



## IAFF Resiliency Training Grant Guidance

The pricing listed in this document is good through December 2023. Contact the IAFF for current pricing.

For more specific programmatic information on the [IAFF Resiliency Training](#), contact us by email at [behavioralhealth@iaff.org](mailto:behavioralhealth@iaff.org), or by phone at (202) 824-8626.

The FY2022 Assistance to Firefighters Grant (AFG) for Training and Equipment is a great opportunity to apply for grant funding to bring the **IAFF Resiliency Training** to your department.

FEMA continues to emphasize the importance of 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.

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 application (multiple departments participating) for these programs; 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 Notice of Funding Opportunity Announcement (NOFO), application link, or start dates of the application, you can sign up to [receive email alerts](#) when FEMA releases that information.

In order to be eligible for grant funding, fire departments must offer, or plan to offer, all five of the following (these are referred to as Priority 1 Activities):

#### **Priority 1 Activities:**

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

**IAFF Resiliency Training is a Wellness and Fitness Priority 1 Activity under Behavioral Health Programs.**

**Applicants must have all five of these Priority 1 activities already in place (or request the missing Priority 1 activities to have all five 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/IAFC peer fitness trainer program(s)

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

#### Other Scoring Considerations:

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

Once you access the online application for the AFG program, you will begin by completing 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.***

We recommend typing your Narratives in a Word Document outside of the application, then copying and pasting it into the written narrative sections. ***Otherwise, the application will time out and you will lose what you have written.***

- After pasting your narratives in each section, we recommend fixing any

- formatting issues.
- When typing your narratives, it is best to use small paragraphs.

### **The AFG Application:**

The first sections of the application are about your organization.

**Applicant characteristics:** includes a narrative section where you must describe your critical infrastructure.

Discuss:

- Schools and Universities
- Health Care Facilities
- Chemical or Manufacturing Facilities
- Transportation Infrastructure – Roads, Bridges, Ports, Rail.
- Large Commercial or Industrial Sites
- Power plants, water / sewer treatment, dams, etc.
- Other high consequence infrastructure that is not listed above

**Operating budget:** includes a narrative section where you must describe your organization's need for Federal financial assistance. *There is a 4000-character limit to this narrative.*

Your Financial Need narrative should address why your organization has been unable to fund your request locally, including such details as:

- Describe why you can't complete this project without the assistance of federal funds.
- Compare your income to expenses in order to illustrate current funding deficiencies.
- Show other attempts you have made to fund department needs.
- Describe your community/agency budgets including:
  - Where money comes from
  - Where money goes
- What are your funding challenges?
- Provide attempts to acquire funding from other sources
- Describe operating budget limitations
- 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?
- Describe financial stressors.
  - Other capital projects
  - Unemployment rate
  - Loss of tax base
  - Non-tax paying entities
  - Any deficit spending from previous years that must be paid this year
  - Anything putting a strain on your budget
- What has your department done to control costs? Has the union offered concessions?
  - If so, state, "IAFF local ## has provided concessions..."
  - Have fire prevention or other staff been moved to front line positions to reduce overtime?
- Define and explain local terms.
  - For example, explain any tax levy limiting legislation that you may have in place in terms that someone not familiar with your area will understand.
- Has your department had large expenditures which limited your ability to pay for the requested equipment?
  - Perhaps you recently added personnel or are playing catch up after years of neglecting the capital budget because all funding was directed to keeping fire stations open.
- If you have shown budget increases for prior years, or have a large reserve, explain where funds are directed and why they can't be used.
  - For example, station or apparatus replacement, pension obligation increases, etc.
- Provide an itemized budget breakdown

**Applicant and community trends:** include statistics on injuries and apparatus information.

**Community description:** includes a narrative section where you must describe your organization and/or community that you serve. *There is a 4000-character limit.*

Discuss:

- 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

- What are your community's greatest needs, risks and challenges and how does your request address these?
- What is your community's risk for critical incidents and associated post-traumatic stress for first responders?
- What is the availability of behavioral health services for the whole community, including fire fighters and their families?
- What are some statistics related to behavioral health for your community? For stats, see:
  - <http://www.samhsa.gov/data/>
  - <https://suicidology.org/facts-and-statistics/>
  - <https://www.cdc.gov/injury/wisqars/index.html>

**Call volume:** Department Specific Call Volume Data

**Grant request details:** This is where you begin to complete the information specific to the IAFF Resiliency Training.

- Click the “**Add Activity**” button

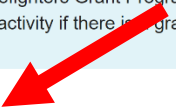
### Grant request details

Are you requesting a Micro Grant? A Micro Grant is limited to \$50,000 in federal resources.

☐ Yes
 ☒ No

*i*
**Instructions**

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 [budget object class information](#). 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. The Assistance to Firefighters Grant Program does not allow for any grant funds to be used for construction. Select grant writer fee when adding an activity if there is a grant-writing fee associated with the preparation of the request



+ Add activity

Grand total: \$0

- Select “**Wellness and Fitness**” from the list

## Add an activity

Select activity:

Wellness and fitness programs

Select

Equipment

Modify facilities

Personal Protective Equipment (PPE)

Training

Vehicle acquisition

Wellness and fitness programs

Grant writer fee

- This adds the main Narrative Fields to the application.
  - This will be addressed later in this guide

Fill out the section that appears asking about the Wellness and Fitness Priority 1 areas

Project	Does your organization currently offer this activity?	Will this program be mandatory?	Will this program be offered to all?
Initial Physical Exam	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Job Related Immunization Program	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Periodic Physical Exam/Health Screening	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Behavioral Health NFPA 1500 or equivalent	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Cancer Screening Program/Equipment	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

In the Request Information Section click the “**Add a project**” button.

Periodic Physical Exam/Health Screening	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Behavioral Health NFPA 1500 or equivalent	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Cancer Screening Program/Equipment	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

**+ Add a project**

**Project**

An activity must contain at least one project. You must add a project or remove this activity.

- Select “**Behavioral Health NFPA 1500 or Equivalent**”



## Add a project

Select project:

Select

Select

Behavioral Health NFPA 1500 or equivalent

Cancer Screening Program/Equipment

Initial Physical Exam

Job Related Immunization Program

Periodic Physical Exam/Health Screening

After Selecting “**Behavioral Health NFPA 1500 or Equivalent**”, Click “**Add an item**”

**Project: Behavioral Health NFPA 1500 or equivalent**

**\$0**

✕ [Delete this project](#)

**+ Add an item**

Cost Items

A project must contain at least one item. You must add an item or remove this project.

## Add an item

Select item:

Select

Select

Additional funding

Behavioral Health NFPA 1500 or equivalent

✕ [Cancel](#)

Item

Behavioral Health NFPA 1500 or equivalent

Description

Quantity	Unit price	Total
	\$	\$0.00

Budget class

Select

Select

Construction

**Contractual**

Equipment

Fringe benefits

Indirect charges

Other

Personnel

Supplies

Travel

Budget Class: **Contractual**

Quantity: - You have a couple of different options here.

- If you plan to host an in-person class of the maximum number of 40 students (all members of your department) enter the number 40 for the number of units and \$169 as the unit price.
- If you plan to host an in-person 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 \$6,750 as the unit price.
- If you plan to host an virtual class of the maximum number of 25 students (all members of your department) enter the number 25 for the number of units and \$145 as the unit price.
- If you plan to host an virtual 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 \$3,625 as the unit price.

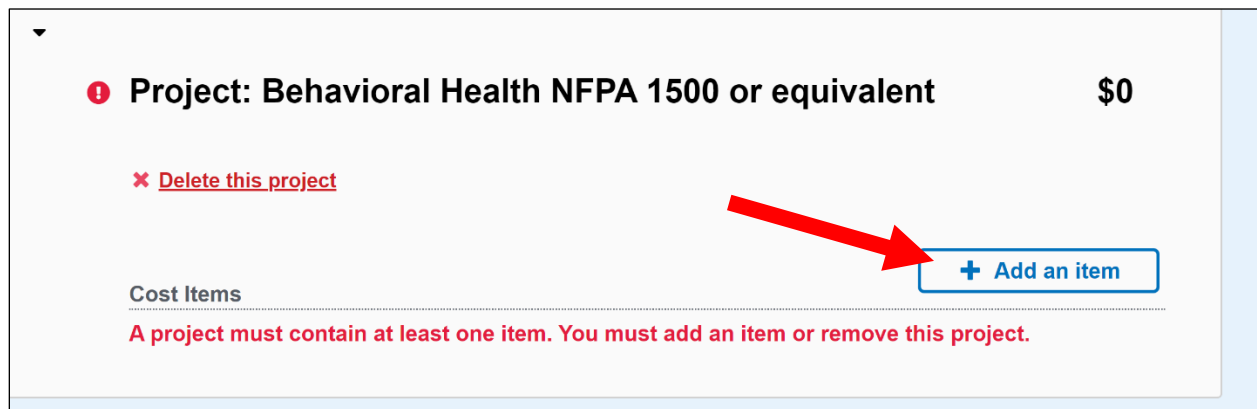
- NOTE: The AFG program looks more favorably on in-person, hands on training and a virtual training program may score lower than an in-person training program

Please describe and provide information about the IAFF Resiliency Training.

*You will have 500 characters to explain your selection. Discuss:*

- Instructor-led
- The course will be taught by two IAFF master resiliency training instructors. (Three instructors will teach the online version)
- Instructors are from the fire service and are experienced with peer support and resiliency programs
- Includes a combination of self-assessment, didactic instruction, group discussion and video
- Training available to all ranks and personnel within the department
- Reflects best practice

To add Additional Funding for overtime or backfill or anything else related to this project, click the “Add Project to Wellness and Fitness Program” button above the Narrative Sections and select “Additional Funding”



▼

**Project: Behavioral Health NFPA 1500 or equivalent** **\$0**

[✕ Delete this project](#)

**Cost Items**

[+ Add an item](#)

A project must contain at least one item. You must add an item or remove this project.

The screenshot shows a web form titled "Add an item". Below the title is a label "Select item:" followed by a dropdown menu. The dropdown menu is open, showing three options: "Select", "Additional funding", and "Behavioral Health NFPA 1500 or equivalent". The "Additional funding" option is highlighted in blue. A red arrow points to this option. At the bottom left of the form is a "Cancel" button with a red 'X' icon.

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

- Tuition, exam/course fees, and certifications/certification expenses
- Purchase of training curricula and training services (instructors)
- Overtime expenses paid to career fire fighters to attend training or to cover colleagues who are in training
- Cost for qualified behavioral health experts to provide continued clinical training/consultation

Under the Additional Funding category, you can add the cost of personnel attending the training and/or other costs to conduct this training. *You will have 500 characters to explain your request.* The more detail you provide on the requested funds, the better understanding the reviewers will have of 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.

To add additional Wellness and Fitness Priority 1 programs:

- In the Request Information Section click the "**Add a project**" button.

Periodic Physical Exam/Health Screening	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Behavioral Health NFPA 1500 or equivalent	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Cancer Screening Program/Equipment	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

**Project**

[+ Add a project](#)

**An activity must contain at least one project. You must add a project or remove this activity.**

Fill out the sections as before for any additional Wellness and Fitness Priority 1 programs.

- You must have in place or be asking for **ALL** the Priority 1 programs before you can request any Priority 2 activities.

### **Go Back and Fill in the Main Narrative Sections:**

**Project Description and Budget:** Clearly explain the organization's project objectives and the relationship to your organization's budget (e.g., personnel, equipment, contracts, etc.) and risk analysis by providing statistics to justify the needs. Describe the various activities to be implemented, including program priorities or facility modifications, to include details on how these are consistent with project objectives, your organization's mission and national, state, and/or local requirements. Provide details that link the proposed expenses to operations and safety, as well as to the completion of the project's goals. *You are limited to 4,000 characters.*

### **Clearly identify all aspects of the project and project budget.**

- Identify the problem, solution, and cost.
- Describe how project aligns with program priorities.
- Demonstrate that the project will be completed within the 1-year period of performance.
- Mention that the grant is combined effort of management and labor.
  - Include IAFF local # and the city/town**

Discuss:

- Describe the number of personnel that will receive this training and the population served.
  - 40 staff of varying ranks and positions will go through the in-person training; or
  - 25 staff of varying ranks and positions will go through the online training
- The need for this training and how it will improve fire fighter health and safety:
  - What are the behavioral health-related occupational hazards of firefighting?
  - What are the behavioral health challenges faced by your department in the last five years?
  - Describe any gaps/inadequate behavioral health services to help fire personnel? (e.g., lack of peer support and behavioral health education; distrust of EAP; stigma around behavioral health)
  - Provide general stories (that maintain privacy/confidentiality) of members who could not obtain adequate help due to gaps/lack of resources.
  - Find resources that can help justify the need on [IAFF Behavioral Health Program](#)
- What specific behavioral health risks will this training address?
  - PTSD
  - Substance abuse
  - Suicide
  - Depression and anxiety
- Classroom content will focus on key concepts to gain resiliency building skills that can be applied both on and off the job.
  - Assess your current level of individual resiliency
  - Respond to stress with positive, flexible thinking
  - Increase positive social interactions on and off shift
  - Experience more positive emotions during your day
  - Manage stress through tactical breathing, meditation and mindfulness
  - Challenge personal and occupational barriers to good nutrition and exercise
  - Build meaning and purpose in your daily life through spirituality
- Why are these topics important to your department and mutual aid?
  - How will these topics help your members?
  - How will these topics help you access resources?
  - How will these topics help you with behavioral health development?
- How will training be delivered?

- Will you host the class and allow other attendees, or will all 40 spots (in-person) or 25 spots (online) be filled with personnel from your department?
- Describe how you will minimize the impact on the department's ability to provide service during training.
- Need to explain how you will meet the mandatory match of the grant money being requested.

**Cost Benefit:** Describe how you plan to address the operations and personal safety needs of your organization, including cost effectiveness and sharing assets. The Operations and Safety Cost Benefit statement should also include details about gaining the maximum benefits from grant funding by citing reasonable or required costs, such as specific overhead and administrative costs. The request should also be consistent with your organization's mission and identify how funding will benefit your organization and affected personnel. *You will be limited to 4,000 characters.*

Discuss:

- What have been the department's costs associated with behavioral health? (e.g., worker's comp, disability claims, lost productivity)
- How will this training better prepare your members to cope with potentially traumatic events or large-scale disasters?
- How does this program address behavioral health stigma?
- How will resiliency impact behavioral health-related worker's comp claims and lost workdays?
- How will resiliency help with utilization of department-funded resources?
- Why is it important to open resiliency training to all members and all ranks within your department?
- How will this training continue to have an impact/train after the course?

The total cost of this grant request is \$6,750 (IAFF Resiliency Training: in-person) + \$\$ amount for personnel costs.

The \$6,750 fee for the IAFF Resiliency Training includes:

- All instructor fees (including their travel and hotel expenses)
- All instruction materials (manuals, workbooks)

The total cost of this grant request is \$3,625 (IAFF Resiliency Training- online version) + \$\$ amount for personnel costs.

The \$3,625 fee for the IAFF Resiliency Training includes:

- All instructor fees
- All instruction materials (manuals, workbooks)

Personnel costs include:

- Overtime expenses paid to career fire fighters to attend training or to cover colleagues who are in training to maintain minimum response capabilities.
- Be sure to include the number of personnel x the number of hours x hourly rate.

Include a statement addressing impact and cost per person.

- Specify total number impacted (e.g., # in department)
- Divide total training cost by number impacted for cost per person.
- Provide a Break down per capita. (i.e. Cost / resident / firefighter)

**Statement of Effect on Operations:** Explain how this funding request will enhance the organization's overall effectiveness. Describe how the grant award will improve daily operations and reduce the organization's risk(s) including how frequently the requested item(s) will be used and in what capacity. Indicate how the requested item(s) will help the community and increase the organization's ability to save additional lives and property. Jurisdictions that demonstrate their commitment and proactive posture to reducing fire risk, by explaining their code enforcement (to include Wildland Urban Interface code enforcement) and mitigation strategies (including whether or not the jurisdiction has a FEMA-approved mitigation strategy) may receive stronger consideration under this criterion. *You will be limited to 4,000 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.

Include items such as:

- How it will improve operations
- How it will increase department viability
- Reduce risk
- Use and frequency of use
- Impact on fire fighter and public safety
- Have you had instances where the lack of resiliency has led to a situation that could have been prevented?



- This program addresses two of sixteen Fire Fighter Life Safety Initiatives: (1) Cultural Change, and (13) Psychological Support
- Reflects the National Fire Protection Association consensus standards
  - NFPA 1500, Chapters 11 – 12
- Fulfills Federal recommendations for employee training that covers conflict resolution, stress management, managing anger and relaxation techniques:
  - DOL's Occupational Safety and Health Administration's Safety and Health training for employees
  - CDC's National Institute for Occupational Safety and Health's prevention strategy to minimize risk of workplace violence.
- Addresses several of the 32 core capabilities identified by FEMA in the National Preparedness Goal:
  - Community Resilience
  - Long-Term Vulnerability Reduction
  - Risk and Disaster Resiliency Assessment

**Grant request summary:** This section will fill in automatically

- Review for accuracy and mistakes

**Budget summary:** This section will fill in automatically

- Review for accuracy and mistakes

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

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