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# 2014 Fire Department Equipment Grant Joint Application Packet

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**Ohio Department of Commerce  
Division of State Fire Marshal**



**Department  
of Commerce**

Division of State Fire Marshal

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**Department  
of Commerce**

Division of State Fire Marshal  
John R. Kasich, Governor  
Andre T. Porter, Director

December 9, 2014

Re: 2014 Fire Department Joint Applicant Equipment Grant Application

Dear Executive Official,

The Ohio Department of Commerce's Division of State Fire Marshal (SFM) is pleased to announce that local units of government can combine their resources and jointly apply for the 2014 Fire Department Joint Equipment Grant.

Eligible joint applicants are small units of local governments that together intend to contract with the same fire department or private fire company to provide fire protection services for their communities. Joint applications are available online and must be postmarked no later than January 31, 2014 to be considered.

Please review the 2014 Fire Department Joint Applicant Equipment Grant Application in its entirety. We have included helpful information to assist with completing the 2014 Fire Department Joint Applicant Equipment Grant Application and Approved 2014 Equipment Worksheet.

If you have any questions or require additional assistance, please contact Kimberly Hodnett, Program Administrator, at (800) 515-0023 or email [kimberly.hodnett@com.state.oh.us](mailto:kimberly.hodnett@com.state.oh.us).

Complete information and forms, including forms for joint applicants, can be found at: <http://www.com.ohio.gov/fire>.

Sincerely,

Andre T. Porter  
Director, Ohio Department of Commerce

Larry L. Flowers  
State Fire Marshal

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## 2014 FIRE DEPARTMENT JOINT EQUIPMENT GRANT OVERVIEW

### I. PURPOSE

The Ohio Department of Commerce's Division of State Fire Marshal (SFM) is pleased to announce the availability of grant funding in State Fiscal Year (SFY) 2014 for small units of eligible local governments that together intend to contract with the same fire department or private fire company to purchase equipment such as: firefighting or rescue equipment, or other equipment the local government may need to provide effective fire protection services. If you intend to apply as a sole applicant, please use the individual applicant form located at: <http://www.com.ohio.gov/fire>.

### II. ELIGIBILITY

In accordance with the applicable rules regarding equipment grants [Ohio Administrative Code (OAC) Section 1301:7-7-01(T), Ohio Fire Code (OFC) 120], as applied to this program, the following procedures will be followed by the SFM for the awards of the 2014 Fire Department Joint Equipment Grants.

For purposes of the following eligibility requirements a small municipality or small township is defined as a "duly constituted municipality or village under Title 7 of the Revised Code or township under Title 5 of the Revised Code having a population of less than 25,000 permanent residents."

This joint applicant equipment grant application is for the small townships and/or small municipal corporations that together intend to contract with the same fire department or private fire company for fire protection services to jointly apply for an equipment grant. A small municipal corporation includes a village. A small township or small municipal corporation has a population of less than 25,000 permanent residents.

### III. SPECIAL CONDITIONS FOR JOINT APPLICANTS

Purchases made with Equipment Grant funds become the property of the townships and/or municipal corporations.

The eligible recipients must agree to adhere to the following:

1. All sections of the application must be filled out completely and the required documentation must be submitted with the application. The grant application must be post marked on or before January 31, 2014. Applications post marked after January 31, 2014 will not be considered for a 2014 Fire Department Joint Equipment Grant.
2. The maximum amount of an award for each joint grant application shall be \$15,000 for equipment grants. Additional funds may be available for jurisdictions where a natural disaster has occurred during the fiscal year. (Eligible recipients may also apply for up to \$15,000 in training grants during the same state fiscal year as any equipment grants are awarded.)
3. The authorized person for each municipal corporation(s) and/or township(s) applying for this grant shall certify that the grant application is true and accurate.

## 2014 FIRE DEPARTMENT JOINT EQUIPMENT GRANT OVERVIEW

4. All joint applicants must be in compliance with R.C. §3737.24 (Reporting Fire Incidents). Joint Applicants not in compliance with this section will be disqualified from further consideration for the 2014 Fire Department Joint Applicant Equipment Grant.
5. As applicable, all joint applicants must be in compliance with R.C. Chapter 146, Volunteer Firefighters' Dependents Fund (VFDF). Applicants not in compliance with this section will be disqualified from further consideration for the 2014 Fire Department Joint Applicant Equipment Grant.
6. Upon request, items purchased with grant monies must be made available for inspection by a representative of the SFM. Because the grant involves public funds, the grant recipients must comply with all applicable laws and regulations. The grant recipients shall maintain auditable records of all charges pertaining to this grant and shall make such records available to SFM upon request.
7. All applicants agree to follow the 16 Life Safety Initiatives as set forth on <http://www.everyonegoeshome.com/initiatives.html>.
8. Grant recipients may not purchase any equipment until after the grant agreement has been executed by the joint recipients. All variances and extensions must be submitted in writing to the State Fire Marshal in advance.
9. All grant recipients shall submit to SFM copies of all paid invoices by October 1, 2014. The paid invoices shall be sent to:

Ohio Department of Commerce – Fiscal East  
Grants Administration  
P.O. Box 4009  
Reynoldsburg, Ohio 43068-9009
10. If a joint applicant is awarded a grant, the State Fire Marshal shall, if feasible, proportionally award the grant and any equipment purchased with grant funds to each of the joint applicants based upon each applicant's contribution to and demonstrated need for fire protection services.
11. If the equipment to be purchased cannot be readily distributed or possessed by multiple recipients, each of the joint applicants shall be awarded by the State Fire Marshal an ownership interest in the equipment so purchased in proportion to each applicant's contribution to and demonstrated need for fire protection services. The joint applicants shall then mutually agree on how the equipment is to be maintained, operated, stored or disposed.
12. If, for any reason, the joint applicants cannot agree as to how jointly owned equipment is to be maintained, operated, stored or disposed or any of the joint applicants no longer maintain a contract with the same fire protection service provider as the other applicants, then the joint applicants shall, with the assistance of the State Fire Marshal, mutually agree as to how the jointly owned equipment is to be maintained, operated, stored, disposed or owned.

## **2014 FIRE DEPARTMENT JOINT EQUIPMENT GRANT OVERVIEW**

13. If the joint applicants cannot agree how the grant equipment is to be maintained, operated, stored, disposed or owned, the State Fire Marshal may, in its discretion, require all of the equipment acquired by the joint applicants with grant funds to be returned to the State Fire Marshal. The State Fire Marshal may then award the returned equipment to any eligible recipients.

### **IV. WHEN AND WHERE TO APPLY**

The 2014 Fire Department Joint Applicant Equipment Grant application period is December 9, 2013 to January 31, 2014 and is available on-line at our website:

<http://www.com.ohio.gov/fire>

**The grant application must be postmarked on or before January 31, 2014. Faxed applications will not be accepted. The completed 2014 Joint Applicant Fire Department Joint Equipment Grant Application and Approved 2014 Equipment Worksheet should be mailed to:**

Ohio Department of Commerce – Fiscal East  
Grants Administration  
P.O. Box 4009  
Reynoldsburg, Ohio 43068-9009

### **V. NOTIFICATION AND DISTRIBUTION OF AWARDS**

Award letters will be mailed to the eligible recipient(s) in late March 2014. Grant funds will be disbursed shortly after all grant agreements have been executed. Grant recipients may begin to make purchases only after receipt of the executed grant agreement.

**INSTRUCTIONS FOR COMPLETING  
2014 FIRE DEPARTMENT JOINT APPLICANT EQUIPMENT GRANT  
APPLICATION**

All equipment purchased under the provisions of the State Marshal Equipment Grant must meet the applicable requirements of the National Fire Protection Association's (NFPA) standards, most current edition, where such standards apply. Type or print all information. Each blank must be filled in and the application must be signed by the applicants authorized person(s). Please read the entire application and follow the instructions for each of the following items. If you have questions, please contact Kimberly Hodnett, Program Administrator, at (800) 515-0023 or [kimberly.hodnett@com.state.oh.us](mailto:kimberly.hodnett@com.state.oh.us).

LINE BY LINE INSTRUCTIONS:

Line #

1. Identify the government entity name, address and phone number for each municipal corporation and/or township applying for this grant.
2. Fire Department Identification Number (FDID #) Enter the five (5) digit number used to identify the fire department or private fire company providing services to the applicants on the state fire incident report forms. Also, print the name of fire department or private fire company. (Please utilize the identification number of the fire department or private fire company in contract with the joint applicants to provide fire protection services on all correspondence.)
3. Number of full time paid firefighters: In Ohio, full time paid firefighters will be members of the Police and Firemen's Pension Fund.
4. Number of firefighters who are part time or paid per call: Enter the number of firefighters who are not full time but who do receive some form of monetary compensation.
5. Number of firefighters who are not paid: Enter the number of firefighters who do not receive compensation.
6. Total combine population protected: Enter the individual and total population of the area for which the fire department or private fire company identified in item #2 of this section provides **primary fire protection** for the eligible recipients. Only include territory under contract if **primary fire protection** is provided. Do not include territories where the fire department or private fire company only responds under a mutual aid agreement to provide supplemental protection. This figure should be as accurate as possible.
7. Source of population protected figures: Indicate where you obtained the population figures. ( e.g. Census or Government Agency)
8. Combined square miles protected: Enter the individual and combined total square miles of the area for which the fire department or private fire company identified in item #2 of this section will be providing **primary fire protection** for the eligible recipients. Include territory under contract if **primary protection** is provided. Do not include territory where the fire department or private fire company responds under mutual aid agreement to provide supplemental protection. This figure should be as accurate as possible.

9. Total operating budget: Provide the individual and total amount of the contracts between the eligible recipients' and the fire department or private fire company identified in item #2 of this section. Do not include capital expenses for new trucks or buildings.
10. Total number of fires: Provide the individual and the total number of fire incidents/calls/responses requiring a NFIRS report for calendar year 2013 as requested. All applications are cross referenced with the NFIRS.
11. Did any of the eligible recipients receive an Equipment grant from the State Fire Marshal in 2012 or 2013? If yes, check the year or years, identify the eligible recipient(s), and write the amount in the space provided. Check no if applicable.
12. Fire Incident Reports for calendar year 2013. In accordance with Ohio Fire Code OAC 1301:7-701(D)(6), 2011 OFC 104.6.3.1: "Fire reports: The reports of fire investigations requires by sections 3737.23 and 3737.24 of the Revised Code shall be reported using coding information and procedures prescribed by the United States Fire Administration in the "National Fire Incident Reporting System (NFIRS)" and sent to the [state] fire marshal in a manner approved by the [state] fire marshal." Fire departments associated with the eligible recipient(s) that have not sent their fire incident reports to the State Fire Marshal for the previous year, as required by the Ohio Revised Code and the Ohio Fire Code will not be considered for grant funds. All applicants are cross referenced with the NFIRS reporting system.
13. Volunteer Firefighters' Dependents Fund (if applicable): When required in accordance with the Ohio Revised Code Chapter 146, each political subdivision or fire district having a fire department employing volunteer firefighters is a member of the volunteer firefighter dependents fund and shall be in compliance. Eligible recipients associated with a non-compliant fire department will be disqualified from receiving grants from the State Fire Marshal's office until compliant. All applicants are cross referenced with the Volunteer Firefighters' Dependents Fund database.
14. Enter the Federal Tax Identification number for each eligible recipient: Example: This number usually starts with the number "31" and will look something like this "31-1234567". Contact the financial officers listed on question 15 to obtain this number. A Federal Tax Identification number is required to receive a grant.
15. Please print the eligible recipient, financial officer name/title, address, daytime telephone number. The grant award will be sent to the financial officers for each eligible recipient
16. Provide contact information for the individual who should be contacted during business hours (8 a.m.-5 p.m.) with questions about the joint application.
17. Certification: Joint Applicants (Government Entities): The chief executive official of each of the township(s) and/or municipal corporation(s) submitting this application must complete the Certification.

**\*\*\*Please retain a copy for your records.\*\*\***

**2014 FIRE DEPARTMENT JOINT APPLICANT  
EQUIPMENT GRANT APPLICATION**

The original application must be postmarked no later than January 31, 2014 and answered completely to be considered for grant funds. Where applicable, list each township or municipal corporation co-applying and specific information as requested. If more than two (2) joint applicants, provide applicable information on a separate sheet of paper which includes the fire department identification number as listed in Item #2.

1. Please provide the names, addresses, and phone numbers for all applicants.
  - a. \_\_\_\_\_  
Government Entity Applicant      Address/City/State/Zip      Daytime phone number
  - b. \_\_\_\_\_  
Government Entity Applicant      Address/City/State/Zip      Daytime phone number
2. Fire Department Identification Number (FDID #): \_\_ \_\_ - \_\_ \_\_ \_\_ (Example: 99-999)  
Fire Department Name: \_\_\_\_\_
3. Number of full time paid firefighters associated with the eligible recipients: \_\_\_\_\_
4. Number of firefighters that are part time or paid per call: \_\_\_\_\_
5. Number of unpaid firefighters associated with the eligible recipients: \_\_\_\_\_
6. List eligible recipient and population of primary protection for each eligible recipients:
  - a. \_\_\_\_\_ 2013 population: \_\_\_\_\_
  - b. \_\_\_\_\_ 2013 population: \_\_\_\_\_Total population protected: \_\_\_\_\_
7. Source of your population figure: (check where appropriate)
  - a. \_\_\_\_\_  Census     Government Agency  
 Fire Department Estimate     Other: (please list source) \_\_\_\_\_
  - b. \_\_\_\_\_  Census     Government Agency  
 Fire Department Estimate     Other: (please list source) \_\_\_\_\_
8. List each eligible recipient and the total square miles of primary protection provided:
  - a. \_\_\_\_\_ square miles: \_\_\_\_\_
  - b. \_\_\_\_\_ square miles: \_\_\_\_\_Total square miles: \_\_\_\_\_

**2014 FIRE DEPARTMENT JOINT APPLICANT  
EQUIPMENT GRANT APPLICATION**

9. Enter the eligible recipients' contracts for fire protection services as provided by the fire department or private fire company listed in item #2 of this form.

a. \_\_\_\_\_ 2013 contract amount: \_\_\_\_\_

b. \_\_\_\_\_ 2013 contract amount: \_\_\_\_\_

Total 2013 contract amount: \_\_\_\_\_

10. For **primary protection area**, list the total number of fire incidents/calls/responses requiring a NFIRS report in the following categories for the calendar year 2013:

a. Structure: \_\_\_\_\_ Vehicle: \_\_\_\_\_ Wildland: \_\_\_\_\_

b. Structure: \_\_\_\_\_ Vehicle: \_\_\_\_\_ Wildland: \_\_\_\_\_

Total 2013 fire incidents/calls/responses: \_\_\_\_\_

11. In the past two years, did any of the eligible recipients receive an Equipment grant from the State Fire Marshal? If yes, check the year(s):  2012  2013  
If yes, please list the amount and name of the eligible recipient: \$ \_\_\_\_\_

12. In accordance with the Ohio Revised Code Section 3737.24, has the fire department or private fire company listed in item #2 of this form reported fire incidents to the State Fire Marshal for the entire calendar year 2013?  
 Yes  No

13. If applicable, is the fire department or private fire company listed in item #2 of this form in compliance with the Volunteer Firefighter's Dependents Fund (R.C. 146)?  Yes  No

14. List the Federal Taxpayer Identification number for each eligible recipient. (i.e. 31-1234567).

a. \_\_\_\_\_ Federal Tax Id.: \_\_\_\_\_

b. \_\_\_\_\_ Federal Tax Id.: \_\_\_\_\_

15. For each eligible recipient, print the financial officers (i.e., township clerk, fiscal officer, finance director, treasurer, etc.) name, title, address, and daytime telephone number.

a. \_\_\_\_\_  

Eligible Recipient	Name of Financial Officer/Title	Daytime Telephone	
_____	_____	_____	
Address	City	State	Zip

b. \_\_\_\_\_  

Eligible Recipient	Name of Financial Officer/Title	Daytime Telephone	
_____	_____	_____	
Address	City	State	Zip



## INSTRUCTIONS FOR COMPLETING APPROVED 2014 EQUIPMENT WORKSHEET

### Approved Equipment Request

1. The purpose of the “Approved 2014 Equipment Worksheet” is to indicate the type, quantity, and cost of the purchase of equipment from the approved equipment list. The decision to purchase equipment is at the discretion of the Chief Executive Officer of the government entities. These grant funds are intended to provide supplemental funding to meet state requirements for protective clothing and self-contained breathing apparatus as well as communications, miscellaneous tools or other fire department needs related to the provision of fire protection services. Estimates should be obtained from your supplier and itemized on the chart. This is not a matching grant and the maximum amount awarded is \$15,000. If you are awarded a grant, equipment cannot be purchased before the award letter is signed and returned by the chief executive officers. The full amount awarded must be spent in accordance with your application.

Please adhere to the following instructions when completing Worksheet:

- a) Complete the requested fire departmental information; AND
- b) Indicate the unit cost, quantity, and the total price for each item chosen; AND
- c) Calculate each category’s subtotal; AND
- d) For total cost calculation, add subtotals from sections I - V.

Please read all instructions and verify worksheet is complete prior to submitting. Applications must be signed by the designated signature authority and postmarked no later than January 31, 2014.

All questions concerning the Equipment Grant should be forwarded to Kimberly Hodnett, Program Administrator, at 1 (800) 515-0023 or [kimberly.hodnett@com.state.oh.us](mailto:kimberly.hodnett@com.state.oh.us).

**Note: In parenthesis after some of the equipment listed on the equipment worksheet is an NFPA standard. When an NFPA standard is included in parenthesis after a particular piece of equipment, the indicated equipment purchased as part of this grant must meet this standard.**

## APPROVED 2014 EQUIPMENT WORKSHEET

Fire Department ID: \_\_\_\_\_ Fire Department Name: \_\_\_\_\_

### I. Personal Protective Equipment

Name of Item	Unit Cost	Quantity	Total Cost
Helmet (NFPA 1971, 2007 edition)			
Eye Shields (NFPA 1971, 2007 edition)			
Nomex or PBI Hood (NFPA 1971, 2007 edition)			
Bunker Coats (NFPA 1971, 2007 edition)			
Bunker Pants & Suspenders (NFPA 1971, 2007 edition)			
Boots (NFPA 1971, 2007 edition)			
Gloves – firefighting (NFPA 1971, 2007 edition)			
EMS Coat (NFPA 1999, 2008 edition)			
Washer/Dryer Units (NFPA 1851, 2008 edition covers cleaning but does not specifically set a standard for W/D)			
Other, describe:			
		<b>Subtotal:</b>	

### II. SCBA

Name of Item	Unit Cost	Quantity	Total Cost
Personal Alarm Safety System (PASS) Devices (NFPA 1982, 2007 edition)			
Self Contained Breathing Apparatus (SCBA) (NFPA 1852, 2008 edition for Selection and NFPA 1981, 2007 edition for pack specs.)			
Individual SCBA Face piece (NFPA 1981, 2007 edition)			
SCBA Cylinders (NFPA 1981, 2007 edition)			
SCBA Voice Amplifiers (NFPA 1981, 2007 edition)			
SCBA Eye Glass Holders (NFPA 1981, 2007 edition)			
Other, describe:			
		<b>Subtotal:</b>	

### III. Communications

Name of Item	Unit Cost	Quantity	Total Cost
Portable Radio			
Portable Repeaters			
Radio Interconnect System			
Portable Radio Support Equipment, including Battery Chargers and Battery Conditioners			
Mobile Radios for Fire Department vehicles			
Pagers			
Other, describe:			
		<b>Subtotal:</b>	

## APPROVED 2014 EQUIPMENT WORKSHEET

Fire Department ID: \_\_\_\_\_ Fire Department Name: \_\_\_\_\_

### IV. Miscellaneous

Name of Item	Unit Cost	Quantity	Total Cost
Rescue Saws/Chain Saws			
Extrication tools including spreaders, cutters, rams, etc. (N/A) (NFPA 1936, 2010 edition)			
Reciprocating Saws			
Portable Generator			
Hand Tools (Halligans, axes, pry bars, etc.)			
Ropes (Rescue & Individual Safety and Hardware) (NFPA 1983, 2006 edition)			
Hose (NFPA 1961 Fire Hose, 2007 edition & 1963 Connectors, 2009 edition)			
Nozzles (NFPA 1964, 2008 edition)			
Smoke Ejector - PPV Blower / Fan			
Portable Fire Pumps			
Portable Water Tanks			
Thermal Imaging Camera			
Other, describe:			
		<b>Subtotal:</b>	

### Total Request

Name of Item	Subtotals:
I. Personal Protective Equipment	
II. SCBA	
III. Communications	
IV. Miscellaneous	
<b>Total Cost:</b>	

**\*\*\*Please retain a copy for your records.\*\*\***

## 2014 FIRE DEPARTMENT EQUIPMENT GRANT SCORING

In accordance with the applicable rules regarding training and equipment grants, Ohio Administrative Code (OAC) Section 1301:7-7-01(T), Ohio Fire Code (OFC) 120, as applied to this program, the following procedures will be followed by the Ohio Department of Commerce, Division of State Fire Marshal (SFM) for the awards of the 2014 Fire Department Joint Equipment Grants.

### **Equipment Grant Scoring Criteria:**

Based on the scoring system outlined below established by the State Fire Marshal, eligible recipients (including individual and joint applicants) will accumulate points based on specific information contained in their grant application. Applicants with the highest scores that meet eligibility requirements will be awarded grants based upon the availability of funds. In the event of a score tie, the available funds will be awarded according to the following priorities:

1. Eligible recipients with the lowest operating budget.
2. Eligible recipients with the largest protection area.
3. Eligible recipients with the largest population.

The scoring system generated for this grant cycle is calculated based upon the following:

1. Resident Population Protected: An increasing number of points are awarded for the total resident population protected up to 25,000 residents (per applicant). Applicants which serve populations greater than 25,000 will not be considered.
2. Fire Protection Area Size: An increasing number of points are awarded based on the square mile protection area for which the fire department provides primary fire protection. There is no limit to square mile protection area.
3. Operating Budget: The eligible recipients total contract/operating budget for the 2013 calendar year is included in determining points awarded. There is no minimum or maximum budget requirement however smaller budgets generally receive more points.
4. Number of fire incidents/calls/responses requiring a NFIRS report: During the applicable calendar year, an increasing number of points are awarded for a higher number of structure, vehicle and wildland fire incidents/calls/responses requiring a NFIRS report responded to in the primary fire protection area. This number must be consistent with submitted NFIRS reports.
5. Equipment Requests: Equipment requests for protective clothing and SCBA will be awarded higher points than communications and miscellaneous. If the eligible recipient does not apply for protective clothing and/or SCBA, the eligible recipient may still be awarded this grant.
6. If the eligible recipient received the SFM Equipment Grant the previous year, points are deducted from the current application. This does not disqualify an eligible recipient; however, it is intended to reduce the chances of the same eligible recipient receiving this grant each year.

\*\*\*For copies of the portions of House Bill 59 of the 130<sup>th</sup> General Assembly that create the SFM's Equipment Grant program, Ohio Administrative Code 1301:7-7-01(T), 2011 Ohio Fire Code Section 120 (Grants administration), Chapter 146 of the Revised Code (Volunteer Firefighters Dependent's Fund), and the sections of Ohio law regulating the reporting of fires to the SFM, please go to the following website: <http://www.com.ohio.gov/fire/> or contact Kimberly Hodnett, Program Administrator, at 1 (800) 515-0023 or [kimberly.hodnett@com.state.oh.us](mailto:kimberly.hodnett@com.state.oh.us).\*\*\*