



****NEW** All equipment requested must meet fire service training standards.**

- Can my Fire Department file for a TRAINING MINI GRANT?
 - No ... but your Locality can! Grants from the Fire Programs Fund can only be awarded to one of 324 specified Virginia jurisdictions: Independent Cities, Counties, or Towns incorporated within the Counties. Application may be made through your Locality's government.
- For how many TRAINING MINI GRANTS can my Locality file?
 - TRAINING MINI GRANTS may not always be offered during a given fiscal period due to non-availability of funding, etc. Only one (1) filing per jurisdiction is accepted each fiscal period that they are being offered.
- Where can the blank forms necessary for filing be found?
 - Annually – June 1st, the Agency (DFP) forwards to ALL localities statewide a packet including these forms. In addition, generic versions of the forms may be printed off from the Agency's web site www.vafire.com.
- Whom may I contact and how regarding TRAINING MINI GRANTS?

Grants Manager
1005 Technology Park Drive
Glen Allen VA 23059-4500
804/371-0220
- How much detail is best when completing an application?
 - All relative detail – including makes and model numbers, well organized to best present your case. Since the Committee has historically had to cull awards due to demand, it is always best to present component costs in order to priority. If your description does not fit in the blank provided, insert a summary statement – something more than just "see attached"; and then provide details on a separate 8½" x 11" sheet.
- Can an **ambulance** be bought with a TRAINING MINI GRANT?
 - No! All grants awarded from the Fire Programs Fund are restricted solely to fire service purposes to the exclusion of all else – whole or in part. (TRAINING MINI GRANTS are for "training" purposes only, never to supplement line operational needs.)
- Can **computer software** be included?
 - Generally, no; never for an O/S nor an 'Office Suite' or its components! However, programmed-learning material and kindred applications may be allowed – whole or in part, *on a case basis as supported by applicant provided documentation including well presented justification.*

- Can **furnishings** – such as desks & chairs be included?
 - While not usual or encouraged, in some rare instances such may be allowed – for a limited number of items, *on a case basis as supported by applicant provided documentation including well presented justification.*
- Can **Internet** &/or **SAT** &/or **CATV** connectivity be included?
 - No! However, and as otherwise sufficiently justified, such necessary hardware – including horizontal wiring may be allowed when in *support of well presented (...applicant provided) documentation as to Training need.*
- Can **man hours / direct labor** costs be included?
 - No! Only goods and such nominal services as –*examples-* printing, CD reproduction, or installation* of equipment will be allowed.
*Something requiring more complex action(s) than simply unpacking & plugging in or placing in operation.
- Can **renovation of existing space** be included?
 - While not usual or encouraged, in some well justified & documented (*...applicant provided*) cases, it may be allowed – whole or in part.
- Can **radio equipment** be included?
 - Qualified 'Yes'. Consideration may be given *on a case basis as supported by applicant provided documentation including well presented justification.* (TRAINING MINI GRANTS are for "training" purposes only, never to supplement line operational needs.)
- Can **wireless equipment** – including PCS/cellular hardware & pagers be included?
 - No! (Only such hardware/"electronics" items as may be explicitly and exclusively necessary for/to TRAINING purposes will be allowed.)
- Can **SCBA** be included?
 - Qualified 'Yes'. Consideration may be given *on a case basis as supported by applicant provided documentation including well presented justification* relating to TRAINING applicability; TRAINING MINI GRANTS are for "training" purposes only, never to supplement line operational needs.
- What is a **fiscal period**?
 - Many business & governments account for their fiscal affairs for a 12 month period other than a standard calendar year (January through December inclusive). *The Commonwealth's fiscal periods run from July 1st through and including June 30th of the next year. They are numbered by the year in which they end. e.g. The fiscal period beginning July 1, 2007 is termed "FY-2008" or "FY08".*

Hints:

- a) **IMPORTANT** ☞ Many goods are available to Localities through the Commonwealth's numerous "State Contracts" (StC). Cost limitations will be applied based on same. Applicant jurisdictions are encouraged to use appropriate contracts in pricing their TRAINING MINI GRANT request.

- b) Applications in support of TRAINING projects/start-ups that benefit several departments/jurisdictions generally are more favored than those solely for a single entity.
- c) TRAINING projects where matching monies are to be used are more favored than those depending totally on grant funding. ← The foregoing including partnering with FIRE ACT funding &/or acceptable use of ATL.
- d) Vehicle acquisition – new or used is never allowed. Renovation of an existing vehicle (including trailers) to meet a bona fide TRAINING need may be considered *on a case basis as supported by applicant provided documentation including well presented justification.*
- e) ALL applications must be **complete** and **signed** by the proper Local authority.*
*County Administrator OR Deputy, City Manager OR Deputy, Town Mayor/Town Manager; or other duly authorized official whereby the filing is accompanied by a copy of an 'Ordinance' or other such formal instrument clearly granting that party appropriate authority.
- f) Timeliness of filing and subsequent receipt by the Board are solely the applicant jurisdiction's responsibility. All applications must be received on or before the established deadline. It is recommended that filings be made via USPS CERTIFIED MAIL, RETURN RECEIPT REQUESTED OR via a commercial carrier providing for a dated receipt; e.g. Emory[®], FedEx[®], UPS, etc.

**DFP – Training Mini Grants
1005 Technology Park Drive
Glen Allen VA 23059-4500**

Compiled for the benefit of Virginia's Fire Service in close cooperation with the VFSB FIRE PREVENTION AND CONTROL COMMITTEE;
drawing on their many years collective & individual experience with TRAINING MINI-GRANT administration:
Gratefully acknowledged, June 2010 -W.G. Shelton, Executive Director - DFP

☞ SPECIAL NOTE:

Applications that include cost requests not listed on page 4 of this document **MUST** be supported by a cost estimate proposal/quote provided from a potential vendor to document reasonable cost forecasts. Failure to include such cost estimate supporting documentation may impede the evaluation process and result in proposal disqualification.

If funding for training is requested, proposal must document justification that the training is not currently offered by VDFP. For all training NOT offered by VDFP, proposal must include a cost estimate to justify funds requested and must include a detailed course description with the grant proposal. Failure to include such documentation may impede the evaluation process and result in proposal disqualification. (Cost estimates must be net of any percentage discounts available, i.e. 40% discount on IFSTA materials available through the VDFP bookstore.) **IMPORTANT** ☞ All textbooks and audio visual requests must meet current VDFP curriculum standards. ****NEW****

Selected basic component costs/limitations

		<u>StC</u>
(a) Desktop PC with O/S pre-loaded,CRT monitor, keyboard & base-level speakers	\$822 ea.	✓
(b) Laptop & case with O/S pre-loaded	\$1,024 ea.	✓
(c) LaserJet B&W printer	\$256 ea.	✓
(d) 2,500 lumens+ LCD projector	\$335 ea.	✓
(e) 2,200 lumens+ LCD projector	\$609 ea.	✓
(f) Smart Board 64"	\$1,114 ea.	✓
(g) Smart Board 77"	\$1,485 ea.	✓
(h) Large screen LCD TV/Monitor (52")	\$1,350 ea.	
(i) Large screen LCD TV/Monitor (42")	\$700 ea.	
(j) Mid-sized screen LCD TV with VCR &/or DVD integral (32")	\$520 ea.	
(k) Mid-sized screen LCD TV with VCR &/or DVD integral (22")	\$320 ea.	
(l) Small screen LCD TV with VCR &/or DVD integral (19")	\$190 ea.	
(m) Small screen LCD TV with VCR &/or DVD integral (15")	\$140 ea.	
(n) Progressive-Scan VCR Player-Recorder	\$162 ea.	
(o) DVD Player – 5 Disc Carousel	\$100 ea.	
(p) VCR & DVD Combo Player-Recorder	\$162 ea.	
(q) Portable/Table-Top Podium [No electronics included]	\$100 ea.	
(r) Portable/Table-Top Podium with integral mic + amp + spkr(s)	\$535 ea.	
(s) Full-height Podium [No electronic included]	\$250 ea.	
(t) Full-height Podium with integral mic + amp + spkr(s)	\$450 ea.	
(u) Portable Projection Screen	\$229 ea.	
(v) Projection Screen	\$324 ea.	
(w) Projector Ceiling Mount Kit	\$139 ea.	

O/S = Operating System such as MS-Windows®

StC ✓ = An item known as of publication date to be listed on one or more VA State Contracts.