



DELEGATED GRANT AUTHORITY

Agency Tracking # 33501-242548	Edison ID 80729	Begin Date November 1, 2023	End Date March 31, 2025
Edison ID of prior, similar DGA (if any) 76166		Last possible Start Date of authorized grant contracts March 30, 2024	

Service Caption

To establish a grant program for awarding funds to Tennessee volunteer fire departments for the purchase of firefighting equipment or to meet local match requirements of federal grants for the purchase of firefighting equipment and training.

Funding —

FY	State	Federal	Interdepartmental	Other	TOTAL Maximum Liability
2024	\$10,000,000.00				\$10,000,000.00
TOTAL:	\$10,000,000.00				\$10,000,000.00

Each grant contract will establish the following type of relationship:

SUBRECIPIENT RECIPIENT

Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.

J. Paul Hartbarger

CPO USE – DGA


Speed Chart (optional)	Account Code (optional)
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DELEGATED GRANT AUTHORITY

This Delegated Grant Authority application ("DGA"), if approved in accordance with Central Procurement Office rules, policies, and procedures, shall authorize the applicant state agency ("Grantor State Agency") to execute grant contracts for a particular program or programs without individual, independent approval, PROVIDED THAT all grant contracts are within the limits, guidelines, and conditions of this DGA. The Grantor State Agency shall attach a copy of the proposed grant contract(s) that will be used under the DGA. If the proposed grant contract or contracts include modifications or additions to grant contract templates or models, redline the modifications or additions in the attachment(s) and include an approved Rule Exception Request ("RER").

Grantor State Agency:	Department of Commerce and Insurance	
Service Caption:	To establish the Volunteer Firefighter Equipment and Training Grant Program to annually provide grants to select volunteer fire departments to be used for the purchase of firefighting equipment or to meet local match requirements of federal grants for the purchase of firefighting equipment and training, as set forth in Tenn. Code § 68-102-154 <i>et seq.</i>	
A. What will be the maximum number of individual grant contracts?		575
B. What will be the maximum term of an individual grant contract? The term of any individual grant contract cannot extend beyond the approved DGA's end date. An approved DGA may remain in force and effect for up to twelve (12) months unless an approved Rule Exception Request for the DA or DGA templates is obtained.		12 months
C. What is the justification to extend the DGA in excess of twelve (12) months? Please only complete if the Delegation is exclusively federally funded and the term is in excess of twelve (12) months. Include a description of the Federal funds in the justification. <input type="checkbox"/> Please check this box if there are no restrictions in the federal notice of award on the use of funds beyond the first year of the grant. Brief justification and an explanation of any restrictions HERE:		This Grant program has a significantly higher budget than previous years. Allowing the DGA to extend for longer than twelve (12) months provides the Department of Commerce and Insurance adequate time to distribute the grant awards.
D. What will be the maximum amount of an individual grant contract? This amount may not exceed five million dollars (\$5,000,000) unless an approved RER is obtained.		\$3,333,333.34
E. What is the maximum liability of the Delegated Grant Authority? This amount may not exceed ten million dollars (\$10,000,000) unless an approved RER is obtained.		\$ 10,000,000.00
F. GRANTOR STATE AGENCY DECLARATION:		
1. Each of the following is true and applicable:		
a) The program needs and general categories of services are such that adequate guidelines can be developed to direct the Grantor State Agency in competitively or impartially awarding a number of similar grants; and		

Grantor State Agency:	Department of Commerce and Insurance
Service Caption:	To establish the Volunteer Firefighter Equipment and Training Grant Program to annually provide grants to select volunteer fire departments to be used for the purchase of firefighting equipment or to meet local match requirements of federal grants for the purchase of firefighting equipment and training, as set forth in Tenn. Code § 68-102-154 <i>et seq.</i>
<p>b) The individual grant contracts involved will be of such uniformity and standardization of processes, procedures, and contract terms that individual, independent, and prior approval is unnecessary and impractical.</p> <p>2. The summary cover sheet correctly records the requested delegated authority period in which every grant contract must begin as well as the relationship (as defined by Central Procurement Office Policy 2013-007) that each grant contract will create.</p> <p>3. The Grantor State Agency will select grantees in strict accordance with a pre-defined, competitive or impartial process. This process is detailed in Attachment 1.</p> <p>4. The Grantor State Agency will draft each grant contract with the exact “scope of services” detailed in Attachment 2, and in compliance with the form and content required by the appropriate grant contract templates and models in effect at the time that each grant contract is drafted. Each grant contract must include a completed summary cover sheet attached at the front of each copy.</p> <p>5. The Grantor State Agency will ensure that every grant contract entered into under the Delegated Grant Authority:</p> <ul style="list-style-type: none"> a) Has sufficient funds budgeted and available; b) Complies with: Tennessee laws and regulations; Central Procurement Office rules and policies; program policies, rules, and regulations; and any federal laws, rules, regulations, and requirements; c) Shall not create an employer/employee relationship as prohibited by the Tenn. R. & Regs. § 0690-03-01-.17; d) Shall not procure goods, materials, supplies, equipment, or services EXCEPT as provided in this Delegated Grant Authority; and e) Shall not provide for the payment of any amount directly or indirectly to an employee or official of the State. <p>6. The Grantor State Agency will retain records to document that every grant contract has been executed in accordance with the limits, guidelines, and conditions specified in this Delegated Grant Authority.</p> <p>7. The Grantor State Agency will provide all such reports and information relating to the executed grant contracts under this Delegated Grant Authority as may be requested by state officials.</p> <p>8. The Grantor State Agency shall attach a copy of the proposed grant contract(s) that will be used under the DGA. If the proposed grant contract or contracts include modifications or additions to grant contract templates or models, redline the modifications or additions in the attachment(s) and include an approved Rule Exception Request (“RER”).</p> <p>IN WITNESS WHEREOF, and by signature below, I certify that all information in this DGA is, to the best of my knowledge, accurate and represents the limits, guidelines, conditions,</p>	

Grantor State Agency:	Department of Commerce and Insurance
Service Caption:	To establish the Volunteer Firefighter Equipment and Training Grant Program to annually provide grants to select volunteer fire departments to be used for the purchase of firefighting equipment or to meet local match requirements of federal grants for the purchase of firefighting equipment and training, as set forth in Tenn. Code § 68-102-154 <i>et seq.</i>
<p>and procedures that the Grantor State Agency shall follow in executing each grant contract.</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="215 562 492 615">  <small>Carter Lawrence (Oct 2, 2023 09:00 CDT)</small> </div> <div data-bbox="946 583 1084 615"> <p>Oct 2, 2023</p> </div> </div>	
<p style="text-align: center;">Carter Lawrence, Commissioner</p>	<p style="text-align: center;">Date</p>

ATTACHMENT 1

PRE-DEFINED GRANTEE SELECTION & GRANT AMOUNT DETERMINATION PROCEDURES

The Grantor State Agency will select grantees in strict accordance with a pre-defined, competitive or impartial process described below. The Grantor State Agency shall retain records to show the clearly competitive or impartial basis of each grant contract executed, including documentation that each grant contract under this Delegated Grant Authority was executed in accordance with the grantee selection and grant contract amount determination procedures below.

The State of Tennessee, Department of Commerce and Insurance, hereinafter referred to as "the State," will open a solicitation for Tennessee volunteer fire departments. A Volunteer Firefighter Equipment and Training Grant Program Application will be provided to all Tennessee volunteer fire departments, as part of the solicitation, via electronic mail and posted on the State Fire Marshal's Office website at <https://www.tn.gov/commerce/fire-prevention.html>.

Any department wishing to apply will be advised to submit an application to the State through the link posted on the State Fire Marshal's Office website. The State will evaluate all applications received in accordance with the criteria specified in the solicitation documentation, Tenn. Code Ann. § 68-102-154 et seq., and Tenn. Comp. R. & Regs 0780-02-24. Each applicant shall be required to:

1. Be recognized by the State Fire Marshal's Office pursuant to T.C.A. § 68-102-304; and
2. Be classified as a volunteer fire department by Tennessee Fire Incident Reporting System ("TFIRS"); and
3. Complete and submit the application posted by the Department of Commerce & Insurance on the State Fire Marshal's Office website through the posted link by the date and time specified in the application.

The evaluation process is designed to award grants to volunteer fire departments who meet the mandatory requirements, and who demonstrate the greatest need for grant funds. Each application will be evaluated and scored by three (3) State employees who were not involved in the grant criteria creation, rubric testing, or any other aspect of the grant stipulations. Applications will then be ranked by their total combined score and will be presented to the selection committee.

The selection committee will be comprised of seven (7) members: three (3) representatives from the Tennessee Fire Chief's Association, three (3) representatives from the Tennessee Firemen's Association, and the Assistant Commissioner of Fire Prevention. The representatives from the associations shall be from the three (3) grand divisions (East, Middle, and West) of the state.

The committee will review the recommended applications and decide how funds will be dispersed by majority vote, ensuring that such funds are equally distributed amongst the three (3) grand divisions. If there are any remaining funds available, then these funds will be assigned to the remaining eligible applicants with the highest combined score. This process will continue until all available funds have been assigned.

The template application and application instructions are attached below for reference as Attachments 2-4.

ATTACHMENT 2

EXACT GRANT CONTRACT SCOPE OF SERVICES TEXT

Insert the exact scope of services (“Scope”) that will be used in executed grant contracts. If the Grantor State Agency wishes to use more than one Scope, insert all Scopes and clearly identify each Scope and when it will be used.

The Scope describes the services and deliverables that the Grantee must provide. It must specify all associated functional and technical requirements. The Grantor State Agency may include payment terms outside of Section C with an approved Rule Exception Request.

The Grantor State Agency head or designee signifies by signing this DGA that all information in this DGA is, to the best of his or her knowledge, accurate and represents the limits, guidelines, conditions, and procedures that the Grantor State Agency shall follow in executing each grant contract.

See GR and GG contract templates in Attachment 6.

ATTACHMENT 3



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE**

SOLICITATION #33501-232533

For the Volunteer Firefighter Equipment and Training Grant Program

1. INTRODUCTION

The State of Tennessee, Department of Commerce and Insurance, hereinafter referred to as “the State,” has issued this Solicitation with the intent of awarding grant contracts to grantee recipients of the Volunteer Firefighter Equipment and Training Grant Program in accordance with Tenn. Code Ann. § 68-102-154 and Tenn. Comp. R. & Regs 0780-02-24.

1.1 Statement of Purpose

In accordance with Tenn. Code Ann. § 68-102-154, a grant program has been established for the purpose of awarding funds to grantee recipients of the Volunteer Firefighter Equipment and Training Grant Program.

2. SCOPE OF SERVICE, CONTRACT PERIOD, TERMS AND CONDITIONS

The *GR* or *GG* Contracts attached to this Solicitation (Attachment 6) represent the contract document that the contractor selected by the State must sign. It specifically details the State’s required:

- Scope of Services and Deliverables (Section A);
- Contract Period (Section B);
- Payment Terms (Section C);
- Standard Terms and Conditions (Section D); and
- Special Terms and Conditions (Section E).

3. PROCUREMENT SCHEDULE

The following schedule represents the State’s best estimates for this procurement, however, the State reserves the right, at its sole discretion, to adjust the schedule at any time, or to cancel or reissue a similar application.

EVENT	TIME (CST)	DATE
1. Application Issued		November 1, 2023
2. Disability Accommodation Request Deadline	2:00 p.m.	November 6, 2023
3. Informational Event (webinar, held by Michelle Price)	6:00 p.m.	November 6, 2023
4. Written “Questions & Comments” Deadline	2:00 p.m.	November 17, 2023
5. State Response to Written “Questions & Comments”		November 22, 2023
6. Application Assistance Deadline	6:00 p.m.	November 28, 2023
7. Application Response Deadline	12:00 p.m.	November 30, 2023

8. State Completion of Technical Response Evaluations		January 4, 2024
9. State Notice of Intent to Award Released <u>and</u> Solicitation Files Opened for Public Inspection	2:00 p.m.	January 19, 2024
10. End of Open File Period		January 26, 2024
11. State sends Grant Contract to Volunteer Fire Department for signature		February 2, 2024
12. Volunteer Fire Department Signature Deadline	2:00 p.m.	February 16, 2024

4. GENERAL INFORMATION & REQUIREMENTS (and its subsections)

- 4.1. **Nondiscrimination.** No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of a Contract pursuant to this solicitation or in the employment practices of the Contractor on the grounds of handicap or disability, age, race, color, religion (subject to Tennessee Code Annotated, Sections 4-21-401 and 405), sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee pursuant to this solicitation shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- 4.2. **Communications.** Reference Solicitation # 33501-242556, in all communications relating to this application, and direct any such communications to the following person designated as the Solicitation Coordinator.

Michelle Price, Director of Education & Outreach
 Department of Commerce and Insurance
 500 James Robertson Parkway
 Davy Crockett Tower
 Nashville, Tennessee 37243
 Email: sfmo.grants@tn.gov
 Telephone # (629) 259-1713
Hours of availability: 12:00pm – 6:00pm CT

Unauthorized contact about this solicitation with other employees or officials of the State of Tennessee may result in disqualification from consideration as a grantee.

Notwithstanding the foregoing, potential Grantees may also contact the following as appropriate:

- staff of the Governor’s Office of Diversity Business Enterprise for assistance available to minority-owned, women-owned, and small businesses as well as general, public information relating to this solicitation; and
- the following individual designated by the State to coordinate compliance with the nondiscrimination requirements of the State of Tennessee, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and associated federal regulations:

Maliaka Bass, Deputy General Counsel, General Civil Division
 Department of Commerce and Insurance
 500 James Robertson Parkway
 Davy Crockett Tower
 Nashville, Tennessee 37243
 Email: maliaka.bass@tn.gov
 Telephone: (615) 741-9594

- 4.3. **Conflict of Interest.** The State shall not consider an offer from, and this solicitation shall not result in a Grant Contract with:
- an individual who is, or within the past six (6) months has been, an employee of the State of Tennessee or who is a volunteer member of a State board or commission that votes for, lets out, overlooks, or any manner superintends the services being procured in this solicitation;
 - a company, corporation, or any other contracting entity in which an ownership of two percent (2%) or more is held by an individual who is, or within the past six (6) months has been, an employee of the State of Tennessee (this will not apply either to financial interests that have been placed into a “blind trust” arrangement pursuant to which the employee does not have knowledge of the retention or disposition of such interests or to the ownership of publicly traded stocks or bonds where such ownership constitutes less than two percent (2%) of the total outstanding amount of the stocks or bonds of the issuing entity);
 - a company, corporation, or any other contracting entity which employs an individual who is, or within the past six (6) months has been, an employee of the State of Tennessee in a position that would allow the direct or indirect use or disclosure of information, which was obtained through or in connection with his or her employment and not made available to the general public, for the purpose of furthering the private interest or personal profit of any person; or,
 - any individual, company, or other entity involved in assisting the State in the development, formulation, or drafting of this solicitation or its scope of services (such person or entity being deemed by the State as having information that would afford an unfair advantage).

For these purposes, the State will deem an individual to be an employee of the State of Tennessee until such time as all compensation for salary, termination pay, and annual leave has been paid.

- 4.4. **Disclosure of Proposal Contents.** All materials submitted to the State in response to this solicitation become the property of the state of Tennessee. Selection for award does not affect this right. Upon completion of evaluations, indicated by the award notification (refer to section 3, above), the full contents and associated documents submitted in response to this solicitation will be open for review by the public. By submitting an application response, a potential Grantee acknowledges and accepts that the full contents and associated documents submitted in response to this solicitation will become open to public inspection.
- 4.5. Before the Grant Contract resulting from this solicitation is signed, the apparent successful Grantee must be registered with the Department of Revenue for the collection of Tennessee sales and use tax or exempt from such registration. The State shall not approve a contract unless the Grantee provides proof of such registration or proof of exemption. The apparent successful Grantee must further maintain an active Edison Supplier ID and have completed any and all training as required by the Department. The foregoing are mandatory requirements of an award of a contract pursuant to this Solicitation.

5. APPLICATION RESPONSE REQUIREMENTS

- 5.1. When the State opens the Volunteer Firefighter Equipment and Training Grant, a link to the grant application system will be posted on the State Fire Marshal's Office website at <https://www.tn.gov/commerce/fire-prevention.html>. Any department wishing to apply will be advised to submit an application to the State. The State will evaluate all applications received in accordance with the criteria specified in the solicitation documentation, Tenn. Code Ann. § 68-102-154 et seq., and Tenn. Comp. R. & Regs 0780-02-24.
- 5.2. Volunteer Firefighter Equipment and Training Grant Program Application (Attachment 5) details specific mandatory requirements for an applicant in response to this grant application.

- 5.3. **Application Response Prohibitions.** An applicant must respond only as required by this grant application document.

The State may determine an applicant to be non-responsive and ineligible for grant award if it fails to address all items, organize, and properly reference the Volunteer Firefighter Equipment and Training Grant Program Application.

- 5.4. **Application Response Delivery.** No later than the Application Response Deadline (refer to Solicitation #33501-232533, Section 3, Schedule of Events above), a potential Grantee must submit to the State ALL documentation required for the Volunteer Firefighter Equipment and Training Grant Program Application in response to this Solicitation. It must be submitted through the grant application system linked on the State Fire Marshal's Office website at [Tennessee Fire Marshal's Office: Grant Opportunities \(tn.gov\)](https://www.tn.gov).

- 5.5. **Applicant Prohibitions.** An application in response to this solicitation MUST NOT:

- include the Applicant's own contract terms and conditions;
- restrict the rights of the State or otherwise qualify either the offer to deliver services as required by this Solicitation; or
- include, for consideration in this procurement process or subsequent contract negotiations, incorrect information that the Applicant knew or should have known was materially incorrect.

6. EVALUATION & GRANT AWARD

- 6.1. The evaluation process is designed to award grants to volunteer fire departments who meet the mandatory requirements, and who demonstrate the greatest need for grant funds. An evaluation team will evaluate all responses received in accordance with the criteria specified in this DGA.

6.2. Evaluation Process & Maximum Points

All applications received before the deadline will be reviewed to confirm that the applicants meet the basic mandatory requirements (Solicitation #33501-232533, Technical Evaluation & Response Guide, Attachment 4, Section A) for the grant program.

The Technical Evaluation & Response Guide, Attachment 4, Section A, includes mandatory requirement items. Mandatory requirement items are those required by Tenn. Code Annotated § 68-102-154, by Tenn. Comp. R. & Regs. 0780-02-24, or by the State for the disbursement of funds.

If the Solicitation Coordinator determines that an application fails to meet one or more of the mandatory requirements, the evaluation team will review the response and document the team's determination of whether:

- a. the response adequately meets the application requirements for further evaluation;
- b. the State will request clarifications or corrections for consideration prior to further evaluation; or
- c. the State will determine the response to be non-responsive to the application and reject it.

All eligible applications will then be evaluated using the established scoring criteria (Solicitation #33501-232533, Technical Evaluation & Response Guide, Attachment 4, Section B). The Technical Evaluation & Response Guide, Attachment 4, Section B, includes additional items. Additional Items are those which will demonstrate an applicant's need for award funding. Such items are not mandatory for consideration.

Each eligible application will be evaluated and scored by three (3) state employees who were not involved in the grant criteria creation, rubric testing, or any other aspect of the grant

stipulations. Points will be awarded for each additional item that is included within an application. The maximum point total is seventy-five (75) points. Applications will be ranked by their total combined score and will be presented to the selection committee.

6.3. **Grant Award Process**

The selection committee will be comprised of seven (7) members: three (3) representatives from the Tennessee Fire Chief's Association, three (3) representatives from the Tennessee Firemen's Association, and the Assistant Commissioner of Fire Prevention. The representatives from the associations shall be from the three (3) grand divisions of the state.

The committee will review the recommended applications and decide how funds will be dispersed by majority vote, ensuring that such funds are equally distributed amongst the three (3) grand divisions and that qualified applications that request match requirements of federal grants for the purchase of firefighting equipment and training, as required by Tenn. Code Ann. § 68-102-154, are granted. If there are remaining funds available, then funding will be assigned to the remaining eligible applicants with the highest combined score. This process will continue until all available funds have been assigned.

The State will issue a Notice of Intent to Award identifying the apparent Grantees.

NOTICE: The Notice of Intent to Award shall not create rights, interests, or claims of entitlement in either the apparent Grantee or any other Respondent. State obligations pursuant to a grant award shall commence only after the Grant Contract is signed by the State agency head and the Grantee and after the Grant Contract is approved by all other state officials as required by applicable laws and regulations.

The Grantees identified as Grant Awardees must sign a contract drawn by the State pursuant to this grant application. The Grant Contract shall be substantially the same as Attachment 6, GR or GG Contract. The Grantee must sign the contract by the Grantee Signature Deadline detailed in the Solicitation #33501-232533, Section 3, Schedule of Events above.

- 6.4. **Next Ranked Applicant.** If the Grantee fails to provide the signed Grant Contract and the supporting documentation as provided above by the Grantee Signature Deadline, the State may determine that the Respondent is non-responsive to this grant application and reject the application response. The State reserves the right to award the Grant Contract to the alternate Grantee should a Grantee fail to submit the required supporting documentation by the Grantee Signature Deadline detailed in Solicitation #33501-232533, Section 3, Schedule of Events above.

7. GRANT PAYMENT

- 7.1. The State shall not be liable for payment of any type associated with the Grant Contract resulting from this application process (or any amendment thereof) or responsible for any goods or services purchased by the Grantee, even goods or services purchased in good faith even if the Grantee is orally directed to proceed with the purchase of goods or services, if it occurs before the Grant Contract Effective Date or after the Grant Contract Term.
- 7.2. All payments relating to this procurement will be made in accordance with the Payment Terms and Conditions of the Grant Contract resulting from this grant application process (refer to Solicitation #33501-232533, Attachment 6, GR or GG Contract, Section C).

ATTACHMENT 4

TECHNICAL RESPONSE & EVALUATION GUIDE

SECTION A: MANDATORY REQUIREMENTS. Applicant must address all items detailed below and provide the information and documentation as required.

Section A –Mandatory Requirement Items	Pass/Fail
Recognition by the State Fire Marshal’s Office pursuant to T.C.A. § 68-102-304	
Classification as a volunteer fire department by TFIRS	
Complete application to be received by the Department of Commerce & Insurance by date and time specified	
Compliance with T.C.A. § 68-102-111 Fire Reporting Requirements	
Complete Fire Department Active Roster	

SECTION B: ADDITIONAL ITEMS. Additional consideration will be given to applicants that satisfy the items detailed below.

Section B –Additional Items	Point Value
<i>County Economic Status pursuant to Ability to Pay designated by the University of Tennessee as of July 2022*:</i>	
Ability to Pay 1-29	15
Ability to Pay 30-59	12
Ability to Pay 60-89	5
Ability to Pay 90-100	2
Involvement in one of the following programs: (1) Sound Off, (2) “Close The Door!” Campaign, (3) “Get Alarmed TN!” or any other program offered by the Fire Prevention Division’s Education & Outreach section.	5
Compliance with filing of annual financial requirements pursuant to T.C.A. § 68-102-309	5
Applicant meets all minimum training requirements established in T.C.A. § 4-24-112(a)-(e)	5
High Priority Item requested	15
Current PPE ten (10) or more years old	5
<i>Membership Composition</i>	
50%-75% volunteer	3
Great than 75% volunteer	5
<i>Number of Series 100 fires reported through NFIRS that were responded to in the past three (3) years:</i>	
0-10	1
11-30	2
31-65	3
66-115	4
Greater than 115	5

Did not receive any funding through this program in previous three (3) calendar years	10
Did not receive \$15,000.00 or more in funding through this program in previous three (3) calendar years	5
Total	75

*Found at <https://utextensionced.tennessee.edu/ability-to-pay-index/>

ATTACHMENT 5**VOLUNTEER FIREFIGHTER EQUIPMENT AND TRAINING GRANT PROGRAM APPLICATION**Application Instructions:

The Applicant must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references).

In addition to the items below, the State will review each offer for compliance with all solicitation requirements, including but not limited to:

- The Grant Application must be submitted to the State no later than the specified deadline;
- The Grant Application must be submitted as required; and
- The Grant Application response must NOT contain any qualification, limitation, or other restrictions.

See the Volunteer Firefighter Equipment and Training Grant Program Application below.



Volunteer Firefighter Equipment and Training Grant Program Application



Application – Checklist

The Volunteer Firefighter Equipment and Training Grant program establishes a fund for volunteer fire departments to utilize for necessary equipment and training. The funds can be used to meet federal grant matching requirements for firefighting equipment and training or for local purchases of firefighting equipment. For additional information regarding the Program, please refer to the rules at <https://publications.tnsosfiles.com/rules/0780/0780-02/0780-02-24.20200921.pdf>.

Eligible volunteer fire department must have a valid recognition certificate from the State Fire Marshal’s Office (“SFMO”) and must be staffed by less than 51% full-time career firefighters. Volunteer fire departments may apply for both the Volunteer Firefighter Equipment and Training Grant Program and the Rescue Squads Grant Program. However, a volunteer fire department may only receive an award from one of the programs.

All applications must be complete and received by the SFMO by November 30, 2023, at 4:00 p.m. (CST).

Completing this checklist will help you prepare your Volunteer Firefighter Equipment and Training Grant Program (VFEAT) application. Prior to turning in your application, ensure that you’ve completed or meet the following:

Verify Eligibility	
<input type="checkbox"/>	Verify that fire department recognition is up-to-date pursuant to TCA § 68-102-304
<input type="checkbox"/>	Verify compliance with the National Fire Incident Reporting System (NFIRS) reporting as pursuant to TCA § 68-102-111
Preference Metrics	
<input type="checkbox"/>	Verify that your fire department is current with annual financial report filings with the Comptroller of the Treasury as pursuant to TCA § 68-102-309
<input type="checkbox"/>	Review training records to ensure personnel meet the minimum training requirements established by TCA § 4-24-112 (a) - (e)
<input type="checkbox"/>	Update information in FDTN*
Required Documents	
<input type="checkbox"/>	Complete form “Application – Grant Information” (pages 2-4 of this document)
<input type="checkbox"/>	Complete form “Application – Roster” (page 5 of this document)
<input type="checkbox"/>	If applying for federal grant match, attach a copy of the award letter
<input type="checkbox"/>	Register as an Edison vendor
<input type="checkbox"/>	Complete State of Tennessee Supplier Direct Deposit Authorization
<input type="checkbox"/>	Complete form W-9

*Fire department information for this grant will be pulled from FDTN. To access this portal, visit tnmap.tn.gov/fdtn/.

If you have any questions regarding the application, please email SFMO.grants@tn.gov.



Fire Department Name: _____ FDID: _____



The final portion of this application asks that you attach a roster of active personnel and specify those who meet Tennessee's minimum firefighter training standard. Please indicate the following as defined on the final portion as part of a complete application:

Count of career firefighters: _____ Count of volunteer firefighters: _____ Count of personnel who meet minimum state training requirements: _____

Application – Grant Information (Equipment Inventory and Request Details)

All items requested must meet the most current applicable NFPA standard. Applicants may attach additional sheets with more information for items that require description.

Item Description (*high priority *medium priority)	Number of Items in Current Inventory	Number of Items to be Replaced with Funding	Avg Age of Items to be Replaced (in years)	Number of New Items to be Added to Inventory with Funding	Total Number of Items Requested (replacement + new)	Item Price (per unit)	Total Cost
Full Set of Turnout Gear including SCBA**						\$ 13,655.00	\$
SCBA Units (harness, face piece, 2 cylinders) **						\$ 9,360.00	\$
Boots**						\$ 505.00	\$
Bunker Coats**						\$ 1,930.00	\$
Bunker Pants**						\$ 1,555.00	\$
Gloves (Firefighting)**						\$ 180.00	\$
Goggles**						\$ 100.00	\$
Helmets**						\$ 800.00	\$
Hoods (Firefighting)**						\$ 120.00	\$
SCBA Spare Cylinders**						\$ 1,200.00	\$
Federal grant cost share**	Please include a copy of your complete award package with this application.						\$
Air Compressor/Fill Station**						\$ 56,000.00	\$
PPE Washer/Dryer**						\$ 13,270.00	\$
Portable Radios for Firefighters*						\$ 1,750.00	\$
Thermal Imaging Cameras**						\$ 6,250.00	\$
Hose*, describe:						\$ 410.00	\$
Hose Accessories*, describe:						\$	\$
SKID Units						\$ 23,270.00	\$
Other, describe:						\$	\$





Fire Department Name: _____ FDID: _____



Training, describe:	Firefighters that will receive training:		\$	\$
TOTAL AMOUNT REQUESTED:				\$

By signing below, I affirm that the information contained herein is accurate, and I understand that by making a false statement in this application, I am subject to the penalties of perjury pursuant to Tenn. Code Ann. § 39-16-702(a)(4).

Chief Signature: _____ Date: _____





Fire Department Name: _____ FDID: _____



Application– Roster

Please list all active firefighters on your department’s roster. If the number of firefighters exceeds the number of rows on this form, please attach a separate document.

Fire Department Active Roster					
Firefighter Name	Career ^a	Volunteer ^b	Meets minimum state training requirement ^c		TFACA PSID
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

^a **Career firefighter:** Firefighter employed on a full-time basis with this fire department
^b **Volunteer firefighter:** Member of the fire department on either a non-pay or part-pay basis who is not employed in a full-time capacity with this fire department
^c **State minimum firefighter training:** 16-hour initial training course and within 36 months of hire or acceptance the 64-hour basic and live firefighting course

By signing below, I affirm that the information contained herein is accurate, and I understand that by making a false statement in this application, I am subject to the penalties of perjury pursuant to Tenn. Code Ann. § 39-16-702(a)(4).

Chief Signature: _____ Date: _____