

**2022 Oregon  
Fire Service Capacity Program  
("OFSCP") Application Manual**



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**Award manual and application materials:**

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

## INTRODUCTION

In 2021, the Oregon Legislature Regular Session, through SB762, appropriated General Fund dollars to the Office of State Fire Marshal (“OSFM”) for distribution to Oregon Fire Agencies to provide resources to augment firefighting and fire prevention staffing. These agencies protect Oregon communities and play a pivotal role in the prevention and suppression of wildfires. The Oregon Fire Service Capacity Program is intended for small to medium Oregon fire agencies to encourage an increase of permanent local firefighters and fire prevention staffing.

### A. Eligibility and Overview:

1. Local fire agencies must be an established fire district or fire department which has been assigned a Fire Department Identification Number (“FDID”). Priority will be given to fire agencies with an annual budget of \$10,000,000 or less, including grants, donations, and all other sources. Local fire agencies above this budget threshold will be considered on a case-by-case basis.
  - Please note: OSFM is working on a separate investment strategy with the nine Federally Recognized Tribes of Oregon. Please email [osfm.grants@osp.oregon.gov](mailto:osfm.grants@osp.oregon.gov) for more information.
2. There is no specific award cap for a single fire agency as each application will require a detailed budgeting plan for the positions requested.
3. Applications must include a written Letter of Commitment by the corresponding Fire Chief, fire board, city council, city manager, governing body, or other fiduciary body responsible for the budget approval of the fire agency to match 10% of the first year’s salary, not including administrative costs, equipment and training.
4. The same written agreement must also include a commitment by the second year for the fire agency to fund 25% of any new positions created of the second year’s salary, not including administrative costs, equipment and training.
5. The same written agreement must also include a commitment for the fire agency by the third year to fund 50% of any new positions created of the third year’s salary, not including administrative costs, equipment and training.
6. Failure to meet the commitments in the Grant Agreement may result in the forfeiture of remaining funds.
7. Applications will be prioritized if their written Letter of Commitment includes a good faith statement to continuing the funded positions beyond the 3 years of the grant, using other funding.
8. Fire agencies with an established fire district or fire agency which has been assigned an FDID with five or fewer part or full time paid members may consider a soft match, meaning they can count volunteer time, to meet the 10%, 25%, and 50% match requirements.
9. If a fire agency is awarded funds for staffing, and the position becomes vacant during the grant period, the fire agency shall fill the vacancy within four months of the vacancy or forfeit

the remaining funds. OSFM reserves the right to make exceptions on a case-by-case basis.

10. This is a competitive grant and OSFM is anticipating awarding to less than thirty (30) fire agencies, depending on award amounts.
11. If a fire agency has received grant funds in the past two years from the Staffing for Adequate Fire and Emergency Response (“SAFER”), the fire agency may still apply and may still be awarded, but priority will be given to fire agencies that have not received SAFER grants in the past two years.

## **B. Allowable Costs:**

1. Two full time permanent Firefighter (“FF”) positions National Fire Protection Association- (“NFPA”) FF1 plus Wildland Interface Firefighter (“FFT2” for a maximum of 2 Full-Time Employee’s (“FTE”) for three years for fire suppression.
  - a) It is assumed that most of the new FF hires will be new recruits and part of the funding is to allow the normal training process within the first six months to become a NFPA FF1 and within one year to become a FFT2.
2. Permanent Fire Prevention Personnel (“FPP”), such as a fire marshal, fire inspector, or other fire prevention personnel for a maximum of two FTE for three years for fire prevention.
  - a. The focus of a FPP is general fire and life safety with a specific requirement on wildfire preparedness, prevention, and education, including structural wildfire assessments.
  - b. It is assumed that new FPP will need additional training to develop skills and take training associated with the work of fire prevention and structural wildfire assessments.
  - c. For the purposes of this document and application, Fire Prevention Personnel refers to staff who may perform a variety of duties related to fire awareness and life safety, ranging from conducting assessments and inspections, to developing plans, educational material, and training programs for members of the public.
3. Only full-time positions are eligible for funding in the two categories.
4. Fire agencies may have a combined position (.5 FTE FF and .5 FTE FPP).
5. Fire agencies may use these funds to bring a .5 FTE position to a 1.0 FTE position.
6. Fire agencies may choose any combination of staff with a maximum of two FTE for FFs and 2 FTE for a FPP for an overall total of four FTE.
7. Additional certifications are allowable for personnel, but these funds are only to cover trainings for FF1, FFT2, and FPP training for structural wildfire assessments salary and benefit costs for permanent structural firefighters and Fire Prevention Personnel.
8. Other personnel costs including but not limited to: onboarding, training, personal protective equipment, insurance, and other costs associated with hiring new permanent employees.
9. OSFM will offer supplemental trainings for FPP in the first six months of the grant award. OSFM’s trainings should be seen as an augmentation, not a replacement for each agency’s onboarding and training.

10. Administrative costs, including management, payroll and supplies, associated with payment of salaries up to 10% of the grant award.

**C. Unallowable Costs:**

1. Temporary, volunteer or limited duration positions.
2. New part-time personnel.
3. Vehicles, heavy equipment, such as trucks or their maintenance.
4. Fuel and other travel expenses.

**D. Letter of Commitment:**

1. OSFM recognizes the complex local dynamics that go into local budgeting. The Letter of Commitment is intended as a good faith effort on the part of local decision makers to budget for the additional personnel requested in the grant by the third year.
2. The intention of this grant is to facilitate the discussion for an overall increase in local fire budget to accommodate the grant requirements rather than shifting resources from one category to another in recognition of increased need.
3. The strength of this statement will be considered in making funding decisions.
4. OSFM encourages fire agencies to provide current and future vision for prevention. For example, a fire agency may be planning on a levy in the next two years to secure funding. The outcome of the public vote may not be known, but the attempt counts as a commitment (good faith effort).

**E. Method of Disbursement:**

1. If awarded, agencies will receive the entire three years of funding in one lump sum as quickly as it can be processed.
2. Fire agencies are responsible for spending funds according to agreed-upon schedules across the three years. Fire agencies are required to participate in financial reporting across the grant period.
3. A Grant Agreement requires signatures and must be returned to the OSFM Grant Manager before any awarded funds will be disbursed.

**F. Reporting Requirements:**

1. Reporting is required annually on the last day of November of each year and will be on a form provided by OSFM to the awarded fire agency at least one month before reporting is due.
2. The first report is due in June 2023.

**G. Standards:**

1. All equipment and training for FF1s must meet NFPA standards, link provided <https://www.nfpa.org/Training-and-Events>
2. All training for FFT2s must meet National Wildfire Coordinating Group (“NWCG”) standards, link provided <https://www.nwcg.gov/publications/training-courses>

## APPLICATION PROCESS

### A. Application Forms and Instructions:

Applicants are encouraged to use this following link to apply:

- Applications received after the deadline of November 30, 2022 5:00pm (pacific time), may not be considered.
- Applications not submitted on a current 2022 OFSCP application form, will not be considered.
- 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 via the online form, typing one's name in the form is sufficient for a signature.
- A PDF version of the Letter of Commitment must be attached to the online form. If the fire agency chooses to mail a copy of the Letter of Commitment instead of attaching a PDF version, the application will be considered incomplete until the document reaches OSFM Grant Manager. Hardcopies must be **received** by OSFM no later than November 30, 2022 by 5:00pm (pacific time) to be considered eligible.

### B. Application Deadlines and Submission Process:

Applications must be **received** no later than 5:00pm **November 30, 2022** via this application form link <https://app.smartsheet.com/b/form/e52e52e563d3451296f49e0070e610e3> This is the preferred submittal method.

2.If you need to change your application, submit a request to withdraw to [osfm.grants@osp.oregon.gov](mailto:osfm.grants@osp.oregon.gov). You may then resubmit your application.

3. Application considerations will begin December 1, 2022. Awards will be announced via press release on or before December 31, 2022. Local fire agency will be notified via email about the status of their application after the selection process.

4. OSFM reserves the right to ask follow-up questions about fire agency applications.

### C. Application Selection Process:

1. A review committee will convene and rank the applications based on the following criteria:
  - a) These are items OSFM already has data for and will use for the selection process:
    - Geographic spread.
    - Population served.
    - Wildfire potential.
  - b) These are items OSFM required you to describe and will use for the selection process:
    - Letter of Commitment.
    - How these funds will enhance your fire agencies response to local, regional, or state wildfires and/or enhance your fire safety education and community outreach.
    - How underserved populations will benefit from additional services.

- If seeking funds for Fire Prevention Personnel, existing fire prevention capacity.
- Work plan/strategic vision of Fire Prevention Personnel.
- Budget trend over the past three years.
- Lack of SAFER grants in the past two years (higher score for those who have not had a SAFER grant).
- Agency need based on:
  - Call volume
  - Number of full-time employees
  - Number of volunteers
  - Agency budget
  - Travel times (response time)

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](mailto:osfm.grants@osp.oregon.gov). See OSFM CONTACT section for more information.

**D. Time Period Covered by the Award:**

Applications Due:	By November 30, 2022, 5:00pm (pacific time)
Fire Agencies receive Notice of Award:	January 2023
Funding Allocated:	As soon as possible after Notice of Award
Reporting:	June 2023; November 2023; November 2024; November 2025
Grant period:	January 2023- December 2025

**FINAL REPORT**

Applicants who receive a grant award must provide OFSM with a final report. A link to the electronic report will be sent by email to the Local fire agency Fire Chief by November 2025.

**GRANT COMPLETION**

Once the applicant has expended the funds, the fire agency must notify the Grant Manager. To do this, the fire agency must email the Grant Manager and provide proof of payments for all personnel and administration. Please email [osfm.grants@osp.oregon.gov](mailto:osfm.grants@osp.oregon.gov).

**OSFM CONTACT**

All questions and communications regarding this grant must be directed to the contact listed below to avoid disqualification. Email is preferred.

Grant Manager  
 Oregon Office of State Fire Marshal  
 3565 Trelstad Ave SE  
 Salem, OR 97317



Email: [osfm.grants@osp.oregon.gov](mailto:osfm.grants@osp.oregon.gov)  
Phone: 503 779 8364