

*2023 OSFM
Wildfire Season Staffing
Grant Application Manual*

STATE OF OREGON AWARD DOLLARS AVAILABLE TO IMPROVE
STAFFING FOR OREGON'S 2023 WILDFIRE SEASON



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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 appropriated General Funds dollars to the OSFM for distribution to the Oregon fire service to provide 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 2023 Wildfire Season Staffing Grant is intended for Oregon structural fire agencies to increase hours and availability of local firefighters during the 2023 wildfire season (June 1, 2023 – October 31, 2023).

A. Eligibility:

LOCAL FIRE AGENCY must be one of Oregon's 306 local fire districts or departments with an assigned 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 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 extending the terms of the prior year's award, your agency is eligible to apply, but your maximum request may not exceed \$35,000 including the previous year's carryover. The total requested amount in the application should include the carryover amount and the new amount requested this year. (Example: if your agency was approved to carry over \$5,000, you may ask for up to \$30,000 of new funds.)
4. If your agency received an out-of-compliance communication from the OSFM for any prior OSFM grant, your agency may be ineligible for this grant.
5. If your agency is still in the process of reconciling with the OSFM for the 2022 Wildfire Season Staffing Grant, your agency may be ineligible for this grant.

B. Allowable Costs:

1. Personnel costs that increase the availability of firefighters including:
 - a. students/interns
 - b. volunteers
 - c. extra shifts for part-time career firefighters for the 2023 fire season
 - d. overtime shifts for firefighters during the 2023 fire season
 - e. additional seasonal firefighters who need minimal training
2. Administrative costs, including management, payroll, and supplies associated with payment of salaries up to 10% of the total grant award.

C. Unallowable Costs:

1. Hiring new permanent employees.
2. Supplanting existing personnel budgets or other budgets. (i.e., using these funds to cover personnel costs your agency already has budgeted for to allow other activities not budgeted for).
3. Paid leave expenses (i.e., vacation or sick leave).
4. Purchasing equipment or equipment maintenance.

5. Raises or pay bonuses.
6. Training events.
7. Hours reimbursed via other means (i.e., conflagration).
8. Fuel and other travel expenses.

D. Application Process, Forms and Instructions:

1. Applications must be **received** no later than 5 p.m. **May 19, 2023**, via this application form link: <https://app.smartsheet.com/b/form/605619389ff74764b1caadb393bcceb>
2. Applications must be submitted on a current 2023 application form to 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. The OSFM reserves the right to ask follow-up questions about applications.
5. If you have a property tax income of less than \$2 million, applications will be approved first come, first served. If your property tax income is greater than \$2 million, consideration will begin on **May 22, 2023**, dependent on available funds.
6. For successful applicants, the grant agreement must be signed and returned to the OSFM grant manager before any awarded funds are disbursed.

E. Important Grant Dates:

- **Applications Due:** May 19, 2023
- **Fire Agencies Receive Notice of Award:** Estimated for May of 2023
- **Funding Allocated:** As soon as possible after the notice of award
- **Reports:** August 2023; December 2023

F. Grant Award Payment:

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

G. Reporting:

1. Applicants who receive a grant award must provide the OSFM with a progress report during August 2023.
2. A final report will be due in December 2023.

H. 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