



**STATE OF ILLINOIS**  
**Bruce Rauner, Governor**

## **Small Equipment Grant Program**

Program Administered By



**Office of the Illinois State Fire Marshal**  
Matt Perez, State Fire Marshal

**APPLICATION DEADLINE**

**MUST BE POSTMARKED NO LATER THAN FEBRUARY 28, 2018**

A fillable application is provided for you online at [www.sfm.illinois.gov](http://www.sfm.illinois.gov). You **must** utilize this electronic application when filling out the form. Completed applications and any attachments should be submitted to:

Office of the Illinois State Fire Marshal  
Small Equipment Grant Program  
1035 Stevenson Drive  
Springfield, Illinois 62703

**Applications must be postmarked no later than February 28, 2018.**

Questions about the program or the grant application should be directed to Pam Sargent at (217) 785-4717 or at [Pam.Sargent@illinois.gov](mailto:Pam.Sargent@illinois.gov).

### ***Program Overview***

The Small Equipment Grant Program was established to provide grants of up to \$26,000 for the purchase of small firefighting and ambulance equipment. This program is an innovative approach to a problem that has long caused difficulties for the fire departments and not-for-profit ambulance services in Illinois, particularly those that have hardships in generating the necessary revenue for small equipment. The purpose is to allow eligible applicants the opportunity to purchase small equipment that they may otherwise not be able to purchase.

You may view the statutory authority, as well as the administrative rules governing the program by clicking on the links below.

- Statutory authority - [20 ILCS 2905/2.7](#)
- Administrative rules - [Title 41, Part 291](#)

### ***Funding***

\$2.2 million will be available for this application period.

### ***Eligibility***

Most Illinois fire departments, fire protection districts and township fire departments are eligible to apply for grants<sup>1</sup>. Additionally, ambulance services that are a not-for-profit

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<sup>1</sup> Fire department, fire protection district and township fire department means a unit of local government (as defined by Article VII, Section 1 of the Illinois Constitution of 1970 and in state law at 5 ILCS 70/1.28) that provides fire suppression within a geographical area.

emergency medical service provider are also eligible to apply. An ambulance service shall be a volunteer, non-profit, stand-alone emergency medical service provider not tied in any financial or legal manner to a fire department. Applicants in this category may have to provide additional documentation in order to verify eligibility.

Fire departments that are for-profit entities, not-for-profit entities, associations and/or not-for-profit corporations (i.e. not a governmental body) and units of local government that do not operate a fire department (i.e. a municipality that contracts for fire suppression services from another municipality or fire district) are not eligible to apply.

Fire department, fire protection district and township fire department applicants must have participated in the National Fire Incident Reporting System (“NFIRS”) for a minimum of two years prior to the application for the Small Equipment Grant, except that fire departments that were issued a Fire Department Identification Number (“FDID”) by the Office of the Illinois State Fire Marshal (“OSFM”) less than two years prior to the application are eligible to apply for a Small Equipment Grant if they have participated in NFIRS since the date their FDID was issued by the OSFM.

To confirm NFIRS compliance, it is the responsibility of each applicant to attach Monthly Incident Count reports for the years 2016 and 2017 to the grant application (do not attach individual monthly reports). These reports must be submitted on or before the application deadline in order for your grant application to be considered. You may obtain copies of these reports from the NFIRS website. Instructions are provided below. If you need assistance in resetting your password you can e-mail [sfm.nfirshelp@illinois.gov](mailto:sfm.nfirshelp@illinois.gov).

- Go to: <https://www.nfirs.fema.gov/NFIRSWebTools/welcome.do>
- Click on Summary Output Report Tools on the left side of the screen
- Sign In
- Click on the “Monthly Incident Counts” report
- Choose year to run, choose ALL for “Incident Status”, choose ALL for “Release Status”, scroll through NFIRS “tree” until you find your department, click box next to your department, and then click “Generate Report”
- To find completed reports, click on “Completed Reports” on the left side of the screen. Click the PDF icon to the right of the completed report. Once open, print and attach to grant application.
- Complete this task for year 2015, 2016 and 2017

If you have questions regarding NFIRS compliance, please e-mail Greg Hay at [Greg.Hay@Illinois.gov](mailto:Greg.Hay@Illinois.gov).

### ***Evaluation of Applications***

Grant applications will be evaluated by a committee using a blind review process. The review committee is headed by the State Fire Marshal (or his designee), who serves as the chairman. Members of the committee include three fire chiefs (one from a volunteer fire department, one from a combination department, and one from a career/municipal fire department), one representative from the Associated Firefighters of Illinois, and one representative from the Illinois Association of Fire Protection Districts.

For the current application cycle, the Committee has established the following priorities in determining grant awards.

- Tier I – Highest Priority
  - Fire Fighter Safety Equipment (examples include: Personal Protective Equipment and Self Contained Breathing Apparatus, cylinder tanks, flashlights, cylinder fill stations, hand-held radios, thermal imaging cameras, and turnout gear washers and dryers)
  - EMS Emergency Response Equipment (examples include: AED machines, cardiac monitor, oxygen regulators and ambulance based O<sup>2</sup> bottles, backboards, stair chairs, power cots, and portable suction units)
  - Vehicle Rescue Equipment (examples include: extrication tools, air lifting bags, reciprocating saw blades, and halligan bars)
- Tier II – Lower Priority
  - Apparatus Equipment, Communication Equipment and Station Equipment (examples include: vehicle/base radios, pagers, printers, software, fire hoses, nozzles, and tools)
  - Specialized Rescue Equipment (examples include: ventilation fans, remote area lighting, fire extinguishers, gas detectors, specialized rescue equipment, wildland firefighting gear, and technical rescue equipment)

Requests for equipment not included in the categories described above may be made, but such requests will not be considered until applications that include the priority equipment described above have been considered.

In its evaluation, the committee looks at equipment need, financial need and if the applicant has received prior grants under this program. Committee members will assign points to an application based on pre-established criteria. Applicants that rank the highest will be offered grants, with the total number of awards determined by available funding.

The review criteria and point system is outlined below.

- Equipment Need – 50 possible points
  - Considerations
    - Applicant does not currently own the requested item
    - Applicant currently owns one of more of an item being requested
    - Applicant is unable to acquire the equipment without a grant, cannot borrow the equipment on a consistent or need basis (due to geographical distance, availability, etc.) or the item represents a unique need for the applicant.
- Financial Need – 50 possible points
  - Considerations
    - Total budget of the applicant
    - Cost of the equipment is prohibitively expensive given the applicants total budget
- Previous Grants
  - Considerations
    - Applicants that have received a grant in the previous application cycle will not be considered until all applicants who have not received a grant previously have been considered

Applicants that are denied a grant may request that their grant application be reconsidered. Requests for reconsideration must be filed within 30 days of the postmark on the letter of denial and should be submitted to:

Office of the Illinois State Fire Marshal  
Small Equipment Grant Program  
1035 Stevenson Drive  
Springfield, Illinois 62703

***Recipient Responsibilities***

Grant recipients must agree to the following:

- Submission of a valid W-9 form. The name and legal status contained on the W-9 form must match IRS records associated with the FEIN submitted on the W-9 form.
- Grant recipients shall submit to OSFM an expenditure report, on a form supplied by OSFM, which shall be due not later than nine months following receipt of the grant. The expenditure report must be returned, including copies of all receipts for requested purchases with proof of a zero balance or a copy of your cancelled check. Unused funds are to be returned to OSFM within 45 days.
- Equipment purchased under this grant program will not be given to, granted to, transferred to, leased to, or sold to any person or entity that is not eligible to participate in the grant program as an applicant.
- Retain grant files and supporting documentation for the term of three years after the conclusion and final payment of the grant.
- Ensure that all procurement actions on new equipment are conducted in a manner that provides, to the maximum extent possible, open and free competition. In doing so, you must follow your established procurement processes when purchasing small equipment with the grant funds. If you do not have established procedures, you should obtain at least two quotes/bids for the small equipment you are procuring and document the process in your files.
- Recipients are also encouraged to take advantage of groups or bulk purchase programs.
- Continue to provide information, through established reporting channels, to NFIRS.
- Small Equipment Grant Program proceeds are to be returned if any other funding (State or Federal) is received for the same purchase and is not supplementing the overall primary purchase. For example: the intended purchase costs \$25,000 and the recipient receives grant approval (\$20,000) and a grant from the federal FIRE Act Program (\$5,000). No money needs to be returned. However, if the purchase costs \$25,000 and your department receives full grant approval and a FIRE Act Grant, then you must reimburse the Small Equipment Grant Program in the amount of the FIRE Act Grant. The refunded amount shall be at least equal to the amount of the additional funding.