

## **4.0 APPLICATION/ APPROVAL PROCEDURES**

### **4.1 Application**

A fire department must submit a fully completed and certified TIFMAS Training application in FireConnect or an “Application For TIFMAS Grant Assistance – Request For TIFMAS Apparatus” Form TFS FO-430, including all attachments. An approved and current IRS Form W-9 entitled “Request for Taxpayer Identification Number and Certification” must be on file in FireConnect. 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 to the highest rated applicants across the state.

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 by:

- Numeric rating

For applicants that have the same rating number, applications are further sorted by date and timestamp of application.

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

If an apparatus grant is approved but the applicant declines the grant, the funding committee may reallocate 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.