



2015 Fire Department Individual Equipment Grant

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



**Department
of Commerce**

Division of State Fire Marshal

John R. Kasich, Governor
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**Department
of Commerce**

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

December 15, 2014

Re: 2015 Fire Department Individual Equipment Grant Application

Dear Fire Chief or Executive Official,

The Ohio Department of Commerce's Division of State Fire Marshal is pleased to announce we are now accepting applications for the 2015 Fire Department Equipment Grant. Grant applications are available online December 15, 2014 and must be postmarked no later than January 31, 2015 to be considered.

Please review the 2015 Fire Department Individual Equipment Grant Application package in its entirety. We have made many updates and included helpful information to assist with completing the 2015 Individual Equipment Grant Application and 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.

Complete information and forms 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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2015 FIRE DEPARTMENT INDIVIDUAL 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) 2015 for eligible recipients to purchase equipment such as: firefighting or rescue equipment, or other equipment the fire department may need to provide effective fire protection services.

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 2015 Fire Department Individual Equipment Grants.

Eligible recipients for equipment grants awarded under this rule shall meet at least one of the following eligibility criteria:

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."

1. Volunteer Fire Department:

- a. Must be organized by a township or municipal corporation under sections Ohio Revised Code (R.C.) §§ 505.37, or 737.21;
- b. At least one-half of the firefighters are volunteer firefighters.

2. Fire Department:

- a. Must be organized by a township or municipal corporation under R.C. §§ 505.37, or 737.21;
- b. Must serve one or more small municipal corporations or small townships; AND
- c. The small municipal corporation and/or small townships that are being served by the fire department must sign the grant application. (A small municipal corporation or small township has a population of less than 25,000 permanent residents.)

3. Joint Fire District:

- a. Must be organized under R.C. §§ 505.371 or 505.375;
- b. Must primarily serve small municipal corporations and/ or small townships (as noted above a small township or municipal corporation has a population of less than 25,000 permanent residents).

4. Local Government Operating a Fire Department: A township or municipal corporation providing fire protection services that is responsible for one of the following:

- a. A volunteer fire department under R.C. §§ 505.37, or 737.21 in which at least one half of the firefighters are volunteer firefighters; OR
- b. A fire department under R.C. §§ 505.37 or 737.21 that serves small municipalities or small townships (as noted above a small township or municipal corporation has a population of less than 25,000 permanent residents); OR

2015 FIRE DEPARTMENT INDIVIDUAL EQUIPMENT GRANT OVERVIEW

- c. A portion of a joint fire district comprised of volunteer departments that primarily serves small municipalities or small townships (as noted above a small township or municipal corporation has a population of less than 25,000 permanent residents).
5. Local Government Contracting for Fire Protection Services: Small municipalities or small townships (as noted above a small township or municipal corporation has a population of less than 25,000 permanent residents) contracting with a private fire company or another unit of local government for fire protection services. Local governments that operate their own Fire Department are not included in this category.

***Please note: A private fire company is not an eligible recipient for an equipment grant; however, any qualifying local government contracting with a private fire company may receive an equipment grant. Such equipment may be used by a private fire company as a part of its contracted services.**

III. SPECIAL CONDITIONS

Purchases made with Equipment Grant funds become the property of the township, municipal corporation or joint fire district established under R.C. §§ 505.371 or 505.375.

The eligible recipient 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. Grant applications must be post marked on or before January 31, 2015. Applications post marked after January 31, 2015 will not be considered for a 2015 Fire Department Individual Equipment Grant.
2. The maximum amount of an award to each eligible recipient 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 reimbursement grants during the same state fiscal year as any equipment grants are awarded.)
3. The authorized person(s) of the eligible recipient including the municipal corporation(s) and/or township(s) authorized official shall certify that the grant application is true and accurate.
4. All applicants and associated fire departments must be in compliance with R.C. §3737.24 (Reporting Fire Incidents). Applicants not in compliance with this section will be disqualified from further consideration for the 2015 Fire Department Individual Equipment Grant. The applicant/associated fire department should confirm 2014 NFIRS compliance by logging onto <https://apps.com.ohio.gov/fire/IncidentReports/> and click on “Monthly Total of ALL Incidents by FDID” prior to submitting an application. If there are discrepancies or assistance is needed, contact the Fire Prevention Bureau at (888) 243-0305 or (614) 752-7123.
5. If applicable, applicants and associated fire departments must be in compliance with R.C. Chapter 146 (Volunteer Firefighters’ Dependents Fund). Applicants not in compliance with this section will be disqualified from further consideration for the grant. If

applicant/associated fire department is uncertain of their compliance, contact Kimberly Hodnett at (614) 752-7122 or Kimberly.hodnett@com.state.oh.us for verification or if needed, instructions on how to become compliant.

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 recipient must comply with all applicable laws and regulations. The grant recipient 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 at: <http://www.lifesafetyinitiatives.com/>
8. Grant recipients shall not purchase requested equipment until after the grant recipient receives from the SFM a grant agreement notifying the recipient of an award, signs the grant agreement, and returns the signed grant agreement to the SFM. All variances and extensions must be submitted in writing to the State Fire Marshal and approved in advance.
9. All grant recipients shall submit to SFM copies of all paid invoices by October 1, 2015. The paid invoices shall be sent to:

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

IV. WHEN AND WHERE TO APPLY

The 2015 Fire Department Individual Equipment Grant application period is December 15, 2014 – January 31, 2015. The State Fire Marshal’s original application must be answered completely to be considered for grant funds and postmarked no later than January 31, 2015 to be considered.

Replicas or re-typed applications will not be considered. The completed application consists of the 2015 Fire Department Individual Equipment Grant Application (pages 8 & 9) and Approved 2015 Equipment Worksheet (pages 11 – 12). The 2015 Individual Equipment Grant Application is available on-line at our website:

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

Faxed applications will not be accepted. The completed 2015 Fire Department Individual Equipment Grant Application and Approved 2015 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 and non-award letters will be mailed to the eligible applicant(s) in spring 2015. Grant funds will be disbursed shortly after all grant agreements have been executed and returned. Grant recipients may begin to make purchases after the executed grant agreement has been returned.

INSTRUCTIONS FOR COMPLETING 2015 FIRE DEPARTMENT INDIVIDUAL EQUIPMENT GRANT APPLICATION

All equipment purchased under the provisions of the Fire Department Individual 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 on the **original** 2015 Fire Department Individual Equipment Grant Application and Approved 2015 Equipment Worksheet. Each blank must be filled in and the application must be signed by the applicants authorized personnel. 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.

LINE BY LINE INSTRUCTIONS:

Line #

1. Indicate which eligibility criteria under section **II. Eligibility** is applicable to your organization.
2. Fire Department Identification Number (FDID #): Enter the five (5) digit number used to identify the department on the state fire incident report forms. Print name of fire department and if applicable, print government entity applying. The government entity information is only required when contracting with a private fire company.
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 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 population protected: Enter the population of the area for which the applicant provides **primary fire protection**. Include territory under contract if **primary fire protection** is provided. Do not include territory where you only respond 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.
8. Square miles protected: Enter the total square miles of the area for which your department provides **primary fire protection**. Include territory under contract if **primary fire protection** is provided. Do not include territory where you respond under mutual aid agreement to provide supplemental protection. This figure should be as accurate as possible.
9. Total operating budget for calendar year 2014: Total operating budget includes money provided from taxes and fire protection contracts, as well as from fund raising and donations used for operating expenses. Do not include capital expenses for new trucks, buildings, or EMS budgets.
10. Total number of fires: For **primary fire protection area** only, provide the total number of fire incidents/calls/responses requiring a NFIRS report for calendar year 2014. All applications are cross referenced with the National Fire Incident Reporting System (NFIRS).

11. Did the eligible recipient receive an Equipment grant from the State Fire Marshal in 2013 or 2014? If yes, check the year or years and write the amount in the space provided.
12. Fire Incident Reports for calendar year 2014: In accordance with Ohio Fire Code 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 applicants that have not submitted their fire incident reports to the State Fire Marshal for the previous calendar year, as required by the Ohio Revised Code and the Ohio Fire Code, will not be considered for grant funds. The applicant/associated fire department should confirm 2014 NFIRS compliance by logging onto <https://apps.com.ohio.gov/fire/IncidentReports/> and click on “Monthly Total of ALL Incidents by FDID” prior to submitting an application. If there are discrepancies or assistance is needed, contact the Fire Prevention Bureau at (888) 243-0305 or (614) 752-7123.
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. Non-compliant fire departments will be disqualified from receiving grants from the State Fire Marshal’s office until compliant. All applicants are cross referenced with the VFDF database. If applicant/associated fire department is uncertain of their compliance, contact Kimberly Hodnett at (614) 752-7122 or Kimberly.hodnett@com.state.oh.us for verification or if needed instructions on how to become compliant.
14. Enter the Federal Tax Identification number: Example: This number usually starts with the number “31” and will look something like this “31-1234567”. Contact the financial officer listed on question 15 to obtain this number. A Federal Tax Id. number is required to receive a grant.
15. Name, address, daytime telephone number with area code and title of the financial officer of the grant recipient. The grant award will be sent to the financial officer for the grant recipient.
16. Provide contact information for the individual who should be contacted during business hours (8-5) with questions about your grant application.
17. Certification: Application must be certified by the chief of the fire department and when applicable (See section II Eligibility and 2 (c)), the person authorized to act on behalf of the township or municipal corporation validating the information is true and accurate. Completion of the Government Entity is required for government entities contracting with a private fire company.

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

**2015 FIRE DEPARTMENT
INDIVIDUAL EQUIPMENT GRANT APPLICATION**

The State Fire Marshal's **original** application must be answered completely to be considered for grant funds and postmarked no later than January 31, 2015 to be considered. Replicas or re-typed applications will not be considered.

1. You are applying as a:
 - Volunteer Fire Department
 - Fire Department
 - Joint Fire District
 - Local Government operating a fire department
 - Local Government contracting for fire protection services

2. Fire Department Identification Number (FDID #): ___ - ___ - ___ (Example: 99-999)
Fire Department Name: _____
Government Entity Name: _____

3. Number of full time paid firefighters associated with the eligible recipient: _____

4. Number of firefighters that are part time or paid per call: _____

5. Number of unpaid firefighters associated with the eligible recipient: _____

6. Total resident population receiving **primary fire protection** services: _____

7. Source of your population figure: (check where appropriate) Census Government Agency
 Fire Department Estimate Other: (please list source) _____

8. What is the total area, in square miles, the eligible recipient provides **primary fire protection**?

9. Provide the total operating budget during calendar year 2014, including both public and private source of income. Total operating budget includes money provided from taxes and fire protection contracts, as well as from fund raising and donations used for operating expenses. Do not include capital expenses for new trucks, buildings, or EMS budgets.

Total Operating Budget: _____

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 2014:
Structure: _____ Vehicle: _____ Wildland: _____

11. In the past two years, did the applicant receive an Equipment grant from the State Fire Marshal? If yes, check the year(s): 2013 2014
If yes, please list the amount: \$ _____ No

12. In accordance with the Ohio Revised Code Section 3737.24, has the fire department reported fire incidents to the State Fire Marshal for the entire calendar year 2014? For clarification, see Instructions #12.
 Yes No

13. If applicable, is your fire department in compliance with the VFDF in accordance with the Ohio Revised Code Chapter 146? Yes No For clarification, see Instructions #13.
14. Fire Department/Joint Fire District/Township/Municipal Corporation: List the **eligible recipients** Federal Taxpayer Identification number _____ - _____ (i.e. 31-1234567).
15. Print the name, title, address, and daytime telephone number of the eligible recipient financial officer (i.e., township clerk, fiscal officer, finance director, treasurer, etc.). **This is not the fire chief.**

Print Name of Financial Officer	Title	Identify Fire Dept. or Govt. Entity	
Address			
City	State	Zip	Daytime Telephone

16. Print the name and daytime telephone number of a person we may contact with questions about this application.

Print Name of Contact	Title
Daytime/Cell Telephone	Email Address

CERTIFICATION

17. Applicant(s) certify that the information contained in this application is correct to the best of knowledge and that the fire department and/or political subdivision represented has the intention to complete this project should the grant be awarded. Falsifying information on this application may result in rejection of the application.

Applicant or:

X _____
 FD Chief or Chief Executive Official Signature Date Signed

 Print or type name of Authorized Person Title

 Mailing Address

City	State	Zip	Daytime Telephone
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Government Entity: _____

X _____
 Signature of Chief Executive Official/Authorized Person Date Signed

 Print or type name of Chief Executive Official/Authorized Person Title

 Mailing Address

City	State	Zip	Daytime Telephone
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**INSTRUCTIONS FOR COMPLETING
APPROVED 2015 EQUIPMENT WORKSHEET**

Approved Equipment Request

1. The purpose of the “Approved 2015 Equipment Worksheet” is to indicate the type, quantity, and cost of the requested equipment from the approved equipment list. 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 and 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 fire chief and/or chief executive officer. The full amount awarded must be spent in accordance with your application.

Please adhere to the following instructions when completing the Approved 2015 Equipment 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, 2015.

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.

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 2015 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 19915, 2008 edition)			
Washer/Dryer Units (NFPA 1851, 2008 edition covers cleaning but does not specifically set a standard for W/D)			
Other, describe:			
		Subtotal:	

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:			
		Subtotal:	

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:			
		Subtotal:	

APPROVED 2015 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			
Gas Monitoring Device			
Other, describe:			
		Subtotal:	

Total Request

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

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

2015 FIRE DEPARTMENT INDIVIDUAL 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 2015 Fire Department Individual Equipment Grants.

Equipment Grant Scoring Criteria:

Based on the scoring system outlined below established by the State Fire Marshal, each eligible recipient 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 recipient with the lowest operating budget.
2. Eligible recipient with the largest protection area.
3. Eligible recipient 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. Applicants consisting of “paid” fire departments serving, or joint fire districts primarily serving, municipal or township 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 eligible recipient provides primary fire protection. There is no limit to square mile protection area.
3. Operating Budget: The total operating budget for the 2014 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 other miscellaneous tools and equipment. 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 two years, 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 130th 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 (800) 515-0023 or kimberly.hodnett@com.state.oh.us ***