



ARKANSAS DEPARTMENT OF AGRICULTURE FORESTRY DIVISION

Guidelines for Requesting an Interest Free Loan

Loans are available to rural and volunteer Fire Departments in Arkansas in which at least 75% of the firefighters are volunteer and which serve communities of 10,000 population or less. Each department must also have a signed cooperative agreement on file with the Rural Fire Protection (RFP) office.

Only one loan will be financed at a time. The maximum amount available for a loan is \$15,000 (after down payment). A 25% down payment is required for all loans.

≥ \$5,000, 1-year payback, 4 quarterly payments

\$5,001- \$10,000, 2-year payback, 8 quarterly payments

\$10,001 - \$15,000, 3-year payback, 12 quarterly payments

Examples of Items Considered for Loan
Firefighting Vehicles: Tanker, pumper, brush truck, service truck, truck renovated by RFP shop
Firefighting Equipment: Turn-outs, wildland PPE, SCBA's, skid unit, pump, dump tank, hoses, firefighting tools, communication equipment, radios, pagers, forcible entry tools

Not Allowable Items Include
ATV, rescue truck, ambulance, chief's vehicle, vehicle maintenance, uniforms, animals, office supplies, land purchase, security equipment, station construction or maintenance. Loans will also not be approved for back-payment of items already purchased by the fire department, as a match for a grant, or any partial purchase requiring another lien holder.

To begin the loan process a letter on official department letterhead must be submitted to include:

- A description of the property – year, make, model, VIN, and quantity (as applicable).
- A description of what the property will be used for.
- Must have two signatures the Fire Chief and Board President/Mayor/ County Judge.
- Contact information for the Fire Chief and Board President/ Mayor/ County Judge.
- Attaching photos is encouraged.
- Loan requests may be submitted by:

Mail:
 Attn: Kathryn Mahan-Hooten
 RFP Administrator
 Rural Fire Protection
 #20 Industrial Blvd.
 Greenbrier, AR 72058

E-mail:
Kathryn.mahan@agriculture.arkansas.gov
 cc: lisa.k.clark@agriculture.arkansas.gov

Rural Fire Protection
 #20 Greenbrier, AR 72058
 Phone: (501) 679-3581



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If funds are available and the initial loan request is approved, the following items will need to be provided:

- Quote or invoice from vendor – include name of vendor, address, telephone #, and fax #
- Copy of current title, front and back (if applicable)
- Clear, color picture of the property
- A recent passing pump test (if applicable)

If a loan is approved RFP will notify the fire department.

- RFP will issue the loan agreement and bill of sale. The original signed forms must be returned.
- The vendor will need to provide a W-9 if not a current vendor to the State of Arkansas
- The fire department will need to provide a check made out to the Arkansas Department of Agriculture – Forestry Division for the 25% down payment.
- A check will then be issued from the Rural Fire Protection Revolving Loan Fund addressed to the vendor (not the fire department). The fire department will then either need to pick up the check from the RFP office at Greenbrier, or the check can be mailed directly to the fire department to complete the payment process. It is encouraged the fire department ensures the product meets satisfaction before releasing the check to the vendor.

Once in receipt of the item the fire department will be responsible for the following (when applicable):

- Mailing the title to the Rural Fire Protection office, at address indicated below, and listing the Arkansas Department of Agriculture – Forestry Division as the lien holder. RFP will hold the title until the loan is paid in full. Copies are not acceptable.
- Provide proof of insurance, with Arkansas Forestry Division as the lien holder, until the balance of the loan has been satisfied.

Keep in mind the first quarterly payment is due 3 months after the loan's approval. RFP will mail out statements to the fire department reminding of payment and balance due.

Note: The Rural Fire Protection office reserves the right to change the requirements for a loan and items a loan is available for without prior notification. Each case will be considered carefully. Loans are available as funds for the revolving account allows.

If you have any questions please contact: Kathryn Mahan-Hooten, RFP Administrator at (501)679-3183 or Lisa Clark, Administrative Analyst at (501)679-3171.

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