

**RURAL FIRE 80/20 REIMBURSEMENT GRANT APPLICATION-FY2009
OKLAHOMA DEPARTMENT OF AGRICULTURE. FOOD & FORESTRY
FORESTRY SERVICES**

General Guidelines

1. Eligible applicants are legal entities (cities, towns, fire departments or districts) under a population level of 10,000.
2. Major Categories of expenditure:
 - A. Fire Station Construction.
 - B. Fire Equipment.
3. Funding limits per application are:
 - A. \$20,000 Limit of State Funds for fire station construction.
or
\$10,000 Limit of State Funds for purchase of fire equipment.
 - B. **No advance payments will be made.** Grant amounts may be claimed only on a reimbursement basis; 80% of expenses will be reimbursed up to the grant award amount. (Example: Must spend \$25,000 to receive \$20,000 reimbursement.) Up to three (3) partial payments may be requested during the grant period.
 - C. Recipients can only make purchases **after** their fire department has been officially awarded a grant and received a copy of the **State Purchase Order** issued by the Department of Agriculture. **Purchases prior to the State Purchase Order date will not be eligible for this grant.**
 - D. Recipients must submit their **Federal Employers Identification (FEI)** number before a State Purchase Order can be issued.
4. Communities imposing strict boundary limits, which exclude rural residences logically part of the community, or using strict subscription response systems will not be eligible for funds under this program.
5. **APPLICATION DEADLINE IS JULY 31, 2008. Application must be received by your Rural Fire Coordinator by the close of business, JULY 31, 2008. (See attached map for your Rural Fire Coordinator's name, telephone number and mailing address.**

THIS IS A REIMBURSEMENT GRANT

APPLICATION DEADLINE JULY 31, 2008

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LEGAL APPLICANT: _____ DATE: _____

NAME: _____

ADDRESS _____ CITY: _____

ZIP CODE + 4: _____ COUNTY: _____ RURAL FIRE COORDINATOR: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEI#): _____

CONTACT PERSON: _____ PHONE: _____

ADDRESS: _____

PROJECT FUNDING: APPLY FOR FIRE STATION OR EQUIPMENT. List the materials or equipment and the cost of the items your fire department intends to purchase with the Rural Fire Matching Grant. **(Any change from the items listed below must be approved by Forestry Services and your Rural Fire Coordinator prior to purchase.)**

<u>Station / Equipment</u>	<u>Estimated Cost</u>
Project total	

PROJECT NARRATIVE: Give a brief explanation of the intended use of the above listed equipment or materials and explain how it will benefit your fire department or your community.

CERTIFICATION: To the best of my knowledge and belief, data in this application are true and correct, the documents have been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances. Applicant further certifies the local funds are available to match the grant request.

Signature and Title of Certified Representative

Date

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Equipment your fire department owns:	Number	Date tested
Pumpers (750 gpm +)	_____	_____
Small pumpers (250 – 500 gpm)	_____	_____
SCBA's	_____	_____
Extra SCBA Bottles	_____	_____
Class 9 pumpers (50 gpm & 300 gallon)	_____	Brush trucks_____
Rescue vehicles	_____	Tanker Trucks_____
Jaws of life	_____	

1. What is the total area (in square miles) protected by your fire department? _____
2. Does your fire department have a written plan of action or standard operating procedure? _____
If yes, attach copy if not submitted with a previous application.
3. Provide the name of your fire department training officer. _____
4. (a) Total training hours recorded for your firefighters during the past 12 months, either in house or OSU certified? _____ Number of Firefighters? _____
(b) How many of your firefighters have completed the following training?

Hazardous Materials	_____	Wildland Fire Fighting	_____
Communicable Disease	_____	Emergency Vehicle Operation	_____
Incident Command	_____	Firefighter I or Essentials	_____

Training Officer Certification

5. Are the proposed expenditures made with this grant essential for the fire department to reach ISO/CRS Protection Class 9? _____
6. What is your Department's OFIRS (Oklahoma Fire Incident Reporting System) reporting number? _____ How many fire runs did your fire department report to the State Fire Marshal in the previous calendar year? _____
7. How much money was expended to operate your fire department during the last fiscal year? \$_____ How much of that money came from the following sources?
Municipal government \$_____ Membership & fees \$_____
Property taxes/assessments \$_____ Donations & fund raisers \$_____
Municipal fire departments must attach a statement from the municipal clerk or treasurer certifying the amounts.
8. Do you have written mutual aid agreements with other fire departments? _____
9. Are your firefighters covered by Worker's Compensation Insurance? _____

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10. Do you have liability insurance coverage on all fire department vehicles? _____

11. How many items of NFPA/OSHA approved protective clothing does your fire department have?

Pairs of gloves: _____ Turnout (bunker) Pants: _____

Hoods: _____ Helmets with eye protection: _____

Pairs of boots: _____ Turnout (bunker) Coats: _____

12. List all State Rural Fire Defense matching grants, and/or CDBG grants, and/or other State Special Project grants your fire department has been awarded in the last three years.

(Forestry Operational Grants Do Not Apply.)

<u>YEAR</u>	<u>AMOUNT</u>	<u>TYPE OF GRANT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**THE FOLLOWING SECTION APPLIES TO APPLICATIONS
FOR FIRE STATION CONSTRUCTION**

No monies from the fund shall be expended or obligated for construction of buildings for fire stations unless the participant proposing to expend or obligate monies distributed from the Rural Fire Protection Program Fund for that purpose holds a lease for a period of not less than ten (10) years, with provision for renewal annually, to land on which it proposes to construct such building. Provided, however that this provision shall not prohibit construction or location of a fire station on land donated in whole or in part to the participant for the purpose, and use of the Rural Fire Protection Program Fund monies for the construction or location, where the donor has received the right of reversion of such land under the stated conditions, if such use be appropriate and reasonable.

13. Do you have a fire station now? Yes _____ No _____

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ANSWER ONLY ONE OF THE FOLLOWING QUESTIONS

14. Is the grant you are seeking for expansion of your existing fire station? Yes _____ No _____
Proposed additional square footage _____
- a. Is the proposed expansion to provide adequate space for apparatus?
Yes _____ No _____
- b. Is the proposed expansion to provide room for class space, officer's desk(s), files, etc.?
Yes _____ No _____
- c. Is the proposed expansion for fund raising occasions (may include kitchen and restrooms)?
Yes _____ No _____
15. Is the grant you are seeking for the purpose of completing or repairing your fire station (insulation, concrete floor, heating, etc.)? Yes _____ No _____
16. If adequate space exists for apparatus but it is comprised of two or more structures well apart from one another, or if the fire department or city owns one such structure but must arrange or borrow a second or third building in order to house all apparatus, it may be expected that the fire department may want to consolidate all apparatus under one roof. Is application being made for such purpose?
Yes _____ No _____
17. Is the grant you are seeking for construction of a sub-station, when such station is necessary to satisfy ISO response time or distance requirements? Yes _____ No _____
If answer is yes, attach a map showing the location of the new sub-station and each existing fire station within a five (5) mile radius of the proposed sub-station. Map shall depict usable roads and highways and the concentration of population to be served by the proposed sub-station.

FIRE DEPARTMENT INFORMATION - PLEASE PRINT

- A. List the name, address, and phone number of person(s) who can be contacted concerning the Rural Fire Grant.

Mayor: _____ Phone Number: _____

City Clerk: _____ Phone Number: _____

Fire Chief: _____ Phone Number: _____

Other Persons: _____ Phone Number: _____

- B. List the name, address, and phone number of person(s) responsible for the following:

Filing Grant Forms: _____ Phone Number: _____

Handling Invoices: _____ Phone Number: _____

Ordering Equipment: _____ Phone Number: _____

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RESOLUTION

**AUTHORIZING APPLICANT FOR FINANCIAL ASSISTANCE FROM
RURAL FIRE DEFENSE PROGRAM**

WHEREAS, the _____ Fire Department desires to seek funding from the Rural Fire Defense Program grant (80/20 or 50/50) for _____ (state project to be completed or equipment to be purchased) in the _____ Fire Department, and

WHEREAS, it is in the best interest of the residents of _____ (name of town or city) to expedite the preparation and submission of an application for financial assistance from the Rural fire Defense Program monies, in the form of a grant.

NOW, THEREFORE, BE IT RESOLVED that _____, Fire Chief of _____ (name of city or town) is hereby authorized and directed to sign an application and related documents necessary to file and process a grant application through the Rural Fire Defense Program on behalf of the _____ (name of city or town) fire department.

PASSED AND APPROVED by the _____ (governing body) this _____ day of _____, 2_____.

BY: _____ (chief elected official)

ATTEST:

APPLICATION DEADLINE JULY 31, 2008