

11 NCAC 05A .0603 REQUIREMENTS

(a) A department shall apply for a grant by using an online application made available by OSFM. This application shall contain the following information:

- (1) general contact information for the applicant;
- (2) a description of the department, including the names and total number of active members, services provided, the number of volunteers and paid personnel and the total annual salary;
- (3) a list of current vehicles owned by the department;
- (4) total county and city funding received by the department;
- (5) contract information for each city and county; and
- (6) a list of equipment requested by the department.

(b) Online applications shall be submitted to OSFM and be electronic date stamped no later than March 1. Applications bearing electronic date stamps later than March 1 shall be disqualified.

(c) Any application received by OSFM that is incorrect or incomplete shall be returned to the department with a request that the correct or complete information be sent to OSFM within 10 business days after receipt by the department. The failure of the department to return the requested correct or complete information shall result in the forfeiture by the department of its eligibility for a grant during that grant cycle.

(d) Any department listed on the Office of State Budget and Management Suspension of Funding List for Non State Entities available at <http://www.osbm.state.nc.us/> shall be ineligible to participate in the grant program until the department is removed from the Suspension of Funding List pursuant to G.S. 143C-6-23. If a department is awarded a grant and becomes ineligible to receive funding due to being listed on Suspension of Funding List, the department may be required to forfeit the grant pursuant to 09 NCAC 03M .0801.

(e) If the application includes a request for a motor vehicle, the vehicle specifications shall accompany the application. If a used vehicle is requested, then the previous year's maintenance records shall accompany the application. Maintenance records shall consist of items such as weekly or monthly vehicle checks that would include annual inspections, oil changes, fuel level, tire pressure, mileage, hour meter, and other pertinent fluid levels and service test records, if applicable.

(f) The following documents shall accompany a grant application:

- (1) A contract verification form showing an agreement between the department and a county for the department to provide fire protection to a district;
- (2) A current roster comprising a list of "eligible firefighters" as defined in G.S. 58-86-2;
- (3) A financial statement of the department; and
- (4) A statement verifying that the department is financially able to match the grant in accordance with G.S. 58-87-1(a1)(2).

(g) Statements that there are no overdue taxes, conflict of interest statements as defined in G.S. 143C-6-23(b), payment agreements, and equipment invoices shall be received by OSFM no later than September 30 following the announcement of grant recipients. Departments submitting incorrect invoices, such as sales orders, acknowledgements, and packing slips, on or before September 30 shall be contacted by OSFM and given 10 business days to submit correct documents. The failure of any department to comply shall result in the department forfeiting its eligibility for a grant from the Fund. Equipment or capital improvements that are ordered by a department before May 15 or equipment that is back-ordered by a vendor for a department or equipment not received by a department on or before September 30 shall not be funded by grants from the Fund.

(h) OSFM may extend the September 30 deadline for invoice submission for the following:

- (1) new vehicles;
- (2) self-contained breathing apparatus;
- (3) personal protective equipment; or
- (4) capital improvements.

(i) In order for the deadline to be extended pursuant to Paragraph (h) of this Rule, the department shall notify OSFM in writing by August 31. OSFM shall review the grant extension request and may approve an extension of up to 90 days. If an extension greater than the initial 90 days is needed by the department, another written request shall be submitted to OSFM no later than 30 days prior to the end of the first extension. The first extension shall be for 90 days, any subsequent extension and its length shall be determined by OSFM based on the information provided, but shall not exceed 90 days. Extensions may be granted for the following reasons: manufacturing delays, state declared disasters, shipping delays, and supply shortages.

*History Note: Authority G.S. 58-2-40(1); 58-87-1;
Eff. February 1, 1993;*

*Amended Eff. May 1, 2017; September 1, 2010; January 1, 2007;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January
19, 2019.*