



Fire Ground Survival Program Grant Guidance

The Assistance to Firefighters Grant (AFG) Training and Equipment grant application window is now open and application period will be available through Friday December 6, 2013 at 5PM EST. This is a great opportunity to apply for grant funding to bring the IAFF Fire Ground Survival Train-the-Trainer Program to your department.

FEMA continues to emphasize the importance of training in the FY13 grants program and has determined the highest benefit is derived from instructor-led training that is hands-on and leads to a national or state certification. Therefore, applications focused on national or state certification training, including train-the-trainer initiatives, receive a higher competitive rating. Instructor-led training that requires students to demonstrate academic competence and/or practical proficiency for certification will receive a high competitive rating. Instructor-led training that does not lead to a certification as well as any self-taught courses will not be high priorities.

Proposed training projects that benefit the highest percentage of applicable personnel within a fire department, or that will be open to other departments in the region, such as IAFF Fire Ground Survival Train-the-Trainer Program, will receive the highest consideration and thus have a competitive advantage. Large departments with a high number of active fire fighters will receive additional consideration when applying under the Fire fighter Training Activity.

Eligible uses of training funds include but are not limited to:

- Tuition, exam/course fees, and certifications/certification expenses
- Purchase of training curricula, training equipment (trailers, mobile simulators), training props and training services (instructors)
- Overtime expenses paid to career fire fighters to attend training or to cover colleagues who are in training

Ineligible Activities:

- Construction of facilities (buildings, towers, etc.)
- Site preparation to accommodate any training activity, facility, or prop
- Firefighting equipment, or PPE, for use in training exercises, such as SCBA
- Purchase or lease of real estate
- Remodeling not directly related to grant activities

Training is categorized as a High (H), Medium (M) or Low (L) funding priority; within each category (H, M, L), listed activities have an equal funding priority. Fire fighter safety and survival is categorized as a HIGH priority.

Other Scoring Considerations:

- Multiple departments trained
- Number of firefighters trained
- Instructor-led vs. media-led
- Population served
- Call volume

To learn more about the AFG application process click [here](#). Here you will find several resources to assist you in preparing your application, including:

- [FY13 AFG Application Information Get Ready Guide](#)
- [FY 13 AFG Narrative Get Ready Guide](#)
- [FY13 AFG Program Guidance](#)

Once you access the online application for the FY13 AFG program, you will begin by completing the first six sections of the applications with demographic information specific to your department. It is recommended that you review these sections as soon as possible so you can begin to gather the required information.

Section 4 (Applicant Characteristics I) includes a section where you must describe your organization and/or community that you serve. We recommend typing your response in a Word Document outside of this application, then copying and pasting it into the written field. ***Otherwise, the application will time out and you will lose what you have written.*** There is a 4000 character limit.

Discuss:

- Number of residents served
- Number of square miles protected
- Number and types of responses
- Describe the area you protect
- Critical infrastructure protected by your organization
- Firefighter I and II training and certification – Remember, this is a high priority for the AFG program. If your organization has not trained all fire fighters to this level and you are not requesting funds to do so, you will need to discuss your plans for doing so.
- What are your community's greatest needs, risks and challenges and how does your request address these.

Section 5 (Applicant Characteristics II) includes a section where you must describe your organization's need for Federal financial assistance. There is a 4000 character limit. Your answer should address why your organization has been unable to fund your request locally, including such details as:

- What are your funding challenges?
- Provide attempts to acquire funding from other sources
- Describe operating budget limitations
- Economic times, explain budget cuts, staffing reductions etc.–
- What does the future look like? Are revenues likely to increase or decrease and why
- List primary sources of revenue, average annual operating budget over the last several years, how much is dedicated to personnel costs etc.
- What are the consequences for not receiving the award?
- Will you be able to provide this critical training without this award?
- Will this place fire fighter lives at risk?

Section 7 (Request for Information) is where you begin to complete the information specific to the IAFF Fire Ground Survival Train-the-Trainer Program.

- Select a program for which you are applying – Operations and Safety

- Will this grant benefit more than one organization? Before you make your selection here, remember - Proposed training projects that benefit the highest percentage of applicable personnel within a fire department, or that will be open to other departments in the region receive a high competitive advantage. You may want to consider making this a regional training program where other departments are able to attend. If you answer “yes” to this question, you will have 4,000 characters to explain your answer.
- Describe the number of personnel that will receive this training and the population served.
- Discuss the economic savings and the cost benefit of providing this training on a regional versus local basis.

Section 8 (Request Details) is where you begin to enter the budget information. You must first Select the “view details” hyperlink across from the “training activity” and then select “Add fire dept/fire district training program.”

1. You should be answering yes question #1 relating to active FF’s training to FFII or equivalent.
2. Question 2: Select Firefighter Safety and Survival Training from the drop down menu. You will 500 characters to further describe the type of training you selected. Discuss how training is comprised of the following concepts:
 - Instructor led
 - Requires students to demonstrate skills with both academic competence as well as practical proficiencies
 - Hands-on, train-the-trainer program
 - Training for Mayday prevention and operations are consistent between fire fighters, company officers and chief officers
 - Fire fighters must be trained to perform potentially life-saving actions if they become lost, disoriented, injured, low on air or trapped
 - Developed by subject matter experts from the IAFF, IAFC and NIOSH and funded by a FIRE Act grant
 - Applies the lessons learned from NIOSH FF fatality investigations.
3. Generally, this program can best be categorized as: - select - Training that is tested and results in a nationally sanctioned or State certification.
4. What percentage of applicable personnel will be trained by this program? – Remember, proposed training projects that benefit the highest percentage of

applicable personnel within a fire department or that will be open to other departments in the region receive a high competitive advantage.

5. Generally, the training program provided under this grant: - **Select** - Will bring your department into compliance with recommended applicable NFPA or other standards. You will have 500 characters to explain your answer. This training program addresses the following federal regulations:
 - OSHA Respiratory Protection Standard, Title 29, Code of Federal Regulations, 1910.134
 - OSHA Fire Brigade Standard, Title 29, Code of Federal Regulations, 1910.156
 - Related National Fire Protection Association (NFPA) consensus standards including NFPA 1404, NFPA 1500, NFPA 1561, NFPA 1981, and NFPA 1982
 - Also describe the specific risks and operational capabilities this training will address

6. Will this training enhance your ability to perform mutual aid? – Select yes. You will have 500 characters to explain your answer.
 - How does this training enhance your ability to perform mutual aid
 - Does it standardize standard operating procedures for Mayday operations?
 - Why is it important for all members to follow the same procedures during a Mayday?
 - Are there SOP's for other fireground operations that enhance mutual response capabilities and will this training do the same?
 - Why is this important?

7. Will this training include members from other departments? – Remember - proposed training projects that benefit the highest percentage of applicable personnel within a fire department or that will be open to other departments in the region receive a high competitive advantage.

8. Will this training be: Select instructor-led

This will now bring you to a new screen “Add Budget Item”

1. For “item” select “Specialized Training”

Please provide the following information about the training you want funded.

Item – Other programs & Contract Instruction. You will have 500 characters to explain your selection. Discuss:

- Instructor led
- Train-the-Trainer format to increase the number of personnel trained while minimizing cost
- Train all ranks within the department
- Includes classroom and hands-on instruction, all instructor and resource materials.

2. Select Object Class: Contractual

3. Number of units: - You have a couple of different options here.

- a. If you plan to host a class of the maximum number of 30 students (all members of your department) enter the number 30 for the number of units and \$1500 as the cost per unit for item number 3.
- b. If you plan to host a class of the maximum number of students, but some members will come from other departments, enter the number 1 for the number of units and \$45,000 as the cost per unit for item number 3.

Press save and continue. You will now be directed to this screen:

Fire Department/Fire District Training Programs

The screenshot shows a web browser window with the URL <https://eservices.fema.gov/femaFireGrant/firegrant/req.jsp>. The page title is "Fire Operations and Firefighter Safety Request Details". Below the title, there is a paragraph of instructions: "Below is a list of items included in your application. Click the *Add Fire Department/Fire District Training Program* button to add a program to be funded. Once you have completed the required questions for the program, you must click *Add Budget Item* underneath the program to add specific costs. You may update or delete the list by clicking the appropriate link under the *Action* column. Once you are done, press the *Return to Summary* button below."

The main content area is titled "Fire Department/Fire District Training Programs" and contains a table with the following data:

Training Programs				Action
Item	Number of units	Cost per unit	Total Cost	Action
Specialized	1	\$ 45,000	\$ 45,000	Update Delete
Total Cost			\$ 45,000	

Below the table, there is an "Add Budget Item" button and a "Return to Summary" button. At the bottom of the page, there is a navigation bar with links for "USFA Home", "FEEMA", "Frequently Asked Questions", "Glossary", "Privacy", and "Help".

If you are not adding additional training programs such as Hazmat, select “Return to Summary.”

This will bring you to this screen:

Fire Operations and Firefighter Safety Request Details

Application 36% complete

The activities for program **Fire Operations and Firefighter Safety** are listed in the table below. If you intend to request funds for an activity, you must answer all of the activity specific questions and specify at least one budget item. The cost figures you provide do not have to be firm quotes from your vendors, but they should be estimated based on research of current prices (i.e., check with at least two vendors for your estimates). If you do not have these estimates, you can come back and modify this area at any point before you submit your application to DHS. Only whole dollar amounts should be provided (no cents please). The Assistance to Firefighters Grant Program does not allow for any grant funds to be used for construction.

Click View Details link below to build your program budget. Once you have entered a line-item for an activity below, the link to the activity's narrative will appear. Click on the Narratives link for further instructions. Once you have completed this section, press the *Save and Continue* button below.

Activity	Number of Entries	Total Cost	Additional Funding	Action
Equipment	0	\$ 0	\$ 0	View Details
Modify Facilities	0	\$ 0	\$ 0	View Details
Personal Protective Equipment	0	\$ 0	\$ 0	View Details
Training	1	\$ 45,000	\$ 0	View Details Update Additional Funding Narratives
Wellness and Fitness Programs	0	\$ 0	\$ 0	View Details
* Total Funding for all EMS requested in this application			\$0	View Details
Grant-writing fee associated with the preparation of this request.			\$0	

Go Back Save and Continue

USFA Home | FEMA | Frequently Asked Questions | Glossary | Privacy | Help

Application period ends in 32 days 1 hrs 32 mins

Here you will enter additional information related to the cost of delivering this training under the “Update Additional Funding” hyperlink. Eligible uses of training funds include, but are not limited to:

- Tuition, exam/course fees, and certifications/certification expenses
- Purchase of training curricula, training equipment (trailers, mobile simulators), training props and training services (instructors)
- Overtime expenses paid to career firefighters to attend training or to cover colleagues who are in training

Under the Training category you can add the cost of personnel attending the training and/or other costs to conduct this training. You will have 4,000 characters to explain your request. If you are requesting the cost for personnel to attend training or to cover colleagues who are in training, be sure to include the number of personnel x the number of hours x the hourly rate. Explain the need for the personnel costs which may include the need to maintain minimum response capabilities during the scheduled training. The more detail you provide on the requested funds, the better understanding the reviewers will have of your request.

Once this is completed, select save and continue.

You will now return to this screen:

The screenshot shows a web browser window with the URL <https://eservices.fema.gov/FemaFireGrant/firegrant/jsp>. The page title is "FY 2013 Assistance to Firefighters Grant Program" and the session time out is 30 minutes. The main heading is "Fire Operations and Firefighter Safety Request Details".

On the left sidebar, there is a navigation menu with items 1 through 12, including "Overview", "Contact Information", "Applicant Information", "Applicant Characteristics (I)", "Applicant Characteristics (II)", "Department Call Volume", "Request Information", "Request Details", "Budget", "Assurances and Certifications", "Review Application", and "Submit Application". There are also links for "Print Application", "Return to Status", "Logout", "Privacy Statement", and "Disclaimers".

The main content area shows a table of activities with columns for Activity, Number of Entries, Total Cost, Additional Funding, and Action. The table includes rows for Equipment, Modify Facilities, Personal Protective Equipment, Training, and Wellness and Fitness Programs. The Training row shows 1 entry with a total cost of \$45,000 and additional funding of \$37,700. Below the table, there are summary rows for "Total Funding for all EMS requested in this application" and "Grant-writing fee associated with the preparation of this request".

Activity	Number of Entries	Total Cost	Additional Funding	Action
Equipment	0	\$ 0	\$ 0	View Details
Modify Facilities	0	\$ 0	\$ 0	View Details
Personal Protective Equipment	0	\$ 0	\$ 0	View Details
Training	1	\$ 45,000	\$ 37,700	View Details Update Additional Funding Narratives
Wellness and Fitness Programs	0	\$ 0	\$ 0	View Details
* Total Funding for all EMS requested in this application			\$0	View Details
Grant-writing fee associated with the preparation of this request.			\$0	

At the bottom of the page, there is a status bar showing "Application period ends in 12 days 11 hrs 2 mins 38 secs" and a navigation bar with links for "USFA Home", "FEMA", "Frequently Asked Questions", "Glossary", "Privacy", and "Help".

From here, select "Narratives" hyperlink.

Section # 1 Project Description: In the space provided below include clear and concise details regarding your organization's project's description and budget. This includes providing local statistics to justify the needs of your department and a detailed plan for how your department will implement the proposed project. Further, please describe what you are requesting funding for including budget descriptions of the major budget items, i.e., personnel, equipment, contracts, etc.? You are limited to 3,000 characters. Discuss:

- Critical infrastructure assets of significance that are subject to potential terrorist attacks
- Vital services to (number of residents) of (city name)
- Types of facilities protected
- The number of personnel you intend to train
- What the training includes (skills that are essential to surviving in the event the firefighter is lost, trapped, injured, or is experiencing an SCBA malfunction, communications during a fire fighter emergency, so that fire fighters responding with other jurisdictions on automatic and mutual aid incidents are knowledgeable of how to communicate with other fire agencies)
- The need for this training and how it will improve fire fighter safety

- How will the program be delivered?
- How many hours of training are included?
- Describe how you will minimize the impact on the department's ability to provide service during training.
- What topics will be covered in the training?
- Why are these topics important to your department and mutual aid?
- What federal regulations or national standards are addressed with this training?

Need to consider the following:

- Personnel Costs
 - Costs for 30 personnel to go through training if hosting a class and not opening it up to other departments; consider overtime rates for each person attending the class.
- How the training will be delivered. Will you host the class and allow other attendees to offset the costs or will all 30 spots be filled with personnel from your department? Once your instructors are trained how will you deliver the training to the remaining members of your department?
- Props
 - The cost for the initial set of props is included in the \$45,000 costs for the FGS Train-the-Trainer course. The props remain with the host site. Additional sets of props costs \$11,400 (includes all signage, branding, crating and estimated cost of shipping).
 - A fire department may substitute the stand-alone props with the purchase of the IAFF FGS Mobile Training Apparatus. The mobile trailer comes with the equivalent of two sets of training props incorporated into a trailer. The cost of this option is an additional \$26,140 for a total cost for 30 students of \$71,140 (towing vehicle not included).
- Need to explain how you will meet the mandatory match of the grant money being requested.

Section # 2 Cost/Benefit: In the space provided below please explain, as clearly as possible, what will be the benefits your department or your community will realize if the project described is funded (i.e. anticipated savings and/or efficiencies)? Is there a high benefit for the cost incurred? Are the costs reasonable? Provide justification for the budget items relating to the cost of the requested items. You will be limited to 3,000 characters. Discuss:

- Number of first responders to receive the training

- Number of residents who will be better protected
- Why are your fire fighters not currently trained to perform the survival skills of disentanglement, removing oneself from a hazardous environment by breaching and exiting through a wall, and self rescuing out of an upper floor window?
- Why is it critical that they receive this training?
- How will this training better prepare your members to perform risk – benefit analysis during an incident?
- How does improving your ability to read smoke, understand building construction and heat release improve your ability to protect your members and the citizens you serve?
- Have these issues been listed as contributing factors in past near-misses and LODD investigation reports?
- Is there a benefit to training on preventing the Mayday from occurring and why?
- Why is SCBA training and communications training important to fire fighter survival?
- Why is it important to include all members and all ranks within your department?
- Is there a benefit to the incident commander knowing the actions a fire fighter will take during a Mayday situation and why?
- Why is it important to learn and practice these skills before the emergency occurs?
- Will you collect data and evaluations that demonstrate the effectiveness of your training and how will you collect that information?

Section # 3 Statement of Effect: How would this award affect the daily operations of your department (i.e., describe how frequently the equipment will be used or what the benefits will provide the personnel in your department)? How would this award affect your department's ability to protect lives and property in your community? You will be limited to 3,000 characters. Remember, the most important thing is for you to tell your story and why this funding and training are critical to your members and the community you protect. Additionally, proposed training projects that benefit the highest percentage of applicable personnel (your department and others) receive a higher rating and are more likely to be funded.

For additional information on applying for grants, contact the IAFF Grants Department at grants@iaff.org or (202) 824-1575.

For more information on the IAFF Fire Ground Survival Program, visit our website at <http://www.iaff.org/HS/FGS/FGSIndex.htm>, contact us by email at safety@iaff.org, or by phone at (202) 824-1572.