



STATE OF WASHINGTON  
DEPARTMENT OF NATURAL RESOURCES (DNR)  
CONTRACT NO. 93-107168

**PI:** 28B

**Funding Source:** State

**Grant Funded:**  Yes  No

**OMWBE:**  Not Applicable

**Procurement method:**  Sole Source

This Contract is made and entered into by and between the state of Washington, Department of Natural Resources, hereinafter referred to as the "AGENCY/DNR", and the below named firm, hereinafter referred to as "CONTRACTOR."

Washington Resource Conservation and Development Council

109 S 3rd Street

Yakima, Washington 98901

**Phone:** 509-571-1722

**Email:** [hilary@washingtonrcd.org](mailto:hilary@washingtonrcd.org)

**WA State UBI Number:** 601-505-118

**Federal Taxpayer Identification Number:** 91-1810332

**Statewide Vendor # (SWV):** SWV0091531

## 1. PURPOSE

The purpose of this agreement is for CONTRACTOR's implementation of the scope of work provided in Exhibit B. Exhibit B contains three distinct scopes of work which are aligned with and contribute directly towards the successful implementation of DNR's strategies towards achieving the goals specified in the Washington State Wildland Fire Protection 10-year Strategic Plan (Strategic Plan). This strategy is built on decades of partnerships and crafted by agency and community leaders, tribes, wildland re managers, and the public – and identifies effective solutions for a prepared, safe, and resilient Washington.

The three scopes of work in Exhibit B of this Agreement are:

1. Scope of Work & Budget #1A and #1B - Fire Adapted Communities (FAC) and Washington State Fire Adapted Communities (WAFAC) Program Development;
2. Scope of Work & Budget #2 - Community Wildfire Ambassador Program Development; and
3. Scope of Work & Budget #3 - Community Wildfire Protection Plan (CWPP) Technical Assistance,.

## **2. SCOPE OF WORK**

- A. Exhibit A, attached hereto and incorporated by reference, contains the *General Terms and Conditions* governing work to be performed under this contract, the nature of the working relationship between the AGENCY and the CONTRACTOR, and specific obligations of both parties.
- B. The CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth in Exhibit B.

## **3. PERIOD OF PERFORMANCE**

The period of performance under this contract will be from May 17, 2024, or date of execution, whichever is later, through August 1, 2025.

## **4. DES FILING REQUIREMENT**

### 10-Day Filing

The provisions of Chapter 39.26 RCW require the AGENCY to file this sole source contract with the Department of Enterprise Services (DES) for approval. No contract so filed is effective nor shall work commence under it until the tenth (10th) working day following the date of filing subject to DES approval.

## **5. COMPENSATION**

Total compensation payable to CONTRACTOR for satisfactory performance of the work under this contract shall not exceed \$667,660. CONTRACTOR'S compensation for services rendered shall be based on the rates and terms described in Exhibit B.

## **6. BILLING PROCEDURES AND PAYMENT**

AGENCY will pay CONTRACTOR upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Contract Manager monthly.

The invoices shall describe and document, to the AGENCY'S satisfaction, a description of the work performed, the progress of the project, and fees. Each invoice submitted to DNR shall include information needed by DNR to determine the exact nature of all expenditures and completed work. At a minimum, each invoice shall specify the following:

1. Agreement number 93-107168
2. Invoice date
3. Organization and primary contact name
4. Primary contact phone number and email address
5. Narrative description of the work performed
6. Detail of the expenses being billed
7. Supporting documentation for all expenses being billed
8. Total invoice amount

Payment shall be considered timely if made by the AGENCY within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the CONTRACTOR.

The AGENCY may, in its sole discretion, terminate the contract or withhold payments claimed by the CONTRACTOR for services rendered if the CONTRACTOR fails to satisfactorily comply with any term or condition of this contract.

No payments in advance or in anticipation of services or goods to be provided under this contract shall be made by the AGENCY.

## 7. CONTRACT MANAGEMENT

The Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this contract.

<b>CONTRACTOR Contract Manager</b>	<b>AGENCY Contract Manager</b>
<p>TJ Mattingly  Washington Resource Conservation and Development Council  109 3rd Street  Yakima, Washinton 98901  <i>Phone:</i> 509-571-1722  <i>Email address:</i> <a href="mailto:tj@washingtonrcd.org">tj@washingtonrcd.org</a></p>	<p>Guy Gifford  Department of Natural Resources  1111 Washington Street SE  Olympia, WA 98504-7037  Phone: 509-990-6218  Email address: <a href="mailto:guy.gifford@dnr.wa.gov">guy.gifford@dnr.wa.gov</a></p>

<b>CONTRACTOR Project Manager</b>	<b>AGENCY Project Manager</b>
TJ Mattingly Washington Resource Conservation and Development Council 109 3rd Street Yakima, Washinton 98901 <i>Phone:</i> 509-571-1722 <i>Email address:</i> <a href="mailto:tj@washingtonrcd.org">tj@washingtonrcd.org</a>	Guy Gifford Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7037 Phone: 509-990-6218 Email address: <a href="mailto:guy.gifford@dnr.wa.gov">guy.gifford@dnr.wa.gov</a>

## 8. INSURANCE

Before using any of said rights granted herein and at its own expense, CONTRACTOR shall purchase and maintain, [or require its agent(s)/subcontractor to purchase and maintain,] the insurance described below for the entire duration of this Agreement. Failure to purchase and maintain the required insurance may result in the termination of the Agreement at DNR's option.

All insurance provided in compliance with this Agreement shall be primary as to any other insurance or self-insurance programs afforded to, or maintained by, the State of Washington, Department of Natural Resources.

CONTRACTOR shall provide DNR with certificates of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Agreement before using any of said rights granted herein. The description section of the certificate shall contain the Contract Number and the name of the DNR Project Manager. Contractor shall also provide renewal certificates as appropriate during the term of this Agreement.

CONTRACTOR shall include all subcontractors and agents as insured under all required insurance policies or shall provide separate certificates of insurance for each subcontractor or agent. Failure of CONTRACTOR to have its subcontractors and agents comply with the insurance requirements contained herein does not limit CONTRACTOR's liability or responsibility.

**INSURANCE TYPES & LIMITS:** The limits of insurance, which may be increased by State, as deemed necessary, shall not be less than as follows:

Commercial General Liability (CGL) Insurance: CONTRACTOR shall purchase and maintain commercial general liability insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the general aggregate limits shall be at least twice the "each occurrence" limit, and the products-completed operations aggregate limit shall be at least twice the "each occurrence" limit. All insurance must cover liability arising out of premises,

operations, independent contractors, products completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another party assumed in a business contract) and contain separation of insured (cross-liability) condition.

Employer's liability ("Stop Gap") Insurance: CONTRACTOR shall purchase and maintain employer's liability insurance and if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Business Auto Policy (BAP) Insurance: CONTRACTOR shall purchase and maintain business auto insurance and if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per accident, with such insurance covering liability arising out of "Any Auto". The policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense." CONTRACTOR waives all rights of subrogation against State for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

Industrial Insurance (Workers Compensation): CONTRACTOR shall comply with Title 51 RCW by maintaining workers compensation insurance for its employees. CONTRACTOR waives all rights of subrogation against State for recovery of damages to the extent they are covered by Industrial Insurance, employer's liability, general liability, excess, or umbrella insurance. CONTRACTOR waives its Title 51 RCW immunity to the extent it is required by its indemnity obligation under this Agreement.

**ADDITIONAL PROVISIONS:**

Additional Insured: The State of Washington, Department of Natural Resources, its officials, agents, and employees shall be named as additional insured by endorsement on all general liability, excess, and umbrella insurance policies.

Cancellation: DNR shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications.

1. Insurers subject to Chapter 48.18 RCW (Admitted and Regulated by the Insurance Commissioner): The insurer shall give the State 45 days advance notice of cancellation or nonrenewal. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.
2. Insurers subject to Chapter 48.15 RCW (Surplus Lines): The State shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.

Insurance Carrier Rating: All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII, or better. Any exception must be reviewed and approved by the DNR Risk Manager or the DNR Contracts Manager, in the Risk Manager's absence. If an insurer is not admitted to do business in the State of Washington, all insurance policies and procedures for issuing the insurance policies must comply with Chapters 48.15 RCW and 284-15 WAC.

Self-Insurance: If CONTRACTOR is self-insured, evidence of its status as a self-insured entity shall be provided to State. The evidence should demonstrate that CONTRACTOR's self-insurance meets all of the required insurance coverage of this Agreement to the satisfaction of State including the description of the funding mechanism and its financial condition. If the funding mechanism or financial condition of the self-insurance program of CONTRACTOR is inadequate, then State may require the purchase of additional commercial insurance to comply with this Agreement.

Waiver: CONTRACTOR waives all rights of subrogation against State for recovery of damages to the extent these damages are covered by general liability, excess, or umbrella insurance maintained pursuant to this Agreement.

## **9. ASSURANCES**

AGENCY and the CONTRACTOR agree that all activity pursuant to this contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

## **10. ORDER OF PRECEDENCE**

Each of the exhibits listed below is by this reference hereby incorporated into this contract. In the event of an inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal statutes and regulations
2. Washington state statutes and regulations
3. Special terms and conditions as contained in this basic contract instrument
4. Exhibit A – WA State Department of Natural Resources General Terms and Conditions
5. Exhibit B – Scope of Work
6. Any other provision, term or material incorporated herein by reference or otherwise incorporated

## **11. ENTIRE AGREEMENT**

This contract, including referenced exhibits, represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

**12. CONFORMANCE**

If any provision of this contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

**13. APPROVAL**

By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement.

**WASHINGTON RESOURCE  
CONSERVATION AND  
DEVELOPMENT COUNCIL (WRCD)**

**STATE OF WASHINGTON  
DEPARTMENT OF NATURAL  
RESOURCES**

<hr/> <b>Signature</b>	<hr/> <b>Date</b>
Thomas Coleman	
<hr/> <b>Name</b>	
<hr/> WRCD Board of Directors, President	
<hr/> <b>Title</b>	
109 S 3rd Street	
Yakima, Washington 98901	
<hr/> <b>Address</b>	
509-571-1722	
<hr/> <b>Telephone</b>	

<hr/> <b>Signature</b>	<hr/> <b>Date</b>
Russ Lane	
<hr/> <b>Name</b>	
<hr/> WFMD Manager	
<hr/> <b>Title</b>	
1111 Washington St SE	
Olympia, WA 98504	
<hr/> <b>Address</b>	
360-902-1300	
<hr/> <b>Telephone</b>	

## EXHIBIT A

### WA STATE DEPARTMENT OF NATURAL RESOURCES GENERAL TERMS AND CONDITIONS

#### 1. ACCESS TO DATA

The Contractor shall provide access to data generated under this contract to the Agency, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and methodology for those models.

#### 2. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by the Agency.

#### 3. AMENDMENTS

This contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

#### 4. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

#### 5. ANTITRUST

The Contractor hereby assigns to Agency any and all of its claims for price fixing or overcharges, which arise under federal or state law relating to the goods, products, or services purchased under this contract.

#### 6. ASSIGNMENT

Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by the Contractor without prior written consent of the Agency.

Contractor may not assign its rights under this Agreement without Department of Natural Resources (DNR) prior written consent and DNR may consider any attempted assignment without such consent to be void; *Provided*, however, that, if Contractor provides written notice to DNR within thirty (30) calendar days, Contractor may assign its rights under this Agreement in full to any parent, subsidiary, or affiliate of the Contractor that controls or is controlled by or under common control with the Contractor, is merged or consolidated with the Contractor, or purchases a majority or controlling interest in the ownership or assets of the Contractor. Unless otherwise



agreed, the Contractor guarantees prompt performance of all obligations under this Agreement notwithstanding any prior assignment of its rights.

## **7. ATTORNEYS' FEES**

In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney fees and costs.

## **8. COMPLIANCE WITH APPLICABLE LAW**

At all times during the term of the contract, the Contractor shall comply with all applicable laws.

## **9. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION**

The Contractor shall not use or disclose any information concerning the Agency, or information that may be classified as confidential, for any purpose not directly connected with the administration of this contract, except with prior written consent of the Agency, or as may be required by law.

## **10. CONFLICT OF INTEREST**

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the Agency may, in its sole discretion, by written notice to the Contractor terminate this contract if it is found after due notice and examination by the Agent that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the Contractor in the procurement of, or performance under this contract.

In the event this contract is terminated as provided above, the Agency shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor. The rights and remedies of the Agency provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the Agent makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

## **11. COPYRIGHT PROVISIONS**

Unless otherwise provided, all materials produced under this contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the Agency. The Agency shall be considered the author of such materials. In the event the materials are not considered "works for hire" under the U.S. Copyright laws, Contractor hereby irrevocably assigns all right, title, and interest in materials, including all intellectual property rights, to the Agency effective from the moment of creation of such materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs,

films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

For materials that are delivered under the contract, but that incorporate pre-existing materials not produced under the contract, Contractor hereby grants to the Agency a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the Agency.

The Contractor shall exert all reasonable effort to advise the Agency, at the time of delivery of materials furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document that was not produced in the performance of this contract.

The Agency shall receive prompt written notice of each notice or claim of infringement received by the Contractor with respect to any data delivered under this contract. The Agency shall have the right to modify or remove any restrictive markings placed upon the data by the Contractor.

## **12. COVENANT AGAINST CONTINGENT FEES**

The Contractor warrants that no person or selling Agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established Agents maintained by the Contractor for securing business.

The Agency shall have the right, in the event of breach of this clause by the Contractor, to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

## **13. DEFAULT**

Contractor shall be in default if it is in material breach of any term or condition of the contract. The time of default shall begin when the material breach occurs or after any applicable opportunity to cure period lapses, whichever is later.

## **14. DELIVERY, INSPECTION, REJECTION, CURE:**

1. **TIME OF THE ESSENCE:** Time is of the essence in the performance of the contract.

2. **SHIPPING & RISK OF LOSS.** All goods subject to the Contract shall be shipped F.O.B. destination. Risk of loss of the goods shall pass to the Agency at the time the goods are accepted by the Agency.
3. **INSPECTION:** The Agency's inspection of all goods upon delivery is for the sole purpose of identification. Such inspection shall not be construed as acceptance of the goods.
4. **REJECTION:** The Agency may reject any nonconforming Deliverables by reasonably notifying the Contractor in writing.
5. **OPPORTUNITY TO CURE:** Contractor shall have the right to cure the materiality of any breach prior to the time for performance under the Contract. This right to cure terminates upon the time for performance.

## 15. DEFINITIONS

Definitions for the purposes of this solicitation include:

**AGENCY** – any state office or activity of the executive and judicial branches of state government, including state agencies, departments, offices, divisions, boards, commissions, institutions of higher education as defined in RCW 28B.10.016, and correctional and other types of institutions.

**AGENT** – Personnel authorized to act on behalf of the Agency for matters contained within.

**APPARENT SUCCESSFUL CONTRACTOR** – Bidder whose bid, quotation and/or proposal provides the best value in meeting AGENCY needs and is selected to contract with DNR for the proposed solution, subject to completion of contract negotiations and execution of contract.

**AWARD DATE** – the announcement date of the Apparent Successful Contractor.

**BID, QUOTATION and/or PROPOSAL** – a formal offer, submitted by an individual or entity, in response to a solicitation issued for goods or services by the Agency.

**BIDDER** – an individual or entity who submits a bid, quotation and/or proposal in response to a solicitation issued for goods or services by the Agency.

**BUSINESS DAYS** – Monday through Friday, 8AM to 5PM, Pacific Standard Time, or, Pacific Daylight Time, Olympia, Washington, USA.

**CALENDAR DAY** – Midnight to midnight, any day of the week.

**CONTRACT** – an agreement between DNR and Contractor that includes terms and conditions, the solicitation, the bid, quotation and/or proposal, all appendices, and exhibits, associated Statements of Work (e.g. Services Contract or Purchase Order), and all amendments awarded pursuant to this solicitation.

**CONTRACTOR** – an individual or entity whose bid, quotation and/or proposal has been accepted and is awarded a contract with the Agency, and who is solely responsible to provide a good or perform a service.

**DNR** – Washington State Department of Natural Resources, an Agency of the State of Washington, and any division, section, office, unit or other entity of, or any of the officers or other officials lawfully representing the department.

**GOODS** – products, materials, supplies, or equipment provided by a Contractor.

**PURCHASE** – the acquisition of goods or services, including the leasing or renting of goods.

**SERVICES** – labor, work, analysis, or similar activities provided by a Contractor to accomplish a specific scope of work.

**SOLICITATION** – a documented formal process providing an equal and open opportunity to BIDDERS and culminating in a selection based on predetermined criteria.

**SUBCONTRACTOR** – one not in the employment of the Contractor, who is performing all or part of the business activities related to this solicitation under a separate contract with the Contractor. The terms "Subcontractor" and "Subcontractors" means Subcontractor(s) in any solicitation tier.

**VENDOR** – individual, firm, organization, company or other entity offering products and/or services.

**WEBS** – Washington’s Electronic Business Solution System.

**WORKING DAYS** – Midnight to midnight, Monday through Friday, excluding weekends and state legal holidays.

## **16. DISALLOWED COSTS**

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

## **17. DISPUTES**

Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Agent.

1. The request for a dispute hearing must:

- Be in writing;
- State the disputed issue(s);
- State the relative positions of the parties;
- State the Contractor’s name, address, and contract number; and

- Be mailed to the Agent and the other party's (respondent's) contract manager within three (3) working days after the parties agree that they cannot resolve the dispute.
2. The respondent shall send a written answer to the requester's statement to both the Agent and the requester within five (5) working days.
  3. The Agent shall review the written statements and reply in writing to both parties within 10 working days. The Agent may extend this period if necessary by notifying the parties.
  4. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution method in addition to the dispute resolution procedure outlined above.

## **18. DUPLICATE PAYMENT**

The Agency shall not pay the Contractor, if the Contractor has charged or will charge the State of Washington or any other party under any other contract or agreement, for the same goods delivered or services rendered.

## **19. ENVIRONMENTAL CONSIDERATIONS**

### **ELECTRONIC PRODUCTS**

The State of Washington encourages the purchase of products that meet environmental performance standards relating to the reduction and elimination of hazardous materials. The database of all products that currently meet EPEAT criteria are viewable at [www.greenelectronicscouncil.org](http://www.greenelectronicscouncil.org). Only products listed as Active in the online EPEAT Registry are considered to have met the EPEAT criteria.

Contractor represents and warrants that, during the term of this contract, for any product(s) for which Contractor sought and was awarded an environmental purchasing preference pursuant to RCW 39.26.265 and Washington State Procurement Policy POL-DES-265-00, such product(s) shall have achieved EPEAT Silver or Gold registration that enabled Contractor to be awarded such preference.

### **NON-HYDROFLUOROCARBONS (HFCs)**

Hydrofluorocarbons (HFCs) contribute to climate change and so have an adverse effect on human health and the environment. Accordingly, the State of Washington, through its procurement of goods is trying to minimize the purchase of products that contain HFCs or contain HFCs with a comparatively low global warming potential and to incentivize its vendors to sell products without HFCs.

Contractor represents and warrants that, during the term of this Contract, for any product(s) for which Contractor sought and was awarded a purchasing preference pursuant to RCW 39.26.310 and Washington State Procurement Policy DES-POL-310-00, such product(s) shall meet or have less than the HFC level(s) that enabled Contractor to be awarded such preference.

#### **NON-MERCURY ADDED PRODUCTS**

Mercury has an adverse effect on human health and the environment. Accordingly, the State of Washington, through its procurements of goods is trying to minimize the purchase of products with mercury and to incentivize its vendors to sell products without mercury.

Contractor represents and warrants that, during the term of this Contract, for any product(s) for which Contractor sought and was awarded a purchasing preference pursuant to RCW 70.95M.060 and Washington State Procurement Policy DES-POL-70.95M.060-00, such product(s) shall meet or have less than the lowest amount of mercury that enabled Contractor to be awarded such preference.

#### **POLYCHLORINATED BIPHENYLS (PCBs)**

Polychlorinated biphenyls, commonly known as PCBs, have adverse effects on human health and the environment. Accordingly, the State of Washington, through its procurements of goods, is trying to minimize the purchase of products with PCBs and to incentivize its vendors to sell products in packaging without them.

Contractor represents and warrants that, during the term of this contract, for any product(s) and/or product packaging for which Contractor sought and was awarded a purchasing preference pursuant to RCW 39.26.280 and Washington State Procurement Policy POL-DES-280-00, such product(s) and/or packaging shall meet or exceed the testing limitations that enabled Contractor to be awarded such preference.

#### **RECYCLED CONTENT PRODUCTS**

Buying products made from recycled content creates markets for materials collected in residential & business recycling programs. Recycling does not work without end-markets. In addition, buying recycled products supports the development of green technologies, creates jobs and strengthens the local economy, and promotes and supports a more sustainable lifestyle. When manufacturers use recycled material vs. virgin materials to make new products, air and water pollution is reduced, natural resources are conserved, energy is saved, less water is used, and emissions of greenhouse gases that contribute to global climate change are reduced. Accordingly, the State of Washington through its procurements of goods is trying to maximize the purchase of products made from recycled content and to incentivize its vendors to sell products and products in packaging made with recycled content.

Contractor represents and warrants that, during the term of this Contract, for any product(s) for which Contractor sought and was awarded an environmental purchasing preference pursuant to RCW 39.26.255 and Washington State Procurement Policy POL-DES-255-00, such product(s) shall exceed the minimum post-consumer or total recycled content that enabled Contractor to be awarded such preference.

Notwithstanding any provision to the contrary, upon breach of warranty and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, Agency may suspend or terminate this Contract. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation, actual damages, and, as applicable and awarded under law, to a prevailing party, reasonable attorneys' fees and costs.

## **20. EXECUTIVE ORDER 18-03 – WORKERS' RIGHTS**

**MANDATORY INDIVIDUAL ARBITRATION.** If Bidder returned Contractor Certification – Executive Order 18-03 Worker's Rights, and Contractor represents and warrants, as previously certified in Contractor's bid, quotation and/or proposal submission, that Contractor does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers. Contractor further represents and warrants that, during the term of this contract, Contractor shall not, as a condition of employment, require its employees to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

## **21. FUNDING SOURCE**

At all times during the course of this contract, the Contractor must comply with applicable laws, rules, policy and regulations required by the source of funding for the contract.

## **22. GOVERNING LAW**

This contract shall be construed and interpreted in accordance with the laws of the State of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

## **23. HARASSMENT**

Per [RCW 43.01.135](#), Sexual harassment in the workplace, Agency Contractors hereby have access to DNR Policy PO01-052 Sexual Harassment:

[https://www.dnr.wa.gov/publications/em\\_harassment\\_prevention\\_policy.pdf](https://www.dnr.wa.gov/publications/em_harassment_prevention_policy.pdf)

## **24. INDEMNIFICATION**

To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the State, agencies of State and all officials, Agents and employees of the State, from and against all claims for injuries or death arising out of or resulting from the performance of the contract.

“Claim,” as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney’s fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom.

Contractor’s obligations to indemnify, defend, and hold harmless includes any claim by Contractors’ Agents, employees, representatives, or any Subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incidental to Contractor’s or any Subcontractor’s performance or failure to perform the contract. Contractor’s obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its Agents, agencies, employees and officials.

Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless State and its agencies, officials, Agents or employees.

## **25. INDEPENDENT CAPACITY OF THE CONTRACTOR**

The parties intend that an independent Contractor relationship will be created by this contract. The Contractor and his or her employees or Agents performing under this contract are not employees or Agents of the Agency. The Contractor will not hold himself/herself out as or claim to be an officer or employee of the Agency or of the State of Washington by reason hereof, nor will the Contractor make any claim of right, privilege or benefit that would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.

## **26. INDUSTRIAL INSURANCE COVERAGE**

The Contractor shall comply with the provisions of Title 51 RCW, Industrial Insurance. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees, as may be required by law, Agency may collect from the Contractor the full amount payable to the Industrial Insurance accident fund. The Agency may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by the Agency under this contract and transmit the deducted amount to the Department of Labor and Industries (L&I), Division of Insurance Services. This provision does not waive any of L&I’s rights to collect from the Contractor.

## **27. INTEGRATION**

The contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of the contract shall be deemed to exist or to bind any of the parties hereto.

## **28. LICENSING, ACCREDITATION AND REGISTRATION**



The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards necessary for the performance of this contract.

### **29. LIMITATION OF AUTHORITY**

Only the Agent or Agent's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this contract is not effective or binding unless made in writing and signed by the Agent.

### **30. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS**

In the event of the Contractor's non-compliance or refusal to comply with any nondiscrimination law, regulation, or policy, this contract may be rescinded, canceled or terminated in whole or in part, and the Contractor may be declared ineligible for further contracts with the Agency. The Contractor shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

### **31. NONDISCRIMINATION**

- a. Nondiscrimination Requirement. During the term of this Contract, CONTRACTOR, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, CONTRACTOR, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which CONTRACTOR, or subcontractor, has a collective bargaining or other agreement.
- b. Obligation to Cooperate. CONTRACTOR, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that CONTRACTOR, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
- c. Default. Notwithstanding any provision to the contrary, DNR may suspend CONTRACTOR, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until DNR receives notification that CONTRACTOR, including any subcontractor, is cooperating with the investigating state agency. In the event CONTRACTOR, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), DNR may terminate this Contract in whole or in part, and CONTRACTOR, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. CONTRACTOR or subcontractor may be given a reasonable time in

which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

- d. Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, CONTRACTOR, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. DNR shall have the right to deduct from any monies due to CONTRACTOR or subcontractor, or that thereafter become due, an amount for damages CONTRACTOR or subcontractor will owe DNR for default under this provision.

### **32. PRIVACY**

Personal information including, but not limited to, “Protected Health Information,” collected, used, or acquired in connection with this contract shall be protected against unauthorized use, disclosure, modification or loss. Contractor shall ensure its directors, officers, employees, Subcontractors or Agents use personal information solely for the purposes of accomplishing the delivery of goods or rendering of services as set forth herein. Contractor and its Subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the Agency or as otherwise required by law.

Any breach of this provision may result in termination of the contract and the demand for return of all personal information. The Contractor agrees to indemnify and hold harmless the Agency for any damages related to the Contractor’s unauthorized use of personal information.

### **33. PUBLICITY**

The Contractor agrees to submit to the Agency all advertising and publicity matters relating to this contract wherein the Agency’s name is mentioned, or language used from which the connection of the Agency’s name may, in the Agency’s judgment, be inferred or implied. The Contractor agrees not to publish or use such advertising and publicity matters without the prior written consent of the Agency.

### **34. RECORDS MAINTENANCE**

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of services rendered and/or delivery of goods as described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be

subject at all reasonable times to inspection, review or audit by the Agency, personnel duly authorized by the Agency, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

### **35. REGISTRATION WITH DEPARTMENT OF REVENUE**

The Contractor shall complete registration with the Washington State Department of Revenue and be responsible for payment of all taxes due on payments made under this contract.

### **36. REMEDIES:**

1. With respect to any nonconforming Deliverables, the Agency may elect to do one or more of the following:
  - a. **SPECIFIC PERFORMANCE:** If the Deliverables are unique, sole sourced, or otherwise deemed by the Agency to be unavailable elsewhere, the Agency may demand specific performance.
  - b. **COVER:** The Agency may obtain substitute Deliverables and charge the Contractor the difference between the cost of the substitute Deliverables and the contracted for price.
  - c. **PRICE REDUCTION:** The Agency may retain nonconforming Deliverables and equitably reduce the price of the contract based on the difference between the contracted for price and the fair market value of the nonconforming Deliverables.
  - d. **RETURN:** The Agency may return or set aside for pickup by the Contractor any nonconforming goods and terminate the contract for cause.
2. The Contractor shall be liable for all compensatory, incidental and consequential damages caused by any breach of the contract. At the sole option of the Agency, such damages may be recovered, in whole or in part, by price reduction or credit against any amounts that may be owed to the Contractor under the contract.
3. The agency's total liability for all damages arising out of or related to the contract shall in no event exceed the purchase price of the contract. Furthermore, in the event of a termination of the contract, the agency's total liability for all damages arising out of or related to the contract shall not exceed the purchase price of goods delivered or services rendered prior to the effective date of the termination.
4. The rights and remedies provided by the contract are cumulative and are not exclusive of any other or additional rights or remedies available at law and in equity.

### **37. RIGHT OF INSPECTION**

The Contractor shall provide right of access to its facilities to the Agency, or any of its officers, or to any other authorized Agent or official of the State of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this contract.

### **38. SAVINGS**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the Agency may terminate the contract under the "Termination for Convenience" clause, without the ten-day notice requirement, subject to renegotiation at the Agency's discretion under those new funding limitations and conditions.

### **39. SEVERABILITY**

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

### **40. SITE SECURITY**

While on Agency premises, Contractor, its Agents, employees, or Subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

### **41. SUBCONTRACTING**

Neither the Contractor nor any Subcontractor shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the Agency. In no event shall the existence of the subcontract operate to release or reduce the liability of the Contractor to the Agency for any breach in the performance of the Contractor's duties. This clause does not include contracts of employment between the Contractor and personnel assigned to work under this contract.

Additionally, the Contractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subcontracts. Contractor and its Subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the Agency or as provided by law.

### **42. TAXES**

All payments accrued because of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

#### **43. TERMINATION FOR CAUSE**

In the event the Agency determines the Contractor has failed to comply with the conditions of this contract in a timely manner, the Agency has the right to suspend or terminate this contract. Before suspending or terminating the contract, the Agency shall notify the Contractor in writing (including email) of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

The Agency reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by the Agency to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of the Agency provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

#### **44. TERMINATION FOR CONVENIENCE**

Except as otherwise provided in this contract, the Agency may, by 10 calendar days written notice (including email), beginning on the second calendar day after the notice is sent, terminate this contract, in whole or in part. If this contract is so terminated, the Agency shall be liable only for payment required under the terms of this contract for goods delivered or services rendered prior to the effective date of termination.

#### **45. TERMINATION PROCEDURES**

Upon termination of this contract, the Agency, in addition to any other rights provided in this contract, may require the Contractor to deliver to the Agency any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The Agency shall pay to the Contractor the agreed upon price, if separately stated, for goods or services accepted by the Agency, and the amount agreed upon by the Contractor and the Agency for (i) goods delivered or services rendered for which no separate price is stated, (ii) partially completed goods delivered or services rendered, (iii) other goods delivered or services rendered that are accepted by the Agency, and (iv) the protection and preservation of property, unless the

termination is for default, in which case the Agent shall determine the extent of the liability of the Agency. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. The Agency may withhold from any amounts due the Contractor such sum as the Agent determines to be necessary to protect the Agency against potential loss or liability.

The rights and remedies of the Agency provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Agent, the Contractor shall:

1. Stop work under the contract on the date, and to the extent specified, in the notice;
2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
3. Assign to the Agency, in the manner, at the times, and to the extent directed by the Agent, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the Agency has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Agent to the extent Agent may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to the Agency and deliver in the manner, at the times, and to the extent directed by the Agent any property which, if the contract had been completed, would have been required to be furnished to the Agency;
6. Complete performance of such part of the work as shall not have been terminated by the Agent; and
7. Take such action as may be necessary, or as the Agent may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which the Agency has or may acquire an interest.

#### **46. TREATMENT OF ASSETS**

1. Title to all property furnished by the Agency shall remain in the Agency. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the Agency upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in the Agency upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property

in the performance of this contract, or (iii) reimbursement of the cost thereof by the Agency in whole or in part, whichever first occurs.

2. Any property of the Agency furnished to the Contractor shall, unless otherwise provided herein or approved by the Agency, be used only for the performance of this contract.
3. The Contractor shall be responsible for any loss or damage to property of the Agency that results from the negligence of the Contractor, or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
4. If any Agency property is lost, destroyed or damaged, the Contractor shall immediately notify the Agency and shall take all reasonable steps to protect the property from further damage.
5. The Contractor shall surrender to the Agency all property of the Agency prior to settlement upon completion, termination or cancellation of this contract.
6. All reference to the Contractor under this clause shall also include Contractor's employees, Agents or Subcontractors.

#### **47. U.S. DEPARTMENT OF TREASURY, OFFICE OF FOREIGN ASSETS CONTROL**

The Agency complies with U.S. Department of the Treasury, Office of Foreign Assets Control (OFAC) payment rules. OFAC prohibits financial transactions with individuals or organizations, which have been placed on the OFAC Specially Designated Nationals (SDN) and Blocked Persons sanctions list located at [U.S. Treasury Specially Designated Nationals And Blocked Persons List](#). Compliance with OFAC payment rules ensures that the Agency does not conduct business with individuals or organizations that have been determined to be supporters of terrorism and international drug dealing or that pose other dangers to the United States.

Prior to making payment to individuals or organizations, the Agency will download the current OFAC SDN file and compare it to Agency and statewide vendor files. In the event of a positive match, the Agency reserves the right to: (1) make a determination of “reasonability” before taking the positive match to a higher authority, (2) seek assistance from the Washington State Office of the State Treasurer (OST) for advanced assistance in resolving the positive match, (3) comply with an OFAC investigation, if required, and/or (4) if the positive match is substantiated, notify the Contractor in writing and terminate the contract according to the Termination for Convenience provision without making payment. The Agency will not be liable for any late payment fees or missed discounts that are the result of time required to address the issue of an OFAC match.

#### **48. WAIVER**

Waiver of any default or breach shall not be deemed a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this contract unless stated to be such in writing and signed by authorized representative of the Agency.

**49. WARRANTIES**

Contractor warrants that all Deliverables provided under this contract shall be fit for the purpose(s) for which intended, are merchantable, and shall conform to the requirements and specifications herein.



## Exhibit B

### SCOPE OF WORK & BUDGET #1A – WAFAC LEARNING NETWORK

May 2024 through June 30, 2024

**Scope of Work & Budget #1A, Activity 1: Accelerate Wildfire Adaptation, Connect Diverse Collaborators**

The Contractor’s tasks and deliverables identified below are aligned with and contribute directly towards the successful implementation of DNR’s strategies towards achieving the goals specified in the Washington State Wildland Fire Protection 10-year Strategic Plan (Strategic Plan):

- **Strategic Plan, Goal #1** - Washington’s preparedness, response, and recovery systems are fully capable, integrated, and sustainable.
  - **Strategy 3.6:** Provide training for the wildland fire management workforce.
- **Strategic Plan, Goal #3** – Communities are prepared and adapted for current and future wildland fire regimes.
  - **Strategy 6.2:** Enhance engagement with Limited English Proficiency (LEP) communities;
  - **Strategy 6.3:** Increase capacity, coordination, and networking of community assistance programs;
  - **Strategy 7.3:** Enhance, expand, and align education programs, messaging, and regulations; and
  - **Strategy 8.2:** Increase public awareness of risks post-wildland fire and facilitate access to resources to mitigate those risks.

For trainings and workshops held, translation and interpretation services will be provided for Deaf, hard-of-hearing, and non-English-speaking populations upon request.

Deliverables, and the components of deliverables, may be billed individually as they are completed.

TASK	DELIVERABLE(S)	COST PER DELIVERABLE	ESTIMATED COST
<p><b>1A. Fire Adapted Community Program Development</b></p> <p>Initiate the development of FAC program materials and handbook. Work includes:</p> <ul style="list-style-type: none"> <li>• Meetings with FAC program staff team to develop program goals, objectives, and priorities.</li> <li>• Meeting with WAFAC members and program staff to outline process.</li> <li>• Defining staff and partner roles in WAFAC onboarding and orientation.</li> </ul>	<ul style="list-style-type: none"> <li>• At least three FAC Program Planning meeting agendas</li> <li>• Draft FAC program goals, objectives, and strategic priorities</li> <li>• Draft measures to assess program progress</li> <li>• Draft FAC indicators and metrics</li> <li>• Draft internal WAFAC staff onboarding and orientation roles and process</li> <li>• Draft outline of WAFAC member onboarding process</li> <li>• Draft WAFAC member</li> </ul>	<p>Draft FAC Program Planning meetings = \$1,773 per meeting</p> <p>FAC Program goals, objectives, and strategic priorities = \$5,321</p> <p>Draft measures = \$5321</p>	<p>\$41,700</p>

## Exhibit B

TASK	DELIVERABLE(S)	COST PER DELIVERABLE	ESTIMATED COST
<ul style="list-style-type: none"> <li>• Developing onboarding workshop/training agenda templates, for facilitators and participants</li> <li>• Developing onboarding workshop/training presentation templates</li> <li>• Order supplies</li> <li>• Working with partners and program staff to develop a list of recommended resources and materials to share at Intro to FAC workshops and training</li> </ul>	<ul style="list-style-type: none"> <li>onboarding checklist</li> <li>• Facilitator’s agenda template for Intro to FAC training</li> <li>• Facilitator’s agenda template for Intro to WAFAC training</li> <li>• Participant agenda template for Intro to FAC and WAFAC training</li> <li>• Intro to FAC and WAFAC presentation template</li> <li>• Draft list of recommended resources and materials to share at Intro to FAC and WAFAC workshops and trainings</li> </ul> <p><i>Each deliverable may be billed individually.</i></p>	<p>Draft FAC Indicators &amp; metrics = \$5,321</p> <p>Draft WAFAC Staff roles = \$2,583</p> <p>Draft WAFAC Onboarding Process = \$4,610</p> <p>Draft WAFAC Onboarding Checklist = \$2,441</p> <p>Intro to FAC Facilitator’s Agenda Template = \$2,240</p> <p>Intro to WAFAC Facilitator’s Agenda Template = \$2,240</p> <p>Intro to FAC &amp; WAFAC Participant Agenda and presentation Template = \$2,104</p> <p>Draft Resource List = \$4,200</p>	

## Exhibit B

TASK	DELIVERABLE(S)	COST PER DELIVERABLE	ESTIMATED COST
<p><b>1B. Introduction to Fire Adapted Communities Training</b></p> <p>Provide education and guidance on Fire Adapted Communities (FAC) to fire districts and other practitioners working in wildfire preparedness. Work includes:</p> <ul style="list-style-type: none"> <li>• Coordinating event logistics</li> <li>• Developing invitation/announcement</li> <li>• Coordinating the registration process</li> <li>• Secure presenters</li> <li>• Developing agendas, including final facilitator and participant agendas</li> <li>• Ordering supplies and training materials</li> <li>• Developing presentation materials</li> <li>• Hosting and facilitating training</li> <li>• Developing a list of resources shared during the training/workshop to share with attendees following the workshop</li> <li>• Planning and hosting virtual training and orientation to Fire Networks online resource and technical assistance platform for training participants to access FAC resources throughout the year</li> </ul>	<p>One in-person training, including:</p> <ul style="list-style-type: none"> <li>• Facilitators agenda</li> <li>• Participant agenda (including date, time, location, topics)</li> <li>• PowerPoint presentation</li> <li>• List of training attendees and presenters</li> </ul> <p>Summary of resources shared</p> <p>One virtual training for Fire Networks online platform, including:</p> <ul style="list-style-type: none"> <li>• One recording</li> <li>• List of training attendees</li> </ul> <p><i>Each deliverable may be billed individually.</i></p>	<p>Intro to FAC &amp; WAFAC Training = \$16,015</p> <p>Summary of Resources = \$1,095</p> <p>Fire Networks Virtual Training = \$940</p>	<p>\$18,050</p>
<p><b>1C. FAC Practice Assessment</b></p> <p>Initiate a FAC practices assessment to determine the types of wildfire</p>	<p>FAC Practices Assessment survey questions</p> <p>Facilitator’s agenda for virtual</p>	<p>Survey Questions = \$1,010</p>	<p>\$2,950</p>

## Exhibit B

TASK	DELIVERABLE(S)	COST PER DELIVERABLE	ESTIMATED COST
<p>preparedness activities that are currently being implemented by WAFAC member organizations and their role in implementation. Work includes:</p> <ul style="list-style-type: none"> <li>• Developing FAC practices assessment survey</li> <li>• Hosting virtual meeting to introduce survey and how the results will be used</li> <li>• Solicit survey responses and track respondents</li> </ul>	<p>meeting, including participant list for virtual meeting</p> <p>Survey results</p> <p><i>Each deliverable may be billed individually.</i></p>	<p>Virtual Meeting = \$1,005</p> <p>Survey Results = \$935</p>	
<p><b>1D. FAC Mentorship and Technical Assistance</b></p> <p>Provide training, mentorship, and resources (print or electronic) on community fire adaptation practices and topics, such as wildfire preparedness, planning for wildfire, post-fire recovery, community-led prescribed burning for community fire adaptation practitioners from across Washington state</p> <p>Work includes:</p> <ul style="list-style-type: none"> <li>• Working with partners to develop an outreach plan to solicit request for technical assistance</li> <li>• Developing training and learning group schedule</li> <li>• Coordinating training and learning group logistics</li> <li>• Developing invitations and announcements</li> <li>• Coordinating registration process for technical assistance learning groups</li> </ul>	<p>Draft Outreach Plan for Soliciting Requests for Technical Assistance</p> <p>Draft list of platforms and partners who can share or distribute training and workshop announcements, and opportunities to request technical assistance</p> <p>Two site visit/field tour, including:</p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Participant list</li> </ul> <p>Draft Training and Learning Calendar for 2024-25</p> <p>Four virtual technical assistance learning group sessions. Including:</p> <ul style="list-style-type: none"> <li>• Agenda for each session</li> <li>• Number of participants and summary of topics covered for each session</li> </ul> <p>Two FAC-based resource guide summarizing best practices, strategies, and resources shared in virtual training or learning group session(s)</p> <p><i>Each deliverable may be billed individually.</i></p>	<p>Draft outreach plan = \$2,265</p> <p>Draft distribution list = \$575</p> <p>Draft training calendar = \$386</p> <p>Virtual technical assistance learning group sessions = \$2,135 per session</p> <p>Resource Guide = \$604 per guide</p> <p>Site visit/field tour = \$2,993 per visit or tour</p>	<p>\$18,960</p>

## Exhibit B

TASK	DELIVERABLE(S)	COST PER DELIVERABLE	ESTIMATED COST
<ul style="list-style-type: none"> <li>• Securing presenters (if necessary)</li> <li>• Developing facilitator’s agenda and presentation materials</li> <li>• Hosting and facilitating technical assistance learning groups</li> <li>• Identifying and coalescing key topics and ideas from virtual learning groups to incorporate into written resource guides</li> </ul>			
<p><b>1E. FAC Communications Collateral</b></p> <p>Create visibility to and make resources developed from FAC trainings, workshops, and learning groups accessible to FAC practitioners across the state. Work includes:</p> <ul style="list-style-type: none"> <li>• Developing and maintaining online resource library by topic</li> <li>• Work with WAFAC members to capture best practices and lessons learned, including travel to/from meetings</li> <li>• Secure contracted services to secure content and write/develop blog posts and list of FAC resources by topic, and translate resource guides</li> <li>• Develop and draft content for newsletters to share resources developed (blog post, resource guides, training</li> </ul>	<p>Summary of online resource libraries created. Summary will include:</p> <ul style="list-style-type: none"> <li>• Topics</li> <li>• Audience</li> <li>• Types of resources shared</li> </ul> <p>At least two draft blog posts</p> <p>2-3 resource guides translated into Spanish</p> <p>At least two newsletters</p> <p>List of resources by FAC topic, including link to resource and 1-2 sentence summary of the purpose and intended audience for each resource</p> <p>Links to FAC toolkits posted on <a href="https://www.fireadaptedwashington.org/toolkit/">https://www.fireadaptedwashington.org/toolkit/</a> to share resource guides, webinars, blog posts</p> <p>WAFAC Annual Accomplishments Report</p> <p><i>Each deliverable may be billed individually.</i></p>	<p>Summary of online resource libraries = \$3,654</p> <p>Blog Posts = \$2,597 per blog</p> <p>Translated Resource Guide = \$368/guide</p> <p>Newsletter = \$562 per newsletter</p> <p>FAC Resource List = \$7,454</p> <p>FAC Toolkits = \$2,761</p> <p>WAFAC Annual Report = \$3,009</p>	<p>\$24,300</p>

## Exhibit B

TASK	DELIVERABLE(S)	COST PER DELIVERABLE	ESTIMATED COST
<p>announcements/registration information, etc.)</p> <ul style="list-style-type: none"> <li>• Develop a list of resources by FAC topic that can be used to curate and reference in resource guides, webinars, share for technical assistance, and post to online platforms</li> <li>• Post resources to accessible online platforms (fireadaptedwashington.org)</li> <li>• Develop annual accomplishments report</li> </ul>			
<p><b>1F. WAFAC Annual Workshop</b></p> <p>Initiating planning for the 2024 WAFAC Annual Workshop and Field Day:</p> <ul style="list-style-type: none"> <li>• Coordinate logistics</li> <li>• Solicit options for presentations</li> </ul>	<p>Workshop planning materials. Including:</p> <ul style="list-style-type: none"> <li>• List of potential venues</li> <li>• List of potential food vendors</li> <li>• List of potential presenters</li> </ul> <p><i>Each deliverable may be billed individually.</i></p>	<p>Workshop Planning Materials = \$8,150</p>	<p>\$8,150</p>
<p><b>1G. Pre-planning for Wildfire</b></p> <p>Initiate partnership and work with the Washington Department of Natural Resources (DNR) and partners to collaboratively develop ‘pre-planning for wildfire’ program plan.</p>	<p>Draft components of a ‘Pre-Planning for Wildfire Framework’, including</p> <ul style="list-style-type: none"> <li>• Draft mission, goals and objectives</li> <li>• Draft summary of program functional areas and delivery services</li> <li>• Draft measures to assess program progress</li> </ul> <p><i>Each deliverable may be billed individually.</i></p>	<p>Draft Mission, Goals, objectives = \$2,517</p> <p>Draft Summary of Program Functional Areas = \$2,517</p> <p>Draft Program Measures of Success = \$2,516</p>	<p>\$7,550</p>

## Exhibit B

TASK	DELIVERABLE(S)	COST PER DELIVERABLE	ESTIMATED COST
<p><b>1H.</b> Work with state and federal agencies, and other wildfire experts to provide technical assistance or resources to communities implementing community fire adaptation practices.</p> <ul style="list-style-type: none"> <li>• Providing one-on-one technical assistance (virtual or in person), including site visits as requested</li> </ul>	<p>With each billing, quarterly summary of communities/organizations assisted. Deliverables will include:</p> <ul style="list-style-type: none"> <li>- number assisted</li> <li>- name of organizations requesting and receiving assistance</li> <li>- date of assistance</li> <li>- type of assistance provided</li> </ul>	<p>Technical assistance = \$56/hour and actual travel expenses billed at current State per diem and mileage reimbursement rates</p>	<p>\$26,000</p>
<b>Scope of Work &amp; Budget #1A, Activity 1 Total</b>			<b>\$147,660</b>

## Exhibit B

### SCOPE OF WORK & BUDGET #1B – WAFAC LEARNING NETWORK

July 1, 2024, through June 30, 2025

**Scope of Work & Budget #1B, Activity 2: Accelerate Wildfire Adaptation, Connect Diverse Collaborators**

The Contractor’s tasks and deliverables identified below are aligned with and contribute directly towards the successful implementation of DNR’s strategies towards achieving the goals specified in the Washington State Wildland Fire Protection 10-year Strategic Plan (Strategic Plan):

- **Strategic Plan Goal #1** - Washington’s preparedness, response, and recovery systems are fully capable, integrated, and sustainable.
  - **Strategy 3.6:** Provide effective training for the wildland re management workforce.
- **Strategic Plan Goal #3** - Communities are prepared and adapted for current and future wildland fire regimes.
  - **Strategy 6.2:** Enhance engagement with Limited English Proficiency (LEP) communities;
  - **Strategy 6.3:** Increase capacity, coordination, and networking of community assistance programs;
  - **Strategy 7.3:** Enhance, expand, and align education programs, messaging, and regulations; and
  - **Strategy 8.2:** Increase public awareness of risks post-wildland fire and facilitate access to resources to mitigate those risks.

For trainings and workshops held, translation and interpretation services will be provided for Deaf, hard-of-hearing, and non-English-speaking populations upon request.

Deliverables, and the components of deliverables, may be billed individually as they are completed.

TASK	DELIVERABLE(S)	COST PER DELIVERABLE	ESTIMATED COST
<p><b>2A. Fire Adapted Community Program Materials.</b></p> <p>Finalize the development of a WAFAC member onboarding and orientation handbook. Work includes:</p> <ul style="list-style-type: none"> <li>• Meetings with FAC program staff team to develop FAC Program Framework</li> <li>• Writing the FAC Program Framework document. The Framework will include goals, objectives, strategic priorities, program initiatives, audiences, services, and assessment measures.</li> <li>• Facilitating staff and partner review FAC Program Framework, including soliciting feedback, editing and finalizing program materials.</li> </ul>	<p>Final ‘FAC Program Framework’:</p> <ul style="list-style-type: none"> <li>• Final goals, objectives, and strategic priorities</li> <li>• Program strategic initiatives</li> <li>• Summary of Program Audiences</li> <li>• Program menu of services and delivery mechanisms</li> <li>• Final measures to assess program progress</li> <li>• Anticipated program outcomes, including final recommendations for FAC indicators and metrics</li> </ul> <p>Final ‘WAFAC Onboarding Handbook’:</p>	<p>‘FAC Program Framework’ = \$20,250</p> <p>‘WAFAC Onboarding Handbook’ = \$6,550</p>	<p>\$26,800</p>



## Exhibit B

TASK	DELIVERABLE(S)	COST PER DELIVERABLE	ESTIMATED COST
<ul style="list-style-type: none"> <li>• Writing the WAFAC Member Onboarding Handbook. Handbook will include roles, responsibilities, services, purpose, function, criteria and eligibility, how to get involved, and member expectations.</li> <li>• Facilitating staff and partner review of WAFAC member onboarding process, including soliciting feedback, and editing and finalizing WAFAC onboarding handbook and Handbook.</li> </ul>	<ul style="list-style-type: none"> <li>• WAFAC purpose, functions, and services document</li> <li>• Final internal onboarding process and procedures for program staff</li> <li>• Final WAFAC member onboarding process</li> <li>• WAFAC member criteria and eligibility document</li> <li>• WAFAC member expectations and process for joining document</li> </ul> <p><i>Each deliverable may be billed individually.</i></p>		
<p><b>2B. Introduction to Fire Adapted Communities Training</b></p> <p>Provide education and guidance on Fire Adapted Communities (FAC) and Washington Fire Adapted Communities Learning Network to fire districts and other practitioners working in wildfire preparedness. Work includes:</p> <ul style="list-style-type: none"> <li>• Coordinating event logistics</li> <li>• Developing invitation/announcement</li> <li>• Coordinating the registration process</li> <li>• Secure presenters</li> <li>• Developing agendas, including final facilitator and participant agendas</li> <li>• Developing presentation materials</li> <li>• Hosting and facilitating training</li> <li>• Developing a list of resources shared during the training/workshop to share with</li> </ul>	<p>One in-person Intro to FAC/WAFAC training, including:</p> <ul style="list-style-type: none"> <li>• Facilitators agenda</li> <li>• Participant agenda (including date, time, location, topics)</li> <li>• PowerPoint presentation</li> <li>• List of training attendees and presenters</li> </ul> <p>Summary of resources shared</p> <p>One virtual training for Fire Networks online platform, including:</p> <ul style="list-style-type: none"> <li>• One recording</li> <li>• List of training attendees</li> </ul> <p><i>Each deliverable may be billed individually.</i></p>	<p>Intro to FAC &amp; WAFAC Training = \$7,365</p> <p>Summary of Resources = \$1,095</p> <p>Fire Networks Virtual Training = \$940</p>	<p>\$9,400</p>

## Exhibit B

TASK	DELIVERABLE(S)	COST PER DELIVERABLE	ESTIMATED COST
<p>attendees following the workshop</p> <ul style="list-style-type: none"> <li>Planning and hosting virtual training and orientation to Fire Networks online resource and technical assistance platform for training participants to access FAC resources throughout the year</li> </ul>			
<p><b>2C. FAC Practice Assessment.</b></p> <p>Complete the FAC Practices Assessment to determine progress on WAFAC goals and objectives and assess alignment of on the ground, work with goals and strategies aligned in the Washington State Wildland Fire Protection 10-Year Strategic Plan. Work includes:</p> <ul style="list-style-type: none"> <li>Summarizing and analyzing survey responses</li> <li>Cross-walking survey responses with Washington State Wildland Fire Protection 10-Year Strategic Plan strategies</li> <li>Cross-walking survey responses with national Cohesive Wildland Fire Management Strategy management options</li> <li>Summarizing results</li> </ul>	<p>Summary of FAC Practice Assessment. Summary will include:</p> <ul style="list-style-type: none"> <li>List of FAC practices currently being implemented by WAFAC members</li> <li>Summary of practices aligned with Washington State Wildland Fire Protection 10-Year Strategic Plan strategies</li> <li>Summary of practices aligned with national Cohesive Wildland Fire Management Strategy management options</li> </ul> <p><i>Each deliverable may be billed individually.</i></p>	<p>FAC Practices Assessment = \$4,650</p>	<p>\$4,650</p>
<p><b>2D. FAC Mentorship and Technical Assistance</b></p> <p>Work with state and federal agencies, and other wildfire experts to provide technical assistance or resources to communities implementing community fire adaptation practices. Provide training, mentorship, and resources (print or electronic) on community fire adaptation practices and topics, such as wildfire preparedness, planning for</p>	<p>Final Training and Learning Calendar for 2024-25</p> <p>Three site visits/field tours, including:</p> <ul style="list-style-type: none"> <li>Agenda for each site visit/field tour</li> <li>Participant list</li> </ul> <p>Three blog posts summarizing site visit/field tour(s), including best practices shared and lessons</p>	<p>Training &amp; Learning Calendar = \$592</p> <p>Site Visits = \$6,805 each</p> <p>Blog Post = \$1,055 each</p> <p>Virtual Learning</p>	<p>\$34,950</p>

## Exhibit B

TASK	DELIVERABLE(S)	COST PER DELIVERABLE	ESTIMATED COST
<p>wildfire, post-fire recovery, community-led prescribed burning for community fire adaptation practitioners from across Washington state.</p> <p>Work includes:</p> <ul style="list-style-type: none"> <li>• Coordinating training, workshop, site visit, and field tour logistics</li> <li>• Developing invitation/announcement</li> <li>• Coordinating registration process</li> <li>• Securing presenters (if necessary)</li> <li>• Developing facilitator’s agenda and presentation materials</li> <li>• Providing one-on-one technical assistance (virtual or in person), including site visits as requested</li> <li>• Hosting and facilitating technical assistance learning groups, site visits, or field tours</li> <li>• Identifying and coalescing key topics and ideas from virtual training to incorporate into written resource guides and/or blog posts</li> </ul>	<p>learned</p> <p>At least, six virtual technical assistance learning group sessions. Including:</p> <ul style="list-style-type: none"> <li>• Agenda for each session</li> <li>• Number of participants and summary of topics covered for each session</li> </ul> <p>At least four FAC-based resource guides summarizing best practices, strategies, and resources shared in virtual training or learning group session(s)</p> <p>With each billing, quarterly summary of communities/organizations assisted. Deliverables will include:</p> <ul style="list-style-type: none"> <li>• number assisted</li> <li>• name of organizations requesting and receiving assistance</li> <li>• date of assistance</li> <li>• type of assistance provided</li> </ul> <p><i>Each deliverable may be billed individually.</i></p>	<p>Session = \$1,093 per session</p> <p>Resource Guide = \$1,055 per guide</p>	
<p><b>2E. FAC Communications Collateral</b></p> <p>Create visibility to and make resources developed from FAC trainings, workshops, and learning groups accessible to FAC practitioners across the state. Work includes:</p> <ul style="list-style-type: none"> <li>• Developing and maintaining online resource library by topic</li> <li>• Work with WAFAC members to capture best practices and lessons learned</li> </ul>	<p>At least three final blog posts</p> <p>6 newsletters</p> <p>Summary of online resource libraries. Summary will include:</p> <ul style="list-style-type: none"> <li>• Topics</li> <li>• Audience</li> <li>• Types of resources shared</li> </ul> <p>Links to FAC toolkits posted on <a href="https://www.fireadaptedwashingto">https://www.fireadaptedwashingto</a></p>	<p>Blog Post = \$1,207 each</p> <p>Newsletters = \$515 each</p> <p>Online Resource Library Summary = \$9,389</p> <p>FAC Toolkits = \$3,485</p>	<p>\$21,250</p>

## Exhibit B

TASK	DELIVERABLE(S)	COST PER DELIVERABLE	ESTIMATED COST
<ul style="list-style-type: none"> <li>• Develop and draft content for newsletters to share resources developed (blog post, resource guides, training announcements/registration information, etc.)</li> <li>• Post resources to accessible online platforms (fireadaptedwashigton.org)</li> <li>• Develop annual accomplishments report</li> </ul>	<p><a href="http://n.org/toolkit/">n.org/toolkit/</a> to share resource guides, webinars, blog posts</p> <p>WAFAC Annual Accomplishments Report</p> <p><i>Each deliverable may be billed individually.</i></p>	<p>WAFAC Annual Report = \$1,665</p>	
<p><b>2F. WAFAC Annual Workshop</b></p> <p>Plan, coordinate and host the 2024 WAFAC Annual Workshop and Field Day. Work includes:</p> <ul style="list-style-type: none"> <li>• Coordinating event logistics</li> <li>• Developing invitation/announcement</li> <li>• Coordinating the registration process</li> <li>• Secure presenters</li> <li>• Developing agendas, including final facilitator and participant agendas</li> <li>• Developing presentation materials</li> <li>• Hosting and facilitating training</li> <li>• Developing a list of resources shared during the workshop to share with attendees following the workshop</li> </ul>	<p>One 2.5 day in person workshop and field day, including:</p> <ul style="list-style-type: none"> <li>• Facilitators agenda</li> <li>• Participant agenda (including date, time, location, topics)</li> <li>• PowerPoint presentation</li> <li>• Summary of resources shared</li> <li>• Two photos</li> </ul> <p><i>Each deliverable may be billed individually.</i></p>	<p>WAFAC Annual Workshop = \$46,300</p>	\$46,300
<p><b>2G. Pre-planning for Wildfire</b></p> <p>Work with the Washington Department of Natural Resources (DNR) and partners to collaboratively develop ‘pre-planning for wildfire’ program framework. The framework will identify partner roles in supporting community wildfire protection planning</p>	<p>Draft and Final ‘Pre-Planning for Wildfire Program Framework’, including</p> <ul style="list-style-type: none"> <li>• Final goals, objectives, and strategic priorities</li> <li>• Program strategic initiatives</li> </ul>	<p>Draft ‘Pre-Planning for Wildfire Program Framework’ = \$18,230</p> <p>Final ‘Pre-Planning for</p>	\$24,550

## Exhibit B

TASK	DELIVERABLE(S)	COST PER DELIVERABLE	ESTIMATED COST
<p>and other wildfire preparedness planning processes, services offered, and strategic initiatives to ensure communities receive technical assistance and resources necessary to pre-plan for wildfire.</p>	<ul style="list-style-type: none"> <li>• Summary of Program Audiences</li> <li>• Partner roles and assets</li> <li>• Program menu of services and delivery mechanisms</li> <li>• Final measures to assess program progress</li> <li>• Anticipated program outcomes</li> </ul> <p><i>Each deliverable may be billed individually.</i></p>	<p>Wildfire Program Framework' = \$6,320</p>	
<p><b>2H. Tools for Engaging Landowners Effectively Training (TELE)</b></p> <p>Plan, coordinate and host a Tools for Engaging Landowners Effectively (TELE) Training. Work includes:</p> <ul style="list-style-type: none"> <li>• Coordinating event logistics</li> <li>• Developing invitation/announcement</li> <li>• Coordinating the registration process</li> <li>• Secure presenters</li> <li>• Hosting training</li> <li>• Developing follow-up resources and materials</li> </ul> <p><i>*WA State Conservation Commission is paying for the contracted trainer.</i></p>	<p>One in person (2-days) TELE Training</p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Participant List</li> </ul> <p>Resource guide summarizing best practices for engaging landowners</p> <p><i>Each deliverable may be billed individually.</i></p>	<p>TELE Training = \$9,850</p> <p>Resource Guide = \$1,900</p>	<p>\$11,750</p>
<p><b>2I. Indigenous Partnerships Training Series</b></p> <p>Plan, coordinate and host an Indigenous Partnership virtual training series. Work includes:</p> <ul style="list-style-type: none"> <li>• Coordinating event logistics</li> <li>• Developing invitation/announcement</li> </ul>	<p>Two virtual training sessions</p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Participant List</li> </ul> <p>Two in person trainings</p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Participant List</li> </ul>	<p>Virtual Training Session = \$2,511 per session</p> <p>In person Training = \$6,959 per training</p>	<p>\$20,350</p>

## Exhibit B

TASK	DELIVERABLE(S)	COST PER DELIVERABLE	ESTIMATED COST
<ul style="list-style-type: none"> <li>• Coordinating the registration process</li> <li>• Secure presenters</li> <li>• Hosting training</li> <li>• Developing follow-up resources and materials</li> </ul> <p><i>*WA State Conservation Commission is paying for the contracted trainer(s). DNR supporting staff time for planning, coordination, registration, logistics, etc.</i></p>	<p>One resource guide summarizing lessons learned from in person and virtual training sessions</p> <p><i>Each deliverable may be billed individually.</i></p>	<p>Resource Guide = \$1,410 per guide</p>	
<b>Scope of Work &amp; Budget #1B, Activity 2 Total</b>			<b>\$200,000</b>

**Scope of Work & Budget #1B, Activity 2. Table 1. Cost by Activity**

Personnel	Travel	Contracts	Supplies	Other	Indirect (10% de minimis)	Total
\$152,644	\$8,641	\$2,500	\$0.00	\$18,260	\$17,955	\$200,000

## Exhibit B

### SCOPE OF WORK & BUDGET #2 – COMMUNITY WILDFIRE AMBASSADOR PROGRAM DEVELOPMENT

**Scope of Work & Budget #2: Accelerate Wildfire Adaptation, Connect Diverse Collaborators**

The Contractor’s tasks and deliverables identified below are aligned with and contribute directly towards the successful implementation of DNR’s strategies towards achieving the goals specified in the Washington State Wildland Fire Protection 10-year Strategic Plan (Strategic Plan):

- **Strategic Plan Goal #1** - Washington’s preparedness, response, and recovery systems are fully capable, integrated, and sustainable.
  - **Strategy 3.6:** Provide effective training for the wildland re management workforce.
- **Strategic Plan Goal #3** - Communities are prepared and adapted for current and future wildland fire regimes.
  - **Strategy 6.2:** Enhance engagement with Limited English Proficiency (LEP) communities;
  - **Strategy 6.3:** Increase capacity, coordination, and networking of community assistance programs;
  - **Strategy 7.3:** Enhance, expand, and align education programs, messaging, and regulations; and
  - **Strategy 8.2:** Increase public awareness of risks post-wildland fire and facilitate access to resources to mitigate those risks.

For trainings and workshops held, translation and interpretation services will be provided for Deaf, hard-of-hearing, and non-English-speaking populations upon request.

Deliverables, and the components of deliverables, may be billed individually as they are completed.

TASK(S)	DESCRIPTION	DELIVERABLE	ANTICIPATED DEADLINE
<p><b>1. Program Plan.</b></p> <ul style="list-style-type: none"> <li>- Work with the Washington Department of Natural Resources (DNR) to collaboratively develop program plan.</li> </ul>	<p>The project includes meeting with DNR representative to develop mission, goals, objectives, program activities, and define WRCD’s and DNR’s role during the term of the agreement.</p>	<p><b>1. Program Plan.</b></p> <ul style="list-style-type: none"> <li>- Community Wildfire Neighborhood Ambassador Program Plan, including:                             <ul style="list-style-type: none"> <li>- program mission, goals and objectives</li> <li>- summary of program functional areas and delivery services</li> <li>- summary of WRCD’s and DNR’s role in program development and implementation</li> </ul> </li> </ul>	<p>June 30, 2024</p>

## Exhibit B

TASK(S)	DESCRIPTION	DELIVERABLE	ANTICIPATED DEADLINE
<p><b>2. Program Onboarding Process and Materials.</b></p> <ul style="list-style-type: none"> <li>- Develop community wildfire neighborhood ambassador program onboarding process to help community coordinators establish local Neighborhood Ambassador programs.</li> <li>- Develop onboarding materials needed for community coordinator training and orientation.</li> </ul>	<p>The orientation and onboarding process will be used to introduce community coordinators to the program, share program expectations and goals, communicate coordinator and neighborhood ambassador roles and responsibilities, and introduce program materials and resources needed for the coordinators to understand their role in local program development and implementation.</p>	<p><b>2A. Program Onboarding Process and Materials.</b> Neighborhood ambassador onboarding materials for coordinators:</p> <ul style="list-style-type: none"> <li>- outline of program orientation process</li> <li>- onboarding checklist</li> <li>- list of materials needed for training and onboarding</li> </ul> <p><b>2B. Program Onboarding Process and Materials.</b> Neighborhood ambassador onboarding materials for coordinators:</p> <ul style="list-style-type: none"> <li>- written program orientation process</li> <li>- program orientation guide (roles, responsibilities, services, purpose, function, criteria and eligibility, how to get involved, expectations, contact information)</li> <li>- Community Wildfire Neighborhood Ambassador Coordinator Guide</li> </ul>	<p>June 30, 2024</p> <p>June 30, 2025</p>
<p><b>3. Program Materials and Resources.</b></p> <ul style="list-style-type: none"> <li>- Develop coordinator guide, templates, and resource lists.</li> <li>- Establish an online platform to share program materials.</li> </ul>	<p>The WRCD will utilize Wildfire Adapted Partnerships (CO) Neighborhood Ambassador Toolkit as a framework for developing Washington specific resources</p>	<p><b>3A. Program Materials and Resources.</b></p> <ul style="list-style-type: none"> <li>- Online communication platform to share resources, information, best practices, and lessons learned with and for community coordinators</li> <li>- Training calendar for coordinator and neighborhood</li> </ul>	<p>June 30, 2024</p>



## Exhibit B

TASK(S)	DESCRIPTION	DELIVERABLE	ANTICIPATED DEADLINE
	<p>for community coordinators to use for local program implementation. Program materials will be hosted on an online platform for program participants.</p>	<p>ambassador learning opportunities</p>	
		<p><b>3B. Program Materials and Resources.</b></p> <ul style="list-style-type: none"> <li>- Community Wildfire Neighborhood Coordinator Toolkit: Resource notebook, program forms and templates, handouts, presentation template</li> <li>- Online platform to share program materials and resources</li> </ul>	<p>June 30, 2025</p>
<p><b>4. Training.</b></p> <ul style="list-style-type: none"> <li>- Plan, coordinate, and host a neighborhood ambassador onboarding and orientation training for coordinators (“Neighborhood Ambassador Approach Workshop”)</li> </ul>	<p>Build neighborhood ambassador program coordinator capacity and proficiency by providing opportunities for continuous learning, training, and technical assistance. These training and learning opportunities will provide the coordinators with the support needed</p>	<p><b>4A. Training.</b></p> <ul style="list-style-type: none"> <li>- One in person two-day onboarding and orientation training, including agenda and list of participants.</li> </ul>	<p>March 30, 2025</p>
<ul style="list-style-type: none"> <li>- Plan, coordinate, and host virtual technical assistance workshops for coordinators.</li> </ul>		<p><b>4B. Training.</b></p> <ul style="list-style-type: none"> <li>- At least four virtual technical assistance workshops, including agenda, list of participants, and summary of lessons learned and best practices for each workshop.</li> </ul>	<p>June 30, 2025</p>

## Exhibit B

TASK(S)	DESCRIPTION	DELIVERABLE	ANTICIPATED DEADLINE
	for local program development and implementation.		
<p><b>5. Training Needs Assessment.</b></p> <ul style="list-style-type: none"> <li>- Conduct a training needs assessment.</li> <li>- Develop summary of recommendations for future neighborhood ambassador coordinator training and technical assistance needs.</li> </ul>	The assessment will be used to determine training needs and needs for technical assistance to continue building neighborhood ambassador coordinator expertise and capacity.	<p><b>5. Training Needs Recommendations Report.</b></p> <ul style="list-style-type: none"> <li>- The report will outline recommendations for training, technical assistance, skill building, and a summary of assessment survey results.</li> </ul>	June 30, 2025
<p><b>6. Implement the Community Wildfire Ambassador Program.</b></p> <p>The WRCD will coordinate with Fire Adapted Methow to secure capacity for a Community Wildfire Neighborhood Coordinator to complete the following tasks:</p> <p><i>A. Local Stakeholder asset assessment and local resource guides.</i></p> <p>Create a resource guide for Methow Neighborhood Ambassadors outlining local assistance programs, resources and</p>	Implement community wildfire program implementation in the Methow Valley, Okanogan County, Washington.	<p><b>6A. Methow Valley Neighborhood Ambassadors resource guide.</b></p> <ul style="list-style-type: none"> <li>- The guide will include a summary of local wildfire preparedness assistance programs, and resources and services offered by local organizations and agencies.</li> </ul>	December 31, 2024
		<p><b>6B. Certificate of Completion for Community Wildfire Neighborhood Coordinator Onboarding and Orientation Training (“Neighborhood Ambassador Approach Workshop”).</b></p>	June 30, 2025

## Exhibit B

TASK(S)	DESCRIPTION	DELIVERABLE	ANTICIPATED DEADLINE
<p>services offered by local organizations and agencies to support community fire adaptation efforts at a neighborhood scale.</p> <p><i>B. Ambassador Coordinator Onboarding and Orientation Training.</i> Attend “Neighborhood Ambassador Approach Workshop” in person.</p> <p><i>C. Community Wildfire Ambassador Training.</i> Plan, coordinate, and host two trainings per year per county for resident leaders identified as “Neighborhood Ambassadors”. Topics may include basics of fire behavior, mitigation best practices, and project management. as well as information on local programs to assist with individual or community mitigation or risk reduction projects. (WAFAC or CAFÉ/LCF resources may be used to support the educational component.)</p> <p><i>D. Ambassador Meetings.</i> Host six meetings per year. Each meeting will include a community fire adaptation education component and an opportunity for</p>		<ul style="list-style-type: none"> <li>- Attendance by Fire Adapted Methow community coordinator.</li> </ul>	
		<p><b>6C. Two Neighborhood Ambassador Trainings in the Methow Valley, Okanogan County.</b></p> <ul style="list-style-type: none"> <li>- Two agendas, including date, time, location, and topics</li> <li>- Copy of participant sign-in list for each training</li> </ul>	<p>June 30, 2025</p>
		<p><b>6D. Six Neighborhood Ambassador Meetings in the Methow Valley.</b></p> <ul style="list-style-type: none"> <li>- Six agendas, including date, time, location, and topics</li> <li>- Meeting summary, including participant list</li> </ul>	<p>June 30, 2025</p>
		<p><b>6E. Neighborhood Ambassador Technical Assistance.</b></p> <ul style="list-style-type: none"> <li>- Summary of type of assistance provided, including date of assistance, topics, and next steps</li> </ul>	<p>June 30, 2025</p>
		<p><b>6F. List of requested projects or actions for the U.S. Forest Service and other agencies to reduce wildfire risk on lands adjacent to private homes as identified by Methow Valley Neighborhood</b></p>	<p>June 30, 2025</p>

## Exhibit B

TASK(S)	DESCRIPTION	DELIVERABLE	ANTICIPATED DEADLINE
<p>Ambassadors to engage with each other and share best practices.</p> <p><i>E. Ambassador Technical Assistance.</i> Meet with each ambassador at least once a quarter to provide technical assistance, answer questions about project management, and share resources to support project or work plan development and implementation.</p> <p><i>F. Central Washington Initiative (CWI) Participation/public outreach.</i> Participate in the CWI process and identify areas for private/public collaborations as representative for Neighborhood Ambassadors.</p> <p><i>G. CWPP Participation/public outreach.</i> Participate in the CWPP process and to identify areas for private/public collaborations as representative for Neighborhood Ambassadors.</p> <p><i>H. Capacity Building.</i> Research and apply for additional funding opportunities to support ongoing program implementation in the Methow Valley.</p>		<p><b>Ambassadors.</b></p> <ul style="list-style-type: none"> <li>- CWI project list shall include requested fuel reduction or forest restoration treatment type and approximate geographic location.</li> </ul>	
		<p><b>6G. Attend CWPP meetings to which FAM is invited and share notes and action items with Neighborhood Ambassadors.</b></p> <ul style="list-style-type: none"> <li>- Include list of emails to Community Wildfire Ambassadors</li> </ul>	<p>June 30, 2025</p>
		<p><b>6H. List of potential funding opportunities and list applications or proposals submitted to support community fire adaptation in the Methow Valley.</b></p> <ul style="list-style-type: none"> <li>- Include outcomes (awarded, denied), if applicable.</li> </ul>	<p>June 30, 2025</p>

## Exhibit B

TASK(S)	DESCRIPTION	DELIVERABLE	ANTICIPATED DEADLINE
<p><b>7. Proposal Development.</b></p> <ul style="list-style-type: none"> <li>- Identify potential funding sources to support neighborhood ambassador program coordinator training, and to further develop program services and resources.</li> <li>- Develop 1-2 funding proposals for state-wide program development and implementation.</li> </ul>	<p>The WRCD will explore opportunities to secure capacity needed for further program development and implementation.</p>	<p><b>7A. Proposal Development.</b></p> <ul style="list-style-type: none"> <li>- List of potential funding sources</li> <li>- 1-2 funding proposals</li> </ul>	<p>June 30, 2025</p>
<p><b>8. Program Assessment.</b></p> <ul style="list-style-type: none"> <li>- Complete a program assessment through a survey and interviews/listening sessions with coordinators.</li> <li>- Develop summary of recommendations for program improvements, development, and growth.</li> </ul>	<p>The assessment will be used to determine program efficacy, coordinator needs, program delivery effectiveness, barriers to implementation, and recommendations for improving or further developing program delivery services.</p>	<p><b>8A. Program Assessment.</b></p> <ul style="list-style-type: none"> <li>- Summary Report including recommendations for neighborhood ambassador program development, including a summary of survey results.</li> </ul>	<p>June 30, 2025</p>

## Exhibit B

### SCOPE OF WORK & BUDGET #2 – COMMUNITY WILDFIRE AMBASSADOR PROGRAM DEVELOPMENT - BUDGET

ITEM	DESCRIPTION	BUDGET
CONTRACTOR staff	<p>Executive Director</p> <p>Attend weekly project meetings with staff. Oversee contracted services/procurement process. Attend check-in calls with DNR grant administrator. Project and financial oversight and administration, award management. Review and finalize subcontracts. Final reporting.</p> <p><i>Estimated Hours: 130-150</i></p> <p><i>Hourly rate: \$63-\$67</i></p> <p>Fire Adapted Communities Program Director</p> <p>Project lead. Project liaison with DNR. Work with WRCD staff to develop the onboarding process, program materials, program evaluations and recommendations, training, program development, including capacity building (fund raising for continued program implementation. <i>Estimated hours: 500-520</i></p> <p><i>Hourly Rate: \$55-57</i></p> <p>Washington Fire Adapted Communities Program Manager and Coordinator(s)</p> <p>Plans, coordinates, hosts and leads outreach and engagement efforts for training and virtual neighborhood ambassador workshops. Facilitate the development of the online neighborhood ambassador resource library and networking space. Provides orientation and training to use online resources library and networking space. Facilitates program assessment process. Supports the development of program materials, including onboarding guides/checklists, resource notebook, program forms, templates, handouts, training materials etc. Develop and update regional and statewide training calendars. Provides technical assistance, upon request.</p> <p><i>Estimated Hours: 40-60</i></p> <p><i>Hourly rate: \$52-\$54</i></p> <p>Contracts and Administration Staff</p>	\$87,000

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	<p>Prepares and supports RFP and procurement process for contracted services. Prepares contracts for outside contract services and tracks and manages sub-contract budgets. Coordinates logistics for in person training and workshop(s). <i>Estimated Hours: 60-70</i></p> <p><i>Hourly rate: \$43-\$45</i></p> <p>Finance Staff</p> <p>Tracks and manages the award budget. Prepares invoices. Responsible for accounts receivable and payable. Prepares financial reports. Processes subcontractor IRS forms.</p> <p><i>Estimated Hours: 60-70</i></p> <p><i>Hourly rate: \$49-\$52</i></p>	
Expenses	<p><b>Event Costs</b></p> <p><i>Venue, AV rental for in person neighborhood ambassador training. Anticipated costs: \$1600.00</i></p> <p><b>Supplies</b></p> <p><i>Software to develop written and online program materials (Adobe) and host trainings/meetings/virtual learning and work groups with neighborhood ambassador coordinators (Zoom). Program, event, and training supplies (flip charts, markers, computer, printed training materials). Anticipated costs: \$1900.00</i></p>	\$3,500
Travel	<p><b>Mileage</b></p> <p><i>Travel to/from in person training, including trips for training prep and hosting (Task 4)</i></p> <p><i>Meetings with DNR and WRCD staff to facilitate program development (Tasks 1, 2, 3)</i></p> <p><i>Meetings with neighborhood ambassador coordinator(s) (Tasks 3, 6, and 8)</i></p> <p><i>Travel is anticipated in Central Washington (Yakima to Methow Valley)</i></p> <p><b>Lodging and Per diem</b></p> <p><i>Anticipate lodging for two nights for 2-3 people to support implementation of Task 4, in person training.</i></p>	\$1,500
Equipment	None	\$0
Sub-contracted Services	<b>Fire Adapted Methow Coordinator</b>	\$78,000

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	<p><i>The coordinator will serve as the Community Wildfire Neighborhood Coordinator for Fire Adapted Methow. This contracted position will be responsible for “piloting” the development and implementation of neighborhood ambassador program in the Methow Valley, coordinating volunteers and neighborhood scale wildfire preparedness actions. Anticipated amount: \$60,000.00</i></p> <p><b>Trainers</b></p> <p><i>Contracted services will be secured to provide a two-day in person neighborhood ambassador training to neighborhood ambassador coordinators. Anticipated amount: \$7000.00 for two trainers</i></p> <p><b>Design Services</b></p> <p><i>Contracted services will be secured to format, layout, and editing of program materials and online platforms and resources. Materials will be prepared for print and online display. Anticipated amount: \$11,000.00</i></p>	
<b>TOTAL</b>	<b>Scope of Work &amp; Budget #2</b>	<b>\$170,000</b>



## Exhibit B

### SCOPE OF WORK & BUDGET #3 – COMMUNITY WILDFIRE PROTECTION PLAN TECHNICAL ASSISTANCE

**Scope of Work & Budget #3: Accelerate Wildfire Adaptation, Connect Diverse Collaborators**

The Contractor’s tasks and deliverables identified below are aligned with and contribute directly towards the successful implementation of DNR’s strategies towards achieving the goals specified in the Washington State Wildland Fire Protection 10-year Strategic Plan (Strategic Plan):

- **Strategic Plan Goal #1** - Washington’s preparedness, response, and recovery systems are fully capable, integrated, and sustainable.
  - **Strategy 3.6:** Provide effective training for the wildland re management workforce.
- **Strategic Plan Goal #3** - Communities are prepared and adapted for current and future wildland fire regimes.
  - **Strategy 6.2:** Enhance engagement with Limited English Proficiency (LEP) communities;
  - **Strategy 6.3:** Increase capacity, coordination, and networking of community assistance programs;
  - **Strategy 7.3:** Enhance, expand, and align education programs, messaging, and regulations; and
  - **Strategy 8.2:** Increase public awareness of risks post-wildland fire and facilitate access to resources to mitigate those risks.

For trainings and workshops held, translation and interpretation services will be provided for Deaf, hard-of-hearing, and non-English-speaking populations upon request.

Deliverables, and the components of deliverables, may be billed individually as they are completed.

TASK(S)	DESCRIPTION	DELIVERABLE	ANTICIPATED DEADLINE
<p><b>1. Technical Assistance.</b></p> <ul style="list-style-type: none"> <li>- Plan, coordinate, and host workshop and training sessions, field training days, including securing location, presenters, agenda development, facilitation, preparing resources and materials to share, and follow-up</li> <li>- Attend and participate in CWPP meetings to provide assistance and guidance</li> <li>- Work with state and federal agencies, and</li> </ul>	<p>Our Technical Assistance tasks encompass a range of support activities to aid communities in developing their Community Wildfire Protection Plans (CWPPs):</p> <p>Workshop and Training Coordination: Organizing sessions equips community stakeholders with the knowledge necessary</p>	<p><b>1A. CWPP Technical Assistance.</b></p> <p>6-8 CWPP training/workshop sessions. For each workshop and/or training session, deliverables will include:</p> <ul style="list-style-type: none"> <li>- Agendas</li> <li>- Number of participants</li> </ul> <p>1-2 Field trainings. For each field training session, deliverables will include:</p> <ul style="list-style-type: none"> <li>- Agendas</li> <li>- Number of participants</li> </ul>	<p>December 31, 2025</p>

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TASK(S)	DESCRIPTION	DELIVERABLE	ANTICIPATED DEADLINE
<p>other wildfire experts to provide technical assistance or resources to communities developing their CWPP</p> <ul style="list-style-type: none"> <li>- Provide one-on-one consultation, as requested</li> <li>- Review CWPP related materials and documents, as requested</li> </ul>	<p>to assess wildfire risks, develop mitigation strategies, and understand Healthy Forest Restoration Act requirements for CWPPs.</p>	<p>With each billing, quarterly summary of communities/organizations assisted. Deliverables will include:</p> <ul style="list-style-type: none"> <li>- number assisted</li> <li>- name of organizations requesting and receiving assistance</li> <li>- list of CWPP meetings attended, including date and host</li> <li>- date of assistance</li> <li>- type of assistance provided</li> </ul>	
	<p>Active Participation in CWPP Meetings: Our involvement in meetings ensures ongoing guidance, assistance, and expertise throughout the planning process.</p> <p>Collaboration with Stakeholders: Working collaboratively with state and federal agencies, as well as wildfire experts, provides access to technical assistance, resources, and expertise. This effort can provide a pathway connecting and aligning local planning efforts with state and federal initiatives and leverage funding opportunities.</p> <p>Individual Consultation: One-on-one consultation addresses specific concerns or questions</p>	<p><b>1B. CWPP Technical Assistance.</b></p> <p>1-2 CWPP training/workshop sessions. For each workshop and/or training session, deliverables will include:</p> <ul style="list-style-type: none"> <li>- Agendas</li> <li>- Number of participants</li> </ul> <p>With each billing, quarterly summary of communities/organizations assisted. Deliverables will include:</p> <ul style="list-style-type: none"> <li>- number assisted</li> <li>- name of organizations requesting and receiving assistance</li> <li>- list of CWPP meetings attended, including date and host</li> <li>- date of assistance</li> <li>- type of assistance provided</li> </ul>	<p>May 30, 2026</p>

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TASK(S)	DESCRIPTION	DELIVERABLE	ANTICIPATED DEADLINE
	<p>raised by community stakeholders, ensuring tailored support throughout the CWPP process.</p> <p>Document Review: Reviewing materials, will help ensure compliance with the Healthy Forest Restoration Act, enhancing completeness and effectiveness. Share requirements of CWDG to ensure action items are eligible to apply for CWDG's.</p>		
<p><b>2. Resource Guides and Templates</b></p> <ul style="list-style-type: none"> <li>- Work with community-based organizations to determine the topics and information needed to develop resources and templates needed to facilitate the CWPP process</li> <li>- Secure contractor(s) to support the development or resource guides, templates, and online CWPP resource page</li> <li>- Provide content to contractors to develop resource guides, templates, and online CWPP resource page</li> </ul>	<p><b>Collaborative Resource Development:</b> Working closely with community-based organizations, we will identify essential topics and information to create resource guides and templates, to help guide collaborative CWPP processes and plan development.</p> <p><b>Contractor Engagement:</b> We enlist contractors to develop these resources and an online CWPP resource page,</p>	<p><b>2A. Draft Resource Guides and Templates</b></p> <ul style="list-style-type: none"> <li>- 6-8 Best Practices, Resource Guides, or templates generated from content shared during the training/workshop sessions listed in Activity A or identified by community-based organizations.</li> <li>- CWPP Action Plan Template</li> <li>- List of partners recommended to participate in the CWPP update process based on fire adaptation practice types, and diversity, equity, and inclusion</li> <li>- List of recommended maps to include in a</li> </ul>	<p>December 31, 2025</p>

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TASK(S)	DESCRIPTION	DELIVERABLE	ANTICIPATED DEADLINE
<ul style="list-style-type: none"> <li>- Solicit feedback and review of resource guides, templates, and CWPP resource page from federal, state, and local partners</li> <li>- Provide draft and final reviews of resource guides, templates, and online CWPP resource page</li> </ul>	<p>broadening communities' access to vital tools and support for CWPP development.</p> <p>Stakeholder Feedback: Soliciting input and review from federal, state, and local partners ensures resources align with federal requirements and best practices, enhancing the effectiveness and utility of the resources developed, and can offer communities easy to understand and user-friendly materials to navigate the CWPP process.</p>	<p>CWPP, including links to publicly available GIS layers available to create maps</p> <ul style="list-style-type: none"> <li>- Materials developed will be translated (if applicable)</li> <li>- Cohesive Strategy template and CWPP crosswalk template</li> <li>- CWPP resource/technical assistance webpage</li> </ul>	
		<p><b>2B. Final Resource Guides and Templates</b></p> <ul style="list-style-type: none"> <li>- 6-8 Best Practices, Resource Guides, or templates generated from content shared during the training/workshop sessions listed in Activity A or identified by community-based organizations.</li> <li>- CWPP Action Plan Template</li> <li>- List of partners recommended to participate in the CWPP update process based on fire adaptation practice types, and diversity, equity, and inclusion</li> <li>- List of recommended maps to include in a CWPP, including links to publicly available</li> </ul>	<p>May 30, 2026</p>

## Exhibit B

TASK(S)	DESCRIPTION	DELIVERABLE	ANTICIPATED DEADLINE
		GIS layers available to create maps - Materials developed will be translated (if applicable) - Cohesive Strategy template and CWPP crosswalk template - CWPP resource/technical assistance webpage	
<b>3. Contingency.</b> - On-call support, including CWPP technical assistance and CWPP materials development, event support, or meetings/presentations, upon request.	Responsive Assistance: Offering timely technical support ensures communities receive tailored guidance, meeting their unique needs and timelines effectively.  Customized Resources, event support, meeting/presentations: We can develop specific materials, such as guides and presentations, and provide additional capacity to address community needs.	<b>3. Contingency.</b> - Per DNR Direction (in writing)	May 30, 2026

## Exhibit B

### SCOPE OF WORK & BUDGET #3 – COMMUNITY WILDFIRE PROTECTION PLAN TECHNICAL ASSISTANCE - BUDGET

ITEM	DESCRIPTION	BUDGET
CONTRACTOR staff	<p>Executive Director</p> <p>Attend weekly project meetings with staff. Oversee contracted services/procurement process. Attend check-in calls with DNR grant administrator. Project and financial oversight and administration, award management. Review and finalize subcontracts. Final reporting. (Tasks 1-3)</p> <p><i>Estimated Hours: 85-95</i></p> <p><i>Hourly rate: \$63-\$67</i></p> <p>Planner</p> <p>Project lead. Will provide technical assistance, work with communications consultants and staff to develop program materials, resource guides, and templates. (Tasks 1-3)</p> <p><i>Estimated hours: 1680-1750</i></p> <p><i>Hourly rate: \$54-\$57</i></p> <p>Communications Coordinator</p> <p>Will work with Planner to develop written resources and project materials identified in Tasks 2 and 3. Will support the development of an online CWPP resource page. Lead outreach efforts for training and learning opportunities, including developing training announcements and invitations.</p> <p><i>Estimated Hours: 180-220</i></p> <p><i>Hourly rate: \$48-\$51</i></p> <p>Contracts and Administration Staff</p> <p>Prepares and supports RFP and procurement process for contracted services. Prepares contracts for outside contract services and tracks and manages sub-contract budgets. Coordinates logistics for in person training and workshop(s). <i>Estimated Hours: 20-25</i></p> <p><i>Hourly rate: \$43-\$45</i></p> <p>Finance Staff</p>	\$121,390

## Exhibit B

	<p>Tracks and manages the award budget. Prepares invoices. Responsible for accounts receivable and payable. Prepares financial reports. Processes subcontractor IRS forms.</p> <p><i>Estimated Hours: 20-25</i></p> <p><i>Hourly rate: \$49-\$52</i></p>	
Expenses	<p><b>Event Costs</b></p> <p><i>Venue, AV rental, classroom and field training, printing. Anticipated costs: \$4200.00</i></p> <p><b>Office Expense - Supplies</b></p> <p><i>Software to develop written and online program materials (Adobe) and host trainings/meetings/virtual learning and work groups with neighborhood ambassador coordinators (Zoom). ArcGIS to support review of wildfire risk, hazard analysis, value maps, etc. used in CWPP's (ESRI). Program, event, and training supplies (flip charts, markers, computer, printed training materials). Anticipated costs: \$1810.00</i></p>	\$6,010
Travel	<p><b>Mileage, Per diem, and Lodging</b></p> <p><i>Travel to/from in person meetings, trainings, workshops to support communities in CWPP development. Travel will occur throughout the state. (Tasks 1 and 3)</i></p>	\$6,600
Equipment	None	\$0
Sub-contracted Services	<p><b>CWPP Consultants</b></p> <p><i>Contracted services to support training, presenters, and technical assistance from CWPP experts or consultants. Anticipated amount: \$5000.00</i></p> <p><b>Communications and Website Design Services</b></p> <p><i>Contracted services will be secured to create written CWPP resource guides, and design/create online platforms to share CWPP resources. Anticipated amount: \$8,000.00</i></p>	\$16,000
<b>TOTAL</b>	<b>Scope of Work &amp; Budget #3</b>	<b>\$150,000</b>