



2024 WILDFIRE SEASON STAFFING GRANT MANUAL

STATE OF OREGON AWARD DOLLARS AVAILABLE TO
INCREASE STAFFING FOR OREGON'S 2024 WILDFIRE SEASON

MARCH 2024

TABLE OF CONTENTS

INTRODUCTION	3
A. ELIGIBILITY	3
B. ALLOWABLE COSTS	3
C. UNALLOWABLE COSTS	4
D. APPLICATION FORM, PROCESS, AND AWARDING	4
E. IMPORTANT GRANT DATES	4
F. GRANT AWARD PAYMENT	4
G. REPORTING REQUIREMENTS	4

The OSFM is hosting two webinars for Oregon fire service members interested in learning more about the 2024 Wildfire Season Staffing Grant. OSFM staff will make a brief presentation and be available to answer questions.

[Tuesday, March 5, 2024](#)

[Wednesday, March 6, 2024](#)

This manual will not be updated. The frequently asked questions document will be updated as necessary. All fire chiefs will be emailed when the FAQ document is updated.

OSFM GRANTS TEAM

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INTRODUCTION

In 2021, the Oregon legislature appropriated General Fund dollars to the Oregon State Fire Marshal (OSFM) to distribute to the Oregon fire service to provide structural fire agencies across Oregon with resources to augment firefighting staff. These agencies protect Oregon communities and play a pivotal role in preventing and suppressing wildfires. The 2024 Wildfire Season Staffing Grant is intended for Oregon structural fire agencies to increase local firefighter staffing during the 2024 wildfire season from June 1 to October 31, 2024. *This is a non-competitive grant awarded on a first-come, first-served basis.*

A. ELIGIBILITY

The local fire agency must be one of Oregon's 300+ local fire agencies with an FDID or tribal ID#.

1. Priority will be given to agencies whose annual property tax income does not exceed \$2 million.
 - a. This information can be found through your tax assessor's office.
 - b. This is the portion that your agency receives.
 - c. This is not your annual operating budget, capital outlay budget, funding received from any grant sources, or reserve accounts.
2. The maximum award per agency is \$35,000.
3. If your agency received an amendment to carry over the prior year's remaining award, your agency is eligible to apply. You must report the carryover in the new year's application. The total requested amount in the new application shall not exceed \$35,000 (*e.g., if your agency carried over \$5,000, you may ask for up to \$30,000 of new funds.*)
4. If your agency received an out-of-compliance communication for the 2023 Wildfire Season Staffing Grant or any other OSFM grant, your agency may be ineligible.
5. If your agency has not completed the reporting requirements of the 2023 Wildfire Season Staffing or any other OSFM grant, your agency may be ineligible.

B. ALLOWABLE COSTS

1. Personnel costs that increase firefighter availability, including:
 - a. Paying students/interns who need minimal training,
 - b. Paying volunteers who need minimal training,
 - c. Paying for seasonal firefighters who need minimal training,
 - d. Paying for extra shifts of part-time career firefighters,
 - e. Paying for overtime shifts of full-time career firefighters,
 - f. Employer-required expenses such as FICA, workers' compensation, etc.
2. Administrative costs, including management, payroll, and supplies associated with paying personnel up to 10% of the current season's award amount.

C. UNALLOWABLE COSTS

1. Hiring permanent personnel
2. Supplanting existing personnel or other budgets (e.g., using funds to cover personnel costs your agency already budgeted for to allow other activities not budgeted for)
3. Paid leave expenses (e.g., vacation or sick leave)
4. Purchasing equipment or equipment maintenance
5. Purchasing supplies or PPE
6. Fuel or engine maintenance
7. Raises or bonuses
8. Costs associated with training, conferences, or other travel-related expenses
 - a. Paying for personnel time for minimal training is allowed
9. Costs reimbursed from other OSFM funds (e.g., pre-position, immediate response, conflagration)

D. APPLICATION FORM, PROCESS, AND AWARDING

1. The [online application](#) must be received by 11:59 p.m. Friday, March 22, 2024.
2. To correct or withdraw your application, email your request before the deadline to osfm.grants@osfm.oregon.gov.
3. The OSFM reserves the right to ask follow-up questions to your application.
4. Applicants with a property tax income of less than \$2 million will be reviewed on a first-come, first-served basis throughout the application period.
5. Applicants with a property tax income greater than \$2 million will be considered after the application period closes, dependent on available funding.
6. Successful applicants (recipients) must respond to all OSFM correspondence promptly.
7. Successful applicants (recipients) must sign and return their agreement for disbursements to be processed.

D. IMPORTANT DATES

Application Opens	Friday, March 1, 2024
Application Closes	Friday, March 22, 2024 by 11:59 p.m.
Notice of Award	Friday, March 29, 2024
Funding Allocated	Initiated upon completion of agreement

E. PAYMENT

Grantees will be awarded a one-time lump sum to be spent across the grant period (June 1 – October 31, 2024).

F. REPORTING REQUIREMENTS

1. Grantees shall provide the OSFM with a mid-report (June-August payroll) due in September 2024.
2. Grantees shall provide the OSFM with a final report (June-October payroll) and closeout survey due in November 2024.