



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

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Greetings to the Fire Service of Wisconsin!

May 2013

We are pleased to provide you with information about this year's funding cycle of **Forest Fire Protection (FFP) grants** to Wisconsin fire departments and county/area fire associations. The FFP program is a 50/50 cost-share **reimbursement** grant program. This means that the grantee must use its own resources to fund the entire cost of the project and, upon project completion, request reimbursement for 50 percent of the total eligible project costs up to the amount of the grant award. The information that follows will more fully explain the FFP program and offer assistance in completing the application

DNR's efforts in wildland fire suppression and prevention are incomplete without the assistance and support of local fire organizations. We encourage you to take advantage of this opportunity to apply for funds in order to improve and maintain your capabilities in wildland fire suppression.

Your partners at the DNR~~Division of Forestry & Bureau of Community Financial Assistance

What is the purpose of this grant program?

Grant funding is intended to **expand the use of local fire departments to augment and strengthen the DNR's overall initial attack fire suppression capabilities on forest fires**. All application requests are reviewed with this premise in mind, and purchases or projects that do not support this are likely to be deemed ineligible.

What is the application deadline?

U.S. Mail: The deadline (postmark) date for a grant application mailed is **Monday, July 1, 2013**. (**Note:** If mailing close to the deadline date, be sure to have the Post Office hand cancel the envelope)



Electronic submission (includes telefax or email with attachment): Electronic submission of an application is acceptable as long as it is **received by midnight Monday, July 1, 2013**. A DNR FFP Grant Program mailbox has been created to facilitate email transmissions (See page 5 for fax and email submittal information).

→ What's new this grant cycle? ←

- All applicant Fire Departments must have a **signed and executed** DNR Memorandum of Understanding (MOU) for Mutual Aid and Fire Suppression Services (Form 4300-061, R12/11). This MOU must be in place on or before the application deadline date of July 1, 2013. To verify whether your fire organization has this MOU on file, you can check the [DNR-FD MOU](#) list. This list also includes information on the pay options that a fire department chose so you can complete Part 2/Question 3 of the application form.
- Revised [FFP grant application](#) (Form 4300-119, R5/13), application guidance materials, and updated list of FFP project category [eligible and ineligible items](#) reflecting this year's changes.
- Highlights worth repeating are:
 - [PPE Category](#): Wildland hard hats & chainsaw helmets are eligible
 - [Tools & Equipment Category](#):
 - Class A foam & gels (USDA approved) **limited to 50 gallons**
 - Pump up to and including **21 hp eligible**
 - Hoses, nozzles, and appliances of a diameter **no more than 1 inch eligible (1 1/2" items are NOT eligible)**

o Communications Category:



- o Radios limited to 2 mobiles/4 portables(handhelds) per department; radios must meet eligibility criteria defined on eligibility list (e.g., radios must meet P25 standard digital/**analog WISCOM capable**)

4. Dry Hydrant components and supplies for *new installations only* will continue to be eligible under the “Tools & Equipment” category. Dry hydrant installation remains as a separate, lower priority category and covers costs of installation such as excavation, site preparation, engine pad and signage.

5. The strict enforcement of the FFP project end date continues: **April 15, 2014**. All items must be purchased and received on or before this date! NO EXTENSIONS!

Where do I get an application form & materials?

All FFP application information continues to be available **on-line!** Wisconsin fire departments and county/area fire associations can access the FFP application form and more at the following DNR website:

<http://dnr.wi.gov/aid/forestfireprotection.html>

The [FFP grant application](#) (Form 4300-119, R5/13) is a fillable, printable, and savable form. You can fill it out on-line and print it **or** you can just print off a copy and manually fill it out. **Note:** If electronic access creates a hardship for any fire organization, hard copies can be obtained by contacting a [FFP grant manager](#) (contact information found on page 5).

Is there any other information I should know as I fill out the application form?

Part 1-Applicant Information:

DNR Contact Information. If using the on-line application form, once the “county” is identified the form is designed to populate the DNR Contact Information—Local DNR Staff, DNR Forestry District, and the Fire Response Unit (FRU). A dropdown list will appear if a given county has multiple staff and/or FRU to choose from. If filling the application out manually, refer to the [DNR Local Contact Information](#) document on the website.

NIMS compliance. Since federal dollars are used (along with state forestry mill tax dollars) to fund the FFP program, DNR needs to assure our federal partners that grant recipients meet the NIMS compliance standard. All applicants need to indicate whether the fire department(s) will be NIMS compliant by October 2013.

Wildland Fire Incidents. Information continues to be collected on the total number of wildland fire incidents within the applicant’s jurisdiction, *whether you respond to them or not*. All applicants are asked to provide this data for calendar year 2012. This information is used for statistical purposes and to expand DNR’s wildland fire incident database.

Communities Served by this Applicant. Only account for those communities that you are directly responsible for. *This does not include mutual aid responsibilities.*

Note: An applicant’s response to these questions will not impact the score or be used for purposes other than which it is being collected.

Is my Fire Department or County/Area Fire Association eligible to apply?

Eligible Wisconsin fire departments are those that have a newly signed and executed DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services (see [DNR-FD MOU](#) list).

Eligible Wisconsin county/area fire associations are those with a majority of the fire department members serving organized forest fire control areas designated by the DNR (see [FRU map](#)).

If you have questions about eligibility, contact [Chris Klahn](#) (contact information found on page 5).

What are the grant limits?

The FFP program grant **maximums & minimums** differ depending on the applicant.

Fire Dept applicants: Max: \$10,000 (total eligible project costs of \$20,000 or more)

Min: \$ 750 (total eligible project costs of \$ 1,500 or more)

County/Area Fire Association applicants: Max: \$25,000 (total eligible project costs of \$50,000 or more)

Min: \$ 5,000 (total eligible project costs of \$10,000 or more)

What can my Fire Department or County/Area Fire Association apply for?

The FFP program provides grant funding for purchases in the following categories (listed in **priority order**):

- Personal Protective Equipment
- Forest Fire Training
- Forest Fire Prevention & Wildland Urban Interface
- Forest Fire Suppression Tools/Equipment/ Supplies/Materials (includes dry hydrant components and supplies for **new installations only**)
- Communication Equipment
- Dry Hydrant Installation
- Mapping
- Initial Attack Vehicles, ATVs/RTVs/UTVs) (limited to individual fire department applicants only)

Warning⇒ Purchases made before a grant agreement is issued are NOT eligible for funding ⇐ **Warning**

What types of projects are eligible for funding?

An up-to-date listing of FFP project category [eligible and ineligible items](#) is available on the website. Be sure to discard any prior year grant eligibility lists! Many of the items that were considered “eligible” in prior year grant cycles may no longer be eligible!

ATTENTION County/Area Fire Associations: All county/area fire association projects must be county-wide in nature. The project must benefit a majority of the membership.

What do I need to know as I complete Part 4: Itemized Budget & Project Description?

- REQUIRED! Itemize your list of intended purchases in **Part 4-Grant Funding Requested by Category/Itemized Budget** of the **application form**. This information must consist of: **item description** with any **applicable requirements** (hose diameter, pump horsepower, chainsaw engine cc/hp, etc); **quantity; individual cost; total category costs; total FFP project cost; 50% grant funding requested**. A dropdown menu is now available to assist you in completing this section of the application form. Additionally, formatting and automatic calculations are built into this section so you don't have to do the math! Be sure your cost estimates costs allow for any price increases realized from the time of application to award and ordering.
- REQUIRED! Provide a **concise description**. Applications will be deemed ineligible if this is not completed.
- Start a file and save the budget estimate paperwork and any quotes obtained during the preparation of this application. You do not have to send this information in with the FFP application.

What is the timetable for this grant program?

July 1	Applications due
August-September	Applications reviewed/ranked/final funding decisions made
First Week of October	Awards announced—projects can begin once grant agreement is signed
April 15, 2014	Project end date for all grant award recipients-- Strictly Enforced! NO EXTENSIONS! All items must be purchased and received by this date!

How are applications ranked & funded?

The FFP grant program ranks and funds applications by category priority and is done as follows:

- All eligible grant applications are sorted by score and then by the highest priority category possible out of those listed below.

PRIORITY ORDER #	CATEGORY
1	Personal Protective Equipment (PPE)
2	Forest Fire Training
3	Forest Fire Prevention
4	Tools/Equipment
5	Communication Equipment
6	Dry Hydrant Installation
7	Mapping
8	Vehicles

- Grants are awarded to all eligible projects within a priority category so long as the category can be funded fully. Funds are awarded to all PPE category applicants first, all forest fire training applicants second, and so forth.
- When there is not enough money to fund fully a category, the score determined for each applicant in Part 2 or Part 3 of the grant application is used to determine which applicants receive the money within that category in which the funds run out. For example, those with a score of 50 will get first priority within that category; a score of 40 will get second priority, and so forth until a particular score cannot be funded fully. When this happens, a *lottery drawing* will be held to determine which applicants within that score receive grant funds for that particular category. (To better illustrate this scenario -- All applications requesting funds in the communications category cannot be funded fully but those applicants with a score of 50 points can be fully funded and are. However, all applicants with a score of 40 points cannot be funded fully, so a lottery drawing is held to determine which applicants with a score of 40 points will receive the remaining funds for the communications category.)

How were FFP funds distributed last year?

To give you an idea of the FFP category requests received and the [FFP grant funds awarded](#) during the last funding cycle, the following summary is provided:

FFP Category	FFP Requests Rec'd	FFP Grant Funds Awarded
Personal Protective Equipment	\$ 382,084	\$ 191,042
Forest Fire Training	\$ 772	\$ 386
Forest Fire Prevention	\$ 18572	\$ 9,286
Equipment/Tools	\$ 532,222	\$ 266,111
Radio Reprogramming	\$ 8,120	\$ 4,060
Communications Equipment	\$ 417,970	\$ 103,491
Dry Hydrants (3)	\$ 22,308	\$ 0
Mapping	\$ 9,271	\$ 0
Vehicles	\$ 265,552	\$ 0
Totals	\$ 1,656,872	\$ 574,376

It is worth noting of the **231** eligible FFP applications received, a total of **220**(95%) were either fully or partially funded based on the FFP program's method of priority funding.

What is the Fire Response Units (FRU) map for?

The [FRU map](#) will help you to determine: 1) DNR Forestry District, 2) FRU, and 3) and whether a fire department serves areas within a COOP or DNR organized fire control area. **Note:** if you use the on-line fillable form, the local DNR staff, DNR Forestry District, and FRU will automatically be filled in once the "County" has been identified.

What else do I need to know?

- ◆ A fire department or county/area fire association that had its **2012 FFP grant canceled (with penalty)** is not eligible to apply for or receive a grant in this grant cycle.

- ◆ One of the many vendors you may want to consider ordering from is **DNR's Forestry Equipment R&D Center in Tomahawk, Wisconsin** (formerly the Neil H. LeMay Forestry Center). This state facility builds and supplies fire control and forestry equipment to the DNR and not-for-profit fire departments. Since it can order in bulk quantities, fire departments can purchase the equipment at the state's rate and avoid having to follow bid and procurement guidelines. More information and the catalog can be found at the DNR website: <http://dnr.wi.gov/topic/ForestFire/catalog.html>
- ◆ **DNR's Fire Department Advisory Council (FDAC)** ~~ This DNR-appointed Council consists of representatives from Wisconsin's fire service community. The Council offers grassroots guidance to the Division of Forestry on the direction and structure of its forest fire protection organization, operations, and grant programs. The Co-Chair of the Council is the DNR Cooperative Forest Fire Specialist, who is also a member of a volunteer fire department. As council members, they advise the DNR on funding issues for the FFP grant program, recommend ranking and scoring guidelines for fire suppression grants, and work with DNR staff to develop policy and guidance for the DNR fire suppression grant program. The FDAC [membership list](#) is available on the website.
- ◆ **Fire Department [Wildland Training](#) for Cooperative Areas ~~ FREE!** DNR instructors are now available to teach the following courses: 1) "Introduction to Wildland Fire Suppression for Wisconsin Fire Departments" (8-hour course); 2) "Structural Protection for Wisconsin Fire Departments" (3-hour course); (3) "Wildland Fire Simulator Training for Wisconsin Fire Departments" (3-hour course). These courses, funded by the Division of Forestry, are designed to offer firefighters the information they need to safely suppress wildland fires in Wisconsin. A broader range of wildland fire topics is also available to meet fire department needs and time constraints. If there is an interest in this free fire training, **make sure you mark "Yes" to this question on the Application form-Part 1.** Questions about this valuable training can also be directed to Chris Klahn, Cooperative Forest Fire Specialist.

If I need assistance with this application, how do I get help?

DNR's FFP grant program managers are ready to assist you!

DNR ~ FFP Program Contacts		
Eileen Trainor, FFP Grant Manager	608-267-0848	Eileen.Trainor@wisconsin.gov
Kathy Wells, FFP Grant Assistant	608-266-0918	Kathy.Wells@wisconsin.gov
Chris Klahn, Cooperative Forest Fire Specialist	(o) 608-297-2214 (c) 608-516-7280	Christopher.Klahn@wisconsin.gov

Mailed applications must be postmarked on or before July 1, 2013

Mail applications to: FFP Grant Manager-CF/2 ● PO Box 7921 ● Madison, WI 53707-7921

Electronically submitted applications must be received by midnight, July 1, 2013

Telefax: 608-267-0496



Email: DNRffpgrantprogram@wisconsin.gov

FFP Application Checklist
<p>✓ ALL APPLICANTS MUST:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Complete Parts 1,2 or 3,4, and 6 (sign and date) of FFP application (Form 4300-119, R5/13) <input checked="" type="checkbox"/> Be sure that Part 4 (Grant Funding Requested by Category/Itemized List) contains all required information <input checked="" type="checkbox"/> Be sure that Part 4 (Project Description) concisely describes all the purchases <p>✓ COUNTY/AREA FIRE ASSOCIATION APPLICANTS (in addition to above)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Include a list of all fire departments in the county/area fire association identifying which departments serve DNR organized forest fire control areas <input checked="" type="checkbox"/> Include a copy of constitution & by-laws (applies to first-time county/area fire association applicants only) <p style="text-align: center;"><i>A late or incomplete application will not be considered for funding</i></p>

All information referenced in this document and more can be found on the DNR website:

<http://dnr.wi.gov/aid/forestfireprotection.html>