

DEPARTMENT OF NATURAL RESOURCES

HAND CREW APPLICATION/AGREEMENT PRESEASON AGREEMENT PACKET INSTRUCTIONS

Read the Application/Agreement in its entirety, paying attention to:

Ensure all 29 pages, Certificates of Insurance and your TIN/EIN, UBI, SWV numbers. are submitted to the Wildfire Preparedness Coordinator PreseasonAgreement@dnr.wa.gov.

- Page 1 Application Instructions – **Ensure your company is registered with Office of Financial Management and you have completed the OFM Vendor/Payee Registration Form and the Direct Deposit Authorization Form.**
- Page 1: Complete the Contractor Information, City, State, Zip, Physical Location of Resource, Point of Hire & County, etc. Include all Primary and Alternate Contractor Contact Information. You may add additional contact information if there are additional numbers that will aid in dispatching resources.
- Page 2: All hand crew members shall meet NWCG standards for wildland fire position qualifications.
- Pages 10 and 11: Ensure pages are signed.
- Page 16 and 17: 13.01 Contractor's required insurance information. Certificates of insurance must be submitted with packet and whenever it is renewed.
- Page 21: Indicate the number of each type of crew and their designated dispatch location.
- Page 22: Send in a rate sheet for each crew IF the rates and locations are different. (Multiple page 22's are fine).
- Return the **entire**, signed 29+ page agreement, with Insurance Certificates to:

Department of Natural Resources
Wildland Fire Management Division
Attention: Wildfire Preparedness Coordinator
PO Box 47037
1111 Washington Street SE, 4th FL
Olympia, WA 98504-4737

Or Email to: PreseasonAgreement@dnr.wa.gov

- Incomplete, Inaccurate Applications/Agreements will not be executed.**