

Guidance for Fiscal Year (FY) 2018 Wildland Fire Management Budget

Preparedness

Budget Consumption Reports to be sent to the Regions

- Monthly Report with obligation % rates – beginning in March of the current fiscal year.
- Bi-Weekly Reports with obligation % rates – starting in the 4th quarter.
 - Obligation of funds should be accomplished in accordance with the OCFO's Fiscal Year (FY) 2018 Procurement Administrative Lead Time (PALT) Memo dated December 1, 2017.

Year End Close

- After year-end close, any outstanding labor and/or credit card adjustment/corrections for the previous FY are to be done by no later than **December 14, 2018**.
- Any unobligated funds not committed or obligated after **January 1, 2019** will be pulled back to BWFM (AAK4)
 - **Regions are to reallocate the unobligated/uncommitted funds to the regional fund center.**
- The Fire Leadership Team (FLT) will make a priority list and advise the regions of approved projects to be funded from carry over funds.
- Carry Over funds will be redistributed on an as needed basis by BWFM.
 - Regions may submit formal requests for specific projects.

Fuels

Fuels Budget Milestones and Guidance

- Monthly Report with obligation % rates – beginning March of the current fiscal year.
- Bi-Weekly Reports with obligation % rates – start **May 2, of the current fiscal year**.
- Annual Program and Project work will be completed by **September 30, of the current fiscal year**.
- Obligation to Cooperative Agreement for current fiscal year:
 - Regions and Agencies must ensure fund obligations.
 - All Fuels funds (Programmatic and Project) are obligated by **July 15, of the current fiscal year**.
- Regions with carryover may be restricted from receiving current fiscal year funds.
- Fuels funded programs will submit or complete the following by **May 2, of the current fiscal year**.
 - Hiring for approved vacant positions.
 - 4 Year Program of Work.
- Funding may be withdrawn if the unit does not meet project milestones for planning and implementation.
- FY 19 RTRL proposals are due to BWFM by January 7, 2019.
- Due to the high demand of RTRL funds, and in order to provide greater opportunity, projects are limited to a ceiling of \$1 million with a time duration of four (4) years' for completion.

- Projects must be initiated by **July 15, 2018**.

Year End Close

- After year-end close, any outstanding labor and/or credit card adjustment/corrections for the previous FY are to be completed no later than **October 31, 2018**.
- Carryover will be finalized **January 1, 2019**.
- Regions may reallocate unobligated/uncommitted funds.
- Carry Over funds may be redistributed by the BWFM on a request, as needed, basis pursuant to established policy and procedures.
- Fuels Business Rules and Guidance previously established, remain valid for program operations.

Post-Wildfire Recovery Program Funds

Emergency Stabilization (ES)

- Use the Request to Initiate ES Funding form for immediate ES funding request prior to approval of an ES plan.
- Upon approval of an ES plan (IAM Part 90 Chapter 3) and entered into NFPORS, ES funding requests will be distributed from available funds by BWFM.
- Regions and Agencies must ensure fund obligations are completed timely and in concurrence with the DBIA memorandum on budget management controls dated December 6, 2016.
- ES funding is provided for no more than one year plus 21 days after ignition date of a wildfire as per 620 DM Chapter 7.
- After one year, unobligated ES balances are subject to reallocation to/by BWFM (AAK4).

Burned Area Rehabilitation (BAR)

- BAR funding requests will be entered into the NFPORS by **November 15, 2018** and funding will be distributed after that date by BWFM from available BAR funding appropriations pursuant to established priorities.
- BAR funding is allocated each fiscal year for BAR projects for no more than five (5) years following 21 days after the ignition date of a wildfire as per 620 DM Chapter 7.
- Unobligated BAR balances are subject to reallocation to/by BWFM (AAK4) for reallocation after September 30, 2018.

Note: As stated, Continuing Resolution implementation will impact budget obligation. Your reporting requirements should reflect funding allocated. In some instances this may require duplication of reporting efforts to be completed for Fiscal Year 2018. Please ensure you report foreseen deadline deficiencies ahead of time.