



# 2024 WILDFIRE SEASON STAFFING GRANT FREQUENTLY ASKED QUESTIONS

## **1. WHAT IS THE 2024 WILDFIRE SEASON (WFS) STAFFING GRANT?**

The 2024 WFS Staffing Grant is funding available to Oregon fire agencies to increase firefighter staffing during the 2024 wildfire season. This funding will increase on-duty capacity throughout the 2024 fire season and allow agencies to mobilize quickly at the local, regional, and statewide levels.

## **2. WHO IS ELIGIBLE FOR THE GRANT?**

Oregon's 300+ local fire districts and departments with an FDID or Tribal ID# in active-responding status.

## **3. WHO IS NOT ELIGIBLE FOR THE GRANT?**

If your agency received an out-of-compliance letter or email from the OSFM for a previous grant, your agency may be ineligible for this grant.

If your agency is in the process of responding or reporting to the OSFM related to the 2023 WFS Staffing Grant, your agency may be ineligible for this grant until which time the audit is finalized.

## **4. IS MY AGENCY ELIGIBLE IF IT HAS A 2023 WILDFIRE SEASON STAFFING GRANT AMENDMENT?**

Yes. If your agency was approved for an amendment that extended the terms of the prior year's award, you may be eligible to apply again. Your request may not exceed \$35,000 for the new year.

The total amount of carryover must be disclosed and included in the total ask for the 2024 grant cycle. (e.g., if your agency was approved to carry over \$5,000, you may request up to \$30,000 in the new year).

## **5. HOW MUCH FUNDING IS AVAILABLE FOR THE GRANT?**

The OSFM has allocated approximately \$6 million to the 2024 WFS Staffing Grant.

## **6. WHAT IS THE MAXIMUM AWARD?**

Grants of up to \$35,000 are available to eligible Oregon fire agencies. Agencies may include up to a 10% administrative cost request in the total amount requested of \$35,000.

## **7. WHAT TIMEFRAME QUALIFIES AS 'WILDFIRE SEASON'?**

For this grant, June 1 through October 31 qualifies as wildfire season.

## **8. CAN EMPLOYEES RECEIVE A FINAL CHECK IN NOVEMBER?**

Yes. Payments for earnings through October 31 may be made in November.



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### **9. WHAT HAPPENS IF I DON'T EXPEND THE WHOLE AMOUNT RECEIVED BY OCTOBER 31?**

The OSFM will issue guidance each year on unspent funds. The goal is to request enough grant funds that can be spent during the wildfire season on increased staffing each year, limiting unspent funds.

### **10. WHAT IS THE DEADLINE TO APPLY?**

Applications for the 2024 WFS Staffing grant will be accepted through March 22, 2024, at 11:59 p.m.

### **11. WHAT ARE THE ALLOWABLE COSTS FOR THIS GRANT?**

Personnel costs that increase the availability of firefighters (where minimal training is needed) including paying:

- students/interns,
- volunteers,
- extra shifts for part-time career firefighters,
- seasonal firefighters,
- overtime shifts for full-time career firefighters (see manual for additional information).

Administrative costs of up to 10% of the grant award including:

- grant management,
- payroll expenses,
- supplies associated with the payment of salaries.

### **12. WHAT COSTS ARE NOT ALLOWED WITH THIS GRANT?**

- Hiring permanent employees,
- Supplanting existing personnel budgets or other budgets. (i.e., using these funds to cover personnel costs your agency already has budgeted for to allow other activities not budgeted for),
- Paid leave expenses (i.e., vacation or sick leave),
- Purchasing equipment or equipment maintenance,
- Purchasing supplies or PPE,
- Fuel or engine maintenance,
- Raises or bonuses,
- Training events, conferences, travel expenses,
- Hours reimbursed via other means (i.e., pre-po, immediate response, conflagration),
- Fuel and other travel expenses.



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### **13. HOW WILL THE OSFM PRIORITIZE APPLICATIONS?**

Priority will be given to local fire agencies whose annual property tax income does not exceed \$2 million. This information can be found at the tax assessor's office. This is not the annual operating budget, capital outlay budget, funding received from all grants (local, state, and federal), or reserve accounts.

Agencies with an annual property tax income exceeding \$2 million are eligible to apply. These applications will be reviewed after the application period closes on March 22, 2024; awards will be made in priority order, dependent upon funding.

### **14. FOR CITY FIRE DEPARTMENTS, IS THE PROPERTY TAX INCOME THE AMOUNT RECEIVED BY THE FIRE DEPARTMENT OR BY THE CITY?**

Report the total property tax income received by the fire department from the city.

### **15. WHEN ENTERING ANNUAL PROPERTY TAX INCOME INFORMATION, ARE LEVIES INCLUDED?**

Yes, include the levy amount. Make note of this in the comments section of the application.

### **16. DO WE REPORT ANNUAL PROPERTY TAX INCOME INFORMATION THAT DOES NOT SUPPORT THE FIRE AGENCY?**

No. You only need to report the funds the fire agency is expected to receive.

### **17. IS HIRING SEASONAL (STRUCTURAL) FIREFIGHTERS ALLOWED?**

Yes. Seasonal firefighters hired with this funding should meet the structural firefighter qualifications as outlined by the applying agency. This grant is not intended to extend training events.

### **18. HOW AND WHEN WILL FUNDING BE AVAILABLE?**

Applications will be reviewed as they are received and processed as quickly as possible. Grants will be awarded in a one-time lump sum to be spent across the duration of the grant period. Money is released upon the successful execution of an Agreement between both parties.

### **19. WHAT ARE THE REPORTING REQUIREMENTS?**

Recipients of the grant must provide the OSFM with a mid-report (June-August payroll) in September 2024. A final report (June-October payroll) and survey (online form) will be due in November 2024.



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### 20. HOW DO I SUBMIT A WILDFIRE SEASON STAFFING GRANT APPLICATION?

[Click here to apply.](#)

### 21. HOW CAN I CONTACT THE GRANTS TEAM IF I HAVE QUESTIONS?

Please contact the OSFM Grants Team:

Shaun Parkman, grants manager, and Michelle Slay, grants coordinator

Email: [osfm.grants@osfm.oregon.gov](mailto:osfm.grants@osfm.oregon.gov)

Call or text: 503-791-1956

The OSFM is hosting two webinars for Oregon fire service members interested in learning more about the 2024 Wildfire Season Staffing Grant. OSFM staff will make a brief presentation and be available to answer questions.

**Tuesday, March 5, 2024**

**Wednesday, March 6, 2024**

*This frequently asked questions document will be updated as necessary.  
All fire chiefs will be emailed when the FAQ document is updated.*