

Revised 01/2015

VOLUNTEER FIRE DEPARTMENT ASSISTANCE GRANT APPLICATION

South Dakota Department of Agriculture

Wildland Fire Division

In Cooperation With

The USDA Forest Service



INSTRUCTIONS

(This may be hand written)

The application is divided into four parts. They are:

A. GENERAL INFORMATION

- Name and address of applying department or organization and total costs.

B. QUALIFICATION CRITERIA

General information necessary to qualify under the provision of Cooperative Forestry Assistance act of 1978 - fill in all blanks.

YOU MUST BE EITHER REPORTING WILDFIRES TO SD WILDLAND FIRE OR START IN ORDER TO QUALIFY! See B5.

C. EVALUATION CRITERIA

- This part of the application is divided into three areas. Hazard and Risk, Project Benefits, and Department Efforts. It is important that you answer all of the questions in this section of the application. These questions establish the need for this project.

D. NARRATIVE

- This is an important part of the application. Describe the need for this assistance and tell how the project will address the needs of your community. To help support your project include the following information:

1. Discuss and describe the problem areas, such as hazardous fuel and/or risk situations, safety problems, communication, etc.
2. Discuss how your department is presently handling the situation, such as: special training, prevention plans, mutual aid agreements, special fund raising projects, etc.
3. Discuss how this grant money, if you receive it, would benefit your department and the community you protect.
4. Supporting documentation (testimonies - letters of interest) should and can be used.

E. PROJECT CONTENT

- In this part of the application, list the type of equipment, training, organizing costs associated with the project.

1. You must provide reasonable cost estimates for each item. (Estimates may be obtained from fire equipment suppliers.) Remember for VFA funds 50% of the total planned cost of your request must be provided from local funds. Warranties, service contracts and shipping costs are not to be included, they do not qualify for cost share.

F. ASSISTANCE

IF YOU NEED ASSISTANCE IN FILLING OUT THIS APPLICATION, CONTACT THE RURAL FIRE ASSISTANCE SPECIALIST IN RAPID CITY AT **393-8055**.

G. REMITTANCE

MAIL YOUR APPLICATION TO:

RURAL FIRE ASSISTANCE SPECIALIST
SD Department OF Agriculture
3305 West South Street
Rapid City, SD 57702

VOLUNTEER FIRE ASSISTANCE GRANT APPLICATION

A. GENERAL INFORMATION

Name of Fire Dept. or Organization

\$ _____
Total cost of Project

Street Address of Dept.

P.O. Box

E-mail Address (**REQUIRED**)

City

County

State

Zip

Date of Application:
Month Day Year
_____/_____/_____

Name of Authorized Representative

Title

Telephone Number - Home & Business

Home _____

Day Time _____

B. QUALIFICATION CRITERIA

1. Is the requesting community under 10,000 in population?

_____ Yes
_____ No, does not qualify

2. Is the request for assistance in organizing, training, or equipping? **Vehicles not eligible.**

_____ Yes, the request is for one or more of the three aspects of the program.
_____ No, does not qualify

3. Does the applicant presently have at least 50% of the project costs available for matching federal funds? (can not be federal funds)

_____ Yes
_____ No, hold until non-federal share is available

4. Did your organization receive federal grant funding in the last five years? (i.e VFA, RFA, AFG, RR)

_____ Yes TYPE: _____ YEAR _____
_____ No

5. Do you report the wildfires (Grass, Crop, Forest) to the State Wildland Fire Division by the postcard or on line? Y _____ N _____ **IF ANSWER IS NO, YOU MUST START IN ORDER TO BE ELIGIBLE!**

6. Does your Department have a wildland fire prevention program. Y _____ N _____

7. Does your department currently have wildland fire Personal Protective Equipment (PPE) Y ___ N ___
All members? Y ___ N ___

8. Does your department use the Incident Command System (ICS)? Y ___ N ___

9. Does your department use ICS in training and exercises? Y ___ N ___

10. Is ICS incorporated into your Emergency Operations Plans? Y_____ N_____
11. What percentage of your total membership have taken I-100, I-200 and IS-700? _____%
12. Is your Department NIMS compliant? Y_____ N_____
13. **DO YOU HAVE DOCUMENTATION TO SUPPORT THIS?** Y_____ N_____

C. EVALUATION CRITERIA

1. What is your current Insurance Service Office rating for your town(s), and what is it for the rural area outside of town(s) serviced by your Department or organization? Circle the appropriate responses.

Town Rating 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, None
 Rural Classification 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, None
 Comments, if any _____

2. What is the approximate size of your protection area for your Department? (Exclude Mutual-Aid Assistance.) Circle the appropriate response.

- a. 1-10 square miles
 b. 10-100 square miles
 c. 100-400 square miles
 d. over 400 square miles

3. What is your average number of fire responses per year for your Department? (Average over 5 year period.) Circle the appropriate selection. (Count all fires and false alarms.)

- | | |
|-----------------------|-----------------------|
| Structural | Wildland |
| a. 0-24 responses | a. 0-24 responses |
| b. 25-49 responses | b. 25-49 responses |
| c. 50-74 responses | c. 50-74 responses |
| d. 75-99 responses | d. 75-99 responses |
| e. over 100 responses | e. over 100 responses |

4. What percentage of your total firefighters have completed the following types of **documented** training?

Wildland Firefighter II _____ (List the %)
 Structural Firefighter I _____ (List the %)

5. Does your department attend:
 District Fire Schools _____ State Fire School _____

7. **Firefighter training** (must relate to fire training **not** EMS). Using the entire department, please report the average number of hours of fire training per firefighter per year.

Total hours of fire training for all firefighters/ year ie: (600) = equals the average hours (40 hours)
 (Divided by) Number of members in department ie: (15) per firefighter per year

Check the appropriate number of hours	Average # hours
	0 - 6 _____
	7 - 12 _____
	13 - 18 _____
	19 - 24 _____
	25 + _____

8. What is your department's yearly budget? \$_____

9. How is your department funded (i.e. fund raisers, city, etc.) _____

ASSURANCES- NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-0043). Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and 111 of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-73280) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-33.3), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular No. A-133, Audits of Institutions of Higher Learning and other Non-profit Institutions.
18. Will comply with 2 CFR Part 180 which prohibits entering into covered transactions with the federal government if their or any of their principals authorities to do so are presently excluded, debarred, or suspended.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

The Grantee gives the grantor agency or through any authorized representative the access to examine all records, books, papers or documents related to this grant request.

The Grantee shall hold harmless the grantor and his employees for any liability or injury suffered through the use of property or equipment acquired under this grant.

The applicant certifies that to the best of his knowledge and belief the data in this application is true and correct, and that he will comply with listed assurances if he receives the Grant.

Name - **Type or Printed**
(of Authorized Representative)

Title

I declare and affirm under the penalties of perjury that this claim (petition, application, information) has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signature