



Department  
of Commerce

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# **2024 Fire Department Joint Application Equipment Grant**

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Ohio Department of Commerce  
Division of State Fire Marshal



November 15, 2023

Re: 2024 Fire Department Joint Applicant Equipment Grant Application

Dear Executive Official,

The Ohio Department of Commerce Division of State Fire Marshal (SFM) is pleased to announce that local units of government can combine their resources and jointly apply for the 2024 Fire Department Joint Applicant Equipment Grant.

Eligible joint applicants are small units of local governments that together intend to contract with the same fire department or private fire company to provide fire protection services for their communities. Joint applications are available online only December 1, 2023 and must be submitted no later than January 31, 2024 to be considered.

Please review the 2024 Fire Department Joint Applicant Equipment Grant Application in its entirety. We have included helpful information to assist with completing the Fire Department Joint Applicant Equipment Grant Application and Approved Equipment Worksheet.

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](mailto:commercegrants@com.state.oh.us).

Complete information and forms, including forms for joint applicants, can be found at: <http://www.com.ohio.gov/fire>.

Sincerely,

Sheryl Maxfield  
Director, Ohio Department of Commerce

Kevin Reardon  
State Fire Marshal

## TABLE OF CONTENTS

2024 Fire Department Joint Applicant Equipment Grant Overview .....	3
Purpose .....	3
Eligibility .....	3
Special Conditions for Joint Applicants .....	3
When and Where to Apply .....	6
Notification and Distribution of Awards .....	6
Instructions for Completing 2021 Fire Department Joint Applicant Equipment Grant Application .....	7
Instructions for Completing Approved 2021 Equipment Worksheet .....	10
2021 Fire Department Joint Equipment Grant Scoring .....	11

## **2024 FIRE DEPARTMENT JOINT APPLICANT 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 small units of eligible local governments that together intend to contract with the same fire department or private fire company to purchase equipment such as: firefighting or rescue equipment, or other equipment the local government may need to provide effective fire protection services. If you intend to apply as a sole applicant, please use the individual applicant form located at: <http://www.com.ohio.gov/fire>.

### **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 2021 Fire Department Joint Applicant Equipment Grants.

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.”

This joint applicant equipment grant application is for the small townships and/or small municipal corporations that together intend to contract with the same fire department or private fire company for fire protection services to jointly apply for an equipment grant. A small municipal corporation includes a village. A small township or small municipal corporation has a population of less than 25,000 permanent residents.

### **III. SPECIAL CONDITIONS FOR JOINT APPLICANTS**

Purchases made with Equipment Grant funds become the property of the townships and/or municipal corporations.

The eligible recipients 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. The grant application must be submitted online on or before the deadline. Applications submitted after the deadline will not be considered for a Fire Department Joint Applicant Equipment Grant.
2. The maximum amount of an award for each joint grant application 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 grants during the same state fiscal year as any equipment grants are awarded.)

3. The authorized person for each municipal corporation(s) and/or township(s) applying for this grant shall certify that the grant application is true and accurate.

## 2024 FIRE DEPARTMENT JOINT APPLICANT EQUIPMENT GRANT OVERVIEW

4. All applicants/associated fire departments must be in compliance with R.C. §3737.24 (Reporting Fire Incidents). 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. Applicants not in compliance with this section will be disqualified from further consideration for the grant.
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 status, contact our office 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 for the grant.
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 recipients must comply with all applicable laws and regulations. The grant recipients shall maintain auditable records of all charges pertaining to this grant and shall make such records available to SFM upon request.
7. 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.
8. 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, Ohio 43068-9009  
[commercegrants@com.ohio.gov](mailto:commercegrants@com.ohio.gov)
9. If a joint applicant is awarded a grant, the State Fire Marshal shall, if feasible, proportionally award the grant and any equipment purchased with grant funds to each of the joint applicants based upon each applicant’s contribution to and demonstrated need for fire protection services.

10. If the equipment to be purchased cannot be readily distributed or possessed by multiple recipients, each of the joint applicants shall be awarded by the State Fire Marshal an ownership interest in the equipment so purchased in proportion to each applicant's contribution to and demonstrated need for fire protection services. The joint applicants shall then mutually agree on how the equipment is to be maintained, operated, stored or disposed.
11. If, for any reason, the joint applicants cannot agree as to how jointly owned equipment is to be maintained, operated, stored or disposed or any of the joint applicants no longer maintain a contract with the same fire protection service provider as the other applicants, then the joint applicants shall, with the assistance of the State Fire Marshal, mutually agree as to how the jointly owned equipment is to be maintained, operated, stored, disposed or owned.
12. If the joint applicants cannot agree how the grant equipment is to be maintained, operated, stored, disposed or owned, the State Fire Marshal may, in its discretion, require all of the equipment acquired by the joint applicants with grant funds to be returned to the State Fire Marshal. The State Fire Marshal may then award the returned equipment to any eligible recipients.

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

The 2024 Fire Department Joint Applicant Equipment Grant application period is December 1, 2023 thru January 31, 2024. The State Fire Marshal's original application must be answered completely to be considered for grant funds and submitted online. The Joint Applicant Equipment Grant Application is available on-line only at our website:

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

There is a worksheet guidance document available for use in gathering information to submit the online application.

**All applications shall be completed on line.**

#### **V. NOTIFICATION AND DISTRIBUTION OF AWARDS**

Award and non-award letters will be mailed to the eligible applicant(s) in spring 2024. Grant funds will be disbursed shortly after all grant agreements have been executed and returned. Grant recipients may begin to make purchases after the executed grant agreement has been returned.

## INSTRUCTIONS FOR COMPLETING 2024 FIRE DEPARTMENT JOINT APPLICANT EQUIPMENT GRANT APPLICATION

All equipment purchased under the provisions of the Fire Department Joint Applicant 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 our office at (800) 515-0023 or [commercegrants@com.state.oh.us](mailto:commercegrants@com.state.oh.us)

### LINE BY LINE INSTRUCTIONS:

Line #

1. Identify the government entity name, address and phone number for each municipal corporation and/or township applying for this grant. Emails must be unique.
2. Fire Department Identification Number (FDID #) Enter the five (5) digit number used to identify the fire department or private fire company providing services to the applicants on the state fire incident report forms. (Please utilize the identification number of the fire department or private fire company in contract with the joint applicants to provide fire protection services on all correspondence.)
3. Enter number of full time 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 who do receive some form of monetary compensation.
5. Number of firefighters who are not paid: Enter the number of firefighters who do not receive compensation.
6. Total combine population protected: Enter the individual and total population of the area for which the fire department or private fire company identified in item #2 of this section provides **primary fire protection** for the eligible recipients. Only include territory under contract if **primary fire protection** is provided. Do not include territories where the fire department or private fire company only responds under a mutual aid agreement to provide supplemental protection. This figure should be as accurate as possible.
7. Source of population protected figures: Indicate where you obtained the population figures. ( e.g. Census or Government Agency)

8. Combined square miles protected: Enter the individual and combined total square miles of the area for which the fire department or private fire company identified in item #2 of this section will be providing **primary fire protection** for the eligible recipients. Include territory under contract if **primary fire protection** is provided. Do not include territory where the fire department or private fire company responds under mutual aid agreement to provide supplemental protection. This figure should be as accurate as possible.
9. 2024 Total operating budget: Provide the individual and total amount of the contracts between the eligible recipients' and the fire department or private fire company identified in item #2 of this section. Do not include capital expenses for new trucks, buildings or EMS budgets.
10. Total number of fires: Provide the individual and the total number of fire incidents/calls/responses requiring a NFIRS report for time period requested.
11. Fire Incident Reports for a 12 month cycle: 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 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 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.
12. 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 firefighter dependents' fund and shall be in compliance. All applicants are cross referenced with the VFDF database. If applicant/associated fire department is unsure of their status, contact our office at (614) 752-7122 or [Commercegrants@com.ohio.gov](mailto:Commercegrants@com.ohio.gov) 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.
13. 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 the grant for 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 Government may be requested.

14. Enter the Federal Tax Identification number for each eligible recipient: Example: This number usually starts with the number "31" and will look something like this "31-1234567". Contact the financial officers listed on question 15 to obtain this number. A Federal Tax Identification number is required to receive a grant.
15. Enter the eligible recipient, financial officer name/title, address, daytime telephone number. The grant award will be sent to the financial officers for each eligible recipient.
16. Enter contact information for the individual who should be contacted during business hours (8 a.m. - 5 p.m.) within 48 hours with questions about the joint application. This email must be unique and not previously used in the application.
17. Certification: Joint Applicants (Government Entities): The chief executive official of each of the township(s) and/or municipal corporation(s) submitting this application must complete the Certification.

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

## INSTRUCTIONS FOR COMPLETING APPROVED 2024 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, 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 chief executive officers. The full amount awarded must be spent in accordance with your application.

Please adhere to the following instructions when completing 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 March 13, 2021.

All questions concerning the Equipment Grant should be forwarded to our office at 1 (800) 515-0023 or [CommerceGrants@com.state.oh.us](mailto: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 JOINT APPLICANT 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 Fire Department Joint Applicant Equipment Grants.

### **Joint Applicant Equipment Grant Scoring Criteria:**

Based on the scoring system outlined below established by the State Fire Marshal, eligible recipients (including individual and joint applicants) 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 recipients with the lowest operating budget.
2. Eligible recipients with the largest protection area.
3. Eligible recipients with the largest population.

The scoring system generated for this grant cycle is calculated based upon the following:

1. Resident Population Protected: An increasing number of points are awarded for the total resident population protected up to 25,000 residents (per applicant). Applicants which serve 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 fire department provides primary fire protection. There is no limit to square mile protection area.
3. Operating Budget: The eligible recipients total contract/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 miscellaneous. 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 year, 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 166 of the 133rd General Assembly that create the SFM's Equipment Grant program, Ohio Administrative Code 1301:7-7-01(T), 2020 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](mailto:commercegrants@com.state.oh.us) \*\*\*