



**WILDFIRE**

## Volunteer Fire Assistance 2021 Phase 2 Grant Application

### A. Application Directions

- Fill out application completely.
- Incomplete applications will not be accepted.
- The maximum funding request per applicant is **\$12,000**.
- A 50% applicant match is required (one dollar of match for each grant dollar expended).
- Applicants may only submit one application.
- Application must be signed by an Authorized Representative with the authorization to act on behalf of the Applicant in their respective areas for matters related to this instrument; agreeing to the terms of grant award should applicant be selected for funding (see Section F).
- Submit completed and signed application by one of the following methods:
  - Email: [fepp\\_assist@dnr.wa.gov](mailto:fepp_assist@dnr.wa.gov), or
  - Mail: Wildfire Division  
ATTN: VFA Phase II Grant Applications  
Washington State Department of Natural Resources  
1111 Washington Street SE  
MS 47037  
Olympia, WA 98504-7037
- Applications must be received by DNR no later than December 13, 2020.

### B. Contact Information

- Applicant: \_\_\_\_\_  
Fire District/Fire Department (Full Name)
- Mailing Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code + 4  
County \_\_\_\_\_ Contact Email \_\_\_\_\_
- Contact Name: \_\_\_\_\_  
Printed Name \_\_\_\_\_ Phone (XXX-XXX-XXXX)  
Title \_\_\_\_\_
- Applicant DUNS number: \_\_\_\_\_ (must be provided)
  - *If the applicant doesn't have a DUNS number, one can be obtained at <https://fedgov.dnb.com/webform>*

### C. Eligibility Information

Fire district service area provides fire protection to which of the following. Check appropriate box and provide community name(s):

- Rural area or rural community with a population of 10,000 or fewer residents  
Community Name(s) \_\_\_\_\_  
OR
- Community of more than 10,000 residents AND a service area that includes a rural community of fewer than 10,000 residents (funding must be used to benefit the rural community)  
Community Name(s) \_\_\_\_\_  
AND \_\_\_\_\_

3.  Applicant has a 70% volunteer firefighter membership or greater. As an example, for a fire district with a total of 30 firefighters (counting both paid and volunteer), 21 must be volunteers.

Number of permanent Fire Staff \_\_\_\_\_ Number of Volunteer Fire Staff \_\_\_\_\_

#### D. Fire District/Department Information

1. Does applicant have a current agreement to provide wildland suppression support to DNR? Check appropriate box. Provide the DNR agreement number. *(Considered in prioritization but not required for eligibility)*

No

Yes

Agreement Number \_\_\_\_\_

2. Does applicant have a current agreement to provide wildland fire suppression support to federal jurisdiction within or adjacent to your jurisdiction? *(Considered in prioritization but not required for eligibility)*

No  Yes - If yes, check appropriate box for federal agency(s)

Bureau of Land Management

US Forest Service

National Park Service

Bureau of Indian Affairs (BIA)

US Fish & Wildlife Service

3. Check appropriate box identifying if applicant has previously received funding through the Phase 2 program:

Last year

2 years ago

3 years ago

Not within the past 3 years

4. Fire Operating Budget: \_\_\_\_\_

5. Average No. of Annual Wildfire Responses: \_\_\_\_\_ *(does not include structural, medical, or rescue)*

#### E. Funding Request

Provide the following information for the project:

1. Project Category *(For project category descriptions, see page 2 of the "Phase 2 Grant Requirements" available on the [DNR Fire District Assistance](#) webpage).*

Firefighter Property - Conversion/Refurbishment (vehicles).

Non-Firefighter Property Acquisition/Conversion/Refurbishment (vehicles)

Fire Equipment – non vehicle (includes generators)

Communications

Training

Fire Prevention

Dry Hydrant

2. Will project replace Federal Excess Personal Property (FEPP) equipment on loan to the district?

Yes  No *(If yes, identify the equipment in Section E.3. as part of the project narrative)*

3. Provide a narrative describing the project, how the project improves fire response, and fire district ability to complete the project within the grant term. *Note: Identify the specific vehicle(s) if the project will convert/refurbish a Firefighter Property vehicle(s). Identify the specific equipment if the project will replace Federal Excess Personal Property.*





## F. Signature Block

Volunteer Fire Assistance is a federal grant program administered by DNR to provide funds for fire equipment, training, and initial fire department organization to fire departments serving small communities under 10,000 in population.

I certify that:

- The information provided is true and accurate to the best of my knowledge.
- If awarded a grant, applicant will comply with all program requirements including, but not limited to:
  - All grant costs submitted for reimbursement are incurred after September 1, 2019.
  - All match reported is incurred as part of the project and after September 1, 2019.
  - Submit all required information for final reimbursement by no later than March 15, 2021.
  - Fiscal records pertaining to the grant award will be kept for three years after the final grant payment or any dispute resolution.
  - Provide access to grant/financial records for inspection by the DNR or by any duly authorized audit representative of the state of Washington or the USDA Forest Service for a period of three years after the final grant payment or any dispute resolution.
  - Federal regulations relating to equipment and supplies acquired by state and local governments ([§200.313 Equipment](#)) and other provisions identified in Attachment A
  - All appropriate state and federal laws, rules and regulations.

### APPROVAL

By signature below, the Applicant certifies that as a representative of the Applicant he/she is authorized to act in their respective areas for matters related to this instrument; agreeing to the terms of grant award should applicant be selected for funding.

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Authorized Representative  
Printed Name

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Title

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Signature

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Date

## Attachment A

Funds awarded through this application are federal funds made available to DNR through the Department of Agriculture Forest Service Volunteer Fire Assistance Program. If awarded funding, the Applicant is considered a "Sub-recipient". It is the Sub-recipient's responsibility to ensure compliance with the most up-to-date applicable federal laws, rules and regulations, including but not necessarily limited to the following:

1. **Cost Principles.** By accepting Federal assistance, the Sub-recipient agrees to abide by the applicable Office of Management and Budget (OMB) Circulars including, but not limited to federal regulation 2 CFR Part 200 sections A-F as well as appendixes, revisions and additional sections as supplemented by the funding agency in the expenditure of federal funds and performance under this program.
2. **Audit Requirements.** Non-federal entities that expend \$750,000 or more federal awards in a year are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996. Recipients expending less than \$750,000 in a year are exempt from federal audit requirements but must make records available for review or audit by federal agencies and/or DNR.
3. **Executive Compensation.** Sub-recipients must report the names and total compensation of each of the Sub-recipient's five most highly compensated executives for the Sub-recipient's preceding completed fiscal year if: In the Sub-recipient's fiscal year, the Sub-recipient received:
  - i.) 80 percent or more of its annual gross revenues from federal procurement contracts (and sub-contracts) and federal financial assistance subject to the Transparency Act (and sub-awards); and
  - ii.) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and sub-contracts) and federal financial assistance subject to the Transparency Act, (and sub-awards); and
  - iii.) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a) 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

**Refer to complete instructions for reporting, exemptions and definitions as contained in federal regulation 2 CFR 170**

4. **Trafficking in Persons.** Sub-recipients are prohibited from trafficking in persons as detailed in federal regulation 2 CFR-Grants and Agreements.
5. **Eligible Workers.** Sub-recipient shall ensure that all employees complete federal form I-9 "Employment Eligibility Verification" to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC § 1324a). Sub-recipient shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any subsequent sub-award under this agreement.
6. **Debarment and Suspension.** Sub-recipient certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency. Sub-recipient shall immediately inform the Federal funding agency and DNR if they or any of its principals become excluded, debarred, or suspended from entering into covered transactions with the federal government. Additionally, should Sub-recipient or any of its principles receive a transmittal letter or other official federal notice of debarment or suspension they shall notify the Federal funding agency and DNR without undue delay. This applies whether the exclusion, debarment or suspension is voluntary or involuntary.

Sub-recipients are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include those procurement contracts for goods and services awarded under a non-procurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed

\$25,000 or meet certain other specified criteria. All non-procurement transactions (i.e., sub-awards), irrespective of award amount, are considered covered transactions.

When a Sub-recipient enters into a covered transaction with an entity at a lower tier, the Sub-recipient must verify that the entity is not suspended or debarred or otherwise excluded. This verification may be accomplished by checking the System for Awards Management (SAM) at <https://www.sam.gov>, collecting a certification from the entity or adding a clause or condition to the covered transaction.

**7. Non-Discrimination.** During the performance of activities under this award, the Sub-recipient shall comply with all federal, state and local non-discrimination laws, regulation and policies. In the event of the Sub-recipient's non-compliance or refusal to comply with any non-discrimination law, regulation or policy, this award may be rescinded, cancelled or terminated in whole or in part, and the Sub-recipient may be declared ineligible for further awards from DNR.

In accordance with Federal law and U.S. Department of Agriculture (USDA)/Department of Interior (DOI) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

USDA – To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (202) 720-5964.

DOI – The formal complaint should be filed by you or your representative, using Department of the Interior Form DI-1892, with the Bureau or Office EEO Officer where the alleged discriminatory incident occurred or with the Director, Office for Equal Opportunity, 1849 C Street N.W., MS-1442 MIB, Washington, D.C. 20240. The DI-1892 form may be obtained from the EEO Counselor or the Bureau EO Office.

If you are filing a complaint against another agency go to <http://www.hhs.gov/ocr/civilrights/complaints/index.html>, for more information.

**8. Lobbying.** Sub-recipient shall not use funds from this award to pay any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any federal contract; the making of any federal grant; the making of any federal loan; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this award, the Sub-recipient shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

Sub-recipient shall include the above language in documents for all sub-awards under this Agreement at all tiers.

**9. Other Grant Specific Requirements.** For further information related to federal requirements that may apply to Sub-recipients, go to Code of Federal Regulations (CFR), 2 CFR Section 200.330 – 332 <https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-330/context>