:jesparsen@nmcounties.org).**

**NEW MEXICO ASSOCIATION OF COUNTIES  
WILDFIRE RISK REDUCTION GRANT PROGRAM**

**Terms & Conditions**

**NMAC AUTHORITY**

This is a sub grant of federal financial assistance from the New Mexico Association of Counties, (hereinafter referred to as "the Grantor") agrees to grant the entity named above (hereinafter referred to as "the Grantee") funds in the amount specified on the Grant Acknowledgement Form, to support the Wildfire Risk Reduction Grant Program activated under this Grant Award. The Grantee agrees to abide by the Grant Award terms and conditions as set forth in this document.

The Wildfire Risk Reduction Program Administrator shall be responsible for oversight of the program, monitoring the performance of all grant recipient activities described in the application and distribution of grant funds. All correspondence should be directed to:

Joy Esparsen, Intergovernmental Relations Director  
613 Old Santa Fe Trail  
Santa Fe, NM 87501  
(505) 820-8111  
[jesparsen@nmcounties.org](mailto:jesparsen@nmcounties.org)

**FUNDING AUTHORITY**

Funding for the Wildfire Risk Reduction Grant Program is provided to the New Mexico Association of Counties through the following:

CFDA #15.228  
National Fire Plan: Wildland Urban Interface Community Fire Assistance  
Grant Number: GDA 040021  
Grant Period: October 2009 – September 2014  
Questioned Costs: None  
Federal Agency: Department of Interior, Bureau of Land Management

**AMOUNT AWARDED**

This Grant Agreement is for the administration and completion of the approved Wildfire Risk Reduction grant award for fiscal year 2012-2013. Grant Agreement funds may not be used for other purposes. If costs exceed the maximum amount of funding approved, the Grantee shall pay the costs in excess of the approved budget.

**COST SHARE**

The cost-share requirement for this award is a minimum of 10% in-kind. Please reflect this information on your quarterly reports. If you need assistance in determining your in-kind contributions please contact the Wildfire Risk Reduction Program Administrator.

**PROJECT DESCRIPTION**

The Grantee shall perform the work described in the application package and made a part of the grant agreement articles.

## DISBURSEMENT OF FUNDS

Funds will be distributed on a quarterly reimbursement basis unless prior approval has been received from the Grantor to release additional funds. Reporting requirements must be met before funds will be released. Final payment will be made upon completion of project. Please submit your receipts to the Wildfire Risk Reduction Program Administrator following the reporting and reimbursement chart below.

## REPORTING REQUIREMENTS

The Grantee shall submit quarterly status reports during the performance period. A copy of the required document is provided with this award package. There are no penalties for early completion of project.

Reporting Period	Report Due Date	Release Date of Payments	*Completion Percentage
Jul. 1 <sup>st</sup> – Sept. 30 <sup>th</sup> , 2012	October 1 <sup>st</sup> , 2012	Sept. 5 <sup>th</sup> for Q1 Payment	25%
Oct. 1 <sup>st</sup> – Dec. 31 <sup>st</sup> , 2012	January 1 <sup>st</sup> , 2013	Dec. 5 <sup>th</sup> for Q2 Payment	50%
Jan. 1 <sup>st</sup> – Mar. 31 <sup>st</sup> , 2013	April 1 <sup>st</sup> , 2013	Mar. 5 <sup>th</sup> for Q3 Payment	75%
Apr. 1 <sup>st</sup> – Jun. 29 <sup>th</sup> , 2013	June 30 <sup>th</sup> , 2013	Final Payments by Jun. 30 <sup>th</sup>	100%

\*Completion percentage is an estimate. We understand that some projects may not follow these percentages during the 1<sup>st</sup> and 2<sup>nd</sup> quarter. Please notify NMAC immediately if you are not on schedule after the 2<sup>nd</sup> quarter.

## PERIOD OF PERFORMANCE

The performance period for the Grantee shall not exceed a maximum of 12 months. All costs must be incurred during the period of performance unless pre-award costs are approved. Unless an extension agreement is reached with NMAC, failure to meet project objectives within 12 month performance period will be considered a default in agreement and repayment of grant funds will be required.

## AUDIT REQUIREMENTS

All grantees expending \$500,000 or more in federal awards during a fiscal year are required to submit a copy of their financial audit to NMAC.

In order to comply with the federal requirements that regulate the funding provided for the Wildfire Risk Reduction Grant Program, NMAC is required to ensure that grant recipient audits meet the requirements of OMB Circular A-133 and that the required audits are completed within 9 months of the end of the grantees audit period. In the event of audit findings, NMAC will issue a management decision within 6 months after receipt of the grantees audit report. NMAC must ensure that the grantee takes timely and appropriate corrective action on all audit findings. In cases of continued inability or unwillingness of a grantee to have the required audits, NMAC will take appropriate action using sanctions. Grantees agree to permit NMAC and auditors access to the records and financial statements as necessary for NMAC to comply with these requirements.

## REVISIONS

The Grantee shall notify the Grantor within 30 days of any changes in the primary contact or financial representative for their project.

## COMPLIANCE ISSUES

It is the responsibility of the Grantee to assure that their project complies with all applicable local, state, and federal laws. The Grantee also agrees to comply with all applicable laws and regulations governing standard grant management practices.

## TERMINATION

The Grantee may terminate the grant award agreement by giving written notice to the NMAC within ten (10) business days of receipt of this agreement.

## MEDIA

NMAC requires as a term and condition of the grant that the Grantee provides recognition and acknowledgement of the Association's award and contribution in all activities, publications, and materials associated with this funding. All media communications pertaining to your project or program should clearly indicate the support of the New Mexico Association of Counties and the National Fire Plan funding through the Bureau of Land Management.

The following is a suggested communications plan outline for your project's grant award:

### Press Releases

- a. Send out a press release announcing the grant award to your organization.
- b. Send out press releases preceding and following your program's events.
- c. Invite local media, donors, and elected officials and provide photo opportunities when appropriate.
- d. You may utilize the Press Release attached

### In-House Publications

- a. Feature the grant award in any newsletters, donor update letters, or notifications your organization has with its constituents.

### Inform your government representatives

- a. Letters from community organization help legislators understand the importance of investing public funds in the Wildfire Risk Reduction Program.
- b. You may utilize the Sample Letter attached for your local, state and federal officials

### Photos

- a. This is a requirement of all projects.
- b. For treatments, please submit before and after images
- c. For planning and CWPPs, please submit images of collaborative processes, meetings, etc.

### Logos

- a. Public events and /or materials are expected to have an official NMAC logo clearly visible.
- b. Include the NMAC logo and URL link on your website.
- c. Please contact Joy Esparsen to obtain an electronic copy of the NMAC logo.

*Acceptance of this award including the Terms and Conditions is acknowledged by the grantee upon signature of the governing body (i.e. County Commission, City Council, Board of Directors, Tribal Council) and return of the attached grant acknowledgement form to NMAC by August 15, 2012.*

## **New Mexico State Forestry Requests the Following Be Included in a CWPP or CWPP Update**

### Engage Interested Parties and Form a Core Team

Contact all land management agencies within the borders of the proposed CWPP area, neighborhood associations, businesses, watershed groups, conservation groups, environmental groups and interested landowners by telephone or mail to explain the proposal to develop the CWPP and request their participation.

Form a Core Team of Interested Parties to collaborate on developing the CWPP. The Core Team shall be identified in the Final CWPP and assist with the Tasks below.

Create a directory of Interested Parties and Core Team members and include the following information: names, addresses, telephone numbers and e-mail addresses. Document when and where all meetings are held and who attends the meetings. Retain all written comments from Interested Parties and Core Team members and provide the above written information to the Division.

### Establish a Community Base Map

Work with Core Team in the development of a Community Base Map.

The Map should document the boundary of the CWPP and include land ownership boundaries, community wildland urban interface areas at risk, forested areas that contain critical human infrastructure, and forest areas at risk for large-scale fire disturbance.

Provide an electronic copy of the Map to EMNRD, the Division.

### Develop a Community Risk Assessment:

Develop a written Community Risk Assessment for the communities within the county using Wildland/Urban Interface Fire Hazard Assessment Methodology that can be found at [www.nmforestry.com](http://www.nmforestry.com) or a similar at-risk assessment process the Division approves. The assessment shall rate communities as high, medium, low or no risk and shall, at a minimum, include fuel hazards, risk of wildfire occurrence, homes, businesses, and essential infrastructure at risk, other community values at risk and the local preparedness and firefighting capability. The Community Risk Assessment will be used to identify issues and problem areas to be addressed in the Initial CWPP Outline and the Draft Interim CWPP. The Community Risk Assessment will be provided to the Division and be included in the Final CWPP.

### Develop an Initial CWPP Outline

The CWPP Core Team will use the Community Risk Assessment to identify issues and problem areas to be addressed in the Initial CWPP Outline. The Initial CWPP Outline will address the following:

- Potential for reducing fire danger and increasing community protection by using mechanical and prescribed fire hazardous fuels treatments to reduce fire danger and improve community safety.
- Proposed prescriptions for hazardous fuels treatments differentiated by ownership types including private home and business owners with less than 10 acres, state and private landowners with more than 10 acres and federal public lands affecting the Wildland/Urban Interface.
- Whether to include International Urban-Wildland Interface Code (ICC) within the CWPP to assist in the reduction of structural ignitability.
- If applicable, explanatory text, proposed solutions and base map overlays that identify the location for each issue and problem area in the Initial CWPP Outline.

### Establish Community Priorities and Recommendations

Use the Initial Draft CWPP, including the Community Base Map and the Community Risk Assessment to facilitate a collaborative community discussion that leads to the identification of local priorities for fuel treatments, provides recommendations for the reduction of structural ignitability, and provides recommendations for improving fire response capabilities. Incorporate the local priorities and recommendation into the Interim Draft CWPP. Hold at least two meetings to obtain comments on priorities and recommendations from the public and retain all written comments from the community and provide to the Division.

### Develop an Interim Draft CWPP with an Action Plan

Develop an Interim Draft CWPP based on the Community Risk Assessment and the Initial CWPP Outline, incorporating community priorities and recommendations into an Action Plan section describing project types and locations, timelines and monitoring that will reduce the risk of wildland fires near populated areas or community watersheds, reduce fuel hazards, prevent fires and improve public safety response. The Final Draft CWPP will clearly indicate whether priority projects serve to protect the community and its essential infrastructure or are geared toward reducing risks to the other community values.

### Complete the Final CWPP

Work with Core Team to incorporate or address comments on the Interim Draft CWPP into the Final CWPP. Obtain approval signatures from the following entities:

A list of the required signatures are included in the agreement. They include land management agencies within the defined area and required CWPP signatures. The core team may include any additional signatures they feel are warranted.

- Municipal or County Official (Commissioner, Manager, Mayor, etc.)
- Fire Chief(s) or Fire Marshal
- EMNRD, Forestry Division, Applicable District Forester

If applicable:

- National Forest
- BLM
- BIA
- National Parks
- State Parks
- Municipal Officials
- Water Conservation District Chair

If an entity is unable to sign the final plan, edit the plan to recognize its non-approval and remove its responsibilities from the Final CWPP. Provide the Division with:

- Two hard copies of the Final CWPP including all signatures
- An electronic version of the Final CWPP compatible with Microsoft word processing software
- Shape files of all maps used in the Final CWPP
- A list of CWPP communities and their risk ratings

Provide an electronic version compatible with Microsoft word processing software of completed plan to CWPP Core Team members and Interested Parties.

### CWPP Update Requirements:

- Changes must be incorporated into the original document, they cannot simply be an addendum.
- Updated mapping including vegetation.
- Any changes to community ranking should be listed as well as an explanation.

- Should demonstrate public involvement through two to four community meetings.
- Should identify FireWise Communities.
- Provide narrative on fire history, population changes
- Must have new signatures.
- Should identify projects completed.
- Should include a new 5-year priority list.

**Quarterly Reporting  
Wildfire Risk Reduction Program for Rural Communities  
2012-2013 Program**

**Name: X Quarter Report – Entity Name – 2012-2013 (Type of Grant – i.e. Fuel, Education, CWPP)**

GRANT CATEGORY (A separate form must be completed for each type of grant)	ANTICIPATED RESULTS OVER COURSE OF 12 MONTHS	QUARTERLY ACCOMPLISHMENTS				TOTAL ACTUAL ACCOMPLISHMENTS
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	
<b>Community Wildfire Protection Plan Grants (CWPP)</b> This row should be completed for CWPP grants - <i>If you were awarded a grant to develop a CWPP, please report information on your current progress including public meeting dates and attendees/partners, status of project, media coverage, contracts developed, drafts and final copies of CWPP, etc.</i>						
<b>Fuel Reduction Grants</b> This row should be completed for fuel reduction grants - <i>If you are completing a fuel treatment project, please report information on treatment progress, community meetings, partners, before and after photographs, media coverage, status of project, contracts developed, etc.</i>						
<b>Education and Outreach Grants</b> This row should be completed for education and outreach grants - <i>If you are completing an education and outreach grant, please report on any outreach activities, training or public meetings. Each activity, training or public meeting should be considered a different event. Please include details on the type of event, dates, collaborative partners, the number of attendees, and number of printed material distributed or developed.</i>						

**Quarterly Reporting  
Wildfire Risk Reduction Program for Rural Communities  
2012-2013 Program**

**PERIOD OF PERFORMANCE**

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**AMOUNT AWARDED**

This Grant Agreement is for the administration and completion of the approved Wildfire Risk Reduction grant award for fiscal year 2011-2012. Grant Agreement funds may not be used for other purposes. If costs exceed the maximum amount of funding approved, the Grantee shall pay the costs in excess of the approved budget.

**COST SHARE**

The cost-share requirement for this award is a minimum of 10% in-kind. Please reflect this information on your quarterly reports. If you need assistance in determining your in-kind contributions please contact the Wildfire Risk Reduction Program Administrator.

**DISBURSEMENT OF FUNDS**

Funds will be distributed on a quarterly reimbursement basis unless prior approval has been received from the Grantor to release additional funds. *Reporting requirements must be met before funds will be released. Final payment will be made upon completion of project.* Please submit your receipts and invoices to the Wildfire Risk Reduction Program Administrator following the reporting and reimbursement chart below.

**REPORTING REQUIREMENTS**

The Grantee shall submit quarterly status reports during the performance period. A copy of the required document is provided with this award package. There are no penalties for early completion of project.

Reporting Period	Report Due Date	*Completion Percentage
July 1 <sup>st</sup> - Sept. 30 <sup>th</sup> , 2012	October 1 <sup>st</sup> , 2012	25%
Oct. 1 <sup>st</sup> – Dec. 31 <sup>st</sup> , 2012	January 1 <sup>st</sup> , 2013	50%
Jan. 1 <sup>st</sup> – Mar. 31 <sup>st</sup> , 2013	April 1 <sup>st</sup> , 2013	75%
Apr. 1 <sup>st</sup> – Jun. 29 <sup>th</sup> , 2013	June 30 <sup>th</sup> , 2013	100%

*\*Completion percentage is an estimate. We understand that some projects may not follow these percentages during the 1<sup>st</sup> and 2<sup>nd</sup> quarter. Please notify NMAC immediately if you are not on schedule after the 2<sup>nd</sup> quarter.*

**Quarterly Reporting**  
**Wildfire Risk Reduction Program for Rural Communities**  
**2012-2013 Program**

**REVISIONS**

The Grantee shall notify the Grantor within 30 days of any changes in the primary contact or financial representative for their project.

**MEDIA**

As stated in the program overview, “NMAC requires as a term and condition of the grant that the Grantee provides recognition and acknowledgement of the Association’s award and contribution in all activities, publications, and materials associated with this funding. All media communications pertaining to your project or program should clearly indicate the support of the New Mexico Association of Counties and the National Fire Plan funding through the Bureau of Land Management.”

Please know that your efforts to reduce wildfire in New Mexico are important and worthy of media attention. NMAC has chosen to support your work based on specific criteria and through a competitive grant competition. Good publicity and media coverage will help to ensure the success of this funded project, your organization and NMAC. The following is a suggested communications plan outline for your project’s grant award:

**Press Releases**

- a. Send out a press release announcing the grant award to your organization.
- b. Send out press releases preceding and following your program’s events.
- c. Invite local media, donors, and elected officials and provide photo opportunities when appropriate.
- d. You may utilize the Press Release attached

**In-House Publications**

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**Inform your government representatives**

- a. Letters from community organization help legislators understand the importance of investing public funds in the Wildfire Risk Reduction Program.
- b. You may utilize the Sample Letter attached for your local, state and federal officials

**Quarterly Reporting  
Wildfire Risk Reduction Program for Rural Communities  
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**Photos**

- a. This is a requirement of all projects.
- b. For treatments, please submit before and after images
- c. For planning and CWPPs, please submit images of collaborative processes, meetings, etc.

**Logos**

- a. Public events and /or materials are expected to have an official NMAC logo clearly visible.
- b. Include the NMAC logo and URL link on your website.
- c. Please contact Joy Esparsen to obtain an electronic copy of the NMAC logo.

**COMPLIANCE ISSUES**

It is the responsibility of the Grantee to assure that their project complies with all applicable local, state, and federal laws. The Grantee also agrees to comply with all applicable laws and regulations governing standard grant management practices.

**If you have questions or need additional assistance, please contact Joy Esparsen, at (505) 820-8111 or via email at [jesparsen@nmcountries.org](mailto:jesparsen@nmcountries.org).**