



COMMONWEALTH of VIRGINIA

Michael T. Reilly
EXECUTIVE DIRECTOR

Brenda Scaife
CHIEF ADMINISTRATIVE OFFICER

Virginia Department of Fire Programs

Finance Branch
1005 Technology Park Drive
Glen Allen, VA 23059-4500
Phone: 804/ 371-0220
Fax: 804/ 371-3358

June 2018

FY-2019 Annual Package

This letter serves as notification of the availability of the FY-2019 Annual Package. Beginning with FY2013, VDFP began providing the Annual Package electronically. The Annual Package may be found on the Virginia Department of Fire Programs' website and contains the following:

- ❖ **Aid to Localities (ATL)**
 - FY-2019 Audit Sheet
 - FY-2019 Disbursement Agreement
 - FY-2018 Annual Report
 - FY-2018 Allocations (actual)
 - FY-2019 Allocations (estimated)
 - FY-2019 Disbursement Schedule
 - Helpful Hints in Completing Annual Reports and Agreements

- ❖ **Live Fire Training Structure Grant Program**

- ❖ **Regional Fire Services Training Grants Program**
Unfunded in FY2019. Next funding period FY2020
 - FY-2020 Regional Fire Services Training Facilities Grants Application
 - Regional Fire Services Training Facilities Disbursement Agreement

- ❖ **VFIRS Hardware Grants Program**
 - Letter from VDFP Information and Statistics Manager
 - FY-2019 Application

- ❖ **Conference and Education Assistance Grants Program**
 - FY-2020 Conference and Education Grant Application

You will notice that there is no application package for the Training Mini Grant Program due to a lack of funding for FY2019. No Training Mini Grant applications will be accepted for FY2019.

Please note that the application postmark deadline for the VFIRS Hardware Grants is August 31, 2018.

Also note that the FY-2018 Annual Report **will not** be accepted prior to July 1, 2018.

All program forms are available on our website at www.vafire.com.

SPECIAL NOTIFICATIONS OF FUNDING PROGRAMS AND OPPORTUNITIES

Aid to Localities Entitlement (ATL) Program

The Virginia Fire Services Board (VFSB) voted to adopt new minimum ATL allocations for Towns, Cities, and Counties. *Beginning July 1, 2013 (FY2014)*, the minimum ATL allocations for Towns have been increased to \$10,000; and Counties and Cities has been increased to \$20,000. Below is a chart to illustrate the minimum increases:

Type of Jurisdiction	Prior to July 1, 2013	NEW Effective July 1, 2013
Incorporated Towns	\$ 8,000	\$ 10,000
Counties	\$ 16,000	\$ 20,000
Cities	\$ 16,000	\$ 20,000

ATL allocations are calculated based upon the most current US Population Census which was conducted in 2010. Based upon population, jurisdictions that have ATL allocations that fall below the minimum dollar values will have their ATL allocations raised to the minimum dollar level specified above.

Live Fire Training Structure Grant Program

Prototype II Class A Burn Buildings

The Virginia Fire Services Board (VFSB) voted to add the Prototype II Class A Burn Buildings back to the Policy.

Regional Fire Services Training Facilities (RFSTF) Grant Program

The Program is designed to provide defined grants to Virginia localities to provide multi-jurisdictional training as regional fire services training facilities per the NFPA 1001 and 1403 training standards.

Due to funding limitations there will not be an application period in FY19. Funding will resume in FY2020. Applications may be submitted after July 1, 2019, but must be postmarked by September 1, 2019 to be considered. The Program will be evaluated as competitive. FY2020 awards will be made by January 2020 with project performance between January 1, 2020 and December 31, 2020.

The Program Policy and related documents can be found on our website under the Grants & Local Aid\Regional Fire Services Training Facilities Grant Program web link.

VFIRS Hardware Grants Program

The amount of funding for the VFIRS Grant is \$700. This funding level will allow the VFSB & VDFP to provide more applicants with funding. The minimum specifications can be found in the Agency Practices document located on our website under the <https://www.vafire.com/grants-and-local-aid/vfirs-hardware-grants/> web link.

Conference and Education Assistance Grant Program

The program provides financial support for conferences and seminars sponsored by Virginia based non-profit organization to further the education of fire and emergency service personnel. Applications may be submitted throughout the year, but must be postmarked by May 1, 2019. The Program will be evaluated as competitive. FY2020 awards will be made by July 2019 with project performance between July 1, 2019 and June 30, 2020.

If you have questions about the documents and forms or need additional assistance, don't hesitate to contact me at 804-249-1958 or via email at Theresa.Hunter@vdfp.virginia.gov.

Respectfully,

Theresa Hunter
Budget and Grants Manager

Virginia Department of Fire Programs
 Fire Programs Fund – Aid to Localities
 Fiscal Year 2019 Audit Sheet

Item	Information		
Locality	Hampton		
FIPS Code	650	Type	City
FY-2018 Allocation	\$459,468.00	Status	Received
Carry-Over Amount to FY-2018 from FY-2017	\$46,869.55		
FY-2017 Allocation	\$445,997.00	Status	Received
Carry-Over Amount to FY-2017 from FY-2016	\$75,817.01		
FY-2016 Allocation	\$435,588.00	Status	Received
Carry-Over Amount to FY-2016 from FY-2015	\$58,233.88		
ATL Reference Codes → (See codes to the right and the descriptions below to determine action required to receive funds.)		ACF	
ATL Reference Code Description			
A	Need two (2) FY-2019 Disbursement Agreements; forms available on website.		
B	Need two (2) FY-2018 Disbursement Agreements; forms available on website.		
C	Need FY-2018 Annual Report; form available on website.		
D	Need FY-2017 Annual Report; form available on website.		
E	FY-2018 Fund has not been released; FY-2018 Annual Report is only accepted AFTER fund has been released.		
F	Include FY-2017 carry-over balance on FY-2018 Annual Report.		
<p>Jurisdictions that fail to submit a satisfactory Annual Report and two Disbursement Agreement forms at the end of any annual reporting period shall forfeit the allocation for that fiscal year.</p>			

☞ All forms are available on our website www.vafire.com under the Grants and Local Aid link.

☞ Direct all reporting documents, questions, and comments to:

Budget and Grants Manager
 Virginia Department of Fire Programs
 1005 Technology Park Drive
 Glen Allen VA 23059-4500
 804/249-1958 (W); 804/371-3358 (F)

NOTE →

Enter by category the total amount disbursed during the fiscal period identified above in [B1]. Enter **ONLY** those amounts paid from that received as Aid to Localities from the Fire Programs Fund. Report ONLY disbursements for fire service purposes which did NOT otherwise supplant or replace locally appropriated funds. (Enter "None" wherever appropriate.)

C1	Expenditures for ... the training of firefighting personnel NOT reported in [C6]	\$	-	
C2	... public (Fire) safety education programs	\$	-	
C3	... LOCAL Fire Service training facilities as such principally or solely serves the locality Identified in [A1] above			
C4	... Any/ ALL other Fire Service training facilities including those that are Regional/multi-jurisdictional	\$	-	
C5	... emergency medical care & equipment for Fire Personnel	\$	-	
C6	... personnel costs related to fire and medical training for Fire Personnel NOT reported in [C1]	\$	-	
C7	... Personal (Fire) Protective Equipment	\$	-	
C8	... (Fire) Vehicles including Apparatus	\$	-	
C9	... Fire Fighting Equipment and Supplies	\$	-	
C10	ADD items [C1] through [C9] Enter TOTAL			\$ -

D1	SUBTRACT [C10] from [B4] and Enter the difference		\$ -
Should either be ZERO or a POSITIVE figure representing the amount being carried forward into the succeeding fiscal period and thereafter to be accounted for.			
D2	Future Spending Plan for remaining balance: Below provide a detail explanation of how the carry forward balance shown in this section will be spent. Explanation should include timelines, amounts and category in which funds will be spent. Spending plan can be updated annually to reflect agency needs.		\$ -

Has ANY part of the amounts listed above in [C1] through [C9] inclusive been used to Yes

E1	“supplant or replace” local funding; the foregoing including that for either or both Operations & Capital Improvements?	<input type="checkbox"/>	No
E2	Has ANY part of the amounts listed above in [C1] through [C9] inclusive been used for OTHER than solely “fire service purposes”?	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No

F1	Identify a Principal Point of Contact as the party who should be contacted about: <ul style="list-style-type: none"> • Questions concerning this report • To make arrangements to audit records, - or - • Other similar needs 	Last Name, First, MI, Title	
		Street Address including Zip Code	
		Telephone Number	FAX Number
		E-Mail Address	

G1	Certification – to be completed by: <ul style="list-style-type: none"> • County Administrator /OR/ Deputy, City Manager /OR/ Deputy, Town Mayor / Town Manager; or ... • Other duly authorized official whereby the report is accompanied by a copy of an 'Ordinance' or other such instrument clearly granting that party such authority. 		
This report is entered on behalf of the jurisdiction identified above [A1] with the knowledge and belief that all representations herein made are true and correct.			
Signature	Typed / Printed Name	Title	Date

(All applications **must** be notarized to be considered – incomplete forms shall be returned.)

State of Virginia }
 City / County of _____ }

On this ____ day of _____ (month) in _____ (year), before me, the undersigned a Notary Public for the Commonwealth of Virginia, personally appeared _____ to me known (or to me proved) to be the identical person named herein and having in my presence executed the above, and acknowledged that he executed same as his voluntary act and

My Commission expires: _____ Date _____ Notary Public _____ {Seal}



Commonwealth of Virginia
Department of Fire Programs

FY-20 FIRE PROGRAMS FUND DISBURSEMENT AGREEMENT

Statutory Authority: §38.2-401 of the Code of Virginia

This Agreement, made effective as of the 1st day of **July**, _____, by the DEPARTMENT OF FIRE PROGRAMS (the "Agency") and the LOCALITY noted below (the "Receiving Locality"), governs the distribution and use of the Receiving Locality's annual entitlement from the Fire Programs Fund ("the Fund"), as provided for in §38.2-401 of the Code of Virginia as amended (the "Statute").

WHEREAS, the Statute in effect as of the date first written above is incorporated herein by reference; and

WHEREAS, the Receiving Locality is thereunder required to execute a "Fire Programs Fund Disbursement Agreement" and forward same to the Agency as a condition of receiving any allocation or disbursement from the Fund;

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants herein set forth, the parties hereto agree as follows:

1. Representations of the Agency. The Agency represents that the Agency is duly organized and the Executive Director duly appointed by the Governor and confirmed by the General Assembly as provided for by the *Code of Virginia*, and that the Executive Director or his designee is duly authorized to enter into this agreement.

2. Representations of the Receiving Locality. The Receiving Locality represents that (a) its authorized representative whose signature appears below has read and understands the referenced sections of the Statute and any Policies & Definitions adopted thereunder, (b) it agrees to comply with all applicable provisions of the Statute and any Policies & Definitions adopted thereunder, including the use of such funds and all reporting and audit requirements and (c) it is duly authorized to execute this Agreement and to perform its obligations hereunder and has taken all necessary action to authorize such execution and performance.

3. Availability of Funds. It is understood and agreed by the parties hereto that the AGENCY shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purposes of this Agreement. The Recipient shall deposit funds in an interest-bearing account or normal risk and with a demand restriction, if any, not exceeding 30 calendar days until they are needed. The Recipient must be able to account for both the principal and the interest amounts.

4. Merger; Severability; Governing Law. This writing constitutes the entire Agreement between the parties, supersedes any existing agreement or understanding, oral or written, relative to the matters contained herein, and may be modified only in a writing executed by all parties hereto.

If any provision of this Agreement is determined to be invalid by a court of competent jurisdiction, it shall not render the remaining portions of this Agreement void or unenforceable. This Agreement shall in respects be governed by the laws of the Commonwealth of Virginia.

5. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

IN WITENESS WHEREOF, the parties hereto have by their duly authorized representatives executed this Agreement effective as of the date first written above, intending to be bound thereby.

**Commonwealth of Virginia
Department of Fire Programs**

BY: _____

RECEIVING LOCALITY: _____
Name of Locality

BY: _____
Signature Date

Name

Title

(Non-P.O.)
Office _____
Address: _____

Mailing _____
Address: _____

E-mail _____ Telephone _____
Address: _____ Number: _____



Commonwealth of Virginia
Department of Fire Programs

AID TO LOCALITIES (ATL)
from the FIRE PROGRAMS FUND

Scheduled disbursement dates for FY-2019 (July 1, 2018 - June 30, 2019)

Properly completed forms received from a jurisdiction by...	...will have its ATL funds released by VDFP for transfer by...
Friday, August 16, 2018	Friday, September 22, 2018
Friday, November 15, 2018	Friday, December 20, 2018
Friday, February 14, 2019	Friday, March 20, 2019
Friday, May 22, 2019	Friday, June 26, 2019

The above release dates should assure that most jurisdictions - if not all, will receive all of their funds by the end of that same fiscal quarter.

ATL disbursements are made via an electronic funds transfer/EDI to the account-of-record for each jurisdiction. If there are changes to the account designation, please promptly complete the EDI Payment Agreement form located on our website.

Forward all completed paperwork to:

**VDFP Budget and Grants Manager
1005 Technology Park Drive
Glen Allen VA 23059-4500**

Visit us at www.vafire.com