

✓ **FOREST FIRE PROTECTION (FFP) GRANT AWARD CHECKLIST** ✓

*IMPORTANT REMINDERS OF WHAT YOU NEED TO KNOW AND DO!*

**Now that you've received your award, what's next?**

This checklist is provided as a handy tool to assist you in conducting your fire organization's FFP project from start to finish. Important dates are noted, where applicable, to keep your project on track! This checklist is not intended to replace the detailed procedural information found in the "FFP Grant Procedures" document. This document, as well as the forms and documents referred to in this checklist can be accessed at the following DNR website. For those of you needing a hard copy of any of the information contained in this checklist, please contact a grant manager:

Forest Fire Protection (FFP) Grant Website: <http://dnr.wi.gov/org/caer/cfa/LR/FFP/grants.html>  
 (Scroll down to "Award and Reimbursement Information" to locate documents)

<i>Due Date</i>	<i>Complete</i>	<b>FFP Grant</b> <b>Project Start Date: October 1, 2011</b> <b>Project End Date: April 16, 2012</b> <b>Grant #: FFP-12 _____</b>
<b>ACCEPTING THE GRANT AWARD</b>		
No later than <b>10/15/11</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Read the entire grant award letter & contract! Confirm category award amount approved, your total grant award amount, and note any item(s) declared ineligible. It is possible to have received a "partial" award if you requested funds for communications, dry hydrants, mapping, and/or vehicles. Carefully review the grant contract before accepting this award to clarify your responsibilities as grantee (also referred to as Project Sponsor). Accept or decline offer of grant funding. If declining award, immediately inform the FFP Grant Manager, in writing, of this decision.
	<input type="checkbox"/>	Print and read "FFP Grant Procedures" document for grant administration information.
	<input type="checkbox"/>	Sign both copies of the grant award; yellow DNR copy is to be returned to the FFP Grant Manager.
	<input type="checkbox"/>	Complete Verification of Check Recipient Information; yellow copy is to be returned to the FFP Grant Manager.
No later than <b>10/15/11</b>	<input type="checkbox"/>	<b>Mail:</b> DNR copy grant award & appropriate Verification of Check Recipient form to: FFP Grant Manager–CF/2; WI DNR; PO Box 7921; Madison, WI 53707-7921
	<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 us!</b>		
<b>USING THE GRANT FUNDS/MAKING PURCHASES</b>		
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Competitive Procurement</b> Determine procurement method required for your project by reviewing grant agreement conditions: General Condition 6.e. "Bidding" (page 2) and Special Conditions B.5.a. and b. (page 3). Another useful tool is the " <u>Procurement Guide for Local Governments Receiving DNR Grants</u> ". A complete version of this guide can be found on the FFP Grant 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.

As soon as possible to avoid backorders	<input type="checkbox"/>	<b>Ordering equipment from the DNR's Forestry Equipment R&amp; D Center at Tomahawk (Neil H. LeMay Forestry Center).</b> More information, catalog, and ordering procedures can be found at the DNR website: <a href="http://dnr.wi.gov/forestry/fire/catalog/">http://dnr.wi.gov/forestry/fire/catalog/</a> <b>Telephone: 715/453-1257.</b> Remember, if ordering from this facility, it is <b>not</b> necessary to follow competitive procurement requirements since the bidding has already been done by the State.
	<input type="checkbox"/>	<b>Installing a Dry Hydrant:</b> Determine permit requirements for the dry hydrant project based on information provided at the following DNR website: <a href="http://dnr.wi.gov/waterways/construction/dry_hydrants.html">http://dnr.wi.gov/waterways/construction/dry_hydrants.html</a>
	<input type="checkbox"/>	Secure appropriate installation authorization from DNR, federal agency, or landowner.
As soon as possible to avoid backorders	<input type="checkbox"/>	Arrange for payment and delivery of all products & services on or before the strictly enforced project end date of <b>April 16, 2012.</b>
Before 4/16/12	<input type="checkbox"/>	Submit time extension request to DNR <i>only if</i> FFP project cannot be completed due to <u>extenuating circumstances beyond the control of the grantee</u> . <i>Backorders</i> are not considered an extenuating circumstance!
<b>April 16, 2012 -- FFP Project ends!</b>		
<b>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!</b>		
<b>REQUESTING REIMBURSEMENT</b>		
Upon FFP project completion	<input type="checkbox"/>	Complete, sign, and date: <b>Form 4300-120/Forest Fire Protection (FFP) Grant Program Reimbursement Request &amp; Claim Worksheet.</b> A fillable, printable reimbursement form is available on the FFP Grant website. <b>Attach:</b>
	<input type="checkbox"/>	<b>Proof of purchase.</b> For each purchase, a <b>detailed invoice</b> must be submitted~~quotes and estimates are not acceptable. <b>Proof of payment will no longer need to be submitted</b> with the reimbursement request, unless requested by a grant manager.
	<input type="checkbox"/>	<b>Dry Hydrant Authorization</b> , if applicable.
On or before 4/16/12	<input type="checkbox"/>	Send reimbursement request to the FFP Grant Manager in one of three ways: <ul style="list-style-type: none"> <li>▪ <b>U.S. Mail:</b> FFP Grant Manager – CF/2; PO Box 7921; Madison, WI 53707-7921</li> <li>▪ <b>Email as .pdf :</b> <a href="mailto:Eileen.Trainor@wisconsin.gov">Eileen.Trainor@wisconsin.gov</a> or <a href="mailto:Kathy.Wells@wisconsin.gov">Kathy.Wells@wisconsin.gov</a></li> <li>▪ <b>Fax:</b> 608/267-0496</li> </ul>
	<input type="checkbox"/>	Keep a copy of the reimbursement forms and all purchase & payment documentation in the fire organization's grant file to produce upon inspection.
<b>AS THE PROJECT ENDS/AFTER THE CHECK ARRIVES</b>		
	<input type="checkbox"/>	Participate in an on-site field check conducted by the local DNR Forester/Ranger
<b>WHO TO CONTACT WITH QUESTIONS</b>		
<b>Eileen Trainor, FFP Grant Manager-CF/2</b> DNR–Bureau of Community Financial Assistance 101 S. Webster St., PO Box 7921 Madison, WI 53707-7921 Telephone: 608-267-0848 Fax: 608-267-0496 E-mail: <a href="mailto:Eileen.Trainor@wisconsin.gov">Eileen.Trainor@wisconsin.gov</a>		<b>Kathy Wells, FFP Grant Assistant-CF/2</b> DNR – Bureau of Community Financial Assistance 101 S. Webster St., PO Box 7921 Madison, WI 53707-7921 Telephone: 608-266-0918 Fax: 608-267-0496 Email: <a href="mailto:Kathy.Wells@wisconsin.gov">Kathy.Wells@wisconsin.gov</a>