



January 31, 2019

New Mexico Counties (NMC) is pleased to announce the 2019-2020 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 NMC. The program targets at-risk communities by offering seed money to help defray the costs of reducing wildland fire risk to non-federal wildland urban interface areas in New Mexico. Funding for this grant program directly benefits communities that may be impacted by wildland fire initiating from or spreading to BLM public land.

The 2019-2020 Wildfire Risk Reduction Grant Program gives priority to applicants who request funding for outreach and education projects (i.e. Fire Adaptive Communities, Firewise, and Ready, Set, Go!) that encourage reducing wildfire risk on private lands and can show a direct benefit to BLM lands. The program also encourages CWPP updates for plans that are older than five years. Hazardous fuel reduction projects should focus on treatments to private lands with direct benefit to BLM lands.

Please review program materials thoroughly and complete the submission checklist prior to submitting an application as incomplete applications will not be accepted. Applications must be received in the NMC Santa Fe office by 5:00 pm on Friday, March 29, 2019. Contact: Aelysea Webb at (505) 395-3403 or awebb@nmcountries.org for more information.

Sincerely,
Steve Kopelman
Executive Director
New Mexico Counties

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

444 Galisteo Street
Santa Fe, NM 87501

877-983-2101
505-983-2101
Fax: 505-983-4396

NMCOUNTIES.ORG

New Mexico Counties
Wildfire Risk Reduction Program for Rural Communities
2019-2020 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. New Mexico Counties (NMC), 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 2019-2020 Wildfire Risk Reduction Grant Program will give priority to applicants who request funding for outreach and education projects (i.e. Fire Adaptive Communities, Firewise, or Ready, Set, Go!) that encourage reducing wildfire risk on private lands and can show a direct benefit to BLM lands. The program is also encouraging CWPP updates for plans that are more than five years old. CWPP updates are included with the program information. A limited number of hazardous fuel reduction projects will also be considered and should focus on treatments to private lands with a direct benefit to BLM lands. 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 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 \$10,000/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 \$15,000/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 NMC. 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 Fire/Fuels Management Officer review and sign off on the application for evaluation, which could lead to funding. Additional signatures are needed for Hazardous Fuels Treatments.

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 an update to a CWPP that is more than five years old
- ❖ 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 community capacity
- ❖ 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

January 2019	Release of Application for Funding
March 8, 2019	Deadline to get to local BLM office
March 29, 2019	Application submitted to NMC by 5:00 pm – no late or incomplete applications accepted
April 2019	Selection committee reviews project proposals
May 2019	NMC Board reviews and approves committee recommendations
Late June 2019	Successful grant recipients are notified
July 1, 2019 – June 30, 2020	12 Month Grant Timeframe (<u>No extensions will be granted</u>)

Fundable Projects

All projects for hazardous fuel reduction and wildfire education, prevention and outreach must be identified in a CWPP. Funding for the 2019–2020 Program is estimated at \$180,000. 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. Define the actual on-the-ground area of your project, rather than proposing work somewhere in a large area. For example, propose work on 15 acres and include a map at a scale of 1:24,000 that shows the boundaries of where the work will be done. Do not include a 1:100,000 scale map that shows a 1500-acre area and proposes to thin 15 acres somewhere within that 1500 acres.

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 \$15,000. All CWPP updates should follow New Mexico State Forestry guidelines available at http://www.emnrd.state.nm.us/SFD/FireMgt/documents/2015_CWPP_Update_Guidelines_Final_151028.pdf.

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. BLM has asked that applications be submitted for review by their Field Office/District Wildlife Biologist and Archeologist no later than March 8 so that they will have adequate time for review. Applicants are encouraged to review Biological Assessment and U.S. Fish and Wildlife Service Consultation guidance documents. 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.

NMC will review all Hazardous Fuel Reduction funding requests to determine appropriate compliance requirements. NMC 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.

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. If you are doing work or outreach in or near tribes, pueblos, or Native American Nations, please provide documentation that demonstrates your outreach and engagement of these communities.

*A letter from the local BLM Fire/Fuel Management Officer (FMO) or District Fuels Specialist from your area BLM office is required and contact should be made no later than March 8. This will give the staff enough time to do a site visit and help with any adjustments.

Mapping Requirements

Maps can be generated from topographic maps, ARC GIS, google earth or other mapping systems that are at a scale that are easy to read and fully delineate the project area. Maps should include a scale, north arrow, legend and date of preparation. Multiple maps may be submitted. A general vicinity map would help show the proximity to BLM lands and a project map would identify the project boundaries, roads, homes, fuel breaks, vegetation etc. Define the actual on-the-ground area of your project, rather than proposing work somewhere in a large area. For example, propose work on 15 acres and include a map at a scale of 1:24,000 that shows the boundaries of where the work will be done. Do not include a 1:100,000 scale map that shows a 1500-acre area and proposes to thin 15 acres somewhere within that 1500 acres.

Applicants for CWPP funding must include maps for the Wildland Urban Interface (WUI) areas within the CWPP boundaries with either a high, medium, or low risk rating. Deliver paper, PDF, and digital WUI boundary files to New Mexico State Forestry's Resource Protection Bureau. Digital files must be shape files. WUI boundary files must have the high, medium, or low risk rating delineated.

Payment Information

Grant awards will be disbursed through reimbursement installments throughout the course of the 12-month grant period (i.e. personnel costs). No extensions will be granted past the 2019-2020 project period. 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 New Mexico 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 progress report deadlines.

Executive Summary

Upon completion of the grant, all grant recipients will be required to submit an executive summary of the project to New Mexico Counties.

Application Submission

Applicants must submit their application to their local BLM Fire/Fuels Management Officer for required signatures by 5PM, FRIDAY, MARCH 8. All BLM signatures are required prior to the March 29 application deadline.

Complete applications (including maps and letters of specific commitment) must be received by 5PM, FRIDAY, MARCH 29, 2019. Send to New Mexico Counties, Attn: Wildfire Risk Reduction Program, 444 Galisteo Street, Santa Fe, NM 87501 or electronically to awebb@nmcounties.org. Please contact Aelysea Webb at (505) 395-3403 if you have any questions.

No late or incomplete applications will be accepted or considered.

NEW MEXICO COUNTIES WILDFIRE RISK REDUCTION GRANT PROGRAM

Terms & Conditions

NMC AUTHORITY

This is a sub-grant of federal financial assistance from New Mexico Counties, (hereinafter referred to as "the Grantor"). Your organization (hereinafter referred to as "the Grantee") agrees to grant funds in the amount specified on the Grant Acknowledgement Form, and 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:

Aelysea Webb
444 Galisteo Street
Santa Fe, NM 87501
(505) 395-3403
awebb@nmcounties.org

FUNDING AUTHORITY

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

CFDA #15.228
National Fire Plan: Wildland Urban Interface Community Fire Assistance
Grant Number: L14AS00201
Grant Period: October 2014 – September 2019
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 2019-2020. 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 or cash match. This information can be reflected on your quarterly reports or upon your final reimbursement request. If you need assistance in determining your cost share 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 reimbursement basis. 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	*Completion Percentage
Jul. 1 st – Sept. 30, 2019	October 1 st , 2019	25%
Oct. 1 st – Dec. 31 st , 2019	January 1 st , 2020	50%
Jan. 1 st – Mar. 31 st , 2020	April 1 st , 2020	75%
Apr. 1 st – Jun. 30 th , 2020	July 1 st , 2020 (no extensions)	100%

**Completion percentage is an estimate. Please notify NMC immediately if you are not on schedule after the first 6 months.*

FINAL REPORT/EXECUTIVE SUMMARY

Upon completion of the grant, the Grantee will be required to submit an executive summary of the project to New Mexico Counties. All CWPP grants must submit their completed CWPP to New Mexico State Forestry by August for appropriate signatures.

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 an extension agreement is reached with NMC, 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. (No extensions will be granted for the 2019–2020 grant period.)

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 NMC. In order to comply with the federal requirements that regulate the funding provided for the Wildfire Risk Reduction Grant Program, NMC 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, NMC will issue a management decision within 6 months after receipt of the grantees audit report. NMC 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, NMC will take appropriate action using

sanctions. Grantees agree to permit NMC and auditors access to the records and financial statements as necessary for NMC 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

As a term and condition of the grant, NMC requires that the Grantee provide recognition and acknowledgement of New Mexico Counties' 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 New Mexico Counties and the National Fire Plan funding through the Bureau of Land Management by written word and inclusion of the official NMC logo (see logos below).

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 from NMC.
- b. Send out press releases preceding and following your program's events and include the NMC logo on all correspondences.
- c. Invite local media, donors, and elected officials and provide photo opportunities when appropriate.

In-House Publications

- a. Feature the grant award in any newsletters, donor update letters, or notifications your organization has with its constituents. Include the official NMC logo in all features.

Inform District Government Representatives

- a. Send letters from your organization to help legislators understand the importance of investing public funds in the wildfire risk reduction programs and initiatives.

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.

- d. For education, please submit images of public gatherings and outreach initiatives.

Logos

- a. Public events and materials are expected to have an official NMC logo clearly visible.
- b. Include the NMC logo and URL link on your website.
- c. Please contact Aelysea Webb at awebb@nmcounties.org to obtain an electronic copy of the NMC 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.) Return the attached grant acknowledgement form and signatures of governing body to NMC no later than July 1, 2019.

2018 COMMUNITY WILDFIRE PROTECTION PLAN (CWPP) UPDATE GUIDELINES

The State of New Mexico and collaborative stakeholders have made a concerted effort over the past fifteen years to identify areas throughout the state that are at risk for wildland fires. Community Wildfire Protection Plans (CWPP) have become the primary mechanism for evaluating risk due to their emphasis on community involvement and assessment of local resources. CWPPs are also an important planning document used by emergency responders and citizens to plan for and respond to wildfire emergencies. Local leaders and governmental entities find CWPPs valuable for the purposes of identifying critical needs and prioritizing funding. The New Mexico State Forestry Division has used CWPPs to rank risk communities for the annual Communities At Risk Report that is provided to the Governor and New Mexico legislature by December 15 of each year.

Most of the wildfire risk areas in New Mexico are now included in a CWPP, but the work does not stop there. Resources and landscapes change over time and CWPPs must be revisited and refreshed regularly. Changes in risk ratings should be reflected upon completion of priority projects and new initiatives developed for the CWPP to remain viable. In addition, effective new strategies and wildland programs should be incorporated into CWPP planning efforts. For example, across the country, natural resources and fire managers are increasingly operating under the [National Cohesive Wildland Fire Management Strategy](#) which has these goals:

- a. Restore and maintain resilient landscapes,
- b. Create and sustain [Fire Adapted Communities](#), and
- c. Respond safely, effectively and efficiently to wildfire.

CWPPs should be updated every five years to be most useful. These guidelines are designed to enhance a CWPP's effectiveness and were generated from actual experiences with mitigation and large wildfires, as well as community planning processes.

Process for Updating Your CWPP

1. Review existing CWPP.
2. Engage stakeholders including tribes, pueblos, and nations (please provide documentation demonstrating these efforts even if they choose not to engage).
3. Host collaborative meetings.
4. Update maps.
5. Reflect changes in risk ratings due to completed projects or changes in landscape.
6. Develop updated priorities.
7. Distribute CWPP update drafts to key stakeholders (including local, state, tribal and federal partners) for review and input before the final approval.

8. Submit the final document to your local government body, local fire department(s) and State Forestry for required signatures and endorsement.
9. Once signed and endorsed by your local governing parties, submit all documentation to NM State Forestry no later than September 1st for final approval by the New Mexico Fire Planning Task Force.

New Mexico requirements for updating a Community Wildfire Protection Plan (CWPP)

All CWPPs and CWPP updates must be reviewed and approved by the New Mexico Fire Planning Task Force (FPTF). The FPTF recommends that communities update their CWPP every five years. Minimum requirements for all new CWPPs and updates must address the following items:

1. Collaboration: A CWPP must be collaboratively developed by local and state government representatives, in consultation with federal agencies and other interested parties.
2. Prioritized fuel reduction: A CWPP must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment that will protect one or more at-risk communities and essential infrastructure.
3. Reduce structural ignitability: A CWPP must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed by the plan.
4. Secure signature:
 - a. The applicable local government (i.e., counties or cities);
 - b. The local fire department(s); and
 - c. The state entity responsible for forest management.

In addition, in New Mexico all CWPPs – including updates – must include the following criteria:

1. Describe progress made and list accomplishments since the CWPP was adopted.
2. Identify any new risks that have developed.
3. List any changes in a community's hazard risk rating. Risk must be rated as either high, medium, or low.
4. Appropriate signatures (local government, local fire department(s), and State Forestry)
5. List of communities-at-risk and each individual community hazard risk rating
6. Map the Wildland Urban Interface (WUI) areas within the CWPP boundaries with either a high, medium, or low risk rating. Deliver paper, PDF, and digital WUI boundary files to New Mexico State Forestry's Resource Protection Bureau.

Digital files must be shapefiles. WUI boundary files must have the high, medium, or low risk rating delineated.

7. Include a spreadsheet or table of new prioritized projects. The list must reflect state, tribal and federal priorities including detail on specific objectives, responsible entity and timelines. Narrative should capture collaborative efforts and best practices within your landscape.
8. State Forestry accepts CWPP updates either as a preface to a previously approved plan, or as a new document with the updates integrated into the existing approved plan.

OTHER CONSIDERATIONS FOR MAKING YOUR CWPP MORE EFFECTIVE

Make your pre-fire plan sustainable and inclusive.

1. Develop a plan to reconvene your Core Team at least annually. By meeting regularly, and inviting relevant land management entities, you can stay in communication, convene around funding opportunities, coordinate implementation across organizations and manage changes to contacts. Consider your CWPP a "living document" that can be updated as conditions change or projects are completed. Make sure to create a timeline to review progress and identify a person or entity to evaluate and make recommendations back to the Core Team.
 - a. Engage stakeholders and the public. The CWPP development process is an ideal time for education and outreach about wildfire risk and developing fire adapted communities.
2. Prepare a user-friendly CWPP that is written in plain language and is understandable to a broad audience.
3. Plan at both the community scale and the landscape scale. Prioritize and rank community risk at the landscape scale, but also draw from your Core Team's knowledge of local conditions and issues to develop community-level action items, regardless of overall risk rating.
4. Don't forget to include action items like testing your Reverse 911 calling system and maintaining and improving rural addressing.
5. Ensure that the CWPP recognizes the needs of especially vulnerable populations such as the elderly, people with disabilities, and disadvantaged populations. For some communities, extra effort is needed to engage part-time residents.
6. Action plans should be as specific as possible with concrete tasks, a timeline, and the names of responsible individuals, organizations or other stakeholders. Similarly, be as specific as possible about the values at risk and identifying the Wildland Urban Interface (WUI) boundaries. Labeling large areas or entire counties as WUI makes project identification and prioritization difficult.

7. Recognize that your CWPP may be used to inform other plans such as land use plans, emergency management and hazard mitigation plans and regional water plans.
 - a. When you engage land use planners or developers, discuss:
 - Creating adequate ingress and egress for residents and emergency response vehicles.
 - Ensuring roads have sufficient right of way to allow for managing roadside vegetation and utility infrastructure.
 - Ensuring open space or common lands have management options that allow managing vegetation for defensible conditions.
 - b. When you engage emergency managers, discuss:
 - Emergency evacuation routes, shelters, and smoke refuge for wildfire and post-fire flood situations.
 - Ask them about other topics your community should be considering for wildfire planning and response.
 - c. When you engage water planners, discuss:
 - Including consideration of fire impacts on water resources and watersheds in state, regional and local water plans.
 - Projects and activities that improve watershed health, reduce wildfire risk and mitigate impacts from wildfire and post-fire floods to watersheds and water resources.

Consider planning for events during and after wildfire

Traditionally, CWPPs have focused on wildfire prevention and response. Recent wildfires have shown the importance of planning ahead for community action during the fire event, as well as for the post-wildfire effects and recovery, which can be as devastating as the fire itself.

1. Develop a plan to provide communities with refuge from smoke during a wildfire. For example, clean air shelters can be brought into an area for a period of time. The wildfire response and recovery team should identify where to find them, where would it be set-up, what size is needed, where are vulnerable populations in your area.
2. Identify a community liaison for each community to interface with incident command and/or Burned Area Emergency Response (BAER) teams during and after wildfires. It is recommended that this person take IS-700 ("National Incident Management System: An Introduction") and IS-800 ("National Response Framework: An Introduction") to be familiar with the incident command structure. Also consider taking S-203 ("Introduction to Incident Information") to become familiar with fire information techniques.

3. Review “After Wildfire: A Guide for New Mexico Communities” (www.afterwildfirenm.org) with your Core Team. Consider integrating applicable elements into a post-fire section of your CWPP.
4. Identify and establish a wildfire response and recovery team (which may be different from your CWPP Core Team) along with a strategy (see the “Mobilize Your Community: Assess Your Needs” section of the After Wildfire Guide) and an annual action plan to keep the team together.
5. Identify values at risk from post-fire impacts and use those to develop desired post-fire conditions for your landscape. Consider which techniques you might utilize to help protect areas from post-fire flooding or to rehabilitate burned areas (see the “Post Fire Treatments” section of the After Wildfire Guide).

**Wildfire Risk Reduction Program for Rural Communities
2019-2020 Program Quarterly Reporting
Outreach and Education Grants**

Name: Entity Name

GRANT CATEGORY (A separate form must be completed for each type of grant)	ANTICIPATED RESULTS OVER COURSE OF 12 MONTHS	QUARTERLY ACCOMPLISHMENTS			
		1 st	2 nd	3 rd	4 th
<p>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.</p> <p>Provide a summary of the number of meetings/events completed along with the total number of participants, materials distributed, and outcomes of educational effort.</p> <p>Please include copies of brochures, flyers, and training materials, as well as photographs of events and activities.</p> <p>A separate final report/executive summary of the process and accomplishments should also be submitted to NMC</p>	<p>Anticipated results over 12 months based upon application</p> <p>List the accomplishments you hope to achieve</p>	<p><i>Please provide a detailed narrative on completion of grant acceptance documentation, any meetings and events including number of participants, sign-in sheets, advertisements, identify partners, number of materials printed, number of materials distributed, press releases, news articles, photographs of events and participants.</i></p>	<p><i>Expansion on 1st quarter with updated accomplishments</i></p> <p><i>This should include any meetings and events, number of participants, sign-in sheets, advertisements, identify partners, number of materials printed, number of materials distributed, press releases, news articles, photographs of events and participants.</i></p>	<p><i>Expansion on 2nd quarter with updated accomplishments</i></p> <p><i>This should include any meetings and events, number of participants, sign-in sheets, advertisements, identify partners, number of materials printed, number of materials distributed, press releases, news articles, photographs of events and participants.</i></p>	<p><i>Expansion on 3rd quarter with updated accomplishments</i></p> <p><i>This should include any meetings and events, number of participants, sign-in sheets, advertisements, identify partners, number of materials printed, number of materials distributed, press releases, news articles, photographs of events and participants.</i></p>

If you have questions regarding the reporting requirements or would like examples of reports, invoicing, in-kind, or final report/executive summary templates, please contact Aelysea Webb at awebb@nmcountries.org.

**Wildfire Risk Reduction Program for Rural Communities
2019-2020 Program Quarterly Reporting
Fuel Reduction Grants**

Name: *Entity Name*

GRANT CATEGORY (A separate form must be completed for each type of grant)	ANTICIPATED RESULTS OVER COURSE OF 12 MONTHS	QUARTERLY ACCOMPLISHMENTS			
		1 st	2 nd	3 rd	4 th
<p>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.</p> <p>Provide a summary of the number of acres treated.</p> <p>The final product must include before and after pictures.</p> <p>A separate final report/executive summary of the process and accomplishments should also be submitted to NMC</p>	<p>Anticipated results over 12 months based upon application</p> <p>List the accomplishments you hope to achieve</p>	<p><i>Please provide a detailed narrative on completion of grant acceptance documentation, completion of additional biological and archeological requirements, any meetings including number of participants, identify partners, RFPs developed for contract work, photograph area prior to treatment, mapping completed, outreach initiatives, and acres treated.</i></p>	<p><i>Expansion on 1st quarter with updated accomplishments</i></p> <p><i>This should include the number of acres treated, updated photographs, any additional public meetings or partners, sign-in sheets, agendas, minutes, press releases, news articles, information on firewood programs, slash removal, etc.</i></p>	<p><i>Expansion on 2nd quarter with updated accomplishments</i></p> <p><i>This should include the number of acres treated, updated photographs, any additional public meetings or partners, sign-in sheets, agendas, minutes, press releases, news articles, information on firewood programs, slash removal, etc.</i></p>	<p><i>Expansion on 3rd quarter with updated accomplishments</i></p> <p><i>This should include the number of acres treated, updated photographs, any additional public meetings or partners, sign-in sheets, agendas, minutes, press releases, news articles, information on firewood programs, slash removal, etc.</i></p>

If you have questions regarding the reporting requirements or would like examples of reports, invoicing, in-kind, or final report/executive summary templates, please contact Aelysea Webb at awebb@nmcounities.org.

**Wildfire Risk Reduction Program for Rural Communities
2019-2020 Program Quarterly Reporting
CWPP Grants**

Name: *Entity Name*

GRANT CATEGORY (A separate form must be completed for each type of grant)	ANTICIPATED RESULTS OVER COURSE OF 12 MONTHS	QUARTERLY ACCOMPLISHMENTS			
		1 st	2 nd	3 rd	4 th
<p>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.</p> <p><u>The final CWPP, with signatures, must be submitted to State Forestry and a copy to NMC no later than August.</u></p> <p>A separate final report/executive summary of the process and accomplishments should also be submitted to NMC</p>	<p>Anticipated results over 12 months based upon application</p> <p>List the accomplishments you hope to achieve</p>	<p><i>Please provide a detailed narrative on completion of grant acceptance documentation, any meetings including number of participants, identify partners, RFPs developed for contract work, mapping completed, outreach initiatives.</i></p>	<p><i>Expansion on 1st quarter with updated accomplishments</i></p> <p><i>This should include the number of meetings held, attach copies of sign-in sheets, agenda, minutes, press releases, news articles, mapping completed, additional partners, and specific phases of the CWPP under development</i></p>	<p><i>Expansion on 2nd quarter with updated accomplishments</i></p> <p><i>This should include the number of meetings held, attach copies of sign-in sheets, agenda, minutes, press releases, news articles, mapping completed, additional partners, and specific phases of the CWPP under development</i></p>	<p><i>Expansion on 3rd quarter with updated accomplishments</i></p> <p><i>This should include the number of meetings held, attach copies of sign-in sheets, agenda, minutes, press releases, news articles, mapping completed, additional partners, and specific phases of the CWPP under development</i></p>

If you have questions regarding the reporting requirements or would like examples of reports, invoicing, in-kind, or final report/executive summary templates, please contact Aelysea Webb at awebb@nmcountries.org.