

2022 Community Wildfire Risk Reduction Grant Application Manual

State of Oregon award dollars available to protect people, property, and communities from wildfire through community risk reduction programs and projects.



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Award manual and application materials:

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

INTRODUCTION

In 2021, the Oregon Legislature passed [Senate Bill 762](#) ("bill"). The bill defined defensible space as "a natural or human-made area in which material capable of supporting the spread of fire has been treated, cleared, or modified to slow the rate and intensity of advancing wildfire and allow space for fire suppression operations to occur." The law intended to promote wildfire mitigation across the State of Oregon. To meet this statewide intent, the bill explains that the Community Risk Reduction Fund is provided "for the purpose of carrying out community risk reduction and the local government financial assistance" (SB 762, Sec. 8(1), with the priority for defensible space for socially and economically vulnerable communities, persons with limited proficiency in English and persons of lower income as defined in ORS 456.055. (b) For critical or emergency infrastructure. (c) For schools, hospitals and facilities that serve seniors. SB 762, Sec. 8(a) (6).

Please see the OSFM website on the Fire Adapted Oregon on Oregon's overall strategy for reducing fire risk for more information: www.oregon.gov/osp/programs/sfm/Pages/Fire-Adapted-Oregon.aspx

The OSFM is offering the Community Wildfire Risk Reduction Grant (the "grant") to assist local governments and organizations in accomplishing greater wildfire preparedness and increasing community resiliency to wildfire.

A. Eligibility:

1. Counties, municipalities, non-governmental organizations, Oregon fire agencies, special districts, and Rangeland Fire Protection Associations (RFPAs).
2. Counties are allocated \$5 million in competitive funds with a maximum award of \$500,000 for any one county.
 - a. If a county is acting as the administrator for another county or other organization for the purposes of this grant, only one award is eligible.
3. Municipalities and special districts are allocated \$5 million in competitive funds with a maximum award of \$250,000 for any one municipality.
 - a. If a municipality or county or other organization is acting as the administrator for another municipality or other organization for the purposes of this grant, only one award is eligible.
4. Fire agencies and RFPAs are allocated \$5 million in competitive funds with a maximum of \$500,000 for any one fire agency.
5. Nonprofit, non-governmental organizations ("NGOs") are allocated \$3 million in competitive funds with a maximum of \$250,000 for any one agency. Nonprofit or NGOs are voluntary groups of individuals or organizations, usually not affiliated with any government, formed to provide services or advocate a public policy.
6. The OSFM reserves the right to reallocate funds as agency needs dictate.
7. Applicants are encouraged to coordinate applications in the same jurisdiction, but each organization must apply separately for different aspects for the project.
8. All grants are for three (3) years or less, with grant funds spent by March 31, 2026.

B. Allowable Costs:

1. Personnel costs for staff to manage the grant program activities, such as a program coordinator, program manager, or similar.

2. Projects should prioritize socially and economically vulnerable communities, persons with limited proficiency in English and persons of lower income as defined in ORS 456.055, critical or emergency infrastructure or schools, or hospitals and facilities that serve seniors.
3. Defensible space programs, including but not limited to:
 - a. A locally-managed defensible space program for private landowners.
 - b. Direct contracts or work to create fire-resistant landscapes around residential, commercial, municipal structures, and/or other critical infrastructure.
 - c. Create or support existing community programs, such as Firewise USA sites.
4. Community common area projects, including but not limited to:
 - a. Municipal or county properties or parks intended to be used for emergency evacuation centers, recovery centers, defensible space demonstration spaces, greenways, houseless camps or communities, or fire breaks around critical infrastructure.
 - a. Improvement of access, ingress and egress route projects, including but not limited to planning of egress routes, including primary and secondary routes.
 - b. Brushing and clearing roads for defensible space/fire break.
 - c. Reflective address and road signage.
5. Educational projects, including but not limited to:
 - a. Fire prevention and preparedness messaging campaigns and billboards.
 - b. Community clean-up days for outdoor debris.
 - c. Work with a community-based organization or other means to address fire safety education among people experiencing houselessness or people whose first language is other than English.
6. Vegetative fuel reduction and mitigation projects, including but not limited to:
 - a. Prescribed grazing (e.g. goats) for fuel mitigation work around communities.
 - b. Vegetation mitigation crews.
 - c. Equipment for fuel reduction efforts such as chippers. This line item cannot exceed \$75,000.
 - d. Defensible space treatment around critical infrastructure.
7. Contracts for tree service and debris clearing companies to service areas of the jurisdiction.
8. Planning costs such as needed to update Community Wildfire Protection Plans.
9. Administrative costs, including management, payroll services, and supplies, up to 10% of the grant award.
 - a. Note: administrative costs are separate from personnel costs, except for management personnel

costs.

C. Unallowable Costs:

1. Fire suppression equipment, such as fire trucks or engines, or their maintenance.
2. Fire response equipment such as radios, water tanks, hoses, etc.
3. Direct firefighting equipment, such as personal protective equipment.
4. Prescribed burns.
5. Building infrastructure projects such as building or infrastructure hardening, water tank installations, utility line burying, etc.
6. Reimbursement of costs for projects completed before the grant application.
7. Road paving projects for egress.
8. Home hardening supplies and labor.
9. By the time this application is due, the OSFM will have made some strategic investments in consultation with local communities and fire agencies for fire risk reduction. These investments are considered pilot projects. If an applicant received the OSFM funds for a fire risk reduction pilot project, that project is not eligible for this grant.
10. A federal grant match for a project that matches the above criteria.
11. Contracting or funding a state agency.

D. Examples of Eligible Projects:

These examples are only intended to be helpful. This list is not meant to be exhaustive, restrictive or prescriptive.

1. "County A" creates a defensible space program for private homeowners around structures (this could prioritize seniors or other vulnerable communities). Residents are invited to complete an online application that the county designed and maintains to organize and determine needs/locations to work. Crews from a youth core were contracted to complete the work with the oversight and collaboration of a fire district inside "County A" to ensure defensible space best practices are followed.
2. Purchase/rent a chipper and sponsoring a community location for two 8-hour days twice a year. Additional staffing/contracting help for seniors or people with disabilities to participate.
3. Provide curbside services for the disposal of yard debris through purchasing/renting/transporting roll-off dumpsters twice a year for residents.
4. Contract with landscape/tree service to treat vacant and occupied municipal properties to create defensible space around structures and in greenways.
5. Contract with landscape, tree service, or forestry services to provide vegetation treatment to residents to create defensible space around homes.
6. Partner with organizations to sponsor a volunteer workday for community members to participate

in vegetation removal on private or public properties.

7. Contract with a landscaping company to create a defensible space demonstration site on a publicly viewable municipal property.
8. Partner with the local fire agency to sponsor a defensible space assessment/consultation event for community members.
9. Pay for the printing and distribution of informational flyers/letters about local defensible space programs, funding, and initiatives.
10. Hire full or part-time personnel or contractor to coordinate and promote the defensible space programs and initiatives.
11. Pay for the travel/work expenses for personnel or contractors to engage in activities included above.

E. Kickoff Meeting:

1. Within the first five months, the OSFM will host an in-person project kickoff meeting.
2. Successful applicants are required to attend, with at least one person, in-person, with up to three attendees representing the organization.
3. This meeting will be a full day, will require an overnight stay, and per diem costs related to travel.
4. Applications must include travel and per diem costs in their application budget.
5. More details of this kickoff meeting will be released to successful applicants after awards are announced.

F. Educational Activities:

1. Educational activities, such as billboards, earned media, media buys, and creative creation, must be approved by the OSFM public relations.
2. The OSFM public affairs team will provide virtual training and electronic materials for educational activities.
3. Successful applicants whose work plans include educational activities must attend.
4. Educational activities are expected to be coordinated and approved with the OSFM's general educational strategies and best practices.

G. Project/Program Coordination:

1. Applicants are encouraged to coordinate proposals within and between counties, municipalities, fire agencies, special districts, RFPAs, and NGOs.
 - a. Applicants are encouraged to clarify which aspects of the project are the responsibility of which entity.

APPLICATION PROCESS

A. Application Forms and Instructions:

1. Applications must be **received** no later than 5 p.m. **January 31, 2023**, via this application form link: <https://app.smartsheet.com/b/form/b2e4cfe07589480a953d5d89da825614>
2. Applications not submitted on a current 2022 application form will not be considered.
3. If you need to change your application, submit a request to withdraw to

osfm.grants@osp.oregon.gov. You may then resubmit your application.

4. OSFM reserves the right to ask follow-up questions about applications.
5. Applications consideration will begin on **February 1, 2023**.
6. This agreement **requires signatures and return** to the OSFM grant manager before any awarded funds will be disbursed.
7. The application form must be signed by an authorized agent of the organization applying. 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.

B. Important Dates related to the grant:

- **Applications Due:** January 31, 2023
- **Fire Agencies receive Notice of Award:** Estimated for March of 2023
- **Funding Allocated:** As soon as possible after the notice of award
- **Reports:** June 2023; February 2024; February 2025; April 15, 2026

D. Application Selection Process:

1. A review committee will convene and rank the applications based on the following criteria:
 - a) All applications must include:
 1. Description of geographic area.
 2. Description of population(s) served.
 - a. Description of underserved populations.
 3. Description of wildfire potential (the OSFM will also consider its own wildfire risk data in addition to applicant description).
 4. Descriptions/plans for each project selected.
 5. Budget descriptions for each project selected.
 6. Connections to existing community wildfire protection plans (CWPP) and other fire adapted programs.
 7. Impacts on community wildfire risk.
 8. Evidence of collaboration within the community including other organizations, local fire agencies, counties, other municipalities, or NGOs.
 9. Organizational capacity (including requested personnel) to implement projects.
 10. Other strengths of the organization to be able to implement proposed projects.
2. Contact with any committee member during the application process regarding this application or selection process is prohibited and can lead to disqualification. All communications and questions must be directed to osfm.grants@osp.oregon.gov. See the OSFM CONTACT section for more information.

Grant Award

1. Grants will be awarded in a one-time lump sum to be spent across the time period of the grant.

Reporting

1. Applicants who receive a grant award must provide the OSFM with a progress report in June 2023; December 2023; June 2024; December 2024; June 2025; December 2025; and April 15, 2026.
2. At the same time, applicants will update their work plan.
3. A link to the electronic reports will be emailed to the grant point of contact before each reporting month.
4. If a grantee completes all projects and expends funds before March 31, 2026, they may close out the program and forgo further reporting.

GRANT COMPLETION

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

OSFM CONTACT

Grant Manager
Oregon Office of State Fire Marshal
3565 Trelstad Ave SE
Salem, OR 97317
Email: osfm.grants@osp.oregon.gov
Phone: 503-779-8364