



Training for Emergency Response to Terrorism: Operations

The Assistance to Firefighters Grant (AFG) Training and Equipment grant is a great opportunity to bring the **IAFF Hazardous Materials Response: *Emergency Response to Terrorism: Operations*** (ERT: Ops) training class to your department.

FEMA continues to emphasize the importance of training in the grants program and has determined the highest benefit is derived from instructor-led training that is hands-on and enhances the ability of agencies to provide effective emergency response. In addition, train-the-trainer initiatives receive a higher competitive rating because those personnel will be able to provide the course to other personnel upon conclusion of the class. Instructor-led training that requires students to demonstrate academic competence and/or practical proficiency in specialty areas will receive a high competitive rating. 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, will receive the highest consideration and thus have a competitive advantage. It is possible to submit a regional training application for the ERT: Ops program, however, as part of the application you must submit MOU's on department letterhead from each participating agency.

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

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

*If FEMA has not yet posted the Funding Opportunity Announcement (FOA), application link, or start dates of the application, you can sign up to [receive email alerts](#) when FEMA releases that information.

Once you access the online application for the 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 log in and review these sections as soon as possible so you can begin to gather the required information.***

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

- Tuition, exam/course fees, and certifications/certification expenses
- Purchase of training curricula
- Overtime expenses paid to career fire fighters to attend training or to cover colleagues who are in training
- Purchase of training curricula, training equipment (trailers, mobile simulators), training props and training services (instructors)*

**NOTE: For the FY2015 AFG application, all simulators, as well as mobile or fixed fire/evolution props, (e.g. burn trailers, forcible entry, rescue/ smoke maze) and Tow Vehicles have been moved from the "Training activity" to the "Equipment Activity."*

Ineligible Activities:

- Construction of facilities (buildings, towers, etc.)
- Site preparation to accommodate any training activity, facility, or prop
- Firefighting equipment, SCBA or PPE, strictly for use in training exercises
- 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. **The ERT:Ops program is categorized as a HIGH priority for all community types.**

Other Scoring Considerations:

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

Sections 1-3 contain Department Specific Information.

Section 4 (*Applicant Characteristics I*) includes a section where you must describe your organization and the community that you serve. ***We recommend typing your***

response in a Word Document outside of the grant application, and then copying and pasting into the online application. Otherwise, the application will time out and YOU WILL LOSE WHAT YOU HAVE WRITTEN. There is a 4000 character limit.

Discuss:

- Number of residents served
- Number of square miles protected
- Number and types of responses, especially haz-mat related
- Describe the area you protect
- Critical infrastructure/target hazards protected by your organization, again haz-mat related is key
- 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 not 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? Describe the risk analysis that was done to determine that this ERT: Ops training was needed (i.e., past incidents, new industries, new or discovered threat or newly discovered hazards, increases in hazmat call volume, loss of trained personnel, etc.)

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?
 - Try to keep statistics "local" – city/region/state
- Provide attempts to acquire funding from other sources or reasons why other funding is not available (i.e., tax caps, "Proposition 13", etc.)
- Describe operating budget limitations
 - List primary sources of revenue, average annual operating budget over the last several years, how much is dedicated to personnel costs etc.
 - Important to provide a budget breakdown by amount and percentage. This helps reviewers from small, medium and large departments understand your budget.
- Economic issues, explain past 3-5 years of budgets as well as projected budget cuts, staffing reductions, concessions made by bargaining unit, etc.
- What does the future look like? Are revenues likely to increase or decrease and why?

- Include information, if possible, on how the jurisdiction intends to maintain or continue the training. New tax legislation? Property tax increasing? What other revenues expected in next 2-3 years?
- What are the consequences for not receiving the award?
 - Adverse effects on the health and safety of the community or firefighters?
- Will you be able to provide this critical training without this award?

Section 6 Department Call Volume Data

Section 7 (*Request for Information*) is where you begin to complete the information specific to the Training for the ERT-Ops Program.

- Select a program for which you are applying – Operations and FF 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 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.
 - a. Make sure you include other agencies such as public works, police, EMS, and emergency management staff that may participate.
- Describe the number of personnel that will receive this training and the population served.
- Discuss the economic savings and the cost benefit of providing this training on a regional versus local basis.

Section 8 (*Request Details*) is where you begin to enter the budget information. You must first select the “view details” hyperlink across from the “training activity” and then select “Add fire dept./fire district training program.”

1. Question 1: Select “Weapons of Mass Destruction (operations)” from the drop down menu. You will have 500 characters to further describe the type of training you selected. Below is suggested language for completing this section:
 - This specialized 16 hour instructor-led training course meets the requirements for NFPA 472 Standard for Competence of Responders to Hazardous Materials/ Weapons of Mass Destruction Incidents, in regards to Weapons of Mass Destruction. This training will prepare responders to safely recognize and respond to incidents involving Weapons of Mass Destruction. The class also provides some of the required “refresher” requirements for Hazardous Materials Operational personnel.

2. Generally, this program can best be categorized as: - **Select** - Training that is a nationally sanctioned program. This course is approved by the Department of Homeland Security (DHS).
3. What percentage of applicable personnel will be trained by this program? – 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.
4. Generally, the training program provided under this grant: - **Select** - Will bring your department into compliance with recommended applicable NFPA or other standards. You will have 500 characters to explain your answer. This training program addresses the following federal regulations:
 - OSHA Hazardous Waste Operations and Emergency Response, Title 29, Code of Federal Regulations, 1910.120
 - OSHA Hazard Communication, Title 29, Code of Federal Regulations, 1910.1200
 - OSHA Respiratory Protection Standard, Title 29, Code of Federal Regulations, 1910.134
 - OSHA Fire Brigade Standard, Title 29, Code of Federal Regulations, 1910.156
 - Related National Fire Protection Association (NFPA) consensus standards including NFPA 472
 - Also describe the specific risks and operational capabilities this training will address
 - i.* This may include: Recognizing and identifying Weapons of Mass Destruction incidents and agents.
5. Will this training enhance your ability to perform mutual aid? - **Select** - yes. You will have 500 characters to explain your answer.
 - How does this training enhance your ability to perform mutual aid?
If applicable, discuss how this training would provide increased abilities to respond safely to hazardous materials calls outside your jurisdiction and still be able to provide adequate protection to your own area (increased trained staff). If possible, provide specific instances where this training would have had a positive impact on responses.
6. Will this training include members from 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.

7. Will this training be: - **Select** - instructor-led

This will now bring you to a new screen “Add Budget Item”

1. For “item” select “Specialized Training”

Please provide the following information about the training you want funded.

Item – Other programs & Contract Instruction. You will have 500 characters to explain your selection. Discuss:

- Instructor-led
- Nationally sanctioned; approved by Department of Homeland Security
- Restate applicable Federal and NFPA standards
- Customized to risk analysis and specific needs of department/region

2. Select Object Class: Contractual

3. Number of units: - You have 3 different options here:

a. For the 8 Hour Refresher Course (*ONLY offered for those who have already completed the 16-Hour Training Course*):

- i. If you plan to host a class of the maximum number of 25 students (all members of your department) enter the number 25 for the number of units and \$311 as the cost per unit for item number 3.
- ii. If you plan to host a class of the maximum number of students, but some members will come from other departments, enter the number 1 for the number of units and \$7,775 as the cost per unit for item number 3.

b. For the 16 Hour Course (*Note this is REQUIRED for those that wish to take the Train the Trainer Course*):

- i. If you plan to host a class of the maximum number of 25 students (all members of your department) enter the number 25 for the number of units and \$406 as the cost per unit for item number 3.
- ii. If you plan to host a class of the maximum number of students, but some members will come from other departments, enter the number 1 for the number of units and \$10,150 as the cost per unit for item number 3.

- c. For the Train the Trainer Course (*Note you MUST have completed the 16-Hour ERT-Ops course as a prerequisite*):
 - i. The Train the Trainer course is only offered after new instructors complete the 16 Hour ERT-Ops course
 - ii. If you plan to host a class of the maximum number of 25 students (all members of your department) enter the number 25 for the number of units and \$596 as the cost per unit for item number 3.
 - iii. If you plan to host a class of the maximum number of students, but some members will come from other departments, enter the number 1 for the number of units and \$14,900 as the cost per unit for item number 3.

- d. Press save and continue. You will now be directed to this screen:

Fire Department/Fire District Training Programs

Fire Operations and Firefighter Safety Request Details

Below is a list of items included in your application. Click the *Add Fire Department/Fire District Training Program* button to add a program to be funded. Once you have completed the required questions for the program, you must click *Add Budget Item* underneath the program to add specific costs. You may update or delete the list by clicking the appropriate link under the *Action* column. Once you are done, press the *Return to Summary* button below.

Fire Department/Fire District Training Programs				
Training Programs				Action
Firefighter Safety and Survival Training (NFPA 1407/29 CRF 1910.146)				Update Delete
Item	Number of units	Cost per unit	Total Cost	Action
Specialized	1	\$ 45,000	\$ 45,000	Update Delete
Total Cost			\$ 45,000	

Buttons:

If you are not adding additional training programs, select “Return to Summary.” This will bring you to this screen:

Fire Operations and Firefighter Safety Request Details

Application 36% complete

The activities for program **Fire Operations and Firefighter Safety** are listed in the table below. If you intend to request funds for an activity, you must answer all of the activity specific questions and specify at least one budget item. The cost figures you provide do not have to be firm quotes from your vendors, but they should be estimated based on research of current prices (i.e., check with at least two vendors for your estimates). If you do not have these estimates, you can come back and modify this area at any point before you submit your application to DHS. Only whole dollar amounts should be provided (no cents please). The Assistance to Firefighters Grant Program does not allow for any grant funds to be used for construction.

Click [View Details](#) link below to build your program budget. Once you have entered a line-item for an activity below, the link to the activity's narrative will appear. Click on the [Narratives](#) link for further instructions. Once you have completed this section, press the [Save and Continue](#) button below.

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	\$ 0	View Details Update Additional Funding Narratives
Wellness and Fitness Programs	0	\$ 0	\$ 0	View Details
* Total Funding for all EMS requested in this application				\$0 View Details
Grant-writing fee associated with the preparation of this request.				\$0

Application period ends in 32 days, 1 hrs, 5 mins, 32 secs

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Here you will enter additional information related to the cost of delivering this training under the “Update Additional Funding” hyperlink. Eligible uses of training funds include, but are not limited to:

- Tuition, exam/course fees, and certifications/certification expenses
- Overtime expenses paid to career firefighters 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. You will have 4,000 characters to explain your request. 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. 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. Explain why these costs are essential – that is, why the training could not be completed without these expenses.

Once this is completed, select save and continue.

You will now return to this screen:

Fire Operations and Firefighter Safety Request Details

Application 36% complete

The activities for program **Fire Operations and Firefighter Safety** are listed in the table below. If you intend to request funds for an activity, you must answer all of the activity specific questions and specify at least one budget item. The cost figures you provide do not have to be firm quotes from your vendors, but they should be estimated based on research of current prices (i.e., check with at least two vendors for your estimates). If you do not have these estimates, you can come back and modify this area at any point before you submit your application to DHS. Only whole dollar amounts should be provided (no cents please). The Assistance to Firefighters Grant Program does not allow for any grant funds to be used for construction.

Click [View Details](#) link below to build your program budget. Once you have entered a line-item for an activity below, the link to the activity's narrative will appear. Click on the [Narratives](#) link for further instructions. Once you have completed this section, press the *Save and Continue* button below.

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	0	\$ 0	\$ 0	View Details
* Total Funding for all EMS requested in this application			\$0	View Details
Grant-writing fee associated with the preparation of this request.			\$0	

Go Back Save and Continue

Application period ends in 32 days 1 hrs 2 mins 38 secs

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Section # 1 Project Description: In the space provided below... Desktop 3:57 PM 11/4/2013

From here, select “Narratives” hyperlink.

Section # 1 Project Description: *In the space provided below include clear and concise details regarding your organization’s project’s description 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:*

- Local Statistics should include:
 - Area, population, major institutions, past incidents
 - “Critical infrastructure” of area – include chemical transportation, manufacturing, users of hazmat, any illegal uses (clandestine labs), possible “targets” of either domestic or international terrorism – such as, Family Planning, Federal buildings, critical industry, etc.
 - Description of past events or “close calls”
- The number of personnel you intend to train
- Describe the risk analysis that was completed to determine that this training was needed (past incidents, new industries or newly discovered hazards, increases in hazmat call volume, loss of trained personnel, etc.)
- What the training includes

- Instructor led training program is 16 hours in length and includes evaluation in Knowledge and Abilities (written tests and evaluation)
- Will be customized to the particular needs of your community and department
- How will the program be delivered?
 - Describe a tentative schedule for the training and final implementation by the trained staff (usually done by months after award or by calendar quarter)
- Describe how you will minimize the impact on the department's ability to provide service during training.
 - This may include how you plan to "cover" personnel in training
- What federal regulations or national standards are addressed with this training? See prior details.
- Need to explain how you will meet the mandatory match of the grant money being requested and whether you have commitment from elected officials and fire administration to pursue the grant.

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:*

- Number of first responders to receive the training
- Number of residents who will be better protected
- Discuss the "value" received for the cost – that is why it is beneficial to train as many personnel as possible as quickly as possible.
 - Example - You might be able to train a few personnel on your own, but not a sufficient number to safely respond to incidents
- Why you currently do not have this training, or enough trained personnel.
 - Budget restrictions, attrition, etc.
- Why is it critical that they receive this training?
 - Past incidents, risk studies, anticipated events
- How will this training better prepare your members to perform risk – benefit analysis during an incident?
 - This training is based on the "APIE" model of NFPA and concentrates heavily on using Facts, Science and Circumstances to enhance Risk Analysis and safe response.
- Will you collect data and evaluations that demonstrate the effectiveness of your

training and how will you collect that information?

- Initial training will be “tested”
- Describe any other evaluations your department will conduct – such as, drills, monthly training, exercises, etc.

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.*

Remember, the most important thing is for you to tell your story and why this funding and training are critical to your members and the community you protect. Additionally, proposed training projects that benefit the highest percentage of applicable personnel (your department and others) receive a higher rating and are more likely to be funded.

- Discuss any past incidents where this training may have had a positive impact
- Discuss any incidents where civilians or firefighters were injured
- Discuss any incidents where infrastructure was impacted

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 Hazardous Materials Department, [visit our website](#), email hazmat@iaff.org, or call (202) 824-9311.