

*2022 OSFM
Wildfire Season Staffing
Grant Application Manual*

**STATE OF OREGON AWARD DOLLARS AVAILABLE TO IMPROVE
STAFFING FOR OREGON'S 2022 WILDFIRE SEASON**



TABLE OF CONTENTS

INTRODUCTION.....	3
PURPOSE – OVERVIEW	3
ELIGIBILITY	4
ALLOWABLE COSTS	5
APPLICATION PROCESS	6
APPLICATION FORMS AND INSTRUCTIONS	6

Award manual and application materials:

<https://www.oregon.gov/osp/programs/sfm/Pages/OSFM-Grants.aspx>

INTRODUCTION

In 2021, the Oregon Legislature Regular Session appropriated General Funds dollars to OSFM for distribution to the Oregon Fire Services to provide fire agencies across Oregon with resources to augment firefighting staffing. These agencies protect Oregon communities and play a pivotal role in the prevention and suppression of wildfires. The 2022 Wildfire Season Staffing Grant is intended for all Oregon fire agencies to increase hours and availability of local firefighters during the 2022 wildfire season (June 1, 2022 – October 31, 2022).

ELIGIBILITY

- **LOCAL FIRE AGENCY** must be an established fire district or fire agency which has been assigned an FDID, or in the process of being established. Other local fire agencies will be considered on a case by case basis.

ALLOWABLE COSTS

- Personnel costs including: students/interns, paid volunteers, extra shifts/overtime for career firefighters for the 2022 Fire Season, seasonal firefighters who need minimal training.
- Administrative costs, including management, payroll and supplies, associated with payment of salaries up to 10% of the grant award.

UNALLOWABLE COSTS

- Hiring new permanent employees.
- Equipment, including maintenance.
- Training events.
- Fuel and other travel expenses.

APPLICATION PROCESS

APPLICATION FORMS AND INSTRUCTIONS

Applicants are encouraged to use this following link to apply:

<https://app.smartsheet.com/b/form/e5391a4e9b2948758c0fa32d419b5883>

The application form can also be completed manually. If the agency is completing the entire packet manually, additional pages will be accepted. The application will provide the selection committee with the criteria needed to approve the application properly.

- Applications received after the deadline of August 12, 2022, after 5pm, may not be considered.
- Applications not submitted on a current 2022 OSFM WFS Staffing Grant application form will not be considered.
- The columns on Page 1 do NOT automatically total at the bottom, this will need to be done manually by LOCAL FIRE AGENCY.
- The application form must be signed by an authorized agent of the fire agency (Fire Chief, Treasurer, or Board Chairperson). If the application is submitted electronically, the email coversheet will be accepted as the electronic signature. If the signatory on Page 2 does not submit the application, please copy the signatory on the email to acknowledge their approval.

APPLICATION DEADLINES AND SUBMISSION PROCESS

- Applications must be **received** no later than 5:00 p.m. **August 12, 2022** via (the review process will begin on June 6 as applications are submitted):
- This application form link (this is the preferred submittal method):
<https://app.smartsheet.com/b/form/e5391a4e9b2948758c0fa32d419b5883>
- **Email** with attachments to OSFM.grants@osp.oregon.gov.
Please verify receipt.
- **Mail** to Attn: Shaun Parkman; WFS Grant Coordinator, Oregon Office of State Fire Marshal, 3565 Trelstad Ave SE, Salem OR 97317
- Submit only **ONE** Application. **DO NOT submit multiple copies (i.e., the online form and a hard copy by U.S. mail).**
- Application consideration will begin June 6, 2022 and continue until August 12, 2022, subject to available funds. LOCAL FIRE AGENCY will be contacted regarding the status of their grant application within two weeks of submission.
- This Agreement **requires signatures and return** to the WFS GRANT Award Coordinator before any awarded funds will be disbursed.

TIME PERIOD COVERED BY THE AWARD

- | | |
|---|---|
| • Applications Due: | By August 12, 2022 |
| • Fire Agencies receive Notice of Award: | Two weeks after receipt of application |
| • Funding Allocated: | As soon as possible after Notice of Award |
| • Final Report | November 15, 2022 |

FINAL REPORT

Applicants who receive a grant award must provide OSFM with a final report. A link to the electronic report will be sent by email to the Local Fire Agency Fire Chief by October 1, 2022. A hard copy of the report form is available upon request. Sample OSFM WFS Staffing Grant Final Report is included in 2022 OSFM WFS Staffing Grant Award Agreement.

GRANT COMPLETION

Once the applicant has expended the funds, the agency must notify 2022 OSFM WFS Grant Coordinator. To do this, the agency must email the 2022 OSFM WFS Grant Coordinator and provide proof of payments for all staffing and administration.

OSFM CONTACT

2022 OSFM WFS Grant Coordinator
Oregon Office of State Fire Marshal
3565 Trelstad Ave SE
Salem, OR 97317
Email: Shaun.Parkman@osp.oregon.gov