BUREAU OF FIRE MANAGEMENT
3284 W. Industrial Loop
Coeur d'Alene ID 83815
Phone: 208-769-1525
Fax: 208-769-1524

MEMORANDUM

TO: Idaho Fire Service Organizations **(FSOs)** and Rangeland Fire Protection Associations **(RFPAs)**

FROM: Craig Foss, Acting Chief, Bureau of Fire Management

DATE: April 1, 2016

SUBJECT: Volunteer Fire Assistance (VFA) Grant Program Application

Enclosed is a copy of the **Idaho Department of Lands Volunteer Fire Assistance Grant Application for 2016**. Volunteer Fire Assistance is a cooperative program between Idaho Department of Lands and USDA Forest Service, State and Private Forestry, under the authority of the Cooperative Forestry Assistance Act of 1978, Public Law 95-313, as amended. The Catalog of Federal Domestic Assistance (CFDA) number is 10.664. The VFA application, as well as additional information on the VFA grant process and timeline, is also available online at: **www.idl.idaho.gov.**

Application Deadline: June 1, 2016

Submit Applications to: Your local IDL Forest Protective District/Area Office or Timber Protective Association. For a complete listing of these offices, visit www.idl.idaho.gov.

Eligibility Requirements – Please Review Carefully- If FSO/RFPA's application does not meet all criteria, it will not be considered for funding.

1. Each applicant/recipient of a federal grant is required to have an active Data Universal Numbering System (DUNS) number and maintain current registration in the Central Contractor Registry (CCR) accessible through the System for Award Management (SAM) portal https://www.sam.gov/portal/public/SAM/#1. Please see detailed explanation of requirements in **Federal Requirements for Volunteer Fire Assistance Grant Applicants/Recipients, enclosed.**

2. Idaho Department of Lands Volunteer Fire Assistance will not be available to a Fire Service Organization (FSO) or Rangeland Fire Protection Association (RFPA) applicant who is not a participant in the County Wildfire Protection Plan (CWPP) process for their county. In addition, all requests for VFA assistance listed on the application should be identified in the applicant county's CWPP or periodic update/addendum. Any new FSO or RFPA will have a maximum of five years from their inception to become a participant in the CWPP process for their county. For information on the applicant county's CWPP, contact the county Emergency Management Coordinator or Local Emergency Planning Committee (LEPC).

3. VFA funding allocated to the State is based in part on the number of fires reported in the national database. **Therefore, fire districts failing to report information to the database will not be considered for funding.**

4. A single FSO or RFPA serving a rural area or a rural community with a population of 10,000 or less is eligible (latest Census).

5. FSOs or RFPAs (fire districts, townships, etc.) may serve an aggregate population of greater than 10,000 as long as the service area of the FSO or RFPA 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.

6. A single county or town with a population over 10,000 that is served by two or more FSOs or RFPAs operating entirely within the bounds of the county or town may qualify as long as the service area of a given FSO or RFPA includes a rural area, or a rural community, or the population of the FSO or RFPA's jurisdiction is 10,000 or less. The VFA funding must be used for the rural area.

Continued on Reverse

7. A single community with a population greater than 10,000 and having a single FSO or RFPA with one or more fire stations may qualify. The FSO or RFPA must have a service area that includes a rural area or community that does not exceed 10,000 in 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 that also provides 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.

8. A single community FSO or RFPA 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.

9. While paid FSOs or RFPAs are not excluded from participation in the VFA program, in light of anticipated funding levels, it is not anticipated that FSO or RFPAs comprised of less than 80 percent volunteer rate will receive funding.

10. The FSO or RFPAs share (match) of the financial assistance must be available at the time of application. Match must be "hard" (cash) match per category; non-reimbursable out-of-pocket expenses where the subrecipient is responsible for payment. Applicants may not derive their share from other sources of federal government assistance. Note: FSOs/RFPAs must be able to provide a hard (cash) match of at least ten percent of grant funds being requested.

11. Application must be completed **in full** and **signed** by the FSO's Fire Chief or RFPA's Chairman in order to be considered.

12. When completing the VFA Grant Application, contact the nearest IDL Forest Protective District Fire Warden or Timber Protective Association Fire Warden for assistance with obtaining pricing quotes for items available through the Coeur d'Alene Interagency Fire Cache from the Wildland Fire Equipment Catalog. (See attached example. For an Excel spreadsheet with formulas to help calculate the hard match go to **www.idl.idaho.gov**.)

13. When it is possible to order items through the Coeur d'Alene Interagency Fire Cache, but the FSO or RFPA elects not to do so, only **equivalent or lower priced PPE and equipment will be considered for reimbursement**. Any expenditure over and above this pricing **will not** be reimbursed. **All orders are due to the Coeur d'Alene Interagency Fire Cache by December 15.**

14. Wildland firefighting boots **will not** be funded.

15. Fire Shelters – These grant funds will not cover a personal shelter for every member of the applicant's FSO or RFPA. IDL will only consider shelters for the number of seats on wildland fire apparatus.

16. Communications Equipment – All radios purchased must be narrow band and specified as such on the vendor quote. Radios purchased must be compliant with the applicant county's radio plan.

17. Training – There are several state agencies responsible for training of personnel. Applicant should pursue these avenues before applying for funding through this grant by contacting the local Idaho Department of Lands, Timber Protective Association, Bureau of Land Management, or US Forest Service office. Another training resource is the State of Idaho Division of Professional-Technical Education on the web at: **www.est.idaho.gov.**

18. Project Request – Provide a detailed description of how this request will improve the response capability within the designated service area for which the applicant's FSO or RFPA is first and foremost responsible.

Contact your local Idaho Department of Lands Forest Protective District/Area Office or Timber Protective Association if you have any questions or concerns regarding the Volunteer Fire Assistance Grant Program. **Applications must be submitted to your local Idaho Department of Lands Forest Protective District/Area Office or Timber Protective Association** no later than **June 1, 2016.** For a complete listing of IDL District/Area/Association Offices, refer to the State Government section of your local telephone book, or visit the Idaho Department of Lands website at: **www.idl.idaho.gov.**