



# WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES FIREWISE USA® SITE MICRO GRANT

## **Notice of Funding Opportunity (NOFO)**

The 2024 Washington Department of Natural Resources (WA DNR) Firewise USA® Site Micro Grant is a part of the Wildfire Ready Neighbors (WRN) Program assisting Firewise USA® sites in community effort to implement their Firewise USA® Action Plans and be more prepared for a wildfire. This funding opportunity is designed to encourage neighbors to work together and take action to reduce wildfire risks through implementation of mitigation strategies identified in Firewise USA® site Action Plans. The WA DNR Firewise USA® Site Micro Grant will provide reimbursement of *up to* \$4,000\* for eligible activities conducted in Active or Prospective Firewise USA® sites. For information about the National Fire Protection Association Firewise USA® program visit <https://www.nfpa.org/en/education-and-research/wildfire/firewise-usa/become-a-firewise-usa-site> or contact your local WA DNR Community Resilience Coordinator. The following guidelines are intended to help potential grantees apply for this funding opportunity.

*\*Awarded reimbursements may vary based on available funds and numbers of applicants; awards shall not exceed \$4,000 and awardees will be notified of actual reimbursement amount available at time of award.*

### **Program Intent and Objectives:**

The intent of this grant opportunity is to encourage residents of Washington State to prepare for the 2024 wildfire season during the Wildfire Awareness Month of May. Hosting a community event and/or implementing action items from existing or newly developed Firewise USA® Action Plans is a great way to prepare, this program helps facilitate that. The springtime Wildfire Awareness Month can be used as a pre-season focus time for your community to prepare for the upcoming fire season, however your event /activity can be held at any time prior to June 15<sup>th</sup>, 2024.

The objectives of these grant awards are to:

- Encourage communities to celebrate Wildfire Preparedness Day (May 4<sup>th</sup>, 2024) and/or to celebrate the Wildfire Awareness Month of May.
- Increase ignition-resistance in communities through homeowner mitigation actions in the Home Ignition Zone and other community property.
- Help communities implement Firewise USA® Action Plans.
- Educate the public about the benefits of the wildfire mitigation activities.
- Support current and/or prospective Firewise USA® sites.
- Encourage more Firewise USA® sites in Washington State to help reduce the risk of catastrophic loss in communities due to wildfire and create more ignition resistant Washington communities.



- Reduce the risk and effects of wildfire in wildland-urban interface areas.
- Encourage greater understanding of fire adaptation principles in Washington State.

### **Project Match Requirements:**

This program has NO project match requirements. Eligible expenses will be reimbursed after project completion. Receipts required for reimbursement.

### **Eligible Grantees:**

Active and Prospective Firewise USA<sup>®</sup> sites, or local Fire Districts/non-governmental organizations, planning a community event in all of Washington State

### **Eligible Projects:**

- Projects listed in Firewise USA<sup>®</sup> Action Plans; or projects that increase ignition-resistance and/or focus on actions in the Home Ignition Zone and its immediate surroundings.
- Expenses associated with community events celebrating Wildfire Preparedness Day, Wildfire Awareness Month, or other community wildfire mitigation activities or events. This could include a workshop to educate community members about the National Firewise USA<sup>®</sup> program and the steps to becoming nationally recognized.
- Wildfire mitigation educational activities/workshops or materials that can be used to educate the community. (Structural firefighting educational supplies are not covered).
- Wildfire hazard mitigation activities, such as hazardous fuels reduction, debris collection, chipping programs, etc.
- Updating and installing Fire District approved reflective addressing signs throughout the community.
- Other items may be eligible; attend the informational webinar on: **Thursday February 15<sup>th</sup> at 1100** (see invitation further down this document). Recordings will be available at: <https://www.dnr.wa.gov/firewise>

Outlined below is a list of approved equipment and services which can be rented and reimbursed with state funds administered by DNR under this Grant. Additional items may be acceptable; Please confirm before incurring expenses, as non-eligible expenses will not be reimbursed. For more information, contact the Grant Manager or your Local WADNR Community Resilience Coordinator listed in the contacts below.

### **Sample of Approved Services and Expenses**

- Equipment rental for wildfire hazard mitigation, fuel for equipment
- Hazardous fuel removal or firebreaks (chipper, debris bins, chainsaw, industrial leaf blowers, industrial weed eaters, etc.)
- Education/Preparedness workshop expenses
- Fire Resistant Plants
- Hardscape materials such as gravel
- Community Mailings
- Contracted labor costs
- Dumpster rentals and disposal fees



### **Ineligible Projects or Items:**

- Promotional literature for a community.
- Projects outside the intent and scope of the legislative funding as interpreted by the DNR.
- Food or Beverages
- Indirect and administrative costs

### **Funding Ranges:**

The 2024 Washington DNR Firewise USA® Micro Grant program has up to \$4,000 available per community. If you have needs beyond this amount, ask your local DNR Community Resilience Coordinator about the availability of additional funds this funding cycle.

### **Grant Application Deadline and Review:**

- Deadline: Round 1 February 27<sup>th</sup>.** Applicants will be notified of results by **March 5<sup>th</sup>.**
- Round 2 is due by March 27<sup>th</sup>.** Applicants will be notified by **April 5<sup>th</sup>** of the results (Round 2 will only happen if funds are still available)
- Round 3 starts March 28<sup>th</sup>,** first come first serve until funds run out or **May 30<sup>th</sup>.** (Round 3 will only happen if funds are still available)

### **Deadlines:**

**If awarded funds, your project must be completed by June 15, 2024.**

The Washington State Department of Natural Resources **Claim Form needs to be submitted to Regional Wildfire Resilience Coordinators no later than June 20, 2024 (see below).**

### **Cost Documentation, Payment Process, and Reporting:**

- Method of payment: Program will **reimburse** for **actual expenses** as describe in your award letter. One reimbursement payment will occur after project completion for eligible expenses incurred after the Award Date and Prior to June 15<sup>th</sup>, 2024.
- The grantee must provide DNR with **acceptable written documentation** (e.g. receipts from contractors and suppliers of costs incurred.)
- The intended payee of the awarded funds must have a valid Statewide Vendor



Registration prior to making a claim for reimbursement by the June 20<sup>th</sup> deadline.

- The payee is usually the same as the applicant/grantee, in some cases contractors may be the payee.
- Intended payees with a valid Statewide Vendor Registrations on file with the Washington State Department of Enterprise Services may use their current registration. ***It is recommended grantees ensure the intended payee has a valid Statewide Vendor Registration after you receive your approval letter, prior to the completion of the project and the subsequent claim for reimbursement. This will help avoid delays and missing the completion paperwork deadline of June 20th. If the deadline is missed, you may not receive reimbursement past June 30<sup>th</sup>.***
- The following website has the most recent Statewide Vendor Registration forms available to download: <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/vendor-payee-registration>
- The following website may be used to lookup a current registration, the Statewide Payee Desk phone number is located on the upper right: <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup>
- **The State of Washington may be required to report your grant payment to the IRS in compliance with agency regulations. Claimants may receive a 1099 tax form from the DNR. Consult a tax professional if you have questions about reimbursement payments and taxable income.**
- Grantees will be required to provide an accomplishment report with activity summary and proof of project completion to DNR:
  - Demographic data – Community name, location, date of event, and total amount of funds used.
  - Activity summary – Number of participants, acres treated, hours spent, copy of hazard risk assessment, brochures produced. If funds are used to conduct an outreach meeting, then organizers should submit a copy of the meeting agenda, number of contacts made (# of attendees), and materials produced or handed out. (Example: A one-day project to remove flammable debris would provide to DNR the number of acres covered, the total tonnage/cubic yards collected for the day and a sign-in sheet recorded each participant's name and number of hours worked.)
  - Photos – Before and after, community participation, etc. If submitting photos that include minors, a waiver must be signed and submitted.



**Program Contacts**

**Washington Department of Natural Resources Firewise USA® Site  
Assistance Micro Grant Manager – General Questions**

**Jake Hardt  
360-359-6566**

**[Jake.hardt@dnr.wa.gov](mailto:Jake.hardt@dnr.wa.gov)**



# WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES

## Regional Community Resilience Coordinators

**Please send your completed applications to your local Community Resilience Coordinator**

**Jennifer Coe** – Whatcom, Skagit, Snohomish, Mason, Jefferson, Clallam

[jennifer.coe@dnr.wa.gov](mailto:jennifer.coe@dnr.wa.gov)

[360-972-4428](tel:360-972-4428)

**Marc Titus** – Yakima, Clark, Cowlitz, Wahkiakum, Lewis, Pacific, Grays Harbor

[marc.titus@dnr.wa.gov](mailto:marc.titus@dnr.wa.gov)

[509-504-5357](tel:509-504-5357)

**Charlie Landsman** – Klickitat, Benton, Franklin, Walla Walla, Columbia, Garfield, Asotin, Skamania

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[360-972-4249](tel:360-972-4249)

**Jake Hardt** – Chelan, Douglas, Grant, Adams, Pierce, Thurston, Kitsap

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[360-359-6566](tel:360-359-6566)

**William Knowlton** – Okanogan, Ferry, Island, San Juan

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[360-972-4272](tel:360-972-4272)

**Robert Boles** – Stevens, Pend Oreille, Lincoln, Spokane, Whitman

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[360-972-4185](tel:360-972-4185)

**Rose Beaton** – Kittitas and King

[rose.beaton@dnr.wa.gov](mailto:rose.beaton@dnr.wa.gov)

[509-797-1882](tel:509-797-1882)



## **Washington Department of Natural Resources Firewise USA® Site Micro Grant Information Webinar:**

Topic: 2024 Washington Department of Natural Resources Firewise USA® Site Micro Grants - Support for Community Action Plans

Time: Feb 15, 2024, 11:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://dnr-wa-gov.zoom.us/j/82162125757>

Meeting ID: 821 6212 5757

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One tap mobile

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+12532050468,,82162125757# US

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Dial by your location

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- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 931 3860 US
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- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- 888 475 4499 US Toll-free
- 833 548 0276 US Toll-free
- 833 548 0282 US Toll-free
- 877 853 5257 US Toll-free

Meeting ID: 821 6212 5757

Find your local number: <https://dnr-wa-gov.zoom.us/j/82162125757>