

### **3.3 Training Tuition Grant Guidelines for Firefighter Training**

Training tuition grants are subject to the following standards:

#### **3.3.1 Eligibility**

Only firefighters from departments eligible for TIFMAS Grants are eligible for training tuition grants.

#### **3.3.2 Approved Courses**

Courses certified by TCFP, SFFMA or NWCG are eligible. Courses leading to the following firefighter certifications and credentials are eligible:

- Structural Firefighting
- Wildland Firefighting
- Aircraft Rescue and Fire Fighting
- Marine Fire Fighting
- Industrial Firefighting
- Rescue
- Driver/ Operator
- Wildland Urban Interface
- Fire Officer
- Hazardous Materials Technician
- Incident Command System
- Critical Incident Stress Management

Some online courses may also be eligible. Training leading to the EMR, EMT or Paramedic credential is not eligible. Training leading to a law enforcement certification is not eligible. Non-fire related courses are not eligible.

NWCG courses, other than S-130 and S-190, must be taught by an NWCG member agency. NWCG courses not offered or sanctioned by an NWCG member agency are not eligible for grant assistance.

All training courses must be taught within the State of Texas.

#### **3.3.3 Approved Schools**

Most regional schools are approved, provided the curriculum is certified by TCFP, SFFMA or NWCG.

Training schools and courses not leading to a certification by SFFMA, TCFP, or qualifications under the NWCG “Wildland Fire Qualification System Guide” will not be approved.

### **3.3.4 Instructors**

Training must be conducted by a lead instructor holding the Texas Instructor I credential or higher.

NWCG training must be conducted by a qualified lead instructor holding qualifications as required by the NWCG Field Manager's Course Guide, PMS 901-1.

### **3.3.5 Other Approved Training**

The program will provide reimbursement grants for registration fees for attendance at the following conferences:

- Line of Duty Death Conference
- SFFMA of Texas Annual Conference
- Texas Fire Chiefs Academy Annual Conference
- TIFMAS Symposium

### **3.3.6 Limitations**

Grant assistance is not available for reimbursement of transportation, meals, or lodging expense.

Training tuition grants are provided up to a maximum of \$133 per day, not to exceed \$665 per trainee per school.

The maximum amount of training tuition grant assistance a department may receive in a fiscal year (September through August) is \$12,500.

Written application for a training tuition grant must be received by Texas A&M Forest Service before the course start date for in-person, online and hybrid courses. An application received on or after the course start date is not eligible for grant assistance.

### **3.3.7 Training Tuition Payments**

Grant payments for Training Tuition to the TEEX Spring Fire School and the TEEX Municipal Fire School may be made directly to TEEX on behalf of the grant recipient. Tuition and related expenses must be listed on an itemized master invoice provided by TEEX. Grant reimbursement payments for tuition at all other schools will be made directly to the grant recipient.

Grant payments for training tuition to the Capital Area Interagency Wildfire and Incident Management Academy and other Texas A&M Forest Service academies may be paid directly to the agency on behalf of the grant recipient.

## **4.0 APPLICATION/ APPROVAL PROCEDURES**

### **4.1 Application**

A fire department must submit a fully completed and signed application form entitled “Application For TIFMAS Grant Assistance - - Request For Training Tuition” Form TFS FO-420, including all attachments; or an “Application For TIFMAS Grant Assistance – Request For TIFMAS Apparatus” Form TFS FO-430, including all attachments. A completed and signed IRS Form W-9 entitled “Request for Taxpayer Identification Number and Certification” must accompany each grant application. All forms are available on the TFS website.

An applicant must provide any supplemental information requested by TFS on or before the requested due date. An application is not complete until the requested information is received by TFS.

### **4.2 Funding Committee and Grant Approval Process**

TIFMAS grants are approved through a Funding Committee and delegation process similar to the procedures established for the VFD Grants. The Funding Committee will meet once annually to approve grants for TIFMAS Apparatus Grants. The date, time, and location of each meeting will be announced on the agency website at least two weeks in advance of the meeting date. Funding meetings will be conducted as TFS business meetings. The meetings are open to the public and the public is welcome to attend, however there is no provision for public comment. The Funding Committee reserves the right to adjourn to closed session if needed. All committee votes will be conducted in the open meeting.

The grant approvals made during a funding meeting are provisional and are subject to a final review and verification by the Capacity Building Department staff. Written approval notification is provided electronically or via mail to each grant recipient. The written approval letter is the official notification that a grant has been approved. The date on the written notification is the grant approval date.

### **4.3 Approval Criteria for TIFMAS Apparatus**

Applicants are evaluated and assigned a numerical score based upon the TFS Applicant Rating Guide for TIFMAS Apparatus.

Apparatus grants are allocated geographically to each of eight TFS administrative units, currently designated as a Branch.

Applicants are ranked relative to the Branch to which their county is assigned. The Branch boundaries and county rosters are shown in section 4.5.

The TFS may, in its sole discretion, adjust regional allocations in order to achieve statewide program goals.

Grant applications for TIFMAS apparatus will be evaluated and approved as follows:

1. All applications will be sorted and sub-divided by:

- Branch
- Category (type of item requested, if applicable)
- Numeric Rating
- Date of Application

2. Apparatus grants are to be awarded based on the highest rated applicants across the branches.

If an apparatus grant is approved but the applicant declines the grant, the funding committee may re-allocate the grant to meet statewide program goals.

#### **4.4 Approval of Training Tuition Grants**

The Capacity Building Department is authorized to approve applications for training tuition grants on a first-come first-served basis. Applications for training tuition grants are approved continuously throughout the fiscal year until the budgeted funds are exhausted.

#### **4.5 Applicant Rating Guide for TIFMAS Apparatus**

Fire department applications are assigned a numerical rating based upon rating criteria described in the applicant rating guide below. The maximum rating number any application may have is 100.

An applicant department may include personnel's service as a TIFMAS Branch Resource Coordinator in tabulating past statewide deployments, given the service can be verified by a resource order.