



2024
Volunteer Fire Capacity Award Manual

**FEDERAL AWARD DOLLARS AVAILABLE TO IMPROVE FIRE PROTECTION CAPABILITIES
IN UNPROTECTED OR UNDER PROTECTED AREAS**

CFDA #10.664

TABLE OF CONTENTS

INTRODUCTION	3
PURPOSE – OVERVIEW	3
ELIGIBILITY	4
ALLOWABLE AND UNALLOWABLE COSTS	5
VOLUNTEER FIRE CAPACITY ADDITIONAL FUNDING	6
BIPARTISAN INFRASTRUCTURE LAW	6
APPLICATION PROCESS	7
APPLICATION FORMS AND INSTRUCTIONS.....	7
APPLICATION DEADLINES AND SUBMISSION PROCESS	8
SELECTION PROCESS	8
SELECTION PANEL	8
USFS	8
ORDERING PROCESS	8
GENERAL SERVICES ADMINISTRATION (GSA/DLA)	8
REIMBURSEMENT REQUESTS	9
REIMBURSEMENT FORM AND INSTRUCTIONS	9
PAYMENT REQUESTS	9
TIME PERIOD COVERED BY THE AWARD.....	9
EQUIPMENT AND SUPPLY TRACKING AND DISPOSITION	10
EQUIPMENT AND SUPPLY PURCHASE	10
EQUIPMENT AND SUPPLY TRACKING.....	10
EQUIPMENT AND SUPPLY MAINTENANCE.....	10
EQUIPMENT AND SUPPLIES DISPOSAL	10
EQUIPMENT AND SUPPLY MONITORING.....	11
DOCUMENTATION OF MATCH	12
GUIDELINES	12
EXAMPLES.....	13
ODF CONTACT	13
APPENDIX A - SYSTEM OF AWARD MANAGEMENT (SAM.GOV) REGISTRATION	14
Instructions for SAM.gov Registration	14
APPENDIX B - OREGONBUYS REGISTRATION INSTRUCTIONS	21
APPENDIX C – FEDERAL CIVIL RIGHTS REQUIREMENTS	22

INTRODUCTION

PURPOSE – OVERVIEW

The **Volunteer Fire Capacity (VFC)** program is funded through the US Department of Agriculture, Forest Service (USFS). The objective of the VFC program is to improve the capacity and capability of rural and volunteer fire protection districts. These districts protect rural communities and play a substantial cooperative role in the suppression of wildland fires within or near federally managed lands. The VFC award is administered as a **reimbursement award**.

Applications for the VFC program have a maximum amount allowed of \$10,000. The expanded scoring criteria will again be utilized this year. This process better defines those districts that demonstrate the greatest need to increase firefighter safety and target requests that demonstrate an improvement in fire protection capability for that community. The scoring criteria are as follows:

- **Fire Operating Budget (0-4 points)** – This has been a longstanding prioritization criterion. The fire-operating budget is defined as budgeted allocations for firefighting. EMS services, other award dollars, capital outlays and construction should **NOT** be included. If you have questions in regards to calculating your budget, please contact the VFC Coordinator.
- **Communities At Risk (0-2 points)** – Fire Agencies responding to an area designated with moderate and higher risk assessments based on data in the 2020 Communities at Risk report posted at <https://www.oregon.gov/odf/aboutodf/pages/grantsincentives.aspx>
- **Federal Excess Property Program and Firefighter Property Program (FEPP/FFP) (0-1 point)** – VFC has long supported the FEPP program to restore and revitalize equipment. Acknowledgement of this in the selection criteria codifies that support. For additional FEPP/FFP information, please contact the FEPP Coordinator: phone 503-945-7325.
- **Call Volume (0-3 points)** – One indicator of need is the number of fire runs made by LOCAL FIRE AGENCY. Call volume counts should include both wildland and structural calls (including car fires), but **NOT** medical or rescue. The review committee will rely on data supplied by the applicant and by the Office of State Fire Marshal (OSFM). All fire departments are encouraged to submit their data to OSFM on an annual basis. **Future VFC funding amounts are influenced by reported fire calls.**
- **VFC Award Previous Years (0-4 points)** – Rotating funding to more fire departments by limiting back-to-back years of VFC funding is another way to attempt to distribute dollars more equitably.
- **Training (0-1 point)** – Proper training is integral for both firefighter safety and for communication. Training includes course materials, tuition and classes (including travel), and costs for bringing in an instructor.
- **Personal Protective Equipment (PPE) (0-1 points)** – It is important that LOCAL FIRE AGENCY has adequate safety equipment. Proper PPE is integral to safe and effective firefighting.
- **Wildland (0-1 point)** – LOCAL FIRE AGENCIES are a key component of Oregon’s statewide complete and coordinated fire protection system. Proper wildland firefighting equipment is essential in this effort.

- **Communications (0-1 point)** – LOCAL FIRE AGENCIES are a key component **of** Oregon’s statewide complete and coordinated fire protection system. Up to date communications (radio) equipment is essential to coordinated emergency communications.

No one criterion listed above will assure or eliminate a fire agency from funding. Each of these factors will be part of the ranking criteria with Operating Budget, Call Volume, and Previous Awards given the highest consideration. The Ranking Committee will be using a combination of all criteria on the application for breaking ties.

ELIGIBILITY

- LOCAL FIRE AGENCY must be an established fire district as determined by the Oregon State Fire Marshal’s Office. Rangeland associations are also included, authorized by the Board of Forestry.
- LOCAL FIRE AGENCY’s district boundaries **cannot** contain an incorporated city with a population over 20,000. The population of the entire district is unimportant, just as long as there is no incorporated city over 20,000 within the district boundaries LOCAL FIRE AGENCY may serve an aggregate population of greater than 20,000 as long as the service area of the fire department includes a rural area or a rural community having a population of 20,000 or less. The VFC funding must be used to benefit the rural population.
- LOCAL FIRE AGENCY should protect rural communities and play a substantial cooperative role in the suppression of wildland fires within or near federally managed lands.
- If LOCAL FIRE AGENCY is a subscription district, but will respond to an incident regardless of payment status for the location, then LOCAL FIRE AGENCY would be eligible to apply for these funds.
- LOCAL FIRE AGENCY must be compliant with the National Incident Management Systems (NIMS) certification requirements in order to be eligible to receive these award dollars. The Department of Homeland Security is requiring this of all award recipients that support emergency services.
- LOCAL FIRE AGENCY must register on the state’s bidding and payment online system OregonBuys, to receive payment. Register at <https://oregonbuys.gov/bso/>. Registration guidance can be found on page 21 of this manual.
- Projects that do not indicate improvement of the protection capabilities will not be eligible.
- LOCAL FIRE AGENCY must register on the System for Award Management (SAM) at <https://sam.gov/content/home> . When registering the LOCAL FIRE AGENCY will be assigned a Unique Identifier number that you will put on your application as proof that you are registered. See page 14 for more information on how to register for SAM.gov.
- LOCAL FIRE AGENCY must be compliant with federal civil rights requirements and complete an assurance form to assure compliance. See page See page 22 for more information, and <https://www.fns.usda.gov/civil-rights>.

ALLOWABLE AND UNALLOWABLE COSTS

COST ITEMS	ALLOWABLE	
	YES	NO
Organization improvements, such as LOCAL FIRE AGENCY legal and administration fees, election costs, or advertising used to form a <u>new</u> rural fire protection district. This does not include wages or payments resembling employee	YES	
<u>Structural</u> or <u>Wildland</u> firefighting supplies such as basic tools, fireline hand tools, hose, adapters/reducers, fittings, valves, pumps, nozzles, fold-a-tanks, portable tanks, chainsaws, hydrant wrenches, SCBA systems, generators and weather kits. <u>Thermal imaging cameras are eligible, however have a VFC contribution cap of \$4,000.</u>	YES	
<u>Structural</u> or <u>Wildland training</u> expenses, such as instructor fees, travel expenses, tuition costs, classroom materials for either basic or advanced courses.	YES	
<u>Structural</u> or <u>Wildland</u> equipment, repairs, upgrades, or safety improvements for the acquisition or modification of firefighting equipment, which may include labor and materials. The use of award funds to pay FEPP fees or to improve FEPP equipment is appropriate (including costs of transportation or acquisition charges). For these purposes only, “equipment” is considered rolling stock or vehicles such as engines, tankers, tenders, etc. that actually are used directly in putting a fire out. Homeland Security/FEMA may also prove to be another funding resource.	YES	
<u>Structural</u> or <u>Wildland</u> basic PPE, such as new generation fire shelters, fire resistant shirts and pants, hard hats, eye protectors, gloves, boots and turnouts.	YES	
<u>Structural</u> or <u>Wildland</u> communications equipment, such as narrow-band or narrow-band compatible handheld or vehicle units, and accessories and Global Position Units (GPS). All communications equipment must be P25 compliant or compatible.	YES	
Tablets and computers. Pagers.	Possible	
Acquisition of land.		NO
Construction or remodeling of buildings or any work on “real” property (such as wells).		NO
Emergency <u>medical</u> equipment, rescue equipment or extraction equipment. VFC funds are for fire use only.		NO
Personnel wages (as in employees on a payroll) will only be funded if they relate to “instructor fees” for training project activities. These award dollars are not intended to pay for wages, salaries, stipends or other volunteer/employee payments unless it relates to being an instructor.		NO
Office equipment, mobile phones, drones, software, smoke detectors, TVs, DVD players, cameras.		NO

VOLUNTEER FIRE CAPACITY ADDITIONAL FUNDING

BIPARTISAN INFRASTRUCTURE LAW

The focus of the 2024 Bipartisan Infrastructure Law Volunteer Fire Capacity funding in Oregon is on purchasing slip on tanks.

This is a one-time funding opportunity. Applicants can apply for up to \$20,000 in this additional funding for slip on tanks. Funding will be awarded based on factors such as call volume, budget, and need (please complete narrative explaining need in the application, page 5). If you are interested in applying, please complete page 5 of the 2024 Volunteer Fire Capacity application. Match requirements and the application process for the Bipartisan Infrastructure Law Volunteer Fire Capacity funding are the same as those outlined in this manual for the 2024 Volunteer Fire Capacity funding.

APPLICATION PROCESS

APPLICATION FORMS AND INSTRUCTIONS

Application materials will be available electronically at <https://www.oregon.gov/odf/aboutodf/pages/grantsincentives.aspx> and by mail as requested. The application form can be completed manually or electronically. The application will provide the selection committee with the criteria needed to score the application properly.

- Applications received after the deadline of May 3, 2024, will not be considered.
- Applications not submitted on a current 2024 VFC application form will not be considered.
- Each applicant must meet the 50/50 match requirements of the **total project**. This means that for every VFC award dollar, an equal match (cash or in-kind) dollar must be provided by the fire department, that is 1:1 or dollar for dollar. **The total “project” value is both the match and the funding meeting 100% of the project (50% VFC funding / 50% match).** Reimbursement will be for actual costs, not in-kind match.
 - Fire departments that have been in existence for two years or less, may be eligible for a reduced match rate of 75% VFC / 25% Match.
- For those using the electronic version:
 - The entire form is created in Microsoft Word table format. The boxes can be expanded by pressing enter.
 - The YES and NO boxes on Page 1 and the boxes on Page 4 and Page 5 can be “checked” by double clicking (electronic version) on the box, a menu box will appear to change the default value from “not checked” to “checked”.
- Page 4 has three-dollar amount columns.
 - **Total Cost:** The actual total cost of the items being applied for purchase.
 - **Cash match:** Dollars spent to purchase items included on the award and documented on the invoice. The cash supplied for the balance of the purchase will satisfy the LOCAL FIRE AGENCY match requirements, with applicable proof of payments.
 - **In-kind match:** The LOCAL FIRE AGENCY non-monetary matching portion of the award that has measurable value and is donated or volunteered. Mileage value in 2024 is calculated at 0.67 per mile consistent with the 2024 GSA rates. Volunteer in-kind hourly rate is \$16.71 per hour consistent with the 2023 OSFM Mobilization Guide.
 - Page 12 of this manual contains additional information and scenarios for calculating your match requirements.
 - LOCAL FIRE AGENCY can use both cash and in-kind match in the award application.
- The columns do NOT automatically total at the bottom, this will need to be done manually by LOCAL FIRE AGENCY.
- If additional lines are needed, insert rows into the table as necessary; however, group items as much as reasonably possible, yet specific enough to provide information to the selection committee. For example, if LOCAL FIRE AGENCY wants to purchase wildland hose it can be listed on one line: Wildland Hose – 4-1’x100”, 1-1½”x50’. Same listings apply for nozzles, adapters, etc.
- Page 4 and 5 of the application have an **ODF USE ONLY** shaded column that will be completed at the time the selection committee meets and makes decisions on particular item eligibility. Do not fill-in this column.

- The application form must be signed by an authorized agent of the fire department (Fire Chief, Treasurer, or Board Chairperson). If the application is submitted electronically, the email (preferred method of submittal) will be accepted as the electronic signature. If the application is not submitted by the signatory on Page 6, please copy the signatory on the email to acknowledge their approval.

APPLICATION DEADLINES AND SUBMISSION PROCESS

- Applications must be **received** no later than 5:00 p.m. **May 3, 2024** via:
 - **Email** with attachments to VFC.coordinator@odf.oregon.gov This is the preferred submittal method. **Please verify receipt.**
 - **Fax** “Attention: VFC Coordinator” (503-945-7416). The fax machine tends to be bogged down with incoming applications on the deadline day.
 - **Mail** to VFC Coordinator, Federal Grants Support Unit, Oregon Department of Forestry, 2600 State Street, Building D, Salem OR 97310.
 - Submit only **ONE** copy. **DO NOT submit multiple copies** (*i.e., fax and U.S. mail delivery*).
 - LOCAL FIRE AGENCY will receive their award status by June 30, 2024.

SELECTION PROCESS

SELECTION PANEL

Any unallowable items will be identified in a pre-review process as well as a committee review process. A multi-agency group will meet in May to review the applications and will include the following representatives:

USFS

- Oregon State Fire Marshal
- Oregon Department of Forestry

Successful applicants will receive a Volunteer Fire Capacity Award Agreement, along with other award documents, via e-mail after the selection process is completed. This Agreement **requires signatures and return** to the VFC Award Coordinator before any awarded funds will be reimbursed.

ORDERING PROCESS

GENERAL SERVICES ADMINISTRATION (GSA/DLA)

GSA no longer facilitates purchasing from the Wildland Fire Protection. Ordering from the Wildland Fire Protection Program Catalog is now facilitated through the Defense Logistics Agency (DLA). For additional information, please contact the Oregon SPOC.

REIMBURSEMENT REQUESTS

REIMBURSEMENT FORM AND INSTRUCTIONS

The VFC award is administered as a reimbursement award. Once the project is completed, the award recipient must provide a copy of the paid receipts, paid invoices and/or checks or statements showing payment. Only cancelled checks or bank/credit card statements will be accepted as proof of payment. Proper documentation to support in-kind match must include an individual's name, dates, hours, and activity. This can include training/meeting rosters and maintenance logs. An Authorization for Payment request form must also be completed with information required for payment. This form will be attached to your agreement should you receive an award.

LOCAL FIRE AGENCY must have a federal tax identification number (TIN), as well as a data universal numbering system number (DUNS) issued by Dun and Bradstreet and a Unique Identifier issued by Sam.gov by the time the award reimbursement is requested.

When a request for reimbursement is received, the following audit is performed before any payment is processed:

- Has the Award Agreement been signed?
- Does the supporting documentation (invoices and in-kind) match the items listed in the application? **Prior approval from the VFC Coordinator is needed for purchase of items other than those listed on the application. Request must include:**
 - Plan to purchase all of the allowable items in original application
 - Where the savings comes from to make this additional purchase;
 - What specific items to be purchased; and
 - Why that/those item(s) were not included on the original application list.
- Is there adequate match? The dollar for dollar 1:1 match means that **for every award dollar spent up to the amount of the award, to be reimbursed, there must be either cash expenditure and/or in-kind match of equal value.** Reimbursement payments will only be made for those expenditures that have an acceptable match. Reimbursement will be for actual costs, not in-kind match.
- The proposed projects must be made in good faith and purchasing, expending and/or obligating completed between the established dates.
- Purchases: September 1, 2024 – September 30, 2025
- Match Accumulation: July 1, 2024 – September 30, 2025
- Requests for reimbursements must be **received** by October 15, 2025. Extensions will **not** be awarded and award dollars **cannot** roll forward. Unspent dollars will be reallocated during the next funding cycle.

PAYMENT REQUESTS

One payment per grant is strongly encouraged; however, partial payment(s) can be made but are limited to two payments per award year. If there are special circumstances, please contact VFC Coordinator. Local fire agencies that are in formation or in existence for two years or less, may be eligible for a partial advancement of their award through a special agreement. Contact VFC Coordinator for more information.

TIME PERIOD COVERED BY THE AWARD

- **Applications Period:** **March 18, 2024 – May 3, 2024**
- **Fire Departments receive Notice of Award:** June 30, 2024
- **Purchasing complete:** September 30, 2025
- **Reimbursement request deadline:** October 15, 2025
- **In-kind Match:** July 1, 2024 through September 30, 2025.

EQUIPMENT AND SUPPLY TRACKING AND DISPOSITION

NOTE: Fire departments are REQUIRED to inventory, monitor, and coordinate with ODF for any disposition of equipment purchased under VFC.

EQUIPMENT AND SUPPLY PURCHASE

Equipment and supplies will be purchased at the most beneficial price. Competitive bidding procedures or multiple price quotes may be utilized. Title to the equipment and supplies purchased with VFC award funds rests with the fire department.

EQUIPMENT AND SUPPLY TRACKING

Equipment is any single item costing \$5,000 or greater, requires pre-approval from USFS through coordination with the VFC Coordinator. Supplies are single items costing less than \$5,000 (portable radios, radio scanners, chain saws, portable pumps, and small generators). As a federal award recipient, LOCAL FIRE AGENCY is responsible to track all equipment and supplies purchased with VFC funding that has a purchase price of \$250 or greater. Therefore, the award recipient needs to have a tracking or inventory system in place in order to meet these requirements. Purchases made with VFC award funds will be tracked **(five years from the date of purchase for items \$250 or greater; indefinitely for items \$5,000 or greater)**. However, if any litigation, claim, negotiation, audit or other action involving the records has been initiated prior to the end of the five-year period, the records shall be kept until all issues are resolved or until the end of the five-year period, whichever is later.

Equipment and supply tracking records will include the award year purchased, a description of the property, serial number or identification number, source of the property, acquisition date, cost, percentage of federal participation, location and any ultimate disposition information, including the date of disposal and sale price, process of disposal (retained, sold, or traded in) and, if applicable, new owner. LOCAL FIRE AGENCY is also responsible to conduct a physical inventory of VFC funded equipment and supplies at least every two years and the results reconciled with the tracking records. The results are to be sent to the State VFC Coordinator.

EQUIPMENT AND SUPPLY MAINTENANCE

Equipment and supplies must be maintained in good condition.

EQUIPMENT AND SUPPLIES DISPOSAL

A competitive public process must be used to facilitate the sale of equipment and supplies and, therefore, no private or individual sales meets criteria. Equipment with a fair market value per unit of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the USFS. LOCAL FIRE AGENCY are encouraged to insert documentation into the award file for any equipment that is under \$5,000 in value for future reference and documentation of how the value was determined. Equipment with a fair market value per unit of \$5,000 or more may be retained or sold and the USFS shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the USFS's share of the equipment. For supplies that are unused with a residual inventory exceeding \$5,000 in total aggregate fair market value upon termination or completion of the award and if the supplies are not needed for any other federally-sponsored programs or projects, LOCAL FIRE AGENCY are required to compensate the USFS for its share of the fair market value. If LOCAL FIRE AGENCY plans on selling or transferring a piece of equipment, please contact VFC Coordinator before proceeding. Documentation will need to be provided, such as a letter, with the proper documentation elements requesting approval to sell or transfer equipment. Any costs associated with the sale can be deducted from the sale price (advertising, repairs to prepare for sale, etc.) in order to identify the actual dollar amount to be returned to the USFS.

EQUIPMENT AND SUPPLY MONITORING

The STATE is obligated to ensure adequate equipment and supply tracking and disposal procedures are in place by recipients of VFC funds. Therefore, on-site monitoring visits will be conducted on a random sample of recipients annually. The basis of the monitoring visits will be to review equipment and supplies acquired over the previous five years, along with proper disposal documentation.

DOCUMENTATION OF MATCH

GUIDELINES

The VFC program requires award recipients of federal award monies to provide either matching dollars or in-kind match. At the time a **request for reimbursement** is submitted, match will be identified as cash match (deducted from the total of invoices) or in-kind match (described in the detailed information provided below).

- **Cash Match:** Dollars spent to purchase items included on the award request and documented on the invoice. For example, if the purchase on the invoices totaled \$8,000 (\$4,000 VFC and \$4,000 Rural Fire Department), then the reimbursement will be \$4,000.
- **In-kind Match:** Eligible volunteer hours for training, board and fire meetings, administration, maintenance, work done on the project items (like installing a pump or attending a training session), donated space for holding a training session and donated labor from a vendor providing one of the items purchased under the award. Documentation needs to be provided for in-kind match, such as:

Description	Documentation Examples & Description
Volunteer Hours Calculated at \$16.71/ hour	Membership, Fire Defense Board, or board meeting sign-in sheets that show the purpose of meetings, date of meetings, length of time and a list of names.
	Training roster sheet that shows: type of training, name of instructor, date, length of time, list of names. Templates available on ODF’s website at: https://www.oregon.gov/odf/aboutodf/pages/grantsincentives.aspx
	Log showing a person’s name, date and time worked and activities performed. Templates available on ODF’s website. (Do not use if individual’s occupation is a mechanic; use professional time).
Donated supplies	A receipt showing item, cost, date, and signature of person making the donation. A donation receipt from the LOCAL FIRE AGENCY would be best.
Donated Professional Time (mechanic, attorney, physician, etc.)	Individual must provide an invoice that shows business name and address stating time donated by dates and hours and activity performed. In addition, state the occupational hourly/daily rate for services provided. <u>Reduced rates area also acceptable as both match and expense.</u>
Donated Use Time (meeting hall, mechanic shop, etc.)	Individual must provide an invoice that shows business name and address stating time donated by dates and hours and activity performed. In addition, state the occupational hourly/daily rate for services provided.
Mileage	Mileage will be reimbursed according the GSA rates for the corresponding timeframe. Proper documentation includes miles driven, destination, purpose, and driver. 2024 mileage rates are \$0.67 per mile for vehicles.
Unallowable match	Response to actual fire dispatches, hazard mitigation activities, medical dispatches, training associated with medical or extrication exercises.

EXAMPLES

10 fire shelters are requested at a cost of \$300 each. Total purchasing cost is \$3,000.

Department A will use a cash match option for fulfilling their award obligation. On the award application, Department A would list \$3,000 in “Total Cost,” \$1,500 “Award Dollars,” and \$1,500 “Match.” Documentation required for reimbursement will include an invoice and a proof of payment for the fire shelters. The reimbursement check would be \$1,500, for the award project total of \$3,000.

Department B will use an in-kind model for their match obligations. On award application, Department B would list \$3000 in “Total Cost,” \$3000 in “Award Dollars,” and on a separate line \$3000 in “Match,” noting “In-kind.” Between firefighter trainings, equipment maintenance, and meetings, they have accumulated in-kind activities with a value of \$3000. After the purchase of the fire shelters, the paperwork package would include the volunteer rosters, invoices and proof of payment for the fire shelters. The reimbursement check would be \$3000, for the award project total of \$6000. Reimbursement will be for actual costs, not in-kind over match.

Department C will use a combination of in-kind match and cash match. Between firefighter training, equipment maintenance, and meetings, they have accumulated in-kind activities match with a value of \$750. By purchasing the fire shelters they expend \$3000. The paperwork package would include the volunteer rosters, invoices and proof of payment for the fire shelters. The reimbursement check would be \$2250 (\$750 for the In-kind match and \$1500 for the cash match contribution from the purchase). Total project cost would be \$4500 (\$750 for In-kind, \$1500 for the cash match and \$2250 for the fire shelters.)

ODF CONTACT

VFC Coordinator
Oregon Department of Forestry
Federal Grants Support Unit
2600 State Street, Building D Salem
OR 97310
Office: 503- 856-2802
Fax: 503-945-7416
Email: VFC.coordinator@odf.oregon.gov



APPENDIX A - SYSTEM OF AWARD MANAGEMENT (SAM.GOV) REGISTRATION

SAM.gov registration is free. If you are being asked to pay a fee to register your entity with SAM, then you are on a third-party website. Go to SAM.Gov to register directly to avoid fees.

Step-by-step instructions for registering to SAM.gov are found at the Federal Service Desk https://www.fsd.gov/gsafsd_sp, Type your question or the KB # - KB0038643 - into the search box for instructions.

It is your responsibility to register on SAM.gov. If you need assistance it can be found at the Federal Service Desk https://www.fsd.gov/gsafsd_sp or by calling 866-606-8220

The below are instructions for registration copied from the Federal Service Desk https://www.fsd.gov/gsafsd_sp

Instructions for SAM.gov Registration

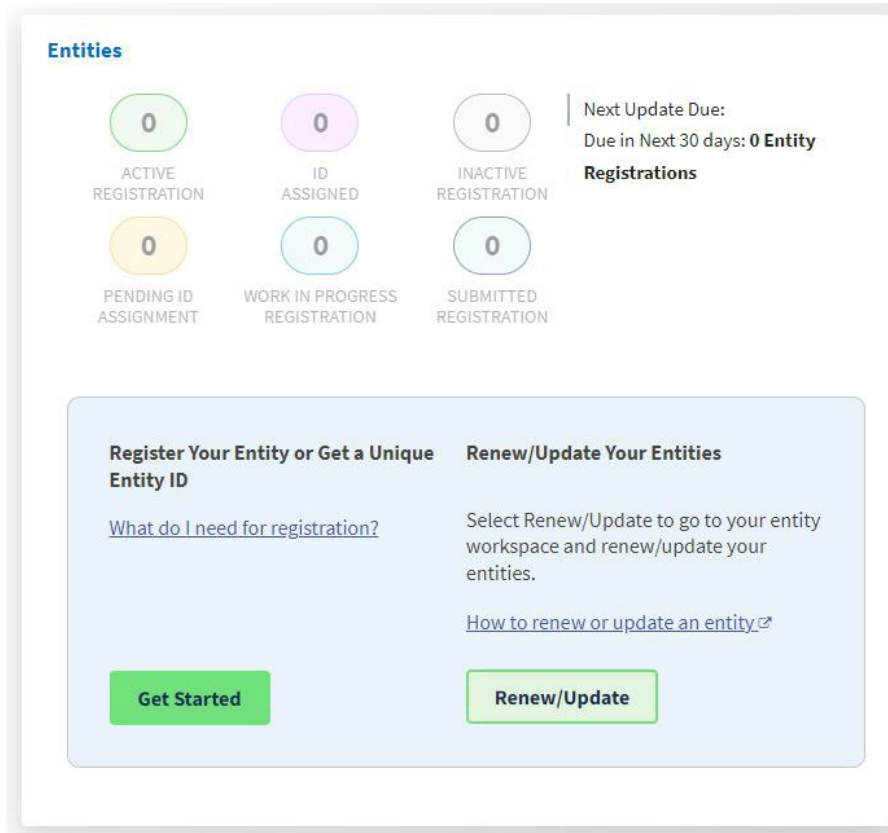
Note: To start a new entity registration in SAM.gov, first you need to log in to your individual user account in SAM.gov. If you do not already have a SAM.gov user account, create an account. If you require access to an existing entity registration, [request a role](#) from the existing entity.

Before you start your registration, ensure that you have the data necessary for your registration. For details on Documentation Requirements click [here](#).

Prepare Your Data:

- Gather the information you must provide during the registration process. Gathering this information could take a few days, depending on the complexity of your situation. You will first be required to enter core data about your entity. Core data is mandatory for all registration types. It includes, but is not limited to:
 - Legal business name, physical address, entity type, and general entity information
 - Taxpayer Identification Number (TIN) and taxpayer name
 - Contractor and Government Entity (CAGE) code if you have one, or NATO Commercial and Government Entity (NCAGE) code if your entity is located outside of the U.S. and its territories
 - Financial and banking information to set up Electronic Funds Transfer (EFT)
 - Note that the Unique Entity Identifier (UEI) will be assigned to you as part of the registration process.
- To register an entity to pursue federal assistance only, you need to complete the following documentation:
 - Representations and certifications questionnaire
 - Points of contact
- To register an entity to pursue federal contracts, you need to prepare and submit all documentation above, as well as the following documentation:
 - Assertions
 - Electronic Data Interchange (EDI) information
 - Federal Acquisition Regulation (FAR) responses questionnaire (33 questions)
 - Architect and Engineering Responses questionnaire
 - Defense FAR Supplement (DFARS) questionnaire (if applicable)
 - SBA supplemental page (If you are a small business)

- Once you have gathered the required information and are ready to begin your registration, follow the steps below:
 1. Navigate to [SAM.gov](https://sam.gov) and sign in.
 2. The system will redirect you to your SAM.gov Workspace.
 3. From your Workspace, select “Get Started” in the Entity Management widget.




4. Determine what you want to do with entity registration and select the appropriate option from the choices below. Click "Next":
 - Register for Financial Assistance Awards Only
 - Register for All Awards
 - Get a Unique Entity ID Only

What do you want to do?

Choose what you need and we will show you what information to prepare.


Register for Financial Assistance Awards Only

- To apply for grants and loans as described by 2 CFR 200. [↗](#)
- Includes getting a Unique Entity ID and entity registration. 


Register for All Awards

- To bid on federal contracts and other procurements, as described by the Federal Acquisition Regulation (FAR). [↗](#)
- To apply for grants and loans as described by 2 CFR 200. [↗](#)

Get a Unique Entity ID Only

- May be required to report subawards, such as federal subcontracts or sub-grants 
- You will get a Unique Entity ID. This is NOT an entity registration.

[What's the difference between getting a UEI only and registration ↗](#)






What do I need for registration?
Download our guide.

Download

Is your entity based outside of the United States?

If you are registering an entity based outside of the United States, you must get an NCAGE Code before starting a registration. [Go to NCAGE Request ↗](#) to submit a request.

 Previous
 Cancel
 Next


5. Select if you are registering a government entity, click "Next":




NOTE: If you are unsure what entity type you would be classified as, click [here \(KB0058180\)](#).

Are you registering a government entity?

Select Yes if you are registering an official organization, department, or institution of a U.S. state, U.S. local, U.S. tribal, or foreign government.

Yes No

 If you are unsure whether you are registering a government entity, check with your government authorities to confirm. Each government determines for itself what qualifies as a government entity. Private companies with a public mission generally do not qualify.

 Previous
 Cancel
 Next


6. Did you select "Yes" or "No" to register as a government entity:

- If "Yes," select which type of government entity you classify as and click "Next":
 - U.S. State Government
 - U.S. Local Government
 - Tribal Government
 - Foreign Government

Select your entity type

Please select:

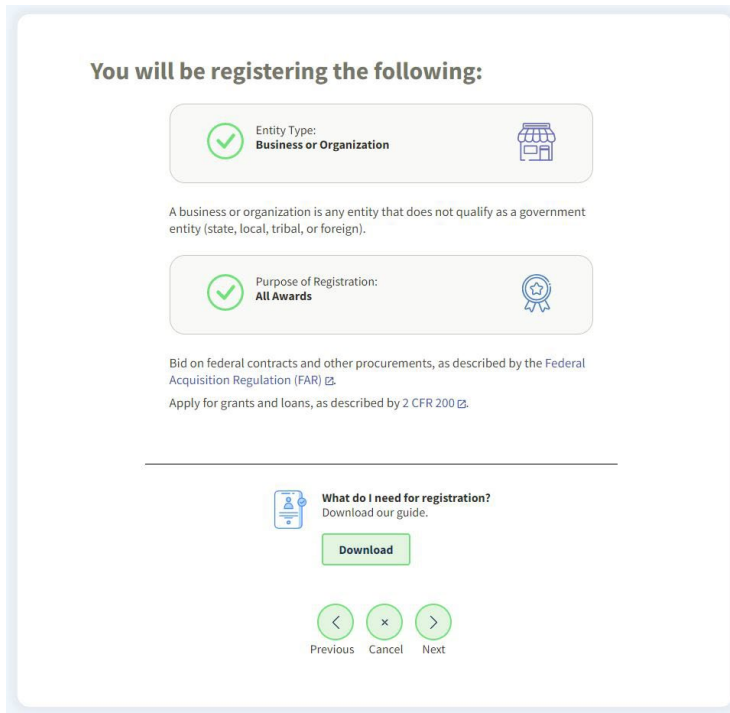
- U.S. State Government**
Any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any agency or instrumentality thereof exclusive of local governments.
- U.S. Local Government**
Any unit of government within a state, including a county; borough; municipality; city; town; township; parish; local public authority, including any public housing agency under the United States Housing Act of 1937; special district; school district; intrastate district; council of governments, whether or not incorporated as a nonprofit corporation under State law; and any other agency or instrumentality of a multi-, regional, or intrastate or local government.
- Tribal Government**
Any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Chapter 33), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. 450b(e)). See annually published Bureau of Indian Affairs list of Indian Entities Recognized and Eligible to Receive Services.
- Foreign Government**
(1) A foreign government or foreign governmental entity;
(2) A public international organization, which is an organization entitled to enjoy privileges, exemptions, and immunities as an international organization under the International Organizations Immunities Act (22 U.S.C. 288-288f);
(3) An entity owned (in whole or in part) or controlled by a foreign government; or
(4) Any other entity consisting wholly or partially of one or more foreign governments or foreign governmental entities.

 If you are unsure whether you are registering a government entity, check with your government authorities to confirm. Each government determines for itself what qualifies as a government entity. Private companies with a public mission generally do not qualify.

< Previous × Cancel Next >

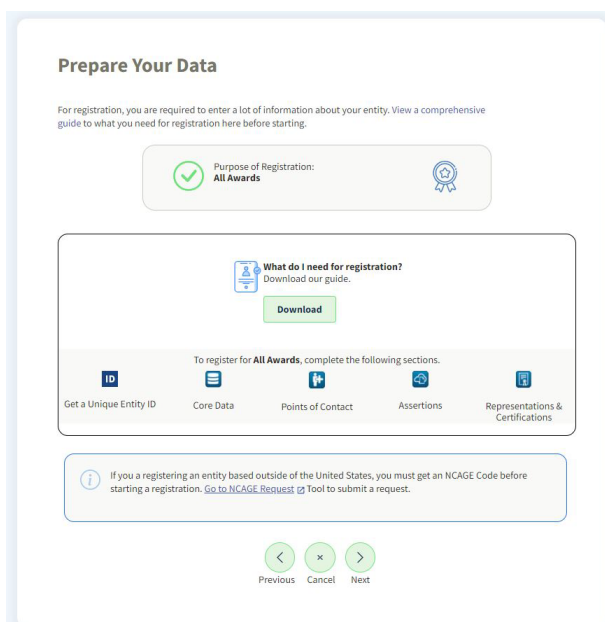
- If no, select "No" and click "Next."

7. Review the registration details that you have selected and click "Next" if all is correct.



8. On the next screen, Confirm Purpose of Registration, you can review and confirm the purpose of your registration is accurate and no changes are necessary. Once confirmed, select "Next."
9. The Prepare Your Data page displays the information you will need to complete the registration process for your entity.

NOTE: Once you have read and confirmed you have the documents needed to complete the registration process, select the next option at the bottom of the screen. For details on Documentation Requirements click [here](#).



10. When the Enter Entity Information screen displays, you will enter the entity information listed below. Once you have entered the information below, select “Next.”

- Legal Business Name **Note:** For more information on what defines a Legal Business Name, click [here \(KB0058175\)](#).
- Doing Business As (Optional)
- Physical Address **Note:** For more information on what defines a Physical Address, click [here \(KB0058176\)](#).
- Country
- Zip Code +4 **Note:** When you fill in the Zip Code, the city and state will populate automatically.

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

This field is required

Doing Business As (Optional)
Doing business as is the commonly used other name, such as a franchise, license name, or acronym. Leave blank if not applicable.

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code

City

State / Territory ⓘ

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Doing Business As (Optional)
Doing business as is the commonly used other name, such as a franchise, license name, or acronym. Leave blank if not applicable.

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code

City **State / Territory** ⓘ

< Previous
✕ Cancel
Next >

11. Proceed through the validation process. For more information on validation, see [this article \(KB0058402\)](#).

12. Once you complete the validation process, you will be taken to the Registration Overview page where each section of the registration is listed (this should take around 45 minutes if you have all of the appropriate information). Complete each of the following sections (as applicable):

- Core Data
- Assertions
- Reps and Certs
- POC

13. Once you have completed each section, submit the registration.

Allow up to 10 business days after you submit your registration for it to become active in SAM.gov and an additional 24 hours for that registration information to be available in other government systems. You may quickly view your registration’s status using the SAM.gov [Status Tracker](#). Your record will become active in SAM.gov once your TIN is validated by the Internal Revenue Service (IRS) and your CAGE or NCAGE code is validated or assigned by the Defense Logistics Agency (DLA), if applicable. Please watch your email, including your spam or junk folder, for messages from the IRS or DLA during this time. You will get an email from SAM.gov when your registration becomes active.

If you notice your registration has a status of Submitted for 15 business days or longer, and have not otherwise been contacted by the IRS or DLA to correct or update information, please contact the [Federal Service Desk](#).

APPENDIX B - OREGONBUYS REGISTRATION INSTRUCTIONS



REGISTER NOW

OregonBuys

The Oregon Department of Forestry (ODF) has a new eProcurement system called OregonBuys. This system has changed the way we process payments, procurements and purchasing.

To receive payments going forward, vendors must take action by registering in OregonBuys as soon as possible.

Register today to continue doing business with us without interruption. Registration is easy and takes approximately 15 minutes.

REGISTRATION STEPS:

1

Navigate to <https://OregonBuys.gov>
Click the REGISTER button on the upper right corner of the page.

2

Enter your general business data: tax ID, business address and business e-mail address. Please email to Mary Schmelz your W-9 form.

3

Enter administrator user data: name, phone, user ID, password, and e-mail address.

4

Enter NIGP codes to receive notifications of bid opportunities.
Fire agencies enter:
NIGP Class:340
NIGP Class Item: 56



NEED REGISTRATION ASSISTANCE?

Email: support.oregonbuys@oregon.gov

Phone: 1-855-800-5046

Support Hours: 7 a.m. - 6 p.m. PT, Monday - Friday, closed state holidays

APPENDIX C – FEDERAL CIVIL RIGHTS REQUIREMENTS

Oregon Department of Forestry Assurance of Nondiscrimination

In compliance with the Civil Rights Act of 1964 and subsequent rules and regulations, the Oregon Department of Forestry (ODF) must have written evidence that it does not conduct programs for, nor cooperate in conducting programs with, any public or private agency, organization, or group that discriminates on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/parental status, income derived from a public assistance program, political beliefs, reprisals or retaliation for prior civil rights activity.

The ODF must also have evidence that it does not conduct programs for, nor cooperate in conducting programs with, any public or private agency, organization, or group that discriminates on the basis of physical or mental handicap in compliance with Section 504 of the 1973 Rehabilitation Act.

For the purpose of fulfilling this requirement, please read, sign, and return the statement below. If your organization/group is one that does not allow membership or participation of both sexes, please strike out the word "sex," and sign the statement without that provision.

This is to certify that _____
(group name)

Has a policy and/or practice of non-discrimination in its membership or in any services offered.

Signature _____

Position/Title _____ Date _____

... And Justice For All

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/parental status, income derived from a public assistance program, political beliefs, reprisals or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, this information is available in languages other than English.

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

The USDA Forest Service will conduct reviews of your programs and activities on a periodic basis to ensure that they comply with Civil Rights laws.

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

U.S. Code	Statute	Prohibits Discrimination on the Basis of:
(42 USC 20000-2000c)	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

For More Information

The Forest Service is your partner in providing equal opportunity to the public. For more information, including reviews and accessibility, please contact your local Forest Service Special Uses Administrator.

Who is required to comply with Federal Civil Rights laws?

If you are a holder of a special use permit or authorization from the Forest Service to provide programs or activities to the public, by law you must provide equal opportunity for all people to participate. For example, you should not deny or exclude anyone from programs, services, aids or benefits. Also you should 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 your responsibilities for complying with Federal Civil Rights laws?

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

- Signing a special use permit, which certifies 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 water ski school operating under a marina owner who holds a special use permit.



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-851

May 2006

- 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 local Forest Service Special Uses Administrator 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 your publications and outreach materials a statement of affiliation with the Forest Service, e.g., *"This institution is operated under special use permit with the _____ National Forest."*



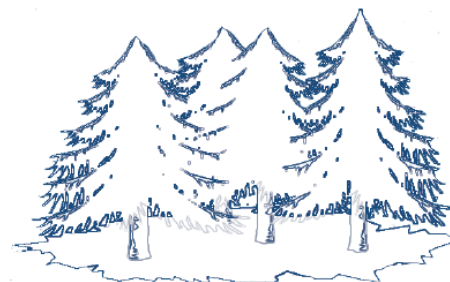
United States Department of Agriculture

Forest Service

Special Use Permits

Complying with Civil Rights Requirements

Your Responsibilities as a Public Service Provider 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

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