



NC FOREST SERVICE VOLUNTEER FIRE ASSISTANCE AWARD PROGRAM GUIDELINES AND INSTRUCTIONS



The “Volunteer Fire Assistance Award Program” (VFAP) is a grant program authorized by the Cooperative Forestry Assistance Act. It provides financial and technical assistance to state forestry agencies through the USFS with a goal to train and equip rural fire departments with populations less than 10,000. Equipment purchased through the program should enhance suppression and protection capabilities of rural fire departments for wildland fire.

Non-Authorized Use of Funds

- Purchase/construction/renovation of capital improvements to real estate
- Pressurized water systems
- Salaries for staff
- Equipment already on hand before grant award
- Purchase of Vehicles
- Any single piece of equipment with a purchase value of \$5,000 or more
- Emergency Medical Equipment
- Items not used in the suppression or protection from wildland fire

Authorized Use of Funds

- Equipping wildland engines (tanks, pumps, hose, hose reels, fittings, nozzles, etc.)
- Wildland Personal Protective Equipment (Fire pants/shirts, gloves, brush jackets, hardhats, safety glasses, hearing protection, etc.) Note: Wildland PPE must meet NFPA 1977 standards
- Wildland Fire tools (fire rakes, shovels, combination tools, Pulaski’s, backpack pumps, chainsaws, leaf blowers, etc.)
- Other items used to support wildland fire suppression activities
- Communications equipment

Funding Priorities

Preference will be given to VFA Grant applications for the purchase of wildland personal protective gear, communications equipment and water handling equipment. In addition, departments that have completed and maintained Community Wildfire Protection Plans for their districts will be given higher priority.

Award Amounts

The maximum amount of funds awarded to any fire department shall not exceed \$5,000.00.

Fire Department 50% =	\$5,000.00
NCFS 50% =	<u>\$5,000.00 Maximum</u>
Total =	\$10,000.00

Note: Departments that choose to utilize the FedMall purchasing program will be restricted to \$2,400 per department with a maximum award of \$1,200.

Eligibility Requirements

In order for a Fire Department to be considered for this grant the following must be met.

- A single fire department serving a rural area or a rural community with a population of 10,000 or less is eligible (latest Census).
- Area fire departments (fire districts, townships, etc.) may serve an aggregate population of greater than 10,000 as long as the service area of the fire department includes a rural area or a rural community having a population of 10,000 or less. The VFA funding must be used to benefit the rural population.
- A single county or town with a population over 10,000 which is served by two or more fire districts operating entirely within the bounds of the county or town may qualify as long as the service area of a given fire department includes a rural area or a rural community or the population of the fire department's jurisdiction is 10,000 or less. The VFA funding must be used for the rural area.
- A single community with a population greater than 10,000 and having a single fire department with one or more fire stations may qualify. The fire department must have a service area that includes a rural area or community that does not exceed 10,000 population. The VFA funding must be used only for the benefit of the rural population. Similarly, a single community with a population greater than 10,000, which also provide fire protection to an adjoining rural community of 10,000 or less population by contract, may also be eligible provided the VFA funding is used entirely to support the rural community.
- A single community fire department serving a population greater than 10,000 and not providing protection to a rural area or to a rural community is not eligible for VFA financial assistance.
- Fire Departments must be National Incident Management System (NIMS) compliant

Purchase Documentation

Departments are encouraged to purchase items through the open market once they are notified of grant approval. The following requirements must be met before NCFS will reimburse your 50% portion:

- Vendor must be paid in full by your department for the items purchased.
- A copy of the itemized invoice and a copy of the cancelled check (that has cleared the bank) or credit card statement must be submitted to NCFS by the close of business on May 31, 2018 at the address listed at the end of the document. If you do not receive your cancelled checks you should request a copy from your bank or submit a copy of your bank statement showing the transaction. Payment to vendor must match exactly the amount of invoice. Only invoices made out in the name of the fire department can be accepted. Invoices made out to individuals are not acceptable. Personal credit card or personal check payments made to vendors cannot be accepted by NCFS for reimbursement. Only documentation in the name of the fire department can be accepted. Failure to return this information by the deadline may forfeit your funds.
- Items purchased must be available for inspection by a NCFS representative. Items that are not present for inspection, or items purchased that are not approved per the guidelines of this program will forfeit your funds.
- NCFS will mail a check to you for the 50% share of the funds once a NCFS representative has inspected the items.

FedMall Purchasing Program

The NCFS offers a purchasing program through the Defense Logistics Agencies FedMall. Under this program the NCFS can purchase grant related items for Fire Departments. However, departments are strongly encouraged to procure items on the open market before utilizing this program. Purchases under this program are limited to \$2,400 per department and orders may take longer due to purchasing restrictions.

If your department chooses to purchase items through FedMall, the order form must be received by date noted on the award letter. This order should only consist of approved items that are related to wildland fire. Orders must not exceed \$2400 per department. Your department will be invoiced for your 50% share once we have notification from one of our representatives that your order has been delivered to you. Failure to return payment within 30-days of the date of the invoice may forfeit your funds.

Please note that FedMall prices can change at any time during the year due to their contract changes. Therefore, the FedMall prices that are on the enclosed price list may be slightly different at the time that you place your order. Since NCFS has no control over the pricing set by FedMall, you will be responsible for any differences exceeding your 50% share of the maximum \$1200.00 match.

A FedMall Information Sheet and Order Form is enclosed for your use if you choose to purchase your items from this program. More information on the FedMall Purchasing Program for NC Fire Department is also available on our website at http://ncforestservice.gov/fire_control/fc_gsa.htm.

No sales tax or shipping charges apply to this purchasing option and no returns or exchanges are allowed

There are four parts to applications process

- Part I: Volunteer Fire Assistance Award Program Application
- Part II: Firefighting Equipment List
- Part III: Population served attest statement
- Part IV: Assurance Statement

Send all application documents to the following address:

N.C. Forest Service
2411 Old US 70 West
Clayton, NC 27520
Fax # 919-553-4486
Attn: VFAP Award Program

You will be notified by letter of funding status once all applications are reviewed and awarded. This will include additional information on completing the grant process.

For inquiries or additional information regarding this award program, please contact your local County Ranger, District Ranger, or the State VFAP Coordinator's Office at (919) 553-6178, or visit our web site at www.ncforestservice.gov.

NC Forest Service
Volunteer Fire Assistance Award Program Application (Part I)
***Please read all the guidelines and instructions before completing this application**

Fire Department Name _____

County _____

Fire Department Federal Tax ID# (required)

Fire Department Mailing Address

City _____

State _____

Zip Code _____

Chief's Name _____

Email _____

Daytime Phone# _____

Evening Phone# _____

Total Operating Budget last year:

This Department is: (check one) a:

Private Non-Profit City Agency

County Agency Other (Explain)

Is this department all volunteer?

Yes No

Number of Active Members:

Number of Paid Full-time Personnel:

Number of Part-time Personnel:

Total Yearly Salary Paid last year:

Salary Paid by:

Department County/Other

of fire stations including main and sub-stations:

Does this department have a fire tax district?

Yes No

If answer is Yes, What rate?
_____ Per _____

Percentage of calls last year that were woods/brush fires? _____

Do members of your department participate on a NCFS pre-arranged fire crew?

Yes No

Is your department willing to respond mutual aid to adjacent counties or other parts of NC to assist the NCFS with suppressing wildland fires if requested during periods of high fire occurrence?

Yes No

What percentage of your members currently have Wildland PPE available to them when needed? _____

This applicant certifies that to the best of his/her knowledge, all information provided in this application is true and correct. This applicant agrees to abide by the guidelines of this program and understands that the NCFS reserves the right to request additional information. Failure to comply with program guidelines will result in forfeiture of any or all funds received by the department.

Signature of Chief:

Date: _____

NC Forest Service
Volunteer Fire Assistance Award Program Application (Part II)
***Please read all the guidelines and instructions before completing this application**

Total Population served by this department _____

***Must be less than 10,000 per Federal Guidelines* IF LEFT BLANK, APPLICATION WILL BE DECLINED**

County Official	Title	Phone
_____	_____	_____
Address	City	Zip code
_____	_____	_____

Verification Statement

I hereby attest that I have contacted the county official whose name and title is listed above to verify the county population served by my department.

I declare that the above statement is true and accurate to the best of my knowledge.

Signature of Chief

Date

Instructions

Enter the population served by your department in each county.

Verification

* You must have contacted the county official whose name and title is listed to verify the county population served by your department. This must be done each time you submit an application.

* Verification Statement: * You must sign and date the verification statement for the application to be processed.

DO NOT SUBMIT AN ORDER WITH THIS APPLICATION.

Application Deadline is

January 2nd, 2018.

Mail applications to:

N.C. Forest Service

2411 Old US 70 W

Clayton NC 27520

Attn: VFAP Award Program

NO FAXED COPIES ACCEPTED.

NC Forest Service
Volunteer Fire Assistance Award Program Application (Part III)
***Please read all the guidelines and instructions before completing this application**

FIREFIGHTING EQUIPMENT LIST			
Number of items	Description of equipment (list each item requested)	Unit cost	Total cost per item
TOTAL COST			
50% FIRE DEPARTMENT PORTION			
50% NCFS PORTION (MAX \$5,000)			

NC Forest Service
Volunteer Fire Assistance Award Program Application (Part IV)
***Please read all the guidelines and instructions before completing this application**

The Applicant hereby assures and certifies that they will comply with the regulations, policies, guidelines, and requirements, including OMB Circular Number 4040-0007, as they relate to the application, acceptance and use of federal funds for this federally assisted project. This Applicant assures and certifies with respect to the grant that:

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 cost) 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 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 nondiscrimination 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.
6. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

Authorized Signature

Title

Date