



## WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES

### Washington Firewise Community Small Funds Grant Information and Application

The 2016 Washington Firewise Community Small Funds Grant is a part of the Department of Natural Resources Firewise Challenge. It is designed to encourage neighbors to work together to reduce their wildfire risks through the Firewise Communities/USA© program. This cost-share program will provide awards of up to \$1,500 for eligible activities by current and prospective Firewise Communities, fire districts, conservation districts, and counties. Awards will be distributed based on the severity of the applying community's wildfire risks, its establishment of a Firewise Council or Board, and the type of project submitted. Funds for this cost-share program are made possible by an appropriation from the 2015 State Legislature and administered by Washington State Department of Natural Resources (DNR). The following guidelines are intended 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 2016 Washington Firewise Community Small Grants is to help local communities, counties, fire districts, and conservation districts establish new Firewise communities and complete other near-term actions to increase public safety. Awards are intended to help fund renewal and maintenance activities, workshops, or safety actions that decrease wildfire risks.

The objectives of these grant awards are to:

- Provide cost-share funds for fire mitigation and Firewise activities.
- Foster closer working relationships among fire departments, communities, counties, and interested organizations.
- Educate the public about the benefits of the fire mitigation and Firewise programs.
- Support current Firewise communities and re-engage with those that have lapsed or are listed as inactive.
- Create more Firewise communities in Washington State to help reduce the risk of destructive wildfire.
- Reduce the risk and effects of wildfire in wildland-urban interface areas.

#### **Project Match Requirements:**

All project applicants must provide cash or qualifying in-kind contributions for 50 percent of



their project's total costs.

**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 may be 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.

Grantees are required to maintain project records that: (1) comply with generally accepted accounting principles; (2) document allowable costs; (3) are supported by source documentation, such as cancelled checks, paid invoices, payroll records, time and attendance records, signed contracts; and (4) will be maintained for **three years** following payment of the award.

**Eligible  
Grantees:**

Current Firewise Communities or their designated representative, prospective Firewise communities, fire districts, conservation districts, and counties.

**Eligible  
Projects:**

- Expenses associated with establishment, recruitment, and/or training of a prospective Firewise Board. This might include a Firewise workshop to educate community members about the program and the steps to becoming recognized.
- Firewise or fire mitigation educational activities/workshops or materials that can be used to educate the community. (No structural firefighting educational supplies)
- Signage to identify roads and residences
- Completion of community wildfire hazard assessment(s).
- Firewise or fire mitigation activities – fuel reduction, debris collection, chipping program, etc.

Outlined below is a list of approved Firewise equipment and services which can be rented or purchased with state funds administered by DNR for this cost-share program. For more information contact Megan Fitzgerald-McGowan at 360-902-1391 or email [Firewise@dnr.wa.gov](mailto:Firewise@dnr.wa.gov). The focus of this cost-share program is to support new initiatives that would not otherwise occur without grant funds.



**Approved Equipment** - for rent or purchase (No purchases for individual gain. Equipment will be housed in a central location, available for community members to check out and use in support of maintaining defensible space in adherence to Firewise principles, use of equipment should be tracked and monitored.) Motorized equipment is not eligible for purchase.

- Pole pruners
- Pruners (standard)
- Hand saws
- Wheelbarrows
- Safety helmets or hard hats
- Leather gloves
- Safety glasses, goggles, and ear plugs
- Fire rakes and Pulaskis (fuel reduction projects)
- Bladder bags (support of pile burning)
- Firewise literature printing
- Firewise signs and banners

**Approved Services and Expenses**

- Equipment rental for fire mitigation, fuel removal or firebreaks (chipper, debris bins, chainsaw, industrial leaf blowers, industrial weed eaters, etc.)
- Firewise Workshop expenses
- Tipping fees

**Non-Approved Expenses**

- Indirect or administrative costs
- Food or beverages (can count as match)
- Individual home hardening treatments (can count as match)
- Permit fees

**Ineligible Projects:**

- Promotional literature for a community.
- Projects outside the intent and scope of the legislative funding as interpreted by the DNR.

**Funding Ranges:**

Grants available for \$500 to \$1,500. Award amounts will be limited to \$1,500 per community.

**Grant Application Review:**

All proposals will be time stamped upon receipt and screened for eligibility by the state Firewise Challenge Coordinator. Applications that meet the requirements and intent of the funding will be considered and awarded by DNR staff.



### **Deadlines:**

Applications will be accepted until funds run out or June 30 2016; the first screening for dispensation will be June 7, 2016. Any funds remaining after June 30 will be transferred to a subsequent wildfire risk-reduction program that will be announced in summer 2016.

Applications can be submitted electronically to [Firewise@dnr.wa.gov](mailto:Firewise@dnr.wa.gov), or sent by US mail (see instructions on page 8). Successful applicants will be contacted by DNR staff to finalize paperwork. Preference is for funds to be used in preparation for the 2016 fire season.

New prospective communities should submit a Firewise Communities/USA© application by November 30, 2016.

### **Cost Documentation, Payment Process, and Reporting:**

- Method of payment: reimbursement or cost-share. All costs and in-kind match must be documented correctly according to guidelines of this program before DNR will issue a reimbursement.
- The applicant must provide DNR with acceptable written documentation (e.g. receipts from contractors and suppliers and/or time logs for do-it-yourself work) of costs incurred for each practice category for which cost-sharing is to be paid.
- Upon completion of their projects, cost-share claimants must submit a Washington State Payee Registration forms. Those with valid Payee Registrations on file with the Washington State Department of Enterprise Services may use their current registration. DNR will provide claimants with the necessary forms upon receiving proof of their project's completion; the department also can submit them on your behalf if you desire. The State of Washington may be required to report your cost-share payment to the IRS in compliance with that agency's regulations.
- Grantees will be required to provide a brief summary report and proof of project to DNR:
  - Demographic data – Community name, location, date of event, and total amount of funds used;
  - Activity summary – Number of participants, acres treated, hours spent, copy of hazard risk assessment, brochures produced. If funds are used to conduct an outreach meeting then organizers should submit a copy of the meeting agenda, number of contacts made (# of attendees), and materials produced or handed out.(Example: A one-day project to remove flammable debris would provide to DNR the number of acres covered, the total tonnage collected for the day and a sign-in sheet recorded each participant's name and number of hours worked.);
  - Photos – Before and after, community participation, etc. If submitting photos that include minors, a waiver must be signed and submitted.



**WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES  
WASHINGTON FIREWISE COMMUNITY SMALL FUND GRANT APPLICATION**

Applicant (community, county, organization) Name:

- We have an organized Firewise Council or Board
- We want to develop an Firewise Council or Board

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

Contact Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(Street or P.O. Box)

(City)

(Zip Code)

E-Mail: \_\_\_\_\_

Project Narrative: (A short narrative should be included that outlines the purpose of the activity, expected results, timeline for completion, who is responsible for the project, and project accomplishment measures.)

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Project date: \_\_\_\_\_

Project Location:

Physical Address

Grant Funds Requested:            50/50 Matching Funds

Grant Funds Requested:        \$ \_\_\_\_\_ (not more than 50 percent of total)

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

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

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



**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 submit the entire application by any of the following, be sure to retain a copy for your records:**

**Electronic submittal: [firewise@dnr.wa.gov](mailto:firewise@dnr.wa.gov)**

**Hardcopy submittal: Megan Fitzgerald-McGowan – Firewise Challenge**

**Wildfire Division**

**Washington Department of Natural Resources**

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**Olympia, WA 98504-7037**