



**OKLAHOMA FORESTRY SERVICES
COMMUNITY WILDFIRE PROTECTION PLAN
GRANT APPLICATION**

New CWPP

CWPP Revision

*****Must be a Registered Entity through the Oklahoma Secretary of State:**

<https://www.sos.ok.gov/business/default.aspx>

****To become a Registered Entity:**

The Business Filing Department processes corporation, limited partnership, Limited Liability Company, limited liability partnership, certificate of partnership fictitious name for general partnership, trade name, and trademark registration filings. Such filings include new registrations, amendments, mergers, dissolutions, and withdrawals for both domestic and foreign entities.

Documents may be presented in person or delivered by mail, faxed, or submitted online.

(<https://www.sos.ok.gov/corp/filing.aspx>)

Documents presented in person may either be dropped off at no additional fee, or you may pay an additional fee in the amount of \$25.00 for each document to receive Same Day Service. All other documents will be processed in the order in which they are received. Business filings delivered in person must be presented before 4:30 pm CDT to be processed. Filings received after 4:30 pm CDT will be processed the following business day.

LEGAL APPLICANT: _____ DATE: _____
REGISTERED ENTITY: _____

ADDRESS: _____
CITY, STATE, ZIP CODE + 4: _____
COUNTY: _____
FEDERAL EMPLOYER ID#: (FEI#) 73- _____

CONTACT PERSON: _____
TITLE: _____
PHONE: _____
ADDRESS: _____
EMAIL: _____

COMMUNITY WILDFIRE PROTECTION PLAN: STATE FIRE ASSISTANCE – MITIGATION GRANT PROGRAM

General Guidelines

1. Eligible applicants are communities (cities, towns) and fire departments. County governments are not eligible.
2. Minimum requirements of a Community Wildfire Protection Plan (CWPP):

(Reference [Community Wildfire Protection Plan \(CWPP\) - Leaders Guide \(iafc.org\)](#) for a detailed description of minimum requirements.) Oklahoma Department of Agriculture, Food, and Forestry - Forestry Division shall supply CWPP template.

 - A. Establish a core team made up of representatives from the appropriate local governments, local fire authority and Oklahoma Forestry Services.
 - B. Involve and engage local representatives of the USFS, BIA, and/or other land management agencies as appropriate
 - C. Encourage active involvement in plan development from a broad range of community stakeholders.
 - D. Work with community and project partners to define the Wildland Urban Interface, inhabited areas at risk, areas that contain critical human infrastructure and areas at risk for large-scale fire disturbance.
 - E. Develop a Community Risk Assessment that considers the following factors: roads/access, fuels, terrain, building materials, defensible space, water supply, risk of wildfire occurrence and local preparedness capability. Rate the level of risk for each factor and incorporate into the base map and CWPP as appropriate
3. Establish community priorities and recommendations for fuels treatment projects (mechanical, prescribed fire, chemical), reducing structure ignitability, improving fire response capability and other related factors. Clearly indicate whether priority projects are directly related to protection of structures and essential infrastructure or to reducing wildfire risk to other community values.
 - A. Establish an account with The Southern Wildfire Risk Assessment Portal, <https://www.southernwildfirerisk.com/>. Once an account is approved, you can create a project area for your community. Information obtained will be used to identify hazard areas and utilized by OFS to rank your community for awarding grant funds.
 - B. Develop a detailed implementation strategy to accompany the CWPP, as well as a monitoring plan that will ensure long-term success.
 - C. Submit the draft CWPP to the community and key partners for review and a brief comment period.
 - D. Submit application to NFPA to become a certified Firewise USA® site. New applications can be completed online at: <https://portal.firewise.org/user/login>
 - E. Finalize the CWPP and submit a copy to the OFS Hazard Mitigation Coordinator for review and approval. Proof of Firewise USA® certification will also be required for grant reimbursement.

4. Approved Categories of expenditures for the development of a Community Wildfire Protection Plan (listed in order of priority):

- _____ Personnel Time
- _____ Contracting
- _____ GIS Software and Hardware (up to 40% of the overall funding)

5. Funding limits per application are:

- New CWPP: \$2,500 for communities with a population of 5,000 or less
- CWPP Revision: \$1,250 for communities with a population of 5,000 or less
- New CWPP: \$5,000 for communities with a population of greater than 10,000
- CWPP Revision: \$2,500 for communities with a population of greater than 10,000

*Population based on most current U.S Census

An itemized estimate of the approved categories must be included with the application. A simple Excel spreadsheet or Word document will be sufficient.

- A. This is a 100% Federal pass-thru reimbursement grant.
- B. No advance payments will be made. Grant amounts will only be distributed when CWPP is finalized and requirements met. Grant amounts may be claimed only on a reimbursement basis; 100% of expenses will be reimbursed up to the grant award amount. (Example: Spend \$5,000 to receive \$5,000 reimbursement.) Only one (1) payment may be requested during the grant period.
- C. Recipients can only make purchases after their community has been officially awarded a grant and received a copy of the State Purchase Order issued by the Oklahoma Department of Agriculture, Food and Forestry. Expenses prior to the State Purchase Order date will not be eligible for this grant.
- D. Recipients must certify eligibility to receive federal funds and must comply with applicable federal regulations.
- E. Recipients must submit their Federal Employers Identification (FEI) number before a State Purchase Order can be issued.

General Certifications

Required of All Recipients of Federal Funds

Legal Authority to Enter into the Agreement. The recipient organization possesses legal authority to enter into the agreement; that a resolution, motion or similar action has been duly adopted or passed as an official act of its governing body, authorizing the acceptance of the agreement including all understandings and assurances contained therein and directing and authorizing the person identified as the official representative of the recipient organization to act in connection with the agreement and to provide such additional information as may be required.

Conflicts of Interest. The recipient organization shall prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family business or other ties.

Lobbying Provisions. The recipient organization shall ensure that Federal funds are properly spent. In particular, except nonprofit organizations which are subject to the lobbying provisions of paragraph B.21 of the OMB Circular A-122, it will assure that funds are not used for partisan or political activity purposes.

Member of Congress. No member of, or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this agreement, or to any benefits that may arise there from; but this provision shall not be construed to extend to this agreement if made with a corporation for its general benefit.

Civil Rights Act. The recipient organization shall comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, and in accordance with Title VI of that Act, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the recipient receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

Sex Discrimination. The recipient organization shall comply with Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, and following which prohibits discrimination on the basis of sex in Federally assisted education programs.

Handicap Discrimination. The recipient organization shall comply with section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C. 794. Section 504 provides that no otherwise qualified handicapped individual shall solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Age Discrimination. The recipient organization shall comply with the Age Discrimination Act of 1975, 42 U.S.C. 6101-6107, which prohibits unreasonable discrimination based on age, in programs or activities receiving Federal financial assistance.

Drug-Free Workplace. The recipient organization shall make a good faith effort to maintain a drug-free workplace by notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the recipient's workplace and specifying that actions will be taken against employees for violation of such prohibition.

Environmental Protection Agency's List of Violating Facilities. The recipient organization shall insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Grantor of the receipt of any communication from the Director of the EPA, Office of Federal Activities, indicating that a facility to be utilized in the project is under consideration for listing by the EPA.

National Environmental Policy Act. The recipient organization shall comply with Public Law 91-190, the National Environmental Policy Act of 1969. The recipient or other party and the Grantor agree to direct their program activities covered by this agreement toward managing and enhancing the environment for the widest range of beneficial uses without its degradation or risk to health or safety or other undesirable consequences. The recipient or other party further agrees to assist the Grantor in the preparation of environmental statements as required by section 012(2)(c) of Public Law 91-190 for all major Federal actions taken under this agreement which might significantly affect the quality of the human environment or be highly controversial in regard to unresolved conflicts concerning the use of resources.

Clean Air Act. The recipient organization shall comply with the Clean Air Act of 1970, 42 U.S.C. 7401 and following which requires Federally assisted activities to be in conformance with the State (Clean Air) Implementation Plan.

National Historic Preservation Act. The recipient organization shall assist the Grantor in its compliance with section 106 of the National Historic Preservation Act of 1966, 16 U.S.C. 470, Executive Order 11593, and the Archeologist and Historic Preservation Act of 1974, 16 U.S.C. 469a-1, et. seq., by (i) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR, Part 800.8) by the activity, and notifying the Grantor of the existence of any such properties, and by (ii) complying with all requirements established by the awarding agency to avoid or mitigate adverse effects upon such properties