



MAINE FIRE PROTECTION SERVICES COMMISSION LIVE FIRE TRAINING FACILITIES GRANT

GENERAL PROCEDURES

Purpose: The purpose of the grant is to work regionally to improve fire fighter training and certification across the State of Maine, with 11 regions within the state as determined by the Maine Fire Protection Services Commission. These facilities will enhance and make firefighter training, certification, safety, and preparedness more accessible through realistic fire training environments. MRSA Title 20-A - §9004 Live Fire Training Facilities Fund is to provide financial support to municipalities for the construction, repair and replacement of live fire training facilities.

In July 2018, the 128th State Legislature passed LD1845 creating Public Law, Chapter 444, Section 3, 20-A MRSA §9004. This law established a fund to support the construction, repair or replacement of regional live fire training facilities (LFTF) in the State of Maine. In accordance with this law and in order to establish a fair, competitive, and effective process to distribute the funds, the Maine Fire Protection Services Commission (Fire Commission) hereby issues the following guidelines to establish the criteria for the Regional Live Fire Service Training Facility Grant Program.

Eligibility: To qualify for grant funding, municipalities must meet the following criteria:

- **Applicant:** The applicant must be a Maine municipality under Maine Law.
- **Facility Type:** The project must involve a live fire service training facility used for firefighter training and certification. Minimum State of Maine specifications shall be adhered to and not modified. With permission they can be added to.
- **Repairs:** Any repairs to an existing facility shall be engineered and comply with NFPA Standards, other codes and regulations adopted by the State of Maine.
- **Need Demonstration:** The municipality must provide a clear and documented need for the training facility based on current capacity and number of regional firefighters in need of training.
- **Sustainability:** The applicant must establish and provide a maintenance/operational plan for the facility to ensure its long-term sustainability.

Funding Criteria: When funds are procured and available, the grant may cover the following expenses related to live fire training facilities:

- **Construction Costs:** Building cost and installation of structural components for new live fire training facilities as predetermined by the MFPSC Live Fire Training Facilities Grant Program guidelines. Building costs do not include land, geotechnical, architectural fees, equipment and/or other site improvements
- **Materials:** All materials associated with construction per state minimum specification.
- **Renovation or Improvement:** Costs for upgrading or improving existing facilities to meet modern safety and training standards.
- **Engineering Reports:** Engineering costs for re-certification of facility once completed.

Grant Award Parameters

- **Matching Funds** Municipalities are required to match a portion of the funding. Direct funding, in-kind contributions, regional donations, and other sources are all accepted forms of matching funds. There is no set match amount required.
- **Maximum Grant Amount:** The maximum award amount for a single project is dependent on the request and the need and will be determined with each grant program and is dependent on available grant funds.
- **Disbursement Schedule:** Funds will be disbursed when the project is completed.
- **Procurement Requirements:** Applicant shall adhere to MPPS Procurement policies.
- **Awardee:** Shall work closely with MFSI to ensure that a smooth process is completed.

Application Submission: Applications must be submitted by a specified deadline to the MFPSC. Late submissions or incomplete applications will not be accepted.

Documentation: Applicants must provide:

- A detailed project plan including timelines, budgets, and specifications.
- Proof of matching funds.
- Letters of support from the local fire departments, municipal governments, and any other relevant entities.
- Environmental impact assessments (if applicable).
- Geotechnical soil study.
- Land and/or lot preparation. Site ready to build.
- All permits necessary for construction shall be in process and proof provided
- Letter(s) of support stating assistance in the greater good of fire training regional and collaboration with the Maine Fire Service Institute.

Review Committee: Applications will be reviewed by a designated grant review committee that will evaluate based on need, project feasibility, safety, and overall benefit to firefighter training in the region. The committee is comprised of MFPSC Membership with key stakeholder representation.

Grant Scoring:

- Geographically located within the pre-determined regions set by the MFPSC
- Number of firefighters within one-hour travel time to facility.
- Documentation of collaborations with regional training efforts.
- Cooperation with MFSI mission of firefighter training & certification across Maine.
- Adherence to NFPA Standards for fire training at all times.
- Documented business plan for sustainability, maintenance and safe operation.
- Adherence to incident reporting to the Maine State Fire Marshal's Office or US Fire Administration.

Awards: The Maine Fire Commission entire governing body shall vote on committee recommendation of awards by the Subcommittee on Training and Education.

Award Notification: Grant recipients will be notified within 30/60 days after the close of the grant application period.

State of Maine Fire Training Facilities Minimum Specifications

- The State of Maine minimum specification shall be adhered to at all times.
- The State of Maine minimum specification can be modified by the request of the awardee, must be approved by the Maine Fire Protection Services Commission and not interfere or impede the intent of the minimum specifications.

Reporting and Accountability

- **Agreement: Grant** awardee shall sign an agreement that establishes a partnership with the Maine Fire Protection Services Commission and The Maine Fire Service Institute
- **Construction Progress Reports:** Recipients shall submit quarterly progress reports detailing project development, use of funds, and any challenges encountered.
- **Final Report:** Upon completion of the project, a final report shall be submitted documenting the entire process.
- **Annual use reporting:** The grant awardee shall provide accurate annual fire training reports for use of the facility in accordance with NFPA 1401 Recommended Practice for Fire Service Training Reports and Records. Reports for previous calendar year are due by January 15.
- **Site Inspection:** The Maine Fire Protection Services Commission reserves the right to conduct site inspections to ensure compliance with project goals and fund use at any time.
- **Annual facility inspections:** Maine Fire Commission shall conduct annual inspections to ensure program goals are being met along with meeting NFPA 1403 annual inspections for facility.

Use of Funds

- Funds are dispersed by SMCC after the project is completed and proof of payment by the principal municipality has been made available.
- Documents needed for reimbursement:
 - Documents involved in the bid process that are managed by MFSI
 - Final invoice to municipality
 - Copy of municipalities check documenting payment in the amount of the financial award
 - Other documentation as required by the Maine Community College System

Non-Discrimination

- The program must be administered without discrimination based on race, color, national origin, sex, disability, or age.

Compliance with State Laws: All grantees must adhere to applicable state and local laws, including those related to environmental protection, building codes, and labor standards.