Wellness and Fitness Program
Grant Guidance

The Assistance to Firefighters Grant open application period is open from June 11 – July 6, 2012. Don’t miss the opportunity to receive grant funding to assist with bringing the IAFF Wellness-Fitness Initiative (WFI) and Peer Fitness Trainer (PFT) Program to your department. In FY 2012, the program remains focused on fire fighter health and safety, as well as safety of the public the fire fighters serve. Wellness and Fitness programs are intended to strengthen first responders so their mental, physical, and emotional capabilities are resilient to withstand the demands of emergency services response. In order to be eligible for FY 2012 AFG funding in this activity, fire departments must offer, or plan to offer, all four of the following:

- Periodic health screenings
- Entry physical examinations
- Immunizations
- Behavioral health programs

Reminder: When requesting training for any items in this section, enter the request under Other in Additional Funding in the Request Details section.

Eligible Expenditures:
- Procurement of entry-level physicals that meet NFPA 1582
- Annual medical/fitness health evaluations consistent with NFPA 1582
- Immunizations, as recommended by the department or law (e.g., NFPA)
- Behavioral health programs
- Implementation of the International Association of Fire Fighters (IAFF)/International Association of Fire Chiefs (IAFC) Peer Fitness Trainer programs
- Costs for personnel, physical fitness equipment (including shipping charges and sales tax, as applicable), and supplies directly related to physical fitness activities
Ineligible Expenditures

- Transportation expenses
- Fitness club memberships for participants or their families
- Purchase of medical equipment that is not used as part of the Wellness & Fitness program
- Non-cash incentives (t-shirts or hats of nominal value, and vouchers to local businesses or time-off)
- Purchase of real estate
- Cash incentives
- Contractual services with anyone other than medical professionals (e.g., health care consultants, trainers, and nutritionists)
- Medical exams that do not meet NFPA 1582

Priority Considerations

Priority 1 – Below are the four programs required to offer a complete Wellness & Fitness program:

- Initial medical exams
- Job-related immunization program
- Annual medical and fitness evaluation
- Behavioral health program(s)

Departments that have some Priority 1 programs in place must apply for funds to implement the other Priority 1 programs before applying for funds for any additional program or equipment. In addition, funded medical exams must meet current NFPA 1582, as required by DHS standards.

Priority 2 – You may only apply for the Priority 2 items listed below if you offer the four programs required under Priority 1 or are requesting a combination of the four programs required under Priority 1 and programs listed in Priority 2.

- Candidate physical ability evaluation
- Formal fitness and injury prevention program/equipment
- Injury/illness rehab
- IAFF or IAFC Peer Fitness Trainer Program(s) (DHS’s document has it typed out this way in their guidance document. Since we are taking their language, do we correct it for our document?)

Remodeling/Renovations of Existing Facilities
Remodeling/renovations to an existing facility to house a fitness activity, such as exercise or fitness rooms, showers, etc. must be minor interior alterations costing less than $10,000 and justified in the Request Details narrative for the Wellness and Fitness activity.

Remodeling/renovations may not change the footprint or profile of the building. Any request for modifications to facilities may require an Environmental and Historic Preservation (EHP) Review. Additional information may also be required for EHP Review.

The Criteria Development Panel recommended that AFG continue to emphasize the importance of training in the FY 2012 program with respect to fire departments. FEMA has determined the most benefit is derived from instructor-led training that is hands-on and leads to a national or state certification. Therefore, applications focused on national or state certification training, including train-the-trainer initiatives, receive a higher competitive rating. Instructor-led training that requires students to demonstrate via testing their grasp of knowledge of the training material, and is integral to a certification, will receive a high competitive rating. Instructor-led training that does not lead to a certification as well as any self-taught courses are of lower benefit and, therefore, will not be high priorities. Proposed training projects that benefit the highest percentage of applicable personnel such as IAFF/IAFC Peer Fitness Trainer Program within a fire department or that will be open to other departments in the region receive a high competitive advantage. Large departments with a high number of active firefighters will receive additional consideration when applying under the Firefighter Training Activity.

When requesting a program(s) under the request for details for Wellness & Fitness in both Fire & EMS, you MUST have all four programs already in place (or request a combination of programs to have all four programs in place) or you will be unable to proceed with this portion of the application process. If you have all four or a combination of the requested programs in place, the application will allow you to request Priority 2 items, such as physical fitness equipment.

Eligible uses of training funds include but are not limited to:

- Tuition, exam/course fees, and certifications/certification expenses
- Purchase of training curricula, training equipment (trailers, mobile simulators), training props and training services (instructors)
- Overtime expenses paid to career firefighters to attend training or to cover colleagues who are in training
Ineligible Activities:
- Construction of facilities (buildings, towers, etc.)
- Site preparation to accommodate any training activity, facility, or prop
- Firefighting equipment, or PPE, for use in training exercises, such as SCBA
- Purchase or lease of real estate
- Remodeling not directly related to grant activities

Training is categorized as a High (H), Medium (M) or Low (L) funding priority; within each category (H, M, L), listed activities have an equal funding priority. Firefighter safety and survival is categorized as a HIGH priority.

Other Scoring Considerations:
- Multiple departments trained
- Number of firefighters trained
- Instructor-led vs. media-led
- Population served Call volume

To begin the process, go to http://www.fema.gov/firegrants/afggrants/index.shtm to learn more about the AFG application process. Here you will find several resources to assist you in preparing your application, including:

- Get Ready Guide
- Narrative Assistance Guide
- FY12 AFG Program Guidance

Once you access the online application for the FY12 AFG program, you will begin by completing the first six sections of the applications with demographic information specific to your department. It is recommended that you review these sections as soon as possible so you can begin to gather the required information.

Section 4 (Applicant Characteristics I) includes a section where you must describe your organization and/or community that you serve. We recommend typing your response in a Word Document outside of this application, then copying and pasting it into the written field. There is a 4000 character limit.

Discuss:
• Date the department was founded
• Number of residents served
• Number of square miles protected
• Number and types of responses
• Describe the area you protect
• Critical infrastructure protected by your organization
• Firefighter I and II training and certification – Remember, this is a high priority for the AFG program. If your organization has not trained all fire fighters to this level and you are requesting funds to do so, you will need to discuss your plans for doing so.
• What are your community’s greatest needs, risks and challenges and how does your request address these.

Section 5 (Applicant Characteristics II) includes a section where you must describe your organization's need for Federal financial assistance. There is a 4000 character limit. Your answer should address why your organization has been unable to fund your request locally, including such details as:

• What are your funding challenges?
• Provide attempts to acquire funding from other sources
• Describe operating budget limitations
• Economic times, explain budget cuts, staffing reductions etc.
• What does the future look like? Are revenues likely to increase or decrease and why?
• List primary sources of revenue, average annual operating budget over the last several years, how much is dedicated to personnel costs. Etc.
• What are the consequences for not receiving the award?
• Will you be able to provide this critical training without this award?
• Will this place fire fighter lives at risk?

Section 7 (Request for Information) is where you begin to complete the information specific to Wellness and Fitness Programs.

• Select a program for which you are applying – Operations and Safety
• Will this grant benefit more than one organization? Before you make your selection here, remember - Proposed training projects that benefit the highest percentage of applicable personnel such as IAFF/IAFC Wellness-Fitness Initiative and Peer Fitness Trainer Program within a fire department or that will be open to other departments in the region receive a high competitive advantage. You may want to consider making this a regional training program where other
departments are able to attend. If you answer “yes” to this question, you will have 4,000 characters to explain your answer.

- Save and Continue
- The activities for the program Fire Operations and Firefighter Safety are listed in the table. This is where you click on view details in the Wellness and Fitness Programs section.
- Answer all of the questions regarding your department’s current status of Wellness and Fitness programs. If you say no to any of the four program areas, you will not be able to add any additional Wellness and Fitness Programs for funding requests. (The system will allow you to add additional programs, however, the grant will get scored low and not be a priority if you do not qualify for priority 2 items.)
- If you qualify for priority 2 items, click Add Additional Wellness and Fitness Programs.
- This is where you can add any of the following Wellness and Fitness programs (Priority 2):
  - Formal fitness and injury prevention program – this is what you select if you are requesting funds for the IAFF/IAFC/ACE Peer Fitness Trainer (PFT) program.
  - CISM program
  - Employee assistance program
  - Injury/illness rehabilitation program
- Save and continue and you will be directed to the Request Details section for Wellness and Fitness Programs.

Section 8 (Request for Details) is where you begin to enter budget information for each of the Wellness and Fitness programs included in your application. Click Add Budget Item to add an item to be funded.

The IAFF Wellness-Fitness Resource provides information on each component of the IAFF/IAFC Wellness-Fitness Initiative. The Medical Baseline Request for Proposal worksheet is available to assist you in developing the budget for annual medicals.

1. Job Related Immunization Program – Items to consider:
   - Costs for fire fighter specific immunizations
2. Initial Physical Exam – Items to consider:
   - Costs for baseline medical assessment
3. Behavioral Health NFPA 1500 or equivalent – Items to consider:
   - Costs for fire specific support services such as: substance abuse, stress management, EAP, CISM, nutritional, spiritual and behavioral modification
programs; mental health professional

4. Periodic Physical Exam/Health Screening – Items to consider:
   - Contracted medical provider or department physician
   - Costs of annual health screenings

**Priority 2 Request Details** – Remember, you can only request budget items for fitness and injury prevention, CISM, EAP and injury/illness rehabilitation programs if you already have all four of the priority 1 programs implemented. If you have all of the priority 1 programs implemented, and you want to request budget items to continue to fund and/or expand on any of these programs, add these budget items first and then continue with priority 2 program budget items.

1. Formal fitness and injury prevention program
   - If you are requesting funds for the IAFF/IAFC/ACE Peer Fitness Trainer (PFT) program, you need to add budget items for this program in this section. Select Physical Trainers from the item dropdown box.
   - You will have 500 characters to describe the costs of this program. Items to consider:
     - Cost of program includes: Instructor lead Train-the-Trainer program, manuals, curriculum, course materials, exam administration
     - Number of units would be how many people you put through the class at a rate of $700/person. Host site requirements and cost details are listed [here](#).
     - Object class is Contractual and the number of units depends on how many people you put through the class. You must have a minimum of 25 to hold a class. Will you be opening the class to other departments? Remember - proposed training projects that benefit the highest percentage of applicable personnel within a fire department or that will be open to other departments in the region receive a high competitive advantage.
     - Overtime expenses paid to career fire fighters to attend training or to cover colleagues who are in training. Under the Training category you can add the cost of personnel attending the training and/or other costs to conduct this training. If you are requesting the cost for personnel to attend training or to cover colleagues who are in training, be sure to include the number of personnel x the number of hours x the hourly rate. This would be another budget item under this program. Explain the need for the personnel costs which may include the need to maintain minimum
response capabilities during the scheduled training. The more
detail you provide on the requested funds, the better
understanding the reviewers will have of your request

- Other Budget items to consider include: exercise equipment,
  exercise instructors, cessation programs, fitness assessments
  etc. all listed under the budget item dropdown box

2. Injury/Rehabilitation Program
   - Visit the [Injury/Rehabilitation section](#) on the IAFF Wellness-Fitness
     Resource

3. CISM or EAP Program
   - Visit the [Behavioral Health section](#) on IAFF Wellness Fitness Resource.

After all budget items are entered, click *Return to Summary* then select Narratives in the
Wellness and Fitness Program section.

Section # 1 Project Description: In the space provided below include clear and concise
details regarding your organization's proposed projects and budget. This includes
providing local statistics to justify the needs of your department and a detailed plan for
how your department will implement the proposed project. Further, please describe
what you are requesting funding for including budget descriptions of the major budget
items, i.e., personnel, equipment, contracts, etc.? You are limited to 3,000 characters.

Discuss:

- The extreme physical demands and stress of fire fighting
- Line-of-Duty deaths and injuries
- The need for a wellness program and how it will improve fire fighter health,
  wellness and safety
- Create a working environment conducive to maintaining healthy and
  physically fit firefighters
- The need for baseline medical and physical assessments
- Significant cost savings in lost work time, workers compensation and disability
- The essential components of a wellness program
- What federal regulations or national standards are addressed with this
  training? Related National Fire Protection Association (NFPA) consensus
  standards including NFPA 1500, 1582 and 1583
- How the program will be delivered?
  - Peer Fitness Trainers (PFT) if applying for this program
  - How many hours of training are included?
• Behavioral Health – management of health risk behaviors, training in behavioral skills, spirituality, financial planning, reactions to stress, mental illness, marriage and family issues
  o EAP and CISM programs if applying for these priority 2 programs – refer to NFPA 1500
    ▪ Written drug and alcohol policies
    ▪ Education and counseling
    ▪ Support networks

Need to consider the following:
• Personnel Costs
• Need to explain how you will meet the mandatory match of the grant money being requested.

Section # 2 Cost/Benefit: In the space provided below please explain, as clearly as possible, what will be the benefits your department or your community will realize if the project described is funded (i.e. anticipated savings and/or efficiencies)? Is there a high benefit for the cost incurred? Are the costs reasonable? Provide justification for the budget items relating to the cost of the requested items. You will be limited to 3,000 characters. Discuss:

• Wellness Program cost justification
• Why a wellness fitness program is critical to members and the community first responders protect
• Number of residents who will be better protected
• Reduce worker’s comp claims and lost workdays
• Data collection – justification for implementing new programs
• Positive return on investment (ROI)
• Program evaluation methods

Section # 3 Statement of Effect: How would this award affect the daily operations of your department (i.e., describe how frequently the equipment will be used or what the benefits will provide the personnel in your department)? How would this award affect your department’s ability to protect lives and property in your community? You will be limited to 3,000 characters.

Section # 4 In the space provided below include details regarding your organization’s request not covered in any other section. You will be limited to 3,000 characters
Use this section to detail how the program will be delivered and how the funds requested will be used.

For additional information on applying for grants, contact the IAFF Grants Department at grants@iaff.org or (202) 824-1575.

For more information on the IAFF/IAFC Wellness-Fitness Initiative, Wellness-Fitness Initiative Resource, and Peer Fitness Trainer program visit the IAFF Health, Safety & Medicine website. Contact us by email at safety@iaff.org, or by phone at (202) 824-9304.