



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
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www.ca.blm.gov

December 18, 2002

In Reply Refer To:
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EMS Transmission: 12/18/02
Instruction Memorandum No. CA-2003-013
Expiration Date: 09/30/04

To: CDD District Manager, All Field Managers
Attn: Regional, Field and District Fire Management Officers

From: DSD, Support Service

Subject: Rural Fire Assistance Program, FY 03

DD: 02/07/03

Program Area: Fire Management

Purpose: The Rural Fire Assistance Program (RFA) is intended to enhance firefighter safety and wildland fire protection capabilities of the rural fire departments that protect BLM-administered lands by assisting with training, non-capitalized equipment purchases, and prevention/education activities. California BLM has received \$350,000 to distribute under this program for FY 03, a modest increase over last year's funding.

Scope: These guidelines apply to all BLM California offices.

Effective Date: Immediately. These guidelines will be applied to FY 03 grant cycle and may be modified in future years. Deadline for receipt of applications is February 7, 2003.

Eligibility Requirements for Rural Fire Departments:

1. Must have a statewide agreement with the state forester or a cooperative fire agreement with an Interior agency;
2. Must serve a community with a population of 10,000 or less in the wildland/urban interface;
3. Must limit funding request to training, non-capitalized equipment, and/or prevention activities; and,
4. Must have the capability to meet a cost share at a minimum of 10% (may be in-kind services)

2003 Program Guidance: All rural fire departments that meet the basic eligibility requirements can apply to this program. However, in keeping with national program guidance, those departments that help fight fire on or near BLM lands will be our highest priority.

- The FY 03 application packet attached to this document consists of:
 - Letter to applicants;
 - Program Information Sheet for California's FY 2003 RFA Program,
 - The DOI Rural Fire Assistance Program application;
 - A California BLM Supplemental Information Form
 - Standard Form 424 (Request for Federal Assistance);
 - Standard Form 424A (Budget Information – Non-Construction), and;
 - Standard Form 424B (Assurances – Non-Construction Programs)
- All application packets are due to the State Office, Attention: Traci Thaler, by February 7, 2003.
- Maximum awards are \$20,000. However, due to the large number of applications expected and the limited funding available, most awards are expected to be in the \$1000 - \$10,000 range this year.
- In late February, a panel of BLM fire staff representing CDD, Cencal and Norcal will be assembled in the State Office to evaluate all applications, consult with Field Office fire staff when necessary, make selections and determine awards.
- Successful applicants will then complete the agreement process with the help of Traci Thaler, Fire Agreements Specialist at the State Office.

Staff Responsibilities:

- State Mitigation and Education Specialist:
 - Develop application packet
 - Provide information to departments who previously contacted the State Office for RFA information.
 - Post application information on the following web pages: Ca. BLM, Ca. Fire Alliance, Fire Safe Council Web page, and others as appropriate.
- Regional/District Fire Management Officers:
 - Select at least one fire staff member from your region or district to serve on the selection panel in the State Office, February 25 – 26, 2003.
- Fire Management Officers:
 - Notify eligible RFD's in your area.
 - Provide electronic or hard copies of the application packet to departments in your jurisdiction. Direct RFD's to the National Fire Plan web page @ www.fireplan.gov/communityassist for program guidance, or @ www.ca.blm.gov for a complete application packet and instructions.
 - Assist in preparation of applications as needed.
 - Provide local expertise to assist in selection process.

If you have questions, please contact Donna Hummel, California State Office, Branch of Fire and Aviation Management at (916) 978-4436.

Signed by:
Karen L. Barnette
Acting State Director

Authenticated by:
Louise Tichy
Records Management

Attachment:
 Cover Letter, w/Information & Application Packet (14 pp) (*See separate file*)