



March 01, 2017

Dear Fire Department Representative,

The Division of Forestry is accepting grant applications for the Volunteer Fire Assistance (VFA) Program March 1 through April 18, 2017. Fire departments serving communities with populations of 10,000 or less are eligible to participate. This is a 50% reimbursement grant for qualifying purchases totaling \$1,000 to \$6,000. **ANY ITEMS PURCHASED OR INVOICED OUTSIDE OF THE CONTRACT DATES WILL NOT BE REIMBURSED.** Grants will be awarded in amounts from \$500 to \$3,000. Request for funding will *not* be considered for the following:

- Repair or construction of buildings
- Land acquisition, water lines or hydrants
- Emergency medical equipment
- Any equipment not fire related (see examples on page 5 of the VFA application)
- Purchase of vehicles
- Fire setting devices (drip torch, flares, etc.)
- Applications for single piece of equipment exceeding \$5,000 in cost

Please complete and send the following to your Assistant District Forester (ADF) no later than April 18, 2017 ([see page 4 of the VFA application for contact information](#)):

- VFA Application Form
- W-9 Request for Taxpayer Identification Number and Certification
- Title VI Questionnaire

#### **NEW THIS YEAR**

Please complete and mail the State of Tennessee Supplier Direct Deposit Authorization Form to the address provided on the form (**not** with the VFA Application Form).

- Section 1: Type of Request, Section 2: Account Holder Information, Section 3: Authorization to be completed by representative of the Fire Department.
- Section 4: Financial Institution Verification of the form must be completed by the financial institution representative.
- Mail the **ORIGINAL** form in an envelope marked, "CONFIDENTIAL" to the address on the form.



Your fire department must also have a current "Memorandum of Understanding" with the Division of Forestry that is dated after June 30, 2012. If you do not have one, contact your ADF.

If you have any questions, please contact your ADF or me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. P. Bible'.

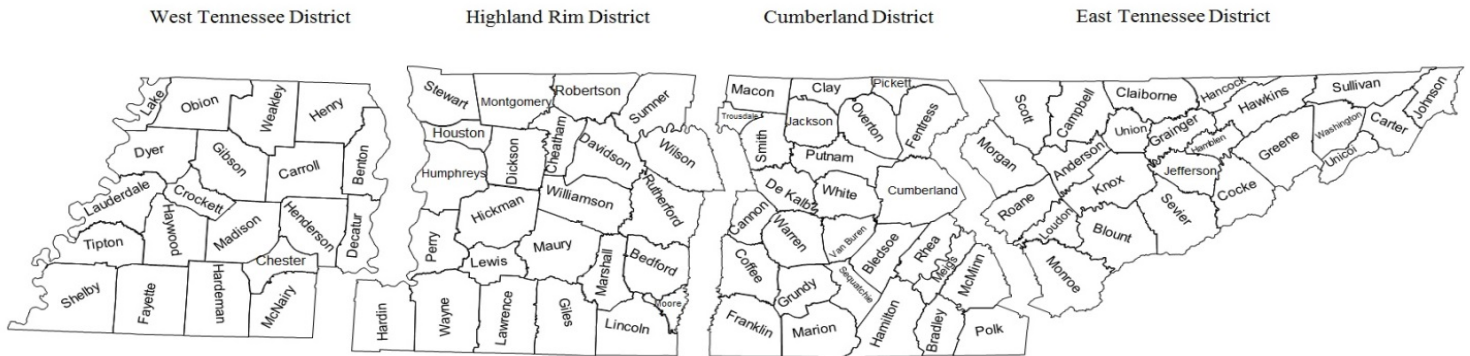
Robin Bible  
Fire Operations Unit Leader

RB/ksl



**SEND ONLY YOUR APPLICATION PACKAGE TO THE DIVISION OF FORESTRY ASSISTANT DISTRICT FORESTER IN YOUR AREA**

Application Package must be received by your local Assistant District Forester by 4:00 pm April 18, 2017.



<p><b>East Tennessee District</b>  Nathan Waters, Assistant District Forester  Tennessee Division of Forestry  P.O. Box 2666  Knoxville, TN 37901-2666  <a href="mailto:Nathan.Waters@tn.gov">Nathan.Waters@tn.gov</a>  Voice: (865) 594-6432  Fax: (865) 594-8907</p>	<p><b>Highland Rim District</b>  Michael Holder, Assistant District Forester  Tennessee Division of Forestry  3497 Church Street  Burns, TN 37029  <a href="mailto:Michael.Holder@tn.gov">Michael.Holder@tn.gov</a>  Voice: (615) 797-3117  Fax: (615) 797-3113</p>
<p><b>Cumberland District</b>  James Dale, Assistant District Forester  Tennessee Division of Forestry  929 West Jackson, Suite C  Cookeville, TN 38501  <a href="mailto:James.Dale@tn.gov">James.Dale@tn.gov</a>  Voice: (931) 526-9502  Fax: (931) 526-2279</p>	<p><b>West Tennessee District</b>  Philip Blakley, Assistant District Forester  Tennessee Division of Forestry  220 Eastern Shores Drive   P.O. Box 438  Lexington, TN 38351  <a href="mailto:Philip.Blakley@tn.gov">Philip.Blakley@tn.gov</a>  Voice: (731) 968-6676  Fax: (731) 968-5356</p>



# VOLUNTEER FIRE ASSISTANCE PROGRAM

APPLICATION FOR ASSISTANCE

**MUST BE RECEIVED BY 4:00PM APRIL 18, 2017**

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

Latitude of Main Station: \_\_\_\_° \_\_\_\_\_ Longitude of Main Station: \_\_\_\_° \_\_\_\_\_ County: \_\_\_\_\_

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone/ Fire Dept.: \_\_\_\_\_ Phone/ Cell: \_\_\_\_\_ Phone/ Daytime: \_\_\_\_\_

Email: \_\_\_\_\_ Federal Employer Identification Number (FEIN): \_\_\_\_\_

**Check One:** 501c3                      Subsidized by City                      Subsidized by County

**Ownership/Control:**

**Check One:** African American      Asian      Hispanic      Native American      Female

Person w/Disability      Small Business      Government      NOT Minority/Disadvantaged

**Grantee Type:**

**Check One:** For Profit Corporation      Non-Profit Corporation      Limited Liability Corporation

Individual      Partnership      Joint Venture      Special Purpose Corporation or Association

Other \_\_\_\_\_

Entity Name as it is registered in DUNS: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

*DUNS number* is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify entities. A non-Federal entity is required to have a DUNS number in order to apply for, receive, and report on a Federal award. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).

Your Department's Fiscal Year Ends (Month/Day) : \_\_\_\_\_

In order to comply with state and federal laws, certain contracts are requiring fiscal year end information for the grantee. To clarify, a fiscal year is the completion of a one-year, or 12-month, accounting period. A fiscal year-end does not necessarily need to fall on December 31, and can actually fall on any day throughout the year. For example, the federal fiscal year is from October 1 to September 30. The federal fiscal year end is September 30.

Total amount of federal funds obligated to your entity: \_\_\_\_\_

This means the total amount of federal funds, you, the subrecipient (grantee), has received from any entity during the given federal fiscal year as of a certain date.

**Your application packet must include the following:**

- This Application Form (pages 1-3)
- W-9
- Title VI Questionnaire

**Supplier Direct Deposit Authorization -**

**Mail Original form to:**

State of Tennessee  
Attn: Supplier Maintenance  
21<sup>st</sup> Floor WRS Tennessee Tower | 312 Rosa L Parks Ave  
Nashville TN 37243

**ANY ITEMS PURCHASED OR INVOICED OUTSIDE OF THE CONTRACT DATES WILL NOT BE REIMBURSED.**





1. What is the total area (in square miles) protected by your fire department? \_\_\_\_\_
2. If requested, does your department respond to structure fires/other emergency incidents in:
 

Your community only	2-5 Communities	County wide	Multi-County
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3. Does your fire dept. have a written Plan of Action or Standard Operating Procedures? YES    NO  
 - If yes, do they include a Plan of Action or Standard Operating Procedure for wildfire incidents? YES    NO  
 - If yes, include a copy with this application.
4. Do you have written mutual aid agreements with other fire departments? YES    NO
5. What is the date of your department's most current Memorandum of Understanding (MoU) with the Division of Forestry? } \_\_\_\_\_  
 (MoUs are valid for 5 years)
6. How many active firefighters are on roll for your department? \_\_\_\_\_
7. How many training hours were recorded for your firefighters during the past 12 months, either in-house or State certified? } \_\_\_\_\_
8. How many active firefighters have completed the following training?
 

_____ Hazardous Materials	_____ Firefighter 1 or Essentials
_____ Wildland Fire Fighting	_____ Incident Command
_____ Emergency Vehicle Operation	_____ Communicable Disease
9. Are the proposed expenditures made with this grant essential for the fire department to reach a lower ISO Protection Class? }    YES    NO  
 - If yes, what ISO rating will it allow? \_\_\_\_\_
10. How many structure fires did your department report to the State Fire Marshal in 2016? \_\_\_\_\_
11. How many wildfires did your department report to the State Fire Marshal in 2016? \_\_\_\_\_
12. Amount of money expended to operate your fire department during 2016? \$\_\_\_\_\_
13. How much of that money came from the following sources?
 

\$_____ Municipal government	\$_____ Membership & fees
\$_____ Property tax/assessments	\$_____ Donations & fundraisers
14. Are your firefighters covered by Workers Compensation Insurance? YES    NO
15. Do you have liability insurance coverage on all fire department vehicles? YES    NO
16. Is your department certified with the State Fire Marshall's office? YES    NO

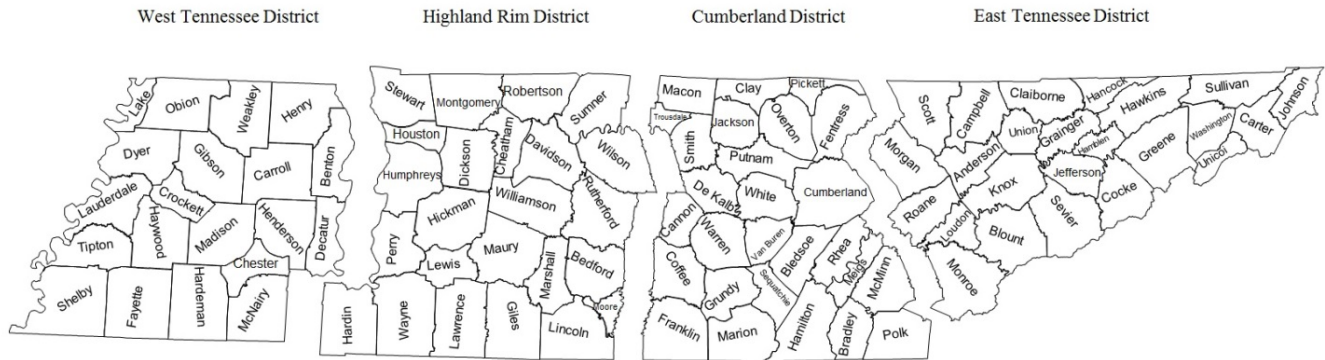
\_\_\_\_\_  
Signature and Title of Department Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name | Agent

**PLEASE SEND YOUR APPLICATION PACKAGE TO THE FOLLOWING DIVISION OF FORESTRY ASSISTANT DISTRICT FORESTER IN YOUR AREA**

Application Package must be received your local Assistant District Forester by 4:00 pm April 18th, 2017.



**DISTRICT OFFICES**

<p><b>East Tennessee District</b> Nathan Waters, Assistant District Forester</p> <p>Tennessee Division of Forestry P.O. Box 2666 Knoxville, TN 37901-2666</p> <p>Nathan.Waters@tn.gov</p> <p>Voice: (865) 594-6432 Fax: (865) 594-8907</p>	<p><b>Highland Rim District</b> Michael Holder, Assistant District Forester</p> <p>Tennessee Division of Forestry 3497 Church Street Burns, TN 37029</p> <p>Michael.Holder@tn.gov</p> <p>Voice: (615) 797-3117 Fax: (615) 797-3113</p>
<p><b>Cumberland District</b> James Dale, Assistant District Forester</p> <p>Tennessee Division of Forestry 929 West Jackson, Suite C Cookeville, TN 38501</p> <p>James.Dale@tn.gov</p> <p>Voice: (931) 526-9502 Fax: (931) 526-2279</p>	<p><b>West Tennessee District</b> Philip Blakley, Assistant District Forester</p> <p>Tennessee Division of Forestry 220 Eastern Shores Drive   P.O. Box 438 Lexington, TN 38351</p> <p>Philip.Blakley@tn.gov</p> <p>Voice: (731) 968-6676 Fax: (731) 968-5356</p>

**REMINDER - Application packet must include the following:** Application Form Title VI Questionnaire W-9

**Supplier Direct Deposit Authorization** will require your financial institution to certify the information on the form and it must have an original signature. This form is to be sent directly to from you in an envelope marked "CONFIDENTIAL" to the following address: **State of Tennessee | Attn: Supplier Maintenance**  
**21st Floor WRS Tennessee Tower | 312 Rosa L Parks Ave**  
**Nashville, TN 37243**



## EXAMPLES OF ITEMS PURCHASED IN 2016 BY VFD'S USING VFA GRANT FUNDS

**ANY ITEMS PURCHASED OR INVOICED OUTSIDE OF THE CONTRACT DATES WILL NOT BE REIMBURSED.**

Air pack test	Freight	Power supply
Antennas	Gate valve	Computer printers
Attic ladder	Gated wye	Pro Pac
Axes	Gloves	Projector
Back packs	GPM monitor	Projector Screen
Backpack pumps	GPS	800 psi hose
Battery chargers	Halligan tool	PTO control
Booster hose	Hand lights	PPE's
Bolt cutters	Handheld computer	Pulaski tool
CAF Backpacks	Headlamp & batteries	Pump rebuild
Camera systems	Helmets	Radio batteries
Carrier	Helmet shield	Safety markers
Chainsaws	3/4" hose	Safety vests
Chemguard monitor	1" hose	Salvage covers
Class A Foam	1.75" hose	SCBA brackets
Coupling adapters	Hose brackets	Spanner wrenches
Engine for pump	Hose clamp	Speaker mics
Entry tool	Hose coiler	Strainers
Extension cords	ID tags & board	Streamlights
Fan	Ladders	Strobe lights
Fire boots	Laptop computer	Suction hoses
Fire coats	Mag Lite mounts	125 gallon tank
Fire extinguishers	Mask test kit	225 gallon tank
Fire helmets	Misc. materials for lights	2500 gal drop tank
Fire pants	Nozzles	300 gallon poly tank
Fire pole w/light	Nozzle tips	Tires
Fire simulator software	Pager programmer	Tools
Fire rakes	Pagers	Training materials
Floating pump	PASS heat sensor	VHF mobile radios
Floating strainer	Pickhead axes	VX radio batteries
Foam proportioners	Pike poles	Water extinguisher
Forestry hose	Portable generator	Wildfire coveralls
Frame materials	Portable radios	Winch