



National Fire Plan

Managing the Impact of Wildfires on the Communities and the Environment

Department of the Interior Rural Fire Assistance Program

[Read the Rural Assistance FAQ](#)

Introduction

The Department of Interior received \$10 million for a rural fire assistance program in 2002. The maximum award is \$20,000. This funding will enhance the fire protection capabilities of rural fire departments through training, equipment purchase and prevention work on a cost-shared basis. The DOI assistance program targets those rural and volunteer fire departments that routinely help fight fire on or near DOI lands. Those lands are administered by one of these four agencies: Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), U.S. Fish and Wildlife Service (FWS) and the National Park Service (NPS).



[Guidance on the implementation of this program.](#) 

Attention Fire Departments: There are a few steps to take in order to get involved with this program.

Step One: Are you eligible?

Answer the following questions to determine eligibility:

1. Do you have a agreement with the state forester who maintains cooperative fire agreements with rural volunteer fire departments, or a cooperative fire agreement with a DOI agency?
2. **OR**, Does your rural volunteer fire department serve a community with a population of 10,000 or less, which is adjacent or near federal land?
3. Is your funding request for training, equipment, and prevention activities related to wildland fire?
4. Will your department be able to meet the 10 percent cost share? Cost share may include in-kind services.

Do you meet these requirements? If so, [click here to proceed to Step 2.](#)

If you do not meet the eligibility requirements, you may [click here for a list of other funding programs](#) in which you may be eligible.

[Step One](#)

[Step Two](#)

[Step Three](#)

[Community Assistance Programs](#)



National Fire Plan

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Step Two: Contact the DOI Agency Representative

If you think your department may be eligible for the DOI Rural Fire Assistance program, please contact your local office for specific information. While this is a national assistance program, it is being administered by regional, state or local DOI offices and their partners. Your local DOI agency understands your department's wildland fire needs because they too, are part of your community. Their role is to help you walk through the assistance application.

If you are unable to make contact with your local DOI agency contact the State Forester at www.stateforesters.org where you can navigate to your state web page.



[List of Department of the Interior rural fire assistance contacts](#)

Application Package

- [One Page Application Form](#)
- Additional forms needed to complete the package:
 1. [SF-424](#)
 2. [SF-424A](#)
 3. [SF-424B](#)

Have you completed Step 2? [Continue to Step 3](#)

[Step One](#)

Step Two

[Step Three](#)

[Community Assistance Programs](#)



National Fire Plan

Managing the Impact of Wildfires on the Communities and the Environment

Step Three: Completing the Application Package

Once your application is submitted, the following criteria will be used to evaluate it against other fire department applications. The DOI agency and partners will:

- Determine how many times each department responds to wildland/urban fire incidents in the local area.
- Evaluate the department's wildland prevention and education program needs.
- Evaluate the department's training program needs relative to the other applicants.
- Evaluate the communities and DOI's values to be protected relative to other applicants.
- Evaluate the percentage of wildland/urban lands relative to the other applicants.
- Determine the number of wildland fire engines in the department relative to the percentage of wildland/urban interface acres protected.



Awards are distributed to rural and volunteer fire departments directly, except in those instances where state law requires that funds be provided to the State Foresters.

[Step One](#)

[Step Two](#)

Step Three

[Community Assistance Programs](#)

Department of the Interior

Rural Fire Assistance Program

Questions and Answers

July 18, 2002

What is the Department of the Interior (DOI) Rural Fire Assistance (RFA) program?

The \$10 million RFA Program is one of the many components of the National Fire Plan (NFP) introduced as a result of the devastating wildland fire season of 2000. Its purpose is to improve firefighter safety and enhance the wildland fire protection capabilities of rural and volunteer fire departments when responding to wildland fires.

Which DOI agencies participate in the RFA program?

Participating agencies include: Bureau of Indian Affairs, National Park Service, Bureau of Land Management, and the U.S. Fish and Wildlife Service.

Are there other partners involved in the RFA program?

Yes, this program is administered in cooperation with other federal, state, local and Tribal governments. In some areas the RFA Program is administered by the States. If you are unable to make contact with your local DOI agency contact the State Forester. Their national website is www.stateforesters.org. From there you can navigate to your state web page.

Which rural and volunteer fire departments should apply for the RFA program?

Any rural or volunteer fire department that helps fight fire on or near DOI lands should apply for the rural fire assistance program.

Are there additional eligibility requirements? Yes, your department must meet the following eligibility requirements.

- Your rural/volunteer fire department must have an agreement through its state forester, or a mutual aid agreement/cooperative fire agreement with the local DOI agency.
- Your funding request is for training, equipment, or fire prevention materials/activities related to wildland fire.
- Your rural/volunteer fire department serves a community of less than 10,000 people near federal land. (Wildland urban interface)
- Your rural/volunteer fire department must be able to meet the minimum 10% cost share ratio.

What is the Wildland Urban Interface?

The Wildland Urban Interface are areas where humans and their development meet or intermix with

undeveloped wild areas that may be vulnerable to forest or rangeland fires.

How is the money distributed to the rural/volunteer fire department?

The money may be distributed in one of, or a combination of, the following methods. In some areas DOI agencies distributed the money directly to the rural/volunteer fire department (RFD) by developing agreements, using existing agreements or memorandum of understandings, or through tribal government contracts. In other areas, state law requires the money must be distributed through the state forester. The DOI agencies may also purchase equipment and donate the equipment to the rural/volunteer fire departments. To find out which process was used in your state contact your local DOI agency and speak with the RFA Coordinator or the fire management officer.

Is there a deadline for the RFA application?

Application deadlines may vary throughout the United States. It is best to contact your local DOI agency to determine the deadline.

What is the maximum assistance amount a rural/volunteer fire department can apply for?

Each eligible rural/volunteer fire department may apply for any amount up to \$20,000. Awards are limited to a maximum of \$20,000 per fire department and each department must provide a matching cost share of a minimum 10 percent (which may include in-kind services).

What does a minimum 10 percent cost-share mean?

Cost-share means the rural/volunteer fire department must be able to provide 10 percent of its own money or in-kind services. For example, if the assistance request is for \$20,000 then the rural/volunteer fire department must contribute a minimum of \$2,000 for a total of \$22,000.

What does in-kind services mean?

Examples of in-kind services may mean rural/volunteer fire departments (RFDs) provide:

- Facility costs for hosting fire training courses,
- The cost of travel and per diem for their personnel to attend fire training courses,
- The administration costs for purchasing equipment for the RFA program, etc,
- In-kind services must match or exceed the 10 percent cost share ratio.

How do rural/volunteer fire departments apply for assistance?

Rural/volunteer fire departments should contact their local Department of the Interior agency and ask for its fire management officer. They will be able to assist them with the application process or direct them to the appropriate contact. An application is available on the web at www.fireplan.gov. Choose **Community Assistance** to find the rural fire assistance link.

What can be purchased with the assistance money?

RFA money can be used to purchase equipment, training, and fire prevention materials/activities related to wildland fire.

How do I find my local Department of the Interior agency?

The simplest way may be to look in the government pages of your telephone book, under Department of the Interior, or accessing the National Fire Plan website at www.fireplan.gov. Once there, choose **Community Assistance** which will lead you to multiple assistance opportunities including rural fire assistance.

What is the difference between RFA and Volunteer Fire Assistance (VFA)?

The RFA program began in 2001. It is administered by the Department of the Interior in cooperation with other state and local wildland fire partners. The VFA program is an established grant program sponsored by the U.S. Forest Service and administered by the state foresters through the state and private forestry system.

Can rural/volunteer fire departments apply for RFA every year?

Yes, currently there is no stipulation limiting rural/volunteer fire departments from applying each year. Awards may vary depending on local priorities, applicant numbers, and the funding available to DOI agencies.

Can a rural/volunteer fire department apply for assistance with more than one Department of the Interior agency?

Rural/volunteer fire departments are discouraged from applying for RFA with more than one agency. DOI's goal is to assist as many eligible rural/volunteer fire departments as possible. DOI agencies are required to coordinate with other federal and state agencies on the allocation of funds to rural/volunteer fire departments.

Where can I get more information about the RFA?

To get more information about RFA call your local DOI agency. Also, an interagency website has been developed that features the many components of the National Fire Plan. www.fireplan.gov. Once at the website choose **Community Assistance** which will lead you to multiple assistance opportunities including rural fire assistance.

Are there other assistance programs available to rural/volunteer fire departments?

Yes, other assistance programs are available through the U.S. Forest Service and through the Federal Emergency Management Agency, (FEMA). For more information visit these websites: www.fs.fed.us/fire/planning/vfa.htm and www.usfa.fema.gov/grants.htm. Additional fire assistance information is also available on www.fireplan.gov and on www.stateforesters.org

Signed by Tim Hartzell and Debra Sonderman on March 26, 2001

Memorandum

To: Director, Bureau of Land Management (BLM)
Director, National Park Service (NPS)
Director, U.S. Fish and Wildlife Service (FWS)
Deputy Commissioner for Indian Affairs (BIA)

Thru: Director, Acquisition and Property Management

From: Director, Office of Wildland Fire Coordination

Subject: Implementation of the Department of the Interior Rural Fire Assistance Program

Congress recognizes that safe and effective protection in the urban wildland interface demands close coordination between local, State, Tribal, Federal firefighting resources. Therefore, in the FY2001 Interior Appropriations Act, PL 106-291, Congress authorized establishment of and appropriated \$10 million dollars for Rural Fire Assistance to the Department of the Interior in a pilot effort to enhance firefighter safety and wildland fire protection capabilities of rural fire districts. Through this pilot assistance effort the Department of the Interior may conduct training, equipment purchases, and prevention activities on a cost-shared basis with rural fire districts. In turn, the rural fire districts will provide vital fire support that benefits resources on Federal lands.

This memorandum refines and affirms policy developed by the National Fire Plan Rural Fire Assistance working group. The attached administrative plan developed by the working group standardizes the maximum allowable cost-share per year, cost-share percentages and eligibility and evaluation criteria within the Department of the Interior. The National Fire Plan Contracts/Assistance Agreements working group developed model cooperative agreements entitled *Agreements with State, Local and Tribal Governments* and *Agreements with Institutions of Higher Education, Hospitals and Other Non-profit Organizations* to award assistance to rural fire districts.

To ensure consistency within existing rural fire assistance programs, Interior bureaus must work with the State Foresters to ensure that funding is allocated in the amount of the award to qualified and suitable rural fire districts. Awards are to be distributed to rural and volunteer fire departments directly, except in those instances where state law requires that funds be provided to the State Foresters. Report language accompanying the 2001 Appropriations Act recognizes that safe and effective protection in the urban-wildland interface demands close coordination between local, state, Tribal and Federal firefighting resources. Your representatives are strongly encouraged to include local, state, and Tribal officials in evaluating proposals and developing priorities in the selection of competitive grants.

Before you can enter into cooperative agreements and disburse assistance funds to any rural or volunteer fire department, both parties must agree on the roles and responsibilities of each party to the agreement. It is imperative to engage a contracting officer or a person with the equivalent delegated authority in the process from initiation to award.

Agency wildland fire and contracting representatives will meet with the requesting Rural Fire Department (RFD) or Volunteer Fire Department (VFD) to assist them with preparing the Application for Federal Assistance. Agency representatives will submit the completed application package to the Agency Regional/State Fire Management Officer or designated Geographic Area Coordination Center (GACC) lead. At this level, the Bureaus will process all applications and make award selections in coordination with the State Forester. Responsibility for fund transfer to each recipient is with agency personnel delegated the authority for contracting and disbursement. The direct transfer of funds to the selected RFD or VFD will be completed by cooperative agreement either through reimbursement for the recipients' expenditures or, if necessary, an advancement of funds.

Each agency must record the performance results of the RFD/VFD award system because Congress and OMB require us to report back on these accomplishments. Agencies must provide specific program implementation guidance to their Field Units in accordance with this memorandum. The Office of Wildland Fire Coordination (OWFC) will institute monthly progress reports and data calls in April 2001 through the end of Fiscal Year 2001. Completed monthly reports will be submitted in the attached format to your agency at the National Interagency Fire Center (NIFC) where they will be compiled and submitted to OWFC. You must ensure that the data entered into the government-wide Federal Assistance Award Data System is the same as is manually reported.

The Rural Fire Assistance administrative plan, interagency reporting format, and model assistance agreements are located at <http://www.blm.gov/natacq/FIRE/contracting.html>. Direct any technical questions of a national scope about the pilot rural fire assistance program to Rod Bloms, Fish and Wildlife Service (FWS), National Interagency Fire Center, 208-387-5599, and direct any agency specific questions to your internal rural assistance agreement specialists as noted in your agency specific guidance. Please direct general policy questions and comments to me at 202-606-3211.

Attachment: reporting format
Administrative plan
2 model assistance agreements

cc w/ 2 attachments: Department of the Interior Fire Directors
National Interagency Fire Center

***Department of the Interior
Rural Fire Assistance Program
Administrative Plan***

Purpose

The Rural Fire Assistance program is designed to increase firefighter safety and enhance the fire protection capabilities of rural fire departments. These goals will be achieved by assisting those departments in meeting or exceeding accepted standards of wildland fire qualifications, training and performance. Emphasis is placed on departments that protect rural communities, play a substantial cooperative role in the protection of federal lands, and are associated with Department of the Interior managed lands.

For FY2001 the Bureaus targeted implementation by March 1st. The Contracts/Assistance Agreements Working Group developed model agreements to provide assistance to Rural Fire Departments. The Rural Fire Assistance Working Group will reconvene prior to FY2002 to develop a comprehensive administration plan contingent upon selection of a different funding alternative for future years.

For FY2001, a “test pilot year”, the following criteria will be used to determine suitable Rural Fire Assistance projects.

Program Administration

1. Eligibility Criteria

Statewide agreement with the State Forester who maintains cooperative fire agreements with the RFDs/VFDs or a cooperative fire agreement with an Interior Bureau.

Rural fire department serving a community of a population of 10,000 or less in the wildland/urban interface.

Funding request is limited to training, equipment, and prevention activities.

The rural fire department must have the capability to meet cost share at a minimum of 10 % (which may include in-kind services).

2. Evaluation Criteria - For use of designated evaluator to rank eligible Rural Fire Departments for fund allocation.

Determine each department’s frequency of responses to wildland/urban fire incidents in local area. Evaluate these frequencies against other applicants.

Evaluate the department’s wildland prevention and education program needs relative to the other applicants.

Evaluate the department’s training program needs relative to the other applicants.

Evaluate the communities and DOI’s values to be protected relative to other applicants.

Evaluate the percentage of wildland/urban lands relative to the other applicants.

Determine the number of wildland fire engines in the department relative to the percentage of wildland/urban interface acres protected.

3. Funding

The basis for funding distribution to the respective Bureaus will be the percentage of cooperative wildland fire agreements with communities under 10,000.

To ensure consistency and compatibility with existing rural fire assistance programs Interior Bureaus will work with the State Foresters to coordinate funding of RFDs/VFDs to ensure funding is allocated to appropriate departments.

4. Monitoring

Utilize the National Fire Plan web site as the clearing house for assistance to Rural and Volunteer Fire Departments. The web site contains information on what department is being assisted, type of assistance being provided and which Bureau is providing the assistance.

5. Performance Report

The following reporting elements are considered critical to evaluate program results. These include: Region, State, Congressional District, DOI Unit, Name of Rural Fire Department, Request Amount, Allocation \$ Amount, Rural Fire Department Use: training, equipment, prevention, Rural Fire Department Cost Share In-Kind/Amount, and DOI \$ Amount Expended. The Rural Fire Assistance reporting format is attached.

6. Administrative Conditions

The primary use of funds will be those identified in the appropriation language.

A maximum allowable contribution from Department of the Interior per Rural Fire Department per year be established at \$20,000.

The basis of cost share should not exceed 90/10 percent, with smaller percentage being co operator responsibility. Co operators' contribution may be in the form of in-kind service.

DEPARTMENT OF THE INTERIOR RURAL FIRE ASSISTANCE CONTACTS

April 2, 2002

Bureau of Indian Affairs				
Region	States	Contact	Telephone	Email
National		Andy Bellcourt	208-387-5372	andrew_bellcourt@nifc.gov
Midwest	MN, WI, MI	Sean Hart	612-713-4400 ext 1180	unavailable at this time
Eastern	ME, RI, FL, NY, VA, CT, MA, NC, LA, MS	Tony Recker	615-467-1669	unavailable at this time
Southern Plains/Eastern Oklahoma	OK, TX, KS	Sam Scranton	405-522-6163	unavailable at this time
Great Plains	ND, SD, NE	Darrell Ausborn	605-226-7621	unavailable at this time
Southwest	NM, CO	John Morton	505-346-7579	unavailable at this time
Navajo	AZ, NM	John Martin	520-729-7228	unavailable at this time
Western	AZ, UT, NV	Leon Ben	602-379-6798	unavailable at this time
Rocky Mountain	MT, WY	Tom Corbin	406-247-7949	unavailable at this time
Northwest	WA, OR, MT	Cory Winnie	503-231-6759	unavailable at this time
Pacific	CA	John Baskette	916-978-6066	unavailable at this time

Bureau of Land Management				
Region	States	Contact	Telephone	Email
National		Al Murphy	208-387-5169	Al_Murphy@nifc.blm.gov
	CA	Donna Hummel	916- 978-4436	Donna_Hummel@ca.blm.gov
	MT	Mike Dannenberg	406- 896-2900	Mike_Dannenberg@blm.gov
	ID	Jon Skinner	208-373-3854	Jon_Skinner@blm.gov
	UT	Susan Marzec	801-539-4028	Susan_Marzec@ut.blm.gov
	NV	Bob Knutson	775-883-8029	Robert_Knutson@nv.blm.gov

	AK	Joe Ribar	907-356-5699	Joe_Ribar@ak.blm.gov
	WY	Steve Eckert	307-775-6235	Steve_Eckert@blm.gov
	CO	Judith Downing	303-445-4360	jldowning@fs.fed.us
	NM	Bob Lee	505-438-7430	Robert_Lee@nm.blm.gov
	AZ	Mike Fisher	602-417-9307	Mike_Fisher@blm.gov
	OR	Barbara Kennedy	503-808-2323	bkennedy@fs.fed.us
	Eastern States	Walt Rewinski	703-440-1727	Walt_Rewinski@blm.gov



National Park Service

Region	States	Contact	Telephone	Email
National		Paul Broyles	208-387-5226	Paul_Broyles@nps.gov
Alaska	Alaska	Brad Cella	907-257-2643	Brad_Cella@nps.gov
Intermountain	MT, WY, UT, CO, AZ, NM, TX, OK	Bryan Swift		Bryan_Swift@nps.gov
Midwest	ID, ND, SD, MO, NE, IA, WI, MN, KS, IN, MI, OH, AR, IL	Paul Mancuso	612-713-7326	Paul_Mancuso@nps.gov
National Capital	MD, VA, WV, Washington, D.C.	Don Boucher	301-432-6945 202-619-7039	Don_Boucher@nps.gov
Northeast	CT, ME, MA, PA, NH, WV	Paul Head	617-223-5067	Paul_Head@nps.gov
Pacific West	CA, OR, WA, NV, ID	Tom Nichols	510-817-1371	Tom_Nichols@nps.gov
Southeast	LA, AL, GA, FL, NC, SC, VI, KY, TN, MS	Mike Webb	404-562-3108 ext. 646	Mike_Webb@nps.gov

U.S. Fish and Wildlife Service

Region	States	Contact	Telephone	Email
National		Mike Benscoter	208-387 5976	mike_benscoter@fws.gov
Pacific Region	CA, HI, ID, NV, OR, WA	Bruce Babb	503-231 6234	bruce_babb@fws.gov

Southwest Region	AZ, NM, OK, TX	Jeff Whitney	505-248 6474	jeff_whitney@fws.gov
Great Lakes Region	IA, IN, IL, MI, MN, WI, OH, MO	Meredith Weltmer	612-713 5445	meredith_weltmer@fws.gov
Southeast Region	FL, GA, LA, MS, AR, SC, NC, TN, KY, AL	Bob Eaton	404-679 7190	robert_eaton@fws.gov
East Region	ME, NH, NJ, MA, PA, NY, MD, VA, WV, RI, VT, DE, CT	Steve Hubner	757-986-3706	steve_hubner@fws.gov
Rocky Mountain Region	MT, ND, SD, CO, UT, WY, NE, KS	David Carter	303-239-3832	david_carter@fws.gov
Alaska Region	AK	Larry Vanderlinden	907-786-3654	larry_vanderlinden@fws.gov

Department of the Interior Rural Fire Assistance Application

Fire Department Name:

Fire Department mailing address:

Date Submitted:

Fire Department Contact Person:

Fire Department Business Phone Number:

Agreement with: (circle one)

DOI

Tribal

State

None

Cooperative Agreement Number:

Community Population:

Agency/Tribe:

Contact Name:

Address:

Phone Number:

Number of wildland urban intermix acres protected by Fire Department:

Average annual number of wildland fire responses within primary response area:
(do not include mutual aid responses)

Number of Fire Department wildland fire engines:

Total number of active members on the Fire Department:

Does the Fire Department currently have wildland fire Personal Protective Equipment (PPE) for all active members? Y

If not, how many members are not equipped with PPE?

How many members of your Fire Department do not meet your basic firefighter safety training?

Have you analyzed your Fire Department's wildland fire prevention program needs? **Y/N**

PROJECT TITLE AND BRIEF SUMMARY OF THE PURPOSE AND OBJECTIVES OF REQUEST:

****PLEASE ATTACH AN ITEMIZED LIST OF YOUR REQUEST AND RESPECTIVE COSTS**

Name and Title of Requestor:

Name and Title of Department of the Interior Officer reviewing:

FOR DEPARTMENT OF THE INTERIOR USE

Date Department of the Interior Official Reviewed:

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED <input type="text"/>	Applicant Identifier <input type="text"/>
		3. DATE RECEIVED BY STATE <input type="text"/>	State Application Identifier <input type="text"/>
		4. DATE RECEIVED BY FEDERAL AGENCY <input type="text"/>	Federal Identifier <input type="text"/>
5. APPLICANT INFORMATION			
Legal Name: <input type="text"/>		Organizational Unit: <input type="text"/>	
Address (give city, county, State, and zip code): <input type="text"/>		Name and telephone number of person to be contacted on matters involving this application (give area code) <input type="text"/>	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <input type="text"/> - <input type="text"/>		7. TYPE OF APPLICANT: (enter appropriate letter in box) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District </div> <div style="width: 45%;"> H. Independent School Dist. <input type="checkbox"/> I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) <input type="text"/> </div> </div>	
8. TYPE OF APPLICATION: <div style="display: flex; justify-content: space-around;"> <input checked="" type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision </div> If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other(specify): <input type="text"/>		9. NAME OF FEDERAL AGENCY: <input type="text"/>	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <input type="text"/> - <input type="text"/> TITLE: <input type="text"/>		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: dsfgsdf	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): <input type="text"/>			
13. PROPOSED PROJECT Start Date <input type="text"/> Ending Date <input type="text"/>		14. CONGRESSIONAL DISTRICTS OF: a. Applicant <input type="text"/> b. Project <input type="text"/>	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? <input checked="" type="radio"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE <input type="text"/> <input type="radio"/> No. <input checked="" type="radio"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="radio"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
a. Federal	\$ <input type="text"/> . ⁰⁰		
b. Applicant	\$ <input type="text"/> . ⁰⁰		
c. State	\$ <input type="text"/> . ⁰⁰		
d. Local	\$ <input type="text"/> . ⁰⁰		
e. Other	\$ <input type="text"/> . ⁰⁰		
f. Program Income	\$ <input type="text"/> . ⁰⁰		
g. TOTAL	\$ <input type="text"/> . ⁰⁰		
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="radio"/> Yes If "Yes," attach an explanation. <input checked="" type="radio"/> No		18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
a. Type Name of Authorized Representative <input type="text"/>		b. Title <input type="text"/>	
d. Signature of Authorized Representative <input type="text"/>		c. Telephone Number <input type="text"/>	
		e. Date Signed <input type="text"/>	

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|-------|---|-------|--|
| 1. | Self-explanatory. | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 2. | Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable). | 13. | Self-explanatory. |
| 3. | State use only (if applicable). | 14. | List the applicant's Congressional District and any District(s) affected by the program or project. |
| 4. | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <i>only</i> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5. | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 6. | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 7. | Enter the appropriate letter in the space provided. | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 8. | Check appropriate box and enter appropriate letter(s) in the space(s) provided:

-- "New" means a new assistance award.

-- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.

-- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | | |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. | | |
| 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | |

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Totals	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. Contractual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. Total Direct Charges (sum of 6a-6h)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
j. Indirect Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
k. TOTALS (sum of 6i and 6j)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

7. Program Income	\$ <input type="text"/>				
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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. TOTAL (sum of lines 8-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text"/>				
14. Non-Federal	<input type="text"/>				
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text"/>				

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
17. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. TOTAL (sum of lines 16-19)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: <input type="text"/>	22. Indirect Charges: <input type="text"/>
23. Remarks: <input type="text"/>	

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) 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; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	<div style="border: 1px solid black; width: 80%; margin: 0 auto; height: 20px;"></div>
APPLICANT ORGANIZATION	DATE SUBMITTED