



INDIANA DEPARTMENT OF NATURAL RESOURCES

Mitchell E. Daniels, Jr., Governor
Robert Carter, Director

Fire Headquarters
6220 Forest Road
Martinsville, Indiana 46151
765-342-4701

January 1, 2012

Dear Chief:

Enclosed please find the application packet for the programs offered through our department. The packet contains applications for all three programs offered; Volunteer Fire Assistance (VFA), Federal Excess Personal Property (FEPP), and the Handtool Program. The Handtool Program is included with the Firefighting Assistance application on page two; please use the checkbox to indicate if you would like to apply for handtools. When applying for Volunteer Fire Assistance or Federal Excess Personal Property please attach the appropriate addendum and other requested documentation to the application.

2012 Future Change – This year will be the last year we do the VFA/FEPP Mailing to Rural and Volunteer Fire Departments. Beginning in 2012 we will no longer mail to departments but will post the new application packet on the website www.indianawildfire.com. If your department is unable to use the internet you may contact Fire Headquarters and request an application packet by mail.

NEW in 2012- For the 2012 Volunteer Fire Assistance grant year we will be highlighting projects in the “Wildland Fire” category. In the past, points were given for departments who had projects in the “Safety” category. This year we will be giving additional incentive points to departments who have projects in the “Wildland Fire” category. Items within the “Wildland Fire” category would include but are not limited to: Nomex and wildland firefighting gear, handtools including portable backpack pumps and saws, slip-on units for brush trucks, general water handling equipment, communication equipment and ATV’s with portable water.

I encourage all departments to take advantage of the website www.indianawildfire.com to enter Wildland Fire Reports, apply for Volunteer Fire Assistance grants, Handtool program, and the Federal Excess Personal Property program. Pictures of the Federal Excess Personal Property Equipment are also available on this site. When you send your Wildland Fire Reports on this site the report is automatically downloaded into our database. When you send your Fire Assistance application for Volunteer Fire Assistance or Federal Excess Personal Property the applications are automatically downloaded into the database. This saves time for both the department and the Fire Headquarters staff. Departments can print a copy of their application from the on-line application. If you should encounter any problems with the website, please contact me as soon as possible so that we can make the needed corrections. We have experienced few problems with this site and have found it to be very successful.

The Volunteer Fire Assistance program is a federally funded 50/50 matching grant program to assist departments in obtaining firefighting equipment, training, or organization for new departments. **Grant applications for the current grant year must be completed and received in our office prior to March 1st.** Applications received after this date will be deferred and considered for the next grant year cycle. Qualifying departments should meet the following criteria; protect rural wildlands outside incorporated city limits, if a department is a city, town, or community department, the city, town, or community should have less than

10,000 inhabitants and/or the responsibility for initial response to sizable rural areas. The funding from the VFA grant cannot be used for a new truck chassis, EMS equipment or supplies, or for any capital improvements to the fire station. Funding can be used for any fire protection project including but not limited to; SCBA's, PASS alarms, dry hydrants, Class A foam systems, radio equipment, training, turn-out gear, hose, pumps, slip-on units, etc. Again, the focus of this grant funding is on wildland fire and rural response. Applications will be scored with priority given to this category.

Beginning in October 2005 the federal government is mandating all qualifying departments be compliant in National Incident Management System (NIMS). For more information on NIMS training opportunity visit the website at www.fema.gov/nims. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a single, comprehensive national approach to domestic incident management.

In 2011 the E-Verify program was added to the Cooperative Mutual Aid Agreement. During the most recent Indiana legislative session various changes were made pertaining to enforcement of federal immigration laws, illegal immigration, and related criminal matters. One of those changes included in Public Law 171 (IC 22-5-1.7-3) which requires state agencies, political subdivisions, contractors with public contracts for services with the state or a political subdivision, and certain business entities to use E-Verify effective July 1, 2011 to verify employee eligibility. E-Verify is an internet-based system provided by the US Department of Homeland Security that allows businesses to determine the eligibility of their employees to work in the United States by verifying the accuracy of information collected from the employee's completed I-9 form (i.e.; social security number or passport number). In order to do business with the State of Indiana, our contractors and subcontractors must agree (in writing) to use the E-Verify system beginning July 1, 2011 to verify their company employees' eligibility to work in the United States. The State may terminate for default if the Grantee fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

The Federal Excess Personal Property (FEPP) program allows for the acquisition of excess military equipment. This equipment is made available to rural and volunteer fire departments for conversion to firefighting apparatus. This equipment includes, but is not limited to vehicles, generators, and miscellaneous firefighting equipment.

The Handtool Program supplies qualifying cooperating fire departments with a compliment of wildland firefighting handtools. Currently we do not have funding or equipment in stock to support the handtool program. We are revising the tools available in a handtool compliment. At this time we do not have handtools available for this program, when tools become available we will fill orders with departments who have never received tools first, then departments who have not received in the past 10 years. Departments should continue to update their applications requesting handtools annually so that when tools become available departments will remain eligible for a complement of handtools.

Also, enclosed is the Wildland Fire Report, which we encourage departments to send to our office monthly. Wildland Fire Report keep track of acreage, cause, and number of fires departments are running on is one of the criteria we use for grading applications. Please send a report for each wildland fire your department responds to. If you did not have any wildland fires in the monthly reporting period, send a report with the "no fires" box checked. When grading applications we reward departments for reporting we do not penalize departments for not having fires. Departments can send reports on the website www.indianawildfire.com or by email to chunt@dnr.in.gov.

After speaking with various fire departments I became aware of the concern regarding property taxes and how this may affect a department's decision to apply for a Volunteer Fire Assistance (VFA) 50/50 grant. Keep in mind when applying for VFA the department does not have to request the maximum amount of \$10,000 which is a \$5000.00 grant; for example, departments can request \$1000 with a \$500/\$500 grant and match.

Another option is to request the amount that the department considers they will be able to match and if after your grant has been approved you do not have the funding you expected the department can spend a lesser amount. For example, a department requests \$10,000 then they do not receive the amount of funding expected so they are only able to purchase a total of \$5000, we would then match 50% which would be \$2500 grant funds and \$2500 for the department match. The department would then have \$2500 that they could spend and submit as a total amount and receive \$1250 grant funds with a department match of \$1250. We can approve grants for as little as \$500 total spent, which would be \$250 grant and \$250 department match. If you are concerned about applying for a grant due to issues with funding, please contact me. The VFA program is a very flexible program and is geared towards departments who do not have large amounts of funds on hand, with large protection areas and small populations.

Along with the enclosed application packet and fire report form please find an outline for processing a Volunteer Fire Assistance grant. This will give you a good perspective as to what is involved in completing a VFA grant.

If you have any questions or I can be of assistance to you in completing your applications, please contact me. I look forward to working with you in the future.

Sincerely,

Crystal M. Hunt

Program Coordinator

765-342-4701

chunt@dnr.in.gov

Division of Forestry
Fire Management Programs
Volunteer Fire Assistance
(VFA)

The Volunteer Fire Assistance Program (formerly called the Rural Community Fire Protection (RCFP) program) is a federally funded matching grant program. VFA is a cooperative program between the USDA Forest Service, State and Private Forestry and the Indiana Department of Natural Resources, Division of Forestry. VFA is a 50\50 matching grant program to assist in organizing, training and equipping rural and volunteer fire departments. Grants are matched on a 50\50 basis up to a maximum of \$5,000 (\$5,000 grant plus \$5,000 department).

Rural departments and those city departments with a population base of fewer than 10,000 may apply for these grants. Interested departments must complete an application and return it by March 1st of each year. Applications received after March 1st will be considered for the following years grant program. There are certain restrictions that apply to this money. The application is enclosed with this announcement or to receive an application contact Fire Headquarters or go to the unofficial website at <http://www.indianawildfire.com>.

FEDERAL EXCESS PERSONAL PROPERTY
(FEPP)

The Federal Excess Personal Property (FEPP) program allows for the screening and acquisition of excess military equipment. FEPP is a cooperative program between the USDA Forest Service, State and Private Forestry and the Indiana Division of Forestry. This equipment is then made available to rural and volunteer fire departments for conversion to firefighting apparatus. This equipment includes vehicles, generators, fire equipment, etc.

The equipment is made available under a cooperative lease agreement. There is no cost to the department to obtain this equipment; however, the federal government maintains title. Cooperating departments must obtain a license plate and maintain liability insurance on any equipment that is to be operated on the public roadways. Departments have one year to put this equipment in service and are authorized to keep the equipment so long as it is being operated in accordance with the lease agreement. The application is enclosed with this announcement or to receive an application contact Fire Headquarters or go to the unofficial website at <http://www.indianawildfire.com>.

HANDTOOL PROGRAM

The Division of Forestry will supply qualifying cooperating fire departments with a compliment of wildland firefighting handtools as the tools become available. We are revising the tools included in a compliment. The estimated value of these tools is \$950.00. In order for a department to qualify they must sign a cooperative mutual aid agreement. Departments can only receive a compliment of tools once every 10 years. **At this time we do not have handtools available for this program**, when tools become available we will fill orders with departments who have never received tools first, then departments who have not received in the past 10 years. Departments should continue to update their applications requesting handtools annually so that when tools become available departments will remain eligible for a complement of handtools. To apply for the Handtool program use the check box on page two of the Fire Assistance application.

House Enrolled Act 1424
(HEA-1424)

The 1984 Indiana General Assembly enacted House Enrolled Act 1424 to amend the Indiana Code concerning distribution of monies from timber sales to rural and volunteer fire departments. The Indiana Department of Natural Resources (IDNR) returns 15 percent (15%) of the net proceeds from the sale of timber on its state-owned lands to the county from which the timber was sold. HEA-1424 now earmarks half (50%) of these revenues to be distributed to rural and volunteer fire departments within the county. To qualify a department must have a Cooperative Mutual Aid Agreement in effect with the IDNR, Division of Forestry. Each fire department is limited to receive a maximum annual distribution of one thousand dollars (\$1,000). HEA-1424 applies to the following counties: Brown, Clark, Crawford, Dubois, Gibson, Greene, Harrison, Jackson, Jennings, Knox, Martin, Miami, Monroe, Morgan, Orange, Owen, Perry, Pike, Putnam, Scott, Sullivan, Washington, and Wabash.

Mailing Address: Fire Control Headquarters
6220 Forest Road
Martinsville, IN 46151
Phone: 765-342-4701
Fax: 765-342-4760
chunt@dnr.in.gov



Division of Forestry
Application for Firefighting Assistance

1. Date of Application _____

2. Department Name _____
(Please provide full legal name)

3. Department Address _____

(City, State, and Zip + 4)

4. Was this department formed within the last 24 months? Yes \ No

5. Department NFIRS Number: _____ - _____
(2-digit county + 3 digit department, example 55.015)

6. What is your department Federal Identification Number (nine digits, usually beginning with 35-----)

7. County _____ Township _____

8. What is the approximate population base served by your department? (primary protection area) _____

9. What is the approximate size of your department's primary protection area? (Square miles) _____

10. List any federal/state/public properties (Greater than 500 acres) that fall within your primary protection area. Acreage must be included. (Contact the Property Manager to find the acreage in your protection area).

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(Property Name)

(Total Acreage, must be included)

Continue on next page

ADDENDUM

FEDERAL EXCESS PERSONAL PROPERTY (FEPP)

FEDERAL PROPERTY AND ADMINISTRATIVE SERVICES ACT - 1949 SECTION. 7 - COOPERATIVE FORESTRY ASSISTANCE ACT - 1978

EQUIPMENT REQUEST FORM

1. Does your department currently have any FEPP equipment under cooperative agreement with the DNR? Yes / No

2. Using the table below, place an "X" next to the type of equipment that your department is in need of.

Remember, most of this equipment is **military surplus**. (we seldom see a "class A" Engine)

NOTE: This request will remain valid for a period of two (2) years.

We will notify your department when requested equipment is available.

1	Truck, 3¼ or 5¼ Ton 4X4	19	Water Handling Appliances
2	Truck, 3¼ or 5¼ Ton 2X4	20	Fire Extinguishers
3	Truck, 3¼ or 5¼ Ton W\Cargo Box	21	Warning Lights and Sirens
4	Truck, 2 ½ Ton 6X6 Diesel	22	Ventilation Equipment
5	Truck, 2 ½ Ton 6X6 Gas	23	Lighting Equipment
6	Truck, 5 Ton Diesel	24	Nozzles
7	Truck, 5 Ton Gas	25	SCBA
8	Truck Chassis, Commercial	26	Fire Hose
9	Tanker	27	Protective Clothing
10	Maintenance Truck	28	Pumps
11	Trailer	29	Compressors
12	Fire Engine	30	Generator, 1.5 Kw
13	Tanks	31	Generator, 3.0 Kw
14	Van \ Panel Truck	32	Generator, >3.0 Kw
15	Truck, 1 Ton 4X2	33	Other (be specific)
16	Ladders	34	¾ Ton Blazer
17	Saws (K-12, chain saw, etc.)	35	Water Buffalo, 400 Gal. Tank, Trailer Mount, Air Brakes
18	Handtools	36	Communications Equipment
		37	Computer
		38	Forcible Entry Equipment

COMPLETE THIS ADDENDUM FOR THE FEPP PROGRAM

ADDENDUM
VOLUNTEER FIRE ASSISTANCE (VFA)
FEDERAL GRANT APPLICATION

Does your department have its 50 percent share for this project?			Yes \ No
Is this a multi-department\multi-community proposal? If yes, provide names and contact information for each.			Yes \ No
<u>Dept. \ Community</u>	<u>Contact</u>	<u>Address</u>	<u>Phone</u>
What is your Federal Tax Identification Number? (9-digit number)			
What is the current Insurance Services Office (ISO) rating for your protection area?			
Does your department train in the National Incident Management System (NIMS)?			
Does your department utilize the National Incident Management System (NIMS)?			
<i>Attach a map showing the location of your department and primary protection area.</i>			
Briefly describe the purpose of this proposal. (what are you upgrading or adding to your department)			
Example: We would like to purchase replacement hose for our brush truck.			
Please write a justification statement that briefly describes why you are submitting this proposal and how it will benefit your department. <i>Example: We would like to purchase new Water Handling equipment to replace our old in order to promote firefighter safety and increase suppression capabilities.</i>			
Please provide an itemized list with estimated individual unit cost for each item.			
What is the total project cost? \$ _____			<i>If approved, we will match 50/50 up to \$5000.00 on your requested grant amount.</i>
<i>Look at your itemized list, each item should fit into one of the categories listed in the table below.</i>			
<i>Pick the appropriate category by the largest amount requested.</i>			
Nozzles-\$500.00 Portable water tank-\$2000.00 2.5" Fire Hose-\$1500.00 All of these items would be in the Water Handling category.			
Fire Prevention / Education		Training	
Water Handling		Organization (new departments only)	
Communications (radios, pagers)		Dry Hydrants	
Class "A" Foam		Safety (SCBA's, Turn-out gear, PAS alarms, etc.)	
Wildland Fire Equipment			

THIS PAGE IS REQUIRED IF YOU ARE APPLYING FOR A VFA GRANT



State of Indiana
Wildfire Report

- 1. Date _____
- 2. Reporting Fire Department _____
- 3. Department NIFR'S Number _____ - _____ (Example: 55-015)
- 4. Address _____
- 5. City _____ State _____ Zip _____
- 6. County _____
- 7. Name of Landowner where fire started: _____

Cause		Acres Burned by Type	
Lightning		Hardwoods	
Campfire		Pine Forest	
Smoking		Pasture_Field	
Debris_Burning		Crops	
Arson		Strip_Mines	
Equipment		Right-of-way	
Railroads			
Children			Total

- 8. No fires reported for the month of _____
- 9. Signature of person making report _____
- 10. Title of person making report _____
- 11. Check here if you need more forms _____

Mail Reports to: Fire Control Headquarters
 6220 Forest Road
 Martinsville, IN 46151
 (765) 342-4701
 Email Reports: www.indianawildfire.com
chunt@dnr.in.gov

VOLUNTEER FIRE ASSISTANCE GRANT

GUIDELINES FOR COMPLETING YOUR PROJECT

- ✓ Upon receiving the approval letter, the department will be instructed to contact Fire Headquarters to participate in a Webinar or other approved signatory process to sign the Cooperative Mutual Aid Agreement and other supporting documentation
- ✓ With the approval letter will be a Vendor Information Form which the department will need to take to their financial institution for completion the Auditor's office will allow a VOID check with correct identification on the check to be attached to the Vendor Information Form. In addition the department representative will need to complete "Section 1" with the Rural or Volunteer Fire Department's name and billing address.
- ✓ The completed Vendor Information Form with direct deposit information/VOID check will need to be included in the completed packet.
- ✓ Currently Indiana state law requires that vendors (departments) submit a Vendor Information Form (direct deposit form). If you do not have the form, or feel you will be unable to provide a direct deposit form for your department, contact me immediately.
- ✓ Vendor Information Forms (Direct Deposit forms) must be updated every 6 months. If your department does not complete the grant project within 6 months of signing grant paperwork a new Direct Deposit form may have to be submitted with the invoice(s) at that time.
- ✓ Once you receive the copy or notification that the Cooperative Mutual Aid Agreement has been signed by the State Forester you can obtain invoices. Invoices cannot be dated prior to the last signature on the Cooperative Mutual Aid Agreement.
- ✓ Order your equipment or begin your project
- ✓ Submit invoice to: Fire Headquarters, 6220 Forest Road, Martinsville, Indiana 46151, if faxing your invoice (not recommended) call 765-342-4701 to verify that invoice has been received by fax. Invoices may also be sent to Crystal M. Hunt at chunt@dnr.in.gov department's will receive confirmation that the invoice(s) has been received by Fire Headquarter's staff.
- ✓ Submitted invoice(s) may be paid or unpaid. It is the department's responsibility to pay the vendor. The direct deposit will be issued in the department's name.
- ✓ Invoice(s) will be processed at Fire Headquarters and direct deposited from the Accounting Division directly to your department's bank account. Note: If you change addresses you will need to notify me prior to submitting your invoice, we will need to correct your Vendor Information Form to reflect the new address or payment will be delayed.
- ✓ Direct Deposit will be received by department in approximately 45-90 business days. If you do not receive the direct deposit within this time frame, please contact me.

- ✓ Upon department receiving direct deposit, if not already paid departments will pay the vendor.
- ✓ When the department receives cancelled check from bank/trustee for payment of the vendor, send a copy of the cancelled check front and back to Fire Headquarters for auditing purposes. If you do not receive your cancelled checks back from the bank a copy of the statement showing the check as cleared is sufficient.
- ✓ After completing the project your department will be contacted by Fire Headquarters to arrange an inspection of your completed project.
- ✓ After completing the above steps your department's grant will be ready for audit.

Mailing and Contact Information: Fire Headquarters

6220 Forest Road
Martinsville, Indiana 46151
765-342-4701 Telephone
765-342-4760 Fax
chunt@dnr.in.gov
website: www.indianawildfire.com