

**Release date**: March 1, 2024

**Submission:**  **Submittable** at https://grants.dnrc.mt.gov

**Submission Deadline**: April 1, 2024

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Community wildfire Resilience Specialist

**Using Submittable:**

1. Go to <https://grants.dnrc.mt.gov/submit>
2. Under “Forestry Division – Grants” select “Local Government Forestry Assistance Grants”
3. Read through the information provided.
4. At the bottom of the screen select “Create an Account” or “Sign In” (if you already have a Submittable account.)
5. Copy and paste the answers from this worksheet into the Submittable application.
6. Submittable automatically saves a draft of your work.
7. When your application is complete, select “Submit” at the bottom of the application.

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| Montana Department of Natural Resources and Conservation  Fire Protection Bureau |
| Community Wildfire Protection Plan Grant |
| Announcement and Request for Proposals |

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| **Introduction & intent** | | | | | |
| The Montana Department of Natural Resources & Conservation has funding available to help Montana’s counties update and modernize their Community Wildfire Protection Plans (CWPP). This funding is available to counties with:   1. An outdated (>5 years old) CWPP, 2. High wildfire risk, as determined by the [Montana Wildfire Risk Assessment](https://mwra-mtdnrc.hub.arcgis.com/), and 3. A commitment to a collaborative update process.   The DNRC recommends that interested counties refer to the DNRC’s “[Community Wildfire Protection Plan Guidebook](https://dnrc.mt.gov/Forestry/Community-Local-Government/MT_CWPP_Guideline_FINAL1.pdf)” as they prepare their proposal for submission. This document provides recommendations and insights to the CWPP update process and was written as a companion piece to this request for proposals.  If you have any questions about the RFP or the grant funds available, please contact [sarah.kleinhanzl@mt.gov](mailto:julia.berkey@mt.gov). | | | | | |
| **Eligible Applicants & Activities** | | | | | |
| This funding is available for counties to undergo a collaborative process to produce a modern, updated CWPP. Eligible activities towards this end include, but are not limited to, hiring a contractor, travel costs associated with community engagement visits, meeting supplies, education & outreach materials, and necessary technology products. No equipment can be purchased with grant funds.  Only counties in Montana are eligible to receive this funding for county-wide CWPP updates. The county may partner with a significant or involved collaborator to prepare the application material and serve as an additional point of contact. The county, however, must ultimately serve as the recipient if awarded grant funding. | | | | | |
| **Award & funding guidelines** | | | | | |
| Grant funding from the State of Montana Fire Suppression Fund is made available through the Montana Department of Natural Resources and Conservation Forestry Division (DNRC) as authorized by HB 883 passed in the 2023 Legislature. Grant funds will be distributed on a reimbursement basis.The DNRC does not require a match for this grant funding, but applicants who are able to demonstrate leveraged funding sources (federal or non-federal) that will contribute to CWPP updates will be given priority. This includes in-kind contributions of time and effort, as well as goods or services.  The DNRC anticipates awarding up to $60,000 – $100,000 per project for 3-5projects. Award amounts may vary due to funding availability and the number and quality of applications received. The DNRC reserves the right to offer a different grant amount than proposed by applicants. The DNRC will provide payments of awarded funds on a reimbursement basis.  All grants from this program shall be considered final awards to the project(s) selected. If project costs increase beyond what was projected at the time of application, the grantee is responsible for finding additional funding from sources outside this program. Grantees will be required to submit the final work product (written documents and spatial data) produced by this funding assistance as the final report to the DNRC.  DNRC continues to seek funding sources for CWPP updates. If additional funding is secured, unselected responses to this request for proposals may be considered at a future date. Any offer of funding is dependent on the applicant’s ability to meet the terms and conditions of the funding source be it state or federal. | | | | | |
| **Proposal review** | | | | | |
| Proposals will be reviewed and prioritized collaboratively by a panel which will include, but is not limited to, representatives from the Montana Department of Natural Resources and Conservation. DNRC reserves the right to request further information from any applicant as needed. The panel members will independently evaluate responses. Panel members will jointly discuss their evaluations and a consensus will be reached as to which project(s) may receive funding. | | | | | |
| **Funding Notification & Grant Disbursement** | | | | | |
| Applicants will receive a notification of the status of the proposal immediately following completion of the review process or subsequent change in status. Following a notification of award funding, the DNRC will work with the awardee to complete the grant agreement process as soon as possible. Applicants must consult with the DNRC before incurring any grant-related expenses, as pre-award costs are not allowed.  The grant agreement is a critical step in the award process and a signed grant agreement is a required provision. Successful applicants must provide a current Unique Entity Identifier number. The State of Montana requires prospective grantees to meet specific insurance requirements and provide documentation of insurance before agreement execution.  In accordance with Montana Code Annotated section 49-3-207, the grantee agrees that the hiring of persons to perform work on the project will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing work on the project. | | | | | |
| **1. County Contact** | | | | | |
| County name: |  | | | | |
| 1.1 Contact person: |  | | | | |
| 1.2 Address: |  | | | | |
| 1.3 Phone: |  | | | | |
| 1.4 Email: |  | | | | |
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| 1.5 Would you like to list an additional contact or involved partner? Yes /No | | | | | |
| 1.6 organization: |  | | | | |
| 1.7 Contact person: |  | | | | |
| 1.8 Address: |  | | | | |
| 1.9 Phone: |  | | | | |
| 1.10 Email: |  | | | | |
| **2.** **Background Information** | | | | | |
| When was your CWPP written, and when did it last undergo a comprehensive, collaborative update? This means an update in which a broad range of stakeholders were involved, and significant changes were made to the contents of the CWPP, beyond minor edits and tweaks.  £ Ten or more years ago  £ Less than ten years ago, but more than 5 years ago  £ 5 or less years ago  £ The original CWPP has never been updated. | | | | | |
| **3. Identify Signatories & Planned Core Team** | | | | | |
| Provide the names of those you plan to have sign off on the CWPP and/or sit on the CWPP update core team. Although this may evolve over the CWPP update process, identifying and engaging these individuals early is crucial. We do not require that all lines be filled out, but this application should at least identify the bulk of the required signatories.  Please note that an updated CWPP will require signatures from the applicable local government officials (in most cases, county commissioners), the local fire departments, and the state entity responsible for forest management (i.e., local DNRC fire personnel). A county should only pursue this funding if they have the support of these required signatories. | | | | | |
| 3.1 Contacts | | Name | | Affiliation | |
| County & local government  Should, at minimum, include the 3 county commissioners and a representative from the county Office of Emergency Management. | |  | |  | |
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| Local fire departments  Should, at minimum, include representatives from at least 3 different fire departments. Final CWPP will require signatories from all relevant fire departments. | |  | |  | |
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| State agencies  Should, at minimum, include a representative from the local DNRC unit office. | |  | |  | |
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| Federal agencies  If relevant, include representatives from relevant Forest Service Ranger Districts & BLM units. Please indicate if not applicable. | |  | |  | |
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| Additional space, if necessary: | | | | | |
| Name | | | Affiliation | | |
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| **4. Overview**  **Funding for this project is contingent on a robust approach to collaborative engagement.** | | | | | |
| * 1. Please describe your outreach plan, including advertising, public meetings, and surveys, to target this type of collaboration and engagement from the broader public (150-word limit). | | | | | |
| * 1. What barriers exist to engaging non-traditional stakeholders (i.e., lower income individuals, underrepresented communities, rural communities) in the CWPP update process within your county? How will you address these barriers to ensure that they are recruited to & involved in the collaborative process? (250-word limit) | | | | | |
| * 1. Beyond your core team, what other stakeholders do you plan to engage in this process (i.e., Dept. of Transportation, Fish, Wildlife, & Parks)? What value do they add to the process? (200-word limit) | | | | | |
| **This funding is intended for counties committed to creating fire adapted communities, and therefore should include prioritization of activities beyond just fuel reduction.** | | | | | |
| * 1. What other goals and activities do you intend to include in your action plan to foster fire adapted communities? (200-word limit) | | | | | |
| **Counties must commit to creating a feasible monitoring & evaluation plan to receive this funding.** | | | | | |
| * 1. How do you plan to monitor and evaluate effective implementation of the updated CWPP action plan within a 5-year timeline? (200-word limit) | | | | | |
| **Project timeline.** | | | | | |
| * 1. Please provide an estimated timeline for the CWPP update. This should include beginning & end dates, milestones, and quarterly targets as well as continuous community involvement. (150-word limit) | | | | | |
| **5. Budget.** | | | | | |
| Please provide a budget for your county’s CWPP update. Counties may request up to $100,000 in funding; however, we do not anticipate that each county will require the full $100,000 for their CWPP update process. Typically, hiring a qualified contractor requires at least $60,000 in funding. When developing your application, make sure that your budget reflects the size and complexity of your county.  Note that the bulk of the funding requested should go towards hiring a qualified contractor to assist with the CWPP update process. These individuals or organizations can assist counties with data analysis & interpretation, stakeholder engagement, meeting planning and facilitation, writing, and public promotion. The DNRC recommends reaching out to qualified contractors while developing this budget to determine reasonable rates for the services requested – see Appendix D of the Montana DNRC’s [CWPP Update Guidebook](https://dnrc.mt.gov/Forestry/Community-Local-Government/MT_CWPP_Guideline_FINAL1.pdf), or follow [this link to see the list of qualified contractors directly.](https://drive.google.com/drive/folders/1DJMD9edrOufI2M8wroVzYmr2HrKfoHKw?usp=drive_link) | | | | | |
| 5.1 Project funding summary: | | | | | Funds Requested |
| **Personnel salaries/wages/benefits**  *Example: For John Doe, current county OEM director, to manage project for county. Hourly wage x # hours/week for # months.* | | | | |  |
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| **Operating Expenses -Travel**  *Example:**Travel costs for county officials to attend community meetings (lodging, per diem).* | | | | |  |
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| **Operating Expenses – Supplies**  *Example:**Zoom small business plan for holding virtual meetings.* | | | | |  |
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| **Operating Expenses - Other** | | | | |  |
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| **Contractual**  *Example: Facilitation services for assistance with public meetings, outreach, and final plan writing.* | | | | |  |
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| **Indirect costs** | | | | |  |
| *Indirect costs at XX% of direct costs.*  *Please indicate if this is a NICRA.* | | | | |  |
| **Total Grant Amount** | | | | |  |
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| Anticipated leveraged funding by grantee & collaborators (no match required) | | | | | |
| *Examples: County commissioner time at community meetings.*  *Vehicle & mileage.* | | | | |  |
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| **5.2 Total Project Funding (Grant + Leverage)** | | | | |  |