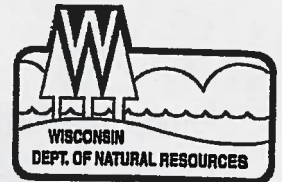


State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
3911 Fish Hatchery Road  
Fitchburg, WI 53711-5397

T55 Lisa, Brian, Mickey, Eric, public

Tony Evers, Governor  
Preston D. Cole Secretary  
Telephone 608-266-2621  
Toll Free 888-936-7463  
TTY Access via relay - 711



September 28, 2020

Jim Patterson  
La Pointe (Town of)  
Po Box 270  
La Pointe, WI 54850

► **REQUIRES IMMEDIATE ATTENTION** ◀

FY2021 Forest Fire Protection (FFP) Award  
Grant#: FFP-21F-124  
Grant Amount: \$ 1764.07  
Grant Period: October 1, 2020 – April 15, 2021

**By October 15<sup>th</sup> – Sign & Return**

- DNR COPY of Grant Agreement
- Payee Verification Form
- W-9 (if necessary)

Dear FFP Grant Award Recipient:

Congratulations! On behalf of the Governor, we are pleased to award your organization financial assistance from the Forest Fire Protection (FFP) Grant Program. We look forward to this opportunity to engage in partnerships throughout the state with organizations such as yours that help keep our citizens and Wisconsin's forest resources safe.

**GRANT AWARD ACCEPTANCE**

Enclosed is your FFP grant award package. The following is required by your organization in order to accept the grant award:

- RECEIVED**  
OCT 3 2020  
Initial *dy mail*
- ✓ **REVIEW the Categories and Amounts Awarded on the enclosed Grant Agreement**  
Your project may not have received full funding for all categories requested on your submitted application. Review the Grant Agreement in detail to confirm the funding level of your FFP grant.
  - ✓ **RETURN to the FFP Grant Manager no later than October 15<sup>th</sup>:**
    - 1. DNR COPY of the Grant Agreement signed by your organization**  
Your authorized official must sign and date both copies of the Grant Agreement. Return the DNR COPY to the DNR; the GRANTEE COPY is for your file.
    - 2. Payee Verification Form – Check recipient, Address, and DUNS #**  
Use the Payee Verification Form to verify the entity to which your reimbursement check will be made out, the address to which the check will be mailed, and to verify or provide your DUNS #.
      - If the State of Wisconsin has information on file for your organization, it will be provided on the Payee Verification Form for your review along with instructions on how to change it if necessary.
      - If one or more pieces of information are missing from your file, the Payee Verification Form has instructions for how to submit your DUNS # and/or use a W-9 to submit your check recipient and check address.
    - 3. W-9 Taxpayer Identification Number (TIN) Verification Form (if necessary)**  
This form is included in your award package **only if** the DNR does **not** have payment information for your organization on file. Follow the instructions for completion.

## **GRANT AGREEMENT KEY ELEMENTS**

You are responsible for reading the entire Grant Agreement before accepting this award. Several key elements of the Grant Agreement are listed below. The FFP Grant Award Checklist is enclosed to assist with grant requirements and deadlines.

- **FFP Grant Period: October 1, 2020 – April 15, 2021**  
As soon as you return your signed Grant Agreement to the DNR, you may begin your project. All grant items must be purchased, received, and paid for during the grant period; all services must be rendered within the grant period. Activity outside of the grant period will NOT be eligible for reimbursement.
- **The reimbursement request deadline of April 15, 2021, is strictly enforced. There will be NO EXTENSIONS. All reimbursement request forms and invoices must be submitted or have postmark date of April 15, 2021.**
- **FFP Grant Program information on the DNR website:**  
<http://dnr.wi.gov/aid/forestfireprotection.html>

All FFP grant program guidance, forms, and reimbursement information can be found on this webpage. FFP Grant Procedures are posted under the tab titled: Awards/Payments.

As with all publicly funded projects, you may be contacted by the Office of the Governor or your state Legislator regarding the issuance of a press release to publicize the grant award.

If you have any questions or need assistance accessing grant materials, please contact:  
Sandy Chancellor, FFP Grant Manager, (608) 275-3206.

Sincerely,

*Sandy Chancellor*

FOR  
Jim Ritchie, Director  
Bureau of Community Financial Assistance



## **NOTEWORTHY NEWS FOR OVERALL FUNDING OF WISCONSIN FFP GRANTS**

Based on this grant cycle's funding priorities and the amount of grant funds available, it was possible to fund all eligible applicant requests for:

- Personal Protective Equipment
- Training
- Prevention
- Suppression Tools/Equipment
- Communication Equipment
- Dry Hydrant Installation
- Mapping

Requests in the Off-Road Vehicle category were partially funded this year.

State of Wisconsin  
Department of Natural Resources  
P.O. Box 7921  
Madison, WI 53707-7921

Forest Fire Protection Grant Program  
Grant Agreement  
Form 4300-119A Rev. 9/2020

NOTICE: Collection of this information is authorized under s. 26.145, Wis. Stats., and chapter NR 47, subchapters I and VIII, Wis. Admin. Code. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law (ss. 19.31-19.39, Wis. Stats.).

Grantee <b>La Pointe (Town of)</b>	Grant Number <b>FFP-21F-124</b>
Period of Grant Agreement <b>October 1, 2020 – April 15, 2021</b>	Program Name <b>Forest Fire Protection Grant Program</b>
Funding Source(s) <b>U.S. Department of Agriculture//Forest Service/Cooperative Forestry Assistance Grant, CFDA #10.664</b>	

GRANT PROJECT DETAIL BY CATEGORY	
Personal Protective Equipment (PPE):	\$1657.00
Training:	\$60.00
Prevention:	\$0.00
Tools/Equipment:	\$1811.15
Communication Equipment:	\$0.00
Dry Hydrant Installation:	\$0.00
Mapping:	\$0.00
Off-Road Vehicles: (partially funded this grant cycle)	\$0.00
Project Total	\$3528.15
x Grant Share	x 50%
<b>TOTAL FFP GRANT FUNDING</b> Not to exceed \$10,000 for fire departments or \$25,000 for county/area associations of fire departments	<b>\$1764.07</b>
<b>Ineligible Items:</b> CHAINSAW TOOLS, WEDGE, MACHETE 172.00	
<b>Miscategorizations:</b>	
<b>Other Application Changes:</b> ADDED 2 PULASKI HAND TOOLS = \$130	

State of Wisconsin  
Department of Natural Resources  
P.O. Box 7921  
Madison, WI 53707-7921

Forest Fire Protection Grant Program  
Grant Agreement  
Form 4300-119A Rev. 9/2020

Grantee: La Pointe (Town of)  
Grant #: FFP-21F-124  
Grant Amount: \$ 1784.07

The following documents are hereby incorporated into and made part of this agreement:

1. Chapter NR 47, subchapters I and VIII, Wis. Adm. Code
2. s. 26.145, Wisconsin Statutes
3. DNR Forest Fire Protection Grant Application (Form 4300-119)
4. DNR Forest Fire Protection Grant Terms and Conditions (Form 4300-119B) and attachments

STATE OF WISCONSIN  
DEPARTMENT OF NATURAL RESOURCES  
For the Secretary  
By

*Sandy Chancellor*

Date: September 28, 2020

For  
Jim Ritchie, Director  
Bureau of Community Financial Assistance

**ACCEPTANCE**

The person(s) signing for the Grantee has read and understands the FFP Terms and Conditions (Form 4300-119B), and represents both personally and as an agent of her/his principal that s/he is authorized to execute this agreement and bind her/his principal, either by a duly adopted resolution or otherwise.

Grantee: La Pointe (Town of)

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

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Please keep this copy of your grant agreement and all other grant documentation for 3 years.

**NOTICE:** Collection of this information is authorized under s. 26.145, Wis. Stats., and chapter NR 47, subchapters I and VIII, Wis. Admin. Code. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law (ss. 19.31-19.39, Wis. Stats.).

Grantee <b>La Pointe (Town of)</b>	Grant Number <b>FFP-21F-124</b>
Period of Grant Agreement <b>October 1, 2020 – April 15, 2021</b>	Program Name <b>Forest Fire Protection Grant Program</b>
Funding Source(s) <b>U.S. Department of Agriculture//Forest Service/Cooperative Forestry Assistance Grant, CFDA #10.664</b>	

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<b>TOTAL FFP GRANT FUNDING</b> Not to exceed \$10,000 for fire departments or \$25,000 for county/area associations of fire departments	<b>\$1764.07</b>
<b>Ineligible Items:</b> CHAINSAW TOOLS, WEDGE, MACHETE 172.00	
<b>Miscategorizations:</b>	
<b>Other Application Changes:</b> ADDED 2 PULASKI HAND TOOLS = \$130	

Grantee: La Pointe (Town of)  
Grant #: FFP-21F-124  
Grant Amount: \$ 1764.07

The following documents are hereby incorporated into and made part of this agreement:

1. Chapter NR 47, subchapters I and VIII, Wis. Adm. Code
2. s. 26.145, Wisconsin Statutes
3. DNR Forest Fire Protection Grant Application (Form 4300-119)
4. DNR Forest Fire Protection Grant Terms and Conditions (Form 4300-119B) and attachments

STATE OF WISCONSIN  
DEPARTMENT OF NATURAL RESOURCES  
For the Secretary  
By

*Sandy Chancellor*

Date: September 28, 2020

FOR  
Jim Ritchie, Director  
Bureau of Community Financial Assistance

**ACCEPTANCE**

The person(s) signing for the Grantee has read and understands the FFP Terms and Conditions (Form 4300-119B), and represents both personally and as an agent of her/his principal that s/he is authorized to execute this agreement and bind her/his principal, either by a duly adopted resolution or otherwise.

Grantee: **La Pointe (Town of)**

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

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Please submit to the FFP Grant Manager:**

**Mail:** Department of Natural Resources

Attn: Sandy Chancellor  
3911 Fish Hatchery Road  
Fitchburg, WI 53711

**Fax:** (608) 275-3338

**Email:** DNRFFPGrantProgram@wisconsin.gov

## PAYEE VERIFICATION FORM – Check recipient, Address, and DUNS #

**Grantee: La Pointe (Town of)**

**Grant #: FFP-21F-124**

**Award Amount: \$1764.07**

The State of Wisconsin currently has the following information on file for your organization. Please carefully review this information and follow the directions.

**PAYEE (who the check will be made out to): Town of La Pointe**

- ☒ **CORRECT** – Proceed to the **ADDRESS** section.
- ☐ **INCORRECT** – Disregard the remainder of this form. Instead, fill out a W-9 form. The W-9 form and instructions are available under the 'Awards' tab at: <http://dnr.wi.gov/aid/forestfireprotection.html>

**ADDRESS (where the check will be mailed):**

**PO Box 270**

**La Pointe, WI 54850**

- ☒ **CORRECT** – Return this form to the DNR.
- ☐ **INCORRECT** – Enter the correct address below. Do not use a home address.

**NEW ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**DUNS #: 02-813-3358**

- ☒ **CORRECT** – Return this form to the DNR.
- ☐ **INCORRECT** – Enter the correct DUNS# below.

**DUNS #:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**A. GENERAL CONDITIONS**

1. **PERFORMANCE.** The State of Wisconsin Department of Natural Resources (hereafter DEPARTMENT) and the GRANTEE mutually agree to perform this agreement in accordance with the Forest Fire Protection (FFP) Grant Program and with the project proposal, application, terms, promises, conditions, plans, specifications, estimates, procedures, maps, and assurances attached hereto and made a part hereof.
2. **INDEPENDENT CONTRACTOR.** The GRANTEE is an independent contractor for all purposes, not an employee or agent of the DEPARTMENT.
3. **ENTIRE GRANT AGREEMENT.** FFP Grant Agreement (Form 4300-119A), together with any referenced parts and attachments, shall constitute the entire agreement and previous communications or agreements pertaining to the subject matter of this agreement are hereby superseded.
4. **GRANT AGREEMENT AMENDMENTS.** Any cost adjustments must be made by a formal amendment to this agreement, signed by both parties, prior to the expenditure of funds or the termination date of the agreement. Adjustments for time of performance or scope of work may be granted to the GRANTEE by the DEPARTMENT without the requirements of GRANTEE's signature.
5. **SUSPENSION OF OBLIGATIONS.** Failure by the GRANTEE to comply with the terms of this agreement shall not cause the suspension of all obligations of the DEPARTMENT hereunder if, in the judgment of the Secretary of the DEPARTMENT, such failure was due to no fault of the GRANTEE. In such cases, any amount required to settle at minimum costs any irrevocable obligations properly incurred shall be eligible for assistance under this agreement, at the DEPARTMENT's discretion.
6. **GENERAL LIABILITY.** It is mutually agreed that the Department and the grant recipient will be prepared to answer and defend only that responsibility and resultant legal liability, involving personal injury or property damage, which is based upon or arises from their respective negligent acts or omissions which may occur in connection with this agreement.
7. **WISCONSIN STATE SINGLE AUDIT GUIDELINES.** Responsible Units shall comply with annual Single Audit requirement in accordance with *2 CFR Part 200 Uniform – Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards* (also known as "Uniform Guidance") and *WI State Single Audit Guidelines* found at <http://www.doa.state.wi.us/Divisions/Budget-and-Finance/Financial-Reporting/state-controllers-office/state-single-audit-guidelines> issued by Wisconsin Department of Administration, State Controller's Office.
8. **The GRANTEE agrees:**
  - a. **OFFER ACCEPTANCE.** To notify the DEPARTMENT, in writing, of acceptance of this offer by delivering to the FFP Grant Manager one original agreement duly signed by the authorized representative. Once signed, the agreement is binding.
  - b. **DECLINING OFFER.** To notify the DEPARTMENT, in writing, of its decision to decline this offer of financial assistance at any time prior to the start of the project and before expending any funds. After the project has been started or funds expended, this agreement may be terminated, modified, or amended only by mutual agreement of both parties in writing.
  - c. **EXECUTION OF AGREEMENT.** To execute the project described in the grant agreement in accordance with this agreement in consideration of the promises made by the DEPARTMENT herein.
  - d. **APPLICABLE LAW.** To comply with all applicable Wisconsin Statutes and Wisconsin Administrative Codes in fulfilling the terms of this agreement.
  - e. **BIDDING.** To comply with all applicable local and state contract and bidding requirements. The GRANTEE should consult its legal counsel with questions concerning contracts and bidding. The GRANTEE may obtain the following document from the DEPARTMENT website <http://dnr.wi.gov/aid/forestfireprotection.html> or by calling the grant manager associated with this grant agreement: Procurement Guide for Local Governments Receiving DNR Grants.
  - f. **ACCOUNTING AND FISCAL RECORDS; RECORDS RETENTION; ACCESS.** To comply with the FFP Grant Procedures, a copy of which the GRANTEE may obtain from the DEPARTMENT website <http://dnr.wi.gov/aid/forestfireprotection.html> or by calling the grant manager associated with this grant agreement. Accounting and fiscal records shall be maintained to reflect the receipt and expenditure of all funds used for this project. If an advance is provided, all grant funds shall be credited promptly upon receipt in a separate account. These funds shall be expended only for project costs. Accounts, documents, and records related to this project shall be retained by the GRANTEE for a period of three (3) years following the end of this agreement. The GRANTEE agrees to allow the DEPARTMENT access to these records upon request.

- g. **REPAYMENT; TERMINATION.** To reimburse the DEPARTMENT any and all funds the DEPARTMENT deems appropriate in the event the GRANTEE fails to comply with the conditions of this agreement or project proposal as described, or fails to provide public benefits as indicated in the project application, proposal description, or this agreement. In addition, should the GRANTEE fail to comply with the conditions of this agreement, fail to progress due to nonappropriation of funds, or fail to progress with or complete the project to the satisfaction of the DEPARTMENT, all obligations of the DEPARTMENT under this agreement may be terminated, including further project cost payment. Upon notification of grant termination, any grant advance or payment not substantiated by documentation shall be immediately returned to the DEPARTMENT by the GRANTEE.
- h. **NON-DISCRIMINATION.** In connection with the performance of work under this agreement, the GRANTEE agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The GRANTEE further agrees to take affirmative action to ensure equal employment opportunities. The GRANTEE agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the DEPARTMENT setting forth the provisions of this nondiscrimination clause. Failure to comply with the conditions of this clause may result in the termination of this agreement or withholding of payment.

9. **The DEPARTMENT agrees:**

- a. **GRANT ENCUMBRANCE AND PAYMENT.** In consideration of the covenants and agreements made by the GRANTEE herein, to obligate for the GRANTEE the amount listed as the Total FFP Grant Funding as specified on FFP Grant Agreement (Form 4300-119A) and to tender to the GRANTEE that portion of the obligation which is required to pay the DEPARTMENT's share of the costs based upon the state providing fifty percent (50%) of the eligible project costs not to exceed a maximum of the Total FFP Grant Funding as specified on FFP Grant Agreement (Form 4300-119A).
- b. **TERMINATION.** Pursuant to section 8(g), reserves its right to terminate this agreement for failure by the GRANTEE to comply with any provision of this agreement.

B. **SPECIAL CONDITIONS**

1. The GRANTEE agrees to sign and return the grant agreement within 30 days of receipt of this agreement or by the date indicated in the transmittal letter. Failure to return the agreement may result in withdrawal of the Department's offer of grant funding.
2. The GRANTEE agrees it will not be eligible for funding during the next FFP grant cycle if the GRANTEE fails to complete this project.
3. The GRANTEE agrees and certifies that the sum of the total project cost is available for the proposed project, and it shall provide evidence of such availability to the DEPARTMENT upon request.
4. The GRANTEE also agrees that funds used to match this grant are not from another federal or state financial assistance program.
5. The GRANTEE agrees that in the purchase of equipment and services it shall comply with the following minimum criteria:
  - a. All items of less than \$5,000.00 value will be purchased only after receiving at least three written informal quotations.
  - b. Items or projects equal to or exceeding \$5,000.00 in value will be competitively, publicly bid and awarded to the responsible low bidder for goods or services.
  - c. All radio equipment will be WISCOM compatible (appropriate dual trunking capability) and meet federal P25 and narrowband requirements.
  - d. All fire equipment purchased must meet the state, federal and National Fire Protection Association (NFPA) 1977 Standard (1998 Edition).
6. The GRANTEE agrees to maintain an inventory record of all property items with a useful life of two years or more and a value of \$5,000.00 or more, and not to alter, sell, trade, or dispose of such property without written approval of the DEPARTMENT.
7. The GRANTEE agrees that should equipment purchased pursuant to this agreement be destroyed while engaged in the suppression of a fire, or be lost or destroyed in any other manner, the DEPARTMENT's share of its cost shall be reimbursed to the DEPARTMENT from the proceeds of the insurance payment for the loss unless the equipment is replaced and used in accordance with this agreement.
8. The GRANTEE agrees that breach of this grant agreement or sale, transfer or misuse of equipment purchased pursuant to it shall render the GRANTEE liable to the DEPARTMENT in the amount of the state's share of its cost. Upon any such breach or misuse, transfer or sale, the GRANTEE agrees to return the DEPARTMENT's share of funding within 30 days when demanded in writing.

9. The GRANTEE agrees that the project shall be completed and a final payment request be submitted to the DNR no later than the project end date indicated on FFP Grant Agreement (Form 4300-119A), unless stated otherwise by an amendment to this project agreement. The final payment request will consist of a complete, signed and dated Reimbursement Request-Form 4300-120, proof of purchase, and proof of payment (if requested) for each eligible expense(s) incurred during the project period.
10. The DEPARTMENT agrees to pay its share of funding within a reasonable processing time, upon presentation by the GRANTEE of proof of purchase, proof of payment, certification of receipt of the goods and services and other financial documents requested by the DEPARTMENT and its determination that applicable statutes, administrative rules and this grant agreement have been complied with.

**C. CONDITIONS APPLICABLE TO RECIPIENTS OF FEDERAL FUNDS**

1. Federal authorization is made under Cooperative Forestry Assistance Act of 1978, Public Law 95-313, as amended; Food, Agriculture, Conservation and Trade Act of 1990, as amended, Public Law 101-624.
2. The GRANTEE shall provide proper facilities to the United States Department of Agriculture (USDA), their agents, or any of their duly authorized representatives in order to access and inspect books, records, documents, and other evidence for the purpose of inspection, audit, and copying.
3. The GRANTEE agrees, as a recipient of federal financial assistance, to post this statement in its office: "This institution is an equal opportunity provider."
4. To the extent practicable, any equipment and products purchased by the GRANTEE with federal funds from the FFP Grant will be American-made.
5. The GRANTEE must have a Data Universal Numbering System (DUNS) number as required for all federal grant subrecipients. The DUNS number is a unique nine-character identification number available free of charge from Dun & Bradstreet, Inc.
6. The GRANTEE must maintain annual registration in the System For Award Management (SAM): [www.sam.gov](http://www.sam.gov)
7. The federal funds for this project are part of a Volunteer Fire Assistance Core Funding and/or a State Fire Assistance Core Funding grant(s) awarded to Department of Natural Resources and administered by the US Department of Agriculture Forest Service. As a subrecipient of these federal funds, the GRANTEE agrees to comply with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards (also referred to as "Uniform Guidance"). The GRANTEE agrees to have an audit in accordance with Uniform Guidance if they expend \$750,000 or more in federal awards during the fiscal year.
8. The GRANTEE agrees and certifies that it, and any of its principals, are not presently or within the preceding three-year period excluded, debarred, suspended; are not criminally or civilly charged for commission of fraud or a criminal offense in connection with embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property under a federal or state contract, grant, or cooperative agreement according to 7 CFR Part 3017 and 2 CFR 180-Debarment and Suspension. The GRANTEE will immediately contact the DEPARTMENT if it, or any of its principals, no longer meet this certification.

## **\*\* ATTENTION \*\***

There will be no grant deadline extensions due to the Covid-19 Pandemic this year.  
It is your responsibility to place your order early to eliminate issues with shipping delays!

### **SOME ITEMS HAVE CHANGED FROM LAST YEAR!!!**

You will not be reimbursed for these items if these requirements are not met.

See complete Eligibility list on FFP website for additional details.

<https://dnr.wi.gov/Aid/ForestFireProtection.html>

#### **SKID-UNITS (Please communicate this info to your vendor ASAP.)**

1. Itemized invoices **MUST BE SUBMITTED**. For example, expenses for pumps, hose reels, tanks, hose, labor, etc. should be individually broken out.
2. Pumps must meet **ALL** of the following criteria:
  - 21 hp or lower
  - Pressure NOT capable of exceeding 300 psi
  - Primary use must be for initial-attack suppression
3. NO flatbed body chassis can be purchased with Tools/Equipment \$. They are funded with Off-road Vehicle \$.

**Personal Protective Equipment must meet the NFPA 1977 standard AND bear this label.**

#### **TRACKS FOR ATV, RTV, UTV ARE INELIGIBLE**

**PERSONAL LIGHTING:** Personal Safety Strobes **are eligible** (must be strobe only, not capable of producing a steady beam of light) \$20 max. ea./\$10 grant funds.

All flashlights, headlamps, helmet lights, scene lighting are **still INELIGIBLE**

**FIREFIGHTER CLEANING WIPES are now eligible: \$200 max (\$100 grant funds)**

**BOOTS** Limited to \$200/pair (grant funds \$100), Maximum 10 pairs

(boots **MUST** meet NFPA 1977 certification) (Note-boots can cost more than \$200, but no more than \$200 with be considered grant eligible.)

**RADIO REPROGRAMMING max \$1000 (grant funds \$500)**

Radio reprogramming for DNR digital communication & monitoring

1. Fire department radios, software, cable for radio reprogramming

**RADIOS (max = 2 mobile, 4 portable) Max \$2500 per radio (\$1250 grant funds)**

Radios must meet **ALL** of the following criteria:

1. Meet P25 conventional standard
2. Meet federal narrowband frequency standard
3. Include county fire repeaters and appropriate mutual aid frequencies, including fire ground Blue

#### **RADIO HEADSETS**

1. Reimbursement only up to \$300 (grant funds \$150)
2. Must be connected to portable radio only

**PAGERS max=\$400 per pager (\$200 grant funds) 5 pager limit**

#### **NOZZLES/APPLIANCES**

1. All nozzles and appliances **cannot** exceed 1" in diameter  
(With the exception of appliances to fit pumps being purchased in this grant cycle)
2. Nozzle reimbursement only up to \$200 (grant funds \$100)

**FOAM (max = 50 gallons)** Eligible: USDA approved, Class A Foam only (see FFP website for list of eligible foams)

**\*\* ATTENTION \*\***

## FOREST FIRE PROTECTION (FFP) GRANT AWARD CHECKLIST

This checklist is provided to help you conduct your fire organization's FFP project. Important dates are noted to keep your project on track. This checklist is not intended to replace the detailed procedural information found in the "FFP Grant Procedures" document. If you need a hard copy of information contained in this checklist, please contact the FFP Grant Manager. This document, as well as all documents referred to in the checklist, can be accessed at the Forest Fire Protection Grant Website: <http://dnr.wi.gov/aid/forestfireprotection.html>

DUE	DONE	<b>Grant # FFP-21 _____</b> <b>Project Dates: 10/01/2020 – 4/15/2021</b>
<b>GRANT AWARD ACCEPTANCE</b>		
<b>10/15/20</b>	<input type="checkbox"/>	Read the grant letter and agreement.
	<input type="checkbox"/>	Confirm the approved category award amount, total grant award amount, and note any ineligible item(s). It is possible to receive a "partial" award if you requested funds for Off-Road Vehicle.
	<input type="checkbox"/>	Carefully review the grant agreement before accepting this award to fully understand your responsibilities as the grantee.
	<input type="checkbox"/>	Accept or decline the grant award. Immediately inform the FFP grant manager, in writing, if you decline the grant award.
	<input type="checkbox"/>	Read the "FFP Grant Procedures" document for grant administration information. This document is available on the FFP grant program website.
	<input type="checkbox"/>	<b>Sign both copies of the grant agreement.</b> Return the DNR COPY to the FFP Grant Manager.
	<input type="checkbox"/>	Complete the <b>Payee Verification Form</b> and, if necessary, a W-9.
<b>10/15/20</b>	<input type="checkbox"/>	<b>Submit – DNR Copy of Grant Agreement, Payee Verification Form, and, if necessary, a W-9 to the FFP Grant Manager: (*NOTE-new mailing address)</b> <ul style="list-style-type: none"> <li>▪ <b>Mail:</b> Department of Natural Resources – 3911 Fish Hatchery Road, Fitchburg, WI 53711</li> <li>▪ <b>Email:</b> <a href="mailto:DNRFFPGrantProgram@wisconsin.gov">DNRFFPGrantProgram@wisconsin.gov</a></li> <li>▪ <b>Fax:</b> (608) 275-3338</li> </ul>
	<input type="checkbox"/>	Create and maintain a grant file for this FFP grant project. Accounts, documents, and records related to this project must be retained for a period of three (3) years and made available upon inspection.
<b>**Once you sign and return these documents, proceed with your project**</b> <b>You will receive no further confirmation from the DNR.</b>		

## USE OF GRANT FUNDS

	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<p><b>Competitive Procurement</b>  Determine procurement method required for your project by reviewing grant agreement conditions: General Condition 8.e. "Bidding" and Special Conditions B.5.a – b. Another useful tool is the "Procurement Guide for Local Governments Receiving DNR Grants". A complete version of this guide can be found on the FFP grant program website.  Secure quotes (if not previously done). Catalog pages, internet pages, and documented telephone contacts are acceptable.  Solicit bids, if applicable.  Keep a copy of all quotes and/or bid information in the fire organization's grant file for future inspection.</p>
<b>ASAP</b>	<input type="checkbox"/>	<p>Order your equipment from vendor of your choice. <b>If you are ordering from the DNR's Forestry Equipment R&amp; D Center at Tomahawk (formerly the LeMay Forestry Center), Place your order as soon as possible to avoid backorders.</b>  ▪ Website: <a href="https://dnr.wi.gov/topic/ForestFire/documents/ffpCatalog.pdf">https://dnr.wi.gov/topic/ForestFire/documents/ffpCatalog.pdf</a></p>
<b>ASAP</b>	<input type="checkbox"/>	<p>Arrange payment and delivery of all products and services on or before the strictly enforced project end date of 4/15/21. There will be no extensions due to the Covid-19 Pandemic this year. It is your responsibility to place your orders early.</p>

**\*\*FFP Grant Projects END on APRIL 15, 2021\*\***

**REIMBURSEMENT MATERIALS MUST BE POSTMARKED BY APRIL 15, 2021 - ABSOLUTELY NO EXTENSIONS**  
All purchases must be received; all services must be rendered on or before this date. Any costs incurred after this date will not be eligible for reimbursement.

## REIMBURSEMENT REQUESTS

<b>Upon FFP project completion BEFORE 4/15/21</b>	<input type="checkbox"/>   <input type="checkbox"/>  <input type="checkbox"/>	<p>Complete, sign, and date:  <b>Form 4300-120 (FFP Grant Program Reimbursement Request and Claim Worksheet):</b>  A fillable, printable reimbursement form is available on the FFP Grant website.  <u><b>Be sure to include check numbers and dates on this form.</b></u>  Attach:  <b>Proof of purchase.</b> For each purchase, a detailed invoice must be submitted. Quotes and estimates are not acceptable.  <b>Proof of payment</b> (only if personal credit cards/checks are used). If additional payment documentation is needed, you will be contacted.</p>
<b>On or before 4/15/21</b>	<input type="checkbox"/>	<p><b>Submit reimbursement request to the FFP Grant Manager:</b>  ▪ Mail: Mail: Department of Natural Resources –  3911 Fish Hatchery Road, Fitchburg, WI 53711  ▪ Email: <a href="mailto:DNRFFPGrantProgram@wisconsin.gov">DNRFFPGrantProgram@wisconsin.gov</a>  ▪ Fax: (608) 275-3338</p>
	<input type="checkbox"/>	<p>Keep a copy of the reimbursement forms, purchase, and payment documentation in your fire organization's grant file to produce upon inspection.</p>

## PROJECT COMPLETION/CHECK RECEIPT

	<input type="checkbox"/>	Participate in an on-site field check conducted by the local DNR Forester/Ranger
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## CONTACT FOR QUESTIONS

Sandy Chancellor, FFP Grant Manager (\*NOTE new contact information)  
Department of Natural Resources  
3911 Fish Hatchery Road Fitchburg, WI 53711  
Phone: 608-275-3206  
Fax: 608-275-3338  
E-mail: [sandra.chancellor@wisconsin.gov](mailto:sandra.chancellor@wisconsin.gov)

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

### GRANT REQUEST APPROVAL & GRANT AWARD ACCEPTANCE

- The Department of Natural Resources (DNR) approved the portion of the fire organization's grant request as listed in the grant agreement.
- Thoroughly read the grant award letter and agreement to fully understand your responsibilities as the grantee.
- Pay particular attention to the "Grant Project Detail by Category" 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
    - 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 availability.

By **October 15<sup>th</sup>**, the authorized representative for the grantee must sign and return all required documents listed below. If this deadline is not met, your organization risks having the offer of grant funding rescinded.

- **DNR copy of the grant agreement.** Sign both copies of the grant agreement and return the DNR copy. The grantee copy of the grant agreement is for your file.
- **W-9 Taxpayer Identification Number (TIN) Verification Form**  
This form is included in your award packet and must be completed to receive payment. The DNR is transitioning to a new financial software system; as such, a W-9 form is required for all grantees. Please follow the instructions for completion.
- **DUNS #**  
Follow the instructions on the form to enter a DUNS # for your organization or obtain one if you do not already have a DUNS #.

Submit the required documents to the FFP Grant Manager by **October 15<sup>th</sup>**:

- **Email (received by midnight):** [DNRFFPGrantProgram@wi.gov](mailto:DNRFFPGrantProgram@wi.gov)
- **Fax (received by midnight):** (608) 275-3338
- **Mail (postmarked):** Department of Natural Resources – 3911 Fish Hatchery Road Fitchburg, WI 53711

### PROCEED WITH YOUR PROJECT

Once you sign the grant agreement and submit the required materials to the DNR, there will be no further confirmation from the DNR.

### DECLINING THE GRANT AWARD OFFER

Please provide the FFP Grant Manager written notification of your decision to decline the grant award offer by **October 15<sup>th</sup>**. There will be no penalty to your fire organization if the decision is made before this deadline.

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

### USE OF GRANT FUNDS

1. Read the grant agreement carefully, especially noting the "Grant Project Detail by Category" section on page 1 of the grant agreement. This is important because 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 returning the required documents to the DNR, place orders with successful vendors following the competitive procurement process outlined below. Arrange for payment and delivery on or before **April 15th**. The grant period end date of **April 15th** will be strictly enforced. Begin your project immediately, and order early to avoid backorders. No extensions will be granted for backorders.
3. **Competitive Procurement** is essential. As a grantee, it is imperative you comply with state and federal law. FFP Grant Agreement General Condition A.8.e. and Special Conditions B.5.a.-d. address this issue. Procurement guidelines can be complex. If you have questions regarding the necessity for bids or how to conduct the bidding process, please consult your organization's or municipality's local attorney. A useful tool in determining the bidding method required for your project is the DNR's "Procurement Guide for Local Governments Receiving DNR Grants".

Quotations (catalog pages, internet pages, and documented telephone contacts are acceptable) and bids should be kept as part of the grant file. You may be asked to provide bid documentation prior to reimbursement authorization. For fire organizations ordering from the DNR's Forestry Equipment R&D Center, it is not necessary to follow the bidding requirements since the State has already completed the bidding.

If you plan to order equipment from the DNR's Forestry Equipment R&D Center in Tomahawk, Wisconsin, place your order as soon as possible to avoid backorders. As noted previously, it is not necessary to follow competitive procurement requirements when ordering through this facility. If you place an order, make sure you indicate you received an FFP grant so an invoice can be processed in a timely manner. To expedite your order, email or fax your request.

- **Website:** <http://dnr.wi.gov/topic/ForestFire/catalog.html>
- **Email:** [DNRFRstockroom@wi.gov](mailto:DNRFRstockroom@wi.gov)
- **Phone:** (715) 453-1257
- **Fax:** (715) 453-5998

4. The grantee is responsible for payment of the full invoice amount to the vendor from its own (fire organization) account; this may be separate from or part of a municipal account. Payments for grant purchases may be made from the grantee's account as follows:
  - Written check
  - Cashier's check or money order
  - Credit card, debit card, or online banking

**Note:** Use of a personal credit card or check from a fire department member's account is discouraged; however, we recognize that there are situations that warrant its use. This payment method will require additional "proof of payment" documentation as 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.

**DEADLINE FOR FFP PROJECT COMPLETION IS APRIL 15<sup>th</sup> – NO EXTENSIONS.**  
The project end date of April 15<sup>th</sup> will be strictly enforced.

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

### REIMBURSEMENT PROCESS

The DNR will process a single reimbursement check. The reimbursement request must be complete when it is submitted to the DNR. The DNR reimburses the grantee for fifty percent (50%) of the eligible project costs up to the maximum amount of the grant award as stated in the grant agreement. To be eligible for reimbursement: all eligible items must be purchased and received, and all services must be rendered within the grant period as stated in the grant agreement. To request reimbursement, submit the following to the FFP Grant Manager by **April 15<sup>th</sup>**:

- **Completed and signed Forest Fire Protection (FFP) Grant Program Reimbursement Request (Form 4300-120).** List the check date, check number, vendor(s), item(s) purchased, amount, and the total expenditure for the grant project. By signing, you indicate that all bills are paid and all items have been received within the grant period. Only record actual expenditures in the "Expenditures" column in the appropriate categories. The reimbursement request form is available at: <http://dnr.wi.gov/aid/forestfireprotection.html>
- **Proof of purchase.** For each purchase, a detailed invoice must be submitted. Quotes and estimates are not acceptable.

**Note:** Proof of payment no longer needs to be submitted with the reimbursement request, with the exception noted below. All payment documentation must be kept in the fire organization's grant file to be produced upon inspection. If the FFP grant manager determines payment documentation is needed, you will be contacted directly.

- **EXCEPTION:** If a purchase is made with a personal credit card or check from a fire department member's account, it is necessary to submit a copy of the fire organization check showing payment to that fire department member.

Submit FFP Reimbursement Requests to the FFP Grant Manager by **April 15<sup>th</sup>**:

- **Email (received by midnight):** [DNRFFPGrantProgram@wi.gov](mailto:DNRFFPGrantProgram@wi.gov)
- **Fax (received by midnight):** (608) 275-3338
- **Mail (postmarked):** Department of Natural Resources – 3911 Fish Hatchery Road Fitchburg, WI 53711

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 Payee Verification Form or W-9.

### AFTER CHECK ARRIVAL

- Participate in an on-site field check conducted by your local DNR Forester/Ranger. This is an important appointment and serves as an 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 check.
- 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.8.f. and Special Conditions B.6., B.7., and B.8. If your organization received federal funds, grant agreement Conditions Applicable to Recipients of Federal Funds C.2. applies.

### CONTACT FOR QUESTIONS

Sandy Chancellor, FFP Grant Manager  
Phone: 608-275-3206  
Email: [sandra.chancellor@wisconsin.gov](mailto:sandra.chancellor@wisconsin.gov)