# WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES

**Washington Firewise USA® Site Assistance  
 Micro Grant Information and Application**

The 2023 WADNR Firewise USA® Site Assistance Micro Grant is a part of the Wildfire Ready Neighbors (WRN) Program assisting Firewise USA® sites in community effort to be more prepared for a wildfire. It is designed to encourage neighbors to work together to take action and reduce wildfire risks through implementation of mitigation strategies identified in Firewise USA® site Action Plans. This program will provide reimbursement of *up to* $3,000\* for eligible activities conducted in Active or Prospective Firewise USA® sites. The following guidelines are intended to help potential grantees apply to this program.

\**Awarded reimbursements may vary based on available funds and numbers of applicants; awards shall not exceed $3000 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 2023 wildfire season by implementing action items from existing or newly developed Firewise USA® Action Plans—generally speaking in the form of a Community Event—during Wildfire Awareness Month in May 2023. 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 15th, 2023.

The objectives of these grant awards are to:

* Encourage communities to celebrate Wildfire Preparedness Day (May 6th, 2023) 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.

## Eligible Grantees:

Active or Prospective Firewise USA® sites in ALL Washington Counties are eligible to apply.

## Eligible Projects:

* Projects listed in Firewise USA® Action Plans; or 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 might include a workshop to educate community members about the National Firewise USA® 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.
* Addressing and signs.
* Other items may be eligible; attend the informational webinar on:  
  **Friday February 10th at 1100** (see invitation further down this document). Recordings will be available at: <https://www.dnr.wa.gov/WildfireDefense>

Outlined below is a list of approved equipment and services which can be rented and reimbursed with state funds administered by DNR for 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.

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| --- | --- |
| **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.) * Firewise Workshop expense | * Fire Resistant Plants * Hardscape materials such as gravel * Tipping Fees * Labor costs |
| * Dumpster rental * Community mailings * Contractor costs | |

## 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:

Grants shall not exceed $3,000 per community. If you have needs beyond this amount, discuss with your local DNR Community Resilience Coordinator as there may be other funding options available.

## Grant Application Deadline and Review:

**Deadline: March 1st, 2023.** Applicants will be notified of the results by **March 10th, 2023**.

## Deadlines:

The project must be completed by **June 15, 2023**.

Reimbursement paperwork will need to be submitted to WADNR Grant Manager **no later than June 20, 2023.**

## Cost Documentation, Payment Process, and Reporting:

* Method of payment: Program will **reimburse** you for **actual expenses** as describe in your award letter. One reimbursement will occur after project completion for eligible expensed incurred after the Award Date and Prior to June 15th, 2023.
* The applicant must provide DNR with **acceptable written documentation** (e.g. receipts from contractors and suppliers of costs incurred for each practice category for which reimbursement is to be paid.
* Upon completion of project and/or prior to reimbursement request, grant awardees must submit a Washington State Payee Registration form (included). Those with valid Payee Registrations on file with the Washington State Department of Enterprise Services may use their current registration. DNR will provide claimants with the necessary forms upon receiving proof of project’s completion; **The State of Washington may be required to report your grant payment to the IRS in compliance with agency regulations.**
* Grantees will be required to provide a brief summary report 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 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 Firewise USA® Site Assistance Micro Grant Manager**

**Marc Titus**

**360-972-4135**

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

**Regional Wildfire Resilience Coordinators by county:**

**Jennifer Coe** – Whatcom, Skagit, San Juan, Snohomish, Island, King, Pierce, Thurston, Mason, Kitsap, Grays Harbor, Jefferson, Clallam

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

**Marc Titus** – Yakima, Skamania, Clark, Cowlitz, Wahkiakum, Lewis, Pacific

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

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

[charlie.landsman@dnr.wa.gov](mailto:charlie.landsman@dnr.wa.gov)

**Jake Hardt** – Chelan, Douglas, Grant, Adams

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

**William Knowlton** – Okanogan, Ferry

[william.knowlton@dnr.wa.gov](mailto:william.knowlton@dnr.wa.gov)

**Jason Cirksena** – Stevens, Pend Oreille, Lincoln, Spokane, Whitman

[jason.cirksena@dnr.wa.gov](mailto:jason.cirksena@dnr.wa.gov)

**Rose Beaton** – Kittitas

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

## Grant Information Webinar:

Topic: 2023 Firewise USA® Site Micro Grants - Support for Community Action Plans  
Time: Feb 10, 2023 11:00 AM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://dnr-wa-gov.zoom.us/j/88276269631>

Meeting ID: 882 7626 9631  
One tap mobile  
+17193594580,,88276269631# US  
+12532050468,,88276269631# US

Dial by your location  
        +1 719 359 4580 US  
        +1 253 205 0468 US  
        +1 253 215 8782 US (Tacoma)  
        +1 346 248 7799 US (Houston)  
        +1 669 444 9171 US  
        +1 669 900 6833 US (San Jose)  
        +1 301 715 8592 US (Washington DC)  
        +1 305 224 1968 US  
        +1 309 205 3325 US  
        +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  
        +1 689 278 1000 US  
        +1 929 205 6099 US (New York)  
        833 548 0282 US Toll-free  
        877 853 5257 US Toll-free  
        888 475 4499 US Toll-free  
        833 548 0276 US Toll-free  
Meeting ID: 882 7626 9631  
Find your local number: <https://dnr-wa-gov.zoom.us/u/kxHAchiIE>

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

**Applicant Name\* (Community Name, County Agency, Organization)**: Click or tap here to enter text.

*\*Generally speaking, this is who gets the reimbursement check.*

**County**: Click or tap here to enter text.

**(Same as Signor below)**

**Contact Name**: Click or tap here to enter text. **Phone number**: Click or tap here to enter text.

**Mailing Address**: Click or tap here to enter text.

(Street or P.O. Box, City, Zip Code)

**E-Mail**: Click or tap here to enter text.

**Project Narrative**: (A short narrative should be included that outlines the purpose of the activity, expected results, timeline for completion, who is responsible for the project, project accomplishment measures and what the DNR grant will be paying.)

Click or tap here to enter text.

**Proposed Project Date**: Click or tap to enter a date.

**Project Location**: Click or tap here to enter text.

**Grant Funds Requested**: This program is a reimbursement program that reimburses your actual costs up to the amount approved in your award letter. If your costs are under what you estimated, you only receive funds for your actual costs and may not receive the full amount.

**Grant Funds Requested**: $Click or tap here to enter text.

**What Grants funds will be used for**:

Click or tap here to enter text.

## As an authorized representative of the community or organization making this application, I hereby certify that, to the best of my knowledge, all information provided herein is true and represents the desires of this community or organization. I further certify that I understand the purpose and rules of the program as outlined in the Application Package.

Signature (drop a small picture of your signature below or e-sign with your Full Name:  
 Click or tap here to enter text.

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Email completed application to:

## Marc Titus

## marc.titus@dnr.wa.gov

## Contact phone number: 360-972-4135