

**Do not complete and return this checklist. It is for your use in determining whether the grant application meets all requirements. The Fire Commission will use this checklist for review and approval of the applications. Any applicants not complying with all items listed will be determined ineligible for funds.**

**Kentucky Fire Commission  
State Fire Rescue Training  
Training Facility Grant Application**

**REVIEW CHECKLIST**

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**KRS 95A.262 Requirements:**

1. The Training Facility Grant Application, Commission Form, TFG-1, is complete with all sections fully explained and all required fields filled in with the necessary information.

**YES                      NO**
  
2. Does the Grant Applicant meet the eligibility requirements stated in KRS 95A.262(2) & 75.400(5) – a Volunteer Fire Department, having “a minimum of twelve (12) members and a chief, at least one (1) operational fire apparatus or one (1) on order, with fewer than fifty percent (50%) of its firefighters being full-time paid firefighters”?

**YES                      NO**
  
3. Has the Grant Applicant certified eligibility under KRS 95A.262(5) which requires “a minimum of fifty percent (50%) of its personnel certified as recognized by the Commission on Fire Protection Personnel Standards and Education.”

**YES                      NO**
  
4. ONLY APPLICABLE if the Grant Applicant is not a single department pursuant to KRS 95A.262(2) or 75.400(5) –

Has the Grant Applicant certified that it is an entity comprised of “groups or associations of fire departments operated and maintained on a nonprofit basis in the interest of the health, safety, prosperity and security of inhabitants of the Commonwealth.” (739 KAR 2:030 Section 2).

**YES                      NO**
  
5. Has the Grant Applicant indicated whether the funds shall be used for one of the following (KRS 95A.262(3)) :
  - a. Construction of a new training center? **YES                      NO**

OR

  - b. Upgrade of an existing training center? **YES                      NO**

6. Has the Grant Applicant certified that the project complies with all applicable Kentucky statutes (KRS 45.750 - .800) for capital construction projects (KRS 95A.262(3))?
- YES                      NO**
7. Has the Grant Applicant submitted a separate letter with a narrative that describes the general intent of the project and use of funds? (739 KAR 2.030 Section 3(1)(a))
- YES                      NO**
8. Has the Grant Applicant included in the application a list of all fire departments and agencies that will use the training facility? (739 KAR 2.030 Section 3(1)(b))
- YES                      NO**
9. Did the Grant Applicant outline the resources available to it, including land, free labor, free materials, and any other resources relevant to this funds award? Be sure to list all applicable items that fall within this paragraph in a document attached to the narrative. (739 KAR 2.030 Section 3(1)(b))
- YES                      NO**
10. Is the cost of this project **\$10,000.00 or less?**
- YES                      NO**
- If **YES**, did the Grant Applicant attach bids or quotations from 3 separate suppliers? (739 KAR 2.030 Section 1(2) and Section 3(2)(a) )
- YES                      NO**
11. Does this project exceed either **\$10,000.00 or the requirements of KRS 424.260, if applicable?**
- YES                      NO**
- If **YES**, did the Grant Applicant submit proof that it has already or plans to advertise in newspapers to ensure “lowest costs?” (739 KAR 2.030 Section 3(2)(b))
- YES                      NO**
12. Is this project for capital construction?
- YES                      NO**
- If **YES**, does it **exceed the cost of \$25,000.00?**
- YES                      NO**
- If **YES**, has the Grant Applicant provided proof that they have obtained bids or will advertise for bids in order to obtain the “services of an architect or professional engineer registered in the state of Kentucky.” (739 KAR 2.030 Section 3(2)(c))
- YES                      NO**

13. Will this project include equipment expenditures exceeding \$50,000.00?
- YES**                      **NO**
- If **YES**, did the Grant Applicant certify that they had complied with (739 KAR 2.030 Section 3(2)(a),(b), &(c))?
- YES**                      **NO**
14. Does the Grant Application include proof of or certification that the applicant shall obtain all appropriate permits for electrical and plumbing installations, fuel, boiler and pressure vessel installations and any other required construction permits?
- YES**                      **NO**
15. Does the Grant Application contain a certification that the applicant will not use any funds for a purpose that has not been approved without first obtaining such approval? (739 KAR 2.030 Section 4(2))
- YES**                      **NO**
16. Has the Grant Applicant certified and acknowledged that funds must be returned if they do not seek and obtain permission from the Commission to change the original project? (739 KAR 2.030 Section 4(3))
- YES**                      **NO**
17. Has the Grant Applicant certified that they will not hold funds longer than 12 months past the date of the grant check's issue without having made reasonable progress on the project and may be required to return if insufficient progress is made in those 12 months?
- YES**                      **NO**
18. Has the Grant Applicant agreed to submit progress reports pursuant to (739 KAR 2.030 Section 4(5)).
- YES**                      **NO**
19. Has the Grant Applicant described the proposed maintenance of training facilities and equipment bought with the granted funds. (739 KAR 2.030 Section 4(5))
- YES**                      **NO**
20. Has the Grant Applicant certified that all statements in the application packet are true and accurate and if proven otherwise, all grant monies must be returned?
- YES**                      **NO**