

Utah Fire Department Assistance Grant Guidance and Instructions 2024

The application period for the 2024 Utah Fire Department Assistance Grant is now open. The program represents a strong collaborative effort with the U.S. Forest Service 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.

You may go directly to a section in this document by selecting one of the hyperlinks below. (Ctrl +click)

[APPLICATION PROCESS](#)

[INSTRUCTIONS](#)

[EVALUATION](#)

[NOTIFICATION](#)

[REIMBURSEMENT](#)

[COMMITTEE](#)

A. APPLICATION PROCESS

This grant is a combination of several sources of funding. Each source has unique eligibility requirements. By completing the application you will apply for all of the funding sources regardless of eligibility 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 2024 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) **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 \$320.00) 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 Attachment A).
- (3) **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.). 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. **In 2024 we extended the Deadline to Spend Grant Funds for Winter and Spring Training until April 15th 2024 to allow requests for Winter Fire School and Spring Engine Training. All other Grant requests maintain the 11/30/24 deadline.**
- (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.
- (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/qualified 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 NFPA Wildland 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) 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.
- (6) The grant funds must be spent and documentation submitted no later than **November 30, 2024**.
- (7) Explain the projects in the narrative sections, this allows the review committee insight into the need of the request.

B. 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, June 3, 2024.
- (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 email, 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:** UFDAG@utah.gov

(b) **By conventional mail:**

Division of Forestry, Fire & State Lands
Attn: UFDAG Committee
1594 W North Temple, Suite 3520
Salt Lake City, Utah 84116

(7) If you still have questions please refer to the Contact List for Grant Assistance at: <https://ffsl.utah.gov/fire/fire-grants/> or the grant administrator, Wade Snyder at 801-554-6121.

b. Specific directions:

Question 1: Enter the name of your fire department.

Question 2: Enter your Fire Department Identification Number (FDID). If you don't know your number you can contact the Fire Marshal's Office at 801-256-2390. You can also locate your FDID at:

<https://firemarshal.utah.gov/wp-content/uploads/sites/19/2019/12/FDID-by-Department-12-01-2019-1.pdf>

Your local government's UEI number and the Federal Employer ID number are also needed for the FEMA (DHS) Assistance to Firefighter Grants. To obtain a UEI number go to this website and start a new registration. <https://usfcr.com/sam-registration/>

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 the 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 UEI numbers and Fed Employer ID #. 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. Indicate if the fire department is requesting assistance for training and/or certification for members with no current wildland qualification/certification. Identify how many new red carded members this grant request will add to your ranks.

Question 16: Indicate the percentage of personnel that the fire department has that are “on-call” only or on a “call when needed” basis.

Question 17: List the number of NWCG Wildland Firefighter II in the department. (Basic FF)

Question 18: List the number of total personnel in the department. including the number in question 17.

Question 19: 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 20: Indicate if the fire department has any FEPP equipment you intend on building up with if awarded.

Question 21: Indicate if the fire department is:

- A. Participating in the Utah Wildfire Resource Memorandum of Understanding (UWRMOU) Program
- B. If the request includes items to meet the provisions of a current UWRMOU, NWCG or NFPA Standard. (Participating in the UWRMOU does not automatically entitle a department to be eligible for funding.)
- C. If the Grant award will bring the department up to NFPA standards.
- D. Indicate if the department participates in the Utah Cooperative Wildfire System (CWS).

Question 22: Indicate if this request will increase your department's wildland firefighting capacity. If yes how will the department accomplish quantify this in 200 words or less

Question 23: 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 ineligible for the Volunteer Fire Assistance Grant (VFA), but may still be eligible for the Utah Fire Department Assistance Grant (UFDAG) which is prioritized to increase firefighter capacity.

Question 24:

- A. Does your Department response area border any federal lands (Forest Service, BLM, USFWS, NPS, Include BIA, Military).
- B. Does your Department border any state lands (sovereign lands, DWR, SITLA, State Parks)?
- C. Does your Department respond to fires on Federal lands?

Question 25:

- A. Indicate if the department responds to wildland fire on DOI lands
- B. Indicate if the department responds to wildland fire on USFS lands

Question 26:

- A. Enter the total number of wildfire responses by the department last year.
- B. Enter the total of ALL incidents the department responded to

Question 27:

- A. Enter the total number of responses on DOI last year.
- B. Enter the total number of responses on USFS last year.
- C. Enter the total number of responses on State lands last year

Question 28:

- A. Indicate if the department has complete and fully approved PPE for all members.
- B. If No, indicate if the request includes PPE to provide all members PPE.
- C. If No, indicate how many members are NOT equipped with PPE

Question 29: 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 .)

- A. Indicate if department has VHF radio communications for all seated positions
- B. If no, With this request be used for radios'
- C. Indicate how many seated positions you have.

Question 30:

- A. Indicate if the department received a grant from this program last year.
- B. If yes, did the department complete the purchases and/or projects that were funded?

Question 31: Indicate if your department is listed on the CAR list. You can find a current copy of the list at <https://ffsl.utah.gov/index.php/fire/resources-for-homeowners/communities-at-risk>

Question 32: Enter the number of Community Wildfire Preparedness Plan(s) (CWPP) 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 33: Enter if the department is new.

Question 34: 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 or vendor quotes, 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 35: 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 a 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. In 2024 we are extending the Deadline to spend training funds ONLY to 4/15/25 to provide options for winter and spring training deliveries. All other requests maintain the former deadline.

Question 36: Indicate how the project will improve/extend existing conditions or circumstances.

Question 37: 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 38: Enter the signature of the responsible official with authority to obligate department funds.

Answer questions 39-42 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 39: Provide a detailed description of the department's **wildland** PPE request. Items in category include but are 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 and how long it will take to complete. 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 40: Indicate how the project will improve/extend existing conditions or circumstances.

Question 41: Provide an itemized list of equipment and material associated with your request.

Question 42: Enter the signature of the responsible official with authority to obligate department funds.

Answer questions 43-46 ONLY if the department is applying for funds for **wildland** communication. **All narratives will be limited to 200 words or less.**

Question 43: 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 and how long it will take to complete. 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 44: Indicate how the project will improve/extend existing conditions or circumstances.

Question 45: Provide an itemized list of equipment and material associated with your request.

Question 46: Enter the signature of the responsible official with authority to obligate department funds.

Answer questions 47-50 ONLY if the department is applying for funds for **wildland** equipment and apparatus. **All narratives will be limited to 200 words or less.**

Question 47: 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. 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 48: Indicate how the project will improve/extend existing conditions or circumstances.

Question 49: Provide an itemized list of equipment and material associated with your request.

Question 50: Enter the signature of the responsible official with authority to obligate department funds.

Answer questions 51-54 ONLY if the department is applying for funds for **wildland** fire prevention. **All narratives will be limited to 200 words or less.**

Question 51: 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 and how long it will take to complete. 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 52: Indicate how the project will improve/extend existing conditions or circumstances.

Question 53: Provide an itemized list of equipment and material associated with your request.

Question 54: Enter the signature of the responsible official with authority to obligate department funds

Answer questions 55-58 ONLY if the department is applying for special/other needs for **wildland fire. All narratives will be limited to 200 words or less.**

Question 55: Provide a detailed description of the department's special needs request for wildland fire. See page of this document for description of special/other needs information. Describe what will be done, by whom and when it will be implemented. Describe the goals of the special needs.

Question 56: Indicate how project will improve/extend existing conditions or circumstances.

Question 57: Provide an itemized list of the special needs associated with the department's request.

Question 58: Enter the signature of the responsible official with the authority to obligate the department's funds.

C. 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.

D. NOTIFICATION

All applicants will be notified via mail after **July 8, 2024** 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, 2024** 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, 2024** deadline or April 15th training request deadline, you may contact the grant administrator to request an extension.

E. 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:

Division of Forestry, Fire and State Lands
c/o UFDAG Committee
1594 West North Temple, Suite 3520
Salt Lake City, UT 84116

Documents can be emailed electronically using this email address ufdag@utah.gov

The required documentation must be received by November 30, 2024 to receive reimbursement.

F. 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 Deputy Fire Management Officer for Utah Division of Forestry, Fire and State Lands, representing the same.
- (2) **Ben Huntsman**, Statewide Fire Business Coordinator, representing the Utah Division of Forestry, Fire and State Lands
- (3) **Jon Ritchie**, State of Utah Fire Marshal, representing the Utah Fire Marshal's office.
- (4) **Marc McElreath**, Assistant Director of Operations at the Utah Fire and Rescue Academy, representing the Utah Fire and Rescue Academy
- (5) **Dennis Fiore**, 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:

PPE			
Nomex Pant	\$230.00	Fireline Pack	\$280.00
Nomex Shirt	\$130.00	Goggle	\$30.00
Hardhat	\$80.00	Saw Chaps	\$220.00
Glove	\$40.00	Hardhat Shroud	\$35.00
Headlamp	\$50.00	Training Shelter	\$310.00
Fire Shelter Reg	\$600.00	Fire Shelter Large	\$650.00

- 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.

Tools / Equipment	
Belt Weather Kit	\$200.00
Forestry Nozzles	\$250.00
Chainsaws	\$500.00 - \$1,100.00 each, limit.
Hand Tools (shovels, pulaskis, etc.)	\$135.00
GPS Unit	\$200.00
Kestrel Weather Unit	\$220.00
Mapping App Subscription (annual) Avenza Pro, GAIA Pro, ONX	\$100.00 each, limit

Radios
P-25 compliant, Digital for Federal funding
\$2,000.00 each, allowance for hand-held units
\$2,600.00 each, mobile units