

FOREST FIRE PROTECTION (FFP) GRANT AWARD CHECKLIST

This checklist is provided to help you conduct your fire organization's FFP project. Important dates are noted to keep your project on track. This document, as well as documents referred to herein, may be accessed on the **Forest Fire Protection Grant Website**: <http://dnr.wi.gov/aid/forestfireprotection.html>

DUE	DONE	Grant # FFP- _____ Grant Project Dates: October 1 st – April 15 th
GRANT AWARD ACCEPTANCE		
October 15th	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Read the grant letter and agreement.</p> <p>Confirm the approved category award amount, total grant award amount, and note any ineligible item(s). It is possible to receive a "partial" award if you requested funds in the category in which funding ran out.</p> <p>Review the grant agreement before accepting this award to fully understand your responsibilities as the grantee.</p> <p>Accept or decline the grant award. Immediately inform the FFP grant manager, in writing, if you decline the grant award.</p>
	<input type="checkbox"/>	Read the FFP Grant Procedures document for grant administration information.
	<input type="checkbox"/>	Sign both copies of the grant agreement.
	<input type="checkbox"/>	Complete the Payee Verification Form and W-9 (if necessary). Return the completed form(s) to the FFP Grant Manager.
October 15th	<input type="checkbox"/>	<p>Submit the DNR Copy of the grant agreement, Payee Verification Form and W-9 (if necessary) to the FFP Grant Manager:</p> <ul style="list-style-type: none"> ▪ Email: DNRRFFPGrantProgram@wi.gov ▪ Fax: (608) 267-0496 ▪ Mail: Department of Natural Resources – CF/2; PO Box 7921; Madison, WI 53707
	<input type="checkbox"/>	Create and maintain a grant file for this FFP grant project. All documentation and records related to this project must be retained for a period of three (3) years and made available upon inspection.
Once you sign and return these documents, proceed with your project. You will receive no further confirmation from the DNR.		
USE OF GRANT FUNDS		
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Competitive Procurement</p> <p>Determine procurement method required for your project by reviewing grant agreement conditions: General Condition 8.e. "Bidding" and Special Conditions B.5.a – b. Another useful tool is the Procurement Guide for Local Governments Receiving DNR Grants.</p> <p>Secure quotes (if not previously done). Catalog pages, internet pages, and documented telephone contacts are acceptable.</p> <p>Solicit bids, if applicable.</p> <p>Keep copies of all quotes and/or bid information in the fire organization's grant file for future inspection.</p>
ASAP	<input type="checkbox"/>	<p>Order as soon as possible if you plan to make purchases from the DNR's Forestry Equipment R& D Center in Tomahawk to avoid backorders.</p> <p>Website: http://dnr.wi.gov/topic/ForestFire/catalog.html</p>
ASAP	<input type="checkbox"/>	Purchase and receive all products and services on or before the strictly enforced project end date of April 15 th .

****FFP Grant Projects END on APRIL 15th.****

NO EXTENSIONS

All purchases must be received; all services must be rendered on or before this date.

Any costs incurred after this date will not be eligible for reimbursement.

REIMBURSEMENT REQUESTS

Upon FFP project completion BEFORE April 15th	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Complete and compile: Reimbursement Request (Form 4300-120). Be sure to include check numbers and dates on this form. Proof of purchase – An itemized invoice must be submitted for each purchase. Quotes and estimates are not acceptable. Proof of payment – <i>only required</i> if personal credit cards/checks are used. You will be contacted if additional proof of payment documentation is needed.
On or before April 15th	<input type="checkbox"/>	Submit the reimbursement request with supporting documentation to the FFP Grant Manager: <ul style="list-style-type: none">▪ Email: DNRFFPGrantProgram@wi.gov▪ Fax: (608) 267-0496▪ Mail: Department of Natural Resources – CF/2; PO Box 7921; Madison, WI 53707
	<input type="checkbox"/>	Keep copies of the reimbursement forms and purchase and payment documentation in your fire organization's grant file to produce upon inspection.

PROJECT COMPLETION/CHECK RECEIPT

	<input type="checkbox"/>	Participate in an on-site field check conducted by the local DNR Forester/Ranger
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CONTACT FOR QUESTIONS

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