



# NORTH DAKOTA FOREST SERVICE

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

## 2015 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 and overall the grant process will be more competitive due to decreased federal funding and increased grant regulations. Important grant information and changes are 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.
- ***Departments that report their wildfires directly to NDFS utilizing the online reporting tool will be receive the highest priority for any assistance from the NDFS.***
- The NDFS reporting tool can be found online under *Fire Management* on the NDFS homepage.  
<http://www.ag.ndsu.edu/ndfs/programs-and-services/fire-management>
- Departments should go directly through the NDFS website when reporting as website updates take place periodically making bookmarks invalid.

### Online Submission:

- Fire departments will now have the capability to submit grant applications online via the NDFS website.
- Preference points will be awarded to departments that participate in the online process.
- **No hand written applications will be allowed.** If hard copies are submitted they must be computer generated and postmarked **NO LATER THAN SEPTEMBER 2, 2015.**
- 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 \$24,999 for departments to purchase a vehicle.
- Departments may spend more than \$50,000 but their maximum award amount will always remain at \$24,999.

- Departments operating with older FEPP vehicles will take priority in this category.
- Departments with current requests for FEPP/FFP vehicles will also be considered.
- See the vehicle grant insert for those departments 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 applied for with their initial application. If a department chooses to send a hard copy then enclose those 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 these guidelines for any reason after being approved for a grant, said department will be responsible for 100% of their purchase.**

FY2015 grants represent a transition in grant process procedures, so if your department has any questions or concerns, please feel free to contact Anthony Schultz, Cooperative Fire Protection Manager, at 701-328-9916. The NDFS looks forward to assisting departments that apply for and acquire much needed equipment through grants this upcoming year.



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## **2015 Vehicle Grant Information**

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

With some of the recent changes to the North Dakota Forest Service (NDFS) grant process, Fire Management has an opportunity to award large grants aimed at helping fire departments across the state purchase much needed firefighting vehicles. This is a privilege and future participation 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 2015, departments must:

- Report fires to NDFS,
- Have a current Cooperative Fire Agreement,
- Currently be in good standing with the FEPP/FFP Programs,
- Will replace a current FEPP vehicle using grant funds, and
- Start disposal on the piece of FEPP that the grant-funded vehicle will replace when a department puts the new vehicle in-service.

### **Inventory Requirements:**

Fire departments, if awarded a grant for a vehicle, will be expected to make available the vehicle 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 alongside the fire department on the title to the vehicle. Fire departments will be required to insure and register their respective awarded vehicle.

### **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  
2015

## 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 of Rural Fire Departments (RFDs). 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 RFD 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.) RFDs <b><u>MUST</u></b> have reported fires for the previous year to be eligible for grant opportunities with the NDFS.</p> <p>b.) Only RFDs that service a population of 10,000 or less are eligible to submit a cost-share application.</p> <p>c.) RFDs 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.) RFDs 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 September 2, 2015.</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 should not 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 reward letter will result in being ineligible for reimbursement.</p> <p>d.) Reimbursement paperwork <b><u>MUST</u></b> be submitted or postmarked <b><u>NO LATER</u></b> than Jan. 30th 2016.</p>
<b>Additional Information</b>	Anthony Schultz Cooperative Fire Protection Manager North Dakota Forest Service 916 E Interstate Ave, Suite 4, Bismarck ND 58503 Office: 701-328-9916 Email: anthony.schultz@ndsus.edu

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# 2015 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 \$24,999 for a firefighting vehicle.

***\*\*Equipment must be \$4999 or lower total purchase price. This means equipment 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*

*\*Priority will be given to requests that 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, pulaski's, 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, ventilations saws, generators, etc.

# Fire Department Information

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**Fire Department Name**

**Fire Department Street Address**

**City**

**State**

**Zip Code**

**Fire Department ID#**

**\*Federal Tax ID/ Duns #**

\*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?**

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 last year**

**Total # of responses last year:**  
(wildfire, structure, EMS, etc

## Proposed Project Information

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Name of Project

Grant Category Applied For

*\*See Categories Above\**

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  
January 30th, 2016*)

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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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.”

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