



"To care for, protect and improve forests and natural resources to enhance the quality of life for present and future generations."

## 2016 Grant Assistance Information

Fire Departments,

Thank you to departments that have been involved with the NDFS grant process in the past and those departments who will be applying for the first time. The NDFS has been able to provide funding for most fire department grant applications throughout the state in the past years. The grant process this year will be more competitive due to decreased federal funding and a rural fire department reporting deficit. Important grant information is detailed below.

### Reporting Requirements:

- The NDFS will take into consideration a fire department's wildland fire reporting history to be eligible for any grants, FEPP, or training opportunities with the NDFS.
- **Only departments that are NFIRS compliant and report their wildfires directly to the NDFS utilizing the online reporting tool will receive any financial assistance from the NDFS.**
- The NDFS reporting tool can be found online under *Fire Management* on the NDFS homepage. [https://docs.google.com/a/ndsu.edu/forms/d/1Jk\\_-YZP6YWuqfQQqGSISK8Wd5icU6xc1HDQ0meDe9JE/viewform](https://docs.google.com/a/ndsu.edu/forms/d/1Jk_-YZP6YWuqfQQqGSISK8Wd5icU6xc1HDQ0meDe9JE/viewform)
- Departments should go directly through the NDFS website when reporting as website updates take place periodically making bookmarks invalid. <https://www.ag.ndsu.edu/ndfs/programs-and-services/fire-management>

### Online Submission:

- Fire departments have the capability to submit grant applications online via the downloadable PDF form.
- Preference points will be awarded to departments that participate in the online process.
- **No hand written applications will be allowed.** Applications must be submitted online or postmarked **NO LATER THAN November 18, 2016.**
- Estimates must still be obtained for all purchases. If submitting online, attach your scanned estimates to the submission email before being sent to [anthony.schultz@ndsu.edu](mailto:anthony.schultz@ndsu.edu)

### Vehicle Purchasing:

- The NDFS will award up to \$15,000 for departments to purchase a vehicle.
- Departments may spend more than \$30,000 but their maximum award amount will always remain at \$15,000.

- **Only departments replacing FEPP vehicles will be eligible in this category.**
- Departments with current requests for FEPP/FFP vehicles will also be considered.
- See the vehicle grant insert if applying for a fire truck.

**Inventory**

- Vehicles will be subject to a yearly NDFS inventory.

**Disposal**

- Proper disposal guidelines must be followed if a department decides to sell the grant-funded vehicle. This will include recovering of the proceeds from the sale to cover the federal percentage originally paid toward the vehicle.

**Equipment Purchasing Limitations:**

- Departments ***MUST*** submit estimates for vehicles and equipment with their initial application. If choosing to send a hard copy, enclose estimates with the application. If a department submits an online application, make sure to submit scanned copies of the estimates with the grant application email.
- Per USDA – FS grant guidelines, awards will not be made for any single piece of equipment over \$4,999.
- **If it is found that a department disregards purchasing guidelines for any reason after being approved for a grant, said department will be responsible for 100% of their grant purchase.**

If your department has any questions or concerns, please feel free to contact our Bismarck Office at 701-328-9944. The NDFS looks forward to assisting departments that apply for and acquire much needed equipment through grants this upcoming year.



*"To care for, protect and improve forests and natural resources to enhance the quality of life for present and future generations."*

## **2016 Vehicle Grant Information**

*\*Applicable only to departments applying for vehicles\**

The North Dakota Forest Service (NDFS) has an opportunity to award large grants aimed at helping fire departments across the state purchase much needed firefighting vehicles. This is a new program and continued funding will be determined by how fire departments handle the responsibility that accompanies these large grants.

### **Eligibility:**

To be eligible for 1 of the 4 vehicle grants in 2016, departments must:

- Recognized by and have valid certificate of existence on file with the ND Fire Marshal
- Service a population of 10,000 or less
- Report fires to the NDFS via the online reporting tool and to the ND Fire Marshal via NFIRS,
- Have a current Cooperative Fire Agreement on file with the NDFS,
- Currently be in good standing with the FEPP/FFP Programs,
- Be replacing a current FEPP vehicle using grant funds, and start disposal of the FEPP when the new vehicle is put in service.

### **Inventory Requirements:**

Fire departments, if awarded a grant for a vehicle, will be expected to make the vehicle available on an annual basis for a property inventory. This regulation is set by the USDA with zero flexibility. **If a department 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.** Additionally, at all times, an identifying tag will be displayed in the cab showing that this vehicle was bought using federal funds.

### **Titling and Registration:**

The North Dakota Forest Service will be listed with the fire department on the title to the vehicle. Fire departments will be required to insure and register their respective awarded vehicle. **The NDFS will retain this title for reimbursement paperwork and record keeping. The original title will be required before reimbursement occurs.**

### **Disposal Requirements:**

Although the fire department owns the vehicle, so does the NDFS. Departments will be required to contact the NDFS Bismarck Office and notify Anthony Schultz, Cooperative Fire Protection Manager, when considering disposing of a grant-funded vehicle. While a relatively easy process, steps will need to be taken to ensure that the NDFS recovers the federal portion of the award amount from the proceeds of the vehicle sale.



# North Dakota Forest Service

Cooperative Fire Protection Assistance Grants  
2016

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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 Fire Departments (FDs). These funds may be used for vehicle purchases, equipment, personal protective equipment, firefighter training, and fire awareness and prevention efforts.
<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>	The FD 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>Application Requirements</b>	<p>a.) FDs <b><i>MUST</i></b> have reported fires to the NDFS, via the online reporting tool and to the State fire Marshal via NFIRS for the current year to be eligible for grant opportunities with the NDFS.</p> <p>b.) Only FDs that service a population of 10,000 or less are eligible to submit a cost-share application.</p> <p>c.) FDs must be recognized by and have a valid Certificate of Existence on file with the State Fire Marshal and be National Incident Management System (NIMS) compliant.</p> <p>d.) FDs must have a signed Cooperative Fire Agreement with the North Dakota Forest Service.</p> <p>e.) All applications must have estimates for equipment/vehicles attached to applications.</p> <p>f.) No handwritten applications will be accepted. Submit online via the NDFS website or send the Bismarck office a typed copy of your application.</p>
<b>Application Deadline</b>	<p>a.) Applications must be submitted online or postmarked by November 18, 2016.</p> <p>b.) <b><u>Late applications will not be accepted.</u></b></p>
<b>Awards</b>	<p>a.) Applicants will be notified via award letter sent to the address listed on the grant application.</p> <p>b.) Applicants cannot purchase any items to be reimbursed before the arrival of an official NDFS award letter.</p> <p>c.) Award letters will specify what items may be purchased with the awarded grant funds. Any deviation from what is on the award letter will result in being ineligible for reimbursement.</p> <p>d.) Reimbursement paperwork <b><i>MUST</i></b> be submitted or postmarked <b><i>NO LATER</i></b> than March 1, 2017.</p>
<b>Additional Information</b>	North Dakota Forest Service 916 E Interstate Ave, Suite 4, Bismarck ND 58503 Office: 701-328-9944

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# 2016 Cooperative Fire Protection Assistance Grant Categories

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**Project Information** Maximum awards have been established for each category: \$2,499 for a single piece of equipment valued at \$4,999 or lower and \$15,000 for a firefighting vehicle.

***\*\*Equipment must be \$4999 or lower total purchase price. This means a single piece of equipment may not cost more than \$4,999 and is only eligible for a \$2,499 cost-share from NDFS. If a department fails to comply then 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.

*\*Vehicles will be subject to a yearly inventory*

*\*Vehicles are required to replace a FEPP vehicle*

*\*See insert for additional vehicle details*

## **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 #**

**Population served by Fire Department**

\*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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**What is the population within your RFD's area of response?**

**Does your department report fires to the NDFS and NFIRS?** Yes  
No

**Does your department report wildland fires using the NDFS online 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 2016**

**Total # of non-wildfire responses in 2016:  
( structure, EMS, etc.)**

## Proposed Project Information

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Name of Project

Grant Category Applied For

*Write in "Other" or write in*

*Multiple Grant 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 project 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 March 1, 2017*)

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?**

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.whitehouse.gov/omb/grants.docs>

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, 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) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Indirect costs do not apply.

USDA is an equal opportunity provider, employer, and lender."

Any publications or outreach materials related to this project shall include the statement "This publication is made possible through a grant from the USDA Forest Service and the North Dakota Forest Service."