



# North Dakota Forest Service

Cooperative Fire Protection Assistance Grants  
2017

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## Grant Process Information

<b>Program Administrator</b>	North Dakota Forest Service (NDFS) in cooperation with USDA Forest Service (USFS).
<b>Funds Available</b>	Grant funds will be available for the purposes of enhancing fire protection and prevention capabilities. These funds may be used for vehicle purchases, equipment, personal protective equipment, firefighter training, and fire awareness and prevention efforts.
<b>Grant Award Categories</b>	<p><b>Project</b> (Firefighting gear and personal protective equipment (PPE), firefighting tools, communication equipment, etc.) - Award up to \$10,000 for a project. A department can spend more than \$20,000 but the maximum award amount will not exceed \$10,000. Single item total purchase price cannot exceed \$4,999.</p> <p><b>Vehicle</b> Award up to \$20,000 for a vehicle. A department may spend more than \$40,000 but the maximum amount awarded will not exceed \$20,000.</p> <p><b>Federal Excess Personal Property and/or Firefighter Property Program</b> Available to departments who receive a piece of excess property. Renovation grants are available one time, only when equipment is initially received. Funds can be used to make the equipment service ready i.e. paint, lights, tank/pump, etc.</p>
<b>Cost-Share Requirements</b>	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.
<b>Maintenance Requirements</b>	Applying entity gives the 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 yearly inventory on departments awarded grant-funded vehicles.
<b>Applying entity MUST:</b>	<ol style="list-style-type: none"><li>Have a signed Cooperative Fire Agreement on file with the NDFS.</li><li>Be recognized by, have a valid Certificate of Existence on file with the State Fire Marshal's Office, and be National Incident Management System (NIMS) compliant.</li><li>Report all wildfires to the NDFS utilizing the Emergency Reporting online fire reporting tool.</li><li>Serve a population of less 10,000 or less.</li><li>Submit estimates for vehicles and equipment with the initial application.</li><li>Ensure all Radio Communications equipment purchased through this program are Project 25 compliant.</li><li>Have estimates for all items attached to application.</li><li>No handwritten applications will be accepted. Submit a typed copy to: mary.fisk@ndsu.edu or mail to North Dakota Forest Service, 916 E Interstate Ave, Suite 4, Bismarck, ND 58503-1227.</li></ol>

**Additional Requirements (Vehicle)**

**Applying entity MUST:**

- a.) The original title will be required before reimbursement occurs. The fire department should be on the title to the vehicle. The NDFS will then retain the title on file.
- b.) Insure and register the vehicle.
- c.) Make the vehicle available for annual inspections.
- d.) Contact NDFS before disposing of any grant-awarded vehicle. Proper disposal guidelines must be followed if a department decides to sell a grant-funded vehicle. NDFS will recover the percentage originally paid toward the vehicle.

**Application Deadline**

- a.) Applications must be submitted online or postmarked by November 17, 2017.
- b.) **Late applications will not be accepted.**

**Awards**

- a.) Applicants will be notified via award letter sent to the address listed on the grant application.
- b.) Applicants cannot purchase any items to be reimbursed before the arrival of an official NDFS award letter.
- c.) Award letters will specify what items may be purchased with the awarded grant funds. Any deviation from what is outlined within the award letter will result in being ineligible for reimbursement.
- d.) Reimbursement paperwork **MUST** be submitted or postmarked **NO LATER** than April 9, 2018.

**Additional Information**

North Dakota Forest Service  
916 E Interstate Ave, Suite 4  
Bismarck ND 58503  
Office: 701-328-9944

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# 2017 Cooperative Fire Protection Assistance Grant Categories

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## Project Information

Maximum awards have been established for each category: up to \$2,499 for a single piece of equipment valued at \$4,999 or lower and \$20,000 for a firefighting vehicle.

**\*\*Equipment must be \$4,999 or lower total purchase price. This means a single piece of equipment may not cost more than \$4,999 and is only eligible for up to \$2,499 cost-share from NDFS. If a department fails to comply, reimbursement will be denied.\*\***

The following Project Categories (listed in order of priority) will be eligible for up to 50% cost share assistance, please use these categories when writing the description of your project for the grant application. These categories were determined based upon input from rural fire departments, the North Dakota Firefighters' Association, State Fire Marshal and the USDA Forest Service.

### 1.) Vehicles

- a.) May include the purchase of brush trucks, pumpers, tenders, etc.

### 2.) Wildland PPE and Training

- a.) Wildland pants, shirts, shelter, boots, helmets, and gloves.
- b.) Priority will be given to NWCG and ICS courses.
- c.) All other trainings will be considered based on the rest of the grant application.

### 3.) Communications and Wildland Equipment

- a.) Radios, pagers (must be P-25 compliant).
- b.) Fire line tools, pulaskis, shovels, flappers, etc.
- c.) Pumps, hose, drop tanks, etc.

### 4.) Structural PPE

- a.) Structural turnout gear, helmets, boots, air packs, etc.

### 5.) Structural Firefighting Tools

- a.) May include but not limited to: pike poles, ventilation saws, generators, etc.

# Fire Department Information

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**Fire Department Name**

**Fire Department Street Address**

**City**

**State**

**Zip Code**

**Fire Department ID#**

**\* Duns #**

\*The federal government has adopted the use of DUNS numbers to track how federal grany money is allocated.

A DUNS number is a unique nine digit identification number that is assigned by Dun & Bradstreet for each physical location of your business. A DUNS number is assigned free to all businesses/entities required to register with the US Federal Government for contracts or grants. If you do not know your organization's DUNS number call 1-866-705-5711 or visit the Dun & Bradstreet web page at: <http://fedgov.dnb.com/webform/displayHomePage.do>

**Fire Chief**

Phone Number

E-Mail Address

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**Contact Person**

(if different)

Title

Phone Number

E-Mail Address

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**Alternate Contact Person**

Phone Number

E-Mail Address

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## District Information

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**Population served by Fire Department?**

**Does your department report wildland fires to NDFS and NIFRS using the online Emergency Reporting tool?**

Yes

No

**If your department protects federal lands, are fires reported to that agency?**

Yes

No

**Total number of wildland fire responses in 2017**

**Total # of non-wildfire responses in 2017:  
(structure, EMS, etc.)**

## Proposed Project Information

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Name of Project

Grant Category Applied For

*For multiple categories select  
"Other" and write your categories*

Grant Funds Requested from  
NDFS

Cash Match from Fire  
Department

In-Kind Match from Fire  
Department

Total Project Cost

## Justification of Request

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What is the project and describe how does it fits into a grant category?

Why is the project important to your department and community?

What is the timetable for completion? (*reimbursement request **MUST** be postmarked and submitted no later than April 1, 2018*)

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 them understand your project?**

Email Application to: [mary.fisk@ndsu.edu](mailto:mary.fisk@ndsu.edu) or  
Mail to: Mary Fisk, North Dakota Forest Service  
916 E Interstate Ave, Suite 4  
Bismarck ND 58503-1227

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This grant is subject to the following Office of Management and Budget (OMB) Circular:  
OMB Circular 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements  
For Federal Awards; Final Rule.  
The OMB Circular is available on the Internet at <http://www.ecfr.gov> and select Title 2 “Grants & Agreements.”

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form, or letter to USDA by:

- (1) mail: U.S. Department of Agriculture,  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) fax: (202) 690-7742; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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