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# 2016 Fire Department Training Reimbursement Grant

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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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Jacqueline T. Williams, Director

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**Department  
of Commerce**

John R. Kasich, Governor  
Jacqueline T. Williams, Director

December 15, 2016

Re: 2016 Fire Department Training Reimbursement Grant

Dear Fire Chief or Executive Official,

The Ohio Department of Commerce Division of State Fire Marshal is pleased to announce we are now accepting applications for the 2016 Fire Department Training Reimbursement Grant. Grant applications will be available online December 15, 2016 and are required to be postmarked no later than January 31, 2017 to be considered.

Please review the calendar year 2016 Fire Department Training Reimbursement Grant Application package in its entirety. We have made updates and included helpful information to assist with completing the 2016 Fire Department Training Reimbursement Grant Application.

If you have any questions or require additional assistance, please contact Fire Training Supervisor Jay Clevenger at (614) 752-7208 or [JClevenger@com.state.oh.us](mailto:JClevenger@com.state.oh.us).

Complete information and forms can be found at: <http://www.com.ohio.gov/fire>

Sincerely,

A handwritten signature in blue ink that reads "Jacqueline T. Williams".

Jacqueline T. Williams, Director  
Ohio Department of Commerce

A handwritten signature in black ink that reads "Larry L. Flowers".

Larry L. Flowers  
State Fire Marshal

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# 2016 FIRE DEPARTMENT TRAINING REIMBURSEMENT GRANT OVERVIEW

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## I. PURPOSE

The Ohio Department of Commerce Division of State Fire Marshal is pleased to announce the availability of grant funding in State Fiscal Year (SFY) 2016 for fire department reimbursement of state certified fire class and specific classes conducted by the Ohio Fire Academy successfully completed between January 1 and December 31, 2016.

## II. ELIGIBILITY

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 2016 (January 1 - December 31, 2016) Fire Department Training Reimbursement Grants.

Eligible recipients for Training Reimbursement Grants awarded under this rule shall meet at least one of these six eligibility requirements:

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 under sections Ohio Revised Code (R.C.) §§ 505.37, 505.371, 505.375 or 737.21; AND
  - b. At least one-half of the firefighters are volunteer firefighters.
2. Fire Department:
  - a. Must be organized under R.C. §§505.37, 505.371, 505.375 or 737.21; AND
  - b. Must serve one or more small municipalities or small townships.
3. Joint Fire District:
  - a. Must be organized under R.C. §§505.371 or 505.375; AND
  - b. Must be comprised of departments that primarily serve small municipalities or small townships.
4. Local Government (1): responsible for one of the following:
  - a. A volunteer fire department; OR
  - b. A fire department that serves small municipalities or small townships; OR
  - c. A portion of a joint fire district comprised of volunteer departments that primarily serves small municipalities or small townships.

*(This is typically a local government that operates the fire department.)*

## 2016 FIRE DEPARTMENT TRAINING REIMBURSEMENT GRANT OVERVIEW

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5. Local Government (2): responsible for the provision of fire protection services for a small municipality or small township.  
*(Typically, this local government contracts for fire protection services.)*
6. Private Fire Company:
  - a. Must be a nonprofit group or organization owning and operating firefighting equipment not controlled by a firefighting agency; AND
  - b. Must be providing fire protection services under a contract to a political subdivision of the state.
    - i. “Firefighting agency” means a municipal corporation, township, township fire district, joint ambulance district, joint emergency medical services district, or joint fire district and the office of the state fire marshal.

An applicant must meet at least one of the six above eligibility requirements to qualify. If you meet at least one, please continue with the application process.

### III. SPECIAL CONDITIONS

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, 2017. Applications post marked after January 31, 2017 will not be considered for a 2016 Fire Department Training Reimbursement Grant.
2. The maximum amount of an award to each eligible recipient shall be \$15,000 for Training Reimbursement Grants.
3. The authorized person of the eligible recipient 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). The applicant/associated fire department should confirm 2016 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. Applicants not in compliance with this section will be disqualified from further consideration for the 2016 Fire Department Training Reimbursement Grant.

## 2016 FIRE DEPARTMENT TRAINING REIMBURSEMENT GRANT OVERVIEW

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5. If applicable, applicants/associated fire departments must be in compliance with R.C. Chapter 146 (Volunteer Firefighters' Dependents Fund). If applicant/associated fire department is uncertain of their compliance, contact Julie Riffle at (614) 752-7122 or [CommerceGrants@com.state.oh.us](mailto:CommerceGrants@com.state.oh.us) for verification or if needed, instructions on how to become compliant. Applicants not in compliance with this section will be disqualified from further consideration of the Fire Department Training Reimbursement Grant.

### *Ineligible and/or non-award requests include:*

1. Requested training course for reimbursement is not on approved list (see page 8);
2. Approved course was not successfully completed in calendar year 2016;
3. Monthly reporting incomplete for calendar year 2016 (see III. SPECIAL CONDITIONS – 4.);
4. Non-compliance with Ohio Revised Code 146 – Ohio Volunteer Firefighters' Dependents Fund (see III. SPECIAL CONDITIONS – 5.);
5. Population 25,000 or over permanent residents;
6. Insufficient application (missing invoices and certification documentation).

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

The 2016 Fire Department Training Reimbursement Grant application period is December 14, 2016 – January 31, 2017. The completed application consists of the **2016 Fire Department Training Reimbursement Grant Application and Required Supporting Documents** and must be postmarked on or before January 31, 2017. Faxed applications will not be accepted.

The Training Reimbursement Grant Application is available on-line at our website:

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

The completed **2016 Fire Department Training Reimbursement Grant Application (pages 9 – 11) and Supporting Documents** should be returned to:

Division of State Fire Marshal  
Ohio Fire Academy  
Attention: Training Reimbursement Grant  
8895 East Main Street  
Reynoldsburg, OH 43068

## V. NOTIFICATION AND DISTRIBUTION OF AWARDS

Award letters and reimbursement checks will be mailed to the eligible recipient in spring of 2017. Non-award letters will be forwarded within the same timeframe.

Type or print all information. Each blank must be filled in and the application must be signed by the authorized person of the eligible recipient. Please read the entire application and follow the instructions for each of the following items. If you have questions, call the Division of State Fire Marshal at (614) 752-7208 or toll free (888)-726-7731.

### LINE BY LINE INSTRUCTIONS:

#### Line #

1. Check the type of eligible recipient you are. *(If you are a local govt., see Section II (4) and (5) to determine whether you are a local govt. 1 or 2.)*
2. Provide the name of the eligible recipient. With respect to the fire department(s) associated with the eligible recipient:
3. Fire Department Identification Number (FDID #): Enter the five (5) digit number used to identify the department on the state fire incident report forms.
4. Number of full time paid firefighters: In Ohio, full time paid firefighters will be members of the Police and Firemen's Pension Fund.
5. 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.
6. Number of firefighters who are not paid: Enter the number of firefighters who do not receive compensation.
7. Total population protected: Enter the population of the area for which this 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 agreements to provide supplemental protection. This figure should be as accurate as possible.
8. Source of population protected figures: Indicate where you obtained the population figures.
9. Square miles protected: Enter the total square miles of the area for which this 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 agreements to provide supplemental protection. This figure should be as accurate as possible.
10. Total operating budget: Total 2016 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 budget.
11. Total number of fires: Provide the total number of fire incidents/calls/responses requiring a NFIRS report for which this department provides **primary fire protection** for calendar year 2016 as requested. All applications are cross referenced with the NFIRS.

**INSTRUCTIONS FOR COMPLETING  
2016 FIRE DEPARTMENT TRAINING REIMBURSEMENT GRANT APPLICATION**

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12. Did the eligible recipient receive Training or Equipment grant funds from the State Fire Marshal in 2014 or 2015? If yes, circle the year or years and write the amount in the space provided or check no.
  
13. Fire Incident Reports. 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." The applicant/associated fire department should confirm 2016 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. Fire departments associated with the eligible applicant that have not submitted their fire incident reports to the State Fire Marshal for the calendar year 2016, as required by the Ohio Revised Code and the Ohio Fire Code, will not be considered for grant funds.
  
14. Volunteer Firefighters' Dependents Fund (VFDF) (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 firefighters' dependents fund and shall be in compliance. If applicant/associated fire department is unsure of their compliance, contact Julie Riffle at (614) 752-7122 or [CommerceGrants@com.state.oh.us](mailto:CommerceGrants@com.state.oh.us) for verification or if needed instructions on how to become compliant. Non-compliant fire departments will be disqualified from receiving grants from the State Fire Marshal's office until compliant. All applications are validated with the VFDF database.
  
15. Enter the Federal Tax Identification number for the eligible recipient: Example: This number usually starts with the number "31" and will look something like this "31-1234567". Contact the financial officer listed on question 16 to obtain this number. Private fire companies will have a Federal Tax Identification number if they have applied for tax exempt status. A Federal Tax Identification number is required to receive a grant.
  
16. Print the name, title, address, daytime telephone number and email address of the financial officer of the eligible recipient. We are required to send the grant check to the financial officer for the eligible recipient, not the fire chief.
  
17. Provide contact information for the individual who should be contacted during business hours (8-5) with questions about this grant application.



**INSTRUCTIONS FOR COMPLETING  
2016 FIRE DEPARTMENT TRAINING REIMBURSEMENT GRANT APPLICATION**

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Training Code	State Certified Course Title	Maximum Award
VF	Volunteer Firefighter (Firefighter 1-A) (36 hours)	\$450.00
FT	Firefighter 1 Transition (Firefighter 1-B) (84 hours)	\$900.00
F-1	Firefighter 1 (120 hours)	\$1,300.00
F-2	Firefighter II (Firefighter 1-C) (120 hours)	\$1,600.00
F 1 & 2	Firefighter I & II (combined) (240 hours)	\$2,700.00
CFSI	Certified Fire Safety Inspector	\$600.00
FI	Certified Fire Instructor	\$450.00
	Ohio Fire Academy Courses*	
FO1	*Fire Officer 1	\$350.00
FO2	*Fire Officer 2	\$200.00
EVO	*Emergency Vehicle Operations	\$200.00
SFA	*Structural Fire Attack 101	\$375.00
1403	* NFPA 1403 courses	\$300.00
UFL	*Understanding Fire Behavior (Mobile Fire Lab)	\$50.00
MSRL	*Mobile Search & Rescue Lab	\$1,000.00
MSRTL	*Mobile Search & Rescue Lab Basic S&R	\$1,650.00
MSRTL-A	*Mobile Search & Rescue Lab Advanced S&R	\$2,400.00
MSFAL	*Mobile Structural Fire Attack Lab	\$650.00
GBR	*Grain Rescue	\$650.00

Reimbursement Form: When completing Reimbursement Form (Page 3 of 3) the above training codes are required. Eligible recipients are responsible for paying invoices incurred for training. Reimbursements will be paid directly to the eligible recipient. E.M.S. training, food, travel costs, lodging, and wages are items **not** eligible for reimbursement. Allowable reimbursement requests include:

- a. Registration fees for state certified fire class and OFA specific classes (listed above). The maximum award amount is issued per student that has successfully completed the course in calendar year 2016.
- b. Student text manual or student workbooks.
- c. SFM Ohio Fire Academy class registration fees will be reimbursed as listed above.\*

The following documentation must be submitted for each firefighter listed to be eligible for reimbursement:

- o A copy of the invoice(s) from the Charter Institution or Ohio Fire Academy.
- o A copy of the invoice(s) for the student text manual or student workbook if billed or purchased separately.
- o Proof of Training: All applications must include proof of training for each individual for whom reimbursement is requested:
  - o Certification number for state certified courses; or
  - o Certificate of Completion for Ohio Fire Academy courses

Applications submitted without supporting documentation will automatically be considered incomplete and disqualified.

18. Certification: Application must be certified by the person authorized to act on behalf of the eligible recipient validating the information is true and accurate.

**2016 FIRE DEPARTMENT  
TRAINING REIMBURSEMENT GRANT APPLICATION**

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The original application must be postmarked no later than January 31, 2017. All questions on this application must be answered completely and submitted with the required documentation for this application to be considered for grant funds.

1. You are applying as a:
  - Volunteer Fire Department
  - Fire Department
  - Joint Fire District
  - Local Government (1) (Fire Department Operator, see page 3 for further info)
  - Local Government (2) (Contracts for Fire Department Services, see page 4 for further info)
  - Private Fire Company
  
2. Name of eligible recipient marked above in #1: \_\_\_\_\_
  
3. Fire Department Identification Number (FDID #): \_\_\_ - \_\_\_ - \_\_\_  
(Example 99-999) Please use your FDID # on ALL correspondence.
  
4. Number of full time paid firefighters associated with the eligible recipient: \_\_\_\_\_
  
5. Number of firefighters that are part time or paid per call: \_\_\_\_\_
  
6. Number of unpaid firefighters associated with the eligible recipient: \_\_\_\_\_
  
7. Total resident population protected by the eligible recipient: \_\_\_\_\_
  
8. Source of your population figure: (check where appropriate)  Census  Government Agency  Fire Department Estimate  Other: (please list source) \_\_\_\_\_
  
9. What is the total area, in square miles, that you provide **primary fire protection** for: \_\_\_\_\_
  
10. Provide the total operating budget during calendar year 2016, 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.

Property taxes / levy income: \_\_\_\_\_

Fire protection contracts: \_\_\_\_\_

Fund raising / donations / inheritances: \_\_\_\_\_

Other additional income: \_\_\_\_\_

Total Operating Budget: \_\_\_\_\_

**2016 FIRE DEPARTMENT  
TRAINING REIMBURSEMENT GRANT APPLICATION**

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11. For the **primary fire protection area**, list the total number of fire incidents/calls/responses requiring a NFIRS report in the following categories for the calendar year 2016:

Structure: \_\_\_\_\_ Vehicle: \_\_\_\_\_ Wildland: \_\_\_\_\_

12. In the past two years, did the eligible recipient receive a Training or Equipment grant from the State Fire Marshal? If yes, check the year(s):  2014  2015  
If yes, list the amount(s): \$\_\_\_\_\_  No
13. In accordance with the Ohio Revised Code Section 3737.24, did the fire department/company associated with the eligible recipient report fire incidents to the State Fire Marshal for calendar year 2016? For clarification, see Instructions #13.  
 Yes  No
14. 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 #14.
15. List the eligible recipients Federal Taxpayer Identification Number:  
\_\_\_\_\_ - \_\_\_\_\_ (i.e. 31-1234567).
16. Print the name, title, address, daytime telephone number and email address of the financial officer (i.e., township clerk, fiscal officer, finance director, treasurer, etc.) of the eligible entity applying for the grant. **This cannot be the fire chief.**

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Print Name of Financial Officer	Title
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Address	City	Zip
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Daytime/Cell Telephone	Email Address
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17. Print the name, title, daytime telephone and email address of the person we may contact with questions about this application.

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Print Name of Contact	Title
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Daytime/Cell Telephone	Email Address
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**2016 FIRE DEPARTMENT  
TRAINING REIMBURSEMENT GRANT APPLICATION**

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**REIMBURSEMENT FORM**

18. Please list the names of those firefighters you are requesting reimbursement. Attach a copy of the invoice from the Career Center, Chartered Institution or Ohio Fire Academy and clearly identify the individuals and courses taken with the appropriate invoice.

Firefighters Name	State Certification No.	Fire Training Code *	Actual Instruction Cost	Cost of Books	Administration Fee	Total Cost	SFM Use Only

19. I certify that the information contained in this application is correct to the best of my knowledge. Falsifying information on this application may result in rejection of the application. *(Fire chief or chief executive official of the local government entity applying for the grant.)*

\_\_\_\_\_  
Signature of **FD Chief or Chief Executive Official**

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Daytime Telephone

\_\_\_\_\_  
Eligible Recipient Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
County

**2016**

PREVIOUS EDITIONS TO THIS FORM  
ARE OBSOLETE  
THIS FORM MAY BE REPRODUCED

OFFICE USE ONLY  
Date Processed: \_\_\_\_\_  
Initial: \_\_\_\_\_

**2016 FIRE DEPARTMENT  
TRAINING REIMBURSEMENT GRANT SCORING**

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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 state fiscal year (SFY) 2016 (July 1, 2016 through June 30, 2017) Training Reimbursement Grants.

**Training Reimbursement 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 includes consideration of 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 which serve populations 25,000 or over 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 total operating budget for the 2016 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.

\*\*\* For copies of the portions of House Bill 64 of the 131<sup>st</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 Julie Riffle, Program Administrator, at (800) 515-0023 or [commercegrants@com.state.oh.us](mailto:commercegrants@com.state.oh.us) \*\*\*