**Attachment A. Wildland Fire Resilient Landscapes (WFRL) Annual Report Template**

**Fiscal Year (FY) 2017**

Providing feedback from the WFRL Collabortives (Collaboratives) through the WFRL Annual Report to the Department of the Interior offices and bureaus, the Office of Management and Budget, and interested stakeholders is an important aspect of the program, allowing all interested parties to share in the lessons learned from these important landscape-scale projects. This attachment provides guidance and a template to the Collaboratives for summarizing FY 2017 accomplishments. This information will be used to develop theFY 2017 USFS-DOI WFRL Annual Report that will review, document and assess the Collaboratives’ successes. The information in the Annual Report will also serve as benchmarks for comparison to prior year work.

For the purpose of this report the following descriptions apply:

**Activities**

Activities include the planning, administration, project preparation, monitoring, community assistance, meetings, and site visits that contribute to implementing treatments.

**Collaborative Project Area**

The area as identified by the Collaborative partners that contains a collection of treatments and activities intended to create resilient landscapes, mitigate wildfire risk, enhance values, and reduce financial consequences to DOI lands, Tribal lands, and communities.

**Treatments**

Treatments are the actual manipulation or removal of vegetation (fuels) to reduce the likelihood of ignition and/or to lessen potential damage and resistance to control. Four methods of treatments are recorded under the categories of prescribed fire, mechanical, chemical, or biological agents. Other methods are allowed when these methods are supported by research.

**Collaborative Highlights**

An account of achievement for the WFRL Collaborative, which should include many of the following items:

* Can be various forms of media such as digital photos (e.g., before/during/after accomplishments, and videos)
* Press releases and articles from press
* Success stories
* Web pages or web links
* Tweets (number of tweets and followers)
* Infographics and/or Story boards

This category is broad in scope, but there is a desire to see/review these items by the Resource Team. Please include all relevant information in an appendix.

**Instructions for FY 2017 WFRL Annual Report Submission**

1. **Narrative**

This section should provide a succinct overview describing the Collabortives progress towards reaching its goals. If a brief overview doesn’t cover all aspects of this year’s activities, please provide detailed information in an appendix. There are no limits on the amount of information included in the appendix.

The overview narrative should include:

A description that tells the reader about status of the Collaborative in meeting its goals, including: wildfire resiliency (e.g. how did treatments, wildfires, or other disturbances positively or negatively affect the goals of the collaborative); how WFRL funding expedited the implementation and timeline of the Collaborative; and whether there were any barriers to the Collaborative, and if so, how did they affect progress?

A description that tells the reader how the Collaborative is working with its partners (i.e., are there more interested parties who want to join, are reluctant partners more engaged, are there trust issues or promises being broken because funding delays or delays with contracting, etc.)

 A summary of Collaborative Highlights (see definition).

1. **FY 2017 Geospatial Boundaries (insert summary table format to not overlook the geodatabase)**

Report all FY 2017 treatments, including all treatments occurring within the Collaborative area, regardless of funding source. In addition, include wildfires (i.e., unplanned ignitions) that affected the Collaborative area. Identify total wildfire acres and acres that achieved natural resource objectives, regardless of management strategy or ignition source. In addition, identify wildfire acres where Emergency Stabilization and/or Burned Area Rehabilitation funding was requested in either FY 2017 or FY 2018. Use the geodatabase template provided in Attachment B[[1]](#footnote-1).

The following fields are in the FY 2017 accomplished treatment and for the FY 2018 proposed treatments attribute tables in the geodatabase template:

|  |  |
| --- | --- |
| Field | For Each Treatment |
| Collaborative | Drop-down list |
| Agency | Drop-down list |
| Field Office Name | Fill in by collaborative |
| MapMethod | Drop-down list |
| DateCurrent | Date data was filled out |
| TreatmentID | NFPORS ActivityTreatmentID or other database such as FACTS, CALMapper, etc. |
| TreatmentIdentifierDatabase | NFPORS, FACTS, etc. |
| TreatmentName | Fill in by collaborative |
| TreatmentCategory | Drop-down list |
| TreatmentType | Drop-down list |
| ActualInitiationDate | Date treatment was initiated |
| ActualCompletionDate | Date treatment was completed |
| TreatmentAcres | Number of acres accomplished |
| TreatmentStatus | Drop-down list |
| TreatmentTargetVegetation | Fill in by collaborative |
| PrimaryDesiredVegetationCategory | Fill in by collaborative |
| TreatmentObjective | Fill in by collaborative |

The following fields are in the FY 2017 wildfire attribute table in the geodatabase template:

|  |  |
| --- | --- |
| Field | For Each Wildfire |
| Collaborative | Drop-down list |
| IRWIN\_ID | If it exists, copy and paste from IRWIN |
| FireCode | If it exists, copy and paste from FireCode |
| LocalIncidentIdentifier | Fill in |
| FireYear | Year fire occurred |
| MapMethod | Drop-down list |
| StartDate | Date fire started |
| IncidentName | Name of the fire |
| FeatureCategory | Drop-down list |
| PerimeterDateTime | Fill in |
| GISAcres | Total GIS acres of polygon |
| ResourceAcres | Resource benefit acres |
| ESRAcres | Emergency Stabilization and Rehabilitation Acres |
| Comments | Fill in |

**Treatments polygons Geospatial Collaborative Data**

Provide an updated list of FY 2017 treatment polygons using the geodatabase template provided in Attachment B1.  Include all treatments occurring within the collaborative, regardless of funding source. If a Collaborative has various project or focus areas within the Collaborative boundary, please include those polygons in the template.

1. **FY 2017 Other Activities Table**

In Table 1, list all activities other than vegetation treatments and monitoring (e.g., training, planning, technical assistance, etc.). Add rows as needed*.*

|  |  |
| --- | --- |
| **Table 1: FY 2017 Other Activities** |  |
| **Other****Activity** | **Unit of Measure** | **Total Units Completed** | **Total Activity Cost, if Known ($)** | **Comments** |
| *e.g., Training* | *Hours received* | *5 hours for 10 people = 50 hours received*  | *500* |  |

1. **Monitoring and Adaptive Management Activities**

Describe the FY 2017 monitoring and adaptive management processes that have occurred (e.g., monitoring plots, photo points, and baseline inventory) and describe how results have changed the Collaboratives strategies or tactics.

1. **Expenditures and Obligations**
2. **WFRL Funds**

For Table 2, OWF has provided a summary report of WFRL funds status (see Attachment C, WFRL Obligation Information FY 2015-2017 by project 08.31.2017). Each Collaborative is expected to validate and correct information. A Collaborative may encounter the following situations regarding obligations and paid status:

* funds have been paid;
* funds have been obligated and unpaid; or
* funds remain unobligated.

Explain why WFRL funds remain unobligated in FY 2017 and how the funds are planned for use in FY 2018. In addition, this information should be consistent with the respective bureaus national office quarterly spending report (see Wildland Fire Management Memorandum 2017-4[[2]](#footnote-2) “Wildland Fire Management Program Carryover Funding Balances”).

|  |
| --- |
| **Table 2: WFRL Funds Status** |
| **Fund Source – WFRL Funds** | **Funds Allocated to Collaborative Area ($)** | **Fund Status** |
| **Spent** | **Unspent** |
| **Obligated and paid in FY 20171** | **Obligated and unpaid in FY 20172** |  **Not obligated and unpaid in FY 20173** |
| **BIA** |  |  |  |  |
| **BLM** |  |  |  |  |
| **BOR** |  |  |  |  |
| **FWS** |  |  |  |  |
| **NPS** |  |  |  |  |

150 CFR 80.91 defines an obligation of funds as “a legal liability to disburse funds immediately or at a later date as a result of a series of actions.” Here, we would like to know how much WFRL funding you have obligated and paid.

250 CFR 80.91 defines an obligation of funds as “a legal liability to disburse funds immediately or at a later date as a result of a series of actions.” Here, we would like to know how much WFRL funding you have obligated but have unpaid.

350 CFR 80.91 defines an obligation of funds as “a legal liability to disburse funds immediately or at a later date as a result of a series of actions.” Here, we would like to know how much WFRL funding you have not yet obligated and have unpaid.

1. **Matching Funds**

In Table 3, report actual matching funds by Tribal or bureau natural resources programs. (Note: matching funds do not include Tribal or bureau wildland fire management funds, which are reported in [Table](#_1fob9te) 4). Matching funds can be in-kind services, and/or labor.Attach a funding source letter verifying the amount of matching funds or provide a report from the DOI Financial Business Management System (FBMS).

|  |
| --- |
| **Table 3: Matching Funds** |
| **Fund Source – Matching Funds** | **Total Funds in FY 2017 ($)** |
| **BIA** |  |
| **BLM** |  |
| **BOR** |  |
| **FWS** |  |
| **NPS** |  |
| **Tribe4** |  |

1. **Cost Sharing**

In Table 4, report Tribal or bureau wildland fire management program cost sharing. Cost sharing can be in the form of funds, in-kind services and/or labor. Add rows as needed.

|  |
| --- |
| **Table 4: Cost Sharing Funds** |
| **Fund Source – Tribal/DOI Fire Management Funds**  | **Total Funds in FY 2017 ($)** |
| **BIA** |  |
| **BLM** |  |
| **BOR** |  |
| **FWS** |  |
| **NPS** |  |
| **Tribe4** |  |

4Specify Tribal name. If more than one Tribe, add additional rows as necessary.

1. **Contributed (Partnership) Funds**

In Table 5, report actual contributions made by non-Federal entities. Contributed or Partnership funds are non-DOI resources. Non-DOI resources can be in the form of funds, in-kind services, and/or labor. Add rows as needed.

|  |
| --- |
| **Table 5: Contributed Funds** |
| **Contributor’s Name** | **Contributor Category** | **Total Funds in FY 2017 ($)** |
| *e.g., The Nature Conservancy* | *NGO* | *10,000* |
|  | Choose an item. |  |

1. **Partnerships**

In Table 6, provide a list of all partners for the Collaborative. Add rows as needed.

|  |  |
| --- | --- |
| **Organization Name** | **Contact Name** |
|  |  |
|  |  |
|  |  |
|  |  |

1. Collaboratives are required to use the geodatabase. [↑](#footnote-ref-1)
2. https://elips.doi.gov/elips/0/doc/4566/Page1.aspx [↑](#footnote-ref-2)