

NEW JERSEY FOREST FIRE SERVICE

**COMMUNITY WILDFIRE
HAZARD MITIGATION ASSISTANCE**

Request for Reimbursement

2011



Before Hazard Mitigation Activities

After fuels reduction activities.

**Department of Environmental Protection Division of Parks
and Forestry
In cooperation with
USDA Forest Service**

Introduction

The Community Wildfire Hazard Mitigation Assistance Program is a New Jersey Forest Fire Service grant program that delivers National Fire Plan funding directly to organizations on a local level.

The National Fire Plan was initiated by Congress in 2000 in order to develop a coherent strategy to protect Americans from wildfire by:

- Improving wildfire protection and preparedness capabilities
- Increasing community wildfire awareness and education
- Providing assistance to local fire agencies
- Reestablishing ecosystems after wildfires
- Reducing excessive fuel accumulations in and around communities
- Providing economic development opportunities

The National Fire Plan is intended to be a long-term investment that will assist communities, natural resources, and most importantly firefighters and the public.

Program Goals

- Reduce the vulnerability of communities across the state from damage by wildfire.
- Identify at-risk wildland-urban interface areas.
- Reduce excessive wildland fuel accumulations in and around areas of human development.
- Increase community awareness of wildfire issues in New Jersey and promote opportunities to educate the public concerning the same.
- Develop a cohesive interagency wildfire risk reduction strategy
- Develop partnerships to reduce the wildfire hazards.

50:50 Cost Share Program

The New Jersey Forest Fire Service will provide reimbursement of up to \$5,000 spent by a qualifying organization on projects associated with the goals stated above. In no case will the Forest Fire Service fund more than 50% of an accepted application. An organization may apply for reimbursement each year that the grant remains in effect. If necessary, the Forest Fire Service can grant partial funds in advance of project initiation, instead of as a full reimbursement at project completion.

Generally, the Forest Fire Service will reimburse an eligible organization up to 50% of costs associated with approved activities that address the issue of hazard mitigation, awareness, and education within at-risk areas of New Jersey. Funding is provided on a first come- first served basis, and the Forest Fire Service reserves the right to reject any and all applications.

While the Forest Fire Service does not intend to limit the amount of equipment, computer software or hardware you acquire, we are unable to apply more than 25% of the reimbursement towards those purchases.

Eligibility Requirements

The New Jersey Forest Fire Service will consider applications from any organized group that has a Federal Taxpayer ID number, and involves itself in qualifying activities. These may include, but are not necessarily limited to: local and county governments, local homeowner associations, volunteer fire departments, service organizations, and other interested civic groups.

The applicant must be the organization that incurred the costs, however there are no limits to the number of organizations requesting reimbursement for a particular project. It is sufficient that you can show you were, in fact, involved, and incurred costs either monetary, or in-kind.

Some examples of activities eligible for reimbursement under this grant:

- A homeowners association holding a brush clean-up day around their community. Any costs associated with bona-fide planning, or logistic support, (such as gas, or food and drinks for the volunteers)
- The town supplying the loader, garbage truck, and town employees to the above organization.
- The local scout troop helping to collect brush.
- The volunteer time may be billed as in-kind service. (As of 2006, the going rate for volunteers was \$23.00/hr.)
Note: Volunteer time may be included as part of the total project cost in order to meet the 50% matching requirements of the grant. However volunteer time will not be reimbursed above the match for out-of-pocket expenditures. (Generally, volunteer time is valued at between \$20-\$23 per hour.)
- Volunteer fire departments participating in a prescribed burning project to support hazard mitigation in a wildland urban interface area.
- Costs associated with the hiring of a contractor, or supplying public employees and equipment to mechanically reduce fuels in an area.
- Any program designed to meet Firewise Communities USA recognition.
- Sponsoring and developing a local Firewise Task Force
- Conducting wildland/urban interface assessments in accordance with NFPA #299- Standards for protection of life and property from wildfire.
- Mapping of WUI hazard areas
- Developing community Firewise Plans
- Purchasing educational materials for public distribution
- Projects that promote and develop defensible space
- Hazardous fuel reduction using prescribed fire or mechanical treatments
- Implementing Firewise or Prescribed burning awareness/educational programs
- Purchase and installation of Firewise and/or Prevention roadside signs.

NOTE: All activities to be considered for a grant award should be coordinated through a representative of the New Jersey Forest Fire Service.

Again, these are merely examples of projects that may be eligible for approval. The NJ Forest Fire Service encourages any organization with a project that might mitigate the wildland hazard in your area to contact your regional Forest Fire Office for guidance. For contact information, see the next page.

The period for eligible purchases during this year's cycle of funding extends from January 1, 2011 through December 31, 2011.

Proposal for Reimbursement

Prospective applicants must submit the attached proposal for reimbursement to their respective Forest Fire Service Division Office or Trenton Headquarters before **December 31, 2011**. A comprehensive description of the project and a "Proposal for Reimbursement" (see attached outline) are required in order for your application to be considered and ranked. If your proposal is accepted, your organization will be notified, and a grant application package will be provided to you. Applications may be submitted earlier than the above deadlines.

A complete grant package includes: 1.) a signed grant form; 2.) a signed Corporate or Government Resolution authorizing your department to apply for the grant; 3.) a completed W-9 form showing your **federal** tax ID; 4.) a Project Summary and Cost Worksheet; and 5.) proof of expenditures for the reimbursement you are requesting. This proof may include time records, sign-in sheets, receipts, cancelled checks, or paid invoices. Upon project completion a "project Accomplishment Report" will be required to be submitted.

Expectations

More information concerning the National Fire Plan may be obtained at:

www.fireplan.gov

The National Firewise Program is presented at:

www.firewise.org

Evaluation Criteria

Each application will be evaluated based on the ability of the project to reduce wildfire risks within the community. This may be done through fuels treatment, home and WUI assessments and grounds modification, and events that inform or educate the public about the hazard of wildfire in their community.

Submission of Proposal for Reimbursement

Proposals must be received by your appropriate Forest Fire Service office (listed below)

Sussex, Warren, Hunterdon, Passaic, Bergen, Essex, Union, Hudson, Morris and Somerset Counties:

**NJ Forest Fire Service
240 Main Street, Andover 07821
(973) 786-6350**

Middlesex, Monmouth, Ocean, Burlington, and Mercer Counties:

**NJ Forest Fire Service
PO Box 239, New Lisbon 08064
(609) 726 9010**

Atlantic, Gloucester, Camden, Cape May, Salem, and Cumberland Counties:

**NJ Forest Fire Service
5555 Atlantic Av., Mays Landing 08330
(609) 625-1121**

Or send completed applications directly to:

**NJ Forest Fire Service Headquarters
PO Box 404, Trenton 08625
(609) 292-2977**

**Firewise Liaison
370 East Veteran's Hwy.
Jackson, NJ 08625
(732) 833-4847**

Community Wildfire Hazard Mitigation Assistance
Proposal for Reimbursement: 2011

The following is an outline, which is provided for your use and guidance in developing project proposals for reimbursement through the Community Hazard Mitigation Assistance Program.

Proposal Outline

I. Name of Organization, Group or entity:

Address: _____

Contact Person and Phone Number: _____

II. Type of Organization:

County Agency _____ Volunteer Fire Company _____
Municipal Agency _____ Other Civic Org. (List) _____
Homeowner Association _____

III. Project Description: Briefly describe the project or activity you propose for reimbursement. Include participants, location, partners, and a statement of need.

IV. Scope: provide a brief overview of wildfire history, number of wildfires and wildfire potential in the area of the project.

V. Budget: include an itemized list of costs and expenses associated with the implementation of the intended project. Provide the total estimated project cost. Reimbursement will be calculated as 50 percent of the total project cost.

VI. Results: provide a brief description of the expected outcomes and benefits to the community as a result of this project. Explain how this project will have an impact on wildfire mitigation.

VII. Project Liaison: list the NJ Forest Fire Service representative that you are working with to complete this project.

Project Categories (check those that apply):

*Firewise Task Force _____ *WUI Assessments and/or mapping _____
*Community Firewise Plans _____ *Awareness/Education Programs _____
*Prescribed Fire _____ *Defensible Space Projects _____
*Other Fuels Modification _____ *Hazard Mitigation/Firewise Equip. _____
*Educational Materials _____ *Other (List) _____