



# North Dakota Forest Service

## 2023 Cooperative Fire Protection Assistance Grants - VEHICLE Information

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### Cooperative Fire Protection Assistance Grant Overview

Program Administrator	This grant is administered by the North Dakota Forest Service (NDFS) in cooperation with USDA Forest Service (USFS).
Funds Available	Grant funds will be available for the purposes of enhancing fire protection and prevention capabilities of ND Fire Departments (FD). These funds may be used for vehicle purchases, equipment, personal protective equipment, firefighter training, fire awareness, and prevention efforts.
Cost-Share Requirements	The applicant must match at least 50% of the total cost of the project from sources other than the federal government. This amount may be in the form of cash, services, or in-kind contributions.
Maintenance Requirements	The FD gives NDFS permission to examine all records related to purchases or projects receiving grant funds consistent with the Cooperative Fire Agreement to ensure compliance with the program. Additionally, NDFS will conduct a biannual inventory on department awarded grant-funded vehicles.
Application Requirements	<p>FD <b><i>MUST</i></b> report all wildfires to NDFS utilizing <b>Emergency Reporting System (ERS)</b>, the online fire reporting tool.</p> <p>Only FDs that service a population of 10,000 or less are eligible to submit an application.</p> <p>FDs must be recognized by and have a valid 2023 Certificate of Existence on file with the State Fire Marshal. They must also be National Incident Management System (NIMS) compliant.</p> <p>FDs must have a signed Cooperative Fire Agreement with NDFS. Contact Aaron at 701-328-9946 or <a href="mailto:Aaron.bucholz@ndsu.edu">Aaron.bucholz@ndsu.edu</a> to complete an agreement.</p> <p>FDs must attach cost estimate or quote sheets for equipment and vehicles to the application. If using an online website, send a copy of the items in the cart or basket. Do not send catalog pages or website pages.</p> <p>If applying for communication and wildland equipment, PPE, training and tools, one application can be used for all of these items. If applying for a vehicle a separate application is required. FD's may apply for both types of grants within the same year.</p> <p>No handwritten application will be accepted.</p>
Application Deadline	Applications must be emailed or postmarked by 11/17/2023. <b>Late applications will not be accepted.</b>
Awards	<p>Applicants will be notified via an award letter sent to the address listed on the grant application.</p> <p>Applicants <b>cannot order or purchase any items</b> to be reimbursed <b>before the arrival of an official NDFS award letter</b>. Estimate(s) or quote(s) are required to be included when submitting the grant application.</p> <p>Award letters will specify what items may be purchased with the awarded grant funds. Any deviation from what is included within the award letter will result in being ineligible for reimbursement.</p>



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Please use the category information listed below when completing the grant application.

The following Cooperative Fire Protection Assistance Grant Categories listed in order of priority will be eligible for the Cooperative Fire Protection Assistance Grant 50% cost-share program:

1. **Vehicles - may include the purchase of brush trucks, pumpers, tenders, etc.**
2. **Wildland PPE, Tools and Training; Skid Unit**
3. **Communications and Wildland Equipment**
4. **Structural PPE and Structural Firefighting Tools**

1. **Vehicles - may include the purchase of brush trucks, pumpers, tenders, etc.**

As a 50/50 cost share grant, NDFS will award up to \$20,000 for the purchase of a vehicle. FDs may spend more than \$40,000 but the maximum award amount will not exceed \$20,000.

- FDs that have previously received a vehicle grant award through NDFS are not eligible for the 2023 vehicle grant award.
- Inventory Requirements: The FD will be required to make the vehicle available on a biannual basis for a property inventory. This regulation is set by NDSU-NDFS with zero flexibility. If a FD fails to produce the piece of equipment in question for a property inventory, the department will be held liable for the federal portion of the award amount. **An identifying tag will always be displayed in the cab showing that this vehicle was purchased using federal funds.**
- Titling and Registration: FD will be required to insure and register their respective awarded vehicle. The original title, which is to be in the FDs name, must be sent to the NDFS where it will be retained.
- Disposal Requirements: Since the vehicle is partially funded by federal grant dollars, the FD will be required to contact NDFS when considering disposal or transfer of a grant-funded vehicle.

2. **Wildland PPE and Training; Skid Unit** - Use the *NON-VEHICLE application form*.

3. **Communications and Wildland Equipment** - Use the *NON-VEHICLE application form*.

4. **Structural PPE; Structural Firefighting Tools** - Use the *NON-VEHICLE application form*.

# VEHICLE - 2023 Cooperative Fire Protection Assistance (CFPA) Grant

## Fire Department Information

Fire Department (FD)

Fire Department ID#

Name FD Street Address

FD Mailing Address

City

State

Zip Code

Fire Chief

Phone #

Email

As of April 4, 2022 the **Unique Entity Identifier (UEI)** has replaced the **DUNS number**. If you are registered in SAM.gov now, you've already been assigned a Unique Entity ID. It's viewable on your entity registration record in SAM.gov. If you need to update or renew your registration, you will still need to ensure your renewal or updates occur on time and as required, but this does not affect whether you have been assigned a Unique Entity ID. If you have a registration, you already have a Unique Entity ID. If your entity is not registered now, when you do register your entity in SAM.gov, you'll be assigned a Unique Entity ID as a part of the registration process.

**Please identify your organization's 12-character (alpha-numeric) code:**

### Contact person responsible for this grant:

Contact Person

Title

Phone Number

Email Address

Mailing Address

City

Zip Code

Secondary Contact Person

Secondary Phone Number

Secondary Email Address

## District Information

What is the population within your FD's immediate area of response (do not include mutual aid area)?

YES NO Does your department report fires to the NDFS and NFIRS using the online Emergency Reporting tool?

YES NO If your department protects federal lands, are fires reported to that agency?

YES NO Does your department have a valid 2023 Certificate of Existence on file with the State Fire Marshal?

What is the total number of wildland fire responses in 2023? *(This should match fires reported in EMS)*

What is the total number of non-wildland (structure, EMS, etc.) responses in 2023?  
*(This should match those reported in EMS)*

## Application Request This application is for a vehicle only. If applying for other categories please use the non-vehicle application.


YES NO Will this vehicle replace a FEPP or FFP vehicle?

Vehicle Year/Make/Model for which you are seeking funds

Grant Funds Requested from NDFS - cannot exceed \$20,000 for a vehicle and FD must provide a minimum 50% match

Cash Match from Fire Department - department match can exceed \$20,000 but 50% minimum cash match by FD required

Department Total Project Cost

	<b>This section to be completed by NDFS OFFICE ONLY</b>	Last CFPA grant was awarded in _____	Cooperative Fire Agreement on file with NDFS? YES ___ NO ___	Fall 2023 Cert. of Dept. Exist. at ND Fire Marshal Office? YES ___ NO ___	FIRES REPORTED: Wildland Stated ___ Wildland Reported ___ Other Stated ___ Other Reported ___
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## VEHICLE Justification of Request

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Describe in detail what your department is requesting.

Why is the request important to your department and community?

Should you be approved, what is the timetable for completion? (*reimbursement MUST be postmarked no later than May 1, 2024*)

What will be the match for this project? Provide details on how your department will meet match requirements.

What additional information would you like to share with the review committee to help evaluate your request?

**For additional information or questions contact: Mary Fisk, Bismarck Office Manager (701) 328-9944  
Aaron Bucholz, Cooperative Fire Protection Technician (701) 328-9946**

**Completed application must be submitted or postmarked by Friday, November 17, 2023**

**Email completed grant application and cost estimate sheets from vendors to [Mary.Fisk@ndsu.edu](mailto:Mary.Fisk@ndsu.edu)**

**or mail to: CFPA Grant Applications  
North Dakota Forest Service  
916 E Interstate Ave Ste. 4  
Bismarck, ND 58503**

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