

# REGIONAL FIRE SERVICES TRAINING FACILITIES POLICY



*Grant Awards to Provide Training Props for Regional Fire Services Training Facilities throughout the Commonwealth*

**VIRGINIA DEPARTMENT OF FIRE PROGRAMS**

**and the**

**Virginia Fire Services Board  
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## A) PURPOSE

In accordance with §38.2-401.D of the *Code of Virginia*, the Fire Service Grant Program was established to provide defined grants to Virginia localities to provide regional fire services training facilities. The term Regional Fire Services Training Facilities refers to any jurisdiction within the Commonwealth of Virginia that provides multi-jurisdictional training within the Commonwealth per the NFPA 1001 and 1403 training standards.

As approved by the Virginia Fire Services Board, the Regional Fire Services Training Grant Program may also provide exclusive funding to the Virginia Department of Fire Programs for the acquisition, renovation, repair, service, and management of fire services training props to provide training opportunities to multiple jurisdictions in support of training throughout the Commonwealth of Virginia per the NFPA 1001 and 1403 training standards.

## B) GENERAL OVERVIEW

Grant disbursements to jurisdictions for acquisition of Regional Fire Services Training props are administered by the *Virginia Department of Fire Programs*, VDFP, (“the Agency”) from the Commonwealth’s *Fire Programs Fund* as provided for in the *Code of Virginia* (§38.2-401.D) and consistent with Policy guidance provided by the *Virginia Fire Services Board*, (“VFSB”) or (“the Board”) as set forth within this document. All grants to acquire Regional Fire Services Training props shall be approved by the *Virginia Fire Services Board*.

## C) AUTHORITY

- 1) §38.2-401 and §9.1-203 of the *Code of Virginia* as amended – “Fire Programs Fund”
- 2) *The Virginia Administrative Code*:
  - 19VAC15-40-10. Fire Related Training
  - 19VAC15-40-90. Good cause Prohibition of Local Training Appeal
  - 19VAC15-40-100. Fire Training Center

## D) PRECEDENTS OF LAW & DISCLAIMER

Nothing contained within this document shall be construed to supersede the applicable laws and regulations of the Commonwealth of Virginia. In the event of a conflict, the applicable law shall supersede the conflicting provision of this Policy statement.

## E) DEFINITION OF TERMS

**Regional Fire Services Training Facility** – Any training facility owned by a jurisdiction with the *exclusive* or *primary* purpose of being used for fire services training delivery to two or more jurisdictions.

**Jurisdiction** – Localities within the Commonwealth of Virginia otherwise eligible, see §38.2-401 to receive *Aid to Localities* from the *Fire Programs Fund*; nominally all Counties, Independent Cities, and Incorporated Towns within those counties; herein also referred to simply as *Jurisdiction* or *Locality*.

**Fire Services Training Prop** – Training equipment used exclusively for fire services training purposes per Training Standards. This grant program shall not include training props as defined under NFPA 1402.

**Grant Completion** – Grant completion is defined as local jurisdiction acquisition and/or installment of regional fire services training prop with all project expenses processed for payment, and final walk-through inspection performed by Agency division staff including curing of any and all deficiencies identified.

**Lead Locality** – Awards made to Regional Fire Services Training Facilities serving multiple jurisdictions must identify one jurisdiction to serve as the Lead Locality. The Lead Locality shall undertake all administrative and reporting requirements related to the grant, including, but not limited to, the receipt, management, and control of grant funds, the filing of reports, and all administrative interface with the Agency. Therefore, the lead locality shall likewise both:

- Make application on behalf of all jurisdictions served; and
- Enter into and be solely answerable for contractual arrangements.

## F) GRANT APPLICATION

Any jurisdiction may submit an application for acquisition of Regional Fire Services Training props by completing and filing with the Agency the prescribed application form. Each grant application shall name the Lead Locality and identify the other localities (non-lead) in the region to be served by the grant. Each grant application shall have only one Lead Locality. A locality may participate, as Lead or non-lead locality, in only one Regional Fire Services Training grant application per locality per fiscal year.

All application forms must be executed by the:

- County Administrator / Executive, City Manager, Town Mayor / Town Administrator; Deputy or...
- A duly authorized designee whereby the application is accompanied by a copy of an ‘Ordinance’ or other such formal instrument clearly delegating authority to such party.

Funding under this Grant Program and Policy is open to all jurisdictions, and is not restricted to jurisdictions that currently have existing burn buildings as defined in the VFSSB’s Burn Building Grant Policy. Please note that funding under this Regional Fire Services Training Grant Program Policy is separate from funding under the Burn Building Grant Program Policy.

Projects approved with funding provided under the Regional Fire Services Training Grant Program may not be funded under the Burn Building Grant Program. The Burn Building Grant Program is restricted to funding jurisdictions which request new construction or renovations/ repairs to an existing burn building for the purpose of delivering the minimum training standards of Firefighter I and II as defined in NFPA 1001 and 1403. Jurisdictions that currently have an existing burn building and are requesting training props that exceed Firefighter I and II training standards may apply for training props under the Regional Fire Services Training Grant Program.

Projects approved with funding provided under the Regional Fire Services Training Grant Program may not be funded under the Training Mini Grant Program.

No single locality (city, town or county) shall make application for, nor be eligible for, more than one award per fiscal year.

### Required Supporting Documentation to the Application

- Training Plan to:

- 1) Identify how the jurisdiction meets the basic training standards/elements of Firefighter I and Firefighter II as prescribed in NFPA 1001 and 1403 which include but are not limited to the following:
    - Ladders
    - Ventilation
    - Search and Rescue
    - Hose
    - Ropes and Knots
    - Self-Contained Breathing Apparatus (SCBA)
    - Salvage
    - Overhaul
    - Sprinklers
    - Forcible Entry
    - Portable Fire Extinguishers
    - Wildland Ground Cover Fires
    - Water Supply
  - 2) Document multi-jurisdictional regional training partnerships (e.g. Memorandum of Understanding, Memorandum of Agreement, etc.)
  - 3) Explain how the fire services training prop being requested in the application will enhance regional fire services training.
- Price quotes/information for fire services training props being requested. All submitted applications must be supported by a cost estimate proposal/price quote provided from a potential vendor to document reasonable cost forecasts. Failure to include cost estimate supporting documentation will render the application incomplete, and funding for the application will be denied.
  - If requesting to build a training prop that deviates from VDFP Prototype specifications, a site plan and training prop drawings must be provided with the application and must include a projection of raw materials and paid labor costs. Volunteer labor may be included as a match towards the grant project at the then accepted construction labor rate, but will not be eligible for reimbursement of grant funds. Volunteer labor claimed as match towards the grant project must be calculated and delineated as local match separate from grant funds being requested.

#### Eligible Regional Fire Services Training Props

The following list is not limited to but identifies examples of training props which support a locality's specific training needs and supports NFPA Training Standards:

- Drafting Pit (excluding Dry Hydrants) designed to provide minimum training elements including:
  - Water supply
  - Hydrant operations
  - Flow testing
  - Basic pump operations
- MayDay Training designed to provide minimum training elements including:
  - Denver drill

- Columbus drill
- Ladder bail
- Wall breach
- Stair carry
- LP Gas Simulator
  - LP gas props
  - Vehicle fire props
- Flashover Simulator
- Stationary Confined Space SCBA Maze Training Prop limited to training prop materials only (construction of a building to house the training prop is ineligible)

This is not an all inclusive list and the Virginia Fire Service Board will consider applications submitted requesting training props not listed in this policy. Please be aware if applying for a training prop not identified in this policy all requirements listed for the submission of a grant application will still apply.

#### Application Period

As funds are made available each fiscal year by the Board, the annual application period shall be from January 1 through March 1.

Completed applications must be postmarked by March 1<sup>st</sup>.

Grant applications should be sent directly to:

**Grants and Local Aid Manager  
Virginia Department of Fire Programs  
Attn: Regional Fire Services Training Grant Administration  
1005 Technology Park Drive  
Glen Allen, VA 23059-4500**

The filing of a completed grant application by a jurisdiction in no way binds the Agency to disburse any FIRE PROGRAMS FUND monies, including a Regional Fire Services Training grant to that locality. There is no guarantee of a particular level of funding.

Application submissions will be evaluated by the Burn Building Subcommittee which will then make a recommendation to the Administration, Policy and Finance Committee. Applicants may elect to make presentations to the Burn Building Subcommittee and be available for questions from the Subcommittee members.

The determination of eligibility and that of any potential amount or other conditions shall be consistent solely with guidance and practices contained within this or any successor document.

#### **G) FUNDING CRITERIA AND PROPOSAL REVIEW**

The review of Regional Fire Services Training Grant funding requests shall be based on the following criteria (listed in no prioritized order):

- Number jurisdictions involved
- Availability/Proposal of matching funds
- Regional training impact
- Previous grants requested and/or awarded
- Proper/Complete application
- Timeliness of application
- Financial and/or training program impact if grant not awarded
- Number of training programs affected
- Demonstrated need

#### **H) EVALUATION**

Regional Fire Services Training prop award amounts shall be decided by the Board based upon the review and recommendations of the Burn Building Sub-Committee and the VDFP accordance with the Funding Criteria and Proposal Review. VDFP will evaluate applications based upon developed quantitative scoring criteria that measure the substance of the application and supporting documentation relative to the objectives of the grant program. The Burn Building Sub-Committee review will include the grant applications along with the VDFP recommendations.

#### **I) GRANT AWARD**

Grants for acquisition of Regional Fire Services Training props are made by the Board in accordance with this Policy based upon the needs of the Commonwealth's Fire Service and the availability of funds.

Following approval of grant award, the Agency shall send the jurisdiction all appropriate forms for grant acceptance and release of reimbursement funds at project completion. Regional Fire Services Training Grants are awarded to the Lead Locality only.

#### **J) TERM OF GRANT**

The grant term shall not exceed twelve (12) months from the date of award notification without approval from the Agency and/or the Board.

#### **K) EXTENSIONS**

An extension of up to 90-days may be granted by the Agency. All requests for extension must be received by the Agency not less than 30-calendar days **prior** to the scheduled termination of the original grant period. Such requests must list the compelling reason(s) for extension and/or circumstance(s) that prevent project completion by the end of the initial grant period. Extension requests for any period of time greater than 90-days will need to be addressed by the Board for approval. Such requests may be directed to the Agency's Grants Manager, at the same address as listed in Section F. Grant Application above; the Agency shall be responsible for the timely transmittal to Board members.

#### **L) MAXIMUM AMOUNT**

The maximum amount of funds to be awarded for any Regional Fire Services Training Grant project will be set by the Board. The maximum amount of any project award shall not exceed \$50,000 per jurisdiction per

fiscal year funding cycle (July 1 – June 30). A jurisdiction submitting a grant application may submit one application containing multiple training props but are only allowed to receive a maximum award of \$50,000.

#### **M) REPORTING REQUIREMENTS**

The Lead Locality shall provide project performance reports to the Agency every ninety (90) days until the project is complete. Reports shall be made to the Grants and Local Aid Manager. (Information contained within such reports shall be made available by the Agency to the members of the Board.)

Within thirty (30) days of project completion or within thirty (30) days of grant term expiration, the Lead Locality will submit a final written report to the Agency. This report shall describe the grant project fulfillment, use of grant funds, and benefit to fire services agencies and/or the community served by such organizations.

The final project report will include the jurisdiction's request for reimbursement of funds, including required supporting documentation as provided below in Section N. Disbursement of Funds.

Jurisdictions may also provide comments on the Board's Regional Fire Services Training Grant program.

#### **N) DISBURSEMENT OF FUNDS**

1. Disbursements from the VIRGINIA FIRE SERVICE GRANT PROGRAM for acquisition of Regional Fire Services Training props are made as a grant to a Lead Locality. Consistent with other provisions of this Policy, payments are not made until the Lead Locality has entered into a Disbursement Agreement binding the locality to the terms and conditions of the grant. The jurisdiction's County Administrator / Executive, City Manager, Town Mayor / Town Administrator; Deputy, or other duly authorized designee – shall, acting as the jurisdiction's exclusive agent, execute such an agreement/contract. Disbursements are never made to individual Fire Departments.
2. The following pertains to the receipt of monies by jurisdictions:
  - a) Payments of any grant will be provided solely through an electronic transfer of funds to a banking institution.
  - b) Transfer amounts – Payments for projects completed in accordance with the approved application package will be authorized by the Agency upon completion of the project, and made in one reimbursement payment at completion of the project, and upon submission to the Agency of supporting documentation of eligible costs. Supporting documentation of eligible costs may include vendor invoices, receipts, etc.
3. Use of Funds – Grant funds may not be used for any purpose other than acquisition of regional fire services training props as approved in the grant application and as specified in the Disbursement Agreement.
4. Grants shall be made upon availability of funds consistent with the then current spending plan as adopted from time-to-time by the Board.

#### **O) INSURANCE**

No person or entity shall commence construction or repair work, unless and until such person or entity has obtained all insurance required by the "Virginia Fire Services Grant Fund Agreement" from insurers licensed

to provide such insurance in the Commonwealth of Virginia. These types of insurance must be maintained at all times when any construction or repair work is being performed. Before any such work commences, the locality shall submit to the Agency a Certificate of Coverage or Certificate of Insurance evidencing that the required insurance coverage is in effect for the appropriate entities, including coverage for subcontractors. The locality must be named as an additional insured party for certain types of insurance as specified in the “Virginia Fire Services Grant Fund Agreement”.

**P) OWNERSHIP OF SITE**

It is required that the Lead Locality or other governmental entity own the site (land) for any permanent installation of training props and not be subject to any restriction or limitation that would prohibit or impair the use of the property as a Regional Fire Services Training Facility. On a case-by-case basis, the Board may consider a long-term lease. The length of the lease shall be consistent with the expected life of the Regional Fire Services Training Facility.

**CERTIFICATION:**

We the undersigned as Chairman of the VIRGINIA FIRE SERVICES BOARD and Executive Director of the VIRGINIA DEPARTMENT OF FIRE PROGRAMS jointly adopt the foregoing Policy which supersedes all prior Policies/Policy Statements effective as of November 7, 2015.

	
Walter Bailey Chairman Virginia Fire Services Board	Melvin D. Carter Executive Director Virginia Department of Fire Programs