

# REGIONAL FIRE SERVICES GRANT POLICY



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

**VIRGINIA DEPARTMENT OF FIRE PROGRAMS**

and the

**Virginia Fire Services Board**

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## 1. PURPOSE and AUTHORITY

In accordance with [§38.2-401.D](#) of the *Code of Virginia*, the Regional Fire Services Grant Program (the Grant) was established to provide regional fire services training facilities to Virginia localities. The term Regional Fire Services Training Facilities refers to any facility within the Commonwealth of Virginia constructed or improved with §38.2-401.D funds that provides multi-jurisdictional training within the Commonwealth per the National Fire Protection Association (NFPA) 1001 and 1403 training standards.

As approved by the Virginia Fire Services Board, the Regional Fire Services Grant Program may also provide exclusive funding to the Virginia Department of Fire Programs (VDFP). The funding will be utilized 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.

- 1) [§ 38.2-401](#), and [§9.1-203](#) of the *Code of Virginia* as amended – “Fire Programs Fund”

## 2. DEFINITION OF TERMS

**“Fire Services Training Prop”** – means training equipment used exclusively for fire services training purposes per NFPA 1001 and 1403 training standards. The Regional Fire Services Grant Program shall not include training props as defined under NFPA 1402.

**“Grant Completion”** – means 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 VDFP staff including curing of any and all identified deficiencies.

**“Jurisdiction”** – means counties, cities, and towns in the Commonwealth as provided in § 38.2-401.D. eligible to receive Regional Fire Services Training Grant funds from the Fire Programs Fund; herein also referred to as Locality.

**“Lead Locality”** – means the locality that undertakes all administrative and reporting requirements related to the Regional Fire Services Grant. Grant awards made to Regional Fire Services Facilities serving multiple jurisdictions must identify one jurisdiction to serve as the Lead Locality. The duties of the Lead locality shall include but not be limited to, the receipt, management, and control of grant funds, the filing of reports with VDFP, and responsibility for all administrative contact with VDFP.

**“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 for two or more jurisdictions.

## 3. PRECEDENTS OF LAW & DISCLAIMER

Nothing contained within this document shall be construed to supersede the [Code of Virginia](#). In the event of a conflict, the *Code of Virginia* shall supersede the conflicting provision of this Policy document.

## 4. GENERAL OVERVIEW OF THE GRANT

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*.

## 5. 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. The Lead locality can participate in only one Grant application per fiscal year. A non-lead locality may participate as non-lead in multiple grant application per fiscal year.

All application forms must be executed by the:

- County Administrator / Executive, City Manager, Town Mayor / Town Administrator; Deputy Town Administrator; 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.

Projects approved with funding provided under the Regional Fire Services Grant may not be funded under the Live Structure Grant.

### Required Supporting Documentation to the Application

- Training Plan to:
  - 1) Explain how the fire services training prop being requested in the application will enhance regional fire services training.
  - 2) A signed Letter of Agreement for all localities participating in the grant project stating the intended purpose of the project and their support of the project.
- 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 all inclusive but identifies examples of training props which support a locality's specific training needs and supports NFPA compliant training programs:

- Drafting Pit (excluding Dry Hydrants)
- Mayday Training designed to provide minimum training elements
- LP Gas Simulator
- 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)

The Virginia Fire Service Board will consider applications 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 to these training props.

#### Application Period

The annual application period shall be from July 1 through September 1.

Completed applications must be postmarked by September 1.

Grant applications should be sent directly to:

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

## **6. FUNDING CRITERIA AND PROPOSAL REVIEW**

The filing of a completed grant application by a locality in no way binds the Agency to disburse any FIRE PROGRAMS FUND monies, including this grant to that locality. There is no guarantee of a particular level of funding and awarded grants shall not exceed the balance of the available funding from the previous fiscal year's budget.

Regional Fire Services Training prop award amounts shall be based upon the Funding Criteria and Proposal Review process.

**Funding Formula:** A locality submitting a standard application is eligible to receive up to 50% of the proposed project. The locality is expected to contribute the remaining 50%. Funding may be considered using an 80/20 formula if a hardship can be shown and justification is included. A request for a 100% funding formula will be considered in an extreme hardship situation and must be adequately justified. Total funding will only be considered in exceptional circumstances.

**Funding Criteria:** The review of Grant funding requests shall be based on the following criteria (listed in no prioritized order):

- Number of jurisdictions involved
- Availability/Proposal of matching funds
- Previous grants requested and/or awarded
- Proper/Complete application, supporting documents, and timeliness
- Financial and/or training program impact if grant not awarded

## 7. EVALUATION

The VFSB Chairman will appoint a workgroup, to include VDFP Staff, to evaluate applications based on the scoring criteria that measure the substance of the application. The workgroup will submit its recommendation to the Administration, Policy, and Finance Committee of the Board. The Committee's recommended application will then be forwarded to the Board for final approval.

### Scoring Criteria

**Grade 1 – High:** Request is an immediate need, alternative funding sources have been exhausted or are unavailable; the need is of the highest priority with the greatest negative impact to citizens and communities if not funded.

**Grade 2 – Medium High:** Request is a high need; alternative funding is limited or delayed; the need is high with significant adverse impact to citizens and communities if not funded.

**Grade 3 – Medium:** Request is a moderate need; funding is available in the future; the project can be delayed; the need is moderate with limited negative impact to citizens and communities if not funded.

**Grade 4 – Low:** Request is a minimum need; local funding is available; the need is not immediate; the project can be delayed and there is little to no impact to citizens and communities if not funded.

**Grade 5 – Very Low:** Request is not a need; funds or other resources are available; there are no impact to citizens and communities if not funded.

## 8. GRANT AWARD

Grants for acquisition of Regional Fire Services Training props are made by the Board in accordance with this Policy based on the needs of the Commonwealth's Fire Services. Grants awarded shall not exceed the balance of the available funding from the previous fiscal year's budget. Following approval of grant award, the Agency shall send the Lead locality appropriate forms for grant acceptance and release of reimbursement funds.

## 9. TERM OF GRANT

The grant term shall not exceed twelve (12) months from the date of award notification.

## 10. 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 be addressed by the Board. The Agency shall be responsible for transmitting the extension request to the Board.

## 11. MAXIMUM AMOUNT

The maximum amount of funds to be awarded for any Grant project will be set by the Board and shall not exceed the balance of the available funding from the previous fiscal year's budget. The maximum amount of any project award shall not exceed \$50,000 per fiscal year funding cycle (July 1 – June 30). A locality may submit one application containing multiple training props but is only allowed to receive a maximum award of \$50,000.

## 12. REPORTING REQUIREMENTS

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 Budget and Grants Manager. 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 13. Disbursement of Funds.

## 13. DISBURSEMENT OF FUNDS

1. 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 authorized representative shall execute the Disbursement Agreement. Disbursements are never made to individual Fire Departments.
2. The following items pertain 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. One reimbursement payment will be made at the completion of the project and upon submission to the Agency of supporting documentation. 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.

#### 14. 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”.

#### 15. OWNERSHIP OF SITE

The Lead locality or other governmental entity must 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 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 Chair 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 September 22, 2023.

	
Keith Johnson Chair Virginia Fire Services Board	Brad Creasy Executive Director Virginia Department of Fire Programs