

APPLICATION FOR FY17 FIRE PROTECTION GRANT

COMPLETION CHECKLIST

Prior to submitting your FY17 Fire Protection Grant Application, make sure you:

- Verify that all of the applicable fields on the General Information tab have been completed.
- Provide all applicable financial information on the Budget Information tab.
- Complete all fields in the Community Information tab.
- Provide the call volume for each incident type in the Response History tab for the 2015 calendar year.
- Verify NFIRS Compliance – NFIRS reports must be current for the period of July 2015 to June 2016.
- Complete all applicable fields in the Water Availability tab.
- Provide the training hours per firefighter per year and upload supporting documentation for the 2015 calendar year.
- Verify that pump tests have been conducted on all rated fire pumps annually by completing the **Pump Test Data Log**. Documentation must include, but not be limited to: vehicle identification number (VIN), license plate number, test date, pass or fail indicator.
- Verify via the **Affidavit of Completed Annual Pump Tests** signed by the Fire Chief and notarized, that three years of pump test records exist and are on file in the department.
- Verify that an explanation for why pump tests were not conducted is provided in the Apparatus tab.
- Complete all applicable fields in the Communication Equipment tab.
- List the hazards and threats in your jurisdiction in the Hazards and Threats tab.
- Complete the Bunker Gear and SCBA compliance information the PPE tab.
- Complete the applicable fields in the Equipment Needs tab.
- Verify the Acknowledgement/Signatures section of the application is signed by the Fire Chief and the Fiscal Agent.
- Proof read the Grant Justification sections for accuracy.
- Complete the Project Budget Sheet.
- Verify the Fiscal Agent Commitment Statement has been signed to certify that the 20% matching funds are committed to the project.
- Upload the Signed Application to the Fiscal Agent's Tab in Step 3 of the application.
- Upload the Affidavit of Completed Annual Pump Tests to the Fiscal Agent's tab in Step 3 of the application.
- Upload the Pump Test Data Log to the Fiscal Agent's tab in Step 3 of the application.