



OKLAHOMA FORESTRY SERVICES

Hazard Mitigation Grant Program

The Oklahoma Department of Agriculture, Food and Forestry - Forestry Services, in cooperation with the USDA Forest Service, is pleased to announce the Oklahoma Firewise Community Hazard Mitigation Grant Program. Grants may be awarded for projects to reduce the wildfire risk and/or hazard in Oklahoma's wildland/urban interface communities. Grant priority will be given based on community-at-risk level, establishment of a local Firewise Council or Board, and type of project submitted. The following guidelines have been established to provide potential grant applicants with required grant program information.

Program Objectives:

- Provide cost-share funds for fire mitigation and Firewise activities.
- Foster closer working relationships with fire departments, communities, counties, and interested organizations.
- Educate the public about the benefits of the fire mitigation and Firewise programs.
- Reduce the risk and effects of wildfire in wildland/urban interface areas.
- Implement a Developed Community Wildfire Protection Plan (CWPP).

Project Match Requirements:

All project applicants **must** provide a match of 20 percent of total project costs with non-federal cash purchases or in-kind contributions. Other federal funds **cannot** be used as a match for this grant.

All project applicants **must** be Firewise Community USA Certified, or in-process of applying for Firewise USA Community Certification. Firewise Communities/USA Application may be downloaded at: <http://www.firewise.org/usa/files/appform.doc>

Cash purchase matches are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, cancelled checks, and signed receipts or official payroll records.

In-kind contribution matches include on-hand supplies, third party donations of supplies or equipment, professional services at the professional rate, or time spent by employees, non-federal grants or volunteers on eligible project activities. Volunteer hours may be applied to the project at rates appropriate to the skill level of the volunteer and/or the nature of the work being performed. Assistance provided by federal or state employees may not be claimed as match.

Grantees are required to maintain project records in accordance with all applicable federal regulations. This includes: (1) records shall comply with generally accepted accounting principles; (2) records will document allowable costs; (3) records will be supported by source documentation, such as cancelled checks, paid invoices, payroll records, time and attendance records, signed contracts; and (4) records will be maintained for three years following payment.

Eligible Projects:

- Firewise or fire mitigation activities that follow the intent of the National Fire Plan
- Firewise or fire mitigation educational activities or materials that can be used to educate the community
- Sign markers to identify roads and residences
- Mechanical removal or reduction of hazardous wildland fuels
- Firewise or fire mitigation research applicable to Oklahoma
- Wildland fuel treatments that increase a community's defensible space, which could include the leasing or contracting of equipment and other resources to complete an eligible project
- Development or improvement of existing fire breaks that provide community hazard mitigation

Equipment and services can be purchased with federal hazard mitigation funds to complete eligible projects. Examples of eligible equipment and services include, but are not limited to: chippers, chainsaws, and Tree Service company contracts. The program is administered by the Oklahoma Forestry Services. For more information contact:

Brian Hall, Staff Protection Forester
 (405) 522-8889 or brian.hall@ag.ok.gov

This cost-share program is for programs, projects, or activities not currently being funded and is not intended to be a substitute for existing funding levels. The focus of this program is to support new initiatives that would not otherwise occur without grant funds. No single piece of equipment costing **\$5,000.00** or more will be permitted.

Approved Equipment

- Chain saws and carrying cases
- Chipper
- Leaf blowers
- Brush hog
- Pole pruners
- Ropes and ladders
- Wheelbarrows
- Safety helmets or hard hats
- Chaps
- Leather gloves
- Safety glasses, goggles, and ear plugs
- Fuel cans, bar and chain oil, files, etc.
- Fire rakes and Pulaski (fuel reduction projects)
- Drip torches (fuel reduction projects)
- Nomex clothing (fuel reduction projects)
- Crew first aid kit
- Firewise literature printing
- Firewise signs and banners
- Firewise workshop expenses
- Global Positioning System (GPS)

Approved Services and Expenses

- Equipment rental (fuel reduction or firebreaks)
- Prescribed burning contracts
- Tree service contracts (chipper, chainsaw operators, etc.) for removal, thinning and pruning of trees for defensible space

Non-Approved Equipment

- Generators
- Lawn mower
- Weed eater
- Cameras
- Boots
- Fire shelters
- Foam and/or skid units
- Backpack pumps
- Uniforms
- Radios
- Megaphones
- Fire hose

Non-Approved Expenses

- Salaries for firefighters
- Mileage for personal vehicles
- Projects not listed in grant

Ineligible Projects:

- Consulting services other than for wildfire hazard mitigation
- Promotional literature for a community
- Any other project outside the intent and scope of the National Fire Plan as interpreted by the Oklahoma Dept. of Agriculture, Food, & Forestry - Forestry Services

Funding:

Funding limit for each project will be determined upon review of the application by the Grant Subcommittee of the Oklahoma Forestry Services. Grant funding is contingent upon available monies, at the time of the grant award.

Deadlines:

Applications must be submitted to the Oklahoma Forestry Services, 2800 N. Lincoln Blvd, Oklahoma City, OK 73105. The State Forester will notify grantees of funding approval. All grantees will be required to sign a Grant Agreement, Debarment form, and Non-Collusion Affidavit form with the Oklahoma Department of Agriculture, Food and Forestry - Forestry Services to outline the parameters of payment, chronological terms, and expected results of the project. Once all forms are returned and finalized, grant projects may begin when a Purchase Order is assigned.

Grantees may submit paperwork for reimbursement as soon as the grant is started. No reimbursements will be made to prior to the Purchase Order assignment. All grantees must have projects completed and all required reimbursement documentation into the Oklahoma Forestry Services one year from the date of the Purchase Order is assignment.

Payment Process:

- Grantees must submit proof of project completion (hazard risk assessment, brochure examples, etc.).
- All costs and in-kind match must be documented correctly before reimbursement is made.
- Unapproved grant expenses will not be paid.
- **No partial payments will be paid.**
- **No payments will be paid for projects completed prior to Purchase Order assignment.**

Technical Assistance:

For further information or assistance, contact:

- Forest Protection Staff Forester Brian Hall at 405-522-8889 or brian.hall@oda.state.ok.us
- Forestry Services Assistant Director Mark Goeller at 405-522-6146 or mark.goeller@oda.state.ok.us
- Local Oklahoma Forestry Services Area/District offices (see Attachment).

**Oklahoma Dept. of Agriculture, Food, & Forestry
FORESTRY SERVICES
OKLAHOMA FIREWISE COMMUNITY HAZARD MITIGATION
GRANT APPLICATION**

Applicant (community, county, organization) Name: _____

Mailing address: _____
(Street or P.O. Box) (City) (Zip Code)

County: _____ Phone Number: _____

Contact Name: _____ Phone Number: _____

Federal Identification Number: (*required*) _____

Local Fire Department: _____

We have an organized Firewise Council or Board.

Contact Name: _____ Phone: _____

Summary of Project:

Project Narrative: (A short narrative should be included that outlines expected results, timeline for completion, who is responsible for the project, and project accomplishment measures.) **Please attach.**

Project Start Date: _____ Time To Complete Project: _____

Grant Funds Requested: 80/20 Matching Funds

Grant Funds Requested: \$ _____ (not more than 80 percent of total)

Cash Match: \$ _____

Value of In-Kind Match: \$ _____

Total Project Amount: \$ _____

OKLAHOMA FIREWISE COMMUNITY HAZARD MITIGATION GRANT APPLICATION (Continued)

Budget Worksheet: (Reminder that grantee must provide 20 percent of project total)

Categories (Describe in detail)	FEDERAL FUNDS Funds Requested	Other Funds	Source	In-Kind Match	Total
Personnel					
Travel					
Equipment*					
Supplies					
Contractual					
Other					
Total					

*Equipment is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of less than \$5,000 per unit.

Authorized Approval:

To the best of my knowledge the above information is true and correct and I am authorized by _____ to represent their interests.

Signed _____

(Title)

(Address)

Date _____

National Incident Management System Certification

I _____ do here by certify that the _____
(Fire Chief's Name) (Fire Department's Name)

Fire Department uses the National Incident Management System (NIMS) when responding to all emergencies.

Signed _____
(Fire Chief)

Date _____