



## WILDFIRE

### Volunteer Fire Assistance 2024 Phase 3 (Fire Shelter) Grant Application

#### A. Application Directions

- Fill out application completely, incomplete applications will not be accepted or funded.
- The maximum funding award per applicant is **\$4,000**.
  - DNR will fund \$2650 using HB1168 funding that will be distributed concurrent with the awarded grant.
  - DNR will fund \$1350 using VFA funding that will be distributed upon the District/Department providing DNR with the completed Reimbursement Form and final invoice(s) showing the purchase(s).
  - This grant requires a 10% (\$400 if requesting full amount) match by the District/Department and any additional amount over the \$4,400 total grant.
  - Districts/Departments may place a maximum order of 10 shelters through the WA DNR Fire Cache. Orders to the WA DNR Fire Cache can be placed here:  
<https://wadnrfirecache.mybigcommerce.com>
  - If you utilized the WA DNR Fire Cache, please note **"2024 Phase 3 (Fire Shelter) Grant"** in the comments section at time of checkout. *(Note: Shipping costs for Fire Districts/Departments are additional costs and will be added to the invoice total. Will-call pickup is available upon request at time of checkout.)*
- District/Departments and/or Association of Districts may only submit one application. Private entities are not eligible and will not be accepted or considered for funding.
- Districts/Departments with no Wildland Fire responsibility or authority within that District's/Department's jurisdiction are non-eligible.
- Application **must be signed** by an Authorized Representative with the authorization to act on behalf of the applicant in their respective areas for matters related to this instrument; agreeing to the terms of the grant award should applicant be selected for funding (see Section F).
- Submit completed and signed application in **Word** or **PDF** format only, by the following method:
  - Email: [fepp\\_assist@dnr.wa.gov](mailto:fepp_assist@dnr.wa.gov), or if alternate options for submitting applications are needed, please contact Dan Boyle – Fire District Assistant Program Manager @ [Daniel.Boyle@dnr.wa.gov](mailto:Daniel.Boyle@dnr.wa.gov) or (360) 480-0490
- Applications must be received by DNR **no later than January 15, 2024** to be considered.

#### B. Contact Information

1. Applicant: \_\_\_\_\_  
Fire District/Fire Department (Full Name)
2. Mailing Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code + 4 \_\_\_\_\_  
County \_\_\_\_\_ Contact Email \_\_\_\_\_
3. Contact Name: \_\_\_\_\_  
Printed Name \_\_\_\_\_ Phone \_\_\_\_\_  
Title \_\_\_\_\_ (XXX-XXX-XXXX)

4. Applicant DUNS number: \_\_\_\_\_ (must be provided)  
• If the applicant doesn't have a DUNS number, one can be obtained at <https://fedgov.dnb.com/webform>

### C. Eligibility Information

Fire District service area provides fire protection to which of the following. Check appropriate box and provide community name(s). Must have a 70% or greater volunteer firefighter membership:

1. ☐ Rural area or rural community with a population of 10,000 or fewer residents

Community Name(s) \_\_\_\_\_

OR

2. ☐ Community of more than 10,000 residents AND a service area that includes a rural community of fewer than 10,000 residents (*funding must be used to benefit the rural community*)

Community Name(s) \_\_\_\_\_

AND

3. ☐ Applicant has a 70% volunteer firefighter membership or greater. (*As an example, for a Fire District with a total of 30 firefighters (counting both paid and volunteer), 21 of them must be volunteers.*)

Number of Paid Fire Staff

Number of Volunteer Fire Staff

### D. Fire District/Department Information

1. Does applicant have a current agreement to provide wildland suppression support to DNR? Check appropriate box. Provide the DNR agreement number. (*Considered in prioritization but not required for eligibility*)

☐ No

☐ Yes \_\_\_\_\_

2. Does applicant have a current agreement to provide wildland fire suppression support to federal jurisdiction within or adjacent to your jurisdiction? (*Considered in prioritization but not required for eligibility*)

☐ No ☐ Yes - If yes, check appropriate box for federal agency(s)

☐ Bureau of Land Management

☐ US Forest Service

☐ National Park Service

☐ Bureau of Indian Affairs (BIA)

☐ US Fish & Wildlife Service

3. Check appropriate box identifying if applicant has previously received funding through the Phase 2 or Phase 3 programs:

☐ Last year

☐ 2 years ago

☐ 3 years ago

☐ Not within the past 3 years

List: \_\_\_\_\_

4. Fire Operating Budget: \_\_\_\_\_

5. Average No. of Annual Wildfire Responses: \_\_\_\_\_ (*does not include structural, medical, or rescue*)

## E. Funding Request

### 1. Eligible Project Category-

- ☐ Current approved Wildland Fire Shelter Complete (Regular/Large)
- ☐ Current approved Wildland Practice Shelter (Regular/Large)

**2. Provide a brief narrative describing how this grant improves fire response.**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**3. Complete the “Project – Cost Summary” detailing required purchases and funding source (grant dollars, applicant match, donations) required to complete the project. (Note: Sub-total and total columns calculate automatically after data entry and using the tab key to move to the next field)**

Project - Cost Summary			
Do not enter commas or dollar signs when entering Project Cost Breakdown fields			
A. Project Requirements	B. Project Cost Breakdown		
List all equipment.	Grant Funding	District Match	Totals
Applicable Sales Tax (if not included above)			
<b>Sub-total</b>			

F. Signature Block

The 2023 Phase 3 Grant award includes funding from two sources. Washington State House Bill 1168, an act relating to long-term Forest Health and the reduction of wildfire dangers; as well as the Volunteer Fire Assistance, which is a Federal Grant program administered by DNR to provide funds for fire equipment, training, and initial Fire Department organization to Fire Districts/Departments serving smaller communities under 10,000 in population.

- I certify that:
- The information provided is true and accurate to the best of my knowledge.
  - If awarded a grant, applicant will comply with all program requirements including, but not limited to:
    - All grant costs submitted for reimbursement are incurred after December 1, 2023.
    - All match costs reported are incurred as part of the project and after December 1, 2023.
    - Submit all required information for final reimbursement no later than December 31, 2024.
    - Fiscal records pertaining to the grant award will be kept for ten years after the final grant payment or any dispute resolution.
    - Provide access to grant/financial records for inspection by the DNR or by any duly authorized audit representative of the state of Washington or the USDA Forest Service for a period of ten years after the final grant payment or any dispute resolution.
    - DNR will reimburse final project cost upon final purchase; therefore, the District/Department will submit a reimbursement request form to include project invoices.
    - All appropriate state and federal laws, rules and regulations.

APPROVAL

By signature below, the Applicant certifies that as a representative of the Applicant he/she is authorized to act in their respective areas for matters related to this instrument; agreeing to the terms of grant award should applicant be selected for funding.

_____ Authorized Representative Printed Name	_____ Title
_____ Signature	_____ Date

## Attachment A

Funds awarded through this application are, in part, federal funds made available to DNR through the Department of Agriculture Forest Service Volunteer Fire Assistance Program. If awarded funding, the Applicant is considered a "Sub-recipient". It is the Sub-recipient's responsibility to ensure compliance with the most up-to-date applicable federal laws, rules and regulations, including but not necessarily limited to the following:

**1. Cost Principles.** By accepting Federal assistance, the Sub-recipient agrees to abide by the applicable Office of Management and Budget (OMB) Circulars including, but not limited to federal regulation [2 CFR Part 200 sections A-F](#) as well as appendixes, revisions and additional sections as supplemented by the funding agency in the expenditure of federal funds and performance under this program.

**2. Audit Requirements.** Non-federal entities that expend \$750,000 or more federal awards in a year are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996. Recipients expending less than \$750,000 in a year are exempt from federal audit requirements but must make records available for review or audit by federal agencies and/or DNR.

**3. Executive Compensation.** Sub-recipients must report the names and total compensation of each of the Sub-recipient's five most highly compensated executives for the Sub-recipient's preceding completed fiscal year if: In the Sub-recipient's fiscal year, the Sub-recipient received:

- i.) 80 percent or more of its annual gross revenues from federal procurement contracts (and sub-contracts) and federal financial assistance subject to the Transparency Act (and sub-awards); and
- ii.) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and sub-contracts) and federal financial assistance subject to the Transparency Act, (and sub-awards); and
- iii.) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a) 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

**Refer to complete instructions for reporting, exemptions and definitions as contained in federal regulation 2 CFR 170**

**4. Trafficking in Persons.** Sub-recipients are prohibited from trafficking in persons as detailed in federal regulation 2 CFR-Grants and Agreements.

**5. Eligible Workers.** Sub-recipient shall ensure that all employees complete federal form I-9 "Employment Eligibility Verification" to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC § 1324a). Sub-recipient shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any subsequent sub-award under this agreement.

**6. Debarment and Suspension.** Sub-recipient certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency. Sub-recipient shall immediately inform the Federal funding agency and DNR if they or any of its principals become excluded, debarred, or suspended from entering into covered transactions with the federal government. Additionally, should Sub-recipient or any of its principles receive a transmittal letter or other official federal notice of debarment or suspension they shall notify the Federal funding agency and DNR without undue delay. This applies whether the exclusion, debarment or suspension is voluntary or involuntary.

Sub-recipients are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include those procurement contracts for goods and services awarded under a non-procurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed

\$25,000 or meet certain other specified criteria. All non-procurement transactions (i.e., sub-awards), irrespective of award amount, are considered covered transactions.

When a Sub-recipient enters into a covered transaction with an entity at a lower tier, the Sub-recipient must verify that the entity is not suspended or debarred or otherwise excluded. This verification may be accomplished by checking the System for Awards Management (SAM) at <https://www.sam.gov>, collecting a certification from the entity or adding a clause or condition to the covered transaction.

**7. Non-Discrimination.** During the performance of activities under this award, the Sub-recipient shall comply with all federal, state and local non-discrimination laws, regulation and policies. In the event of the Sub-recipient's non-compliance or refusal to comply with any non-discrimination law, regulation or policy, this award may be rescinded, cancelled or terminated in whole or in part, and the Sub-recipient may be declared ineligible for further awards from DNR.

In accordance with Federal law and U.S. Department of Agriculture (USDA)/Department of Interior (DOI) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

USDA – To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (202) 720-5964.

DOI – The formal complaint should be filed by you or your representative, using Department of the Interior Form DI-1892, with the Bureau or Office EEO Officer where the alleged discriminatory incident occurred or with the Director, Office for Equal Opportunity, 1849 C Street N.W., MS-1442 MIB, and Washington, D.C. 20240. The DI-1892 form may be obtained from the EEO Counselor or the Bureau EO Office.

If you are filing a complaint against another agency go to <http://www.hhs.gov/ocr/civilrights/complaints/index.html>, for more information.

**8. Harassment.** Per [RCW 43.01.135](#), Sexual harassment in the workplace, Agency Contractors hereby have access to DNR Policy PO01-007 Harassment Prevention: [https://www.dnr.wa.gov/publications/em\\_PO01-007\\_harassment\\_prevention.pdf](https://www.dnr.wa.gov/publications/em_PO01-007_harassment_prevention.pdf)

**9. Lobbying.** Sub-recipient shall not use funds from this award to pay any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any federal contract; the making of any federal grant; the making of any federal loan; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this award, the Sub-recipient shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

Sub-recipient shall include the above language in documents for all sub-awards under this Agreement at all tiers.

**10. Other Grant Specific Requirements.** For further information related to federal requirements that may apply to Sub-recipients, go to Code of Federal Regulations (CFR), 2 CFR Section 200.330 – 332 <https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-330/context>