



Department
of Commerce

2024 Fire Department Individual Equipment Grant

Ohio Department of Commerce
Division of State Fire Marshal



November 15, 2023

Re: 2024 FIRE DEPARTMENT INDIVIDUAL Equipment Grant Application

Dear Fire Chief or Executive Official,

The Ohio Department of Commerce Division of State Fire Marshal is pleased to announce we will be accepting applications for the 2024 Fire Department Equipment Grant. Grant applications are available online December 1, 2023, and must be submitted no later than January 31, 2024 to be considered.

Please review the 2024 FIRE DEPARTMENT INDIVIDUAL Equipment Grant Application package in its entirety. We have made many updates and included helpful information to assist with completing the Individual Equipment Grant Application and Equipment Worksheet. Newly added eligible items for this grant cycle include Fire / EMS Reporting Software Fees and Fire Prevention Training Simulator Equipment.

If you have any questions or require additional assistance, please contact Ashley Campbell, Grant Program Administrator, at (800) 515-0023 or email Commercegrants@Com.state.oh.us

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

Sincerely,

Sheryl Maxfield
Director, Ohio Department of Commerce

Kevin Reardon
State Fire Marshal

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2024 FIRE DEPARTMENT INDIVIDUAL EQUIPMENT GRANT OVERVIEW

I. PURPOSE

The Ohio Department of Commerce Division of State Fire Marshal (SFM) is pleased to

announce the availability of grant funding in State Fiscal Year (SFY) 2024 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 2023 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. 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.)
2. 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).
3. 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.

2024 FIRE DEPARTMENT INDIVIDUAL EQUIPMENT GRANT OVERVIEW

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
- 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. 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.

***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 submitted online on or before the deadline. Applications submitted after the deadline will not be considered for a 2024 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 2024 FIRE DEPARTMENT INDIVIDUAL Equipment Grant. The applicant/associated fire department should confirm 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 departments is uncertain of their compliance, contact CommerceGrants@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. Please note: If a government entity is applying on behalf of a private fire company, application question numbers 1, 2, 15, 16 and 17 must be completed by government entity.

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. Reporting Software: Grant Funding may be awarded for the purchase or renewal of reporting software that meets NFIRS 5.0 relational edit compliance. Total statewide award amount may be subject to a \$100,000 cap with additional limitations per applicant. With respect to reporting software only, special consideration may be given to volunteer departments, departments with less than 300 runs annually in the primary jurisdiction district, and budget limitations as outlined in grant application. Applicants must upload with the grant application, a quote including price, product breakdown, go live date, and vendor name.

10. Applicants must upload with the grant application, a quote and item description for Fire Prevention Training Simulator Equipment related to fire protection services. Fire Prevention Training Simulator Equipment shall be a tangible piece of equipment maintained by the applicant. Examples may include but are not limited to, fire extinguisher training simulator, Sprinkler props, flashover container, fire simulation training equipment. No publicly distributed items, software costs, or marketing items such as mascots or inflatable safety houses shall be funded. Eligibility of specific Fire Prevention Training Simulator Equipment shall be evaluated per application in the State Fire Marshal's discretion and subject to the availability of funds.

11. All grant recipients shall submit to SFM copies of all paid invoices by October 1, 2024. The paid invoices shall be sent to:

Ohio Department of Commerce – Fiscal East
Grants Administration

P.O. Box 4009
Reynoldsburg, OH 43068-9009
commercegrants@com.ohio.gov

IV. WHEN AND WHERE TO APPLY

The State Fire Marshal's original application must be answered completely to be considered for grant funds and submitted no later than the deadline to be considered. The 2024 Individual Equipment Grant Application is available on-line only at our website:

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

A worksheet guidance document is available for use in gathering information for online submission.

V. NOTIFICATION AND DISTRIBUTION OF AWARDS

Award and non-award letters will be emailed to the eligible applicant(s) in spring 2023. 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.

INSTRUCTION FOR COMPLETING 2024 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. Please read the entire application and follow the instructions for each of the following items. If you have questions, please contact Grant Program Administrator, at (800) 515-0023 CommerceGrants@com.ohio.gov

LINE BY LINE INSTRUCTIONS

Line #:

1. Indicate which eligibility criteria from the drop down box 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. Enter 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. Fire Incident Reports for indicated timeframe: In accordance with Ohio Fire Code 104.6.3.1: "Fire reports: The reports of fire investigations required 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. Reportable fires are defined as: Any unfriendly, hostile fire that comes to the attention of any agency keeping fire records. Included are fires that may be discovered in progress or discovered after extinguishment. The applicant/associated fire department should confirm 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.

INSTRUCTION FOR COMPLETING 2024 FIRE DEPARTMENT INDIVIDUAL EQUIPMENT GRANT APPLICATION

7. 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 Ashley Campbell at (614) 752-7122 ComemrceGrants@Com.state.oh.us for verification or if needed instructions on how to become compliant.
8. Natural Disaster: If, during the preceding or current fiscal year of the grant award, the eligible recipient is in a jurisdiction that has had a natural disaster as declared by the Governor, the recipient may receive up to \$25,000 in a fiscal year from this grant for the firefighting or rescue equipment, gear or similar items or for other fire department needs related to the provision of fire protection services. Upon review of your application, a copy of the declaration by the Governor may be requested.
9. Enter name, daytime telephone number, and email of person whom is available to contact for additional questions regard your grant application. This individual should be someone who checks their email daily and can respond within 48 hours. This person can only be listed once on the application.
10. 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.
11. Source of population protected figures: Indicate where you obtained the population figures.
12. 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.
13. Total operating budget for current calendar year of 2024: 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.
14. Total number of fires: For **primary fire protection area** only, provide the total number of fire incidents/calls/responses requiring a NFIRS report for October 1 2022- September 30, 2023. All applications are cross referenced with the National

Fire Incident Reporting System (NFIRS).

15. 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 16 to obtain this number. A Federal Tax Id number is required to receive a grant. If the applicant is a government entity, please provide the Federal Tax Id of the government entity. Ohio Supplier number is issued by all entities doing business or receiving funding from the State of Ohio. Need help finding your Ohio Supplier Number? [The fiscal officer can log into the existing account, update addresses, and opt in for electronic payment transfers. OhioPays.ohio.gov](https://ohiopays.ohio.gov)
16. Enter 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. The email must be unique from the other emails previously used in the application.
17. Certification: Application must be certified by the chief of the fire department and when applicable (See section II Eligibility), 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. The email must be unique from the other emails previously used in the application.

Please note: If a government entity is applying on the behalf of a private fire company, application question numbers 1, 2, 15, 16 and 17 must be completed by government entity.

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

**INSTRUCTIONS FOR COMPLETING
APPROVED EQUIPMENT WORKSHEET**

Approved Equipment Request

1. The purpose of the "Approved 2024 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.

Any items listed under "Other" shall have a quote and item description.

Please adhere to the following instructions when completing the Approved 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 submitted online no later than the deadline.

All questions concerning the Equipment Grant should be forwarded to The Program Administrator, at 1 (800) 515-0023 or CommerceGrants@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.

2024 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 2024 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 may be awarded according to the following priorities, in no particular order:

- Eligible recipient with the lowest operating budget.
- Eligible recipient with the largest protection area.
- Eligible recipient with the largest population.
- Date and time electronic application was submitted.

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 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 110 of the 134th General Assembly that create the SFM's Equipment Grant program, Ohio Administrative Code 1301:7-7-01(T), 2017 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 Ashley Campbell, Grant Program Administrator, at (800) 515-0023 or commercegrants@com.state.oh.us ***