



**WILDFIRE**

## **WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES**

### **Washington Firewise Community Fuel Mitigation Grant Information and Application**

The Washington Firewise Community Fuel Mitigation Grant is a part of the Department of Natural Resources' Firewise Challenge. It is designed to encourage neighbors to work together on reducing their wildfire risks through the application of Firewise principles. This cost-share program will provide awards of up to \$15,000 for eligible activities by current and prospective Firewise Communities. Awards will be distributed based on the severity of the applying community's wildfire risks, the type of project submitted and the connection to other fuel reduction projects. Funds for this cost-share program are made possible by an appropriation from the 2015 State Legislature and administered by the Washington State Department of Natural Resources (DNR). The following guidelines are intended to help potential grantees apply to this program.

#### **Program Intent and Objectives:**

The intent of the Firewise Challenge is to engage citizens of Washington state in preparing for fire season. The purpose of the Fuel Mitigation Grant is to help local communities decrease their risk through hazardous fuel reduction removal; for example, increasing survivable space, expanding fire breaks or improving access roads.

#### **Instructions:**

Please read thoroughly the requirements detailed on the next several pages, fill out the application and include all required attachments. Completed applications should be submitted to: Megan Fitzgerald-McGowan, Wildfire Division – WA DNR, 1111 Washington Street SE, MS 47037, Olympia, WA 98504, or via email to [firewise@dnr.wa.gov](mailto:firewise@dnr.wa.gov).

The application period **closes 11/28/2016**. Applicants will be informed within one week of the close as to whether or not they are approved. DNR reserves the right to conduct an on-site assessment prior to approving an application. Funded projects will receive an award letter and an agreement outlining award specifications for the applicant to sign.

Questions regarding the application process and recommendations for qualifying projects should be directed to Megan Fitzgerald-McGowan, Firewise Challenge Coordinator, at 360-902-1391 or [firewise@dnr.wa.gov](mailto:firewise@dnr.wa.gov).



### **Eligibility:**

This grant is open to all recognized and prospective Firewise communities in Washington state. Multiple communities may apply together for a collaborative project in order to leverage the match, the limit will still be \$15,000:

- Project proposals must be for a specific fuels reduction project recommendation and/or defensible space project recommended by your local DNR representative, fire department, or Firewise consultant (conservation district staff, county staff, etc.) or be identified in your community action plan or community wildfire protection plan (CWPP).
- If the project is a community project – such as treating common space or working along road rights-of-way, approval from the Homeowners Association (HOA) should be in place prior to applying.

### **Grant Policies/Funding Details:**

**You must apply for the grant and be approved before any work begins.** The maximum grant award is \$15,000. There is a dollar-for-dollar match requirement, which can be cash, other grants or in-kind contributions.

- **Cash purchase matches** are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, signed receipts or official payroll records.
- **In-kind contribution matches** include on-hand supplies, third-party donations of supplies or equipment, professional services at the professional rate or time spent by employees, non-federal grants or volunteers on eligible project activities. Volunteer hours are applied to the project at the rate of \$23.07 per hour. Assistance provided by state employees acting in their normal job duties may not be claimed as match.

Work can be done by individuals in the community or by a contractor. If work is done by individuals, DNR will cover equipment rental, fuels purchases, etc. Volunteer time will be used as match. If using a contractor, please seek out at least two bids to ensure cost-effectiveness. More details relating to project development and contractors can be found in “Scope of Work.”

The following policies apply to funded grant proposals:

- **Payments** for funded proposals will be made *after* the approved services have been provided and *after* appropriate documentation and invoice forms have been submitted. Grantees will need to track expenses carefully and keep clear records
- **Final reports are required.** Every grant recipient must submit a final report at the end of the contract period.
  - Acres treated, number of participants, before and after photos
  - Plans for continued maintenance
- Final grant invoices will not be paid until the final report is received.



### **Timeline:**

- Application due: 11/28/2016
- Application Review: 11/29-12/5/2016
- Award notification: 12/5/2016
- Work period: 12/6/2016 – 5/15/2017
- All invoices and reports due by: **5/31/2017**

### **Other Terms, Conditions, and Requirements:**

- **Non-Commercial Requirement:** Cost-share payments are limited to non-commercial operations in which there was a net cost to the landowner to complete the work. In mixed stands, containing both commercial and non-commercial sized trees, only that portion of the acreage occupied by non-commercial trees is eligible.
- **Practices Must Meet Permit and Regulatory Requirements:** The applicant is required to comply with all appropriate legal requirements, including obtaining appropriate permits (e.g. approved forest practices application) when required. No cost-share funds will be paid for any practice implemented without proper permits or for any practice which is out of compliance with regulatory requirements at the time of completion.
- **Ten Year Practice Maintenance Requirement:** Cost-share recipients are asked to maintain their properties in forestland use and to protect and maintain cost-shared practices in a fully viable condition for a period of 10 years. The landowner is not liable for practice failures caused by events or circumstances beyond their control. There is no obligation whatsoever after the 10 year period.
- **Property Access:** Applicants agree to allow DNR staff, or persons authorized by DNR, access to the property to determine cost-share needs, feasibility and specifications; certify practice completion; and to determine compliance with the ten-year practice maintenance requirement. Cost-share recipients are not required to allow public access to their properties.



**WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES  
WASHINGTON FIREWISE COMMUNITY FUEL MITIGATION APPLICATION**

Applicant (community) Name: \_\_\_\_\_

County: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address (Street or P.O. Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Grant Funds Requested:            50/50 Matching Funds

Grant Funds Requested:        \$ \_\_\_\_\_ (max of \$15,000)

Cash Match:                        \$ \_\_\_\_\_

Value of In-Kind Match:        \$ \_\_\_\_\_

Total Project Amount:         \$ \_\_\_\_\_

How many individual people and homes will be impacted by this project (e.g., number of residences and/or number of people – *estimates okay*):



### **Scope of Work:**

Briefly describe your project and specifically include how the funding will be used. This is your **Scope of Work**. Think of who, what, when, where and how; answer these questions **BEFORE** you solicit contractor bids so that you can adequately describe the work that you want done.

WHO is involved in the project and WHO do you want to have do your work?

WHAT are you proposing to do? Is it a Zone 1, 2, or 3 project? Road right of way? Open Space?

WHAT will you do with the biomass (chip, haul away, pile and burn, scatter, use for firewood)? Describe what limbing will be done and what the crown space between trees will be.

WHERE is the project proposed?

WHEN will the project happen? Give proposed start and end dates. **REMINDER** – all work must be completed and all paperwork submitted by May 31, 2017.

WHY are you proposing the project? How will your community be more fire adapted if your project is funded?

HOW will it be done? Hand thinning, mastication or a combination of the two, other methods?



INCLUDE THE FOLLOWING ATTACHMENTS

- Map(s) of the project area(s)
- At least two (2) contractor bids for your project and identify your desired contractor. Provide total project cost, summarize cost per acre and include statement of work.
- At least three pictures of the proposed project area(s) (preferably electronic jpg files).
- HOA/POA or property approval of proposed work on HOA or private lands.

**As an authorized representative of the community or organization making this application, I hereby certify that, to the best of my knowledge, all information provided herein is true and represents the desires of this community or organization. I further certify that I understand the purpose and rules of the program as outlined in the Application Package.**

Signed \_\_\_\_\_

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Address)

Date \_\_\_\_\_

Please direct any questions to Megan Fitzgerald-McGowan at 360-902-1391 or [firewise@dnr.wa.gov](mailto:firewise@dnr.wa.gov). **Electronic submission is preferred** for completed applications, however hard copies may be mailed to the address below. Please keep a completed application for your files:

**Megan Fitzgerald-McGowan – Firewise Challenge  
Wildfire Division  
Washington Department of Natural Resources  
1111 Washington St. SE, MS 47037  
Olympia, WA 98504-7037**