

**Pilot Youth Volunteer Fire Fighter Training
Program
Grant Availability Announcement**

January 7, 2022



**Application Deadline is February 14, 2022.
Email Applications to DSPSGrants@wisconsin.gov**

The Youth Volunteer Firefighter Training grant program aims to support collaboration between Wisconsin's Technical College System, volunteer fire departments and high schools to develop capacity to recruit and train high school juniors and seniors for the rewarding role of volunteer fire fighters in their community. Wisconsin's volunteer fire departments have been struggling to recruit and retain members for years, which has led to many departments lacking the personnel necessary to safely respond to community emergencies. The Department of Safety and Professional Services (DSPS) has received funding to award grants to support our state's fire departments, students, and residents. Programs will be for high school juniors and seniors giving them the opportunity to receive volunteer firefighter training that may also qualify for high school and/or college course credit.

Grant Program Highlights

Total Grant Program	Total amount of grant funds available is \$50,000.
Individual Awards	Minimum request is \$500, and maximum is \$25,000. Amount awarded may be less than the amount requested.
Award Period	Contract period will be based on project timeline but may not exceed one year from the project start date as defined in the contract.
Eligible Lead Applicants	DSPS recognized fire department in good standing, high school, or technical college.
Use of Grant Funds	Activities related to training high school juniors and seniors as volunteer fire fighters.
Goal	Increase recruitment and retention of volunteer fire fighters in Wisconsin.
Terms of Award	Grants will be awarded as cost reimbursement contracts, with an anticipated contract start date on the date of award.
Matching Funds	While matching funds are not required, it is anticipated that grantees will incur in kind costs including but not limited to facilities, transportation, insurance, and administration.

Eligibility: To be considered for award, the entity submitting the proposal, or Applicant must meet the following conditions:

- Must be a Wisconsin DSPS recognized fire department in good standing, high school, or technical college. Good Standing means a volunteer fire department recognized by the Department of Safety and Professional Services (DSPS) that is in substantial compliance with the 2% Dues and Firefighter Health and Safety requirements of SPS 330.
- Lead must document participation of at least one fire department, one high school, and one technical college as grant partners including the lead. (Participation of multiple organizations of each category is encouraged.)
- Must be able to obtain or have liability insurance coverage for the proposed program.

Program Overview

Grant Proposals: Grant applicants must describe how they will measure and meet the following goals as well as any additional goals defined in their proposal:

- Developing collaborative and innovative efforts to train high school juniors and seniors as certified volunteer firefighters.
- Planning to retain students as volunteers once trained (not necessarily in the same department in which they were trained).
- Offering high school and/or college credits for fire fighter training.
- Leveraging other programs for student career development and training such as those offered through the Department of Public Instruction and Department of Workforce Development.

Letters of Commitment: Partner letters of commitment or support should include attestation on organization letterhead from each participating organization. This letter should include partnership expectations and any other elements that inform the application.

Grant Administration: Grant applicants must identify a fiscal agent for the grant and discuss the capabilities of the designated organization/individual to perform these functions in their application. Applicants and their partners may be subject to program and fiscal audits.

Project Costs: Grant funds shall be used for training-related expenses, which may include curriculum development, instructor salaries, consultant/contractual expenses, and training materials and supplies.

DSPS does not require a match for this grant; however, this grant will only reimburse for reasonable direct non-capital expenses related to creating and delivering the training program. An expense is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

DSPS expects that the grant recipient will be making monetary and non-monetary contributions to ensure the success of the program. Certain costs will be considered an in-kind contribution to the program and can be identified but not included in the grant budget. The following are examples of items that are would be in-kind contributions to the program from either the grant recipient or other program partners:

- Comfortable and safe training facilities
- Grant management activities such as reporting, tracking, and invoicing
- Indirect, shared, or overhead costs
- Transportation for students to the training location
- Use of equipment owned by or purchased by the grantee or partners
- Monetary incentives for students or completion awards
- Insurance coverage for participants in grant related activities

Description of investments that show commitment to the program may strengthen the proposal, even though they are not allowed as part of the project budget.

Budget Line Items Table and Budget Detail: Applicants must complete a project budget using the categories outlined below. Each line-item requested in the Budget Summary table requires an accompanying comprehensive description in the Budget Detail section that provides: 1) the basis for estimating and calculating each component of that line-item cost; and 2) a justification of the need for that component. Must be described in detail in a project budget and reflect the direct cost of developing and delivering a fire fighter training for high school juniors and seniors.

Eligible costs include the following and are described in more detail in [Attachment A Budget Line Items Table and Budget Detail](#):

- Training development
- Training delivery
- Outreach and student recruitment
- Transportation of students while participating in the program
- Supplies and materials for classroom work and practice activities
- Travel for instructors

Program or Application Questions: Any questions or requests for clarification related to this Grant Program Announcement must be submitted in writing via email to DSPSGrants@wisconsin.gov. Responses to questions and any additional clarifying data and/or information will be posted at <https://dsps.wi.gov/Pages/Programs/FirefighterTrainingGrant/Default.aspx>. For answers to technical questions (such as accessing forms or documents, submitting your proposal, etc.), please email your inquiry to DSPSGrants@wisconsin.gov.

Grant Schedule

Announcement Released	January 7, 2022
Application Submission	February 14, 2022
Grant Awards Announcement	February 21–28, 2022 (Projected)
Contract Start Date	Varies based on proposal
Grant End Date	One year from contract start date
Last Invoice	60 days from grant end date

Application Forms, Instructions and Process: You can access the application forms and guidance at <https://dsps.wi.gov/Pages/Programs/FirefighterTrainingGrant/Default.aspx>. To submit an application, email the application package to DSPSGrants@wisconsin.gov.

Grant Award Process

A grant is defined as an agreement between DSPS and the grantee (proposer awarded a contract) whereby DSPS provides funds from the Youth Volunteer Fire Fighter Training Program for the purposes of establishing or expanding a youth volunteer fire fighter training program

Grant Evaluation Rubric and Scoring: The evaluation committee will appraise grant applications for compliance with grant guidelines and specifications cited in this document. Grant proposals will be rated on a 100-point scale, based upon the following point values:

Selection Criteria	Points
Project Need Statement	20
Program Design, Cost & Implementation	40
Program Objectives & Outcomes	30
Program Equity and Inclusion Outcomes	10

Grants will be ranked by preference and high score and awarded based upon ranking and availability of budgeted funds. Grants that score below 50 points will not be eligible for funding. It is strongly recommended that Applicants consult the Grant Evaluation Rubric and Scoresheet to address all criteria when writing proposals. The Grant Evaluation Rubric and Scoresheet can be found at <https://dsps.wi.gov/Pages/Programs/FirefighterTrainingGrant/Default.aspx>

Grant amounts offered may be less than the requested amount.

Contract: The DSPS Youth Volunteer Fire Fighter Training Program grants that are funded under this Grant Announcement will be required to execute a contract with DSPS before any expenses are incurred for which reimbursement is expected. The contract is a legal document that defines the expectations and obligations of the parties to the contract. No grant recipient shall expend grant funds until a contract has been fully executed with DSPS. Upon contract execution, recipients will be allowed to incur costs. The successful Applicant's application and portions of the GPA deemed applicable by DSPS will be made a part of the grant contract.

Reimbursement: Awards are structured as cost-reimbursement grants, meaning that recipients are expected to incur expenses before receiving any program funds. All eligible grant expenses will be reimbursed as specified in individual contracts when expenses are documented by grantee, per the contract, and approved by DSPS.

- As a condition of reimbursement, DSPS will require that awardee has submitted outcome reporting as determined by the individual grant contract.
- Reimbursement requests may be made once per month but at a minimum once per quarter. No invoices will be accepted 60 days after the grant end date.
- A properly submitted invoice includes expense documentation.
- Reimbursement request with expense documentation must be submitted to the DSPS Fiscal Mailbox DSPSFiscal@wisconsin.gov.

Grant Reporting Requirement: Grantees will be required to submit regular project updates in a form and frequency to be outlined in the grant contract. The report shall include the following.

- The quantifiable outcomes and impacts for the fire department, training participants, and the State of Wisconsin, such as increased volunteer fire department membership, the number of students credentialed as volunteer fire fighters, and the number of credits received by students both through their participating high school or technical

college. Additional outcome metrics may include, the number of inquiries received to participate in the program, applications by students in excess of program capacity, inquiries by non-students to join the department or any other metric with the grantee believes demonstrates program outcomes.

- A copy of any curriculum or training materials must be delivered to DSPPS.

Additional Information: All applications and accompanying documentation will become the property of the DSPPS and will not be returned. The content of each Applicant's application will be held in strict confidence, to the extent allowable by law, during the evaluation process, and no details of the application will be discussed outside of the evaluation processes.

If DSPPS funds are utilized for curriculum development expenses, the curriculum becomes property of the DSPPS and may be distributed to the public.

Any materials submitted to DSPPS may be public records subject to release upon request under the Public Records Law, [Wis. Stat. §§ 19.31-39](#).