

FOREST FIRE PROTECTION (FFP) GRANT PROGRAM -- GRANT PROCEDURES

GRANT REQUEST APPROVED/ACCEPTING YOUR GRANT AWARD

The Department of Natural Resources (DNR) approved the portion of the fire organization's grant request as listed in the grant contract. Thoroughly read the grant contract and conditions; pay particular attention to the **"Project Scope & Description of Project"** section on page 1 of the grant agreement. Do not assume you received everything requested in your original application! This page of the grant agreement defines the individual category award amount approved, the total grant award amount, and any item(s) declared ineligible. It is also possible that a **partial award** is being offered based on the number of eligible applicants and funding available. The details contained on this page provide an explanation. Of course, it is equally important to carefully read the entire grant contract before accepting this award in order to clarify your responsibilities as grantee (also referred to in the grant contract as "Project Sponsor").

 By **November 1, 2009**, sign and return all yellow-colored documents discussed below!

 Mail the documents to: **FFP Grant Manager–CF/2; WI DNR; PO Box 7921; Madison, WI 53707-7921**

Funds will only be encumbered to your fire organization when the following documents are returned! If this deadline is not met, your organization risks having the offer of grant funding rescinded. The authorized representative needs to make certain that the following documents are mailed by the deadline date indicated:

- The **yellow DNR copy** of the grant award. **Sign** both copies of the grant agreement and mail the one marked "DNR COPY." The second copy of the grant contract, marked "YOUR COPY," is for your file.
 - **Verification of Check Recipient Information.** The preparation and delivery of your organization's **reimbursement check** depends on having accurate payee and payee address information in our financial database. Therefore, it is especially crucial that the following is closely adhered to and the appropriate documentation is completed and returned to the Department. Your grant package includes **one of the following two forms:**
 - **PAYEE AND ADDRESS VERIFICATION FORM:** This form is included in your packet if DNR already has check recipient information on file for your organization. This form needs to be completed by carefully following the instructions provided.
- OR**
- **W-9 TAXPAYER IDENTIFICATION NUMBER (TIN) VERIFICATION FORM:** This form is included in your packet if DNR does **not** have check recipient information on file for your organization. Complete this form by carefully following the instructions provided.

PROCEED WITH YOUR PROJECT! Once you sign the grant award and mail the materials to DNR there will be no further confirmation from the Department.

If you wish to **decline** the offer of grant funding, provide written notification of your decision to the FFP Grant Manager by the November 1st deadline. There will be no penalty to your fire organization if this decision is made now!

USING YOUR GRANT FUNDS

1. Read the grant agreement carefully especially noting the **"Project Scope & Description of Project"** section on page 1 of the grant agreement. This is especially important as it defines the individual category award amount approved, the total grant award amount, and any item(s) that were declared ineligible. If the grant agreement lists ineligible items, the FFP grant program will not reimburse those items.
2. After receipt of the FFP grant agreement and keeping in step with the competitive procurement process (outlined below), place orders with successful vendors. **Arrange for payment and delivery on or before April 15, 2010.** The **project end date of April 15, 2010 will be strictly enforced** so you'll want to begin

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your project immediately! Order early to avoid *backorders*, which will not be considered a valid reason to request an extension to the project end date!

3. **Competitive Procurement** is a must and, as a grant recipient, it is imperative that you comply with state and federal law! FFP Grant Agreement~~General Condition A.6.e. and Special Condition B.5.a.–d. address this issue. Procurement guidelines can be complex so if you have any questions regarding the necessity for bids or how to conduct the bidding process, consult your organization's or municipality's local attorney. A useful tool in determining the bidding method required for your project is DNR's "Procurement Guide for Local Governments Receiving DNR Grants". A complete version of this guide can be found on this DNR website: <http://dnr.wi.gov/org/caer/cfa/lr/ffp/grants.html> (scroll down to "Award & Reimbursement Information"). A copy can also be provided upon request. **Quotations** (catalog pages, internet pages, and documented telephone contacts are acceptable) and bids should be kept a part of the grant file. You may be asked to provide bid documentation prior to payment authorization. For those fire organizations ordering from the DNR's LeMay Forestry Center, it is not necessary to follow the bidding requirements since the bidding has already been done by the State.
4. If your fire organization requested funds for a **dry fire hydrant**, go to the following DNR website to read about and download what is needed to apply: http://dnr.wi.gov/waterways/construction/dry_hydrants.html This website provides important information, as well as a helpful publication, "A Guide to Planning and Installing a Fire Dry Hydrant". If you find that you are **exempt** from the permit requirements, your organization **must still apply for an exemption** (Form 3600-107~~Chapter 30 Exemption Determination Request). Final payment will not be authorized for eligible dry fire hydrant expenditures unless one of the following is received:
 - A DNR letter of exemption from submittal of the Application/Permit for Dry Hydrant Projects, **OR**
 - A DNR-approved form 3500-96, Application for Dry Hydrants, **OR**
 - A letter from the private landowner that gives permission for the dry hydrant installation on the property.**NOTE:** If you are required to complete and submit form 3500-96, Application for Dry Hydrants, write and highlight at the top of the form "**Received FFP grant from DNR for this project**" so the approval will be expedited by the DNR and you will not be charged an application fee.
5. If you plan to order equipment from the **DNR's LeMay Forestry Center in Tomahawk, Wisconsin**, work with your local DNR Forester/Ranger to place your order **as soon as possible!** Order early to avoid *backorders!* As pointed out earlier, it is not necessary to follow competitive procurement requirements if ordering through this facility since the bidding has already been done by the State. The DNR website that contains catalog and ordering information is: <http://dnr.wi.gov/forestry/fire/catalog/> Questions can also be directed to LeMay Center staff at **715-453-2188**. If you place an order, make sure you indicate you've received a FFP grant so an invoice can be processed in a timely manner.
6. The Grantee/Project Sponsor is responsible for payment of the full invoice amount to the vendor from its own (fire organization) account; this may be separate from or a part of the municipal account. Payments for grant purchases may be made in the following ways:
 - Write a check from the Grantee/Project Sponsor's own account.
 - Purchase a cashier's check or money order from the Grantee/Project Sponsor's own account.
 - Use a credit card, debit card, or on-line banking from the Grantee/Project Sponsor's own account.
 - Use a personal credit card or personal check from a Fire Department member's own account. While we discourage the use of a personal credit or personal check as a payment option, we recognize that there are situations that warrant its use. This payment method will require additional "proof of payment" documentation~~details outlined in the "Reimbursement Process" section.

CAUTION! Items for which payment has been or will be received from another federal or state financial assistance program are not eligible for reimbursement!

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AMENDING THE GRANT AWARD PROJECT PERIOD

The **project end date of April 15, 2010 will be strictly enforced!** A change to this deadline will require a **written request** to and approval from the DNR. A written request must document the circumstance, which is beyond the control of the grantee, that will delay project completion (e.g, frozen ground and dry hydrant installation not possible) and must be submitted to the DNR on or before the April 15th deadline. *Backorders* and delayed planning in carrying out the FFP project will not be an acceptable reason to request a time extension. A request received after this date will not be honored.

THE REIMBURSEMENT PROCESS

The DNR will process **one** reimbursement check so the reimbursement request must be complete when it is mailed to the DNR. The DNR reimburses the Grantee/Project Sponsor for 50 percent (50%) of the eligible project costs up to the maximum amount of the grant award stated in the agreement. All grant eligible items must be purchased and received, all services must be rendered, within the grant period as stated in the grant agreement to be eligible for reimbursement. To request reimbursement send the following to the FFP Grant Manager:

- A completed and signed **Form 4300-120/Forest Fire Protection (FFP) Grant Program Reimbursement Request**. By signing, you indicate that all the bills are paid and you have received all the items you ordered within the grant period. **TIP:** Whether you overspend or underspend, just record actual expenditures in the "Expenditures" column in the appropriate categories. DNR staff will conduct a final payment review, including calculations, and make any grant award adjustment as necessary. A fillable, printable reimbursement form is available at this DNR website: <http://dnr.wi.gov/org/caer/cfa/LR/FFP/grants.html>
- **Form 8700-274/Reimbursement Claim Worksheet**. List the check date, check number, vendor(s), item(s) purchased, amount, and the total expenditure for the grant project. A printable form is also available at the website listed above.
- **Proof of purchase**. For each purchase, a **detailed invoice** must be submitted--quotes and estimates are not acceptable. If the invoice does not provide a detailed description, then provide additional detail on the Reimbursement Claim worksheet (Form 8700-274).
- **Proof of payment will no longer need to be submitted** with the reimbursement request (with the exception* noted below), but all payment documentation must be kept in the fire organization's grant file to produce upon inspection. If the FFP grant manager determines that payment documentation is needed you will be contacted directly. ***Proof of payment exception:** If a purchase is made with a personal **credit card or personal check of a fire department member**, it will be necessary to include with your reimbursement materials a.) a copy of the "canceled" fire organization check showing payment to the fire department member, or b.) a copy of the "uncanceled" fire organization check along with a copy of the Grantee/Project Sponsor's bank statement showing that the check was paid.
- Reimbursement Requests can be sent to the FFP Grant Manager in one of three ways:
 - **U.S. Mail:** FFP Grant Manager – CF/2; PO Box 7921; Madison, WI 53707-7921
 - **Email:** Eileen.Trainor@wisconsin.gov or Kathy.Wells@wisconsin.gov
 - **Fax:** 608/267-0496

After DNR staff completes its review of the reimbursement request and authorizes payment for all eligible costs, a check will be sent based on the information supplied on the Check Verification form or W-9 form.

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Attention Early Birds! It is advantageous to complete your project as soon as you can and submit the reimbursement materials as outlined above. Like your tax return...submitting your reimbursement paperwork well before the April 15th deadline gets priority payment review. Be an early bird—get the worm and the check!

AFTER THE CHECK ARRIVES

- Notify the local DNR Forester/Ranger when the FFP grant reimbursement check arrives.
- Schedule an on-site field check conducted by the local DNR Forester/Ranger. This is an important appointment and opportunity for you and DNR staff to review the grant award process and project!
- Affix inventory sticker if provided by the local DNR Forester/Ranger during the on-site field visit.
- Assist in the planning of, and participate in, local public relations opportunities.
- Review information on recordkeeping, inventory, and disposal requirements contained in the grant agreement -- General Condition A.6.f. and Special Conditions B.6., B.7., and B.8.. If your organization received federal funds, grant agreement Special Condition B.11. also applies.

If you have any grant-related questions at any time, don't hesitate to contact:

Eileen Trainor, FFP Grant Manager-CF/2
DNR—Bureau of Community Financial Assistance
101 S. Webster St., PO Box 7921
Madison, WI 53707-7921
Telephone: 608-267-0848
Fax: 608-267-0496
E-mail: Eileen.Trainor@wisconsin.gov

Kathy Wells, FFP Grant Assistant-CF/2
DNR – Bureau of Community Financial Assistance
101 S. Webster St., PO Box 7921
Madison, WI 53707-7921
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September 2009

Any form or enclosure referenced in this grant procedures document can also be accessed at DNR's website:
<http://dnr.wi.gov/org/caer/cfa/LR/FFP/grants.html>