

Virginia Department of Fire Programs

Funded School Request Format

Each year monies are allocated for training courses to be administered through each Virginia Department of Fire Programs Division Office for disbursement to the City/Counties in the designated area. The following information is a guide to the flow of information through the Division Offices.

It is the responsibility of the localities to choose two-three courses per year at minimum to be funded through the Virginia Department of Fire Programs. All other courses requested will be the responsibility of the locality to fund or have presented in the Non-funded format.

Fiscal Third Quarter Follow Chart

February – Letters will be mailed to the City/County contact person requesting the locality to choose courses for the upcoming new fiscal year.

March – Request for courses from the locality are due back in the Division Office for review. Each Division Office will advise the City/County contact of due dates. With the exception of Heavy and Tactical rescue all courses assigned may begin after August 1

April - May 15 – Division Office compiles requests and begins a training course budget flow sheet for review by the Director of Operations.

June 1 – Preliminary Budget is submitted to Director of Operations for review and approval. As budget allocations are released by Department of Accounts information is received in Division Offices for disbursement as courses are requested.

July - August – Notification to localities begins by mail out or electronic format to the City/County contacts.

Budget process is monitored throughout the fiscal calendar year July through June 1 of the following year.

All funded courses must have a 60 day lead time; non-funded courses are required to have 30 day lead time.