FORESTRY DIVISION

FIREWISE USA™
RESIDENTS REDUCING WILDFIRE RISKS

Community Renewal Checklist 2022

In order to qualify for the $1000 Firewise Renewal Grant, Fire Departments Must:

Invest one volunteer hour per dwelling in Firewise projects

-Firewise projects must include a community **education** effort (via newsletter, fire department open house, civic meeting, convention, festival or fair booth, or otherwise) and a wildfire **risk reduction** effort (increase defensible space at a private or civic area, participate in a community-wide burn, clean up a highway or park area, etc.). Fill out the volunteer forms, and take pictures.

Make sure your CWPP is up to date

-Add new subdivisions and/or major changes which have taken place in your community and include risk assessments for new development.

Submit renewal paperwork to the Greenbrier Arkansas Firewise Team by October 1, 2022

-See the website or contact the Firewise team for renewal forms, then submit them to the **Greenbrier** office. We will process your $1000 renewal grant for each community under your department and submit your recognition renewal to the National Fire Protection Association.

- **Renewal Checklist:**

1. Proof of Education Project (with pictures)
2. Proof of Vegetation Removal/Risk Reduction Project (with pictures)
3. Those two must equal one volunteer hour per dwelling
4. Signed Assurance of Compliance
5. Renewal Form
6. 424- for $1000 grant

Call 501-580-9607 for assistance with paperwork.

The Arkansas Department of Agriculture's Forestry Division offers its programs to all eligible persons regardless of race, color, national origin, sex, age or disability and is an Equal Opportunity Employer.

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

1. TYPE OF SUBMISSION: Application ☐ **Construction** ☒ **Non-Construction**	Pre-application ☐ **Construction** ☒ **Non-Construction**	**2. DATE SUBMITTED**	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name:	**Organizational Unit**: Department:
Organizational DUNS:	Division:
Address: Street:	**Name and telephone number of person to be contacted on matters involving this application (give area code)** Prefix: First Name:
City:	Middle Name
County:	Last Name
State: Zip Code	Suffix:
Country:	Email:
6. EMPLOYER IDENTIFICATION NUMBER *(EIN):* ☐☐–☐☐☐☐☐☐☐	Phone Number (give area code) Fax Number (give area code)

8. TYPE OF APPLICATION: **New** ☐ ☑ **Continuation** ☐ **Revision** If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) ☐ ☐ Other (specify)	**7. TYPE OF APPLICANT: (**See back of form for Application Types) Other (specify) Fire Department **9. NAME OF FEDERAL AGENCY:** USDA Forest Service
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 10/664 TITLE (Name of Program):	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:** Completion of a Wildfire Mitigation Project / Education Project
12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.):*	
13. PROPOSED PROJECT Start Date: **1/1/22** Ending Date: **12/31/22**	**14. CONGRESSIONAL DISTRICTS OF:** a. Applicant b. Project

15. ESTIMATED FUNDING:		**16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**
a. Federal	$ 1,000.00	a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. Applicant	$ .00	
c. State	$ .00	
d. Local	$ .00	b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372
e. Other	$ .00	☑ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
f. Program Income	$ .00	**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**
g. TOTAL	$ 1,000.00	☐ Yes If "Yes" attach an explanation. ☒ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix	First Name	Middle Name
Last Name		Suffix
b. Title		c. Telephone Number (give area code)
d. Signature of Authorized Representative		e. Date Signed

Previous Edition Usable
Authorized for Local Reproduction

Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

Reset Form

2022
Firewise USA® Application

§ Section A — **General Information**

Site Information:

Site Name: _____

Primary Contact: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

§ Section B— Invested at Leastone volunteer hour per dwellingunit in FirewiseUSAProjects During 2022: *the value of a volunteer hour is currently $28.54*

Total Number of Volunteer Hours Invested in Mitigation/Education Projects: _____

Total Number of Dwelling Units (Homes): _____

Total Firewise USA Expenditures, including equipment and volunteer hours: $_____

§ Section C— Held a Firewise Day During 2022:

Date of Firewise Day: _____

Describe the activity:*(Character limit in the box is 780.)*

Number of volunteers: _____

Number of people attending event: _____

Location of event: _____

Please submit completed paperwork to the Forestry Division's Greenbrier office.

Arkansas Firewise USA Chapter
20 Industrial Blvd.
Greenbrier, AR 72058

Email: firewise@agriculture.arkansas.gov

FORESTRY DIVISION

FIREWISE USA™
RESIDENTS REDUCING WILDFIRE RISKS

Firewise Educational Outreach Tracking Sheet, 2022

Project Date:	
Project Location:	
Number of Attendees:	
Project Description: **(remember pictures)** **text photos to** **501-580-9607 or email to** **firewise@agriculture.arkansas.gov** **Send photos anytime.**	
Contact Person:	
Telephone:	
E-mail:	
Fire Staff Present:	

Total Volunteers:	
Total Hours Invested by Each Volunteer:	
Total Volunteers x Hours Invested =	
Total Volunteers x Hours Invested x $28.54 =	$
Technical Support Total Hours =	
Hours of technical support x $28.54=	$
Costs Incurred **Item and cost:** **Item and cost:** **Item and cost:** **Total costs Incurred:**	$
Total:	**$**
Prepared By: **Date:** **Comments/Notes:**	

FORESTRY DIVISION

FIREWISE USA™
RESIDENTS REDUCING WILDFIRE RISKS

Firewise Vegetation Removal Tracking Sheet, 2022

Project Date:	
Project Location:	
Number of Residences Removing Vegetation:	
Project Description: (remember pictures) text photos to 501-580-9607 or email to firewise@agriculture.arkansas.gov Send photos anytime.	
Vegetation Removal Estimate in Yards:	
Home Ignition Zone Mitigated:	☐ Dwelling Unit ☐ Landscaping (0-100 ft from Home) ☐ Common Areas
Contact Person:	
Telephone:	
E-mail:	
Fire Staff Present:	

Total Volunteers:	
Total Hours Invested by Each Volunteer:	
Total Volunteers x Hours Invested =	
Total Volunteers x Hours Invested x $28.54 =	$
Costs Incurred **Item and cost:** **Item and cost:** **Item and cost:** **Total costs Incurred:**	$
Total:	**$**
Prepared By: **Date:** **Comments/Notes:**	

FORESTRY DIVISION

FIREWISE USA™
RESIDENTS REDUCING WILDFIRE RISKS

Homeowner Yard Maintenance Tracking Sheet, 2022

Project Date(s):	
Address/Homeowner Name:	
Project Description: (Ex: Mowed lawn, removed limbs, raked leaves, etc.)	
How much vegetation was removed? (estimate in yards, square feet, acres, etc.)	***See vegetation estimation key below.***
Area(s) where work was completed:	☐ Dwelling Unit ☐ Landscaping (0-100 ft from Home) ☐ Common Areas
Hours spent:	

Prepared By: **Date:** **Comments/Notes:**	

The Arkansas Department of Agriculture's Forestry Division and your local fire department appreciate your participation in wildfire risk reduction efforts in your community.

Use the following options to estimate the amount of material removed

Lawn and Leaf Bag
Avg 39 gal bag size
**1 cubic yard = 202 gallons*

Bag(s)

Pickup Truck
3 cubic yards avg

Truckload(s)

Dump Truck
12 cubic yards avg

Truckload(s)

Roll Off Dumpster/Container
20 cubic yards avg

Dumpster(s)

Stay informed:
For a list of current Burn Bans, Prescribed Burns, Wildfire Danger ratings, visit:
https://www.ark.org/forestry_fire_info/

Report Wildfires:
1-800-468-8834

Report Prescribed Burns:
1-800-830-8015

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TIME AND EXPENSE EXAMPLES

Collaboration with forestry/fire personnel:

- Consultation time with forestry/fire professionals on areas at risk
- Regional coordinator's time mentoring/working with residents
- Home visits for wildfire risk overviews

Coordinating projects, meetings, etc.:

- Coordination of wildfire related outreach events
- Coordinating wildfire educational presentations with subject matter experts
- Resident leader's program administration time
- Travel time to risk reduction meetings, orientations and workshops

Education/Training Events and Meetings for Residents:

- Attendance at evacuation/preparedness trainings
- Attendance at wildfire related education/informational meetings and events
- Safety and personal protective equipment training

Improvements/Maintenance on the Home and Outbuildings:

- Chimney spark arrestor installation
- Cleaned debris from gutters and rooftops
- Debris removal from under decks and porches
- Enclosed eaves and soffits
- Filled gaps/openings between the roof covering and the roof decked
- Inspected roof; replaced shingles as needed
- Inspected/Repaired eaves and soffits to ensure construction materials are in good condition
- Removed combustible materials stored beneath decks/porches
- Removed debris between deck board gaps/joints
- Removed debris on the roof and in the gutters as needed
- Replaced missing deck boards to reduce ember entry to area under decks
- Replaced vinyl gutters with metal gutters
- Resident or contractor labor to perform ignition-resistant exterior improvements: New roofs, Installing mesh screening in Attic and Crawl Space Vents; Siding repairs, Replacing wood fencing attached to siding, etc.
- Weather sealing the perimeter of garage doors to help keep embers out

Improvements/Maintenance in the Home Ignition Zones:

- Cleared debris at the base of combustible fences
- Cleared vegetation beneath and around large stationary propane tanks
- Creating small fuel breaks by adding hardscaping (Driveways, walkways/paths, patios, stone walls, etc.
- Limbed and removed lower tree branches
- Mowed lawn, native grasses and weeds
- Replaced combustible mulch with stone/gravel
- Replaced highly-flammable vegetation with fire-resistant species
- Raked and removed pine needles, leaves and ground debris
- Reduced ladder fuels
- Stacked/piled slash and other debris for chipping or curbside pickup
- Tree thinning

Neighborhood/community focused projects:

- Commonly owned areas debris removal and maintenance
- Coordination of rental equipment and contractors for wildfire risk reduction projects
- Door-to-door canvassing to get new neighbors involved in reducing wildfire risks
- Grant writing for wildfire risk reduction projects
- Organizing, coordinating, planning and implementation of the annual education/outreach events/activities
- Participation and attendance at Firewise Board meetings (Developed/updated action plans, etc.)
- Participation in risk reduction activities for residents physically unable to do the work themselves
- Participation in Wildfire Community Preparedness Day projects
- Reduced vegetation/fuels from adjacent ingress and egress routes
- Resident's time attending/participating in annual wildfire education/outreach events
- Risk reduction orientation to new residents
- Writing wildfire educational articles for the neighborhood newsletter or community website

Expense Examples:

- Chipper/Power Equipment rental
- Chipper/Power Equipment purchase
- Chipper/Power Equipment associated costs: fuel, oil and lubricants
- Costs to replace wood mulch with stone/gravel
- Contractor/labor expenses to perform risk reduction work (Arborists, Landscapers, Professional Forester Services)
- Costs to replace flammable plant species with fire-resistant options
- Food/beverages for risk reduction volunteer projects
- Ground litter and debris disposal/hauling fees
- Hardscaping material costs to create fuel separation
- Home improvement costs for wildfire purposes: Roof, Deck, Fencing, Gutters, Siding, Vents, Windows, etc.
- Mileage @ the current IRS rate for attendance at wildfire related meetings, dropping off slash, securing rental equipment, etc.
- Portable toilet rental for volunteers working on clean-up projects
- Production costs for risk reduction flyers, signs, etc. and related mailing expenses)
- Spark Arrestor/installation costs
- Tool purchases (Loppers, pole saws, weed trimmers, etc.)
- Tree removal/separation expenses
- Tools/Safety Equipment for neighborhood workdays
- Value of volunteer labor (Boy scouts, CERT groups, students), services and materials for risk reduction projects)

Firewise USA Site Renewal, 2022

www.agriculture.arkansas.gov/forestry/arkansas-firewise/

Contact us with any questions.

Travis -501-580-9607, firewise@agriculture.arkansas.gov
Leslie-501-813-2554, Leslie.foster@agriculture.arkansas.gov

Print before and after photos of your education and vegetation removal projects.

Send them anytime via e-mail or text, and we will file them for you, or attach them to this page, or enclose them as separate documents.

FORESTRY DIVISION

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FIREWISE USA™
RESIDENTS REDUCING WILDFIRE RISKS

- Providing information to the Forest Service on your outreach to participants in your programs and activities.

What does the Forest Service do to ensure compliance with nondiscrimination responsibilities?

The Forest Service will conduct reviews of your programs and activities on a periodic basis to ensure they comply with Civil Rights laws. The Forest Service is your partner in providing equal opportunity to the public. For more information, please contact your local Forest Service office.

What Federal Civil Rights laws must you follow to ensure compliance?

U.S. Code	Statute	Prohibits Discrimination on the Basis of:
(42 USC 2000d–2000c)	Title VI of the Civil Rights Act of 1964	Race, Color, or National Origin
(20 USC 1681–1686)	Title IX of the Education Amendments of 1972	Sex (in educational programs and activities)
(42 USC 6101 et seq)	Age Discrimination Act of 1975, as amended	Age
(29 USC 794)	Section 504 of the Rehabilitation Act of 1973, as amended	Disability

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, or for Forest Service issues please call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

FS-850 May 2006

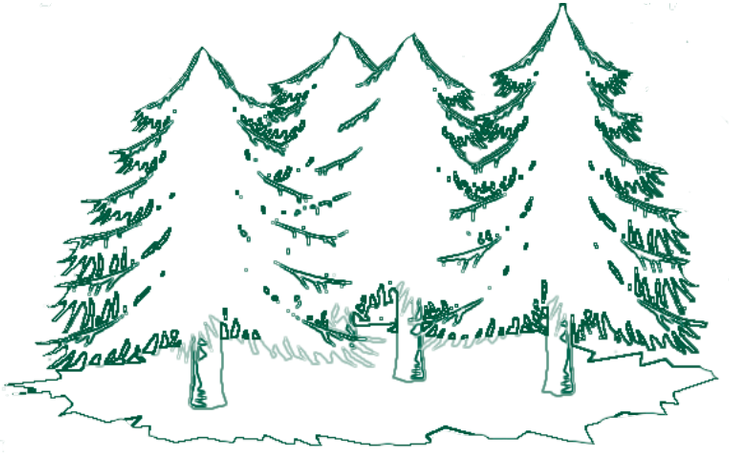
United States Department of Agriculture

Forest Service

Grants and Agreements

Complying with Civil Rights Requirements

Your Responsibilities as a Partner with the USDA Forest Service



"Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes, or results in racial discrimination."

— President John F. Kennedy, in his 1963 message calling for the enactment of Title VI of the Civil Rights Act

Who is required to comply with Federal Civil Rights laws?

If you receive Federal funds or assistance from the Forest Service such as a grant or agreement, by law you must provide equal opportunity for all people to participate in the programs and activities you offer. For example, you should not deny or exclude anyone from programs, services, aids or benefits. Also, you must not retaliate in any manner against a person who files a complaint or opposes any unlawful or discriminatory practice. The back of this brochure shows Federal Civil Rights laws that apply.

This brochure provides a basic overview of your responsibilities for ensuring nondiscrimination in the delivery of your programs and activities to the public on bases covered by federal law. These bases include race, color, national origin, sex (in educational programs or activities), age, and disability.

What are some types of Federal funding and assistance?

- Federal monies given by grants, sub-grants, cooperative agreements, challenge cost-share agreements, cost-reimbursable agreements, or loans
- Training presented by a Federal agency
- Loan/temporary assignment of Federal personnel (e.g., a Forest Service employee instructing a course at a local university)
- Loan or use of Federal property at below market value

Are you a recipient of Federal funding and assistance?

You are a "recipient" if, through a partnership with the Forest Service, you receive Federal funding or assistance (either directly or through another recipient) to conduct a program you offer to the public.

Recipients include:

- Any individual receiving Federal funding or assistance
- A State or local government
- American Indian or Alaska Native individual, Tribe, corporation, or organization
- Any public or private agency, institution, or organization (*e.g., university, college, or non-profit*)

What are your responsibilities for complying with Federal Civil Rights laws?

As a partner with the Forest Service, your responsibilities for complying with Federal Civil Rights laws include, but are not limited to:

- Signing an assurance certifying that you will comply with Civil Rights laws. If you have sub-recipients, obtain a signed assurance from them. An example of a sub-recipient is a local community organization receiving a sub-grant from a state forestry agency.
- Displaying the "And Justice for All" U.S. Department of Agriculture poster (AD-475C) in your public reception areas or other areas visible to the public. Contact your Forest Service office to obtain copies.
- Including the following statement about nondiscrimination and how to file a complaint in your publications and outreach materials:

  "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.)

  To file a complaint of discrimination: write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

  If the publications or materials are too small to permit the use of the full statement, at a minimum include the following statement, in print size no smaller than the text: *"This institution is an equal opportunity provider."*
- Including in any of your publications and outreach materials related to a grant or agreement project, a statement of affiliation with the Forest Service, e.g., *"This publication made possible through a grant from the USDA Forest Service."* OR *"This research was conducted in cooperation with the USDA Forest Service."* OR *"This research was funded by a grant from the USDA Forest Service."*
- Providing program information in alternative formats for people with disabilities and in alternative languages for people with limited English proficiency, as appropriate to your customer base.
- Identifying a person to be responsible for ensuring your program is in compliance with Civil Rights requirements.
- Reviewing all your policies, procedures, and practices to ensure that they do not limit participation on the basis of race, color, national origin, age, disability, or sex (in educational programs and activities).
- Evaluating the accessibility of your programs and facilities. If they are not now accessible, develop a transition plan for making them accessible and then carry out the plan as appropriate.
- Ensuring that your staff understands their Civil Rights responsibilities including their role in the USDA complaint process.
- Providing outreach to a wide variety of communities to ensure diversity if you advertise or market your program.

United States Department of Agriculture
Forest Service

Assurance of Compliance With The Department of Agriculture Regulation Under Title VI of The Civil Rights Act of 1964

_____ (hereinafter called the "Applicant".)

(Name of Applicant or Recipient) (Fire Department)

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352) and all requirements imposed by or pursuant to the Regulations of the U.S. Department of Agriculture (7 CFR Part 15) issued pursuant to that Act; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal financial assistance extended after the date hereof to the Applicant by the Forest Service, U.S. Department of Agriculture on account of:

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States in addition to any other rights and remedies provided by this assurance, the Civil Rights Act of 1964, or the Regulations issued thereunder, shall have the right to enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signature appear below are authorized to sign this assurance on behalf of the Applicant.

Dated _____ _____

Applicant—Fire Dept.

BY: _____

(Signature)

_____

_____

(Applicant's mailing address)

Previous editions of this form are obsolete 1700-1(11/77)

Order Free Handouts for Education Events

_____

☐ **For ARKANSAS handouts, call us or email us, or call the county Forestry Division office. We can also make a brochure specific to your community/county. We will need time to process the specific brochure.**

☐ **For SMOKEY supplies call your county Forestry Division office.**

☐ **For the majority of the Firewise handouts order from NFPA.:**

Go to http://catalog.nfpa.org/

Type "Firewise" in the search box

You can order anything – most is free, and some have a slight charge.

Shipping is also free on the free items. Popular items include book marks, stickers, bags, and the brochure, "How to Have a Firewise Home" – TIP- if you hit the computer back button instead of the catalog "keep shopping" you won't' have to search for Firewise items again.

After choosing the items you want, click the cart button. You can then choose the number of items. Most items are limited to four at a time, if you need more, you can make a second order. – After choosing the number. Click Checkout.

You will need to set up an account. – After setting up an account and mailing address, be sure to click "complete order." You should get an email after your order is processed.

Remember it takes 7-10 business days to receive your items.

☐ Travis Haile- 501-580-9607, Leslie Foster- 501-813-2554

☐ Firewise@agriculture.arkansas.gov

https://www.agriculture.arkansas.gov/forestry/arkansas-firewise/

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