



STATE FISCAL YEAR 2024-2025

EXTREME WEATHER RESPONSE GRANT

FOR EXTREME HEAT, COLD, OR POOR AIR QUALITY SHELTERS

GRANT PROGRAM PLAN

Washington Military Department
Emergency Management Division
Recovery Section
Human Services Program





Extreme Weather Response Grant Program Plan

This plan and along with the EMD Human Services Grants Management Plan sets forth the organization and procedures for administration of the Extreme Weather Response Grant Program in the State of Washington to meet the requirements as established by Substitute House Bill 1012, RCW 38.52.30(9), and Engrossed Substitute Senate Bill 5950 Section 146 (14).

This Program Plan is approved by:

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6/14/2024

Date

Washington Emergency Management Division

Washington Military Department



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I. Introduction

Purpose

The purpose of this plan is to set forth the grant program plan for Extreme Weather Response Grant (EWRG) as established by Substitute House Bill 1012.

Authority

RCW 38.52.30(9): The director, subject to the direction and control of the governor, shall prepare and administer a state program for emergency assistance to individuals within the state who are victims of a natural, technological, or human-caused disaster, as defined by RCW 38.52.010(13). Such program may be integrated into and coordinated with disaster assistance plans and programs of the federal government which provide to the state, or through the state to any political subdivision thereof, services, equipment, supplies, materials, or funds by way of gift, grant, or loan for purposes of assistance to individuals affected by a disaster. Further, such program may include, but shall not be limited to, grants, loans, or gifts of services, equipment, supplies, materials, or funds of the state, or any political subdivision thereof, to individuals who, as a result of a disaster, are in need of assistance and who meet standards of eligibility for disaster assistance established by the department of social and health services: PROVIDED, HOWEVER, That nothing herein shall be construed in any manner inconsistent with the provisions of Article VIII, section 5 or section 7 of the Washington state Constitution.



II. Program Overview

Program Description

The Extreme Weather Response Grant Program, established by Washington Substitute House Bill (SHB) 1012, provides financial assistance to political jurisdictions in Washington State to support response activities during extreme weather events. The program aims to reimburse eligible political jurisdictions for costs incurred in responding to community needs during periods of extremely hot or cold weather or severe poor air quality from wildfire smoke.

For State Fiscal Year 2024-2025, the EWRG Program consists of two separate funding streams:

Shelter Preparedness Funds is a *competitive* grant aimed at supporting small-scale projects and shelter pre-staging activities that enhance a jurisdiction's capacity to respond and provide shelter for vulnerable populations due to extreme weather events.

Response Funds is a *non-competitive* grant to reimburse eligible political jurisdictions for costs incurred during extreme weather events, including sheltering activities during periods of extreme heat, cold, and poor air quality from wildfire smoke. Response Funds are meant to cover expenses such as operating temporary shelters, acquiring necessary equipment and supplies, providing transportation services for vulnerable populations, and staffing costs. Priority will be given based on the order of reimbursement requests received and until this portion of the funding is exhausted. Eligible applicants are encouraged to submit their reimbursement requests promptly after a qualifying weather event to ensure they receive reimbursements under this grant in a timely manner and while funds are available. Once the allocated funds have been distributed to eligible applicants, the grant program will no longer accept new reimbursement requests until new or additional funding becomes available.

Objectives

The goal of EWRG is to provide shelters during extreme heat, cold, and poor air quality conditions in geographic areas where vulnerable populations face combined, multiple environmental harms and health impacts.

SHB 1012 defines “vulnerable population” as including, “but are not limited to, individuals with disabilities, individuals without vehicles, older adults, individuals with low incomes or experiencing homelessness, and individuals with limited English proficiency.”

The SFY 2024-2025 EWRG Program Objective is:

To provide funding to political subdivisions that has established a local organization for emergency management or any joint local organization for emergency management for the purpose of strengthening the resilience of their communities by improving their ability and capacity to provide life-saving shelter and assistance to vulnerable populations during extreme weather events.



Available Funding

Engrossed Substitute Senate Bill 5950 Section 146 (14) appropriated \$1,500,000.00 of the general funds account for fiscal year 2025 solely for implementation of Substitute House Bill No. 1012 (extreme weather events).

\$150,000.00 of the original funding will be used towards EMD Administrative & Management costs for implementing this grant program. \$1,350,000.00 of the appropriated funds is to be distributed and made available for this grant, as outlined below:

Shelter Preparedness Funds (Competitive) - \$1,000,000.00

Response Funds (Non-Competitive) - \$350,000.00

Any unallocated funds remaining after the completion of all Shelter Preparedness Fund awards will be reallocated to the Response Funds portion of this grant.

Funding availability period is from July 1, 2024 – June 30, 2025.

Who Can Apply

Eligible applicants include **political subdivisions and federally recognized tribes** within the state of Washington. SHB 1012 defines “political subdivision” as “any **county, city, or town** that has established a local organization for emergency management or any joint local organization for emergency management established pursuant to RCW 38.52.070.”



III. Program Guidelines

Shelter Preparedness Funds (Competitive Grant)

Application Period

Pre-Application Period – June 17, 2024 through July 10, 2024 (25 days)

Full Application Package Period – July 15, 2024 through August 25, 2024 (40 days)

Application Requirements

PRE-APPLICATION

1. Complete Online Pre-Application Form:
 - Begin by completing the [online pre-application](#) form available on the grant program website.
2. Review Eligibility Criteria:
 - Ensure that your proposed project aligns with the program objectives and all costs are considered eligible as outlined in the grant program plan.
3. Receive Initial Feedback and Invitation to Submit Full Application:
 - Upon submission, the Emergency Management Division (EMD) will review your pre-application and provide initial feedback on its eligibility and alignment with the program requirements.
 - Proposal must meet the grant's objective and address gaps or lack of resources in your sheltering needs. Funding should not be used for activities currently funded by other federal or state sources.
 - If your pre-application meets the selection criteria, you will be invited to submit a full application along with the required documents and supporting information.

FULL APPLICATION

Upon receiving the Invitation to Submit Full Application. Invitation will include a link to the Full application form. Invited applicants must complete the following:

1. Complete and sign Agreement Form.
2. Complete EWRG Proposal Worksheet.
3. Gather required supporting documents.
4. Complete and submit Agreement Form, EWRG Proposal Worksheet, and supporting documents through the Online Pre-Staging Funds Application Form.
5. If a city or town application is approved, a courtesy notice will be sent to your county emergency management for their awareness of your application. The purpose of



notifying county emergency management about city or town applications is to ensure that they are aware of grant activities within their jurisdiction. This notification serves as a courtesy notice to keep the county informed about the projects and funding being pursued under the Extreme Weather Response Grant Program. We do not expect any actions or interventions from the county; rather, this is simply to maintain transparency and enhance communication. By keeping the county emergency management aware of these activities, we aim to foster better coordination and understanding of the efforts being undertaken to support our communities during extreme weather events.

Selection and Scoring Criteria

PRE-APPLICATION

Pre-applications are assessed based on several key factors to ensure they align with the objectives of the program and effectively increase the applicant's sheltering capabilities for vulnerable populations. The evaluation considers the extent to which the proposed project meets the eligibility criteria, including the scope of the project and its timelines, ensuring they fall within the performance period. This thorough review process helps ensure that selected projects are in line with program goals, maximizing the impact of the grant funding.

FULL APPLICATION

The scoring criteria were chosen using the [Environmental Justice Screening and Mapping Tool](#) (EJScreen) and the Center for Disease Control (CDC) [Social Vulnerability Index Map](#) (SVI) using the Census Tract to get resources to the populations most impacted by climate change. Below is the EWRG Grant Scoring Sheet.

Shelter addresses will be used to determine areas for EJScreen and SVI scores. If an application includes multiple shelter locations, each location will be scored individually. The scores for all shelters will then be summed, and the final score will be the average of these combined scores.

Applicants need to answer essay questions. A panel will review the essays and apply scores to each answer. The application's total score is a combination of the essay scores and the scores from the EJScreen and SVI criteria.



	Map/Layer	Description	Points	Reference
1	Social Vulnerability Index	High (.7501-1.0) Medium-High (.5001-.7500) Low-Medium (.2501-.5001) Low (0-.2500) None	5 4 3 0	CDC Social Vulnerability Index
2	Low Income	95 - 100 percentile 90 - 95 percentile 80 - 90 percentile 70 - 80 percentile 60 - 70 percentile 50 - 60 percentile Less than 50 percentile	6 5 4 3 2 1 0	EJ Screen Tool – Socioeconomic Indicators
3	Limited English Speaking	95 - 100 percentile 90 - 95 percentile 80 - 90 percentile 70 - 80 percentile 60 - 70 percentile 50 - 60 percentile Less than 50 percentile	6 5 4 3 2 1 0	EJ Screen Tool - Socioeconomic Indicators
4	Over Age 64	95 - 100 percentile 90 - 95 percentile 80 - 90 percentile 70 - 80 percentile 60 - 70 percentile 50 - 60 percentile Less than 50 percentile	6 5 4 3 2 1 0	EJ Screen Tool - Socioeconomic Indicators



5	Persons with Disabilities	95 - 100 percentile 90 - 95 percentile 80 - 90 percentile 70 - 80 percentile 60 - 70 percentile 50 - 60 percentile Less than 50 percentile	6 5 4 3 2 1 0	EJ Screen Tool – Health Disparities
6	Transportation Access	95 - 100 percentile 90 - 95 percentile 80 - 90 percentile 70 - 80 percentile 60 - 70 percentile 50 - 60 percentile Less than 50 percentile	6 5 4 3 2 1 0	EJ Screen Tool – Critical Service Gaps
ESSAY QUESTIONS				
7	<p>Describe your jurisdiction’s lack of resources for sheltering and serving vulnerable population during extreme weather events. How do you intend to use these funds to address those gaps? Who will benefit from this project?</p>	<p>Excellent (5 points):</p> <ul style="list-style-type: none"> Provides a detailed and comprehensive description of the jurisdiction’s significant lack of resources for sheltering and serving vulnerable populations during extreme weather events. Includes specific examples and data to illustrate the resource gaps. Presents a thorough and well-thought-out plan for using the funds to address the identified resource gaps, with clear, detailed actions and timelines. Clearly identifies who will benefit from the project, including specific vulnerable populations and the broader community, with detailed explanations of the anticipated positive impacts. <p>Good (4 points):</p> <ul style="list-style-type: none"> Describes the jurisdiction’s lack of resources for sheltering and serving vulnerable populations with good detail and specific examples but may lack comprehensive data. Provides a solid plan for using the funds to address the resource gaps, with clear actions and some detail, but may lack comprehensive timelines. 		



		<ul style="list-style-type: none"> Identifies the beneficiaries of the project with good detail, including vulnerable populations and some specific impacts on the community. <p>Average (3 points):</p> <ul style="list-style-type: none"> Provides a clear description of the jurisdiction's lack of resources, but the details are somewhat general and may lack specific examples. Describes a general plan for using the funds to address resource gaps, with some specific actions but lacking in detail or timelines. Provides a general description of the beneficiaries, mentioning vulnerable populations but lacking specific impacts. <p>Fair (2 points):</p> <ul style="list-style-type: none"> Gives a basic description of the jurisdiction's lack of resources with minimal detail and examples. Offers a basic plan for using the funds with minimal specific actions and detail. Offers a basic description of the beneficiaries with minimal detail and specific impacts. <p>Poor (1 point):</p> <ul style="list-style-type: none"> Provides a vague or incomplete description of the jurisdiction's lack of resources with little to no detail or examples. Presents a vague or incomplete plan for using the funds with little to no specific actions or detail. Provides a vague or incomplete description of the beneficiaries with little to no detail.
8	Describe the scope of the project and/or activities under this grant program.	<p>Excellent (5 points):</p> <ul style="list-style-type: none"> Provides an exceptional and comprehensive description of the project scope of work and/or activities under the grant program. The description is highly detailed and provides a clear and thorough understanding of how the grant funds will be used, including specific activities and their intended impact. The described project and activities are all eligible costs under this grant program. <p>Good (4 points):</p> <ul style="list-style-type: none"> Provides a detailed description of the project and/or reimbursement activities under the grant program. The description is thorough and includes specific details about how the grant funds will be used. Described project and activities are all eligible costs under this grant program. <p>Average (3 points):</p> <ul style="list-style-type: none"> Provides a clear description of the project and/or reimbursement activities under the grant program. The description includes some detail, but may lack depth or specificity in certain areas.



		<ul style="list-style-type: none"> Some of the described project and activities are all eligible costs under this grant program. <p>Fair (2 points):</p> <ul style="list-style-type: none"> Provides a basic description of the project and/or reimbursement activities under the grant program. Some detail is provided, but the description lacks depth or specificity. Described project and activities are partially eligible costs under this grant program. <p>Poor (1 point):</p> <ul style="list-style-type: none"> Provides minimal or no description of the project and/or reimbursement activities under the grant program. Little to no detail is provided on how the grant funds will be used. Described project and activities are NOT eligible costs under this grant program.
9	Provide goals, timelines, and estimates using the EWRG Worksheet.	<p>Excellent (5 points):</p> <ul style="list-style-type: none"> Provides an exceptional and comprehensive description of goals, timelines, and estimates using the EWRG Worksheet. Goals are <u>well-aligned</u> with the objectives and timelines are within the performance period of the grant. The description is highly detailed and provides a clear and thorough understanding of how the grant funds will be utilized, including specific goals, timelines, and estimates for each activity outlined in the worksheet. <p>Good (4 points):</p> <ul style="list-style-type: none"> Provides detailed goals, timelines, and estimates using the EWRG Worksheet. Goals are <u>aligned</u> with the objectives and timelines are within the performance period of the grant. Description is thorough and includes specific details about how the grant funds will be utilized within a specific timeframe. <p>Average (3 points):</p> <ul style="list-style-type: none"> Provides clear goals, timelines, and estimates using the EWRG Worksheet. Goals are <u>somewhat</u> aligned with the objectives and timelines are within the performance period of the grant. The description includes some detail but may lack depth or specificity in certain areas. <p>Fair (2 points):</p> <ul style="list-style-type: none"> Provides basic goals, timelines, and estimates using the EWRG Worksheet. Some goals provided, but the description lacks depth or specificity, or timeline does not align with the grant performance period.



		<p>Poor (1 point):</p> <ul style="list-style-type: none"> • Provides minimal or no goals, timelines, or estimates using the EWRG Worksheet. • Little to no detail is provided on how the grant funds will be utilized within a specific timeframe.
	BONUS POINTS	
10	Collaborative Application Package.	Eligible applications will be awarded two (2) bonus points for each eligible co-applicant. Maximum of ten (10) points.
MAXIMUM POINTS POSSIBLE:		60



Eligible Costs

Small-scale pre-staging activities under this grant are estimated to cost around \$30,000. However, this is not a strict requirement. The actual cost will depend on the nature of the project, the specific needs being addressed, and the availability of funding. Each application is reviewed and evaluated to ensure that resources are allocated effectively and that the proposed pre-staging work meets the objectives of this grant. A shelter must be a public building or contracted/donated space and open to the public at no cost to be considered eligible under this grant.

Note: The term “**shelter**” is used to denote a congregate center, space or other public building held open to the public without charge to provide a safe location for people to shelter from extreme weather conditions. The “shelter” is not required to be held open overnight.

Eligible costs for Shelter Preparedness Funds, including small-scale projects and pre-staging activities prior to extreme weather events, are limited to the following:

- Pre-staging shelters or warming and cooling centers, including:
 - Purchase of equipment. Examples include but are not limited to:
 - portable air conditioners
 - misting stations
 - cooling kits
 - air filter kits
 - Purchase of shelter supplies. Examples include but are not limited to:
 - Cots and Bedding
 - Sanitation and Hygiene Supplies
 - Food and Water Supplies
 - Medical Supplies
 - Comfort and Safety Supplies:
 - Retrofitting work on public facilities to use as shelters during extreme weather conditions by licensed professionals. Examples include but are not limited to:
 - Installing Insulation: Adding insulation to walls, ceilings, and floors to improve temperature regulation during extreme heat or cold.
 - Upgrading HVAC Systems: Enhancing heating, ventilation, and air conditioning systems to ensure consistent indoor temperatures and air quality.
 - Adding Emergency Power Supplies: Installing backup generators or battery systems to maintain power during outages.



- Improving Accessibility: Adding ramps, handrails, or other features to make the facility more accessible for individuals with disabilities.
- Installing Temporary Partitions: Adding partitions to create separate areas within larger spaces for different groups or activities.
- Upgrading Restroom Facilities: Adding or upgrading restroom facilities to accommodate increased use during sheltering.
- Installing Pet-Friendly Features: Adding pet crates, pet waste disposal stations, and designated pet areas to accommodate evacuees with pets.
- Improving Lighting: Installing additional lighting or emergency lighting systems to ensure safe navigation of the facility.
- Adding Ventilation Systems: Enhancing or adding ventilation systems to improve air circulation and reduce the risk of airborne contaminants.
- Upgrading Fire Safety Systems: Installing or upgrading smoke detectors, fire alarms, and sprinkler systems to ensure safety during shelter use.
- Other costs that are necessary to address life safety during a period of extremely hot or cold weather or in situations of severe poor air quality from wildfire smoke as determined by the department.
- Small-scale Retrofitting or establishing facilities within warming and cooling centers to be pet-friendly to permit individuals to evacuate with their pets. Such costs must address the basic safety and sanitary needs of both pets and pet owners. These could include but not limited to:
 - Adding pet gates or barriers to designate pet-friendly areas within the facility.
 - Purchasing pet crates or kennels for temporary housing of pets.
 - Installing pet waste stations or providing waste disposal bags.
 - Implementing ventilation systems to minimize pet odors to prevent exposure to individuals who may have pet allergies or sensitivities.
 - Including designated feeding and watering stations for pets.
 - Installing signage to guide pet owners to designated pet-friendly areas.
 - Purchase of pet basic and hygiene supplies such as litter boxes and litter, pet beds, and toys.
- Community Outreach and Communication
 - Public Awareness Campaigns - Design, printing, and distribution of informational brochures, flyers, digital outreach, and posters.
 - Translation and Interpretation Services - costs for translating outreach materials into multiple languages.
- Administrative Costs – applicants may request and be awarded up to 10% to cover administrative costs for the following:
 - Personnel costs directly related to project management and implementation.



- Costs associated with project planning, coordination, and reporting.
- Costs related to project monitoring, evaluation, and quality assurance.
- Costs associated with obtaining necessary permits and approvals for project implementation.

Ineligible Costs

Ineligible costs for Shelter Preparedness Funds include but are not limited to the following:

- Routine maintenance and operating costs of existing facilities.
- Purchase of land or buildings.
- Costs are not directly related to extreme weather response activities.
- Administrative overhead costs not directly tied to project implementation.
- Costs associated with non-emergency-related activities.

EMD will determine the eligibility of costs based on whether they align with the program objectives and the intended purpose of the program and funds.

Appeals

If an application is denied, the applicant may appeal the decision by submitting a written appeal to EMD within 30 days of receiving the notice of denial. The appeal must include new information or additional supporting documents that were not included in the original application. EMD will review the appeal and respond within 30 days of receiving it. The decisions are final appeals after the first submission will no longer be accepted.

Appeals must be submitted and emailed to humanservicesgrants@mil.wa.gov.

Awards and Reimbursements

Approved applications will receive a letter of approval from EMD that includes the grant award amount. The approval letter will include details on grant deliverables and the required report forms.

Funding is awarded through reimbursements. Reimbursement Request Packets must be submitted no more than once a month. Reimbursement Packet includes:

- A19-1A Invoice Voucher.
- Detailed Accounting/Expenditure Reports showing payments made for shelter costs incurred.
- Copies of invoice payments or receipts supporting expenditure reports.



- Any other documentation that supports the legitimacy of the expenditures such as, but not limited to, contracts, credit card statements, internal logs, or spreadsheets.

EMD will process payment of request within 30 days of receiving a complete reimbursement request. All reimbursement requests must be submitted by July 10, 2025 to meet end of state fiscal year agency close-out timelines. All requests must be submitted on or before this deadline to be eligible for reimbursement. Approved applicants are encouraged to submit their requests as early as possible to allow ample time for review and processing.

Deliverables and Reports

Approved applicants are required to complete and submit the report and deliverable below as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

Grant Progress Report - is a brief and essential document required each time an A19 reimbursement request is submitted. This form is designed to be easy and quick to complete as it requests information that you already have on hand. It is crucial to include this report in your reimbursement packet, as reimbursements may be denied if the packet does not contain the completed Grant Progress Summary Report. This ensures transparency and accountability in the use of grant funds and helps us understand the impact of your project on the community.



Response Funds (Non-Competitive Grant)

Application Period

Open Period – June 15, 2024 – June 1, 2025

The grant program will have a final application submission deadline of June 1, 2025, to meet state fiscal year agency funding timelines. All applications must be submitted on or before this deadline to be eligible for consideration. Applicants are encouraged to submit their applications as early as possible to allow ample time for review and processing.

Application

Eligible entities must complete the following:

1. Complete and sign Agreement Form.
2. Gather required supporting documents.
3. Complete [Online Response Funds Application](#) and upload signed Agreement Form and supporting documents.
4. If a city or town application is approved, a courtesy notice will be sent to your county emergency management for their awareness of your application. The purpose of notifying county emergency management about city or town applications is to ensure that they are aware of grant activities within their jurisdiction. This notification serves as a courtesy notice to keep the county informed about the projects and funding being pursued under the Extreme Weather Response Grant Program. We do not expect any actions or interventions from the county; rather, this is simply to maintain transparency and enhance communication. By keeping the county emergency management aware of these activities, we aim to foster better coordination and understanding of the efforts being undertaken to support our communities during extreme weather events.

Selection Method

The Response Fund is a non-competitive, entitlement grant. Grant is awarded to all applicants who meet the eligibility criteria until the funding is no longer available or ends.

Eligible Costs

The Response Funds can be used to cover eligible costs incurred by the approved applicant in responding to community needs **during** periods of extremely hot or cold weather or severe poor air quality from wildfire smoke. Eligible activities may include, but are not limited to:



- General Operating Costs - Establishing and operating warming and cooling centers such as but are not limited to rental of a space, hotel, or convention center, shelter contractor service fees, shelter security services, and/or liability insurance. Shelter must be:
 - A public building or contracted/donated space.
 - Open to the public at no cost
- Transportation Costs - Transporting individuals and their pets to shelters.
- Supplies and Equipment Costs - Purchasing equipment or other supplies needed for congregate shelters including rental of equipment, purchase of basic supplies, pet supplies.
- Staffing costs – Staffing costs for overall shelter operations and coordination during shelter operating periods.
- Other related activities necessary for life safety during a period of extremely hot or cold weather or in situations of severe poor air quality from wildfire smoke as determined by the department.

Note: The term “**shelter**” is used to denote a congregate center, space or other public building held open to the public without charge to provide a safe location for people to shelter from extreme weather conditions. The “shelter” is not required to be held open overnight.

Ineligible Costs

The grant funds cannot be used for the following activities:

- Activities unrelated to extreme weather or poor air quality response: Any activity that does not directly relate to the mitigation of, preparation for, or response to extreme weather conditions or poor air quality events should not be funded.
- Profit-oriented activities: Any activity meant to generate a profit for the organization, rather than addressing community needs related to extreme weather or air quality, would not be eligible.
- Indirect costs not related to the project: While some grants cover indirect costs like overhead or administrative expenses, they might be considered ineligible for this grant program if they don't directly contribute to the project or program funded by the grant.
- Reimbursement for previously funded activities: If costs have already been covered by another source of funding or grant, they cannot be claimed for reimbursement under this grant program.
- Personal expenses: Any personal expenses of the staff or administration of the applying entity, not directly related to the execution of the shelter operations, would not be covered.



Awarding and Reimbursement Process

If your application is approved, you will receive an official notice that you are eligible to submit reimbursement requests for each qualifying event during the performance period of this grant from July 1, 2024 – June 30, 2024.

Approved applicants with signed Agreement Forms must meet the requirements listed below to be eligible for reimbursement. For each reimbursement request submitted, you will receive an official award letter that includes your award amount.

IMPORTANT NOTE: Reimbursement is **not guaranteed** and is contingent upon the availability of funds. Funding will be provided to all qualifying applicants on a first-come, first-served basis until the allocated funds are exhausted. Reimbursement decisions, including full, partial, or no reimbursement, are at the discretion of EMD and dependent on the remaining funding. An applicant is eligible to submit a reimbursement packet if the following steps are completed:

- **Meet Extreme Weather Event Criteria** – For an event to qualify under this grant, jurisdiction must experience and/or have the following in place:
 1. An Extreme Weather Event existed in jurisdiction.
 - Extreme Heat, Extreme Cold and/or unhealthy Air Quality
 2. Sheltering is needed to meet health recommendation levels established by the Regional and/or Local/Tribal Public Health or other decision-making officials.
 - Local/Tribal determination of temperature levels for heating and cooling sheltering requirements.
 - Air Quality level for Wildfire smoke shelters.

AND/OR

If no local guidelines are in place, the following criteria will be used:

- A National Weather Service Advisories level of "Warning" for extreme heat and extreme cold will be used to determine eligibility.
- "Unhealthy for All" category of AirNow Air Quality Index (or Air Quality Index value of 151 or higher) due to wildfire smoke.
- **Send notice of shelter periods** – Approved applicants must notify EMD Human Services of shelter operating periods for a qualifying Extreme Weather event within 15 days after the shelter closing date by sending an email to humanservicesgrants@mil.wa.gov.
 - Notice should include the criteria met by the qualifying weather event, along with the start and end date period of the shelter operations and estimated incurred costs if available.



- You will receive a response letter from EMD that includes information on funding availability, and whether your request will receive full, partial, or no reimbursement for your shelter costs based on your cost estimates.
- **Incur Costs** – Approved applicants must prepare supporting documents to show incurred eligible costs as described in this Grant Program Plan for the benefit of vulnerable populations.
- **Submit Reimbursement Request** – Approved applicant must submit their Reimbursement Request Packet online within 90 days after the end of sheltering operations in response to the qualifying extreme weather event. Packet must include:
 - A19-1A Invoice Voucher.
 - Detailed County/Tribe Accounting/Expenditure Reports showing payments made for shelter costs incurred.
 - Copies of invoice payments or receipts supporting expenditure reports.
 - Any other documentation that supports the legitimacy of the expenditures such as, but not limited to, contracts, credit card statements, internal logs, or spreadsheets.

EMD will process payment of request within 30 days of receiving the reimbursement request. All reimbursement requests must be submitted by July 10, 2025, to meet end of state fiscal year agency close-out timelines. All requests must be submitted on or before this deadline to be eligible for reimbursement. Approved applicants are encouraged to submit their requests as early as possible to allow ample time for review and processing.

Deliverables and Reports

Approved applicants are required to complete and submit the report below as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

Grant Progress Report - is a brief and essential document required each time an A19 reimbursement request is submitted. This form is designed to be easy and quick to complete as it requests information that you already have on hand. It is crucial to include this report in your reimbursement packet, as reimbursements may be denied if the packet does not contain the completed Grant Progress Summary Report. This ensures transparency and accountability in the use of grant funds and helps us understand the impact of your project on the community.



IV. Close-Out

All Extreme Weather Response Grants are closed when all grant funds are disbursed, appeals are resolved, receipts have been collected and all funds have been recovered from approved applicants in cases in which this is necessary.

The following actions will be completed in conjunction with the “closing:”

- Return all excess State funds
- Return all disallowed administrative costs
- Prepare and submit final expense report
- Arrange for the retention of all program records for the required six years

Performance Requirements – Return of Funds

Grants are continuously monitored and must be in compliance with requirements at that time or local entities must make changes to come into compliance following EMD’s recommendations or findings. Consequences for non-compliance or non-performance may include but are not limited to holding payment of vouchers pending a local agency reaching compliance, reduction in funding and termination of the Grant Agreement and funding access.

Close-Out or end of Grant Performance Period

All goods and services under this grant must end on or before the Grant Agreement End Date of **June 30, 2025**, and the final reimbursement request must be submitted to EMD by **July 10, 2025**.

Record Retention

All documents under this grant must sufficiently and properly reflect all direct and indirect costs expended by approved applicants in the eligible payment of goods and services described in this grant. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and officials authorized by law. Such records shall be retained for a period of six (6) years following the payment of the final reimbursement request; Provided, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.

Public Information

This grant and all related records are subject to public disclosure as required by Washington’s Public Records Act, RCW 42.56. EMD and approved applicants shall not release any record that would, in the judgment of the party, be subject to an exemption from disclosure under the Public Records Act, without first providing notice to the other within ten (10) business days of the receipt of the request.



Public Records Disclosure

As a courtesy, approved applicants will promptly provide EMD with a copy of any requests for public records (per RCW 42.56.) received by the applicant that pertains to this grant and will each be separately liable and responsible for processing any such requests for records in accordance with RCW 42.56.



V. Frequently Asked Questions

1. Who is eligible to apply for this grant?

Eligible applicants include political subdivisions and federally recognized tribes within the state of Washington. This includes any county, city, or town that has established a local organization for emergency management or any joint local organization for emergency management.

2. Can Approved Applicant request reimbursement prior to incurring shelter costs?

No. Approved applicants must incur or pay for shelter expenses upfront prior to seeking reimbursement under this grant and provide copies of receipts or expenditure logs to show proof of costs incurred.

3. Who can I collaborate with on my application?

You can collaborate with entities that meet the eligibility criteria for this grant, including local government agencies such as county or city emergency management offices that have established a local organization for emergency management, federally recognized tribes within Washington State that have an emergency management organization, and other eligible political subdivisions such as counties, cities, or towns that meet the criteria defined in Substitute House Bill 1012. Collaborating with these eligible entities can enhance your sheltering capabilities, share resources, and ensure a coordinated and comprehensive response to extreme weather events, while also strengthening your grant application by demonstrating a united effort and broad support for your project.

4. Are non-profit organizations eligible for this grant?

Non-profit organizations are not directly eligible to apply for this grant. However, they can collaborate with eligible entities such as local government agencies, federally recognized tribes, or other political subdivisions that meet the eligibility criteria. For example, Non-profits can establish a Memorandum of Agreement (MOA) with an eligible applicant or entity, outlining their role and the services they will provide. Through this partnership, non-profits can be reimbursed for their eligible expenses by the approved applicant.

5. What happens to unused funds?

All unawarded Shelter Preparedness funds will be reallocated to the response funds portion of the grant to ensure that they are utilized effectively in support of sheltering and response activities during extreme weather events. Any unused grant funds, in general, will be returned to the general funds state account.



6. Is there a limit for requesting Shelter Preparedness funds? What is considered a “small-scale project”?

There is no specific limit for requesting and awarding Shelter Preparedness funds. However, generally, a small-scale project is considered to have an estimated total cost of \$30,000 on average. EMD will determine either full or partial award amounts based on the proposed projects on the scope and scale of the proposed project, the specific needs addressed by the project, the alignment with program objectives, and the availability of funds.

Here are a few examples of what is considered a small-scale project under the Shelter Preparedness Funds:

Project Idea #1:

Project Description: Purchasing essential supplies to pre-stage shelters for both individuals and their pets during extreme weather events.

Components:

- Acquiring cots, blankets, and sleeping bags to ensure adequate sleeping arrangements.
- Stocking up on sanitation and hygiene supplies, including portable toilets, hand sanitizers, and personal hygiene kits.
- Purchasing food and water supplies, including non-perishable food items and bottled water.
- Obtaining pet supplies such as pet crates, feeding and watering stations, waste disposal bags, and pet bedding.

Estimated Cost: \$20,000 - \$25,000

Project Idea #2

Project Description: Converting a school gymnasium into a multi-use shelter for extreme weather conditions.

Components:

- Purchasing portable air conditioners and heaters to regulate the indoor climate.
- Acquiring cots, bedding, and hygiene supplies to accommodate shelter occupants.
- Enhancing restroom facilities and adding temporary partitions to create private areas.

Estimated Cost: \$25,000 - \$30,000



Project Idea #3

Project Description: Modifying an existing public building to be pet-friendly, allowing individuals to evacuate with their pets during extreme weather events.

Components:

- Installing pet gates and barriers to designate pet-friendly areas.
- Purchasing pet crates, kennels, and waste disposal stations.
- Implementing ventilation systems to minimize pet odors and improve air quality.
- Setting up designated feeding and watering stations for pets.

Estimated Cost: \$15,000 - \$20,000

Questions

For questions on the Extreme Weather Response Grant Program, please contact:

EMD Human Services Grants

humanservicesgrants@mil.wa.gov

253-512-7306

Helpful Links

Webpage: <https://mil.wa.gov/extreme-weather-grant-program>

Email Subscription for Grant updates and announcements:

<https://mailchi.mp/mil.wa.gov/extreme-weather-response-grant-information-distro>

Shelter Preparedness Funds – Pre-Application Form:

https://stofwadeptofenterpriseservices.formstack.com/forms/sp_pre_application_extreme_weather_response_grant

Response Funds – Application Form:

https://stofwadeptofenterpriseservices.formstack.com/forms/response_funds_extreme_weather_response_grant

Online Reimbursement Request Submission Form:

https://stofwadeptofenterpriseservices.formstack.com/forms/ewrg_reimbursement_request_submission_form