

# APPLICATION PROCEDURE



## Rural Volunteer Fire Department Insurance Program (HB 3667)

The Rural Volunteer Fire Department Insurance Program (HB 3667) is a grant program designed to reimburse eligible volunteer fire departments for the purchase of insurance from private insurance companies. Eligible coverage includes any combination of compensation insurance for firefighters (workers' compensation, death, and/or disability insurance) purchased from Texas insurance companies. The program will reimburse 100% of the actual cost of eligible insurance coverage up to a maximum of \$125 per fire department member.

Recognized, non-profit volunteer fire departments operated by its members are eligible. Any part-paid/part-volunteer department is also eligible, provided the number of paid members is 20 or less. Departments may enter into agreements with cities or counties in order to qualify for coverage and/or special premiums.

All eligible departments must participate in a firefighter certification program administered under Section 419.071 of the Texas Government Code (Texas Commission on Fire Protection), or by the State Firemen's and Fire Marshal's Association of Texas (SFFMA), or by the National Wildfire Coordinating Group (NWCG).

### **TO APPLY, PLEASE COMPLETE AND SUBMIT BEFORE JULY 31, 2017:**

- 1) Rural Volunteer Fire Department Application for Grant Assistance (Form TFS-FO-408)
- 2) Request for Taxpayer Identification Number and Certification (IRS Form W-9)
- 3) Roster of active fire department members.
- 4) Copy of a Payroll Classification Schedule Page 1 and 2, or a copy of the current paid insurance policy which provides insurance coverage during the calendar year 2017, or payment receipt for a workers' compensation insurance policy, or death insurance policy, or disability insurance policy.

### **IMPORTANT NOTES:**

- **The policy or payment documents must show the policy number, the cost or premium amount and the coverage period.**
- **All required reimbursement documents must accompany the 2017 grant application form.**
- **Applications, either complete or incomplete, arriving after July 31, 2017 are not eligible for reimbursement.**
- **ONLY ONE application per department will be reimbursed for the enrollment period of November 2016 thru July 2017.**

All forms can be found at [texasfd.com/RuralVFDInsuranceProgram/](http://texasfd.com/RuralVFDInsuranceProgram/) or by contacting the Capacity Building Department.

### **SUBMIT VIA FAX, EMAIL OR MAIL FAX TO:**

Texas A&M Forest Service  
200 Technology Way, Suite 1162  
College Station, Texas 77845-3424  
P: 979-458-6505 F: 979-845-6160  
Email: [ffins@tfs.tamu.edu](mailto:ffins@tfs.tamu.edu)  
Website: [TexasFD.com](http://TexasFD.com)