

# Utah Fire Department Assistance Grant Guidance and Instructions 2019

The application period for the 2019 Utah Fire Department Assistance Grant is now open. The program represents a strong collaborative effort with the U.S. Forest Service, the Utah State Fire Marshal's Office, the Utah Fire and Rescue Academy and the Utah Division of Forestry, Fire & State Lands to provide assistance to Utah's fire departments. Each agency shares a strong commitment to improve the safety and capability of Utah's fire service. The purpose of the Utah Fire Department Assistance Grant program is to provide technical and financial assistance to the fire departments of Utah to improve their ability to safely and effectively provide fire protection and manage hazardous material incidents. Its primary objective is to assist communities in organizing, training and equipping fire departments.

There have been some changes to the program this year so read the instructions carefully and fill out the application completely. Applications not completely filled out will not be considered.

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## **A. APPLICATION PROCESS**

This grant is a combination of several sources of funding. Each source has unique eligibility and matching requirements. By completing the application you will apply for all of the funding sources regardless of eligibility and matching requirements. The application contains questions that will determine which source of funding your department is eligible to receive. Answer each question. Each question is scored according to your answer. Unanswered questions receive no score. Your application will be given a total score and ranked against the other applicants. Applications will be awarded funding according to their rank.

**\*\*\* Maximum grant request will be \$10,000 per fire department. If your grant request exceeds the \$10,000 limit, your grant application will receive a lower priority when the committee rates the applications. \*\*\***

## 1. Priorities

The grant committee establishes priorities, which act as general guidelines for awarding grant funds each year. While some modification occurs annually, training, personal protective equipment, and operational resources have been the main focus. Applications from departments that match their needs closely to the grant priorities generally rate highest. The committee attempts to provide aid to communities that demonstrate the greatest need.

**a. The priorities for the 2019 Fire Department Assistance grant are as follows:**

- (1) **Initial organization** - This category is for a department's initial start-up. The initial acquisition of basic safety and firefighting equipment is covered in this category.
- (2) **Training** - Training is the key element which allows personnel to deal with life-threatening situations in a safe, effective manner. The grant will pay out-of-pocket training costs (tuition, travel, per-diem, certification fees, etc.) while the departments will be expected to provide the trainee salary, whether paid or donated, as their matching portion. Training and certification that is required to meet state and national standards is a high priority. Before submitting for certain types of training, check with the Utah Fire & Rescue Academy to see what they can offer your department. They will provide certain training at no cost and at your department. Also check with the State Fire Warden in your area and see what training they are conducting in your area. Training funds can be used for AV support equipment, curriculum, books and certification fees. In-state fire schools and training have priority over out-of-state training.
- (3) **Personal Protective Equipment** - These items are necessary for the individual firefighter to safely conduct operations on wildland fire incidents, including protective clothing/equipment. Wildland firefighting boots can be purchased (up to \$300.00) under this category. Primary consideration will be given to items which will assist in compliance with NWCG standards, the Utah Fire Department M.O.U. and the provisions of the Utah Occupational Safety and Health Act (UCA Title 34A, Chapter 6) and the National Fire Protection Association Standard on Fire Occupational Safety and Health Program (NFPA 1500\* 1997). If your PPE request is for "designer" type clothing your award will be limited to the standard equivalent rate for basic Defense Logistics Agency (DLA) items of similar style. Your department will be responsible to pay the difference out of department funds. (Price list for wildland PPE is found on page 11.)
- (4) **Basic Suppression Equipment and Tools** - These are the items necessary for on-scene operations. Items to be considered include (but are not limited to) basic firefighting tools, appliances, hoses, nozzles and apparatus. The acquisition, transportation and buildup of federal excess equipment (FEPP) into suppression units will be considered under this priority. Primary consideration will be given to requests for items to establish basic fire protection capabilities. Thermal imaging cameras, structure PPE, washing machines, and ATV's are not eligible. (See Special/Other needs for more details).
- (5) **Fire Prevention** - Equipment and materials, wildland or structural, needed to implement fire prevention programs are included under this priority. Programs to reduce the hazard in the wildland urban interface would qualify in this category. However mitigation and treatment do not qualify under these grant guidelines, See your local Utah Forestry, Fire and State Lands Area office for more information about their fuels reduction programs. As with training, department member salary, paid or donated, required to implement prevention programs provides the matching portion.
- (6) **Communication** - Radio equipment that helps achieve interoperability between state and federal wildland fire agencies will also be a high priority. To achieve interoperability, the communication equipment must have the narrow band function and be field programmable.

For VFA money, applicants must meet the requirement for digital radios as specified by the U.S.F.S., which must be (P25) compliant and meet the requirements for digital radios. (There will be no funding for 800 mHz radios.)

- (7) **Special/Other needs** - This could be a need not covered in the other categories or a situation that has materially reduced the ability of a fire agency to provide basic life safety to their community. This could be repair to an apparatus or the loss of a significant portion of personal protective equipment, tools, or equipment. Refurbishment of FEPP equipment will be considered as a special need, i.e. paint to bring a FEPP vehicle into compliance.

## 2. Eligibility

### a. Fire departments must meet the following criteria:

- (1) The fire department must be currently filing National Fire Incident Reporting System (NFIRS) reports to the Fire Marshal's Office. (The reporting / non-reporting will be confirmed).
- (2) Fire department must have at least 50% certified fire fighters or your department must have a training plan to meet the requirements of the Utah Wildland Fire Management Program (Fire Policy) or certification of fire personnel to at least Structural Fire Fighter I and/or NWCG Fire Fighter II.
- (3) The fire department must be NIMS Compliant, see link to NIMS website.  
<https://www.fema.gov/national-incident-management-system>
- (4) If the fire department has possession of FEPP (Federal Excess Personal Property), the equipment must be compliant with Federal guidelines and pass State Inspection. If the equipment is not compliant and will not pass inspection, grant funds may be used to bring the equipment into compliance. The equipment referred to is rolling stock, which includes: vehicles, trailers and heavy equipment.
- (5) The fire department must be able to provide the required matching portion of the grant to cover the value of the requested items/projects. All resources are eligible for the applicant's matching portion. This includes in-kind services (sweat equity).
- (6) Applications must be for the enhancement of fire protection services, equipment and/or training. Ambulances, hydraulic rescue tools, building construction projects, EMS training, fuels mitigation projects or related projects etc. are not within the scope of this program.
- (7) The grant funds must be spent and documentation submitted no later than **November 30, 2019**.
- (8) Explain the projects in the narrative sections, this allows the review committee insight into the need of the request.

## B. MATCHING

All the sources of funding in the Utah Fire Department Assistance Grant require a match. The Utah Fire Department Assistance Grant allows you to meet your obligation for matching funds through a variety of methods including in-kind services. Fire suppression time is not eligible for matching portion of the grant. The use of in-kind services allows a department to use the value of their time and labor as the matching portion of the grant at \$24.69 per hr. **Matching funds for the Utah Fire Department Assistance Grant is 100%, which equates to a dollar for dollar match.**

## C. INSTRUCTIONS

### a. General

- (1) Download and complete the application electronically with MS Word or print a copy and use a typewriter or print legibly in dark ink. Grant applications can be downloaded from: <https://ffsl.utah.gov/index.php/grant-programs/fire-department-grants>
- (2) Save a copy for your files
- (3) Complete all questions except where instructed otherwise
- (4) Return the completed application by 5:00 pm on Friday, May 3, 2019.
- (5) Applications should only be submitted once. If more than one application is submitted, the one that has the latest date will be used. If you e-mail, and mail the application, please indicate that one is a copy, this is to reduce confusion in the grading process. Also, avoid attachments to the grant forms. They can be misplaced or not received, do not send a vendor price quote or order form.
- (6) Applications will be accepted:
  - (a) **By email:** [benhuntsman@utah.gov](mailto:benhuntsman@utah.gov) or [UFDAG@utah.gov](mailto:UFDAG@utah.gov)
  - (b) **By conventional mail:**  
Division of Forestry, Fire & State Lands  
Attn: Ben Huntsman  
1594 W North Temple, Suite 3520  
PO Box 145703  
Salt Lake City, Utah 84114-5703
- (7) If you still have questions please refer to the Contact List for Grant Assistance at: <https://ffsl.utah.gov/index.php/grant-programs/fire-department-grants> or the grant administrator, Wade Snyder at 801-538-7222.

**b. Specific directions:**

**Question 1:** Enter the name of your fire department.

**Question 2:** Enter your Fire Department Identification Number. If you don't know your number you can contact the Fire Marshal's Office at 801-284-6350. You can also locate your FDID at <https://firemarshal.utah.gov/wp-content/uploads/sites/19/2015/06/FDID-by-Department.pdf>

Your local government's DUNS number and the Federal Employer ID number are also needed for the FEMA (DHS) Assistance to Firefighter Grants. To obtain a DUNS number call 800-234-3867. For information concerning a DUNS number, use the following web address: <https://www.dnb.com/duns-number.html>

**Questions 3 - 6:** Enter the address you would like correspondence to be sent. Be sure the person responsible for the administration of this grant is available at this address. This may or may not be the fire station.

**Question 7:** Enter the person who will be responsible for this grant. This may or may not be the chief. All correspondence will be sent to this person at the address listed in 3-6.

**Question 8:** Enter the title of the person responsible for this grant.

**Question 9 - 12:** Enter the contact information for person responsible for this grant.

**Question 13:** Complete this question only if the department is applying for a joint project with other departments. Enter the FDID number and the DUN's number or Fed Employer ID # if

DUN's isn't available for all departments participating in the joint application. Several departments may join together to submit a single request for joint-use items. The advantage is the ability to obtain high cost items by sharing the expense among several agencies. Examples of items considered for multiple agency use include (but are not limited to) training materials/equipment, development of training facilities. Mobile equipment/apparatus such as water tenders and wildland engines will also be considered.

In the case of joint awards one department will be designated as the lead. All correspondence and any awards will be sent to this department. The lead department will be responsible for gathering documentation and distributing funds to other departments involved.

Participation in such a project may limit the eligibility of the community to an individual department grant.

**Question 14:** Indicate if the department has implemented NIMS. The department must have successfully met current NIMS requirements. <https://training.fema.gov/nims/>

**Question 15:** Indicate if the department is participating in the Utah Certification Program. The Utah Fire Service Certification Council will confirm this.

**Question 16:** Indicate if the fire department is requesting assistance for training and/or certification.

**Question 17:** Indicate if the fire department is reporting fire incidents through NFIRS/UFIRS. This will be confirmed by the Utah State Fire Marshal's Office.

**Question 18:** List the number of NWCG Wildland Firefighter II in the department.

**Question 19:** List the number of Structure Firefighter I/II and total personnel in the department.

**Question 20:** List the total number of firefighters in the department that have NWCG qualifications of single resource and higher. i.e. engine boss, crew boss, task force leader, strike team leader, etc.

**Question 21:** Indicate if the fire department has any FEPP equipment.

**Question 22:** Indicate if the fire department is participating in the State Wildland Fire Utah Wildfire Resource Agreement (UWRA) Program and if the department participates in the Utah Wildland Fire Management Program (Fire Policy). Indicate if the request includes items to meet the provisions of an UWRA, NWCG or NFPA Standard. (Participating in the UWRA does not automatically entitle a department to be eligible for funding.)

**Question 23 - 26:** Enter the department budget information.

**Question 27:** Indicate how the department will provide their matching portion of the grant. The Fire Department Assistance Grant requires a match by the fire department. The department can meet this obligation for matching funds through a variety of methods including in-kind services. The use of in-kind services allows a department to use the value of their time and labor as the matching portion of the grant.

Some examples of in-kind services are: time spent in training, labor to build up an engine or time spent teaching school children about fire safety. Provided that you outline your intentions in

the grant application, matching can be across categories. For example: time spent doing fire prevention documentation could be the in-kind match for a grant to purchase PPE. The use of in-kind services as the match implies that department/community funds are not readily available and, therefore, demonstrates a greater need. If approved, your proposal becomes a contract. The grant administrator must approve any changes to the department match.

**Question 28:** Grant funds require a 100% match. i.e. in-kind match and hard dollar match must equal the requested dollar figure of the grant.

**Question 29:** Indicate which single category below best defines the department. Your department serves a rural population if it meets one of the four categories below:

**Category 1:** The service area of the department includes a rural area or community with a population of 10,000 or less.

**Category 2:** Departments operate entirely within the boundaries of the county or town of more than 10,000 that is serviced by two or more fire districts. The service area of a given district includes a rural area or community, or the population of the district's jurisdiction is less than 10,000.

**Category 3:** A fire department with at least one station that serves a community of more than 10,000 that also encompasses a rural zone or community with a population not exceeding 10,000.

**Category 4:** A fire department that serves a community of 10,000 or more that also provides fire protection services through contract or agreement to an adjoining rural community. When applying for category 2, 3 and 4 list the names of communities or area(s) served.

Your department does not meet the definition of rural if it is defined by category 5 below:

**Category 5:** A single community fire department serving a population greater than 10,000 and not providing protection to a rural area or rural community. If this description best describes the department, it is eligible for a 100% matching grant. Proceed to section II.

**Question 30:** Indicate if the fire department is within close proximity of one or more department of Interior (DOI) agencies in wildland fire suppression. DOI agencies include; the Bureau of Land Management (BLM), the National Park Service (NPS), the U.S. Fish and Wildlife Service (USFWS), and the Bureau of Indian Affairs (BIA). The U.S. Forest Service (USFS) and State agencies like the Division of Forestry, Fire and State Lands, Division of Wildlife Resources, and State Parks and Recreation are not DOI agencies.

**Question 31:** Indicate if your department responds to wildland fires on DOI lands or USFS lands.

**Question 32-34:** Enter response information.

**Question 35:** Enter department information on NWCG and NFPA personal protection equipment (PPE).

**Question 36:** Enter department communication information. **Communication equipment that helps achieve interoperability between local fire resources and state and federal wildland fire agencies will be a high priority.** (See Attachment A for radio spec information on page 11.)

**Question 37:** Enter department grant/project and purchase information.

**Question 38:** Enter Community at Risk (CAR) information. You can find a current copy of the list at <https://ffsl.utah.gov/index.php/fire/resources-for-homeowners/communities-at-risk>

**Question 39:** Enter the number of Community Wildfire Preparedness Plan(s) (CWPP) are within your department's jurisdiction. If you need help with the CWPP information, contact your Wildland Urban Interface Coordinator at your local Utah Forestry, Fire and State Lands Area Office.

**Question 40:** Enter if the department is new.

**Question 41:** Enter if the department is lacking equipment for wildfire suppression.

For all requests, if possible, put all requested items on the provided forms; list them by priority from highest to lowest (If the request has to be limited to certain items the grant committee will award from the highest to lowest priority.) Please do not attach lists, vendor quotes or send the request on a previous year DLA order form, this slows down the application review and sometimes the attachments get separated and misplaced. If you need more space to list items, insert the same page again as needed.

**\*\* Please include a descriptive narrative for all requests, this helps the Grant Committee prioritize your request, validating the need.\*\***

**Question 42:** Provide a detailed description of the department's **wildland** training request. Include all costs associated with training i.e. books, materials, travel/lodging costs, instructor fees, certification fees, training fire shelters etc. Include number of department members to be trained. Describe what will be done, by whom, when it will be implemented, how long it will take to complete, and how the standards; improve safety, efficiency and interagency coordination.

**Question 43:** Indicate how project will improve/extend existing conditions or circumstances.

**Question 44:** Provide an itemized list of equipment and material associated with your request. Items may include but are not limited to training books or materials, props, AV equipment, practice fire shelters, etc. Include all costs associated with training.

**Question 45:** Enter the signature of the responsible official with authority to obligate department funds.

Answer questions 46-49 only if the department is applying for funds for **wildland** Personal Protective Equipment (PPE). **All narratives will be limited to 200 words or less.**

**Question 46:** Provide a detailed description of the department's **wildland** PPE request. Items in category include but not limited to, Nomex pants, shirts, fire shelters, gloves, boots, headlamps, helmets, fire line packs, and goggles. Chain saw chaps are considered wildland PPE. Describe what will be done, by whom, when it will be implemented, how long it will take to complete, and how the department will provide the matching portion of the award. Explain how the equipment will assist the department in improving capability, efficiency, safety or meeting state and national standards. Explain how the request will help the department assist other agencies or departments. Explain how this award will permit the department to provide additional services.

**Question 47:** Indicate how project will improve/extend existing conditions or circumstances.

**Question 48:** Provide an itemized list of equipment and material associated with your request.

**Question 49:** Enter the signature of the responsible official with authority to obligate department funds.

Answer questions 50-53 only if the department is applying for funds for **wildland** communication. **All narratives will be limited to 200 words or less.**

**Question 50:** Provide a detailed description of the department's **wildland** fire communications request. Items in category include but are not limited to Pagers, P25 digital compliant hand-held and mobile radios, etc. Describe what will be done, by whom, when it will be implemented, how long it will take to complete, and how the department will provide the matching portion of the award. Explain how the equipment will assist the department in improving capability, efficiency, safety or meeting state and national standards. Explain how the request will help the department assist other agencies or departments. Explain how this award will permit the department to provide additional services.

**Question 51:** Indicate how project will improve/extend existing conditions or circumstances.

**Question 52:** Provide an itemized list of equipment and material associated with your request.

**Question 53:** Enter the signature of the responsible official with authority to obligate department funds.

Answer questions 54-57 only if the department is applying for funds for **wildland** equipment and apparatus. **All narratives will be limited to 200 words or less.**

**Question 54:** Provide a detailed description of the department's **wildland** equipment and apparatus request. Items in category include but are not limited to equipment, tools, water handling equipment, apparatus, etc. Describe what will be done, by whom, when it will be implemented, how long it will take to complete, and how the department will provide the matching portion of the award. Explain how the equipment will assist the department in improving capability, efficiency, safety or meeting state and national standards. Explain how the request will help the department assist other agencies or departments. Explain how this award will permit the department to additional services.

**Question 55:** Indicate how project will improve/extend existing conditions or circumstances.

**Question 56:** Provide an itemized list of equipment and material associated with your request.

**Question 57:** Enter the signature of the responsible official with authority to obligate department funds.

Answer questions 58-61 only if the department is applying for funds for **wildland** fire prevention. **All narratives will be limited to 200 words or less.**

**Question 58:** Provide a detailed description of the department's **wildland** fire prevention request. Items in category include but are not limited to public training programs, prevention materials, handouts, audio and visual materials and equipment, etc. Describe what will be done, by whom, when it will be implemented, how long it will take to complete, and how the

department will provide the matching portion of the award. Explain how the equipment will assist the department in improving capability, efficiency, safety or meeting state and national standards. Explain how the request will help the department assist other agencies or departments. Explain how this award will permit the department to additional services.

**Question 59:** Indicate how project will improve/extend existing conditions or circumstances.

**Question 60:** Provide an itemized list of equipment and material associated with your request.

**Question 61:** Enter the signature of the responsible official with authority to obligate department funds

Answer questions 62-65 only if the department is applying for special/other needs for **wildland** fire. **All narratives will be limited to 200 words or less.**

**Question 62:** Provide a detailed description of the department's special needs request for **wildland** fire. See page 3 of this document for description of special/other needs information. Describe what will be done, by whom, when it will be implemented, and how the department will provide the matching portion of the award. Describe the goals of the special needs.

**Question 63:** Indicate how project will improve/extend existing conditions or circumstances.

**Question 64:** Provide an itemized list of the special needs associated with the department's request.

**Question 65:** Enter the signature of the responsible official with the authority to obligate department's funds.

## D. EVALUATION

Applications are evaluated based on a community's relative need. This is determined from existing operational resources, personal protective equipment, community support, and needs of the community.

Numerical values are assigned to selected questions. The sum of these values allows the applications to be given a score and ranked. This evaluation is to place the applications in an initial order for evaluation by the grant committee. The committee reviews all requests. It has authority to accept in total, in part or reject any grant request. Regardless of order, the committee may choose to fund any request based on its merits. Decisions are made on a consensus basis.

## E. NOTIFICATION

All applicants will be notified via mail after **June 14, 2019** of the items/projects for which they will be receiving assistance. Once a department has been notified of the award, it is able to make the approved expenditures. A maximum dollar amount for each category of assistance will be specified on the acceptance letter. The grant administrator must approve any changes to the grant award. Departments that do not use funds by **November 30, 2019** will be notified by mail that the deadline has passed and the funds will be awarded to another department in the second round of grant awards. If circumstances exist that prevent your department from meeting the **November 30, 2019** deadline, you may contact the grant administrator to request an extension.

## F. REIMBURSEMENT

Successful applicants will receive grant funds as a reimbursement. Departments must provide appropriate documentation demonstrating they have purchased the requested and approved items or training. The department must then complete an itemized expenditure report and submit it along with copies of invoices to:

Ben Huntsman  
Division of Forestry, Fire and State Lands  
1594 West North Temple, Suite 3520  
PO Box 145703  
Salt Lake City, UT 84114-5703

**The required documentation must be received by November 30, 2019 to receive reimbursement.**

## G. COMMITTEE

The grant committee is composed of seven members representing different segments of the Utah Fire Service and agencies contributing to the program. Following is the breakdown of the committee representation:

- (1) **Wade Snyder**, Utah Fire Dept. Grant Administrator and Assistant Fire Management Officer for Utah Division of Forestry, Fire and State Lands, representing the same.
- (2) **Ben Huntsman**, Fire Business Management Specialist, representing the Division of Forestry, Fire and State Lands
- (3) **Coy Porter**, State of Utah Fire Marshal, representing the Utah Fire Marshal's office.
- (4) **Dave Owens**, Assistant Director of Training at the Utah Fire and Rescue Academy, representing the Utah Fire and Rescue Academy
- (5) **Julie Campbell**, representing the U.S. Forest Service, Region 4
- (6) **Kevin Ward**, Layton City Fire Chief, representing the Career Fire Service
- (7) **Earl Levanger**, Orderville Fire Chief, representing the Volunteer Fire Service

## Attachment A

The following are suggested prices that will be used as a guideline for allowable PPE, tools/equipment and radios:

<b>PPE</b>			
Nomex Pant	\$160.00	Fireline Pack	\$200.00
Nomex Shirt	\$100.00	Goggle	\$30.00
Hardhat	\$65.00	Saw Chaps	\$170.00
Glove	\$20.00	Hardhat Shroud	\$30.00
Headlamp	\$50.00	Training Shelter	\$175.00
Fire Shelter Reg	\$375.00	Fire Shelter Large	\$450.00

- Firefighters shorter than 5 feet 7 inches should carry the regular shelter.
- Any firefighter taller than 6 feet 1 inch should carry the large shelter.
- Any firefighter whose girth is larger than 53 inches at any point also should carry the large shelter.
- Girth around the shoulder area should be measured with your arms at your side.

<b>Tools / Equipment</b>	
Belt Weather Kit	\$150.00
Forestry Nozzles	\$250.00
Chainsaws	\$500 - \$1,000.00 each, limit.
Hand Tools (shovels, pulaskis, etc.)	\$90.00
GPS Unit	\$200.00

<b>Radios</b>	
P-25 compliant, Digital for Federal funding	
\$2,000.00 each, allowance for hand-held units	
\$3,200.00 each, mobile units	