

COMMONWEALTH of VIRGINIA

Garrett Dyer
ACTING EXECUTIVE DIRECTOR

Virginia Department of Fire Programs

Brook Pittinger
ASSISTANT CHIEF OF ADMINISTRATION
AND RISK MANAGEMENT SERVICES

October 1, 2021

Mr. Eric Dahl
Fluvanna County
132 Main Street
Palmyra, VA 22963

Dear Mr. Dahl:

The Virginia Fire Service Board approved a one year no cost extension to your Burn Building Grant Project at the September 24, 2021 Board meeting.

Your new project deadlines are as follows:

- Completion of a second valid building permit and begin construction by **November 14, 2022.**
- The new project completion date is now **November 15, 2023.**

In accordance with the Live Fire Training Structure Grant Policy, concurrent with the submission of the valid building permit, the grant recipient will also provide VDFP with two (2) copies and one (1) CD ROM version of the construction building drawings, including specifications. The full grant policy with all requirements can be found at <https://www.vafire.com/grants-and-local-aid/burn-building-grants/>.

If you have any questions, feel free to contact me at my office 804-249-1958 or via email at Theresa.hunter@vdfp.virginia.gov.

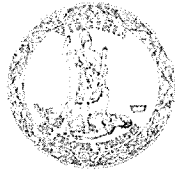
Sincerely,

A handwritten signature in cursive script that reads "Theresa Hunter".

Theresa Hunter
Budget and Grants Manager

1005 Technology Park Drive, Glen Allen, VA 23059-4500
Phone: (804) 371-0220 or Fax: (804) 371-3444
www.vafire.com

Exhibit E



COMMONWEALTH of VIRGINIA

Brook M. Pittinger
ACTING DIRECTOR

Brenda Scaife
CHIEF ADMINISTRATIVE OFFICER

Virginia Department of Fire Programs

Finance Branch
1005 Technology Park Drive
Glen Allen, VA 23059-4500
Phone: 804/ 371-0220
Fax: 804/ 371-3358

August 14, 2017

Ms. Cheryl Elliott
Fluvanna County
132 Main Street
Palmyra, VA 22963

Dear Ms. Elliott:

On behalf of the Virginia Fire Services Board, we are pleased to advise **Fluvanna County**, Virginia of a **grant award of up to \$480,000 for the new construction** of a burn building as a prop to assist in training the fire service for its jurisdiction. As outlined in the Virginia Department of Fire Programs Live Fire Training Structure Grant Policy the grant award is allocated as up to \$450,000 for the new construction and up to \$30,000 for architect and/or engineering services, totaling \$480,000.

According to the application submitted, the County has elected to construct its burn building according to the minimum standards specified in Prototype I, Class A.

This award is effective: FY2018

Accordingly, the **County has until August 14, 2018 to submit a valid building permit and begin construction** consistent with the terms and conditions of the mutually executed Disbursement Agreement. Following such date, the County will have an additional twelve (12) months to complete construction and collect the balance of their award. **The project expiration date is marked as August 14, 2019.**

Be advised that all documents are available on our website at <https://www.vafire.com/grants-and-local-aid/burn-building-grants/> under the Live Fire Training Structure Grant link, including the VFSB Live Fire Training Structure Policy which is effective as of February 2017. The County is required to review these documents very carefully in order to progress with its project in compliance with the terms and conditions of this grant award and the Policy that governs the Burn Building Grant Program.

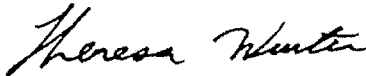
In accordance with the Burn Building Policy, the County will be required to attend an Orientation Meeting at the Division 3 Office in Farmville, Virginia that must be held within thirty (30) days of award notification. The purpose of this meeting is to introduce VDFP staff to new grants recipients, provide an overview of the Burn Building Grant Program, and offer an opportunity for grants recipients to ask questions about the grants process. **The County must schedule the Orientation Meeting by September 14, 2017**

Two originals of the Burn Building Disbursement Agreement are included. The County Manager must sign both originals and have them sent to my attention. Both originals will be counter signed by the Virginia Department of Fire Programs. One original will be returned to the County for Local file retention. **No funds disbursements will be authorized or released without the executed disbursement Agreement.**

Funds disbursement for new construction projects will be made in five (5) installments upon notification by the jurisdiction to the Agency. Once a valid building permit has been submitted and an executed Agreement is on file, the jurisdiction is eligible to draw the first 25% of the construction grant. Once A/E services are complete, jurisdictions may also request reimbursement for such services up to the amount awarded by the VFSB not to exceed \$30,000. Remaining funds disbursements for the construction grant will be made upon jurisdiction request on the percentage of completion method at 50%, 75% and 100% completion. In order to be eligible for final payment, the prop must be placed in operation. It is the responsibility of the jurisdiction to maintain all such records subject to audit by this Agency or its assignees for a period of five (5) years following the date of the last transfer of award funds to the grant recipient.

If you have any questions, feel free to contact me at my office 804/249-1958, or via email at Theresa.Hunter@vdfp.virginia.gov.

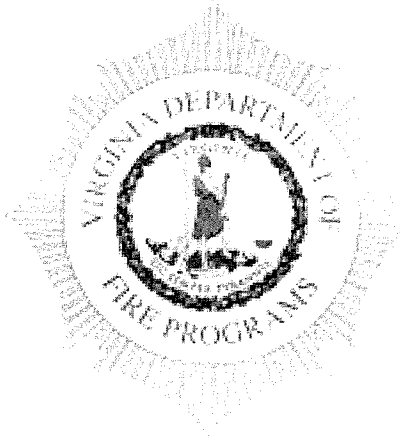
Respectfully,



Theresa Hunter
Budget and Grants Manager

Enclosure

c: Steven M. Nichols, County Administrator
Walter Bailey, Chair, Virginia Fire Services Board
Brook Pittinger, Acting Executive Director, Virginia Department of Fire Programs
Tom Berry, Division Manager, Virginia Department of Fire Program



LIVE FIRE TRAINING STRUCTURE GRANT PROGRAM

Grant Awards to Construct, Renovate or Repair
Live Fire Training Structure throughout the Commonwealth

**VIRGINIA DEPARTMENT OF FIRE PROGRAMS
VIRGINIA FIRE SERVICES BOARD**

1005 Technology Park Drive
Glen Allen, Virginia 23059-4500

Tel: (804) 371-0220

Fax: (804) 371-3358

www.vafire.com

A) PURPOSE

In accordance with §38.2-401-D of the *Code of Virginia*, the Live Fire Training Structure Grant Program (hereinafter referred to as "the Grant") was established to provide defined grants to Virginia localities seeking to construct, renovate (including additions), or repair permanent Live Fire Training Structure in accordance with the most current edition of NFPA 1402. The term Live Fire Training Structure refers to a structure specifically designed for conducting live fire training evolutions on a repetitive basis in accordance with the most current edition of NFPA 1001 and 1403.

The Grant is a matching/cost sharing program. The percentage of match/cost share is relative to the size of the capital project the locality intends to construct; however, the purpose of the Grant for permanent Live Fire Training Structure is to provide funding to localities for the construction, renovation, or repair of the Live Fire Training Structure only.

As approved by the Virginia Fire Services Board, the Grant may also provide exclusive funding to the Virginia Department of Fire Programs for the acquisition, renovation, repair, service, and management of the Mobile Live Fire Training Structure Props Program to provide training opportunities to multiple jurisdictions in support of Fire Fighter I and Fire Fighter II Training throughout the Commonwealth of Virginia per the most current edition of NFPA 1001 & 1403 training standards.

As approved by the Virginia Fire Services Board, the Grant may also provide funding to the Virginia Department of Fire Programs for the execution and delivery of an exclusive contract for engineering consulting services to the VFSB. The engineering firm is on contract to VDFP exclusively, and to prevent conflict of interest may not contract with local jurisdictions on the Grant projects for which funding is sought through the Grant. The engineering firm is on contract to and is tasked by VDFP. The principal point of contact to the engineering consulting firm shall be the Executive Director of VDFP, or his VDFP staff designee.

B) GENERAL OVERVIEW

Grant disbursements to eligible jurisdictions for permanent Live Fire Training Structure construction, renovations and/or additions, or repairs are administered by the *Virginia Department of Fire Programs*, VDFP, ("the Agency") from the Commonwealth's *Fire Programs Fund* as provided for in the *Code of Virginia* (§38.2-401:D) and consistent with policy guidance provided by the *Virginia Fire Services Board*, VFSB, ("the Board") as set forth within this document. All grants to construct or renovate permanent Live Fire Training Structure shall be approved by the *Virginia Fire Services Board*. All grants to repair permanent Live Fire Training Structure shall be approved by the Department of Fire Programs as directed in this document.

C) CODE OF VIRGINIA CITATION

- 1) §38.2-401 and §9.1-203 of the *Code of Virginia* as amended – "Fire Programs Fund," is incorporated herein by reference.
- 2) *The Virginia Administrative Code*:
 - 19VAC15-40-20. Fire Related Training
 - 19VAC15-40-90. Good cause Prohibition of Local Training Appeal
 - 19VAC15-40-100. Fire Training Center

D) PRECEDENTS OF LAW & DISCLAIMER

Nothing contained within this document shall or be construed to supersede the applicable laws and regulations of the Commonwealth of Virginia. In the event of a conflict the applicable law shall supersede the conflicting provision of this policy statement.

E) TRAINING FACILITIES COMMITTEE

The Live Structure Committee will review and analyze the Live Fire Training Structure Grant Program and make recommendations to the full board.

The following positions have been appointed to the Committee and must include a minimum of the following:

- *Either a Board of Housing & Community Development or General Public member;
- *Either a VACO or VML member;
- *The Insurance Industry member;
- *Training Committee chair (as currently appointed); and
- *Chair of Committee (to be appointed by the Board Chair).

F) DEFINITION OF TERMS

Engineering/Architect (E/A) Fees – The Registered Design Professional in responsible charge of the E/A firm's work must be registered in the Commonwealth of Virginia. Grant awards for new construction projects may include up to \$30,000⁰⁰⁰ in additional monies for E/A fees and expenses for the current grant award amount. E/A fees will not be granted for renovations and/or repairs. These fees and expenses shall include adapting the approved model structure design to the selected site, featuring contract drawings and specifications, and providing limited construction services, including:

- ◆ Product Submittal and Shop drawing review,
- ◆ Up to six (6) site visits, and
- ◆ Responses to Requests for Information from Contractors.

Live Fire Training Structure – A structure specifically designed for conducting live fire training evolutions on a repetitive basis in accordance with the most current edition of NFPA 1001 and 1402 (NFPA 1402, 3.3.1).

Combination Buildings/Training Structures: As stated in NFPA 1402, at some training centers, because of a lack of available space or funds, individual structures for drill tower functions, live fire training, smoke training, or any combination thereof, might not be built.

In these instances, a combination training structures are utilized to conduct live fire training and any of the following;

1. Engineering design and construction must be reviewed and approved by the Agency's E/A Firm.
2. Consideration will be within the scope of new construction only.
3. No additional funds will be awarded outside of this policy's specifications.

Such scenario is generally accomplished by the supervised deliberate setting of a fire or establishment of a dense smoke environment within the structure to practice fire suppression and other allied fire attack skills.

As such, the structure shall not be used as an occupied dwelling.

Live Fire Training Structure (Construction Project) – *A project to construct a new or replacement permanent Live Fire Training Structure. Construction funding is approved by the Virginia Fire Services Board in accordance with this Policy.*

Live Fire Training Structure Renovation/Addition Project - *A project to renovate an existing permanent Live Fire Training Structure; add an addition to an existing permanent Live Fire Training Structure (must not exceed the funding level of \$450,000 in accordance with the Grant policy); conduct repairs or renovations that involve structural components of a permanent Live Fire Training Structure; or conduct repairs that exceed the funding authorized for a Live Fire Training Structure Repair Project. Renovation funding is approved by the Virginia Fire Services Board in accordance with this Policy.*

Live Fire Training Structure Repair Project – A project to conduct a repair to an existing permanent Live Fire Training Structure that does not exceed \$50,000. Projects allowed in this category include: Temperature monitoring equipment repairs; thermal lining tile repair and replacement; sacrificial block wall replacements (concrete masonry unit walls), fire brick; minor, non-structural, spalled concrete repair; door/window repairs; or similar repairs. Projects that involve repairs to structural components and/or projects that exceed \$50,000 are not eligible to be funded as a Repair Project. Cosmetic work such as painting and cleaning are not eligible to be funded as a Live Fire Training Structure repair project. Repair funding that meet the scope and intent of this policy are funded by the Virginia Department of Fire Programs in accordance with this policy. Prior to the approval of any repair funds, a copy of the inspection report must be submitted to substantiate the request. Funding will be based on the compliance with Live Fire Training Structure Inspection Schedule criteria listed in Section (S) of this document. Only localities classified as “Compliant” will automatically be considered. All other requests will be sent to the Board for approval.

Eligible Jurisdiction – Localities within the Commonwealth of Virginia otherwise eligible (§38.2-401 et al) to receive *Aid to Localities* from the *Fire Programs Fund*; nominally all **Counties, Independent Cities, and incorporated Towns** within those counties; herein also referred to simply as *Jurisdiction* or *Locality*.

Emergency Renovations – Emergency Renovations are defined as any repair greater than \$50,000 for Live Fire Training Structure in which the VDFP has taken the Live Fire Training Structure out of service for certified training due to VDFP determination that certified training can no longer adequately or safely be performed. In order to bring the Live Fire Training Structure back into service for VDFP-certified training, jurisdictions may submit emergency renovation applications at any time for consideration. Only emergency applications for Live Fire Training Structures taken out of service for certified training by the VDFP will be considered immediately. Prior to the approval of any repair funds or renovation, a copy of the inspection report must be submitted to substantiate the request. The Agency shall notify the VFSB upon the approval of an emergency renovation grant. This notification shall include the funding total and the nature of the funding/repair request. Funding will be based on the compliance with Live Fire Training Structure Inspection Schedule criteria listed in Section (S) of this document. Only localities classified as “Compliant” will automatically be considered. All other requests will be sent to the Board for approval.

Grant Completion – Grant completion is defined as local construction contract is at final completion with all project expenses processed for payment, all construction completion documents including AIA certifications submitted to Agency staff, and final walk-through inspection performed by Agency Division Staff including curing of any and all deficiencies identified.

Lead Locality – In the event that an award is to be made for a Live Fire Training Structure serving more than one eligible jurisdiction, then that consortium of eligible jurisdictions shall identify one of their own to serve as the agent for all; such agency shall include the intake and custody of grant funds, the filing of reports, and all administrative interface with the Agency. Therefore, the lead locality shall likewise both:

- Make application on behalf of all parties involved; and
- Enter into and be solely answerable for contractual arrangements.

G) DISBURSEMENT OF FUNDS

1. Disbursements from the VIRGINIA FIRE SERVICE GRANT PROGRAM for permanent Live Fire Training Structure are made as a grant to a specified jurisdiction or a lead locality – one acting on behalf of multiple eligible jurisdictions. Consistent with other provisions of this document, payments are not made until the completion by/or through that locality of an instrument contractually binding the locality to adhere to the terms and conditions of the grant. The jurisdiction's Chief Operating Officer – i.e, City Manager, County Administrator, or Town Chief Operating Officer – shall, acting as the jurisdiction's exclusive agent, execute such an agreement/contract where periodic withdrawals are made at various intervals as specified in the contract. (Disbursements are never made to individual Fire Departments.)
2. The following pertains to the receipt of monies by eligible jurisdictions:
 - a) Payments of any grant will be provided solely through an electronic transfer of funds to a banking institution.
 - b) Transfer amounts –
 - i. New Construction – Payments will be made at five (5) benchmarks: The payment for Engineering/Architect (E/A) fees are at the completion of that work and with submission to VDFP of supporting documentation of eligible costs incurred. The first 25% of the grant award is payable upon submission to VDFP of a valid building permit, civil site plans, and Engineering/Architect drawings. The remaining 3 installments of 25% each shall be issued upon completion of 50%, 75%, and 100% of the work. The payments will be issued after receipt of a certificate of completion of each stage by the registered design professional (RDP) in responsible charge of the E/A firm's work. Final disbursement at 100% will be made after a final walk-through is made by VDFP staff during which time a live burn scenario has been successfully completed and witnessed by VDFP personnel. All Live Fire Training Structure project deficiencies will be communicated to the lead jurisdiction point of contact and must be resolved before final disbursement will be authorized.
 - Jurisdictions may elect to receive disbursements at 25%, 50%, 75%, and 100% of project completion. To remain eligible to receive total funds, jurisdictions must submit to the VDFP the American Institute of Architects (AIA) 702 and AIA 703 at 25%, 50%, 75%, and 100% project completion whether or not funding requests are made at these completion intervals.

- ii. Renovations – Payments will be made in up to two (2) payments on a reimbursement basis at 50% and 100% completion not to exceed the total amount approved by the Board. Payment of more than an approved amount will not be made without consent of the Board. The payments will be issued after receipt of a certificate of completion of each stage by the registered design professional (RDP) in responsible charge of the E/A firm's work. Final disbursement at 100% will be made after a final walk-through is made by VDFP staff. All Live Fire Training Structure project deficiencies will be communicated to the lead jurisdiction point of contact and must be resolved before final disbursement will be authorized.
 - iii. Repairs – Payments for repair projects completed in accordance with the approved application package will be authorized by the Department of Fire Programs upon completion of the repair project, and made in one reimbursement payment at completion of the project, and upon submission to VDFP of supporting documentation of eligible costs.
 - c) All funds **must** be deposited into an **interest-bearing account** of normal risk and with a demand restriction, if any, not exceeding 30-calendar days. (Monies may not be deposited into *Certificates of Deposit* or any other such instrument(s) which substantially hinder liquidity.)
 - d) Any interest earned by funds so deposited may be utilized by the eligible jurisdiction in the construction or renovation of their Live Fire Training Structure. The eligible jurisdiction shall be fully accountable for **BOTH** the *Principal* and the *Interest*.
3. **Use of Funds** – Grant funds may not be used for anything other than Live Fire Training Structure construction or renovation as specified in the contract between parties. Grant funds may only be used for the construction/erection, renovation, or repair of the Live Fire Training Structure, and direct-related costs to the construction/erection, renovation, or repair within 15 feet of the Live Fire Training Structure including E/A costs. (The 15 feet was established as a safety zone for firefighting evolutions.)

Grant funds will not be approved for any civil engineering site plan implementation or any other ancillary costs assumed as overhead or ordinary cost of managing a capital project. Examples of site plan implementation, or ordinary costs of managing a capital project include but are not limited to site clearing, grubbing, excavation with the exception of the foundation, back filling with the exception of the foundation, seeding, fencing, or any other form of site restoration, site surveys, site layouts, water testing, soil testing, water run-off analysis, air quality analysis, access roads, paving/graveling, easement or land lease costs, running lines or conduit for electrical supply or water source, bonding for contractors or jurisdictions, or any other overhead expense that is not directly related to the construction/erection, renovation, or repair of the Live Fire Training Structure.

Grant funds may not be used for routine maintenance or operations costs for new or existing Live Fire Training Structure.

Building Signage: Proper VDFP required signage is required to be placed on the exterior of all sides of the permanent Live Fire Training Structure that have points of entry (ingress or egress). Proper VDFP required signage includes the octagonal sign that recognizes the Board's financial

investment in the structure, and the rectangular sign addressing usage criteria. Production and installation of the signs is an allowable cost to the grant program.

4. Grants shall be made upon availability of funds consistent with the then current "spending plan/Live Fire Training Structure schedule" as adopted from time-to-time by the Board.
5. Repairs shall be evaluated by the Agency in the order in which they are received, and if a request for funds meets the requirements then it shall be funded up to \$50,000 or the remainder of the funds in the account if less than \$50,000.

H) GRANT APPLICATION

Any eligible jurisdiction may submit an application for a new construction Live Fire Training Structure grant or a renovation to a Live Fire Training Structure by completing and filing the prescribed form.

Applications for new construction or renovation projects will be received for review bi-annually and must be postmarked by either January 1 or July 1.

Emergency renovation applications may be submitted at any time for consideration provided the application meets the "Emergency Renovations" qualification.

Emergency Renovations are defined as any repair greater than \$50,000 for Live Fire Training Structure in which the VDFP has taken the Live Fire Training Structure out of service for certified training due to VDFP determination that certified training can no longer adequately or safely be performed. In order to bring the Live Fire Training Structure back into service for VDFP-certified training, jurisdictions may submit emergency renovation applications at any time for consideration. Only emergency applications for Live Fire Training Structure taken out of service for certified training by the VDFP will be considered immediately. Prior to the approval of any repair funds, a copy of the inspection report must be submitted to substantiate the request. Funding will be based on the compliance with Live Fire Training Structure Inspection Schedule criteria listed in Section (S) of this document. Only localities classified as "Compliant" will automatically be considered. All other requests will be sent to the Board for approval.

Any renovations applications received that are not identified as "taken out of service by VDFP for certified training" will be held until the next application deadline cycle.

Repair Project application submissions, up to \$50,000 will be accepted by the Agency at any time throughout the year.

Grant applications should be sent directly to:

**Budget and Grants Manager
Virginia Department of Fire Programs
1005 Technology Park Drive
Glen Allen, VA 23059-4500**

The filing of an otherwise completed grant application by an eligible jurisdiction in no way binds the Agency to disburse any FIRE PROGRAMS FUND monies, including a Live Fire Training Structure Grant, to that locality.

Construction/Renovation Applications: Application submissions will be reviewed by the Facility Training Committee prior to recommendation to the full Virginia Fire Services Board. Applicants will make presentations to the Facility Training Committee and be available for questions from the Committee Members.

The determination of eligibility and that of any potential amount or other conditions shall be consistent solely with guidance and practices contained within this or any successor document.

I) GRANT AWARD

1. Construction and Renovation Projects – Grants for the Construction of new Live Fire Training Structure and for the renovation of existing Live Fire Training Structures are made by the Virginia Fire Services Board in accordance with this policy based upon the needs of the Commonwealth's Fire Service and the availability of funds.
2. Repair Projects – Grants for the repair of existing permanent Live Fire Training Structure are reviewed by the Virginia Department of Fire Programs. Those proposed projects that meet the scope and intent of this policy may be awarded by the Department of Fire Programs based upon the guidelines in this policy and the availability of funding. Those proposed projects that the Department believes does not meet the scope or intent of this policy will be forwarded to the Virginia Fire Services Board for review and final action.
3. Grant recipients will be provided with one electronic set of construction drawings and the project manual for Live Fire Training Structure prototypes at no charge. A current edition of the VFSA Live Fire Training Structure Policy document is available online at www.vafire.com.
4. Grants recipients will be required to attend one (1) Orientation Meeting that must be held within thirty (30) days of award notification. The meeting will be held at one of VDFP's seven office locations.
 - a. The purpose of the Orientation Meeting will be to introduce VDFP staff to new grants recipients, provide an overview of the Live Fire Training Structure Grant Program, and offer an opportunity for grants recipients to ask questions about the grants process.
5. Grants recipients will be required to attend one (1) Pre-Building Permit Submission Meeting that must be held sixty (60) days prior to the submission of a valid building permit according to the terms of this Policy. The meeting will be held at one of VDFP's seven office locations.
 - a. It is understood that grants recipients must have an approved set of building plans prior to being issued a valid building permit, which is due to the Agency no later than twelve (12) months from the date of award notification.
 - b. Grants recipients are encouraged to contract with a qualified engineer that may provide advisement in the development of the grant recipient's project bid solicitation.
 - c. The purpose of this meeting is to provide an opportunity for grants recipients to discuss specific issues relative to their Live Fire Training Structure design that can be resolved prior to a bid solicitation being published, and to ensure that the building design plans meet the Prototype specifications as referenced in this Policy. Structure plans must be submitted to the Agency no less than one (1) week in advance of the meeting to permit adequate time for the Agency's engineer on contract to review the plans.
6. Grants recipients will be eligible to participate in one (1) one-hour teleconference call at any time during their grant project.

- a. The Agency will engage in ongoing communications with grants recipients, addressing all project issues relating to the administration, financial management, and technical aspects. Any technical issues that require advisement or review by the Agency's engineer on contract will be coordinated directly through the Agency and will require grants recipients to provide their request for consideration in writing; responses to technical inquiries will be provided to grants recipients within a reasonable time frame.
- b. If the technical inquiry requires live discussion, the Agency will coordinate a one-hour teleconference between Agency staff, the Agency's engineer on contract, and the grant recipient. The grant recipient's primary point of contact must participate in the call, but is encouraged to have all parties knowledgeable about the project present during the teleconference. Agency staff will document the teleconference transcript for the grant recipient's file.

J) TERM OF GRANT

For new construction, the grant term shall not exceed twenty-four (24) months from the date of award notification without approval from the Agency and/or the Virginia Fire Services Board. The grant recipient shall have up to twelve (12) months from the date of award notification to provide to the Agency a valid building permit. The grant recipient shall have up to (an additional) twelve (12) months to complete the construction project.

Concurrent with the submission of the valid building permit, the grant recipient will also provide VDFP with two (2) original copies and one (1) CD Rom edition of the construction building drawings, including specifications.

For renovations or repairs, the grant term shall not exceed twelve (12) months from the date of award notification without approval from the Agency and/or the Virginia Fire Services Board.

During the grant term, all repair and construction work is to be completed and all documentation pertaining to such activities shall be submitted to the Agency in a timely manner. Additionally, within 30-calendar days after the conclusion of the grant term, all unexpended funds – including any interest accrual remaining – shall be returned to the Agency.

1. **Return of Unexpended Funds by Check:** Funds being returned to the Agency via a check:
 - Must be made payable to the *Treasurer of Virginia*, and
 - Forwarded to the attention of the Agency at the address specified in [H] above. (Funds are **NOT** to be sent directly to the Treasurer's Office or any other State agency.)
2. **Direct Deposit:** Funds may also be returned to the Agency via electronic transfer as may be provided for within the contractual agreement among parties.

K) EXTENSIONS

An extension of up to 90-days or the next regularly scheduled Virginia Fire Services Board meeting may be granted by the Agency. All requests for extension must be received by the Agency not less than 30-calendar days prior to the scheduled termination of the original grant period. Such requests must list the compelling reason(s) for extension and/or circumstance(s) that prevent project completion by the end of the initial grant

period. Extension requests for any period of time greater than 90-days will need to be addressed by the Virginia Fire Services Board for approval; such should always be directed to the Agency's Executive Director, at the same address as listed in [H] above; the Agency shall be responsible for the timely transmittal to Board members.

L) MAXIMUM AMOUNT

1. There shall be a cap on the maximum amount of funds to be awarded in any single grant for either totally new or the total replacement of an existing permanent Live Fire Training Structure; the current cap is \$450,000.00. An additional amount up to \$30,000.00 shall be available to offset E/A costs pertaining to site adaptation.
2. The maximum amount of funds to be awarded for any renovation project will be set by the Virginia Fire Services Board, but in no case will it exceed the cap that can be awarded for a new or replacement building.
3. The maximum amount of a repair project award shall not exceed \$50,000 per project and no Live Fire Training Structure will be funded over \$50,000 per fiscal period (July 1 – June 30).
4. For renovation and repair project awards, if the permanent Live Fire Training Structure exceeds the base Prototype model, applications must include conceptual plans/design plans with the total square footage of the Live Fire Training Structure and the number of burn rooms per floor. The award will be based on square footage of the Live Fire Training Structure and number of burn rooms compared to the base Prototype model. (i.e. If the total existing Live Fire Training Structure square footage is 3,000 and the base prototype model square footage is 1,200, the award will be capped at 40% of the total estimated cost; or if the existing Live Fire Training Structure has more than 2 burn rooms, the award will be based on the minimum requirements of 2 burn rooms.)

M) REPORTING REQUIREMENTS

Localities shall provide progress reports to VDFP every ninety (90) days until their project is completed. The foregoing measured from the date of the transfer of funds to the eligible jurisdiction. Reports shall be made to the Budget and Grants Manager. (Information contained within such reports shall be made available by the Agency to the members of the Virginia Fire Services Board.)

N) INSURANCE

No person or entity shall commence construction or repair work, unless and until such person or entity has obtained all insurance required by the "Virginia Fire Services Grant Fund Agreement" from insurers licensed to provide such insurance in the Commonwealth of Virginia. These types of insurance must be maintained at all times when any construction or repair work is being performed. Before any such work commences, the locality shall submit to VDFP a Certificate of Coverage or Certificate of Insurance evidencing that the required insurance coverage is in effect for the appropriate entities, including coverage for subcontractors. The locality must be named as an additional insured party for certain types of insurance as specified in the "Virginia Fire Services Grant Fund Agreement".

O) PROCUREMENT

It is the responsibility of the Localities to adhere to the Virginia Public Procurement Act (VPPA) when pursuing the solicitation process for New Construction, Renovation and Repair projects. The entire VPPA manual can be found on the Virginia Department of General Services web page.

P) AUTHORIZATION FOR RENOVATIONS

The Agency shall authorize repair work as identified by the jurisdiction within their application. The foregoing authorization shall be based upon verification by a licensed Engineer duly authorized to conduct business in Virginia as to scope of need. The cost of such survey may be part of any total grant. Localities making application for a grant for repairs to their permanent Live Fire Training Structure and choosing to obtain an Engineer's review in advance of submission may therefore include the eventual reimbursement for this cost as part of their total grant request.

Q) FULL CONSTRUCTION REQUIREMENTS

To be eligible for any grant award to construct a new or replacement permanent Live Fire Training Structure recipient shall agree to expend such funds to construct one of the Agency's identified prototypes from the specifications provided by the Agency or a design that meets the minimum criteria and construction requirements identified in the Live Fire Training Structure Policy for either:

- Prototype I for Class A fuels
- Prototype I for Class B fuels
- Prototype II for Class A Fuels
- Prototype II for Class B fuels
- Prototype III for Class B fuels (reserved to Mobile Live Fire Training Structure Props administered by VDFP)

...where Prototype I is defined as a permanent concrete structure, Prototype II is defined as a permanent pre-manufactured steel structure, and Prototype III is defined as a pre-engineered steel mobile fire training trailer burn prop.

-or-

- A stand-alone permanent Live Fire Training Structure or other structure whose Live Fire Training Structure part shall meet the basic requirements of the outline/performance specifications provided in Prototype I for Class A fuels, Prototype I for Class B fuels, Prototype II for Class A and Prototype II for Class B fuels. If building plans deviate from or have been modified/enhanced from the basic requirements of the above referenced Prototypes, the applicant must define the building concept and include proposed plans with their application. All modifications to proposed and approved building plans must be submitted to the Agency for review and approval in writing prior to commencement of construction.
- From the time such new construction or said repair is authorized to begin, the lead locality shall have one (1) year to begin and one additional year to complete the actual construction. Should they fail to meet this deadline (Section J) or request an extension (Section K), the award will expire and the application shall be resubmitted.

R) REPAIRS/RENOVATIONS REQUIREMENTS

For awards made on or after January 1, 2009, any structural repairs or renovations must be certified by a Virginia licensed engineer or architect to certify that repairs or renovations were completed in compliance with the engineered plans for projects that are more than \$50,000 or by the recommendation of the Facility Training Committee, and must be provided to VDFP prior to final walk through of VDFP staff and final funds disbursement.

Prior to any award, localities/jurisdictions must be current with their annual inspection and must provide documentation with grant application.

Guidance on the conversion of a Class "B" fuel Live Fire Training Structure to Class "A" fuel Live Fire Training Structure. All conversions requests shall be approved by the committee and subsequently the Virginia Fire Services Board. For converted structures to remain grant eligible they must adhere to the incorporated requirements.

The Conversion of Class "B" fuel to Class "A" fuel Structure Renovation Requirements is incorporated into and becomes part of this Policy by reference. See the Full List of Conversion Requirements (also available at: <http://www.vafire.com/content/uploads/2020/06/Conversion-of-Class-B-to-Class-A.pdf>)

S) PERMANENT LIVE FIRE TRAINING STRUCTURE INSPECTION REQUIREMENTS

Localities shall provide annual inspection for Class A Fuel and biennial inspection for Class B Fuel to be performed by a licensed professional engineer retained by the locality.

The Live Fire Training Structure Inspections Schedule is incorporated into and becomes part of this Policy by reference. See Schedule of Burn Building Inspections (also available at: <http://www.vafire.com/content/uploads/2018/04/Schedule-of-Burn-Building-Prop-Inspections-2009-09-29.pdf>)

Prior to the fiscal date of July 1, if a locality fails to comply with the adopted Live Fire Training Structure Inspection Schedule per building class and submit a copy of the inspection report to VDFP, the building will not be certified for approved VDFP certification training and a notice will be provided to the lead locality.

While the Virginia Fire Services Board (VFSB) recognizes NFPA standards, particularly as they relate to Live Fire Training Structure Inspections, the VFSB has adopted the aforementioned Inspections Schedule reflecting higher standards in order to protect the investment made in the structure by the Commonwealth of Virginia through the Live Fire Training Structure Grant Program.

Failure to comply with the established Live Fire Training Structure Inspection Schedule criteria will result in the reduction of repair or renovation funds available to the locality. All repair and renovation funding is based on the maximum allowable amount criteria listed in Section (L) in this document. Funding decisions will be based on available funding, inspection compliance and circumstances surrounding a specific request.

As a general practice request will be placed into one of three categories: Compliant, Semi-Compliant, Non-Compliant.

Compliant (may receive up to 100% of allowable funding) – required Structure Inspection Schedule has been followed for the past 5 years and the locality has maintained supporting documentation on file during this period.

Semi-Compliant (may receive between 25% - 75% of allowable funding) – required Structure Inspection Schedule has been followed for the past 2-4 years within the previous 5 year period and the locality has maintained supporting documentation on file during this period.

Non-Compliant (may receive up to 25% of allowable funding) – required Structure Inspection Schedule has been followed for the past 0-1 years within the previous 5 year period and the locality has maintained supporting documentation on file during this period.

Note: The Board may deviate from this general practice based on extraordinary and/or uncontrollable circumstances.

Comprehensive Audit: Per the requirement of the Live Fire Training Structure Funding Policy, localities must participate in the fifth year audit conducted by the Agency's E/A Firm. The fifth year audit is provided to localities at no cost. This will satisfy the inspection for that year. However, at the discretion of the Board – lack of participation in the fifth year audit will result in automatic disqualification for funding until the next comprehensive audit cycle.

T) OWNERSHIP OF SITE

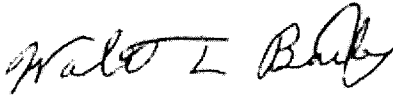
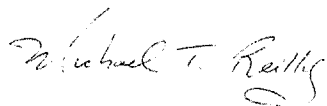
1. **NEW CONSTRUCTION:** It is required that the eligible jurisdiction or other governmental entity own the site (land) and not be subject to any restriction or limitation that would prohibit or impair the use of the property as a Live Fire Training Structure . On a case-by-case basis, the VFSB may consider a long-term lease. The length of the lease shall be consistent with the expected life of the building.
2. **RENOVATIONS:** It is strongly recommended that the eligible jurisdiction or other governmental entity own the site (land) and not be subject to any restriction or limitation that would prohibit or impair the use of the property as a Live Fire Training Structure. On a case-by-case basis, the VFSB may consider a long-term lease. The length of the lease shall be consistent with the expected life of the building.

U) AUDIT

It is the responsibility of the jurisdiction to maintain all necessary fiscal records. Such records are subject to audit by this Agency or its assignees, for a period of not less than five (5) years following the date of the last transfer of award moneys to the grant recipient.

CERTIFICATION:

We the undersigned as Chairman of the Virginia Fire Services Board and Executive Director of the Virginia Department of Fire Programs jointly adopt the foregoing policy as of June 2020. As such, this revised policy supersedes all prior adopted editions of this Policy.

	
Walter Bailey Chairman Virginia Fire Services Board	Michael Reilly Executive Director Virginia Department of Fire Programs