



**N.C. FOREST SERVICE
VOLUNTEER FIRE ASSISTANCE AWARD PROGRAM
GUIDELINES AND INSTRUCTIONS**



Please read all of the guidelines below before completing the application

This assistance program administered by the N.C. Forest Service (NCFS) is designed to provide financial assistance to fire departments in NC serving a population of less than 10,000 people for purchasing wildland personal protective equipment (PPE), fire shelters, hand tools and water handling items designed for use while suppressing wildland fires. All fire departments awarded funds under this program shall comply with the following requirements. Failure to comply with these guidelines will forfeit your eligibility for funding and will result in your reimbursement of any or all funds received by your department to NCFS.

Applications must be completed entirely in order to be considered for this program. Incomplete applications will be rejected, and will not be considered for this year’s assistance program.

1 – This Award Program will only allow funding for the purchase of the approved items that are listed below:

Personal Protective Clothing/Equipment

- | | | | |
|-------------------------------------|------------------------------|----------------|--------------------------------|
| Wildland Helmet | Fire Shirt/Jackets | Fire Pants | Wildland Gloves |
| Wildland Goggles | Fire Shelter Harness/carrier | Fire Shelters | Fireline Pack |
| Face and Neck Shroud(No Hotshields) | | Chainsaw Chaps | *Coveralls (One piece garment) |
- *Coveralls are not available through the NCFS GSA purchasing program and would have to be ordered from another vendor.*

Wildland Fire Hand Tools

- | | | | |
|--------------------|-----------|--------------------|--------------|
| *Fire Swatter/Flap | Axe | Combination Tool | Pulaski Tool |
| McLeod Rake | Fire Rake | Forest Fire Shovel | |
- *Fire Swatters and Axes are not available through the NCFS GSA purchasing program and would have to be ordered from another vendor.*

Water Handling Items

- | | |
|--|--|
| Backpack Pump | 1 ½ ” or less Hose |
| 1 ½ ” or less Nozzles | 1 ½ ” or less Hose Adapters, Increases, Decreasers |
| Pack Sack (to transport hose fittings) | 1 ½” of less Gaited Wye Valves |

2 - The PPE purchased must meet the current requirements of NFPA 1977 (2011 edition) Standard for Protective Clothing and Equipment for Wildland Fire Fighting. No clothing made from Fire Resistant Cotton (FR Cotton) will be purchased with these funds. All clothing must be made from a flame inherent / resistant fiber or material (Nomex®, Aramid, etc.). Fire Shirts shall not contain less than 5.5 oz./sq. yd. of flame inherent fabric or they will not be approved under this program. Fire Pants shall not contain less than 6.0 oz./sq. yd of flame inherent fabric or they will not be approved under this program. One piece Coveralls/Jumpsuit shall not contain less than 6oz./sq. yd. of flame inherent fabric or they will not be approved under this program.

3 – The maximum amount of funding requested by any fire department shall not exceed \$1,200.00.

Fire Department 50%	= \$1,200.00
<u>NCFS 50%</u>	<u>= \$1,200.00 Maximum</u>
Tota	= \$2,400.00

Volunteer Fire Assistance Award Program Guidelines and Instructions – Continued

4 – Fire Departments receiving funds under this program shall comply with all Federal Statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive orders, regulations, and policies. These include but are not limited to:

Title VI of the Civil rights Act of 1964 (40 U.S.C. 2000d), which prohibits discrimination on the basis of race, color, disability, or national origin;

Title IX of the Education amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; and Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794) which prohibits discrimination on the basis of disabilities.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 220250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

5 – On the bottom portion of the application, please list an estimated total cost of eligible items that you intend to purchase with these funds if awarded funding through this program. (*maximum total amount allowed is \$2400*)

6 – No orders should be submitted to us or placed by a fire department prior to receiving award notification. Also, invoices will not be accepted that are dated prior to award notification.

7 – NCFS offers a GSA Purchasing Program for NC Fire Departments in which most of the items authorized for purchase with this assistance program funding are available with the exception of coveralls, fire swatters and axes. If your department is awarded this funding, a GSA Information Sheet and Order Form will be sent to you with your award notification letter for your use if you choose to purchase your items from our GSA Purchasing Program. If your department is awarded funding and you decide to purchase your items through our GSA Purchasing Program, you will be invoiced for 50% of your total purchase once you have received delivery of your items. More information on the NCFS's GSA Purchasing Program for Fire Departments is also available on our web site at http://ncforestservice.gov/fire_control/fc_gsa.htm.

**** Please note that GSA prices can change at any time during the year due to contract changes. Therefore, the GSA prices that are on the enclosed price list may be slightly different at the time that you place your order. Since NCFS has no control over the pricing set by GSA, you will be responsible for any differences exceeding your 50% share. Also, there are no returns or exchanges allowed with the GSA Purchasing Program.***

If your department chooses to purchase approved items from sources other than the NCFS GSA purchasing program, then the following requirements must be met before the NCFS will reimburse your 50% portion:

- Vendor must be paid in full by your department for the items purchased.
- A copy of the itemized invoice **and** copy of the cancelled check or bank statement for the items purchased must be submitted to NCFS at the address listed below in section 9.
- Items purchased must be available for inspection by a NCFS.

8 – All completed applications for this Award program must be postmarked by **September 12, 2014**. No faxed copies accepted. A notification letter will be sent to you advising you if funding will be awarded to your fire department or not.

9 - Send all applications to the following address:

N.C. Forest Service
Griffith's Forestry Center
2411 Old US 70 West
Clayton, NC 27520
Attn: VFAP Award Program

10 – For inquiries or additional information regarding this assistance program, please contact your local County Ranger, District Ranger, the State VFAP Coordinator's Office at (919) 553-6178 Ext. 221, or visit our web site at <http://ncforestservice.gov>.

