

Fuels Program Business Management Handbook

Bureau of Indian Affairs
National Interagency Fire Center
February 2006

TABLE OF CONTENTS

1)	INTRODUCTION	4
2)	BACKGROUND	4
3)	POLICY	5
4)	AUTHORITY	5
5)	AUTHORIZED HFR PROGRAMS	5
A)	WUI	5
B)	NON-WUI	8
6)	FEDERAL FINANCIAL SYSTEM PROJECT (PCAS) NUMBER	10
7)	FUNDING AND TREATMENT PRIORITIES	11
8)	COLLABORATIVE FUELS PROGRAM DEVELOPMENT PROCESS	11
A)	IDENTIFYING AND PRIORITIZING COMMUNITIES AT RISK	12
B)	DETERMINING LOCAL UNIT PRIORITIES	13
9)	AUTHORIZED PROGRAM EXPENDITURES	14
A)	POSITIONS	14
B)	PROJECTS	16
C)	FUELS INVENTORY AND MONITORING	17
D)	COMMUNITY ASSISTANCE	18
E)	SUPPLEMENTALS	19
10)	NON-AUTHORIZED PROGRAM EXPENDITURES	20
11)	CONTRACTING	21
12)	SUPPORT ACTION ASSISTANCE	21
A)	BIA/TRIBE	21
B)	OTHER FEDERAL AGENCIES	22
13)	ADMINISTRATIVELY DETERMINED (AD) EMERGENCY FIRE FIGHTER USE	23
A)	BIA/TRIBAL PROJECTS:	23
B)	OTHER FEDERAL AGENCIES	23
14)	ADDITIONAL PROGRAM PROCEDURES AND BUSINESS RULES	24
A)	ENCODING WILDLAND FIRE SUPPRESSION OVERTIME AND HAZARD PAY	24
B)	EMERGENCY EQUIPMENT RENTAL AGREEMENT (EERA)	24
15)	P.L. 638 CONTRACT TRIBES	24
16)	BIA HOTSHOT CREWS AS FIRE USE MODULES	25
17)	PROGRAM PLANNING, IMPLEMENTATION, MONITORING, AND REPORTING	26
A)	PROJECT REPORTING - NFPORS	26
B)	PROJECT PLANNING AND COMPLIANCE DOCUMENTATION	26
C)	PROJECT PLANNING AND IMPLEMENTATION REQUIREMENTS	27
D)	MONITORING AND EVALUATION	28

18)	NATIONAL HAZARDOUS FUELS PROGRAM FUNDING DISTRIBUTION	28
A)	PERFORMANCE BASED ALLOCATIONS	29
B)	PROGRAM COST SHARING	29
C)	INTEGRATION OF HAZARDOUS FUELS REDUCTION WITH FOREST MANAGEMENT	29
D)	BIOMASS UTILIZATION AND HAZARDOUS FUELS REDUCTION	30
E)	WUI AND NON-WUI FUNDING USE CRITERIA FOR ACTIVITY AND NON-ACTIVITY FUELS	30
19)	PROCEDURES TO REQUEST FUNDING	31
A)	NFPORS	31
B)	NATIONAL FUELS DATABASE	32
20)	UNOBLIGATED FUNDS	33
21)	PERFORMANCE MEASURES	34
22)	FIRE OCCURRENCE (DOI - 1202)	35
23)	SPATIAL INFORMATION TRACKING	35
24)	PROGRAM OVERSIGHT AND REVIEW	36
APPENDICIES	A-1
APPENDIX A:	GLOSSARY	A-2
APPENDIX B:	WUI AND NON-WUI FUELS REDUCTION PROGRAM FUNDING USE CRITERIA FOR ACTIVITY AND NON-ACTIVITY FUELS	B-1
APPENDIX C:	SAMPLE COOPERATIVE AGREEMENT	C-1
APPENDIX D:	CATEGORICAL EXCLUSIONS TABLE	D-1
APPENDIX E:	SUPPLEMENTAL FUNDING REQUEST PROCEDURES	E-1
APPENDIX F:	COMMUNITY ASSISTANCE PROJECT PROPOSAL FORM	F-1

1) Introduction

This document functions as a companion text to the BIA Fuels Management Handbook. This guide provides general program business management direction for the Wildland Urban Interface (WUI) and Non-WUI Hazardous Fuels Reduction (HFR) programs while the Fire Use Handbook provides operational direction. It also provides guidance to hazardous fuels reduction activities conducted by other programs.

The following policy and guidelines provide the framework for the Bureau of Indian Affairs (BIA) to manage and implement their hazardous fuels treatment programs.

2) Background

The Departments of Agriculture and the Interior jointly released the results of a *Federal Wildland Fire Management Policy and Program Review* in 1995 that was further amended in 2001. This report formally recognized the critical role fire plays in the maintenance of healthy wildland ecosystems and endorsed a significant increase in the use of fire as a practical land and resource management tool. The Hazard Fuels Reduction Operations Subactivity (program funding) was implemented in fiscal year 1998 as a long-range effort for the reintroduction of fire in fire dependent ecosystems. The goal of this program was to reintroduce fire back on the landscape, restore healthy ecosystems and subsequently reduce the severity of future wildland fires.

For the last several decades, unwanted wildland fire in the United States has resulted in an increase in fatalities, property loss, local economic disruptions and negative effect on an array of natural and cultural resources. The Fuels Management Program within the Department of the Interior bureaus and the USDA Forest Service has a common purpose of reducing risks to humans and communities and improving ecosystem health. To ensure these programs are coordinated on the ground, common priorities for fuel treatments have been established. Thus, this collaboration will provide the ability to address fuel hazards and ecosystem health irrespective of Federal, State, Tribal, and local administrative boundaries.

3) Policy

This document sets standardized operating procedures, guidelines and policy for the management and administration of the BIA, Fuels Program for Indian Country. The program is administered through the BIA National Fire Program Office located at the National Interagency Fire Center (NIFC) in Boise, Idaho. This document is referenced in the BIA Fuels Management Handbook.

In addition, the following handbooks and guides will be used by Agencies/Tribes to manage and administer the BIA Hazardous Fuels Program.

- BIA Fuels Management Handbook
- Wildland and Prescribed Fire Management Policy: Implementation Procedures Reference Guide
- Interagency Incident Business Management Handbook
- National Interagency Mobilization Guide
- Wildland and Prescribed Fire Qualification System Guide (PMS 310-1)
- BIA Fire Occurrence Users Guide
- Certifying Officer/Assistant Disbursing Officer (CO/ADO) Handbook
- BIA Wildland Fire and Aviation Program Management and Operations Guide

4) Authority

The following authorities apply to this document and program:

- 25 C.F.R.
- Tribal Self-Determination Act (P.L. 93-638)
- Tribal Self-Governance Act of 1994 (P.L. 103-413)
- National Indian Forest Resources Management Act (P.L. 101-630)
- Department of Interior and Related Agencies Appropriation Act (P.L. 103-32)
- Departmental Manual Part 620, Wildland Fire Management
- Indian Affairs Manual Part 90, Wildland Fire Management
- Approved Interagency Cooperative Agreements
- Indian Affairs Manual Part 53, Forest Management

5) Authorized HFR Programs

a) WUI

Since the development and implementation of the National Fire Plan, a marked increase in attention to fuel treatment in the WUI has occurred. However, there appears to be some confusion and interpretations differ as to what WUI actually is and what constitutes reportable WUI projects. The following

information reinforces existing definitions and clarifies valid fuel treatment projects.

"Wildland Urban Interface" currently has two accepted definitions:

The urban Wildland interface community exists where humans and their development meet or intermix with wildland fuel.¹

And:

The line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuel.²

The use of either definition is acceptable when determining which projects are assigned to the WUI Program.

i) Purpose of WUI Projects

WUI treatments and activities are designed to reduce risks to people, property, structures, and other human development. The WUI Program includes two primary activity categories:

- (1) WUI Projects: This category of WUI Program includes all activities associated with fuels inventory, project planning (including project level compliance work), operational implementation (treatments), and treatment monitoring. Projects may include one or several treatments aimed at manipulating fuels complexes to alter amounts, composition, distribution, and structure of fuels so that predicted fire behavior, adjacent to, or outside the WUI after treatment will be acceptable and capabilities to control wildland fire within the interface will be increased.
- (2) Community Assistance: This category includes community assistance, fire prevention and education activities. The focus of community assistance is to develop a collaborative, community-based approach to reduce risks to homes and property through prevention education. Community assistance projects have a greater chance of receiving funding if the project proposal demonstrates cost effectiveness and is competitive with planning costs for other tribes and agencies with similar wildland urban interface issues and complexity. Any project which will result in the reduction of hazardous fuels in the WUI environment should be categorized as a WUI treatment and not

¹ Federal Register/Vol. 66, No. 3/Thursday, January 4, 2001/Notices; and A Fire in the West, The Wildland/Urban Interface Fire Problem@ A Report for the Western States Fire Managers, September 18, 2000.

² NWCG Glossary and the 10-Year Comprehensive Strategy Implementation Plan.

community assistance. Examples of projects eligible for WUI projects and the appropriate funding source are listed below:

- (a) Educational training such as FIREWISE Workshops (Community Assistance)
- (b) Hazardous Fuels Reduction Treatments in the WUI (WUI Treatment)
- (c) Student Conservation Association, Fire Education Teams (Community Assistance)
- (d) Tribal/Agency Fire Education Teams (Community Assistance)
- (e) Community Wildfire Protection Plans (Community Assistance)
- (f) Hazard and Risk Assessments (Community Assistance)

These activities will also increase the level of community awareness, identify values and risks, develop partnerships among local governments, and communities and build collaborative mitigation strategies.

Treatments can be conducted within, adjacent to, or outside the WUI. However, to meet designation as a valid and reportable WUI fuel treatment project, the sum of the activities must clearly support hazardous fuels reduction, potential fire behavior modification, and risk reduction to the people and the community.

WUI projects and activities are associated with mitigating wildland fire risks to people and their communities located on trust property or that are adjacent to, or in close proximity of, federal land (includes tribal trust/restricted lands). They do not include development of community infrastructure, increasing suppression resources or enhancing facilities.

ii) WUI Project Focus:

WUI projects and activities will focus on:

- High-risk communities and adjacent resource values that are inherently important to the social and/or economic stability of the community.
- "Communities at Risk" published in the Federal Register and future communities identified by the local collaborative effort.
- Placing initial treatments closest to the highest risk areas.

In addition, WUI Projects and Activities will:

- Increase wildland fire safety to the public and to firefighters.
- Reduce risk of unwanted wildland fire to communities, and the resulting negative effects to associated elements, such as resource-related jobs,

communication infrastructure, transportation networks, municipal watersheds, and utilities.

- Reduce risk to recreational opportunities and associated wildland attributes, and cultural and historic resources and landscapes.
- Strengthen rural economic sustainability and increase opportunities to diversify local economies.
- Increase public education and understanding about the importance of implementing hazardous fuels risk reduction activities on both federal and private land.

iii) Eligible Land Status and Activity

WUI projects and activity may be conducted on tribal trust and restricted land, tribal fee, private, state, and federal property located in and adjacent to tribal communities. Tribal trust and restricted Indian lands should be considered the highest priority for treatments. A Cooperative Agreement, which authorizes the BIA to develop and implement a Prescribed Burn Plan or Mechanical Fuels Treatment Plan, with the Landowner is required. See Section b.ii below for more information concerning cooperative agreements.

Treatments may be applied to "Activity" and "Non Activity" fuels. Refer to Funding Use Criteria, Section 18.i.

b) Non-WUI

For all practical purposes, Non-WUI treatments and activities are those that are planned and occur outside the WUI.

Non-WUI treatments are primarily designed to reduce levels of hazardous fuels, and restore or maintain healthy and sustainable ecosystems on a landscape scale. Activities include fuels inventory, project planning, and compliance work, operational implementation (treatments), and treatment monitoring. A Project may include one or several treatments designed to move amounts, composition, distribution, and structure of live and dead fuels towards a desired future condition. Treatments may include prescribed burning, mechanical, biomass utilization, chemical, and biological applications. Some examples include underburns, thins, mastication, lopping, pruning, mowing, piling, and herbicides.

i) Non-WUI Project Focus

Non-WUI projects and activities will focus on:

- Treating areas classified as Fire Regime I, II and III and Condition Class 2 and 3.
- Maintenance burns in Condition Class 1.
- Landscape level planning and operational implementation
- Biomass utilization
- Treating landscapes at highest risk and expanding on WUI projects within those landscapes

In addition, Non-WUI Projects and Activities will:

- Increase wildland fire safety to the public and firefighters.
- Reduce risk of unwanted wildland fire affecting communities, including their critical elements such as resource-related jobs, communication infrastructure, transportation networks, municipal watersheds, and utilities.
- Reduce risk to recreational areas and associated wildland attributes, and cultural and historic resources and landscapes.
- Strengthen rural economic sustainability and increase opportunities to diversify local economies.
- Support attainment of tribal land management planning goals and objectives.

ii) Eligible Land Status and Activity

Non-WUI projects and activity may be conducted on tribal trust and restricted land, individual allotments, tribal fee, private, state, and federal property located in, and adjacent to, tribal communities. Tribal trust, individual allotments, and restricted Indian lands should be considered the highest priority for treatments.

In addition, there may be occasions on intermingled lands when it is economically justified to include private land within a fuels treatment project. A Cooperative Agreement which authorizes the BIA to develop and implement a Prescribed Burn Plan or Mechanical Fuels Treatment Plan on the Landowner's property is required. Non-WUI projects may be applied on fee land only when the planning and implementation of the project is a collaborative effort and is justified for cost effectiveness, firefighter and public safety, and or community protection of property. An example agreement is illustrated in Appendix C. The agreement will be approved by a

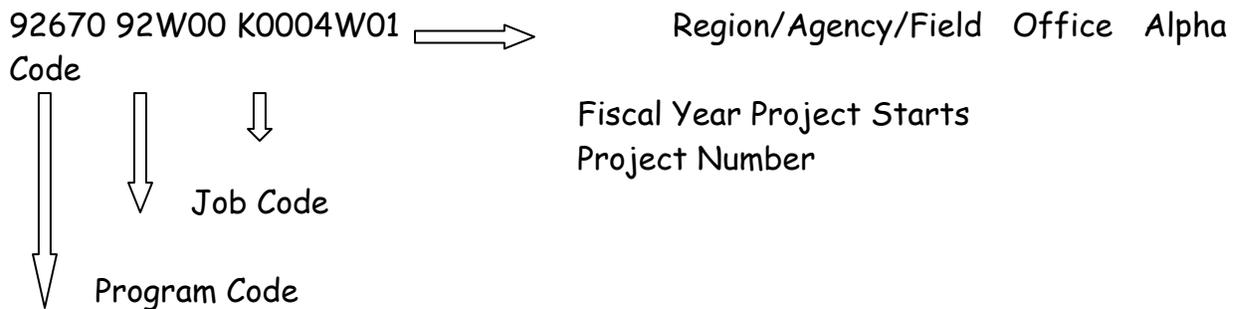
Line Officer (as Regional policy dictates) and specify the exact lands involved, the overall objectives and what actions each party will take, if applicable.

Accomplished acres may only be reported on private land if those acres are included in the Prescribed Burn Plan or Mechanical Fuels Treatment Plan.

Treatments may be applied to "activity" and non-activity fuels. Refer to Section 18.a., Hazardous Fuels Treatment Funding Eligibility Requirements.

6) Federal Financial System Project (PCAS) Number

All charges and obligations to the Fuels Management Program must be made to a special project job number. The Bureau of Indian Affairs-National Interagency Fire Center (BIA-NIFC), upon request by a Regional Office, executes Job (PCAS) numbers. The following illustrations show the process used to establish WUI and Non-WUI PCAS numbers. A typical FFS costing accounting string looks like this:



FFS Fund Code

The following table identifies the FFS Fund Code and Program Code used for each program and references the section in this Handbook that defines activities covered in these programs:

Program	FFS Fund Code	Program Code	Covered Activities
WUI	92670	92W00	Re: Section 5.a.
Non-WUI	92600	92630	Re: Section 5.b.

The PCAS number is assigned by BIA-NIFC after projects and activities submitted for funding are approved.

7) Funding and Treatment Priorities

National Fuel Treatment Priorities were reestablished in a memorandum from the Assistant Secretary, Policy, Management and Budget dated March 17, 2005. The priorities are:

- All projects must result from a collaborative process.
- Funding will be targeted to the WUI.
 - Projects near WUI communities at greatest risk of fire.
 - Communities that have completed a Community Wildfire Protection Plan or its equivalent; and
 - Communities where there is an active partnership with volunteer efforts, in-kind services, and/or partners are contributing funding.
- Non-WUI areas in Condition Class 3 or 2 in Fire Regimes I, II, or III, or those in Condition Class I where landscape conditions could quickly deteriorate to Condition Class II or III.
- Projects using mechanical treatments, with special emphasis on projects yielding biomass for off-site economic use.
- Projects using contractors, particularly contracts that support rural community stability.
- Prescribed burning will be used when weather and resource conditions permit, where mechanical treatments are not appropriate, and as maintenance treatments following mechanical work.

8) Collaborative Fuels Program Development Process

The Department of the Interior and the USDA Forest Service are committed to working together to accomplish community protection and the maintenance and restoration of healthy ecosystems. These agencies along with other Federal, State, Tribal and local partners will work within a collaborative process to ensure effective fuel treatment efforts.

A Memorandum of Understanding³ (MOU) for the development of a collaborative fuels treatment program among the Forest Service, DOI Bureaus, National Association of State Foresters (NASF) and the National Association of Counties (NACo) was signed in 2003. The purpose of this MOU is to provide the framework for FS, DOI, NASF, and NACo to collaborate on the annual selection

³ Refer to the Department of the Interior Assistant Secretary's November 24, 2003 Memorandum of Understanding, *Identifying and Prioritizing Communities at Risk.*

of a fuels treatment program of work within their respective jurisdictions to provide for community protection and enhance the health of forests and rangelands. This process is consistent with the USDA Forest Service/DOI/Western Governors' Association document, "A Collaborative Approach for Reducing Wildland Fire Risks to Communities and the Environment - 10 Year Comprehensive Strategy." All parties agreed to collaborate, by notification and discussion, on identification of a proposed annual program of work for fuel treatments. The proposed program of work for the upcoming Federal fiscal year will be completed by May 1 of each year.

a) Identifying and Prioritizing Communities at Risk

The Wildland Fire Leadership Council (WFLC) approved Field guidance for identifying and prioritizing communities at risk in 2003. The document provides a collaborative process for assessing the risk to communities from wildland fire identifying the highest priorities for treatment on a state-by-state basis. This process will facilitate the selection of fuel treatment projects for the joint programs of work required by the MOU. A synopsis of the approach follows:

- i) Identify communities at risk (or alternately, landscapes of similar risk) on a state-by-state basis with the involvement of all organizations with wildland fire protection responsibilities: state, local, tribal, and federal.
 - (1) Identify communities, or other areas of human development or habitation that are in the WUI, that are at risk from wildland fire.
 - (2) Develop state-specific criteria for sorting communities (or landscapes) into three, broad categories (or zones) of relative risk, using methodology described in the following section.
 - (3) Prioritize the categories/zones as high, medium, and low.
 - (4) Using the identified criteria, sort communities (or landscapes) into each of the three categories or zones of risk.
 - (5) If there are land ownerships that cross state lines (for example Indian Reservations or National Forests), it is important to coordinate the risk assessment process with neighboring state(s) to ensure consistency in classification.
 - (6) After completing the assessment process for a specific community, consider developing a mitigation plan to reduce the identified risks to the community.
- ii) Annually, using available mitigation plans or similar analysis process, each agency will examine the lands under its jurisdiction and identify high

- priority fuels reduction and ecosystem restoration projects, which have the potential to reduce the risk to a specific community or communities.
- iii) Each year state, federal, local, and tribal partners should meet to complete a joint program of work for the upcoming federal fiscal year. This must be done prior to May 1 of each year.
 - iv) In developing a risk assessment process for a state, the document recommends using the NSC publication "A Wildland/Urban Interface Fire Hazard Assessment Methodology" as a reference guide. At minimum, states should consider the following factors when assessing the relative degree of exposure each community (landscape) faces:
 - (1) Risk - Using historic fire occurrence records and other factors, assess the anticipated probability of a wildfire ignition in the vicinity of each community (or identified landscape) using an adjective rating system, such as high, medium, and low.
 - (2) Hazard - Assess the fuel conditions surrounding the community using a methodology such as condition class, or similar process. Apply an adjective rating to each specific area.
 - (3) Values Protected - Evaluate the human values associated with the community or landscape, such as homes, businesses, and community infrastructure (e.g. water systems, utilities, transportation systems, critical care facilities, schools, manufacturing and industrial sites, and high value commercial timber lands). Apply an appropriate adjective rating to each community or identified landscape.
 - (4) Protection Capabilities - Assess the wildland fire protection capabilities of all agencies or organizations with jurisdiction: federal, state, tribal, and local. Apply an appropriate adjective base rating.

The Forest Service and the Bureaus within the Department of Interior have established a coordinated process of steps and timeframes to meet the goals of fuels program.

The BIA requires all communities within the local unit's jurisdiction to be identified, have all risks and hazards assessed, and to be prioritized for treatment during the wildland fire prevention planning process.

b) Determining Local Unit Priorities

Tribal land and resource management plans set the goals and objectives for the use and desired future conditions of Indian trust/restricted lands. The Fire Management Plan and other supporting documents to these programmatic

plans, further define the goals, objectives, operational procedures and policy for the agency or tribe's Fuels Management Program. Fuels treatment projects are tools to meet objectives described in the Fire Management Plan. Therefore, the local Fire Management Plan will be used in conjunction with the National Fuel Treatment Priorities (described above) to set the priorities for local unit Fuels Treatment Programs.

Other considerations will affect priority assessment at the local unit level. Examples are: management emphasis, operational capability, smoke management, wildlife management issues, constrained windows of opportunity, required prerequisite steps, and spatial distribution of treatments to break up landscape continuity.

9) Authorized Program Expenditures

There are four categories of program expenditures, Positions, Projects, Community Assistance, and Supplementals. Authorized expenditures for each category within the WUI and Non-WUI programs are described in the following sections.

a) Positions

The following positions are available for full or partial funding from the HFR Program:

i) Fuels Positions

Funding for salaries, benefits and support costs for permanent, career seasonal and temporary personnel who are hired specifically for the hazard fuels program, inside or outside the defined fire season is authorized if these employees spend at least 80% of their time on duties associated with the WUI or Non-WUI program and the position is approved by BIA-NIFC.

(1) Administrative Support, Program Planning and Oversight

Permanent positions for program planning and oversight (i.e. environmental and cultural compliance work) may be authorized and funded through the fuels program. The location of these positions will be approved by BIA-NIFC using program workload, complexity and the following rationale:

The majority of fuels program funding must support (supervise, plan or implement) actual, on-the-ground accomplishment of projects. Therefore, with respect to fuels positions, funding will not be authorized until such time

that a tribe/agency, and in some cases the Region, can demonstrate significant use of the program to offset the administrative expense of the fuels position(s) and also display long-term potential use of the program at this level. Long term potential use of the program, is identified in an approved Forest, Range or Integrated Resource Management Plan or "stand alone" Fire Management Plan.

In special circumstances, partial funding is authorized for a position that administratively supports the fuels program i.e. a regional contracting specialist. The rationale stated above, applies here as well.

Support costs, such as travel, training, overtime, etc. are authorized. Regions are responsible for establishing reasonable limits for these costs.

To ensure that funding remains focused on accomplishments, BIA-NIFC applies a 20% administrative cap against the HFR program for approved fuels positions. Currently the 20% cap has been exceeded as project funds have leveled off and costs of living and other administrative expenses increase annually. No new fuels positions will be approved until new funds are available.

Position funding is available from the WUI and Non-WUI programs and is recurring for approved positions. Unobligated funds do not carry forward.

(2) Travel and Per Diem

Travel, per diem, and training costs associated with developing and attending National Wildfire Coordinating Group's (NWCG) certified prescribed fire curriculum, other prescribed fire or fuels management training, and other associated training necessary to fully carry out the fuels program is authorized as support costs for approved fuels positions.

ii) Non-Fuels Positions

Actual time accrued by permanent non-fire personnel to develop hazardous fuels project work and project implementation is authorized for base 8 and overtime hours. Permanent full-time personnel hired under the preparedness program can not charge their base 8 to the fuels program. Career seasonal and temporary employees hired in preparedness positions cannot charge their base 8 to the fuels program unless they are working outside the official fire season.

Travel, per diem and other training costs for personnel that are not working in an approved fuels position, are authorized through the use of regional Blanket Training accounts. See section e.i., below.

b) Projects

Project funding is authorized for treatments, planning activities, fuels inventory and monitoring, and miscellaneous supplies and equipment that are necessary to complete the project. Funding for these activities must be included as planned direct costs in NFPORS. A description of each follows:

i) Treatments

Project funding for hazardous fuels reduction treatments described in Sections 5.a. and 5.b. are authorized. Treatments may include prescribed burning, mechanical, chemical, and biological applications. Some examples include: underburns, thins, mastication, lopping, pruning, mowing, piling, and herbicides.

ii) Planning Activity

Planning activities that are authorized for funding include: development of a project implementation plan, project level compliance with NEPA, consultation on T&E species and cultural clearance, and contract preparation and administration.

iii) Salary

Salaries for seasonal, career seasonal, and temporary personnel who are hired specifically for hazardous fuels reduction project planning and implementation and do not occupy an approved fuels position, are authorized and must be included in the project funding requests in NFPORS.

Some locations having large fuels programs are using project funding to fund permanent positions for planning and implementation of projects. This practice is acceptable, but tribes and agencies assume some level of risk, as project funding is not guaranteed from year to year.

Overtime for all personnel (fire and non-fire) permanent or seasonal, who are involved in project implementation is authorized and must be included in the project funding requests. The new overtime rate, which allows full time and a half for overtime earned, does not apply to personnel involved in hazardous fuels treatments and activities, such as community assistance. *Note: current policy does not authorize hazard pay for work on prescribed fires.*

Salary for permanent non-fire personnel temporarily assigned to develop hazard fuels project work and assist with project implementation is

authorized for actual time spent on the project. These costs must be included in project funding request in NFPORS.

iv) AD Hiring Authority

Use of the AD hiring authority for the operational execution of fire use prescribed fire treatments authorized by congressional funding within the Wildland Fire Operations account is authorized. AD hiring authority is not authorized for mechanical or chemical fuels treatment projects. Employment is only for the immediate on-sight execution of project work. The term of hire is restricted to no greater than the period beginning 24 hours prior to planned ignition and extending through 24 hours after the perimeter is secured and no greater than 300 hours per calendar year per person. Refer to the "Administratively Determined (AD) Pay Plan Emergency Fire Fighter Use" section of this document for procedures and guidelines.

v) Travel

Travel expenses for personnel coming from outside their assigned duty stations to assist in the project planning or implementation is an authorized project cost. A travel authorization is required. Include these as part of the planned treatment costs in NFPORS.

vi) Miscellaneous Supplies and Equipment

Supplies and equipment that are necessary to implement the project must be included as project costs in NFPORS. Examples include oil, gas, and special safety equipment. Items that become unusable due to normal wear and tear such as saw chains, chaps, goggles, etc. should be included in treatment costs, rather than a supplemental account. For more information on supplementals see section 9.e.

c) Fuels Inventory and Monitoring

The primary purpose of fire behavior and effects monitoring funded by fuels must be to determine whether the treatment met fuels management objectives. Allowable charges to the fuels program may include costs associated with the implementation of all five levels of fuel treatment monitoring as described in Chapter Seven - Monitoring, of the Fuels Management Handbook.

A partnership among the resource disciplines should be developed for long range monitoring when necessary.

d) Community Assistance

Community Assistance includes all funding provided to the communities for community outreach, education, and prevention. The focus of community assistance is to develop a collaborative, community-based approach to reduce risks to homes and property through prevention education. Partnerships will involve tribes, agencies, local governments, and community members. Some recent examples of community assistance activities include Risk Assessments, Mitigation Plans, Community Wildfire Protection Plans (CWPP), Prevention and Educational Workshops/Trainings, and Student Conservation Association (SCA) program activity, excluding Fire Monitoring Crews.

All proposed Community Assistance projects must have a project proposal (see Appendix F) developed by the local unit and submitted to the regional office. The project proposal must contain the objectives of the project, an itemized proposed budget, timeframes, monitoring procedures (if follow-up will be necessary), and desired outcome. The regional office will prioritize the proposals and enter the approved funding requests into NFPORS. All requests for SCA Fire Education Teams and Interns must be forwarded to NIFC by March 1 each year. BIA NIFC will consolidate all SCA Fire Education requests and enter one request in NFPORS. These funds are requested annually through the WUI and Community Assistance portals of NFPORS.

Community Assistance funds may only be used for those direct costs necessary to implement the project. Community assistance funds are not recurring funds. Examples of authorized use of these funds include:

- Salaries for those temporary individuals hired to implement the project and those not listed below under the unauthorized uses. Individuals employed under these funds fall under the category of Temporary or Term Positions depending on the length of employment.
- Supplies - Informational and educational, such as printed materials.
- Support - Expenses necessary for, and directly related to, the support of the project such as rentals, leases and non-capitalized items.

i) Risk Assessments and Mitigation Plans:

Funding for the development of wildland fire prevention plans (WFPP) and other risk assessments and mitigation plans is authorized under this program.

ii) Prevention and Educational Workshops:

Planning, coordination, and other administrative support costs necessary to hold prevention and educational trainings and workshops are authorized.

iii) SCA Program:

SCA program activity includes the use of Fire Ed Corps and Interns. Funding for SCA is obligated under a national agreement.

Community Assistance funding is available in the WUI Program only. It is non-recurring and unobligated balances do not carryover.

e) Supplementals

Supplemental funding is authorized for support actions, blanket training, and costs associated with programmatic compliance planning, capitalized equipment and supplies needed to support multiple projects.

i) Blanket Training:

BIA-NIFC will set up PCAS numbers to establish Blanket Training accounts within each region. The account may be used to pay for travel, per diem, and registration of personnel to attend NWCG courses and other prescribed fire and fuels related training and workshops necessary to maintain or acquire prescribed fire qualifications and advance the capability of the program. Students that attend the Prescribed Fire Training Center or the Fire Use Training Academy may incur overtime. These costs may be charged to this account. The Regional Office must identify the funding needed for blanket training and submit as a supplemental request each year.

ii) Support Actions:

Expenses for Support Action assistance to other federal agencies in support of fuels program operations are authorized. Refer to Section 12, Support Action Assistance, for procedures and guidelines.

iii) Equipment and Supplies:

Purchase of capitalized equipment needed for the average annual workload that cannot be economically contracted (leased, rented, etc.) is authorized. Capitalized equipment is defined as having an acquisition cost equal to or greater than \$5,000 or identified on a BIA listing of capitalized equipment. Procurement of capitalized equipment requires prior authorization from BIA-NIFC. Refer to Section 19.b.ii.

Replacement or repair of capitalized equipment that is worn, damaged or destroyed on fuels projects is authorized. Replacement of capitalized equipment requires a board of survey action on equipment destroyed.

Costs of supplies and office equipment for permanent fuels management personnel must be included in the support costs requested for position funding.

Costs of supplies to support multiple project development and implementation are authorized. These generally occur at regions that can manage a regional supply cache.

10) Non-Authorized Program Expenditures

WUI and Non-WUI Program funding for projects or community assistance cannot be used for:

- Treatment or maintenance of live and dead fuels on urban lots that are not part of a larger WUI project.
- Vegetative type conversions where the principal purpose is for commodity production, e.g. forest clearing for agriculture or range purposes.
- Annual maintenance of landscaping, transportation corridors, irrigation ditches, and right-of-ways.
- Regular planned salaries ("base 8") for all fire management personnel, permanents, temporaries, career seasonal and seasonal personnel who are hired to meet preparedness requirements. However, career seasonal and seasonal employees' appointments may be extended outside the fire season with fuels program funding when dedicated to fuels projects or community assistance activities, regardless of the original purpose of hire.
- Any full time permanent fuels positions, other than those approved by BIA-NIFC. This excludes full-time permanent positions funded with project (soft) funding.
- All managerial oversight that is normally funded through general administrative or non-fire program management funds.
- Purchase of equipment or supplies that will be used by contractors for the treatment or extraction of hazardous fuels.
- Purchase of equipment that will be used to supplement or perform fuels reduction treatments in which stumpage or revenue is realized from the sale of forest products or other biomass.

- Purchase of equipment that could supplement the preparedness program including items such as slip-on tanks, dozers, etc.
- Meals for project implementation unless authorized under a travel authorization.
- Base 8 salary to train personnel other than those occupying an approved HFR fuels position or a furlough, seasonal, career seasonal or temporary employee hired specifically for hazardous fuels reduction project planning and implementation.
- Rehab or soil stabilization work that is not identified in the prescribed fire or mechanical treatment implementation plan.
- Construction of buildings, parking garages, improvements to land and other facilities. This does not include small shelters or sheds to store hazardous materials and equipment exclusively used in the HFR program.

11) Contracting

The Bureau of Indian Affairs and tribes have a unique ability to achieve the Secretary's 50% contracting goal⁴. All funding for projects and activities performed by 638 contract and compact tribes count towards this contracting goal. In addition, third party contracts should be used when practical. Examples include use of tribal and non-tribal personnel and equipment contractors, contract aircraft use on fuels projects, and use of non-profit organizations.

12) Support Action Assistance

Reintroduction of fire on a landscape scale will require the cooperation and assistance of all agencies involved. The BIA will use "support action" PCAS numbers to facilitate and eliminate barriers in sharing agency resources and personnel to other federal agencies in support of this mission. The following section outlines the procedures for support action funding. Note: This does not apply to regular budgeted "base 8" expenses for fire suppression and fuels personnel. This cost will remain an expense of the sending unit.

a) BIA/Tribe

All expenses for assistance to other BIA agencies or tribes for project work will be charged to the appropriate PCAS number of the requesting agency/tribe. Do not charge these expenses to a "support action" PCAS number. Arrangements should be made by the requesting agency/tribe to

⁴ Refer to the Secretary's January 2003 Memorandum, FY 2004 Fuels Treatment Program Priorities for directive.

provide as many prepaid services as possible, such as travel, lodging, food, and fuel by covering these items on blanket purchase orders, credit card, or other appropriate means. The sending unit will need to ensure their expenses are available to the requesting unit for project cost documentation.

b) Other Federal Agencies

All expenses incurred in support to other federal agencies should be charged to the respective Regional Office's "support action" PCAS number. Each field location will use the "support action" PCAS number of their respective Region regardless of the location of the assignment. Arrangements may be made by the requesting office to provide prepaid services, such as travel, lodging, food, and fuel.

The "Interagency Agreement For Fire Management Between the Bureau of Land Management, Bureau of Indian Affairs, National Park Service, Fish and Wildlife Service of the United States Department of Interior and the Forest Service of the United States Department of Agriculture" provides a basis for cooperation between the agencies and facilitates the exchange of personnel, equipment, supplies, services, and funds. Section VI.A.7 of the Agreement provides departmental protocol relating to interagency assistance (use of support action funds) on prescribed fires. This course of action has become highly controversial and as a result, an amendment to the section is ongoing that may take some time to complete. In the interim, agencies are to bill one another by mutual agreement once they have exhausted all other provisions for internally funding support actions (mutual assists). Agencies are encouraged to enter into mutual aid agreements to provide interagency assistance for fuels management work. Such agreements will provide for mutual offsetting costs in lieu of direct billing. Where mutual offsetting costs are not feasible, direct billing through a reimbursable agreement is permitted.

Each Regional Office should track fiscal year support action expenses, by federal agency assisted. Tracking this cost by each Interior agency will allow annual adjustments between national program funds, as necessary, at the end of each fiscal year. The Regional Office should notify BIA-NIFC when these support action expenses are approaching their authorized amount and request additional funding as needed.

13) Administratively Determined (AD) Emergency Fire Fighter Use

The AD pay plan authorizes and provides specific direction relative to the hiring of Emergency Workers. The plan, which is approved by the Secretary of the Interior, is updated and issued annually. Refer to the current year, AD Pay Plan for Emergency Workers for specific information and detail.

The 1998 AD pay plan gave agencies the ability to hire AD personnel for "fire use" (from herein referred to as prescribed fire) hazard fuels reduction projects authorized by congressional funding within the Wildland Fire Operations account. These projects are the operational implementation of hazardous natural fuel reduction and restoration of fire to ecosystems through the use of fire.

The following is considered the "Condition of Hire" to hire AD personnel for "fire use" hazard fuels reduction projects: The AD Pay Plan may be used to supplement regular personnel assigned to hazardous fuel reduction projects but is limited to prescribed fire projects. The term of hire is restricted to no greater than the period beginning 24 hours prior to planned ignition and extending through 24 hours after the perimeter is secured and no greater than 300 hours per calendar year per person. The AD Pay Plan may be used only to provide temporary support due to the unpredictable nature of prescribed fire activities and may not be used to circumvent normal hiring and contracting procedures.

AD personnel may be used to support BIA, Tribal, and other Federal Agencies' prescribed fire hazard fuels reduction projects. Procedures for AD use are as follows:

a) BIA/Tribal Projects:

AD personnel may be ordered and used to assist in the implementation of BIA/Tribal prescribed fire projects. AD personnel costs will be charged to the appropriate PCAS number of the requesting agency/tribe, for the project(s) where the work is being conducted.

b) Other Federal Agencies

AD personnel may be ordered and used for implementation of other federal agency prescribed fire projects. In this event, the personnel costs will be charged to the appropriate Regional Office "support action" PCAS number. Arrangements should be made, where possible, by the hosting agency to provide logistical support i.e. transportation, lodging, and meals when needed.

In order to ensure appropriate use of the AD authority, BIA sending units should consider requiring ordering agencies to provide certification at the conclusion of the project that the AD personnel met the "Condition of Hire" stated above.

A review of any future AD Pay Plan must be conducted to ensure the authority to hire AD personnel for prescribed fire projects still exists. The use of AD personnel for prescribed fire projects must cease at such time the authority is not provided for in the current AD Pay Plan.

14) Additional Program Procedures and Business Rules

Some additional business rules include:

a) Encoding Wildland Fire Suppression Overtime and Hazard Pay

Funded, permanent full time fuels personnel (BIA-NIFC approved positions) will no longer follow the same guidance that applies to other fire management personnel regarding "base 8" hours. Fuels personnel should lapse their "base 8" fuels funding when assigned to a Wildland fire. Example: A fuels person would code their "base 8" and all overtime and hazard pay earned on a wildland fire to "92310" and the appropriate Fire Code.

b) Emergency Equipment Rental Agreement (EERA)

Emergency Equipment Rental Agreements are not authorized for use in fuels project implementation. The use of contractor equipment may be used and is encouraged but other procurement means are required.

15) P.L. 638 Contract Tribes

Tribes have the ability to assume a portion or all of the fuels management activities through P.L.93-638 contracts or compact of the entire BIA program. A 638 contract or compact does not affect the distribution of HFR Programs. Unless requested otherwise, all funding is suballotted to the Regions and then placed in an agreement for use by the tribal programs.

Special funding allocations are required when a Tribe is funded to implement a fuels project but will be utilizing BIA resources for a portion of the work. In such cases, the total estimated cost of the BIA involvement must be predetermined and withheld by the Region or Agency from the funding that is provided to the Tribe for the project. BIA costs are then charged to the account retained at the Region or Agency.

There is no mechanism for a Tribe to pay the BIA once the funding is obligated to a contract. The retrocession process is complex and time consuming (approximately six months). There is no assurance that the funding retrieved through retrocession will be available in the current FY.

Indirect costs (IDC) for HFR positions and projects are authorized. IDC will no longer be included in the project, community assistance and position funding requests. IDC is to be estimated and totaled for the region under the WUI and Non-WUI programs, then submitted as a Supplemental funding request. See Section 19.b.ii below.

16) BIA Hotshot Crews as Fire Use Modules

The BIA Hotshot crews may be used to assist other BIA agencies or tribes with prescribed fire implementation outside of the home agency's official fire season. This is encouraged to provide additional expertise and resources for prescribed fire implementation as well as provide additional employment opportunities for members of the Indian Country Hotshot crew program. It should be noted that these hotshot crews are not currently organized and staffed with the skills and equipment conventionally found with National Park Service (NPS) or Forest Service (FS) Fire Use Modules. However, they are an excellent resource for ignition and holding forces. The entire crew may not be needed and ordered for all assignments.

Each year BIA-NIFC will, at the regions' request, establish funding with a fuels program account and PCAS number to cover the prescribed fire implementation expenses of the Hotshot crews. Authorized obligations to this account are: Hotshot crew salary during travel, travel costs (excluding airlines), per diem, and supplies utilized during the prescribed fire assignment(s). Charges to this account are only authorized for prescribed fire assignments in Indian Country and at locations that are reasonably accessible from the Hotshots' home unit. The Hotshot crew's base 8 and overtime will be funded out of the project funds from the hosting agency.

Expenses related to Hotshot assistance to other federal agencies should be charged to the Regional Fuels Program "support action" account. Regions and tribe/agency programs that host Indian Country Hotshot crews, as well as locations that could benefit from their use, are encouraged to support use of these crews in the implementation of fuels projects. Units that host Indian Country Hotshot crews are encouraged to develop prescribed fire related knowledge and skills in their crew personnel. At this time there is no "standard"

configuration or minimum prescribed fire knowledge and skills for the Indian Country Hotshot crew.

17) Program Planning, Implementation, Monitoring, and Reporting

Planning activities, including NEPA compliance, consultation, and monitoring, are essential and required components of each project. These costs should be entered as activities for each project entered into NFPORS.

a) Project Reporting - NFPORS

Monies spent and results achieved in this program are closely monitored, from within and outside the Departments. The Wildland Fire Leadership Council has established National Fire Plan Operations and Reporting System (NFPORS) as the required interagency system to assist field, state, regional, and national personnel in managing and reporting accomplishments for work conducted under the National Fire Plan. The NFPORS hazardous fuels module has been developed and is the national interagency standard for: submitting hazardous fuel treatments and community assistance activities projects for funding, tracking, and managing the program and reporting accomplishments. Non-NFP accomplishments are also reported.

b) Project Planning and Compliance Documentation

To qualify for funding under this program, the following criteria and procedures must exist and be followed.

i) Approved Long Range Plan

The Wildland Fire Management Program must be addressed in an Integrated Resource Management Plan (IRMP), programmatic plan for the forest or range resource, and/or "stand alone" Fire Management Plan (FMP) and be approved by the respective Tribe(s) and Regional Office. Refer to the BIA Wildland Fire and Aviation Program and Operations Guide, 2004 for the Interagency Fire Management Plan Template that outlines required contents of a FMP. Each reservation/Tribe is required to have an approved FMP in place, which has been developed through a NEPA compliant process.

ii) National Environmental Policy Act (NEPA) Compliance

All hazardous fuel reduction projects must be covered by the appropriate NEPA document: Environmental Impact Statement (EIS), Environmental Assessment (EA), or Categorical Exclusion. Ideally, NEPA compliance will

be covered at the programmatic level in an IRMP or "stand alone" FMP. Other applicable environmental laws i.e., the Clean Air Act, Clean Water Act, National Historic Preservation Act, Archaeological Resources Protection Act, and the Endangered Species Act also apply.

There are two categorical exclusions (CXs) that apply to the BIA. The BIA CX (516 DM6, Appendix 4) is referred to if the new DOI CX (516 DM2, Appendix 1) in Appendix D does not apply. There are treatments that meet neither CX and require the preparation of and EA or EIS. The purpose of the CX Table in Appendix D is to provide a tool that determines if there is an advantage to using the new DOI CX on hazardous fuels reduction activities.

c) Project Planning and Implementation Requirements

All treatment projects will be designed and implemented in such a way as to meet the objective(s), based on values to be protected, in the most cost efficient manner. This, in some cases, may warrant a documented economic analysis of the alternatives for a project(s).

i) Risk Assessments and Mitigation Plans

There is no specific WUI plan format requirement for Risk Assessments and Mitigation plans in the BIA. The Risk Assessments and Mitigation Strategies software (refer to the Wildland Fire and Aviation Program Management and Operations Guide, Chapter 5, Section B.3) is used by the BIA to develop Wildland Fire Prevention Plans. Regional Offices may require a special risk assessment or mitigation plan format for use in their region.

ii) WUI Implementation Planning Documents

Fuels treatments within the WUI are typically conducted with a Prescribed Fire and/or Mechanical Treatment Implementation Plan. A WUI plan, incorporating these plans, and other actions could be developed as a mitigation plan if desired.

iii) Non-WUI Implementation Planning Documents

Fuels treatments in the Non-WUI are typically documented with the development of Prescribed Fire and/or Mechanical Treatment Implementation Plan and supporting documents.

d) Monitoring and Evaluation

Measuring post-fire ecosystem response allows us to understand the consequences of fire on important ecosystem components and adjust future planning and implementation to obtain desired results.

Project level monitoring will be required for all prescribed fire and mechanical fuel treatment projects. All monitoring will be in accordance to methods and procedures identified in the BIA Fuels Management Handbook. Refer to the BIA Fuels Management Handbook for additional requirements and guidance.

i) Firemon

Firemon is a fire effects monitoring and inventory protocol that was developed from a two-year study funded by the Joint Fire Science Program. It is the preferred fuels inventory and monitoring system for the BIA. Application software and instructions can be obtained from the Firemon website: <http://fore.org/firemon/>. Firemon contains several inventory and monitoring protocols that can be used to assess the effects of prescribed fire, mechanical, and non-mechanical treatments on a diverse range of cover types and ecosystems including forests, range, woodlands, and riparian. Refer to the website listed above for more detail.

ii) SCA Firemon Crews

BIA-NIFC has a national operating agreement with the SCA to assist in Community Assistance and Firemon activities. A limited number of Firemon crews will be available each year to assist tribes and agencies with fuels inventorying and monitoring. SCA will train the crews and provide administrative and logistical support. SCA Firemon crews are funded through the national agreement. The hosting site will provide leadership, and will plan and coordinate the inventory activities. Contact your Regional Fuels Specialist or WUI/Prevention Specialist for more information.

18) National Hazardous Fuels Program Funding Distribution

National Fire Plan HFR funds met the needs of Indian Country during the first three years of the program. During 2001 to 2004, agency and tribal fuel programs increased their capacity to treat hazardous fuels. The HFR program experienced slight increases since 2004, specifically to fund programs like LandFire, Firemon and other national initiatives. Funding available to projects has essentially been flat-lined. This, coupled with the effects of inflation on the

fuels programs, has reduced available funding for projects. Additional project funds are not available now, or in the foreseeable future.

Program efficiency must increase to successfully compete for funding within the Department and among agencies and tribes. BIA-NIFC will reward regions based on their performance. Tribes and agencies must take advantage of other program opportunities to leverage funds and increase their capacity to treat hazardous fuels in wildlands and the wildland urban interface.

a) Performance Based Allocations

National allocation of funds to regions will be based on each Region's ability to achieve targets established under approved treatments in NFPORS for each FY. In addition, they must meet the priorities established in the Assistant Secretary, Policy, Management and Budget memorandum dated March 17, 2005 (see Section 7). BIA-NIFC will use a funding allocation table that essentially rewards Regions for their accomplishments. For example, if the Northwest Region has accomplished 90% of their target since 2003, they can expect around 90% of their budget request to be funded if national funding for the current year is similar to the previous year. A cap is applied so approved NFPORS treatments may not exceed their previous year's budget by 120% if performance has been exceptional, and 105% if performance has suffered.

The funding allocation table only applies to regional HFR budgets. Regions are allowed flexibility to fund agencies and tribes based on their own criteria. They are encouraged to adopt a similar allocation strategy.

b) Program Cost Sharing

The HFR program may be used to fund all or a portion of the cost for treatment of activity fuels. Refer to the criteria established below and Appendix B. Activity fuels, in general, are fuels that result from silvicultural or other cultural treatments implemented to improve site productivity and result in the extraction of commercial forest, woodland, or other products and biomass. The following standards must be followed when combining natural fuels project treatments with treatments for activity fuels.

c) Integration of Hazardous Fuels Reduction with Forest Management

HFR funding may be used to offset "deficit sales" or treatment activity (including biomass utilization) that produces a negative return. Only those funds required to bring the sale/activity to a break-even point will be approved. A valid timber cruise and appraisal must be prepared and account

for **all** products extracted by the contractor or permittee. The forest products associated with hazardous fuels reduction may be offered in contracts for minimum stumpage rates, which are administratively determined or designated in the Timber Use Policy Statement. If products are advertised and sold at stumpage rates exceeding the minimum standard, the difference from the advertised and bid rate would be subtracted from the total HFR program treatment cost to determine the fair-share contribution of the HFR program.

When hazardous fuels are sold as merchantable products, the portion of the volume that would meet the normal merchantability specification will be counted toward the program's allowable annual cut.

d) Biomass Utilization and Hazardous Fuels Reduction

When Biomass is used for energy, the HFR program may be used to cost share or fully fund treatments. Any revenue to the tribe from putting energy onto a grid must be adjusted to a green ton basis and deducted from the HFR program's contribution to the project. If bio-energy is used by the tribal enterprise, housing unit, school or other facility, no deductions are necessary.

e) WUI and Non-WUI Funding Use Criteria for Activity and Non-Activity Fuels

The purpose of this handbook section is to define the allowable funding limits for WUI and Non-WUI treatments and activities, with special emphasis on silvicultural treatments associated with commercial timber sales. Funding use criteria were developed using the following principles:

- Provide equitable cost share for hazardous fuel mechanical treatments conducted on "activity fuels" acres.
- Provide incentives for treatments occurring in CC2 and 3 in all Fire Regimes
- Support maintenance treatments in Fire Regime I, CC1
- Support funding for hazardous fuels reduction on deficit sales
- Provide incentives for ecosystem restoration treatments.

Three sets of tables are located in Appendix B. They include an Activity Table, five Funding Use Tables, and a Funding Table. The first two tables are dichotomous keys. They guide you step by step (with the use of hyperlinks) to the Funding Table, which provides the percentage of hazardous fuels funding eligible for Planning, Treatments, and Monitoring. Each step addresses project related information, which is used as criteria to take you to the next step. Criteria include Fire Regime, Condition Class,

biomass utilization, stumpage or economic return, fuel breaks, and treatment types.

An alternative cost share guide (using a PowerPoint format) is attached as a digital file. You may find this format easier to navigate through as it is less complex than the dichotomous key in Appendix B. It produces the same answers as the original guide. The file is titled "HFR and Activity Fuels Cost Sharing Guide 03_17_06.pps".

A basic premise is that the fuels program shall not be used as an opportunity to pass off slash mitigation and treatment expenses normally accounted for in the sale appraisal process to other funding sources, which would result in a cost savings to the program(s) and/or enterprise conducting the activity.

19) Procedures to Request Funding

Procedures to request funding depend on the database system used by BIA-NIFC to track and monitor funding request. There are two databases used, NFPORS and the "National Fuels Database" (an Access database) maintained by the Fire Use and Fuels Section. The procedures outlined below are those required by BIA-NIFC. Each Regional Office may have additional requirements and/or other time frames that must be met prior to the Regional Office forwarding a request to the BIA-NIFC. The procedures to request funding and database requirements are as follows:

a) NFPORS

NFPORS will be used to report WUI and Non-WUI Hazardous Fuels Project and WUI Community Assistance activities.

i) WUI and Non-WUI Project Funding Requests

The Hazardous Fuels Portal of NFPORS will be used to enter HFR project and treatment information. BIA-NIFC, with assistance from the Regions, will compile project information from NFPORS, and select approved projects based on tribal priorities. BIA-NIFC will assign PCAS numbers and distribute funding to the Regions.

ii) WUI Community Assistance

The Community Assistance Portal of NFPORS will be used to enter and track all planning and fiscal information for activities described in Section

9.d. Project approval and funding is identical to that described above for projects.

b) National Fuels Database

The "National Fuels Database" is an Access database file established and maintained by the Fire Use and Fuels Section at BIA-NIFC. It is used to enter, track, and monitor project and funding information for Approved Fuels Positions and Supplementals.

i) Funding for Established WUI and Non-WUI Fuels Positions

All new positions in this program must be submitted for approval to BIA-NIFC. A memorandum from the Regional Director describing the position title, location, grade and step, pay period totals, EBC, support costs and duties of the position is required. A 20% cap for position funding (based on total program funding) will be imposed.

BIA-NIFC will send an Excel Spreadsheet to the Regions that contains template information needed to plan and budget for continuing and newly approved fuels positions. This spreadsheet will be sent one month prior to the Office of Wildland Fire Coordination (OWFC) deadline. The Region's reply is typically due by May 1 of each year. BIA-NIFC will assign PCAS numbers and distribute funding to the Regions at the beginning of each Fiscal Year.

ii) Funding for "Supplemental" Requests

The National Fuels Database will be used to enter and track all requests for Supplemental Funds. Authorized expenditure of Supplemental funding is explained in Section 9.d.ii.

The template mentioned above for position funding also contains a page for Supplementals. The Regions will use this page to identify supplemental funding requests each year. BIA-NIFC and the Regions will approve Supplementals based on priority and available funds. PCAS numbers and funding distribution will coincide with position and project funding.

Agencies and tribes must request capitalized equipment or other supplemental funding using the "Hazardous Fuels Reduction Program Supplemental Funding Request Procedures" format located in Appendix E. The request must contain information regarding: project description, project objectives, applicability to fuels funding, evaluation of alternatives, owner's consent (if applicable), implementation schedule, budget, and

accomplishment report. BIA-NIFC or the Regional Office may require a cost comparison analysis for capitalized equipment purchases. The analysis must illustrate and justify the economic benefit of using purchased equipment over leased equipment and other alternatives for treating fuels. Examples can be obtained from the Regions or BIA-NIFC.

iii) **SCA FireMon Crews**

Proposals for SCA Monitoring Crews will be requested early in each fiscal year. Proposal content and format information will be provided at that time. Proposals in FY '07 will be requested in October, in order for future crews to operate for a six month period within only one fiscal year. Past crews have had schedules that overlapped from one fiscal year to the next.

20) **Unobligated Funds**

Unobligated balances will not carryover. Agencies and tribes must plan accordingly, especially when project funding is involved. This requires a realistic estimate of planned accomplishment is entered into NFPORS, thus eliminating the need to shuffle unobligated balances at the end of each FY. It is most practical to plan multi-year projects to avoid large unobligated balances at the end of a FY. There are no guarantees when it comes to funding out-year projects as competition for funding is increasing each year. However, approved multi-year projects will receive a higher priority for funding than a new project schedule to begin the same FY.

Due to prescription windows and a variety of other reasons, many projects are not completed in the target FY. Funding to treat these acres may be requested in the following FY, but likely authorized at the expense of a new planned project. Before requesting funding to complete the project, determine if the treatment objectives have been met. For example, it is not necessary that every acre be treated to effectively reduce hazards. If this is the case, then the project may be designated as completed in NFPORS without 100% of the acres accomplished.

All requests must be submitted to the appropriate Regional Office for review and approval. It is their responsibility to ensure that all project requests meet the requirements and conditions of the HFR program prior to submitting requests for funding.

All funding requests and NFPORS data entry for projects, positions, Supplementals, and Community Assistance are due to BIA-NIFC by May 1st

of the preceding fiscal year. Refer to the Secretary's January 14, 2003 Memorandum. Regions will be notified if the OWFC changes this deadline requirement. Regional Offices will generally require funding requests from the agencies and tribes one month in advance of BIA-NIFC's deadline.

21) Performance Measures

Fuels Management Performance Measures were established to measure performance for the 10-Year Comprehensive Strategy Implementation Plan. The fuels management targets and accomplishments to be tracked are:

- Total number of acres treated both in the WUI and Hazardous Fuels all condition classes. Number of acres treated in condition classes 2 or 3 in fire regimes 1 through 3 outside of wildland -urban interface, and are identified as high priority through collaboration consistent with the 10-Yr. Implementation Plan.
- Total number of acres treated in the WUI. Total acres treated outside the WUI.
- Total number of acres treated in condition classes 2 or 3 in fire regimes 1, 2, 3 outside the WUI. Number of acres treated that are in condition classes 2 or 3 in fire regimes 1 through 3 outside of wildland-urban interface, and are identified as high priority through collaboration consistent with the 10-Yr. Implementation Plan as a percent of all acres treated.
- Total dollars gross investment (in millions) (Non-WUI).
- Number of acres treated outside the wildland-urban interface per million dollars gross investment (Non-WUI \$ only).
- Fuel management treatments by prescribed fire implemented outside the WUI (acres).
- Fuel management treatments by mechanical means implemented outside the WUI (acres).
- Fuel management treatments by other means implemented outside the WUI (acres).
- Wildland Fire Use Outside of WUI.
- Percent of prescribed fires conducted consistent with all Federal, State, Tribal, and local smoke management requirements.
- Number of acres treated that are in the wildland-urban interface and are identified as high priority through collaboration consistent with the 10-Year Implementation Plan.

- Total acres treated in WUI and Non-WUI.
- Number of acres treated that are in the wildland-urban interface and are identified as high priority through collaboration consistent with the 10-Year Implementation Plan—as X percent of all acres treated.
- Fuels reduction treatments by prescribed/natural fire implemented within WUI (acres).
- Fuels reduction treatments by mechanical means implemented within WUI (acres).
- Fuels reduction treatments by other means implemented within WUI (acres).
- Wildland Fire Use within WUI.
- Total number of acres treated in the wildland-urban interface.
- Gross investment in millions (WUI \$ only).
- Number of acres treated in the wildland-urban interface per million dollars gross investment.
- Percent of prescribed fires conducted consistent with all Federal, State, Tribal, and local smoke management requirements (NK).

Fire Regime and Condition Class (CC) is now a fundamental theme in fire management planning, direction, performance measures, and accomplishment reporting for fuels projects. CC must be documented for all treatments, (both pre and post treatment) in NFPORS.

22) Fire Occurrence (DOI - 1202)

All prescribed fires, including wildland fire use, should be documented on an Individual Fire Report (form DI-1202-BIA) and entered into the Wildland Fire Management Information (WFMI) computer database. See the BIA Fire Occurrence Reporting System User's Guide for reporting requirements and instructions.

Please note that prescribed fires associated with hazardous fuels reduction must be reported in both WFMI and NFPORS.

23) Spatial Information Tracking

A consolidated spatial tracking system to record fuels treatment history is required for each agency/tribe where Fuels Program funds are expended for

fuels projects. The treatment history should, at a minimum, identify the location and boundary of each prescribed fire and/or mechanical fuels treatment project, the year completed, and the name and PCAS number for the project. This information would most efficiently be stored and maintained digitally on a Geographic Information System (GIS). A hard copy, permanent base map system may be maintained for locations that do not have access to GIS. The spatial information should be recorded on a map scale that allows sufficient detail to be identified and recorded. Example: 1:24,000 map scale.

24) Program Oversight and Review

Program oversight and review is required to ensure continued program growth and development, conformance to established policy, guidelines and procedures, determination of deficiencies, provisions for corrective actions, and identification of commendable actions that may be shared with others. Program oversight and review responsibility resides at the unit, regional, and national levels.

It is the responsibility of each Regional Office to oversee the use of the HFR Program within their jurisdiction. Each Regional Office shall review program use to assure fiscal accountability and compliance with policy and guidelines. This also includes verification that funding requests comply with annual Interior Appropriation Act and guidelines established in this document.

Agency and tribal fuel reduction programs and projects will be subject to regional and national level site visits and reviews. As budget and workload allows, BIA-NIFC will conduct site visits and reviews of Regional office fuels programs to document program success and assist as needed to improve program performance.

Appendices

Appendix A: *Glossary*

Appendix B: *WUI and Non-WUI Fuels Reduction Program Funding Use
Criteria for Activity and Non-Activity Fuels*

Appendix C: *Sample Cooperative Agreement*

Appendix D: *Categorical Exclusions Table*

Appendix E: *Supplemental Funding Request Procedures*

Appendix F: *Community Assistance Project Proposal Form*

Appendix A: Glossary

Prescribed Fire: Prescribed fire is the controlled application of fire to wildland fuels in either their natural or modified state, under specified environmental conditions, which allows the fire to be confined to a predetermined area, and produce the fire behavior and fire characteristics required to attain planned fire treatment and resource management objectives. Prescribed fire can be used as a stand-alone tool or combined with mechanical treatments. The use of fire should be a recurring event. Fire use return intervals should be based on ecological processes necessary to sustain functional ecosystems to the degree that operational capabilities allow. Prescribed fire includes:

- Understory Burning - prescribed burning under a forest canopy.
- Broadcast Burning - intentional burning within well defined boundaries for reduction of fuel hazard or as a resource management treatment, or both.
Note: Understory and Broadcast burning definitions are not mutually exclusive; an understory burn can also be a broadcast burn, and vice versa.
- Pile Burning - subsequent burning of individual piles resulting from the artificial concentration of fuels into piles.
- Jackpot Burning - burning of scattered, discontinuous concentrations of fuels, usually under a canopy of trees or shrubs.

Mechanical Treatments: Mechanical treatments are the use of manpower with tools or equipment to remove or rearrange live or dead fuels. A mechanical treatment may be a stand-alone project or in preparation for a prescribed fire treatment. The application of chemicals to kill or modify vegetation is considered a mechanical treatment in this context.

Fuelbreaks: A Fuelbreak is a natural or manmade change in fuel characteristics, which affects fire behavior so that fires burning into them can be more readily controlled. Fuelbreaks may be located in the forest, woodland, grass or shrub areas. Fuelbreaks are strategically located linear areas next to communities and others Values at Risk. **Note:** The objective of fuel breaks and WUI treatments is to provide a safer more defensible space for firefighting personnel to build and hold a control line. It is not the objective of these treatments to construct areas of sufficient width to stop a running fire without support action. Treatments will be designed with specifications that meet the objective. *As a general rule these treatments should be no wider than three times the height of the vegetation at*

maturity given that slope and other factors may require some modification to meet the objective.

Firebreaks: Firebreaks are a natural or constructed barrier used to stop or check fires that may occur, or to provide a control line from which to work. Firebreak construction or maintenance cannot be funded from the hazard fuels reduction program when they are stand-alone projects. Stand-alone firebreak projects must be funded from the Preparedness account and/or other funding sources. The construction of firebreaks in conjunction with some other hazard fuels reduction project can be funded. An example would be initially constructing the firebreak as a control line for a prescribed fire.

Mechanical Wildland Hazard Reduction: Mechanical wildland hazard reduction is the initial use of mechanical treatments required prior to the reintroduction of fire to reduce or break up the continuity of hazardous fuel in wildland areas. Fire will be used to maintain fuel levels after these areas are treated mechanically.

Fire Regime: A generalized description of the role fire plays in an ecosystem. It is characterized by fire frequency, predictability, seasonality, intensity, duration, scale (patch size), as well as regularity or variability. Five combinations of fire frequency, expressed as fire return interval in fire severity, are defined:

Groups I and II include fire return intervals in the 0 - 35 year range. Group I includes ponderosa pine, other long needle pine species, and dry site Douglas fir. Group II includes the drier includes the drier grassland types, tall grass prairie, and some Pacific chaparral ecosystems.

Groups III and IV include fire return intervals in the 35-100+ year range. Group III includes interior the mixed fire regime including wet Douglas fir habitat types, woodlands, Bosque, and dry site shrub communities such as sagebrush and chaparral ecosystems. Group IV includes lodgepole pine and jack pine.

Group V is the long interval (infrequent), stand replacement fire regime and includes temperate rain forest, boreal forest, and high elevation conifer species.

Condition Class: Based on coarse scale national data, Condition Classes measure general wildfire risk as follows:

Condition Class 1 - For the most part, fire regimes in this Fire Condition Class are within historical ranges. Vegetation composition and structure are intact. Thus, the risk of losing key ecosystem components from the occurrence of fire remains relatively low.

Condition Class 2 - Fire regimes on these lands have been moderately altered from their historical range by either increased or decreased fire frequency. A moderate risk of losing key ecosystem components has been identified on these lands.

Condition Class 3 - Fire regimes on these lands have been significantly altered from their historical return interval. The risk of losing key ecosystem components from fire is high. Fire frequencies have departed from historical ranges by multiple return intervals. Vegetation composition, structure and diversity have been significantly altered. Consequently, these lands verge on the greatest risk of ecological collapse.

Appendix B: WUI and Non-WUI Fuels Reduction Program Funding Use Criteria for Activity and Non-Activity Fuels

Activity and Non-Activity Fuels, and Fire Regime and Condition Class are those conditions that exist on site prior to the fuels treatment. Use the following table to determine which Funding Use table applies. Use the hyperlinks to assist you in navigating through each table and back.

Activity Table			
<i>Fuel Category</i>	<i>Fire Regime⁵</i>	<i>Condition Class⁶</i>	<i>Table</i>
Activity Fuels⁷	I, III (excluding PJ, sagebrush & chaparral)	1	A
		2, 3	B
	IV, V	1	C
		2,3	D
Non-Activity Fuels⁸	I, II, III	1	A
		2, 3	E
	IV, V	1	A
		2,3	F

Note: FR II includes southern rough ecosystems; FR III includes Pinyon and Juniper Habitat Types.

Use the following Funding Use tables to determine which Funding Category applies:

⁵ Refer to definitions in the Wildland Fire Management 10-Year Implementation Plan Performance Measure Data Standards, January 28, 2003 and the Healthy Forest Restoration Act, PL 108-148, December 3, 2003.

⁶ Refer to the Assistant Secretary's February 21, 2003 memorandum.

⁷ Activity fuels are generated from silvicultural treatments i.e., regeneration cuts, intermediate cuts, sanitation, salvage, and stocking control. They result from commercial extraction of forest products and cultural treatments (such as thinning) to enhance site productivity for growing of commercial products. Regions may determine the period that activity fuels no longer present a hazard and the area on which they occur is eligible for Non-activity Fuel status. Ten years would be appropriate in most western states.

⁸ Non-activity fuels are fuels not associated with activity listed above. They include natural fuels and fuels created from thinning exclusively for the purpose of ecosystem restoration or hazardous fuels reduction outside a timber sale or permit area.

Table A: Activity Fuels, FR I, CC1; and Non-Activity Fuels, FR I, II, III, IV & V, CC1		<i>If</i>	<i>Go to</i>
1.0 Treatment Type			
1.1	Treated with Rx Fire	Funding Category A	
1.2	Treated with Mechanical or Other Methods	2.0	
2.0 Fuel Break			
2.1	Treatment is a <i>fuel break</i> ⁹ or <i>Home Ignition Zone (HIZ)</i> ¹⁰	Funding Category A	
2.2	Treatment is not a fuel break or HIZ	Funding Category X	
GO BACK TO ACTIVITY TABLE			
Assumptions: 1) activity fuels would not be generated from extraction of commercial forest products in FRI/CC1 and 2) no mechanical treatments are needed in FRI/CC1.			

⁹ Fuel Break is a natural or manmade change in fuel characteristics which affects fire behavior so that fires burning into them can be more readily controlled.

¹⁰ The area surrounding a home---usually a 100' perimeter---in which fuels have been modified or removed to improve the home's chances of surviving a wildland fire.

Table B: Activity Fuels, FR I & III, CC 2 & 3	<i>If</i>	<i>Go to</i>
1.0 Contract/Permit Sale		
1.1	Timber Contract or Permit used	2.0
1.2	Timber Contract or Permit not used	3.0
2.0 Stumpage		
2.1	Treatment results in positive stumpage	Funding Category X
2.2	Treatment results in negative stumpage	Funding Category E
3.0 Fuel Break		
3.1	Treatment is a fuel break or HIZ	Funding Category A
3.2	Treatment is not a fuel break or HIZ	4.0
4.0 Treatment Type		
4.1	Treated with Rx Fire	Funding Category A
4.2	Treated Mechanically	Funding Category B
GO BACK TO ACTIVITY TABLE		

Table C: Activity Fuels, FR IV & V, CC1	<i>If</i>	<i>Go to</i>
1.0 Contract/Permit Sale		
1.1	Timber Contract or Permit used	2.0
1.2	Timber Contract or Permit not used	3.0
2.0 Stumpage		
2.1	Treatment results in positive stumpage	Funding Category X
2.2	Treatment results in negative stumpage	Funding Category E
3.0 Fuel Break		
3.1	Treatment is a fuel break or HIZ	Funding Category A
3.1	Treatment is not a fuel break or HIZ	Funding Category X
GO BACK TO ACTIVITY TABLE		
Assumption: the fuels treatment is planned on commercially harvested, e.g., slashing or thinning.		

Table D: Activity Fuels, FR IV & V, CC2 & 3	<i>If</i>	Go to
1.0 Contract/Permit Sale		
1.1	Timber Contract or Permit used	2.0
1.2	Timber Contract or Permit not used	3.0
2.0 Stumpage		
2.1	Treatment results in positive stumpage	Funding Category X
2.2	Treatment results in negative stumpage	Funding Category E
3.0 Fuel Break		
3.1	Treatment is a fuel break or HIZ	Funding Category A
3.1	Treatment is not a fuel break or HIZ	4.0
4.0 Treatment Type		
4.1	Treated with Rx Fire	Funding Category C
4.1	Treated with Mechanical or Other Methods	Funding Category D
GO BACK TO ACTIVITY TABLE		

Table E: Non-Activity Fuels, FR I, II & III, CC 2 & 3	<i>If</i>	Go to
1.0 Biomass Utilization		
1.1	Biomass utilization will occur	2.0
1.2	Biomass utilization will not occur	Funding Category A
2.0 Stumpage		
2.1	Treatment results in positive return/stumpage	Funding Category X
2.2	Treatment produces no or negative return/stumpage	Funding Category E
GO BACK TO ACTIVITY TABLE		

Table F: Non-Activity Fuels, FR IV & V, CC2 & 3	<i>If</i>	<i>Go to</i>
1.0 Biomass Utilization		
1.1	Biomass utilization will occur	2.0
1.1	Biomass utilization will not occur	3.0
2.0 Stumpage		
2.1	Treatment results in positive stumpage	Funding Category X
2.1	Treatment produces no or negative stumpage	Funding Category E
3.0 Fuel Break		
3.1	Treatment is a fuel break or HIZ	Funding Category A
3.1	Treatment is not a fuel break or HIZ	4.0
4.0 Treatment Type		
4.1	Treated with Rx Fire	Funding Category A
4.1	Treated with Mechanical or Other Methods	Funding Negotiated
GO BACK TO ACTIVITY TABLE		

Funding Table

Funding Category	Planning	Treatment	Monitoring
A	100	100	100
B	100	75	75
C	100	50	50
D	50	50	50
E	Funding may be used to supplement a deficit sale/permit or biomass utilization to a break-even point ¹¹		
Negotiated	Funding negotiated with Regional Offices ¹²		
X	None	None	None
GO BACK TO ACTIVITY TABLE			

The concept of partial funding applied in the table above is based on the potential mix of hazardous and activity fuel treatment objectives. Partial funding would apply to projects where forest development, forest management deductions, pest management, or other funds are available to meet other treatment objectives associated with commercial harvest activities. The percentage caps of 75 and 50 percent are based on intuition only. These percentages are used to encourage treatment in the more non-lethal fire regimes that are moderately to significantly altered from their natural state. A separate accounting of funding used in each cost share should be kept for auditing purposes.

¹¹ Hazardous Fuels Funding may be used to offset “deficit sales” or treatment activity (including biomass utilization) that produces a negative return. Only those funds required to bring the sale/activity to a break-even point will be approved. A valid timber cruise and appraisal must be prepared and account for all products extracted by the contractor or permittee. The forest products associated with hazardous fuels reduction may be offered in contracts for minimum stumpage rates, which are administratively determined or designated in the Timber Use Policy Statement. If products are advertised and sold at stumpage rates exceeding the minimum standard, the difference from the advertised and bid rate would be subtracted from the total HFR program treatment cost to determine the fair-share contribution of the HFR program. When hazardous fuels are sold as merchantable products, that portion of the volume that would meet the normal merchantability specification will be counted toward the program’s allowable annual cut. When Biomass is used for energy, the HFR program may be used to cost share or fully fund treatments. Any revenue to the tribe from putting energy on to a grid must be adjusted to a green ton basis and deducted from the HFR program’s contribution to the project. If bio-energy is used by the tribal enterprise, housing unit, school or other facility, no deductions are necessary.

¹² Negotiated Funding. Fuels Treatments in Fire Regimes IV and V outside the Activity Fuel Category are rare but do occur. The Regional Office will determine the appropriate level of funding based on circumstances surrounding the treatment.

Appendix C: Sample Cooperative Agreement

DRAFT COOPERATIVE AGREEMENT

[Name of Project]

This agreement is entered into by and between the Bureau of Indian Affairs, [Agency/Field Office], United States Department of the Interior (hereafter "BIA") and [Landowner(s)] (hereafter "Landowner").

SECTION 1. PURPOSE.

The undersigned parties understand and agree that the purpose of this agreement is to:

- A. Provide for cooperation between the parties for the protection, restoration and enhancement of fish and wildlife habitat and other resources through the implementation of a prescribed burn on private lands located adjacent to certain trust lands managed by the BIA, as provided for by 16 U.S.C. § 1011;
- B. Benefit fish, wildlife and other resources on public land in the watershed, namely [describe project, resources to be benefited and location on public land];
- C. Authorize the BIA to develop and implement a Prescribed Burn Plan on Landowner's property described in Section II.C.1.

SECTION II. GENERAL PROVISIONS.

- A. **Legal authority.** The BIA enters into this agreement with Landowner pursuant to vested legal authority under 16 U.S.C. § 1011 and the Federal Land Policy and Management Act of 1976, as amended, 43 U.S.C. § 1701, *et seq.*
- B. **Lands affected.** The parties have identified the following tracts of trust/restricted and private lands subject to this agreement as follows:

[Example: 1. 800 acres of private land, owned by Landowner and located in Dewey County, Oklahoma, adjacent to the North and East boundaries of the trust land described herein, and more particularly described as:

the S1/2, SW1/4, Section 11, Township 18 North, Range 15 West; the S1/2, SE1/4, Section 11, Township 18 North, Range 15 West; and the NE1/4, Section 14, Township 18 North, Range 15 West.

2. 640 acres of trust land, owned by **[Tribe or allotment owners]**, located in Dewey County, Oklahoma, and more particularly described as:

NW/4, Section 14, Township 18 North, Range 15 West.]

C. Effective Date and Term of Agreement. The undersigned parties understand and agree that the effective date of this Agreement is the date of final signature and shall continue until **[specified date]** or upon completion of the obligations of the parties as set forth herein.

D. Cancellation of Agreement. The undersigned parties understand and agree that either party to this agreement, may, for any reason whatsoever, cancel this Agreement by written agreement signed by an authorized official from both parties or upon written notification to the other party of intent to terminate thirty (30) days prior to actual dissolution of the agreement.

E. Promises and benefits not contained herein.

1. No representative or agent of the BIA or Landowner has made any representation or promise with respect to this Agreement not contained herein;

2. In accordance with 31 U.S.C. § 1341, the BIA has not made or authorized an expenditure of any kind or obligated the United States to pay any amount of money under any provision of this agreement, except what is authorized by the terms of this Agreement, fiscal regulations and/or administrative policies of the Department of the Interior, including delegated authority by the Secretary of the Interior through the Bureau of Land Management, pursuant to 16 U.S.C. § 1011; and

3. In accordance with 18 U.S.C. §§ 431 and 433, no member of Congress or Resident Commissioner shall be admitted to any share or part of this Agreement or to any benefit that may arise there from, unless it is made with a corporation for its general benefit.

F. Key Personnel.

[Names and contact information of BIA personnel, Contracting Officer, Fuel Manager, and Landowner(s).]

SECTION III. OBLIGATIONS OF THE PARTIES.

- A. Private land access.** Landowner shall allow the BIA, its employees, agents and cooperators access to the lands described in Section II.B. for purposes of igniting and managing the prescribed fire on said lands.
- B. Assistance with protection of property.** Landowner shall identify improvements, equipment, livestock, and other property located on said lands that may be impacted by the burn and cooperate in taking reasonable measures to protect such property including the removal of such property.
- C. Environmental compliance.** BIA shall, as appropriate, prepare all documentation and consult appropriate federal and state agencies in accordance with applicable federal and state environmental laws, including, but not limited to the National Environmental Policy Act of 1969, 42 U.S.C. § 4321, *et. seq.*, the Endangered Species Act of 1973, 16 U.S.C. § 1531, *et. seq.*, and the Archeological Resources Protection Act of 1979, 16 U.S.C. § 470aa-470mm.
- D. Development and Implementation of Prescribed Burn Plan.** BIA shall develop an approved Prescribed Burn Plan of action setting forth: (a) the parameters under which the burn will be allowed; (b) the necessary personnel and resources to safely complete the burn; and (c) the contingency plan and steps to be taken if the burn should escape. BIA shall implement the Prescribed Burn Plan at a time when appropriate conditions exist.

- E. Preparation of private lands.** BIA shall provide assistance to the Landowner to blackline his lands in preparation for the prescribed burn and protect property identified in Section III.A.
- F. Notice of prescribed burn.** BIA shall provide a copy of the Prescribed Burn Plan and notice to Landowner at least **[X]** days prior to igniting the burn.
- G. Costs and personnel.** BIA shall be responsible for the costs of implementing the Prescribed Burn Plan and shall provide **[NWCG]** qualified personnel to conduct the burn, as well as all logistical support to implement and monitor the burn.
- H. Rehabilitation of affected lands.** If necessary, BIA shall conduct follow-up inspection to ensure the burn has not escaped and to rehabilitate areas designated in the Prescribed Burn Plan.

SECTION IV. LIABILITY AND IMMUNITY.

- A. Liability.** The undersigned parties understand and agree that the BIA and Landowner, their agents, employees and insurers, do not assume any responsibility or liability for actions of the other parties.
- B. Immunity.** Nothing in this Agreement shall be construed as a waiver of the United State's sovereign immunity, not otherwise expressly waived by Act of Congress.

[Dated signatures of Line Officer, BIA, and Landowner(s)]

Appendix D: Categorical Exclusions Table

	Old 516 DM 6 Appendix 4 BIA Cat X's 9/14/98	New 516 DM 2 Appendix 1 DOI Cat X's 6/30/03	Effect of New Cat X on Bureau Activities	
			Current Management Plan in Place with Programmatic EA/ EIS	No Current Management Plan /No Programmatic EA/EIS
Reduction	<p>Allows:</p> <ul style="list-style-type: none"> Prescribed fire on less than 2000 acres when in compliance with a current management plan addressed in an earlier NEPA analysis. 	<p>Allows:</p> <ul style="list-style-type: none"> Hazardous fuels reduction activities using prescribed fire not to exceed 4,500 acres. 	<ul style="list-style-type: none"> Increases prescribed fire project size from 2000 to 4,500 acres. However, additional 2,500 acres must meet all other requirements of New Cat X.*** 	<ul style="list-style-type: none"> Allows for the implementation of burn treatments up to 4,500 acres in size which meet all other requirements of New Cat X.***
	<ul style="list-style-type: none"> Forest Stand Improvement projects less than 2000 acres when in compliance with a current management plan addressed in an earlier NEPA analysis. 	<ul style="list-style-type: none"> Mechanical methods for crushing, piling, thinning, pruning, cutting, chipping, mulching, and mowing, not to exceed 1,000 acres. <p>***Such activities: Shall be limited to areas (1) in wildland-urban interface and (2) Condition Classes 2 or 3 in Fire Regime Groups I, II, or III, outside the wildland-urban interface; Shall be identified through a collaborative framework as described in AA Collaborative Approach for Reducing Wildland Fire Risks to Communities and the Environment 10-Year Comprehensive Strategy Implementation Plan;@ Shall</p>	<ul style="list-style-type: none"> No Effect. In fact, the old BIA Cat X provides for an additional 1000 acres to be treated. 	<ul style="list-style-type: none"> Allows for the implementation of mechanical treatments up to 1,000 acres in size which meet all other requirements of New Cat X.***
Fuels		<p>the Environment 10-Year Comprehensive Strategy Implementation Plan;@ Shall</p>		
Hazardous Activities		<p>conducted consistent with agency and Departmental procedures and applicable land and resource management plans; Shall not be conducted in wilderness areas or impair the suitability of wilderness study areas for preservation as wilderness; Shall not include the use of herbicides or pesticides or the construction of new permanent roads or other new permanent infrastructure; and may include the sale of vegetative material if the primary purpose of the activity is hazardous fuels reduction.</p>		
	<ul style="list-style-type: none"> BAER Activities on not to exceed 10,000 acres. 	<ul style="list-style-type: none"> Post-fire rehabilitation activities not to exceed 4,200 acres (such as tree planting, fence replacement, habitat restoration, heritage site restoration, repair of roads and trails, and repair of damage to minor facilities such as campgrounds) to repair or improve lands unlikely to recover to a management approved condition from wildland fire damage, or to repair or replace minor facilities damaged by fire. <p>Such activities: Shall be conducted consistent with agency and Departmental procedures and applicable land and resource management plans; Shall not include the use of herbicides or pesticides or the construction of new permanent roads or other new permanent infrastructure; and Shall be completed within three years following a wildland fire.</p>	<ul style="list-style-type: none"> No Effect. In fact, the old BIA Cat X provides for an additional 5,800 acres to be treated. 	
Post-Fire Rehabilitation Activities				

Appendix E: Supplemental Funding Request Procedures

Funding requests for capitalized equipment or other supplemental funding should be submitted in a format similar to preparedness subsidiary proposals. The request must contain information regarding: activity description, objectives, applicability to fuels funding, evaluation of alternatives, owner's consent (if applicable), implementation schedule, budget, and accomplishment report.

Supplemental Funding Format

(Hazardous Fuels Reduction Program)

I) Activity Description

- A) Provide a narrative description of the proposed activity and the justification for its implementation. A "Supplemental" request is not to be used for prescribed fire or mechanical fuels treatment projects. Examples of "Supplemental" requests would be a consolidated area office training request, aerial ignition or smoke monitoring equipment, etc.

II) Objectives

- A) Describe the activity objectives in measurable terms. Also include a description of how those objectives can be measured upon completion of the activity in order to determine if they have been met.

III) Applicability to Hazardous Fuels Reduction Program Funding

- A) Describe the direct benefits to the fuels program.
- B) Describe the benefits to programs or tribal activities other than the fire management program. Include details of any shared funding or other contributions from other program activities.

IV) Evaluation of Alternatives

- A) List alternative means of meeting objectives including projected costs and reasons for rejecting those alternatives in favor of the proposed plan. Provide a summary of the economic analysis of alternative if completed.

V) Owner's Consent

- A) If the proposed project will have a physically altering impact on Indian owned resources or is politically sensitive, include evidence of their consent (i.e., a tribal resolution or consent of owner in the case of individually owned land.)

VI) Implementation Schedule

- A) Prepare a proposed implementation schedule for each logical step in the project.

VII) Budget

- A) Include an itemized budget reflecting administrative, labor, equipment and materials costs.

VIII) Accomplishment Report

- A) Identify the individual responsible for preparing the post-project accomplishment report, specifically addressing the project objectives and the date by which the report(s) will be prepared and submitted to the Area Office.

Appendix F: Community Assistance Project Proposal Form

Sample Outline for Project Proposal with Required Elements

Agency/Tribe: Any Agency

Local Unit: Any Agency

Local Contact: Anyman Anywhere, 555.555.5555

Regional Contact: Anyman Regionally, 555.555.5556

Type of Request (Risk Assessment, Mitigation Plan, SCA Fire Ed, Tribal Fire Ed Team, Prevention and/or Educational Workshop): 5 Person FEC Team

Duration: 3 Month FEC Team

**Note: (Choose from 3, or 6 Month for SCA FEC Teams)*

Project Description: The Any Agency is located in the central portion of the United States with an abundance of grasslands and some timber resources. Our WUI problem is concentrated around the towns of Anyplace and Anylocation with a scattering of ranching structures along Any Creek. We are hoping to use the SCA team to complete a number of home assessments around these areas, to do a demonstration project to show an appropriate WUI home for our environment, and to distribute information at the AnyPeople Powwow and the 4th of July parade. We also hope to have a completed GIS map with imbedded home assessment information by the end of the second season. We will use the home assessments to help us prioritize our future WUI treatments.

Objectives: Assess 500 homes on the Any Agency and eventually create GIS map. Increase WUI awareness on the Any Agency by attending at least 5 educational opportunities (Powwows, parades, etc.).

**Note: There must be a documentation process in place to show that the objectives met the goals.*

Goal: With the information from the home assessments, we hope to better define our WUI program and use the information to prioritize future WUI fuels treatments. WUI awareness will be increased with visibility of SCA crew on the Any Agency while doing home assessments, attending Powwows, parades, etc.

Projected Length of Project: 2 Seasons; 1st season for data collection with FEC Team, and 2nd season for GIS project for a SCA Individual Placement Intern with GIS background.

Justification for Selected SCA-Related Items from Fire Ed. Worksheet: 3 Month Team—should be able to accomplish 500 home assessments within this timeframe; SCA Fire Ed. Training—required by SCA; 6 Month Truck lease—staff leader will need vehicle before and after team leaves; computer, Trimble unit, digital camera printer, cell phone, office supplies, and uniform will all be needed for completion of project (note: computer will likely be most useful next year when we request GIS capabilities).

**Note: If this is a Community Assistance project using Tribal or Agency personnel, the Tribe or Agency is responsible for entering the CA project into NFPORS.*

2005 - SCA Fire Education Worksheet

Check Appropriate Selections

All selections must be justified in your SCA Project Proposal.

1.0 Personnel	
1.1 Corps Team <i>*Note: Comes with 4 interns and 1 field staff member.</i>	
6 months	
3 months	
1.2 Intern	
12 months	
9 months	
6 months	
3 months	
2.0 SCA Provided Training <i>*Note: SCA Fire Ed. Training required for Corps Teams, optional for Interns.</i>	
1) SCA Fire Education Training (5 Days)	
<i>*Includes Leadership and Teambuilding Training, Work Skills, GPS, and Intro to GIS.</i>	
2) S 130/190 (5 Days)	
3) Chain Saw & Safety Operation (Available upon request.)	
4) Invasive Species Removal and Restoration (Available upon request.)	
5) Wilderness First Aid (2.5 Days)	
3.0 Vehicle Leasing (includes insurance, gas) <i>*Note: Other vehicles available upon request.</i>	
Truck is a crew cab with 5 seatbelts.	
Truck 12 Months	
Truck 9 Months	
Truck 6 Months	
Truck 3 Months	
4.0 Housing	
Agency Provided	
SCA Provided	
5.0 Equipment <i>*Note: If you are requesting a returning team, no new IT items can be selected.</i>	
All equipment belongs to the project.	
1) Computer: Dell Inspiron 8500 / Unit	
2) GIS Computer w/ESRI Software / Unit	
3) Trimble Package: Recon, Software Pack & ArcPad 6x /Unit	
4) GIS support / Site	
5) Digital Camera / Unit	
6) Printer / Unit	
7) Cell Phone (per month) / Unit - Site Requests 300min/month	
8) Office supplies, postage, printing etc. / Site Request	
9) Risk Management / Site	
10) Intern Uniform / Intern	
11) Miscellaneous (Please List Below)	

INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 90 IAM 1.4C(7)-H	SUBJECT Fuels Program Business Management Handbook	RELEASE NUMBER #
FOR FURTHER INFORMATION Division of Forestry, Office of Trust Services		DATE

EXPLANATION OF MATERIAL TRANSMITTED:

The subject document is the *Fuels Program Business Management Handbook* and corresponds with Chapter 1.4C(7) in Part 90 of the IAM, Wildland Fire Management. The subject document is also consistent with direction established in the National Fire Plan strategic documents: "*Restoring Fire-Adapted Ecosystems on Federal Lands – A Cohesive Strategy for Protecting People and Sustaining Natural Resources*" and "*A Collaborative Approach for Reducing Wildland Fire Risks to Communities and the Environment – 10 Year Comprehensive Strategy*".



Arch Wells
Acting Deputy Director,
Trust Services

FILING INSTRUCTIONS:

Remove: None

Insert: Fuels Program Business
Management Handbook,
February 2006

