

ATTACHMENT 1
Statement of Work (FAGP)

1. **Project Description.** The Florida Legislature has appropriated funds in Line 2235 of the General Appropriations Act for the 2025–2026 State fiscal year to the Department to implement section 633.135, Florida Statutes (F.S.), for the specific purposes stated therein, and the Department has the authority to grant these funds to the Grantee upon the terms and conditions set forth in the Agreement and in Rule 69A-37.502, *Florida Administrative Code* (F.A.C.). The Grantee has been awarded funding for the 2025–2026 fiscal year in the amount of \$21,799.00. This funding will be used to purchase five (5) sets of personal protection equipment and five (5) helmets, as further described in Appendix 1 and Appendix 2, Itemized Equipment List(s), if applicable. This is an advancement-based agreement, pending approval, not to exceed the amount of funds listed above. Such funds shall be paid by the Department in consideration for the Grantee’s performance of the requirements as set forth by the terms and conditions of the Agreement.

2. **Performance Period.** The Performance Period of this Agreement begins on July 1, 2025, and ends on June 30, 2026. The term of this Agreement may be continued through the appropriations carry forward period for the purpose of submitting documents required in Section 6., Deliverables, as approved by the Department through written notification. The Department shall not be obligated to pay for costs incurred by Grantee related to this Agreement prior to this term beginning date or after this term end date.

3. **Program Requirements.** The Florida Legislature created the Firefighter Assistance Grant Program within the Division of State Fire Marshal to improve the emergency response capability of volunteer fire departments and combination fire departments by providing financial assistance to improve firefighter safety and enable such fire departments to provide firefighting, emergency medical, and rescue services to their communities. The Division is to administer the program and annually award grants to volunteer fire departments and combination fire departments using the annual Florida Fire Service Needs Assessment Survey. The purpose of such grants is to provide funding to fire departments to use to provide volunteer firefighter training and procure necessary firefighter equipment. The Division shall prioritize the annual award of grants to combination fire departments and volunteer fire departments demonstrating need as a result of participating in the annual Florida Fire Service Needs Assessment Survey. The purpose of such grants is to provide funding to fire departments to provide volunteer firefighter training and procure necessary firefighter personal protective clothing and equipment, self-contained breathing apparatus equipment, and fire engine pumper apparatus equipment.

The Grantee shall only use funds for those items specified in the Agreement. Such items must comply with the requirements of section 633.135, F.S., and Rules 69A-37.501 and .502, F.A.C. The total amount of the grant shall not exceed the lesser of the purchase price or the total amount of the appropriation.

4. **Grantee’s Responsibilities.** The Grantee shall:
 - a. Complete the required task(s) as specified in Section 6., Deliverables.
 - b. Provide the Department with the required supporting documents specified in Section 7., Request of Grant Funds, to receive grant funds.
 - c. Purchase the equipment as specified within Appendix 1 and Appendix 2, Itemized Equipment List(s), if applicable.

- d. Receive the equipment in a timely manner not to exceed the Performance Period stated in Section 2., Performance Period.
- e. Provide the Department with sufficient documentation that ensures receipt of the equipment.
- f. Provide the Department with documentation, upon Department’s demand, evidencing status reports. Grantee shall provide status report documentation on the Status Update Request Form, incorporated by reference as Attachment 4.
- g. Submit monthly fire incident data to the National Fire Incident Reporting System via <https://www.nfirs.fema.gov/NFIRSWeb/login> until December 25, 2025. On and after January 1, 2026, and for the entire duration of the Performance Period listed in the Agreement submit monthly fire incident data to the National Emergency Response Information System via <https://neris.fsri.org/> Proof of submittance of fire incident data is required to be provided to the Department upon the Department’s demand.
- h. Maintain all fire department profile and roster records within the electronic database of the Bureau of Fire Standards and Training.
- i. Demonstrate compliance with the Florida Firefighter Occupational Safety and Health Act by having completed a compliance inspection within the previous three (3) years or having a compliance inspection conducted before the grant funds are awarded.
- j. If not already on file with the Division, provide the written agreement with the fire service provider under which the Grantee is operating within thirty (30) calendar days after the effective date of this Agreement.

5. Department’s Responsibilities. The Department shall monitor the Grantee’s progress as it deems necessary to verify that all requirements of the Agreement are being performed in accordance with this Agreement. The Department shall review submitted documentation and process payments to the Grantee to fund allowable, reasonable, and necessary expenditures, not to exceed the awarded amount specified in Section 1., Project Description.

The Department will monitor reporting and documentation compliance for the Grantee and will notify the appropriate parties of non-compliance.

6. Deliverables. The Grantee shall complete the following deliverable:

Deliverable No. 1 – Purchase five (5) sets of personal protection equipment and five (5) helmets.		
Task	Documentation	Financial Consequences
Purchase and receive equipment as described in Appendix 1, Itemized Equipment List.	<p>A. Grantee must provide proof of payment in the form of cleared check(s), bank statement(s), or electronic fund transfer(s).</p> <p>B. Grantee must provide proof of receipt of the equipment in the form of photos, packing slips, or other equivalent documentation.</p>	<p>The Department will require the return of funds if the Grantee:</p> <p>A. Does not receive the equipment within the specified Performance Period;</p> <p>B. Does not provide documentation as required; or</p> <p>C. Does not receive the equipment that is described in this Agreement.</p>
TOTAL GRANT AMOUNT NOT TO EXCEED \$21,799.00		

7. Request of Grant Funds. This is an advancement-based contract, pending sufficient documentation and advancement approval. The Department will provide funds to the Grantee in

accordance with the terms and conditions of this Agreement for a total dollar amount not to exceed the awarded amount specified in Section 1., Project Description, subject to the availability of funds. To request advancement, the Grantee shall:

- a. Invoice the Department of Financial Services for the total and final cost of the equipment, not to exceed the grant amount awarded. This invoice must include:
 - i. The Grantee name, address, and contact information;
 - ii. An invoice number, date, and contract number;
 - iii. An itemized list of the equipment that matches the equipment listed on the documentation from the equipment vendor;
 - iv. A final cost that matches the grant award amount; and
 - v. A signature from the appropriate authority.
- b. Provide itemized documentation from an equipment vendor that matches the grant award described in Appendix 1 and Appendix 2, Itemized Equipment List(s), if applicable.

8. Financial Consequences for Failure to Timely and Satisfactorily Perform. Failure to timely complete the required duties outlined in this Attachment 1, Statement of Work, will result in the automatic return of any funds the Grantee received related to the associated expenditures for the applicable deliverable(s) upon the Grantee's receipt of notification from the Department. Failure to provide documentation required in Section 6., Deliverables, within the specified Performance Period will result in the expenditure being returned to the Department upon the Grantee's receipt of notification from the Department. Should repayment not be made in a timely manner, the Department shall be entitled to charge interest at the lawful rate of interest on the outstanding balance beginning forty (40) calendar days after the date of notification. This provision for financial consequences shall not affect the Department's right to terminate the Agreement as provided elsewhere in the Agreement.

9. Reimbursement of Training Expenses. In the instance that the Grantee has completed and wishes to request reimbursement for the online Firefighter 1 training program delivered by the Bureau of Fire Standards and Training, the Grantee must provide to the Department an itemized list of training conducted within thirty (30) calendar days after completion of the training. The list must include:

- a. The names of the students trained;
- b. Dates the training was conducted;
- c. The instructor's name and certification number;
- d. The location of the final practical skills training; and
- e. The location of live fire training.

Funds used to procure the training must be obligated within the specified Performance Period of this Agreement.