



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Eastern Regional Office
545 Marriott Drive, Suite 700
Nashville, Tennessee 37214

IN REPLY REFER TO
Division of Wildland Fire Management

JAN 11 2024

Dear Tribal Leader:

I am writing to inform you about the procedural requirements for one-time Division of Wildland Fire funding requests under 2 CFR 200 Fire Cooperative Agreements. These procedures aim to streamline the funding process and ensure transparency and accountability in the allocation of funds for Tribal projects.

2 CFR 200, Fire Cooperative Agreements: For requests made under 2 CFR 200 Fire Cooperative Agreements, official correspondence from the program manager should include the following documents:

- Statement of Work: Provide a detailed Statement of Work (SOW) for the project, outlining the objectives, activities, deliverables, and a timeline for completion. In cases where maps are required to illustrate the project location or other relevant details, please include them.
- Project Narrative: Include a project narrative that provides a comprehensive understanding of the proposed project. Elaborate on the project's background, its significance to the Tribal community, and the expected outcomes. This narrative must align with the funding guidelines provided under 2 CFR 200.
- Budget and Budget Narrative: Prepare a budget that accurately estimates the costs associated with the project. Ensure that each item is clearly itemized and justified. Additionally, provide a budget narrative that explains each cost and how it aligns with the project's activities and objectives.


We kindly request that you address the official correspondence to Division of Wildland Fire Management - Eastern Region with a carbon copy to the appropriate line official.

We emphasize the importance of submitting complete and well-documented proposals. This will enable our team to efficiently review and process your funding requests, ensuring that they are given the careful attention they deserve.

If you have any further inquiries or require assistance with the submission process, please do not hesitate to contact Reese Kerbow, Chief- Division of Wildland Fire Management, Eastern Region at reese.kerbow@bia.gov or (828) 736-0952. We are committed to supporting and collaborating with your Tribe to meet the unique needs and priorities of your community.

Thank you for your attention to this matter. We look forward to receiving your future funding requests and collaborating on impactful projects that benefit both your Tribe and the broader community.

Sincerely,


for. Kimberly A. Bouchard
Regional Director

Enclosure: One-time Funding Request Example

<TRIBE> - <Program>

<Title> ex. FY2020 Capitalized Equipment One-Time Funding Request

INTRODUCTION

The <Tribe> (TRIBE) <Tribal Program> (<TRIBAL PROGRAM>) would like to submit a one-time funding request for the purchase of capitalized equipment. <TRIBAL PROGRAM> is responsible for enhancing and maintaining TRIBE forests within our Tribal Reserve and possessory holder landscape to support various management plans in order to address; natural resource protection, woodland/habitat/ecosystem enhancement, reduction of hazardous fuels in wildland/urban interface (WUI), the protection of culturally significant values, and other associated management directions and planned activities. However, our program has limited staff and a lack of appropriate tools which constrains our ability to efficiently manage our natural resources and protect out culturally significant values. The purchase and use of a highly efficient mechanical fuels treatment apparatus would enable our program to increase project production rates which would reduce overall project costs.

SCOPE OF WORK

The <TRIBAL PROGRAM> plans to collaborate with the <Agency/Region> – Fire and Aviation Management (<AGENCY/REGION>) program in the completion of WUI mechanical fuels reduction, forestry development, natural resources, and prescribed fire treatments found in/adjacent to Tribal Reserve;

IFPS Project ID: ex. 6069980

Project Name: ex. FY21-FY23 _<AGENCY/REGION> _WUI

Treatments:

Ex. FY21 Jenkins Ridge Rx

Ex. FY22 Bunches Bald Rx

Ex. FY22 Rough Branch Mech

Ex. FY22 Rough Branch Rx

Ex. FY23 Lickstone Rx

Project implementation is planned for 01OCT2020 thru 30SEP2023. The intent of these hazardous fuels reduction treatments is to create fuel breaks and reduce fuel loadings throughout the project area. Linear fuel break widths will vary and large concentrations of fuel within the fuel breaks will be treated to reduce fuel loadings to historical conditions. Mid story canopies will also be treated and standing timber will be spaced an average of 40 feet between stems, creating an open, park like appearance. In the event of a wildfire, these areas would provide defensible control area in/adjacent to WUI for fire suppression resources. Post treatment of the area will be maintained by prescriptive fire and mechanical treatments to promote regeneration of culturally significant timber species and plant habitat resulting in a holistic natural resource management approach.

Utilizing this equipment would cut project cost and increase production rates in relation to a twenty (20) person hand crew by reducing the amount of personnel associated with project implementation and reducing overall project duration. There is a substantial upfront cost associated with this purchase, however within a short period of time the savings incurred would pay for that initial cost.

<TRIBE> - <Program>

<Title> ex. FY2020 Capitalized Equipment One-Time Funding Request

BUDGET AND BUDGET NARRATIVE

PERSONNEL

No additional personnel will be required.

COST: \$0.00

FRINGE

No additional fringe cost will be required.

COST: \$0.00

EQUIPMENT

Equipment needed to complete mechanical fuels treatments and to enhance the management of Tribal natural resources and habitats. This equipment will be used for the identified project and for future fuels reduction projects/treatments upon completion.

Equipment to be purchased includes:

- Caterpillar 299D XHP compact track loader w/ HM115C Mulching/Mastication Head

COST: \$123,647.06

FIRE COOPERATIVE AGREEMENT ONLY

<TRIBE> - <Program>
<Title> ex. FY2020 Capitalized Equipment One-Time Funding Request

PROGRAM SUPPLIES

Program supplies include those consumable supplies needed for equipment operation and maintenance and or personal protective equipment will be provided by <TRIBAL PROGRAM>.

COST: \$0.00

TRANSPORTATION

Transportation reflects the use of Tribally owned pickup trucks and towing supplies, including trailers, dump trailers, etc. Costs associated with the use of these vehicles includes fuels, and repair as necessary.

COST: \$0.00

CONTRACT SUPPORT COST

The Department of the Interior approved contract support cost rate of ##.##%.

Direct Costs: **\$123,647.06**

COST: \$0.00

TOTAL COSTS:

PERSONNEL	\$0.00
FRINGE	\$0.00
EQUIPMENT	\$123,647.06
PROGRAM SUPPLIES	\$0.00
TRANSPORTATION	\$0.00
CONTRACT SUPPORT COST	\$0.00

REQUEST TOTAL: \$123,647.06

*****TO BE INCLUDED WITH FINAL PACKET SUBMISSION*****

- Key Contacts Lists
- Project Abstract Summary
- SF242
- SF242a