



# 2025 GRANT APPLICATION

MAINE FIRE PROTECTION SERVICES COMMISSION  
LIVE FIRE TRAINING FACILITIES GRANT PROGRAM

**PURPOSE:** In July 2018, the 128<sup>th</sup> State Legislature passed LD1845 creating Public Law, Chapter 444, Section 3, 20-A MRSA §9004. This law established a fund to support the construction, repair or replacement of regional live fire training facilities (LFTF) in the State of Maine. In accordance with this law and in order to establish a fair, competitive, and effective process to distribute the funds, the Maine Fire Protection Services Commission (Fire Commission) hereby issues the following guidelines to establish the criteria for the Regional Live Fire Service Training Facility Grant Program.



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**CHECKLIST FOR ALL GRANT APPLICATIONS**

Yes	No	Description
		Is the applicant eligible and did the CEO sign the application?
		Does the proposal meet the eligibility criteria?
		Is the applicant and all departments associated with the grant reporting to MFIRS?
		Has the applicant certified they have sufficient and suitable space and will cooperate with MFSI to conduct training and certification skills testing at the proposed site twice annually at no cost beyond consumable supplies?
		Has the applicant provided a copy of their formal procurement policy to demonstrate compliance with the procurement requirements?
		Has the applicant demonstrated compliance with all applicable federal, state, and local policies, ordinances, regulations, laws, codes, and standards?
		Have the required insurance certificates been received? (successful grant awards only)
		Have the required bonds been provided? (successful grant awards only)
		Does the applicant meet the site ownership / lease requirements?
For New Facility Construction		
		Did the applicant choose to amend one of the prototype options?
		If <i>no</i> , does their proposal include the required engineering and code compliance info?

**Maine Fire Protection Services Commission**  
2025 Regional Fire Services Training Facilities Grant Application

**GENERAL INSTRUCTIONS & NOTICES**

Applicants are directed to "**Regional Live Fire Training Facility Grant Program Guidance**" as designed for this 3-year grant program which is the filing of an application does not bind the Review Panel to award nor the Municipality/Applicant(s) to accept any such grant. **Deadline March 14, 2025.** Incomplete applications and those received after the deadline will not be considered. Timeliness of filing and subsequent receipt by the Agency are solely the applicant's responsibility.

All applications must be completed electronically or in ink and sent directly to:  
**MFSI - ATTN: MFPSC LTF Grant      19 Sewall St, Brunswick Maine 04011**

All decisions regarding grant awards made by the Board are final; applicants may appeal decisions in writing to the address provided above within 15 business days of the posting of awards.

**SECTION A. APPLICANT INFORMATION**

Title of Lead Municipality Applying		City/Town											
Employer Identification Number (EIN)				-									
Principal Point-of-Contact													
Mailing Address (include zip code +4)													
Telephone Number	(				)				-				
Fax Number	(				)				-				
Email Address													

**SECTION B. ADDITIONAL PARTIES**

Identify ALL <b>Jurisdictions and Fire Departments</b> participating in the proposed project. Attach additional sheets as may be required. (see page 2)		None
1. Formal Agreement Among Parties	In accordance with Program Policy, multi-jurisdictional regional training partnerships must be documented (e.g. MOA, MOU, etc.) as required supporting documentation to the Application for consideration of Program funding. <i>NOTE: Formal agreement parties in addition to the lead municipality may include other municipalities, groups and organizations</i>	
<b>A copy of the Agreement has been attached to this application.</b> <i>Note: If a copy of the Agreement has not been attached, this Application will be considered incomplete, and funding will not be approved.</i>	Yes	No

**COMPLETE FOR EACH ORGANIZATION OF INTEREST (OI)**

Title of Lead Municipality/Organization													
Number		Of a total of		OI to proposed project									
Employer Identification Number (EIN)				-									
Principal Point-of-Contact													
Mailing Address (include zip code +4)													
Telephone Number	(				)				-				
Fax Number	(				)				-				
Email Address													

COMPLETE FOR EACH ORGANIZATION OF INTEREST (OI)												
Title of Lead Municipality/Organization												
Number		Of a total of		OI to proposed project								
Employer Identification Number (EIN)				-								
Principal Point-of-Contact												
Mailing Address (include zip code +4)												
Telephone Number		(			)				-			
Fax Number		(			)				-			
Email Address												

COMPLETE FOR EACH ORGANIZATION OF INTEREST (OI)												
Title of Lead Municipality/Organization												
Number		Of a total of		OI to proposed project								
Employer Identification Number (EIN)				-								
Principal Point-of-Contact												
Mailing Address (include zip code +4)												
Telephone Number		(			)				-			
Fax Number		(			)				-			
Email Address												

COMPLETE FOR EACH ORGANIZATION OF INTEREST (OI)												
Title of Lead Municipality/Organization												
Number		Of a total of		OI to proposed project								
Employer Identification Number (EIN)				-								
Principal Point-of-Contact												
Mailing Address (include zip code +4)												
Telephone Number		(			)				-			
Fax Number		(			)				-			
Email Address												

SECTION C. PREVIOUS APPLICATIONS AND AWARDS				
Has the Applicant previously <b>applied</b> for an MFPS/MFSI Training Facilities Grant?		Yes		No
Has the Applicant previously <b>received</b> an MFPS/MFSI Training Facilities Grant?		Yes		No

**SECTION D (SECTION 1 of 4): PROJECT NARRATIVES**

**PROJECT DESCRIPTION AND BUDGET**

Please identify and describe the following:

- a. Quality and completeness of the application and supporting documents.
- b. Budget includes detailed plans, including a site plan, and formal quotes that meet the grant guidance and formal bidding requirements.
- c. Fully explains how the project will meet regional needs for basic training standards including the elements of Firefighter I & II as prescribed in NFPA 1001 and 1403.
- d. Determines scope of the project, fit, and matches the fire training needs of the region

Check **IF** an additional sheet is used to provide more details on Description and Budget

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**SECTION D (SECTION 2 of 4): PROJECT NARRATIVES**

**STATEMENT OF EFFECT/IMPACT ON FIREFIGHTER TRAINING WITHIN THE REGION**

Please identify and describe the following:

- a. Provide well-documented data on firefighters trained and hours the facility has been or will be used.
- b. What geographical area of the State and how many departments and firefighters does this proposal potentially serve?
- c. Has the applicant included Memorandum of Understanding of Agreement supporting multi-jurisdictional regional training partnerships and support for the grant?
- d. Is the proposed LFTF located in an area where MFSI can conduct training and certification training? Does it contain the resources necessary to do so?

Check **IF** an additional sheet is used to provide more details on Description and Budget

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**SECTION D (SECTION 3 of 4): PROJECT NARRATIVES**

**FINANCIAL NEED: PLEASE PROVIDE A DESCRIPTION OF YOUR LOCALITY'S FUNDING NEED**

Please identify and describe the following:

- a. What resources are requested?
- b. Has the applicant adequately documented their identified need?
- c. Does the applicant own or have a long-term lease on the site where the improvements are being made?
- d. Provide a financial plan that demonstrates the ability to sustain/maintain the LFTF going forward beyond the grant award to possibly include and not limited to annual costs, engineering studies, and repairs.

Check **IF** an additional sheet is used to provide more details on Description and Budget

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**SECTION D (SECTION 4 of 4): PROJECT NARRATIVES**

**COST/BENEFIT ANALYSIS, MATCHING FUNDS AND IN-KIND CONTRIBUTIONS**

Please identify and account all specific hard (cash) or soft (in-kind) cost share, local match and in-kind contributions that will leverage local investments and maximize cost/benefit analysis of the proposal.

Please identify and describe the following:

- a. Describe any hard (cash) or soft (in-kind) matches provided by the municipality and others to maximize the investment requested.
- b. What is the benefit per firefighter or training hour for the cost requested? (see link)
- c. How does this proposal rank with others in terms of return on the State's investment?

Check **IF** an additional sheet is used to provide more details on Description and Budget

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**SECTION E. ASSURANCES**

**As the duly authorized representative of the applicant, I certify that the applicant (Please initial):**

1	Will give the awarding agency through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
2	Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3	Will initiate and complete the work within the applicable timeframe after receipt of approval of the awarding agency.
4	Will comply with all Federal statutes relating to nondiscrimination.
5	Will comply with environmental standards pursuant to Local, State and Federal laws.
6	Will cause to be performed the required financial and compliance audits on the municipality's financial statements and schedules, and a single audit report in conformity with Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
7	Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

**SECTION F: CERTIFICATION**

To be completed by either:

County Administrator –or- Executive, City Manager, Town Mayor –or- Administrator; Deputy, or Other\*

Other duly authorized official whereby the application is accompanied by a copy of an 'Ordinance' or other such formal instrument clearly granting that party such authority. Other

\_\_\_\_\_

NOTE: This grant application is entered on behalf of the APPLICANT jurisdiction identified above with the knowledge and belief that all representations herein made are true and correct; with the understanding that all grant terms & conditions in-force as of the date of such application are hereby included by reference; with the further understanding that if an award is granted pursuant to this application that the recipient is bound by those same terms & conditions.

**Signature**

**Date**

**Printed Name**

**Title**

**Appendix A: REQUEST FOR ADVANCEMENT OF GRANT FUNDS**

Project Title			
Applicant Municipality		Project Manager	
PM Email Address		PM Phone	
Amount Requested		Date of Request	

Description of work performed, and materials purchased:

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The applicant has attached supporting invoices, requisitions, and other documents to support this request for advancement of funds and certifies that the work is, or will be performed, within 60 days in accordance with the grant agreement.

**Submitted by Local Project Manager**

**Approved by MFPSC Commission**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Submit Form to:  
 Maine Fire Service Institute (MFSI)  
 ATTN: LFTF Grant Program  
 19 Sewall Street  
 Brunswick, ME 04011

**Appendix B: QUARTERLY GRANT PROGRESS AND FINANCIAL REPORT**

Project Title			
Applicant Municipality		Project Manager	
PM Email Address		PM Phone	
Report Date		Period Covered	

**Financial Summary:**

Original Grant Award Amount	
Expenses Incurred this Quarter	
Grant Distributions Requested this Quarter	
Expenses Incurred to Date	
Balance of Grant Award Remaining	

Please provide an update on the status of your project, including any milestones achieved and obstacles anticipated in the future.

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**Submitted by Local Project Manager**

**Approved by MFPSC Commission**

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

Submit Form to:  
 Maine Fire Service Institute (MFSI)  
 ATTN: LFTF Grant Program  
 19 Sewall Street  
 Brunswick, ME 04011

APPENDIX C: GRANT AGREEMENT			
Between Maine Fire Protection Services Commission and Maine Fire Service Institute and the Municipality			
Municipality			
Project Title			
This Live Fire Training Facilities Grant Agreement (Agreement) is by and between Maine Fire Protection Services Commission (MFPSC) & Maine Fire Services Institute (MFSI), a department of Southern Maine Community College, and _____ ("Recipient") and sets forth the terms under which Recipient shall receive funding through the Live Fire Service Training Facilities Fund Grant Program.			
The term of this Agreement is from _____ 20__ through _____, 20__ Pursuant to the terms of this Agreement, MFSI shall pay Recipient up to \$ _____ Live Fire Training Facilities Fund Grant funds for the activities described in the Grant Application, attached to and made a part of Rider A.			
The following Riders are incorporated into and made a party of this Agreement:			
Rider A – Specifications of Work <i>(see page 12)</i>			
Rider B – Payment and Other Provisions <i>(see page 13)</i>			
IN WITNESS WHEREOF, the parties agree to the terms herein and have executed this Agreement as of the date(s) set forth below.			
<b>Chief Executive Officer of Applicant Municipality</b>		<b>Maine Fire Protection Services Commission</b>	
Name		Name	
Title		Title	
Date		Date	

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**Appendix D: LFTF GRANT AGREEMENT RIDER A – SPECIFICATIONS OF WORK**

In accepting the Live Fire Training Facilities Fund Grant funds, Recipient agrees to the following:

	1. Furnish all personnel, facilities, materials and services to implement the approved scope of work ("Project") described in Grant Application ("Application") submitted to MFPSC & MFSI.
	2. Expend the funds, for which reimbursement will be sought, in compliance with described Project.
	3. Submit to inspections by MFPSC and MFSI of Project, including a pre-inspection, random inspections, and a final inspection upon completion of the approved scope of work ("Project").
	4. Complete the Project by the end of the period of performance: _____
	5. Maintain all financial and other records relating to the Project and promptly provide copies to MFPSC & MFSI upon request.
	6. Designate a Project Manager who will have supervisory responsibility for the Project and function as the liaison with the Grant Administrator. The Project Manager shall accompany MFPSC & MFSI representatives during inspections.
	7. Notify Grant Administrator in writing and at the earliest possible time of any problems that would delay or otherwise negatively affect the performance of any task related to the successful completion of the Project.
	8. Any changes in the approved scope of work of the Project shall be requested in writing and must receive prior approval in writing by MFPSC & MFSI. All requests for approval shall be submitted to the Grant Administrator. Any work accomplished outside the scope of this Grant, not approved in writing by the Grant Administrator, shall be the sole responsibility of the Recipient and not reimbursable by MFPSC & MFSI. The following significant changes must receive prior approval in writing from MFPSC & MFSI:
	i. A change in the Project's objectives from the Grant Application;
	ii. A substantial change in the scope of work; and
	iii. A reallocation of the budget in an amount exceeding 10% of the total budget.
	9. Notify MFPSC & MFSI upon completion of the Project and submit to a final inspection.
	10. Establish safeguards to prohibit employees from using their positions for personal gain or purpose that constitutes or presents the appearance of personal or organizational conflict of interest/personal gain.
	11. Prior to award of a contract to a vendor selected through competitive bidding, provide the Grant Administrator with:
	i. A full description of the bidding process used to obtain bids from vendors for services required for completion of the project;
	ii. A copy of the RFP sent to bidders;
	iii. The list of potential bidders who received a copy of the RFP;
	iv. A copy of the newspaper advertisement for the RFP;
	v. Copies of bids submitted by vendors;
	vi. A full description of the process used to evaluate submitted bids;
	vii. Copies of scoring sheets used to evaluate submitted bids;
	viii. Copies of the proposed contracts to be entered into with selected vendors.
Following review of the submitted documents, MFPSC and MFSI will provide approval of the competitive procurement process or notify the Recipient of any issues that must be addressed prior to receipt of approval.	
	12. Provide the Grant Administrator with copies of all contracts entered into with vendors selected through competitive bidding, within 10 business days of the date of execution.
	13. Submit an invoice reflecting actual costs, with supporting documentation, no later than _____.
	14. Submit a final performance report describing the benefits realized from the Grant award and a final financial report describing how the funding was used, no later than _____.
	15. Obtain independent auditor's report on municipality's financial statements/schedules, and single audit report in conformity with <i>Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</i> (Uniform Guidance).

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**Appendix E: LFTF GRANT AGREEMENT RIDER B – PAYMENTS AND OTHER PROVISIONS**

	<b>GRANT AMOUNT:</b> MFPSC and MFSI shall pay Recipient up to \$ _____ upon successful completion of the Project and compliance with the terms of this Agreement.
	<b>NON-ALLOWABLE COSTS:</b> Uses of funds from this grant to pay for work not included in the original proposal are not allowed without prior written approval from MFPSC and MFSI.
	<b>INSPECTION:</b> Recipient shall not be eligible for final payment until MFPSC and MFSI conducts final inspection and approves the Project as satisfactorily completed in accordance with terms of the Agreement.
	<b>INVOICES AND PAYMENTS:</b> Recipient shall submit an invoice with supporting documentation, formatted in accordance with the categories of the Project and reflecting actual costs incurred. Following receipt and approval of the invoice and any supporting documentation, MFPSC and MFSI shall promptly process payment in accordance with Maine Community College System procedures. Requests for payment submitted after _____, 20____ will not be accepted.
	<b>GRANT ADMINISTRATION:</b> All invoices, progress reports, correspondence and related submissions from Recipient shall be directed to the LFTF Grant Administrator: MFSI, 19 Sewall Street, Brunswick, ME 04011. The Grant Administrator has the authority and discretion to stop the work to be performed under the Grant if necessary to ensure its proper execution. In such cases, the Grant Administrator will work closely with the Recipient to resolve any concerns about the Project. The Agreement Administrator will certify when payments under Agreement are due and amounts to be paid; and will assess all claims of Recipient subject to expenditure approval in accordance with Maine Community College System procedures.
	<b>SALE, ASSIGNMENT OR TRANSFER:</b> This agreement may not be sold, assigned or transferred.
	<b>EQUAL EMPLOYMENT OPPORTUNITY:</b> During the performance of Agreement, Recipient agrees as follows: i. Recipient will not discriminate against any employee, applicant for employment, or Recipient relating to the Agreement because of race, color, religious creed, gender, sexual orientation, gender identity, genetic information, national origin, veteran status, ancestry, age or physical handicap, unless related to a bona fide qualification. Such action shall include but not be limited to the following: employment, promotions or demotions; transfers; recruitment or recruitment advertising; layoffs or terminations; rates and forms of compensation; and selection for training or apprenticeship. Recipient agrees to post in places conspicuous to employees and employment applicants notices setting forth the provisions of this paragraph, and to state the same in all solicitations or advertisements placed by or on behalf of Recipient relating to the Agreement. ii. Recipient will cause the foregoing provisions to be inserted in any contracts for any work covered by the Agreement so that such provisions shall be binding upon each Recipient, excluding contracts or subcontracts for standard commercial supplies or raw materials.
	<b>INDEPENDENT CAPACITY:</b> The parties agree that the Recipient and any of its agents and employees, in the performance of this agreement, shall act in an independent capacity and not as officers, employees or agents of MFPSC and MFSI.
	<b>MFPSC MEMBERS AND MCCS EMPLOYEES NOT TO BENEFIT:</b> Recipient will not permit any MFPSC member or person employed by MCCS during the period of the Agreement to share directly or indirectly in any benefit that may arise from the Agreement due to the person's employment by or financial interest in, or any affiliate of, Recipient. This provision shall not be construed to extend to a contract made with a corporation for its general benefit.
	<b>WARRANTY:</b> Recipient warrants that it has not employed any company or person, other than a bona fide employee working solely for Recipient, to solicit or secure the Agreement, and that it has not paid, or agreed to pay any company or person, other than a bona fide employee working solely for Recipient any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon, or resulting from, the award of the Agreement. For breach or violation of this warranty, MFPSC & MFSI shall have the rights, in their discretion, to annul the Agreement without liability; to deduct from the Agreement price or consideration; or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts or contingent fee.
	<b>ACCESS TO RECORDS:</b> Recipient will maintain all books, documents, payrolls, papers, accounting records and other evidence of cost incurred under the Agreement. Recipient will make such materials available for inspection by MFPSC/MCCS at all reasonable times during the period of the Agreement, and for three years from the date of the expiration of the Agreement. Copies, if requested, shall be furnished to MFPSC/MCCS.
	<b>GOVERNMENTAL REQUIREMENTS:</b> Recipient represents and warrants that all contractors and persons under Recipient's direction or control will comply with all governmental ordinances, laws and regulations in connection with the work performed under the Agreement.
	<b>MODIFICATIONS:</b> Any modification of or addition to the terms of this Agreement and/or Rider shall be in writing signed by MFPSC & MFSI and the Recipient.
	<b>ENTIRE AGREEMENT:</b> The Agreement and its Riders contain the entire agreement of the parties, and neither party shall be bound by any statement or representation not contained in the Agreement or Riders.

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