




United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

AUG 17 2016

OWF POLICY MEMORANDUM 2016-012

To: Director, Bureau of Land Management
Director, National Park Service
Director, U.S. Fish and Wildlife Service
Director, Bureau of Indian Affairs
Commissioner, Bureau of Reclamation
Director, U.S. Geological Survey

From: Bryan Rice, Director – Office of Wildland Fire 

Subject: Fiscal Year 2017 Wildland Fire Resilient Landscapes Request for Proposals

Purpose: This policy provides direction for submitting Fiscal Year (FY) 2017 Wildland Fire Resilient Landscapes (WFRL) Proposals.

Background: The Department of the Interior's WFRL activities support the implementation of the National Cohesive Wildland Fire Management Strategy (Cohesive Strategy), ensuring that *"Landscapes across all jurisdictions are resilient to fire-related disturbances in accordance with management objectives."* The WFRL activities in the FY 2017 President's Budget defined broad resilient landscape level goals including the coordination and integration of wildland fire management funding and programs with bureau land and resource management programs including partnership activities with other Federal and non-federal entities.

The WFRL activities received \$10 million per year in FY 2015 and FY 2016 to support implementation of ten collaboratives. For FY 2017, The U.S. Senate and House of Representatives appropriation bills indicate a funding increase for the WFRL activities of up to \$30 million, as requested in the President's FY 2017 Budget.

A key principle of the WFRL activities is its landscape level planning and management approach between all stakeholders. In addition, the Department of the Interior (DOI) uses a coordinated approach between wildland fire and resource management programs. The cross-cutting benefits of treating fire-adapted ecosystems for land health objectives provides the opportunity to target specific landscapes, enhance the integration of wildland fire and other land management programs reinforcing the shared goals of vegetative restoration and ecological health that support the Cohesive Strategy. A wildfire resilient landscape has the ability to absorb the effects of wildfire by regaining, maintaining, or attaining the desired characteristic structural,

compositional, and functional attributes. The WFRL activity goals address the Secretarial Orders 3335, 3336, and The President's Climate Action Plan (2013).

Scope: This Policy Memorandum provides instructions for submitting FY 2017 WFRL proposals including timeframes and templates. Existing WFRL Collaboratives do not need to re-submit proposals for FY 2017.

Time Frame: FY 2017 WFRL proposals are due on November 17, 2016. This Policy Memorandum is effective immediately and remains in effect until rescinded or modified.

Policy: This Policy Memorandum is the primary guidance for submitting FY 2017 WFRL proposals. WFRL activities embrace adaptive management principles defined in the Department's Adaptive Management policy, 522 DM 1. Selected WFRL proposals will be required to provide annual progress reports and additional information as requested by the Office of Wildland Fire.

FY 2017 WFRL proposal requests are required to:

1. Tier to the WFRL Fundamental principles outlined in Attachment A;
2. Complete the Proposal Templates, and follow the geodatabase instructions in Attachment B;
3. Complete the work plan and funding request Excel spreadsheet in Attachment C;
4. Insert the collaborative area polygon into the WFRL Collaborative Area geodatabase Attachment D.

Contacts: Direct FY 2017 WFRL proposal related questions to Paul Steblein, Deputy Director, Policy and Budget, OWF at paul_steblein@ios.doi.gov or (202) 606-3053.

cc: Fire and Resource Executive Committee
Interior Fire Executives
Interior Fire Directors

Attachments:

Attachment A - WFRL Activity Overview, Principles, Definitions, and Administration
Attachment B - FY 2017 WFRL Proposal Template and Instructions
Attachment C - FY 2017 Work Plan and Funding Excel Template
Attachment D - Zipped WFRL Collaborative Area Geodatabase file

Attachment A. WFRL Activity Overview, Principles, Definitions, and Administration

Wildland Fire Resilient Landscapes (WFRL) Overview

The Office of Wildland Fire Policy Memorandum 2016-012 provides direction for submitting WFRL proposals in Fiscal Year (FY) 2017. Attachment A. provides details for the WFRL activities including an overview, guiding principles, definitions, and administration.

Mitigating wildfires through manipulating vegetation near the wildland-urban interface and critical infrastructure will not completely resolve the occurrence of wildfires that threaten key Departmental values. A scientific publication by the Ecological Restoration Institute (ERI)¹ suggests that although hazardous fuels treatments near communities can reduce wildfire risks to homes and people, backcountry fuels treatments outside the WUI are equally important to prevent the "mega" wildfires². The *National Cohesive Wildland Fire Management Strategy* (Cohesive Strategy) challenges land managers to implement activities so that “*Landscapes across all jurisdictions are resilient to fire-related disturbances in accordance with management objectives.*”³ The Department of the Interior’s (DOI’s) WFRL activities focus on restoring or maintaining desired landscape characteristics (structural, compositional and functional attributes) at broad spatial scales across all lands in collaboration with partners.

WFRL activities demonstrate a holistic approach for achieving wildfire resilience across landscapes through collaborative partnerships, as defined by the Cohesive Strategy. The DOI’s wildland fire and resource management programs support these collaborative efforts. The WFRL activities place priority on proposals where there is a commitment from resources programs and partnerships, where landscape characteristics are at elevated wildfire risk and where that risk to values can be mitigated (i.e., reduce the chance of large high severity wildfires). There is potential to fund WFRL collaborative annually for up to ten years. WFRL activities should use proven treatment methodologies that have demonstrated long-term effectiveness. Short-term investments should make a significant difference in the landscape’s resilience to wildfire in order for bureaus’ or tribes’ natural resource and wildland fire programs to maintain the landscape without continued funding from the WFRL activities.

Fundamental principles of WFRL activities are:

1. *Funding is through Collaboration and Partnerships* – WFRL activities focus on landscapes that are resilient to the effects of wildfire and support activities that reduce wildfire risks to values. In addition, the activities focus on restoring the ecological role of wildfire in fire-adapted ecosystems across broad landscapes. A DOI land management agency will be designated to distribute funding for collaboratives, which may be comprised of tribes, local government, state, other stakeholders, and Federal agencies.

¹ “The Efficacy of Fuels Treatments: A Rapid Assessment of the Economic and Ecological Consequences of Alternative Hazardous Fuel Treatments”, Northern Arizona University Ecological Restoration Institute, May 2013.

² Mega-fires are a situation as much as they are an incident. Emotions run high when they occur. They are not defined in absolute terms, using physical measures (e.g. acres burned). Instead, these are the “headline” wildfires where operational limitations, public anxieties, media scrutiny, and political pressures collide. (The Mega-Fire Phenomenon: Toward a More Effective Management Tool, Brookings Institute, 2005)

³ <https://www.forestsandrangelands.gov/strategy/index.shtml>

2. *Investment objectives support Long-Term Ecological Benefits* - The WFRL Collaboratives will be funded at a level that demonstrates results in 5 to 10 years. Priority will be given to proposals that can plan and implement actions that demonstrate progress towards achieving the collaborative's objectives in the short term.
3. *WFRL Activities require Contributions and Cost Sharing* - Each WFRL funded project will include a contribution in the form of funding or in-kind contribution from non-fire programs or activities from, at a minimum, the primary DOI land management agency. Additional funding or in-kind contributions from tribes, local, state, and other Federal government agencies or bureaus, or other stakeholders are encouraged.
4. *Matching Funds and Cost Sharing* - WFRL is not a "stand-alone" activity with new permanent staff, but a series of activities demonstrating collaborative implementation supported by the WFM and natural resource management programs with the intent to improve landscape level wildfire resiliency. While funding is part of the WFM program, the WFRL activities are coordinated with and supported by bureaus or tribe's natural resource management programs and funding (personnel, in-kind services, direct funding or a combination). Three different types of contributed funding can be combined with the WFRL funding (*Matching Natural Resource Funds, Cost Sharing, and Partnership Funds*).

WFRL Activity Definitions include the following:

- *Attributes* - The critical resource or uses in landscapes which require specific management by parties to achieve identified landscape goals (e.g. if a landscape goal is healthy and sustaining greater sage grouse populations, one critical attribute can be the management of seasonal habitats used by greater sage grouse).
- *Collaborative Lead* - An organization assigned to manage the oversight of the Collaborative. The lead serves as the focal point for coordination and project implementation at the landscape level.
- *Cost Sharing* - Cost-sharing funds are the portion of proposal costs paid for by bureaus or tribes WFM program. Bureau or tribal funds from the WFM program (fuels, preparedness, burned area rehabilitation, etc.) are to be considered as part of the cost sharing funding.
- *Landscape* - A "landscape" is as an area encompassing an interacting mosaic of ecosystems and human systems characterized by a set of common management concerns. The landscape is not defined by the size of the area, but rather by the interacting elements that are relevant and meaningful in a management context. The term "landscape" is not exclusive of areas described in terms of aquatic conditions, such as watersheds, which may represent the appropriate landscape-scale. Landscapes may be measured at multiple-scales, as appropriate, particularly when the resources under consideration rely upon multiple-scales to facilitate key biological and ecological needs, including, among other considerations, habitat needed for breeding, foraging, and migrating.

- *Landscape Goals* - Landscape goals are the result of collaboration across diverse stakeholders to define the desired present and future condition of landscapes to achieve goals, which may be societal, environmental, or economic in nature. Goals could include desired conditions for commercial or economic development or resource extraction, provision of key ecological services to communities, or protection and conservation of habitats or species (for example, healthy and sustaining greater sage grouse populations). Landscape goals are followed by the identification of critical attributes that require specific management to achieve those goals, and the establishment of objectives across multiple landscape-scales for those attributes.
- *Landscape-Scale Approach* - A landscape-scale approach is a structured and analytical process that guides resource management decisions at multiple spatial scales, typically when diverse stakeholders require multiple social, environmental, and economic goals. Landscape-scale approaches establish or utilize existing landscape goals and corresponding critical attributes, assess resource availability, condition, and trend, and identify explicit resource objectives at multiple-scales. Landscape-scale approaches then identify threats to resource objectives and opportunities to achieve them, and prioritize actions to address both. Landscape-scale approaches are typically formally organized in landscape-scale strategies or plans but could be utilized in their absence to inform decisions. As such, “landscape-scale approaches” is a generic term to include landscape-scale strategies and plans and the utilization of the approach in the absence of such strategies or plans. Approaches are applied to inform bureau and office work processes, including efforts to strategically develop and approve plans, issue permits and authorizations, prioritize mitigation priorities, produce and deliver science and data, manage resources, and allocate budgets.
- *Landscape-Scale Strategies and Plans* - Strategies and plans that employ landscape-scale approaches. Landscape-scale strategies and plans are used to inform bureau and office work processes to strategically develop and approve plans, issue permits and authorizations, prioritize mitigation priorities, produce and delivery science and data, manage resources, and allocate budgets. Consistent with their statutory authorities, land management agencies may develop landscape-scale plans or strategies through their land use planning process, or incorporate relevant aspects of existing or new landscape-scale strategies into land use plans through their land use planning process.
- *Matching Funds*: Matching funds are the portion of proposal costs paid for by the tribes or bureau’s natural resource programs. Matching funds can be in the form of funds, in-kind services, labor, or a combination. Tribal or bureau funds received from the WFM program (fuels, preparedness, burned area rehabilitation, etc.) are not to be counted as part of the specific bureau or tribe’s natural resource program contribution but accomplishments paid for by these wildland fire management programs can still contribute towards success of the WFRL Collaboratives goals (see cost sharing below).
- *Partnership Funds*: Partnership funds are the portion of proposal costs accounted for outside of BIA, BOR, BLM, FWS, and NPS funds. For example, partners may include US Forest Service, Natural Resource Conservation Service, Landscape Conservation

Cooperatives, state agencies, universities, and non-governmental organizations. Partnerships funds can be in the form of direct, in-kind services, labor, or a combination. Partnership funds could be direct funding or other donated services or labor, or a combination.

- *Primary Agency* - The DOI bureau assigned with primary responsibility for managing and coordinating the WFRL funding for the collaborative.
- *Resource Objectives* - Descriptions of a desired outcome for a particular resource. In landscape-scale approaches, resource objectives are typically identified as the desired condition of attributes at different or multiple scales within a landscape. For example, if one identified attribute is the management of seasonal habitat for greater sage grouse, resource objectives can be the measurable conditions, size, connectivity, and/or availability for required seasonal habitats for great sage grouse at different or multiple landscape scales.
- *Wildfire Resiliency* - is the ability of a landscape to absorb the effects of wildfire by regaining, maintaining, or attaining the desired characteristic structural, compositional, and functional attributes.
- *Wildland Fire Resilient Landscape Collaboratives (Collaborative)* - A collaborative represents diverse partners, coming together to engage in landscape-scale activities to enhance landscape resiliency to wildfire. Multijurisdictional partnerships that represent a diversity of stakeholder interests in resource management at multiple-scales can help establish collective commitments to shared goals.

A funded WFRL collaborative is typically comprised of tribes, local government, state, other stakeholders, and Federal agencies and has a primary DOI land management agency that manages the DOI's funding for the collaborative. The collaborative team recognizes that the complexities of management at landscape-scales are larger than the capacity of any single bureau, office, or party, and, as such, require collective community collaboration. Landscape-scale approaches that utilize open governance principles – such as participation, transparency, and collaboration – best facilitate trust, legitimacy, commitment, and efficacy.

WFRL Activity Administration

The OWF administers the WFRL activities, with the bureaus, and receives advice from two interagency, interdisciplinary teams. The OWF and the DOI bureaus will coordinate WFRL funding and oversight in collaboration with the tribes, local, state, and Federal government agencies, and other stakeholders. The following is a description of the role and membership of the two teams.

Fire and Resource Executive Committee (FREC) - The FREC provides advice and recommendations to the Director of OWF on WFRL activities management and recommends proposals for funding. The FREC provides executive level oversight of the implementation of the WFRL activities. Membership of the FREC is comprised of an executive level representative from wildland fire and resource management programs of Bureau of Indian Affairs, Bureau of Land Management, Bureau of Reclamation, U. S. Fish and Wildlife Service, and National Park Service. The OWF Director may add *Ex officio* members from other organizations. The OWF Deputy Director for Policy and Budget is the team lead and provides principal support to the FREC.

WFRL Resource Team (WFRL Resource Team) - The WFRL Resource Team provides technical support and recommendations to the FREC and OWF Director on WFRL activities guidance, proposal evaluation, and oversight. Membership of the WFRL Resource Team is comprised of interagency, interdisciplinary technical experts designated by the FREC. The OWF Fuels Management Program Lead is the team lead and provides principal support to the WFRL Resource Team.

Attachment B. FY 2017 WFRL Proposal Template and Instructions

Attachment B describes the WFRL proposal evaluation, list of required documents for proposal submission, and the proposal templates. Listed below are guidelines for writing a proposal, evaluation criteria, Letter of Commitment template, and instructions for geodatabase.

WFRL Proposal Evaluation

WFRL proposals will, at a minimum, address the following evaluation criteria:

- 1. What is the collaborative's impact on the landscape's wildfire resiliency?** *How significant a difference will this WFRL proposal make in restoring, maintaining, or attaining desired landscape characteristics (structural, compositional, and functional attributes) in order to improve landscape resiliency to wildfire?*
- 2. How will the proposed work achieve landscape objectives and sustain desired conditions in order to promote a wildfire resilient landscape?**
What is the likelihood that the proposed work will be successful in achieving the desired condition(s)? For example, will the treatments be effective (i.e., clearly moving the landscape to the desired ecosystem characteristics and improving its resiliency to wildfire)? To what extent will the investments enable bureaus' and tribes' natural resource and wildland fire programs maintain long-term resilience to wildfire? Are funding needs reasonable, clearly linked to collaborative activities, and likely achieve the proposed goals? How cost effective and efficient are planned projects?
- 3. What is the extent of collaboration, matching funds, cost sharing, and partnerships?**
The proposal clearly describes how long-term collaborative relationships will be developed and maintained in order to reach the collaborative's goals and objectives. How well does the collaborative proposal implement activities across multiple ownerships on the landscape? How does the proposal demonstrate the natural resource program's commitment (i.e., provide funding from in-kind services, labor, and/or direct fund sources) and the involvement of non-DOI partnerships in the proposal? How well does the proposal demonstrate out-year implementation activities that achieve results beyond what each agency or stakeholder can accomplish on its own? How well are collaborators contributions described in letters of commitment? Are they signed by the appropriate level of authority?
- 4. What are the short-term activities? What are the long-term outcomes? What are the expected results across the landscape?**
Is the funding and proposal area planned at an appropriate scale so that a significant difference can be made to the collaborative's landscape goal of wildfire resiliency? Can the Collaborative accomplish enough to address the short-term outputs and investments needed for the long-term outcomes? Can the proposal achieve its stated goals and objectives? How well does the proposal meet the goals of the WFRL activity, and are the objectives to maintain or improve landscape wildfire resiliency well described? How does the proposal contribute to watershed health, invasive species control, restoration of

listed, candidate or sensitive species or other natural resource concerns? Does the proposal address negative impacts (monetary and non-monetary)? To what extent does the proposed work result in a landscape where wildfire can be managed to meet multiple objectives, including returning wildfire's role to the ecosystem, and meeting other resource objectives?

5. Are the objectives measureable?

Can the proposal's wildfire resiliency goal be demonstrated in the short-term (3 years) and long-term (> 10 years)? How effective do the proposed monitoring methods demonstrate whether the collaborative has met goals and objectives in the short-term and long-term? How well is Collaborative accomplishment linked to monitoring and adaptive management? What are the biological indicators that demonstrate a trajectory for success?

6. What is the probability of success?

What is the past performance of the collaborative participants in completing work within the proposal area(s)? How fully does past performance demonstrate social, economic, and environmental conditions that support achievement of proposed WFRL objectives (e.g., air quality, public support, and local priority)? How well does the proposal link to the National Cohesive Wildland Fire Management Strategy, Secretarial Order 3336, Climate Change Initiatives, or other initiatives that aim to improve wildfire resilience? How well does the proposal address bureau or tribal resource management plans, other conservation and wildland fire management plans, or Secretary and Executive Orders? Does the proposal plan and budget for monitoring and adaptive management? How will the resilient landscape be maintained when WFRL funding is no longer available?

7. How extensive is the wildfire risk across the landscape?

Does the proposal include a WFRL Collaborative boundary (GIS) perimeter? Is the collaborative located in an area designated by the Cohesive Strategy as a priority for fuels treatment and increased use of wildland fire? If not, how well is the wildfire risk justified?

Cohesive Strategy National Priority and Wildfire Hazard Potential maps will be used to assess the extent of wildfire risk and contribution to the Cohesive Strategy priorities referenced below. If the National Priority Maps or the Wildfire Hazard Potential maps are not reflecting Cohesive Strategy Regional priorities or actual local conditions, does the proposal explain why the landscape characteristics are at elevated wildfire risk or where wildfire risk can be mitigated in order to expand the management of wildfire to meet natural resource goals and objectives?

National Cohesive Wildland Fire Management Strategy - National Priorities for Broad Scale Fuels Management:

Verification within the context of the Cohesive Strategy National Priority Maps will help determine relative priority of alignment with the Cohesive Strategy. Two maps are particularly important. Map 1: National Priorities for Broad Scale Fuels Management

and Map 4: Intersection of the Large, Long-Duration Wildfire Potential with the Opportunities Map For Managing Wildfires for Resource Objectives. Maps and background information are available at

<http://www.forestsandrangelands.gov/strategy/nationalpriorities.shtml#map1>

This site accessed 07/12/2016

Wildfire Hazard Potential:

The Wildfire Hazard Potential (WHP) map helps characterize the relative wildfire risk across the WFRL proposal boundary. Maps and background information are available at <http://firelab.org/project/wildfire-hazard-potential>

This site accessed 07/12/2016

List of required Proposal documents:

1. WFRL Proposal using the WFRL Standard Proposal Template
2. Letters of Commitment from primary DOI agency and all identified partners
3. WFRL Collaborative area geospatial polygon using the provided geodatabase template
4. Funding request spreadsheet using the WFRL template for funding request.

Funded Proposals

Selected FY 2017 proposals for funding will be referred to as “*landscape name* Resilient Landscape Collaborative.” WFRL collaboratives will be allocated annually depending on performance and availability of funds. All funded proposals will be required to provide additional information and progress reports as requested.

Instructions and Templates for FY 2017 WFRL Proposals Submission

Requirements for Proposal Submission

Please specify in the email subject line: *[Insert landscape name] Wildland Fire Resilient Landscapes Proposal* and include the following information:

- In the body of email provide the collaborative lead contact name, primary DOI agency, unit name, phone number, email, and a short synopsis (1-2 sentence) describing the proposal;
- Collaborative leads will email proposals to the primary DOI agency.
- Primary DOI agencies will email proposals to the Office of Wildland Fire - Paul Steblein
Paul_Steblein@ios.doi.gov.

Requirements for Completing the Proposal

- Each collaborative area is limited one funded WFRL proposal. Partnership teams at the local, regional, and bureau levels should work together to develop a single proposal;
- Every WFRL proposal must list a primary agency (i.e., BIA (for a Tribe), BLM, BOR, FWS, or NPS);
- Proposal proponents will work with the Primary DOI agency to complete the request for proposal;
- Proposal length is limited to ten pages. Page limit does not include the FY 2017 WFRL Work Plan and Funding Template or the required Letters of Commitment;
- Proposal collaborative area boundary must be submitted spatially using the collaborative area geodatabase template;
- Proposal development assistance (e.g., Editing, Budget Formulation, GIS) can be requested from members of the WFRL Resource Team;
- Incomplete proposals or proposals that do not use the templates will be returned to the primary DOI agency.

Requirements for Supporting Documents

It is not necessary to submit photos or collaborative project area maps with your proposal, unless they provide additional clarification. Supporting documents such as photos or parcel-specific maps will count towards the 10-page limit, if included in the proposal. Additional information and progress reports during the monitoring and evaluation phase are a requirement of the WFRL activity.

Requirements for Proposal File Naming Conventions

To facilitate a timely review of the proposals, please send documents consisting of:

- Final proposal saved in both PDF and Word as follows:
 - PDF file and named “[your_landscape_name]_RLP_FY2017_Proposal.pdf”
 - Microsoft Word file and named
“[your_landscape_name]_RLP_FY2017_Proposal.docx”
- Letters of Commitment and other documentation, required for each participating organization, saved as “[your_landscape_name]_RLP_FY2017_Support.pdf”

- The FY 2017 WFRL Work Plan and Funding Template, required, prepared in an Excel format, saved as: “[your_landscape_name] FY 2017 RLP WP Fund.xls.” Note: Send as an Excel file not as a pdf).
- GIS layer of the WFRL proposal boundary, required, submitted in the provided WFRL Geodatabase (Attachment D).

Requirements for Letters of Commitment

A letter of commitment describes the organization’s participation and its commitment of resources (in the form of direct, in-kind services, labor, or a combination) to proposed a Wildland Fire Resilient Landscape Collaborative.

Letter of Commitment Requirements:

1. *Letters of commitment are required from all organizations participating in the proposal.*
2. *Letter of commitment should include organization’s company or agency letterhead.*
3. *Minimum signatory level is from the one who has the authority to commit the “resource” (staff time, funds, etc.) to the proposal. For BIA, BLM, BOR, FWS, NPS, a Regional or State Director or Chief or Superintendent level signatory is required.*
4. *Address letters to Bryan Rice, Director, Office of Wildland Fire. Please see contact information below.*

Letter of Commitment Tips:

- *Send the letter writers a project summary or an abstract of the project, and letter template or draft letter.*
- *Always review the letters. If there are serious errors (misspelled names, inaccurate references to the project), do not hesitate to ask the contributor to correct them and provide a new letter.*
- *Begin the process of obtaining the letters early.*

Requirements for Geodatabase

The WFRL Resource Team has developed a geodatabase template for submitting the collaborative area geospatial data with your WFRL proposal. It is important to use the template geodatabase (Attachment D) when submitting the FY 2017 proposals for the proposed WFRL collaborative area polygon. The template follows the National Wildfire Coordinating Group (NWCG) standard template guidelines for geospatial data. A WFRL Collaborative area polygon is required.

These are the steps for submitting the WFRL geodatabase with the proposal.

- *In ArcMap, add the WFRL geodatabase CollaborativeAreaPolygon feature class to ArcMap’s table of contents along with your original polygon for your collaborative area.*
- *Open up an ArcMap Editor session and copy your polygon geometry for your original polygon, which makes up your collaborative area into the WildlandFireResilient LandscapeProject Dataset, CollaborativeAreaPolygon feature class.*
- *Next, open the attribute table for CollaborativeAreaPolygon feature class during an ArcMap Editor session and add the field attributes using the drop-down domain list when appropriate (see Table 1 for field items that are required).*

- *Save the changes in ArcMap Editor and close the edit session.*
- *Check the layer for geometry issues and repair the layers if necessary.*
- *Finally, zip up the file geodatabase and submit it with your proposal.*

If you have geodatabase questions, please contact Susan Goodman, Fire Management Analyst, Office of Wildland Fire, 303-236-1904, susan_goodman@ios.doi.gov.

The Letter template begins on the next page.

Letter Template:

The following wording is suggested for a letter of commitment. If appropriate, produce a draft letter for the signer to use on their letterhead, customizing this sample to your proposal and organization. Although one page is preferred, it is more important for the letter to be complete in its description of commitment and financial support.

Bryan Rice
 Director, Office of Wildland Fire
 Department of the Interior
 1849 C Street, NW, MS 2660
 Washington DC 20240

Dear Mr. Rice:

The [organization] is pleased to [continue/ to initiate a relationship] with [Name of primary agency or Tribe or established Collaborative] under the [Proposal Name]. This WFRL activity proposal is very valuable to the efforts that [Proposal Name] are making to [One or two sentences describing purpose of the WFRL proposal].

[Organization who is writing letter] is committed to [Proposal Name] by the involvement of our [List commitments to the proposal by FY: support can be in the form of direct, in-kind services, labor, or a combination. Be specific and include as much detail as necessary to reflect the total financial commitment your organization is making].

Sincerely,

[Name of Signatory]
 [Title of Signatory]
 [Contact information of Signatory]

The WFRL Proposal template begins on the next page.

[landscape name]
WFRL Proposal FY 2017

[Please delete all italicized text below before submitting the proposal]

- 1. Collaborative lead name, Include the partners involved in preparing the proposal, along with contact information for all participating DOI agencies, including the primary DOI agency:**

BIA: *[name] [unit or office] [email] [phone]*

BLM: *[name] [unit or office] [email] [phone]*

BOR: *[name] [unit or office] [email] [phone]*

FWS: *[name] [unit or office] [email] [phone]*

NPS: *[name] [unit or office] [email] [phone]*

- 2. Proposal Overview:**

2a. Proposal Purpose: *Describe how this Wildland Fire Resilient Landscapes (WFRL) proposal's goals (list goals) will make significant contributions to landscape wildfire resilience. Describe how broad land-health outcomes will support the ecological role of wildfire in fire-adapted ecosystems considering the short-term outputs and investments (up to 10 years) needed for the long-term outcomes. Describe how your treatments will contribute to the landscape's ability to restore, maintain, or attain desired ecosystem characteristics (structural, compositional and functional attributes) after a wildfire and/or to allow wildfire to fill its ecological role in fire-adapted ecosystems.*

2b. Outcomes, Resource Objectives, and Metrics: *Describe the desired outcomes, resource objectives, and metrics used to demonstrate broad landscape accomplishment that can show progress towards achieving the collaborative's objectives in the short term.*

2c. Planning Alignment: *Describe how the proposal aligns with WFRL activity principles.*

- *Funding is through Collaboration and Partnerships*
- *Investments for Long-Term Benefits*
- *Short Term Results*
- *Matching Funds and Cost Sharing*

- 3. Influencing Critical Resource Values:** *Describe how the proposal and activities will affect critical resource values.*

- *Identify critical resource values (e.g., watersheds, cultural resources, natural resources, ecosystems at risk, municipal water supplies, etc.)*
- *Describe desired ecosystem characteristics and conditions; describe and cite science/research, risk assessments, or other risk analysis that support your proposal.*
- *Identify any listed, candidate, or sensitive species that will benefit from management actions:*
 - *Describe conservation or recovery actions and anticipated outcomes*
 - *What is your specific conservation target(s): (e.g., populations or habitats)?*

4. Proposal Work Plan: *Collaborative funding and project size should be appropriate so that landscape wildfire resiliency can be accomplished in up to 10 years. The proposal must clearly demonstrate how the proposed activities will be effective in meeting the collaborative's goals. Use the FY 2017 WFRL Work Plan and Funding template to identify known activities and requested information for FY 2017 through the life cycle of the proposal – (i.e., up to FY 2027) (Attachment C).*

5. Partnerships and Interactions: *Describe any partnership or cooperative arrangements among tribes, academia, government agencies, business and industry, private research foundations, local agencies, jurisdiction agencies such as rural fire districts or equivalents, non-governmental organizations.*

Examples of partnerships: BLM, CAL FIRE, Humboldt State University, Karuk Tribe, Mid Klamath Watershed Council, Northern California Prescribed Fire Council, Trinity County Resource Conservation District, Landscape Conservation Cooperative, USDA Forest Service—Pacific Southwest Research Station and Klamath National Forest, USDA Natural Resource Conservation Service, Watershed Research and Training Center

6. Describe extent of collaboration: *Describe how the team, in collaboration with other Federal, tribal, and non-federal partners, worked together to develop the proposal. Please provide examples of collaboration, which may include, regular or ad hoc meetings, or resource commitments by other federal or non-federal entities. Attach a Letter of Commitment from all contributing agencies and partners.*

Be sure to convey the following key information:

- *Why collaborative planning in this landscape has helped achieve more than what each agency or stakeholder can accomplish on its own; and*
- *Describe collaboration with other stakeholders to align complementary programs and initiatives (e.g., resource management, sage-steppe initiatives, climate adaptation and resilience, etc.).*

7. Monitoring and Adaptive Management: *Describe how collaborative goals will be monitored and used in an adaptive management process.*

If there is an established monitoring plan, will the data collected be useable by all agencies involved (i.e., compatible)? If there is a need for development of a monitoring and evaluation process, describe needs, timeframes for completion, and how these results will be utilized within the collaborative partnership.

8. Prior Accomplishments: *Summarize in a few sentences the accomplishments and impacts of prior investments, if any. Answers may be expanded upon if it adds value and information that is not obvious from other sections in the proposal.*

9. Attachments: *Please list all attachments.*

Attachment C. FY 2017 Work Plan and Funding Template (See Instructions Below)

FY		Insert Proposal NAME for WFRL Collaborative	Primary Land Health Concern - 1. Altered vegetation structure; 2. Undesired vegetation composition; 3. Altered Ecological Process and Function; 4. Other (describe)	Primary Vegetation Management Concern - 1. Tree/Shrub Encroachment; 2. Invasive plants; 3. Insect/Disease; 4.Other (describe)	Listed, Candidate or Sensitive Species/Habitat that will be maintained or restored? - 1. Specify Listed (Endangered/Threaten ed); 2. Specify Candidate; 3. Specify Sensitive Species; 4. None	Does the proposal have a primary objective of watershed health?	Fire Return Interval - 1) >100 years; 2) 35-100 years; 3) <35 years		Fire Condition Class		Total Primary Bureau Natural Resources Planned Contributed (round to 1000s)			Planned Acres	GIS Polygon Available to be Submitted for WFRL Project Area? Y or N	Total WFRL Request (round to 1000s)	Total Primary Bureau Natural Resources Planned Contributed (round to 1000s)	Total Primary Bureau Fire \$s Planned Contributed (round to 1000s)	Total other DOI Natural Resource Planned Contributed (round to 1000s)	Total Other DOI Fire \$s Planned Contributed (round to 1000s)	Total Cooperator \$s Planned Contributed (round to 1000s)	Primary DOI Bureau	
							Current	Desired in 10 Years	Current	Desired in 10 Years	Planning	Monitoring	Implementation										
2017		EXAMPLE 1	1. Altered veg structure	1. Conifer encroachment	2. Sage Grouse	No	>100	35-100	2	1	20%	20%	80%	8,000	Y	\$400,000	\$190,000	\$425,000	\$100,000	\$15,000	\$235,000	BIA	
2018													40%	60%	10,000		\$300,000	\$350,000	\$350,000	\$100,000	\$15,000	\$200,000	
2019													50%	50%	2,000		\$70,000	\$80,000	\$52,000	\$50,000	\$10,000	UNK	
2020														100%	566		\$10,000	\$50,000	\$0	\$25,000	\$0	UNK	
2021														100%	566		\$10,000	\$50,000	\$0	\$25,000	\$0	UNK	
2022													100%		0		\$5,000	\$25,000	\$0	\$5,000	\$0	UNK	
2023													100%		0		\$5,000	\$25,000	\$0	UNK	\$0	UNK	
2024													100%		0		\$5,000	\$25,000	\$0	UNK	\$0	UNK	
2025													100%		0		\$5,000	\$25,000	\$0	UNK	\$0	UNK	
2026													100%		0		\$5,000	\$25,000	\$0	UNK	\$0	UNK	
2027													100%		0		\$5,000	\$25,000	\$0	UNK	\$0	UNK	

Instructions: Entries in columns C-K are required only for 2017. If there is more than one primary concern (columns D - F) please explain and expand in the proposal. Funding information is required for 2017, with estimates for additional years. If you have questions on the Work Plan and Funding Template, please consult with WFRL Resource Team members.

Column A: Identify actions and funding request for each FY that funding will be requested for all projects/treatments in RL proposal.

Column B: Blank

Column C: Identify actions and funding request for each FY that funding will be requested for all projects/treatments in WFRL proposal.

Column D: Identify primary land health concern caused by altered landscape process and function that management actions are targeting to change.

Column E: Identify primary vegetation management concern that management actions are targeting to change.

Column F: Identify any listed, candidate, or sensitive species that management actions are targeting to change.

Column G: Identify, by yes or no, if WFRL Collaborative's proposal has a primary objective to improve watershed health.

Column H: Using fire occurrence records, estimate your current dominant fire return interval within your WFRL Collaborative.

Column I: Identify the desired fire return interval in 10 years that management actions are aiming to achieve.

Column J: Identify the WFRL Collaborative's current Fire Condition Class.

Column K: Identify the WFRL Collaborative's desired Fire Condition Class in 10 years that management actions are aiming to achieve.

Column L: Identify whether planning activities will be accomplished in the FY.

Column M: Identify whether monitoring activities will be accomplished in the FY.

Column N: Identify whether implementation activities will be accomplished in the FY.

Column O: Identify acres planned to be accomplished by FY. Combine all partners into one number regardless of funding source.

Column P: Identify if GIS Polygon Available to be Submitted for WFRL Project Area? Y or N

Column Q: Identify WFRL funding request for FY, including costs for labor and operations associated with planning, monitoring and implementation.

Column R: Identify primary bureau planned contribution for FY, including costs for labor and operations associated with planning, monitoring and implementation.

Column S: Identify primary bureau's Fire planned contribution for FY, including costs for labor and operations associated with planning, monitoring and implementation.

Column T: Identify other DOI bureau's planned contributed funding for FY, including costs for labor and operations associated with planning, monitoring and implementation.

Column U: Identify other DOI bureau's fire planned contributed funding for FY, including costs for labor and operations associated with planning, monitoring and implementation.

Column V: Identify other partners or planned contributed funding for FY, including costs for labor and operations associated with planning, monitoring and implementation.

Column W: Identify primary DOI bureau