



National Wildfire Coordinating Group

***Annual Funding Guidance
FY 2025***

Prepared by NWCG Staff

Approved by the NWCG Executive Board

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NWCG Funding

NWCG funding is provided by the federal member agencies through their annual fire management program budget allocations. Contribution percentages are based on the *Interagency Agreement for National Wildfire Coordinating Group (NWCG) Shared Funding* (<https://www.nwcg.gov/executive-board/partners-agreements>). The U.S. Fire Administration and Department of Defense separately and independently determines their annual contributions and program emphasis.

NWCG committees and staff routinely conduct new and ongoing work in order to accomplish the NWCG mission. NWCG funding supports this work. NWCG funding is requested and allocated according to the guidance stated in this document. All funding requests must be specifically related to NWCG and its committee objectives. NWCG funding does not cover salaries (with the exception of details used to support approved projects), travel, meetings, training delivery, awards, or IT/application projects. Exceptions, such as the NASF Travel Grant, will be approved by the NWCG Executive Board and should be interagency and national in scope. For questions about project requests involving information technology please reach out to your agency Wildfire IT (WFIT) Representative.

The Executive Board maintains a contingency fund to cover unforeseen needs throughout the year. Contingency fund expenditures are approved by the Executive Board. Unspent contingency funds will be reallocated in the third quarter (May/June). NWCG annual funding guidance and associated forms are located at <https://www.nwcg.gov/budget-guidance>.

Table 1 – NWCG Budget Cycle Responsibilities

| Date | Task | Responsible Party |
|----------------|---|---------------------------------------|
| October 2023 | Develop/review final draft of annual budget guidance. | NWCG Staff Agency Budget Leads |
| November 2023 | Issue annual budget guidance to committees. | NWCG Executive Board |
| January 2024 | Submit all committee and subgroup budget prioritized requests to respective NWCG Coordinator. | Committee Chairs |
| February 2024 | Review and prioritize projects according to prioritization factors and within constraints of available budget. Share with Committee Chairs. | NWCG Staff |
| February 2024 | Review project funding requests. Identify issues or concerns with proposed projects. | Agency Budget Leads |
| March 2024 | Approve annual NWCG project funding allocations. | NWCG Executive Board |
| March 2024 | Provide proposed budget to USDA FS and DOI OWF (thru BLM Budget Lead) to create preliminary budget allocation. | Budget Liaison |
| April/May 2024 | Apply project information to NWCG Shared Costs Worksheet. | Budget Liaison |
| Oct/Nov 2024 | Once the appropriation is received, work with the assigned NWCG Committee Coordinator and Committee Chairs regarding cost coding structure and accountability tracking. | Budget Liaison Agency Budget Leads |
| April 2025 | Work with the assigned NWCG Committee Coordinators to gather project expenditure data and provide NWCG Executive Board with a mid-year funding report and reallocation requests. | Budget Liaison |
| May/June 2025 | Work with the assigned NWCG Committee Coordinators to gather project expenditure data and provide NWCG Executive Board with a third quarter funding report and reallocation requests. | Budget Liaison |
| October 2025 | Work with the assigned NWCG Committee Coordinators to gather project accomplishments and provide NWCG Executive Board with a final FY25 funding report. | Budget Liaison |

Project Funding Requests

Project funding requests include:

- New Course Development
- Training Course Revisions
- Media/Video Development
- Publication Revisions
- Maintenance and Operations for Existing Projects

Publications related requests must be coordinated with your NWCG Coordinator and the Publications Manager. See <https://www.nwcg.gov/publication-portal-management> for further guidance.

For multi-year projects, please submit the total project estimate on the bottom of the request form. Long-term planning is necessary to effectively and efficiently manage NWCG projects and associated funding.

Committee Chairs should submit a consolidated and prioritized package (including all subgroup requests) of all project funding requests to their NWCG Coordinator. All requests should be submitted on the *NWCG FY2025 Project Funding Request* form (see Appendix A for an example) along with any supplemental documentation if needed.

Training Products Funding Requests

Committee Chairs should discuss training funding requests with their NWCG Coordinator and the Training Development Program Manager prior to submitting. This will ensure coordination of projects, reduce duplicative efforts, and enable more accurate cost estimates. With the priority of the Incident Performance & Training Modernization (IPTM) effort from FY2023 through at least FY2027, all requests to develop new courses or revise existing courses will require extensive discussion and coordination with the NWCG Training Development Program to prevent duplication of effort and to ensure workload capabilities.

Viability Determination

NWCG staff will determine funding request viability using the viability criteria stated below:

- **Funding Guidance:** Is this request for salaries/labor, travel, meetings, training delivery, awards, or IT projects/applications that are unallowable (i.e., does this request meet the funding guidance provided in this document)?
- **Relevance:** Is the project relevant to the NWCG mission and strategic priorities? Is it relevant to the specific objectives of the submitting committee or subgroup? Does the provided rationale justify the expenditure of interagency funding?
- **Purview:** Does the project sensibly fall under the purview of the NWCG? If the request involves multiple committees/subgroups, has it been adequately vetted and agreed to between these groups?
- **Likelihood of Success:** Is this request attainable and implementable? Does the group have a positive past record of spending their funding within the allowable timeframes and completing the project(s)? Can NWCG program areas support the project within their current workload?
- **Mechanism:** Does this project have a mechanism for spending the requested funding (i.e., a contract, agreement, etc.)? Is that mechanism in place or is a mechanism identified that can be in place prior to the start of the project?

Prioritization

NWCG staff will develop preliminary recommendations for full funding, partial funding, and no funding based on the viability determination above, the prioritization criteria stated below, and on the estimated

funding availability target. The estimated funding availability target is based on the direction of the agency budget leads.

The resulting funding recommendations will then be forwarded to the agency budget leads for review prior to being forwarded to the Executive Board for decision and finalization of the annual NWCG budget.

Prioritization criteria:

- **Scope and Impact:** What is the impact of the project on the larger NWCG membership? Does it benefit field-level firefighters and fire managers? Will it improve national standardization in wildland fire management? Will it enhance firefighter safety?
- **Sustainability:** Will the project have a long-term impact? Will it address a significant and consequential issue or concern? Will its benefits last beyond the project completion?
- **Feasibility:** Is the project achievable? Is the proposal in state where it is ready to receive and expend the requested funding. Does the submitting entity have a proven track record of completing projects?
- **Continuation of Funds:** Is this request a continuation of a previously funded project? Is that multi-year project on track and achieving results?
- **Efficiency:** Is the project cost effective? Will it be completed in a specified and finite time frame? Does it duplicate existing efforts? Is it a collaborative effort with a non-NWCG entity?
- **Training-Specific Factors:** In addition to the above factors, training funding will consider the following: Does the request align with the system improvement/IPTM efforts? Is the training required or recommended? Does the scope of the training support multiple disciplines? Is the request for new development or for revision of an existing product?

Mid-Year and Third Quarter Adjustments

Viable funding requests that did not receive funding due to prioritization decisions and/or budget limitations will be considered for mid-year and third quarter funds that may become available after the April and June project expenditure information is reviewed. The NWCG staff will coordinate with the appropriate Committee Chairs to develop recommendations for the NWCG Executive Board. NWCG funding is annual; unspent funds do not carry over.

Reporting Requirements

Committees/subgroups that receive NWCG funding will be asked to submit accomplishment and expenditure information in April, June, and October. The NWCG Budget Liaison will work with other NWCG staff, Committee Chairs, and project leads to gather this information.

Travel Funding for NASF Members

NASF travel costs (airfare, lodging, and per diem) for NWCG committee meetings or training workshops may be reimbursed by funds administered by the NASF through a grant from the U.S. Forest Service. Information, instructions, and forms can be found at <https://www.nwcg.gov/state-travel-guidance>. This is an Executive Board approved exception to funding travel.

