

# 2024 VOLUNTEER FIRE ASSISTANCE GRANT APPLICATION

## LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

### PLEASE PRINT

1. Official Name of Fire Department: \_\_\_\_\_
2. LA. State Fire Marshal's Fire Department Identification Number (FDID) \_\_\_\_\_
3. Employer Identification Number (EIN) a.k.a. Federal Tax I.D. Number: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
(Street or P. O. Box ) (City/Town) (Zip Code)
5. Parish: \_\_\_\_\_
6. Business Telephone number: (\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone Number
7. E-mail address (departmental): \_\_\_\_\_
8. Fire Chief's Name: \_\_\_\_\_

### REQUIREMENTS FOR ELIGIBILITY

**All requirements (Questions 9 -14) must be answered "Yes" to qualify VFA funding**

9. Is your department officially recognized and authorized by resolution or ordinance of the legally constituted governing body of the area served? **YES or NO**
10. Does this fire department have a Fire Department Identification Number (FDID) registered with the Louisiana State Fire Marshal's Office? **YES or NO** If yes, please list: \_\_\_\_\_
11. Department report Structural and Wildland Fire data through either the Louisiana Fire Incident Reporting System (LFIRS) or the National Fire Incident Reporting System (NFIRS)? **YES or NO**
12. Department provide service to a community with a population of 10,000 or less? **YES or NO**
13. Department meets the "80% volunteer/20% paid" minimum ratio of workers for participation in the VFA Grant program? **YES or NO**
14. Department has readily available or in the 2024 VFA Grant you are requesting to purchase: Wildland PPE's (minimum of 4 sets of NFPA 177 compliant) pants & shirts OR coveralls for personnel? **YES or NO**

## GENERAL INFORMATION

15. Is this an incorporated community? **Yes**      **No**

Is this a Multi-Community fire department? **Yes**    **No** (A department or fire district is considered to be “multi-community” if within the official area served there exists two or more recognized communities, each of which contributes financial support toward, and which combine other resources for the operation of a single department serving all communities involved.)

If yes, list the names and estimated population of the communities served:

Community Name: \_\_\_\_\_ Estimated Population \_\_\_\_\_

Community Name: \_\_\_\_\_ Estimated Population \_\_\_\_\_

Community Name: \_\_\_\_\_ Estimated Population \_\_\_\_\_

16. Total estimated population of communities served \_\_\_\_\_

17. What is your PIAL rating? Inside: \_\_\_\_\_ Outside: \_\_\_\_\_

18. Provide the number of fire responses by the department during the **2023** calendar year:

STRUCTURAL FIRES                      \_\_\_\_\_

WILDLAND FIRES                         \_\_\_\_\_

19. How many active members are in your department? Paid \_\_\_\_\_ Volunteer \_\_\_\_\_

20. List **TWO INDIVIDUALS** who are knowledgeable regarding your departmental needs and operations that we may contact for information regarding your VFA grant:

NAME	RANK/TITLE	TELEPHONE NUMBER

## WILDLAND FIRE SECTION

**Rural Fire Departments are the “first line” of defense with regards to the majority of fires occurring in Louisiana, including wildland fires. Based on submitted surveys, 94% of all applying departments respond to more wildland fires than structural fires, on average.**

21. Does your department provide Wildland Firefighting PPE’s for your personnel on wildland fires?  
**YES            NO**

**Structural firefighting gear was designed to keep personnel safe from external threats e.g. thermal, mechanical and liquids hazards, while engaged in suppression operations. The greatest threat associate with utilizing structural gear in wildland operations is cardiovascular strain (heat stress and dehydration) both of which can be dangerous for personnel. Wildland firefighting PPE’s (NFPA 1977) are designed for wildland fire threats and are a safer option for personnel engaged in wildland suppression operations. Wildland PPE’s have been designed to release heat due to thermal activity while protecting that person from radiant and convective heat.**

22. Does your department provide Wildland Firefighting Training?    **YES            NO**

Numerous wildland firefighting training videos, regarding Command, Operations and Logistics, etc., can be found online at: WFSTAR – Wildland Fire Safety Training Annual Refresher.

23. Does your department work with the Office of Forestry wildland firefighting crews, on occasions?  
**YES            NO**

24. Does your department have prearranged communication channels or communication procedures outlined between Office of Forestry personnel and your fire department    **YES            NO**

LDAF “Fire Department Mutual Aid Channel.” This VHF channel shall only be used by “on-scene” local fire departments assisting LDAF firefighters with wildfire suppression operations.

RX Frequency	154.280	TX Frequency	154.280
Tone	No tones	Tone	No tones

**LDAF has established a “24-hour” Emergency Hotline for requesting assistance from the Office of Forestry fire crews or other support functions. The hotline number is 855-452-5323.**

**REQUESTED ITEMS FOR PURCHASE CONSIDERATION**

LIST ALL FIRE EQUIPMENT/SUPPLIES/ETC. THAT YOUR DEPARTMENT PROPOSES TO PURCHASE WITH V.F.A. GRANT FUNDING, IF AWARDED.

***PLEASE READ CAREFULLY...REQUIREMENTS FOR ITEMS TO BE PURCHASED***

- A) All purchases **MUST** be made during the 2023 calendar year. Purchases made prior to the date listed on the “2023 Award Letter” will not be eligible for funding.
- B) Only items benefiting the firefighting capabilities of the department will be approved. This includes nozzles, hoses, radios, training equipment or the purchase of PPE’s for firefighters.
- C) Each common item must be listed separately; for example: (5) Bullard wildland helmets.
- D) Should a department wish to modify the submitted type of equipment or to purchase equipment not listed, prior approval is required. Any request of this type shall be made by either e-mail or letter. Notification of determination will follow shortly. This will provide documentation for both parties.
- E) Any single item costing \$5,000 or more is not eligible for cost-share assistance.

**2023 Volunteer Fire Assistance Grant**

**FIRE DEPARTMENT NAME:** \_\_\_\_\_

*VFA Grant Personnel Only*

QUANTITY & NAME OF ITEM	ESTIMATED COST	<u>APPROVED</u>  <u>This item is “approved” for purchase consideration under the program’s guidelines.</u>	<u>DISAPPROVED</u>  <u>This item is NOT allowed under the program’s guidelines.</u>
<b>TOTAL ESTIMATED COST</b>			

If additional sheets are required, please copy this page and attach it to this sheet.

**ATTESTMENT and AUTHORIZATIONS**

I, \_\_\_\_\_, of the \_\_\_\_\_  
(print name of fire department’s representative) (print official name of fire department)

have READ and UNDERSTAND the eligibility and purchasing guidelines as outlined in the Volunteer Fire Assistance Desk Guide. To view all federal VFA Guidelines, please visit:

[www.fs.fed.us/fire/partners/vfa/help/table\\_of\\_contents.htm](http://www.fs.fed.us/fire/partners/vfa/help/table_of_contents.htm)

The person who filled out the 2023 VFA application shall provide the following information:

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Title/Organization Affiliation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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The Grantee gives the Grantor agency (Louisiana Department of Agriculture and Forestry) through any authorized representative the access and right to examine all records and documents related to the V.F.A. grant. The Grantee shall hold harmless the Grantor and their employees for any liability or injury suffered through the use of property or equipment acquired under this grant. The Grantee, by their signature below, certifies that V.F.A. guidelines and requirements have been reviewed and agreed to for the purpose of grant consideration.

\_\_\_\_\_  
GRANTEE NAME (please print) SIGNATURE

\_\_\_\_\_  
TITLE DATE

# United States Department of Agriculture, Forest Service Civil Rights Compliance

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  
1400 Independence Avenue, Room 326-W  
Washington D.C. 20250-9410

Or call (202) 720-5964.

USDA is an equal opportunity provider and employer.

**“As an applicant to the USDA, Forest Service Volunteer Fire Assistance grant, I hereby acknowledge that the Fire Department is an “Equal Opportunity Provider and Employer.”**

Fire Department Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# AUDIT COMPLIANCE FORM

Print VFD's Address:

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Contact Name:

Contact Phone Number:

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I certify that \_\_\_\_\_ Volunteer Fire Department has met the requirements of Section 17 (B) (1) of Page 9 Act 18 of 2007, which states:

5           B.(1) No funds appropriated in this Act shall be transferred to a public or quasi-public  
6 agency or entity which is not a budget unit of the State unless the intended recipient of those  
7 funds presents a comprehensive budget to the legislative auditor and the transferring agency  
8 showing all anticipated uses of the appropriation, an estimate of the duration of the project,  
9 and a plan showing specific goals and objectives for the use of such funds, including  
10 measures of performance. In addition, and prior to making such expenditure, the transferring  
11 agency shall require each recipient to agree in writing to provide written reports to the  
12 transferring agency at least every six months concerning the use of the funds and the specific  
13 goals and objectives for the use of the funds. In the event the transferring agency determines  
14 that the recipient failed to use the funds set forth in its budget within the estimated duration  
15 of the project or failed to reasonably achieve its specific goals and objectives for the use of  
16 the funds, the transferring agency shall demand that any unexpended funds be returned to  
17 the state treasury unless approval to retain the funds is obtained from the division of  
18 administration and the Joint legislative Committee on the Budget. Each recipient shall be  
19 audited in accordance with R.S. 24:51J. If the amount of the public funds received by the  
20 provider is below the amount for which an audit is required under R.S. 24:513, the  
21 transferring agency shall monitor and evaluate the use of the funds to ensure effective  
22 achievement of the goals and objectives.

**Signed:** -----  
(Fire Chief)

Print Name: \_\_\_\_\_  
(Fire Chief)

## ASSURANCES AND TIMELINE INFORMATION

### CHECK LIST:

- All questions answered?
- All required documents provided?
- Civil Rights Compliance sheet completed?
- Telephone numbers supplied?
- Proper signatures and dates where required?
- Employer Identification Number provided?
- LA. FDID # provided?
- Audit Compliance Form completed and attached?
- W-9 completed and attached?
- Application double-checked before mailing?

### COMPLETED APPLICATIONS MUST BE RECEIVED AT THE OFFICE OF FORESTRY HEADQUARTERS BY JULY 1, 2024.

Please mail to: LDAF - Forestry  
attn: 2023 VFA Grant  
5825 Florida Blvd., Suite 6000  
Baton Rouge, LA. 70806

If you have any questions, please contact:  
Matt Polk or Robbie Harris

### TIME LINE

Phone: 225-925-4500 email: ForestProtection@ldaf.state.la.us

**July 1, 2024:** Deadline for completed applications to arrive at the BRHQ.

**Sept. 1, 2024:** Applicants will be notified of their grant proposal determination. Please allow two weeks following this start date. If you have not received your “notification” letter by Sept. 20th, please contact the Office of Forestry, BRHQ.

**March 1, 2025:** Following the purchase of “approved” items, a completed FINANCIAL DISBURSEMENT REPORT along with a copy of all invoices, paid receipts and/or proof-of-purchase i.e., bank statements, cancelled checks, etc. will be required before the LDAF, Office of Forestry will execute the release of funds.

**FINANCIAL DISBURSEMENT REPORTS must be received by this office, no later than March 1, 2025.**

### FIRST TIME APPLICANTS FOR V.F.A GRANT

**Mandatory:** Attach a copy of the ordinance or resolution officially establishing the fire department. This does not refer to Certification by the Louisiana Secretary of State as a nonprofit corporation; Articles of Incorporation are not acceptable.

**Mandatory:** Attach a map of the protection area served by your department. Map should clearly delineate protection area boundaries with community names included. Map should also include: Fire Department Official Name, Fire Stations identified, Dispatch Contact Number excluding 911.