



**COMMUNITY WILDFIRE RISK REDUCTION GRANT:
DEFENSIBLE SPACE FOR THE BUILT ENVIRONMENT**

MANUAL

MAY 2024

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IMPORTANT DATES

Application period opens:	May 20, 2024
Application period closes:	July 19, 2024, at 11:59 p.m.
Internal reviews:	July - August
Committee reviews:	August - September
Award decisions:	October
Projects start:	Start dates depend on agreement/release from the OSFM
Projects end:	August 31, 2026
Mid-report due:	December 15, 2025
Final report due:	October 16, 2026
Return of unexpended funds:	December 31, 2026

LINKS

[How Fire Incident Reporting Compliance is determined in Oregon](#)

OVERVIEW

This grant's purpose is to increase wildfire defensible space in Oregon by funding wildfire mitigation projects from structural fire protection agencies, counties, and cities.

Total funds available: \$3 million

Awards will be between \$50,000 - 75,000 to be completed by August 31, 2026

PROJECT TYPES

All eligible projects will be separated into two categories:

- Defensible space projects
- Community protection projects

Defensible space projects are focused on wildfire mitigation and protection in the first 100 feet around buildings. These projects will be allocated approximately 70% of the available funds.

Examples include but are not limited to:

- A locally-managed defensible space incentive program for private landowners or residents.
- Direct contracts or work to create fire-resistant landscapes around residential, commercial, and municipal buildings or other critical infrastructure.
- Create or support existing community programs that create defensible space.
- Locally-managed cleanup days, debris disposal days, or chipper programs to support communities creating and maintaining defensible space around buildings.

Community protection projects are focused beyond the first 100 feet from critical infrastructure to create communitywide fire breaks or other community wildfire mitigation.

Examples include but are not limited to:

- Fuel mitigation on municipal or county properties or parks within the built environment
- Communitywide fire breaks or greenways within the built environment that create fire breaks that directly protect vulnerable communities or critical infrastructure.
 - All activities on private or state land must comply with the Forest Practices Act (ORS 527.610 to 527.770, 527.990 (1) and 527.992), including work within riparian management areas or other zones with a protected or sensitive status (e.g., wetlands, protected bird sites) and known locations of species under the Federal or Oregon Endangered Species Act lists unless accompanied by a written plan for alternate practice.

ALLOWABLE COSTS

- Plant and tree fuel reduction and equipment such as:
 - Prescribed grazing (e.g., goats) for fuel mitigation work around communities
 - Equipment for fuel reduction efforts such as chippers
 - Contractors for wildfire fuel reduction efforts and defensible space work
 - Nonprofit organizations for wildfire fuel reduction efforts for defensible space
 - Local government employees or work crews for wildfire fuel reduction for defensible space.
 - Supplanting pre-existing work crew costs is unallowable
- Education, communication, and outreach methods to directly support your project
- Up to .5 full-time equivalent total for project coordination
- Partnering with a community-based organization to support your project
- Most of the award must be spent on direct defensible space or fuel mitigation work (i.e., it is unallowable to spend most of the award on a piece of equipment)
- Recipients may spend up to 10% of award on indirect costs

UNALLOWABLE COSTS

- Fire suppression equipment, like apparatus or maintenance
- Fire response equipment like radios, water tanks, hoses, etc.
- Direct firefighting equipment, like personal protective equipment (e.g., turnouts)
- Any building infrastructure projects like building or infrastructure hardening, water tank installations, utility line burying, etc.
- Reimbursement of costs for projects completed before the grant application
- Road paving, road grading, or egress-clearing projects
- Funding a state or federal agency or a state or federal employee (i.e., a state employee cannot be paid by a state agency from this money)
- Funding other state agencies or quasi-state agencies such as forest protection associations

ELIGIBILITY AND SELECTION METHOD

Applications will be prioritized by the Oregon State Fire Marshal's grant program based on fire-risk, social vulnerability index, and project clarity.

The OSFM may give extra consideration to projects that focus on socially and economically vulnerable communities, people with limited proficiency in English, and people with lower incomes (defined in ORS 456.055), critical or emergency infrastructure or schools, or hospitals and facilities that serve seniors.

Awards will be between \$50,000 - \$75,000 to be completed by August 31, 2026.

RECIPIENT REQUIREMENTS

- The OSFM will lead a program evaluation committee including a few awardees. This committee may advise some data collection and regular reporting like a supplemental survey or recipient interviews to inform future grant designs. Recipients are asked to participate in these data collections as needed.
- Attend quarterly, virtual meetings with the OSFM (about an hour per quarter).
- All defensible space assessments and work must use OSFM forms, standards, best practices, and guidance.
 - The OSFM will provide defensible space assessment training, guidance on how to use forms, and best practices.
- The prioritized work plan must be approved by the OSFM before work can begin.
 - Recipient shall faithfully follow the approved prioritized work plan
 - Application must include a strategy of how neighborhoods and homeowners will be prioritized based on social vulnerability
- Recipient must provide a community outreach and communication plan that includes:
- A list of partners working on the project(s) and how the recipient will work with these partners to help reach vulnerable communities
- Recipient shall work with their assigned OSFM fire risk reduction specialist as requested.
- Recipient shall work with OSFM grant personnel as requested.
- Report defensible space documentation into an OSFM database.
- Provide a mid-report, **December 15, 2025**.
- Provide a final report, **October 16, 2026**.

QUESTIONS ON THE APPLICATION

Filling out the application online must be done at one time and can not be saved and restarted. To help applicants be better prepared, the questions asked in the application are below.

Every applicant will answer the same series of questions to start. There are a different set of questions for those who choose to do a defensible space project or a community protection project. Applicants can download a Microsoft Word document to fill in their answers before filling out the application.

ORGANIZATION AND CONTACT INFORMATION

Organization type (select one):

- Structural fire protection agency
- County
- City

Based on your selection above:

- You will select your organization's name (fire, county, city) in the drop-down.
- You will be asked to retype your organization's name. Type it just as it is in the drop-down.
- If you do not see your organization's listed, email osfm.grants@osfm.oregon.gov to review.

Fire agencies will be prompted to provide additional information:

- FDID
- Fire Chief's Full Name
- Fire Chief's Email
- Fire Chief's Direct Phone
- They are presented the option to add a second contact

City and counties will be prompted to provide additional information:

- Name of the department within the county that is applying
- Grant Contact's Full Name
- Grant Contact's Title
- Grant Contact's Email
- Grant Contact's Direct Phone
- They are presented the option to add a second contact

If selected, second contact's additional information:

- Grant Contact's Full Name (second person)
- Grant Contact's Title (second person)
- Grant Contact's Email (second person)
- Grant Contact's Direct Phone (second person)

Once contact information is entered, the application will open the Project Description and Treatment Area section (next page).

PROJECT TYPES

All eligible projects will be separated into two categories. Applicants may apply for one project type.

- Defensible space projects
- Community protection projects

PROJECT DESCRIPTIONS

Refer to the Community Wildfire Risk Reduction - Defensible Space for the Built Environment Manual for complete descriptions.

TREATMENT AREA

Depending on your responses, you may be prompted to show treatment areas on a GIS mapping tool provided by the OSFM.

Applicants will be prompted to select a project type (select one)

- Defensible space projects
- Community protection projects

All project types must answer the following questions (250 words or less for each):

Provide a project narrative:

What is the anticipated reach of the project? Include the number of structures or people directly impacted by the project. Include the ability to leverage other resources to maximize potential impact.

What is the anticipated reach to disadvantaged communities?

Specifically, how will your project reach socially and economically vulnerable communities, persons with limited proficiency in English and persons of lower income as defined in ORS 456.055, critical or emergency infrastructure, schools, hospitals, or facilities that serve seniors?

Describe the method by which you will engage and outreach to disadvantaged communities?

Specifically, what other government agencies or community-based organizations may you partner with to reach into these communities? What forms of communication will you implement?

What methods are you proposing to use for plant and tree fuel reduction with these funds?

e.g., Contracting with private landscaping companies, use of existing municipal staff or equipment, prescribed grazing, reimbursement to homeowners, etc.

Questions continue on next page.

TREATMENT AREA

Which local, state, or community-based organizations will this project be partnering with? Please describe.

- Do not include private contractors such as arborists or landscaping companies in this response.
- Required: applicants are required to upload a letter of support from the organizations they list in this response.
- Response Format: Name of first organization, brief partnership description. Name of second organization, brief partnership description (and so on).

File Upload - Please Read Carefully:

- Applicants who list partnerships must upload at least one letter of support from a local, state, or community-based organization that they will be partnering with on their proposed project.
- The file upload can support individual files of 30 MB or less.
- File types supported include: .pdf, .docx, .xlsx, .jpg, .png, .gif
- Do not upload any files with personally identifiable information (PII). (E.g., social security, DOB, personal addresses, etc.)
- Questions specific to treatment area(s) of defensible space or community defense projects will be presented on the next two pages.

DEFENSIBLE SPACE PROJECT DESCRIPTION AND TREATMENT AREA

Defensible space project applicants must answer the following questions:

What will the boundaries of your defensible space project be?

- Jurisdiction: treatment will be throughout most of your jurisdiction.
- Prescribed area: treatment will be on specific parcels or zones within your jurisdiction.
- Those that answer “jurisdiction” will not have additional treatment area questions. Instead, the OSFM will use GIS maps that already define jurisdictions for fire agency, city, and county limits.
- Those that answer “prescribed area” will be asked if they already have a chosen treatment area.

If yes, you will be asked to use the GIS mapping tool provided by the OSFM to show the proposed treatment areas.

- When completing the application, you will have a direct link to the GIS mapping tool provided by the OSFM. An external window will open, and you will be able to outline your proposed treatment area(s).
- Once the map is submitted, go back to the application, and select “GIS mapping tool used” in the drop-down menu. Applications will be incomplete if the mapping tool is not used.
- **Respond to the question: How did you select this area for defensible space treatment?** Provide a summary of how and why this area was chosen and include research or data that supports the decision.

DEFENSIBLE SPACE PROJECT DESCRIPTION AND TREATMENT AREA

If no, you will be asked additional information:

- **Respond to: You have selected that you do not know the prescribed area your project will treat.**
- Provide a detailed summary about where you are in the process of deciding a treatment plan. Include details on how you will determine and/or select areas for treatment.

The OSFM reserves the right to ask for a treatment plan before making final award decisions.

When you are done with the Project Description and Treatment Area section, select “done” from the drop down to proceed.

COMMUNITY PROTECTION PROJECT DESCRIPTION AND TREATMENT AREA

Community protection project applicants must use the GIS mapping tool provided by the OSFM and answer the following questions:

You will be asked to use the GIS mapping tool provided by the OSFM to show the proposed treatment areas.

- When completing the application, you will have a direct link to the GIS mapping tool provided by the OSFM. An external window will open, and you will be able to outline your proposed community protection treatment area(s).
- Once the map is submitted, go back to the application, and select “GIS mapping tool used” in the drop-down menu. Applications will be incomplete if the mapping tool is not used.

How did you select this community protection area for treatment?

Provide a summary of the analysis used to select this area for treatment, which partners were engaged in the decision, etc.

Describe the strategic value of this treatment area.

Provide a summary of why this area was chosen. Include research or data that supports the decision and how it ties into your long-term strategic goals related to wildfire mitigation.

When you are done with the Project Description and Treatment Area section, select “done” from the drop down to proceed.

PROJECT BUDGET

- Award request: applicants may request awards between \$50,000 - \$75,000. Proposed projects must be completed by August 31, 2026.
- Administrative costs: up to 10% of the approved award. If you ask for and receive a \$75,000 award, up to \$7,500 of that award amount may be used towards administrative costs.
- Personnel costs: staff directly administering the grant. This may be up to .5 FTE (full time equivalency) for grant coordination and administration.
- Subcontracts: these are contracts with arborists, landscape, or equipment rental companies, etc. Staff hired through other organizations to complete treatment would fall under a subcontract, not personnel.
- Equipment: most funds should be spent on defensible space/fuel mitigation, not on equipment. \$5,000 or more per piece of equipment.

PROJECT BUDGET

- Supplies: generally one-time or short-use and support the defensible space/fuel mitigation efforts. Such items as gloves, eye protection, or other PPE. Light tools or handheld equipment.
- Other: If you have expenses that do not fit in the listed categories, you will be prompted to explain.
- For all budget values, use whole numbers (e.g., 5000), no symbols or punctuation.
 - What is your total award request? (\$50,000 - \$75,000)
 - How much will be for administrative costs?
 - How much will be for personnel costs?
 - How much will be for subcontracts?
 - How much will be for equipment?
 - How much will be for supplies?
 - Other
- If a value is entered in "other," you will be prompted to explain. If no value, leave it blank.
- When you are done with the Project Budget section, select "done" from the drop down to proceed.

FISCAL AUTHORITY

If an applicant is offered an award, the following information will be used to create an agreement between the agencies.

Fiscal Representative: This individual shall have the authority to obligate these funds. This individual shall also have the authority to sign the agreement between the fiscal agency and the OSFM.

Fiscal Agency: This is the agency that shall accept the funds on behalf of the recipient. For fire agencies, this may be the fire agency itself, or a city or county on their behalf. Follow your local procedures.

Mailing Address: This may be a physical or PO Box address. This is where award checks and communications required by mail would be sent as needed per agreement.

EIN Number

Signature and Certification

SUBMIT



OSFM GRANTS TEAM

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