

# APPLICATION PACKET

## GIF FIRE PROTECTION GRANT



**STATE OF ARKANSAS**  
**DEPARTMENT OF RURAL SERVICES**  
**ARKANSAS RURAL DEVELOPMENT COMMISSION**

For Questions or More Information, Contact:  
GIF Fire Protection Grant Coordinator  
101 East Capitol, Suite 202  
Little Rock, AR 72201  
(501) 682.6011  
888.787.2527 Toll Free  
Email: [rural.arkansas@arkansas.gov](mailto:rural.arkansas@arkansas.gov)

## **Arkansas Rural Development Commission and The Department of Rural Services**

The Department of Rural Services (DRS, formerly the Office of Rural Advocacy) is a state agency charged with assisting rural communities with a population of 20,000 and under. Established under Act 302 of 1991, DRS assists local agencies in rural areas with information and technical assistance. Currently, more than 80% of Arkansans live in rural areas.

The Arkansas Rural Development Commission (ARDC) is a group of citizens from around rural Arkansas charged with overseeing the programs of DRS. Seven of its members are appointed by the Governor, two are appointed by the Senate President Pro-Tem, and two are appointed by the Speaker of the House. Commissioners serve five-year terms, and meet throughout the year to discuss rural issues that affect Arkansans.

The mission of these two groups is to *"Enhance the quality of life in rural Arkansas."*

One focus of the agency is to be a source of information for rural citizens and provide support services to rural communities. DRS publishes a quarterly newsletter that covers rural policies and topics. The agency also hosts an annual conference and local forums around the state throughout the course of the year.

In 2007 the Arkansas Legislature changed the way projects were funded with the state's \$919 million surplus. Instead of funding lawmakers' individual projects, the Legislature appropriated money to existing agencies and funds to be distributed throughout the state. The Department of Rural Services received approximately \$3,636,288.90 to put toward grant programs benefiting rural Arkansas. DRS divided the money into three different grant appropriations according to the acts that were funded. The GIF Fire Protection Grant Program will dispense \$747,764.86 of those funds over a two year period.

For information about the other DRS grant programs visit our website at [www.arkansas.gov/drs](http://www.arkansas.gov/drs) or call 1-888-787-2527.

## **General Information and Eligibility**

Through the GIF Fire Protection Grant, the Arkansas Rural Development Commission (ARDC) and the Department of Rural Services strive to enhance quality of life in the state by providing incentive grants on a matching basis. The GIF Fire Protection Grant will assist rural communities with the development and improvement of local facilities.

Incorporated cities and towns and unincorporated communities in RURAL areas of **less than 20,000 in population** (verifiable by current U.S. Census information) are **eligible** to apply for assistance through the GIF Fire Protection Grant. In keeping with our enabling legislation, a rural area is defined, for the purpose of this program, as "all the territory of the State of Arkansas that is not within the outer boundary of any city or town having a population of 20,000 or more according to the latest federal census or within such a city's or town's neighboring urbanized areas."

## **What Type of Projects are Eligible?**

Projects eligible for funding consideration under the GIF Fire Protection Grant include, but are not limited to:

- Renovations, new construction, or additions to fire facilities;
- Purchase of fire protection equipment, communication equipment and vehicles;
- Rehabilitation/retrofitting of newly acquired equipment and vehicles.
- Fire hydrants

**Note: If you are not positive that your project is eligible, please call and speak to a Grants Coordinator at 1-888-787-2527**

## **What Type of Projects are Ineligible?**

Projects **NOT** eligible for funding consideration under the GIF Fire Protection Grant include, but again are not limited to:

- costs associated with normal day-to-day operations or maintenance;
- debt financing of any type (new or existing). Debt financing is defined for the purpose of this program as reimbursement of new or existing loans, loan payments, or reimbursement for equipment, facilities, labor, or property **already** purchased or constructed;
- training, travel, or other personnel related expenses;

## **Funding Availability**

The GIF Fire Protection Grant has \$747,764.86 to dispense in one cycle per fiscal year over a two year period.

Applicants with an eligible project may apply for up to \$30,000 in state matching funds toward a single project.

## Matching Requirement

The GIF Fire Protection Grant is a 10% matching program. This requires that the applicant must be able to match its grant award with a like amount of cash and/or property in-kind (fair market value, based on verifiable documentation provided by the applicant).

For purposes of this program, a match is defined as a combination of donated labor, donated land, donated materials, or cash to comprise at least 10% of the cost estimate provided by the community. Materials or labor not listed on the cost estimate of the application cannot be used as match. Local donations are defined as gifts given by local residents or locally based businesses for the purposes of the projects outlined in the applicant's grant proposal.

The match must be derived locally and can be:

- appropriated in full by the local governing body (city council or quorum court);
- donated by local businesses and citizens;
- money raised through fund-raisers; or
- a combination thereof.



### NOTE...

All matching funds must be pledged at the time of application submission and be immediately available if an award is received. Donated labor *cannot* count as match if it is executed before the grant is awarded. Debt financing of any nature and proceeds from any other state grant programs cannot be used for matching purposes. Funds administered through turn back or state aid to cities and counties are eligible for match.

It is important to note that the local match does not have to be entirely in cash. In-kind donations of project equipment, labor, land, and materials will be accepted based on fair market value estimates provided by applicant and verified by DRS staff. For land, buildings, and donated labor to be eligible as match, they must be part of the project and must be included in the cost estimate of the project.

## Example of a PROPER Match

### Cost Estimate:

Construction Materials	\$15,000
Construction Labor	\$ 8,000
Grant Writing Fee	\$ 5,000
Engineering/Architectural Fee	<u>\$ 5,000</u>
	<u><b>\$33,000</b></u>

### Funding Source Breakdown:

Requested from Grant	\$30,000
Donated Labor	<u>\$ 3,000</u>
	<u><b>\$33,000</b></u>

*The land should be included on both the cost estimate and funding source breakdown if it is donated. If the community has to purchase the land, then it is only part of the cost estimate. Additionally, the applicant has broken down the cost of the building into **material cost and labor cost**, allowing them to match dollars with donated labor, but still have enough cash to pay for materials.*

Please note: A total project cost *does not* have to equal \$30,000. It can be more or less. However, if the total project cost is more than \$30,000 the applicant should provide proof that the entire project can be funded. For example, if the total project cost is \$75,000, the applicant may apply for \$30,000 but should still show how the additional \$45,000 is being funded. Therefore, an applicant should only apply for what can be completed and funded within the project timeline of 18 months.

### **Current Allowable Expenses for Donated Labor**

Community Labor being Donated                      \$18.04 per hour

Professional Labor being Donated

Dozer/Dirt Work	Amount they would normally charge
Electrical	(some charge \$20 or \$40 an hour)
Plumbing	
Carpentry	
Welding	

### **Application Process**

#### **WHEN can we apply?**

The deadline for fiscal year 2008 is February 28, 2008. There will be a second cycle for fiscal year 2009, and the deadline is October 15, 2008. If there are any funds left over from these two grant cycles, DRS will announce a third grant cycle to disperse the remaining funds. All applications must be received or postmarked by 4:30 p.m. on the day of the deadline or they will not be accepted. Faxes of applications will not be accepted.

#### **SUBMITTING an Application**

Applicants **must** gain the approval of their local governing body and the application **must** be signed by the county judge or mayor who will be ultimately responsible for the grant should it be received. If you are incorporated, you **must** apply through your mayor. If you are unincorporated, you **must** apply through the county judge. This process includes completion of the application form and presentation of it to the local council if applying through the city or quorum court if applying through the county. The local governing official (county judge or mayor) must affix his signature to the following documents for the application to be considered complete:

- certification letter
- resolution
- application (page 6)

Applicants must submit an original application with original signatures plus 1 **copy**.

## Application Review and Awards Presentation

Applications are numbered and inspected for completeness and eligibility in the order received by the Department of Rural Services. Individual proposal consultations can be arranged with staff by appointment. Applicants are encouraged to submit applications well before the deadline to allow DRS staff to thoroughly review the application and assist applicants in correcting any deficiencies prior to the deadline.

Applications received postmarked after the deadline date will not be eligible for consideration.

After staff review for completeness and eligibility, applications undergo a three step review process. Following final review and approval, the grants are awarded by the Governor at a ceremony scheduled by DRS.

**REMEMBER:** A community cannot begin any part of the project until they have received their grant check.

## Documents Needed for a Complete Grant

In addition to the grant application with all questions answered fully, communities must include the following in order for the application to be complete:

- A signed Certification Letter, **enclosed with application**, from the local governing official (mayor for incorporated areas, county judge for unincorporated areas).
- A Resolution passed by the city council (for incorporated areas) or the quorum court (for unincorporated areas) **enclosed with application**. The Resolution must have the mayor/county judge's signature, and the signature of the city/county clerk.
- Backup documentation for ALL items listed in the project cost estimate. This includes written professional estimates for all items the applicant is purchasing or receiving through donation. Only one bid is required for each item.
- Backup documentation for ALL items listed in the applicant's funding source breakdown (local match). This includes copies of bank statements for cash, letters indicating pledges of cash, and letters of intent to donate all materials, land and labor being donated. Applicants must show they have raised their entire portion of the match in order to be eligible.
- An 8.5"x11" map of the area to be served by the proposed project.
- A deed, title, or other instrument showing proof of public ownership. This may include an intent to donate letter from a private individual or a lease that extends for more than 10 years. **This requirement does not apply to requests for equipment purchases.**
- Items of public support. **This means that you must have a letter of support from your local governing State Senator and State Representative.** These two letters are required but a community could include support letters for the project from members of the community as well.
- Copies of the fire department's last three Act 833 Annual Expenditure Report Forms.
- Documentation of the fire department's ISO Rating.

*If the applicant is a newly formed fire department with no Act 833 or ISO forms, a letter from the mayor/county judge explaining the situation is sufficient.*

## THINGS TO REMEMBER!!!!

- ❖ Use only paper clips or binder clips. Fancy binding is unnecessary and will be removed.
- ❖ Type the application.
- ❖ Apply for only what is needed. Total project costs do not have to equal \$30,000.
- ❖ Put everything on the checklist in order and label all backup documentation clearly.
- ❖ Include documentation of public support from your State Senator and State Representative.
- ❖ If a community has a RCGP (Rural Community Grant Program) or RSBG (Rural Services Block grant Program) open and the grant is in good standing, the community can still apply for GIF grant funds. However, a community can only apply for one GIF grant per cycle. If DRS receives more than one GIF grant application from a community, the local governing official will make the final decision on the project he/she deems to have higher priority prior to funding consideration.
- ❖ Countywide applications must show that the project will affect rural communities and will be located within a rural community.
- ❖ An application for a project on land owned and operated solely by a non-profit or private organization is not eligible for funding. In order to be eligible, the land must be owned or have a lease agreement for more than 10 years with the city, municipality, county, or fire department.
- ❖ The grants may not be used to reimburse any part of the project already purchased or constructed. No part of the project can be started until the community has received their grant check.



Questions about the grant program?  
Not sure if your project is eligible?  
Need to ask about the application process?  
Give us a call toll-free at 1-888-RURAL-AR

Write us at:

101 East Capitol, Suite 202  
Little Rock, AR 72201

Or e-mail us at:

[Rural.Arkansas@arkansas.gov](mailto:Rural.Arkansas@arkansas.gov)

## Reporting Requirements and Responsibilities

In compliance with Act 1009, project funds will be expended through a fund established on the books of the city or county clerk. A copy of the original proposal and all project expenditures, with invoices attached, will be approved by the mayor or county judge and remain on file in the office of the mayor or county judge for three years or until audited, whichever is later.

**All project expenditures must be completed within 18 months after the date of the award.**

A final report, including cancelled checks and receipts of all funds expended, along with the state's 90% of any unspent funds, must be submitted by the mayor or county judge to DRS and subsequently to the Chief Fiscal Officer of the state. This must be done no more than 60 days following the project's completion or within the 18 month period of the grant award, whichever comes first.

*There are some instances in which a community needs more time to complete their project. The items listed in the application may have changed or the original estimate may have changed. To solve these problems a letter can be written to the Director for consent to extend the time frame in which the project would be completed or to purchase other items not listed on the application.*

# **CHECKLIST FOR A COMPLETE GIF FIRE PROTECTION GRANT APPLICATION**

In addition to the grant application, communities must include the following in order for the application to be complete. Failure to submit any of the required documents by the cycle deadline will result in an incomplete application and will not be reviewed by the Arkansas Rural Development Commission for grant consideration. Please use this sheet to double check that all required information is submitted.

- √ Signed Certification Letter (enclosed with application) from the local governing official (mayor for incorporated areas, county judge for unincorporated areas).
- √ Certification Letter has current calendar year date on it.
- √ Resolution passed by the city council (for incorporated areas) or the quorum court (for unincorporated areas) and signed by the mayor/county judge and the city/county clerk.
- √ Resolution is notarized by the local governing official and city/county clerk.
- √ Resolution is numbered and has current calendar year date on it.
- √ An 8.5" x 11" map of the area to be served by the proposed project is included.
- √ A deed, title, or other instrument showing proof of public ownership is included. This may include an intent to donate letter from a private individual or a lease that extends for more than 10 years. Public ownership is defined as owned or leased for more than 10 years with the city, municipality, or county. This requirement does not apply to equipment purchases.
- √ Items of public input support included. This must include letters of support from the community's local governing State Senator and State Representative.
- √ Backup documentation for ALL items listed in the project cost estimate. This includes written professional estimates for all items the applicant is purchasing and letters of intent to donate all materials and labor being donated. Only one bid is required for each item.
- √ Backup documentation for ALL items listed on the funding source breakdown (local match). This includes copies of bank statements for cash, letter indicating pledges of cash, and letters of intent to donate all materials and labor being donated. Applicants must show they have raised their entire portion of the match in order to be eligible.
- √ The original grant is mailed PLUS one copy of the entire application packet.
- √ Copies of the fire department's last THREE Act 833 Annual Expenditure Report Forms. \*\*
- √ Documentation of the fire department's ISO Rating. \*\*

***\*\* Please include an explanation letter from the mayor/county judge if the fire department is newly formed and hasn't received these documents.***

**Office Use Only**

Control # \_\_\_\_\_

- ☐ Complete / Eligible  
☐ Incomplete / Ineligible  
☐ No Open Grants

## **GIF Fire Protection Grant Application**

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Community Name \_\_\_\_\_ County \_\_\_\_\_

Population \_\_\_\_\_ (must have estimate if unincorporated area)

State Senator \_\_\_\_\_ Senate District Number \_\_\_\_\_

State Representative \_\_\_\_\_ House District Number \_\_\_\_\_

Incorporated area? Yes ☐ No ☐ If yes, mayor's name \_\_\_\_\_

If no, county judge's name \_\_\_\_\_

If unincorporated area, name closest city or town and distance \_\_\_\_\_

Amount for which you are applying \$ \_\_\_\_\_

Amount to be provided by the community \$ \_\_\_\_\_

Total project cost \$ \_\_\_\_\_

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What is the project for which you are applying? (Briefly describe)

Why is the project needed? Please include discussion of any emergencies or urgent needs.

Who was involved in the development of this proposal? (List individuals, local organizations, community groups, etc.)

Who will be the beneficiaries of this project and how will they benefit? List organizations and groups to use project and purpose.

What funding and other resources will be used to maintain and operate the project in the future?

Name the closest comparable facility and distance from this project.

Have you collaborated with any other funding sources to help pay for this project? Yes ☐ No ☐  
If so, please list the names and the collaboration efforts.

List other equipment, facilities, and other resources currently being used that are relevant to your application and what condition they are in.

Will this project directly affect your current ISO Rating?  
If so, how?

YES

☐☐

What planning efforts does your fire department have in place to lower the ISO Rating? Please discuss any timelines for projects, goals achieved to date, and collaborations with county-wide fire departments.

What is the fire department located closest to this fire department? \_\_\_\_\_

How far away is the closest fire department? \_\_\_\_\_

How many households does the fire department currently cover? \_\_\_\_\_

How much does the fire department charge for a membership fee? \_\_\_\_\_

How many households covered actually pay the membership fee? \_\_\_\_\_

## COST ESTIMATE BREAKDOWN

Please itemize the cost estimate for the project below as much as possible. You may add extra sheets if necessary. Backup documentation for each line, including in-kind materials and labor, is required (professional estimates, catalog pages, letters of intent to donate, etc.)

<u>Item</u>	<u>Cost</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL PROJECT COST	\$\$ _____

## FUNDING SOURCE BREAKDOWN

Must include back-up documentation that shows how the total project will be funded (i.e. bank statements, letters of intent to donate, resolution with appropriation listed, etc.)

Requested from GIF Fire Protection Grant	\$ _____
In-kind labor	\$ _____
In-kind materials	\$ _____
Community Cash Donations	\$ _____
City or County Appropriation	\$ _____
Other Funding Sources (please list)	\$ _____
TOTAL FUNDING SOURCE BREAKDOWN	\$\$ _____

List the name, address, phone and fax numbers of two contact persons who are knowledgeable about the application. **The third column is for the local governing official.**

NOTE: The individual listed in column one will receive all correspondence regarding application status in addition to the county judge or mayor. Individuals in column two will only be contacted if DRS staff are unable to contact the individual in column one.

Contact Name	(1)_____	(2)_____	(3)_____
Title	(1)_____	(2)_____	(3)_____
Address	(1)_____	(2)_____	(3)_____
City, State, Zip	(1)_____	(2)_____	(3)_____
Day Phone	(1)_____	(2)_____	(3)_____
Evening Phone	(1)_____	(2)_____	(3)_____
Fax	(1)_____	(2)_____	(3)_____
Email Address	(1)_____	(2)_____	(3)_____

**ADDITIONAL INFORMATION NEEDED SHOULD THIS APPLICATION BE CHOSEN FOR FUNDING**

Local Newspapers:	(1) _____	(2) _____
Address:	(1) _____	(2) _____
City / State / Zip:	(1) _____	(2) _____

With my signature below, I do hereby certify that I have read, understand, and support the above application for grant funds through the GIF Fire Protection Grant. I further certify that I have read, understand, and agree to abide by the rules and regulations governing the grant programs.

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Signature of County Judge/Mayor / Date Signed

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Signature of Contact Person / Date Signed

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Signature of Contact Person / Date Signed

Please carefully review the application and be sure that you have completely answered every question. This document must be postmarked with all backup documentation required no later than 4:30 p.m. on the application deadline. The Department of Rural Services must receive an original copy along with 1 copy. FAXES WILL NOT BE ACCEPTED. Please mail applications to:

GIF Fire Protection Grant  
101 East Capitol, Suite 202  
Little Rock, AR 72201

# CERTIFICATION LETTER

Date \_\_\_\_\_

GIF Fire Protection Grant  
c/o Department of Rural Services  
101 East Capitol, Suite 202  
Little Rock, AR 72201

Dear Members of the Arkansas Rural Development Commission:

On behalf of the city/community of \_\_\_\_\_, I am writing to request your assistance in securing a state matching grant under the GIF Fire Protection Grant. Proceeds from the \$\_\_\_\_\_ grant, if awarded, will be used for the following project, as outlined in the enclosed application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The citizens of \_\_\_\_\_ have furnished proof that they have raised \$\_\_\_\_\_ through local cash and/or in-kind donations as their matching share on the project and the City Council/Quorum Court of \_\_\_\_\_ agrees to provide the remainder funds necessary to complete the state matching requirements. Further, we have read the application fully and have determined that the city/community of \_\_\_\_\_ is eligible to apply for and receive funds under this program.

I designate myself, Mayor/County Judge of \_\_\_\_\_ as the person ultimately responsible for the administration of the state grant, if awarded. Project funds from all sources will be expended through a fund established on the books of the city/county of \_\_\_\_\_, and all project expenditures with invoices and cancelled checks attached, in addition to copies of all application materials, will remain on file in the Mayor/County Judge's office for three years or until audited (whichever is later), to assure that funds were used for the purposes for which they were made available.

If additional information is needed concerning this project, please feel free to contact me or the project's primary contact person (name) \_\_\_\_\_ at (phone number) \_\_\_\_\_.

Thank you for your consideration.

Sincerely,

Mayor \_\_\_\_\_

County Judge \_\_\_\_\_

City \_\_\_\_\_

County \_\_\_\_\_

Phone Number \_\_\_\_\_

Phone Number \_\_\_\_\_

## **RESOLUTION PASSED BY CITY COUNCIL/QUORUM COURT**

*Note: This is a sample copy of a resolution intended to assist grant writers in knowing what to submit. All Resolutions must be notarized by the local governing official.*

**RESOLUTION # \_\_\_\_\_**

Be it resolved by the City Council/Quorum Court of \_\_\_\_\_, State of Arkansas a resolution entitled: \_\_\_\_\_.

A Resolution authorizing the Mayor of \_\_\_\_\_ Town or the County Judge of \_\_\_\_\_ County to apply for a grant of behalf of the \_\_\_\_\_ Community.

Whereas, the \_\_\_\_\_ City Council/Quorum Court has determined that the \_\_\_\_\_ Community meets eligibility requirements necessary to apply for a grant under the GIF Fire Protection Grant; and

Whereas, the \_\_\_\_\_ Community has presented plans to (description of project) \_\_\_\_\_; and

Whereas, the City Council/Quorum Court of \_\_\_\_\_ recognizes the need for the project, concurs its importance, and supports the \_\_\_\_\_ Community in its efforts to proceed with the same; and

Whereas, the \_\_\_\_\_ Community has furnished proof that they have raised \$\_\_\_\_\_ through community cash and/or in-kind donations to be applied to the project as a local match (if applicable);

Therefore, be it resolved that the City Council/Quorum Court of \_\_\_\_\_ hereby appropriates the sum of \$\_\_\_\_\_ to complete the local match money requirement for the project described herein (if applicable);

Be it further resolved, that the Mayor/County Judge of \_\_\_\_\_ is hereby authorized to submit an application of formal request to the Arkansas Rural Development Commission for purposes of securing state grant funds in the amount of \$ \_\_\_\_\_ to aid and assist the \_\_\_\_\_ Community in executing the proposed project described herein and that the Mayor/County Judge or Recorder/Treasurer of \_\_\_\_\_ is further authorized to administer the grant funds for the same project.

**THIS RESOLUTION ADOPTED IN REGULAR SESSION \_\_\_\_\_**  
Date

**APPROVED:** \_\_\_\_\_  
Signature of Mayor or County Judge

\_\_\_\_\_  
Typed name of Mayor or County Judge

**ATTEST:** \_\_\_\_\_  
Signature of City or County Clerk