



Wellness and Fitness Program Grant Guidance

The Assistance to Firefighters Grant open application period is open from Monday, November 4 – Friday, December 6, 2013. Don't miss the opportunity to receive grant funding to implement the IAFF Wellness-Fitness Initiative (WFI) and Peer Fitness Trainer (PFT) Programs to your department.

In FY13, the program remains focused on fire fighter health and safety. Wellness and Fitness programs are intended to strengthen first responders so that their mental, physical, and emotional capabilities are resilient to withstand the demands of emergency services response. In order to be eligible for FY13 AFG funding in this activity, fire departments must offer, or plan to offer, all four of the following (these are referred to as Priority 1 Activities):

Priority 1 Activities:

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

Applicants *must* have all four of these Priority 1 activities already in place (or request the missing Priority 1 activities to have all four in place), or they will be unable to request any Priority 2 activities in their application.

Priority 2 Activities

To include but not limited to:

- Formal Fitness and Injury Prevention Program
- Critical Incident Stress Management Programs
- Employee Assistance Programs
- Injury/Illness rehabilitation programs
- Candidate physical ability evaluation

- Formal fitness and injury prevention program/equipment
- Injury/illness rehab
- IAFF or IAFC peer fitness trainer program(s)

Reminder: When requesting training for any items in this section, enter the request under “Wellness and Fitness Programs” in the Request Details section by using the “View Details” hyperlink. Once you answer the questions relating to the current availability of Priority 1 items you will be taken to the next screen where you can add items.

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

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

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 that do not change the buildings footprint, cost less than \$10,000, and are justified in the Request

Details narrative for the Wellness and Fitness activity. In order to be eligible, renovations must be essential to the successful completion of the grant scope of work. Any request for modifications to facilities may require an Environmental and Historic Preservation (EHP) Review. Additional information may also be required for EHP Review.

IAFF Peer Fitness Training Program

The Criteria Development Panel recommended that AFG continue to emphasize the importance of training in the FY13 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.

FEMA continues to emphasize the importance of training in the FY13 grants program and has determined the highest 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 academic competence and/or practical proficiency for certification will receive a high competitive rating. Instructor-led training that does not lead to a certification as well as any self-taught courses will not be high priorities.

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, such as IAFF Fire Wellness Fitness and Peer Fitness Programs, will receive the highest consideration and thus have a competitive advantage. Large departments with a high number of active fire fighters will receive additional consideration when applying under the Fire Fighter Training Activity.

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 these categories, 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 learn more about the AFG application process click [here](#). Here you will find several resources to assist you in preparing your application, including:

- [FY13 AFG Application Information Get Ready Guide](#)
- [FY 13 AFG Narrative Get Ready Guide](#)
- [FY13 AFG Program Guidance](#)

Once you access the online application for the FY13 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.

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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. **Otherwise, the application will time out and you will lose what you have written.** 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.

The screenshot displays the 'Fire Operations and Firefighter Safety Request Details' page in the FEMA E-Grants system. The page title is 'Fire Operations and Firefighter Safety Request Details' and it indicates 'Application 81% complete'. A sidebar on the left contains a navigation menu with 12 numbered steps, with '10. Expenses and Certifications' selected. The main content area includes a table of activities with columns for Activity, Number of Entries, Total Cost, Additional Funding, and Action. Below the table, there are summary rows for total funding and grant-writing fees, and buttons for 'Go Back' and 'Save and Continue'.

Activity	Number of Entries	Total Cost	Additional Funding	Action
Equipment	0	\$ 0	\$ 0	View Details
Modify Facilities	0	\$ 0	\$ 0	View Details
Personal Protective Equipment	0	\$ 0	\$ 0	View Details
Training	1	\$ 45,000	\$ 37,700	View Details Update Additional Funding Narratives
Wellness and Fitness Programs	2	\$ 550	\$ 0	View Details Update Additional Funding Narratives
* Total Funding for all EMS requested in this application			\$0	View Details
Grant-writing fee associated with the preparation of this request.			\$0	

- 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 or are planning to request the missing activities. 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 \$800/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 fire fighters
- 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
 - 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
 - Resources: [WFI Resource - Behavioral Health](#) , [IAFF Behavioral Health Wellness Manual](#)

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. 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.