

PROGRAM GUIDANCE
OFFICE OF THE STATE FIRE COMMISSIONER
PENNSYLVANIA STATE FIRE ACADEMY
ACT 13 of 2012 UNCONVENTIONAL GAS WELL DRILLING
GRANT PROGRAM
STATE FISCAL YEAR 2016-2017

Section 1. Introduction.

- a) The Pennsylvania State Fire Academy (PSFA) with the authority of the Office of the State Fire Commissioner (OSFC) and pursuant to Act 13 of 2012 manages the Unconventional Gas Well Drilling Grant Program (Program). The Program provides certification, training and equipment grants to eligible entities to improve and enhance the capabilities of emergency services throughout the counties where unconventional gas well drilling is permitted, and those counties that directly border the permitted counties. The Program funds are intended for the development, delivery and sustainment of training for fire companies, rescue companies, and emergency medical services, and the acquisition of specialized equipment for emergency responses relating to natural gas production from unconventional gas wells. Program funds may be used for projects that are determined to be eligible in accordance with this guidance, and Act 13 of 2012.
- b) Funding is provided in the form of a competitive grant from the Commonwealth to eligible fire companies, rescue companies, and emergency medical services, for projects which, in the judgment of the PSFA, in consultation with the State Fire Commissioner, are in accordance with Act 13 of 2012, this Program Guidance, and meet all criteria as stated in the application.
- c) Grant funds may be used for the development, delivery and sustainment of training, professional certification, and the acquisition of specialized equipment for emergency responses relating to natural gas production from unconventional gas wells. Grant awards will not exceed \$ 4,000 for a single application and project. For a joint project that includes a single application with up to four (4) additional cooperating entities [total of five (5)], the grant amount cannot exceed \$6,000. Only the eligible entity submitting the application will be awarded the grant funds for the requested project that benefits each cooperating eligible entity. Entities may only appear/apply on one application. Grant awards will be no less than \$2,000.
- d) Applicants should be aware that the Program expects to receive a large number of applications for the limited funds appropriated from the Act 13 of 2012 Unconventional Gas Well Drilling Fund. As such, every application may not be funded, and some grants may be awarded on a prorated basis for projects that are determined to be eligible per the rating system in **Section 5. Application Submission and Approval Procedure. f.2.** The Program expenditures will be charged to funds appropriated to the Act 13 Unconventional Gas Well Drilling Fund.

Section 2. Definitions.

The following words and terms, when used in this guide, have the following meanings unless the context clearly indicates otherwise:

Academy – The PSFA in consultation with the OSFC.

Application – The PSFA/OSFC Act 13 of 2012 Unconventional Gas Well Drilling Grant Program Application.

Certification – Any national certification for fire, rescue and hazardous materials currently offered in the Commonwealth through the Voluntary Fire Fighter Certification program administered by the PSFA, and are applicable to unconventional gas well drilling activities and well phases. Levels can be found in **the Appendix, Section A. Approved Certification Levels, page A-1.**

Commissioner – The State Fire Commissioner.

Eligible Entity – A fire company, emergency medical services, or volunteer rescue company.

Emergency Medical Service (EMS) – Any nonprofit chartered corporation, association or organization located in the Commonwealth of PA, which is licensed by the Pennsylvania Department of Health and is not associated or affiliated with any hospital and which is regularly engaged in the provision of emergency medical services, including basic life support ambulance or advanced life support ambulance squad vehicles as defined in 28 Pa. Code § 1021.2 (relating to definitions). The term shall not include any corporation, association or organization that is primarily engaged in the operation of invalid coaches which are intended for the routine transport of persons who are convalescent or otherwise non-ambulatory and who do not ordinarily require emergency medical treatment while in transit. An EMS organization must have a licensure number from the PA Department of Health.

Equipment – Any equipment or tools ordinarily used by a fire, rescue or emergency medical service in the performance of their duties at or for a response to an incident at an unconventional gas well site or related area. **Any equipment purchased must be coupled with training provided by the PSFA at no cost.**

Fire Company – A volunteer fire company or a municipal fire company located in the Commonwealth of PA that provides fire protection services. The fire company must have a Fire Department Identification (FDID) number and be actively reporting to Pennsylvania Fire Information Reporting System (PennFIRS).

Grant Recipient – Includes the applicant, eligible entity, and any joint eligible entity, if applicable.

Joint Project – A cooperative agreement wherein any combination of no less than two (2) but no more than five (5) (includes the applicant and four (4) additional eligible entities) separately chartered fire companies, rescue companies or emergency medical services agree to use all or any portion of their respective grant request to jointly complete any eligible project that qualifies under this Program. The Employer Identification Number (EIN) number for each eligible entity must be included on the application. Fire Companies/EMSs that have been organized for the purpose of training and/or emergency response primarily to bring members from several companies, and are recognized by the municipality/county can jointly apply for eligible projects. An additional \$500.00 per eligible entity may be awarded to the maximum grant award amount of \$4000.00 for joint projects. The maximum grant amount for any Joint Project is \$6,000.

Program – The PSFA/OSFC Act 13 of 2012 Unconventional Gas Well Drilling Grant Program.

Report of Grant Completion – The report to be filed as provided in **Section 6. Grant Award and Reporting Procedures** of the Guidelines by the grant recipient detailing the expenditure of the grant funds.

Volunteer Rescue Company – A nonprofit chartered corporation, association or organization located in the Commonwealth that provides rescue services as part of the response to fires and/or vehicle accidents within the Commonwealth of PA. A volunteer rescue company must have a FDID number and actively report to PennFIRS.

Section 3. Eligibility.

Certification, Equipment or Training Grant:

- a) Eligible applicants. Any fire company, rescue company, or emergency medical service as defined in Section 2. To receive grant funds an eligible entity must have actively responded to at least 10 fire, emergency medical, or rescue emergencies during the previous calendar year, and is officially recognized by the appropriate municipality/county within the permitted Unconventional Gas Well Drilling Counties or those counties that directly border permitted counties.
- b) Eligible projects. Eligible projects must include development, delivery and sustainment of training, professional certification, and the acquisition of specialized equipment for emergency responses relating to natural gas production from unconventional gas wells. Eligible projects include:
 1. Certification of members. Certification levels that are acceptable are defined in **the Appendix, Section A. Approved Certification Levels, page A-1**. This list will continue to be revised as necessary.
 2. Purchase of firefighting, emergency medical, rescue and air monitoring equipment used at or related to an unconventional gas well pad incident. All equipment purchased through the UGWD Grant program will include training on that equipment provided by the PSFA at no additional costs to the grant recipient(s). Training on equipment purchased is provided at no cost to the grant recipient(s) by the PSFA. Equipment items that may be purchased with Program funds are defined in **the Appendix, Section B. Approved Equipment Items, page A-1**. This list will continue to be revised as necessary.
 3. Training. Classes and required educational materials paid for with Program funds must be PSFA approved curriculum, and meet a predetermined minimum class size.

Section 4. Program Requirements and Instructions.

The following requirements apply to the Program:

- a) All grant applications must be submitted using the online web based application process provided by the PSFA.
- b) The PSFA/OSFC reserves the right to:
 1. Request additional information regarding eligibility;
 2. Request additional information regarding proposed use of funds;
 3. Require explanation or revision of the applicant's project budget; and

4. Require clarification of the applicant's project narrative.
- c) Incomplete applications will be rejected. An applicant shall follow the instructions for completing the online application. Specific information is required as indicated on the online application. Applications that do not contain the required information will be considered incomplete.
- d) The Project Narrative shall provide a detailed and comprehensive description of the project and must include:
 1. Description of the project;
 2. Benefits to be realized from the project; and
 3. Grant funds to be expended on the project.

Section 5. Application Submission and Approval Procedure.

- a) The PSFA/OSFC will post information on the OSFC's website (www.osfc.pa.gov) detailing the grant application process for eligible entities as defined in Section 2. Definitions.
 1. The PSFA will provide an online Web based process to gather applicant information and verify project eligibility. The OSFC will post on its website (www.osfc.pa.gov) information regarding the grant program guidelines, and the availability of the online applicant information/project eligibility verification process.
 2. Please contact the PSFA at 717-247-3753 with questions about the application and/or project eligibility. Information will also be available on the OSFC's website.
- b) An eligible entity, as defined in Section 2. Definitions, seeking a grant under this Program shall submit a completed online grant application to the PSFA. The application period will begin the **first Monday in May**.
- c) The application submission deadline for completed applications will be no later than 4:00 PM Eastern Daylight Saving Time on the **last Friday in June**.
- d) Following receipt of the application the PSFA may request additional information. This information may be provided through the online Web-based process or in writing.
- e) The PSFA will approve or disapprove the application within 60 calendar days of the application submission deadline each year.
- f) Grant award determinations:
 1. Grants shall not exceed \$4,000, except Joint Projects, which shall not exceed \$6,000. Grant awards shall be no less than \$2,000.
 2. Distribution of grant funds will be based on a rating system. The rating system will consider the number of grant applications received, and the total amount of funds requested by all applicants. Grant awards are prorated by the following point system:

Requested by a single entity: one point awarded, joint project with two or more entities, one additional point awarded per additional entity (up to maximum of 5 points).

Section 6. Grant Award and Reporting Procedures.

- a) Grant award notifications will be made by email.
- b) At the time grant recipients are notified of the award, and in the same manner, they will be presented with a grant agreement. This grant agreement will contain the details of the grant, including name of recipient, amount of award, vendor, project description, and terms of the agreement. The grant agreement must be signed by appropriate representatives of the eligible entity or municipality authorized to bind the grant recipient to the terms of the grant agreement, and returned to the PSFA for execution by the Commonwealth before grant funds can be released.
- c) The grant recipient will maintain complete and accurate records with respect to the approved project(s). The applicant must provide PSFA with access to project records, including all quotes (minimum of two quotes), invoices of material and services, and other relative data and records, as well as the right to inspect all project work. The grant recipient must furnish upon request of PSFA all data, reports, quotes, documents and other information relevant to the approved project(s).
- d) The grant recipient shall, upon completion of the project, but no later than February 28th of the current grant year, file a Report of Grant Completion with the PSFA in a manner and form prescribed by the PSFA. The Report of Grant Completion will include either paid invoices from a vendor with a zero balance, or an invoice and cancelled check(s) for the fundable project completed and paid for during the grant cycle. If the invoices or purchases in the grant recipient's Report of Grant Completion report do not match the grant application an amendment to the grant application and agreement will be required. No additional grant funds will be awarded.
- e) Any grant funds not used by the grant recipient for the project shall be returned to the PSFA prior to, or with the filing of the Report of Grant Completion. Payment should be in the form of a check made payable to the Commonwealth of Pennsylvania. Failure to file a Report of Grant Completion will be grounds for the PSFA to seek the return of all grant funds awarded and remove the grant recipient from eligibility for future grants for a period of not less than three years. The PSFA will randomly audit grant recipients each year. These audits may be completed on-site or via electronic communication. Grant recipients will be given notice of audits to be conducted on-site to allow personnel to be available with appropriate documents.

Section 7. Program Limitations.

- a) A grant recipient may not make or authorize changes to an approved project without first obtaining consent of the PSFA by submitting an online or written project change request, and receiving written confirmation approving that amendment. Approved project change requests will require an amendment to the grant agreement.

- b) Grant recipient agrees that noncompliance with the conditions of the grant agreement shall be grounds for the recapture of funds provided to the grant recipient. If the grant recipient fails to refund the unused grant funds, the Commonwealth of PA, in addition to any rights or remedies it may have at law or in equity, reserves the right to offset the amount due against any existing or future sums of money owed the grant recipient by any Commonwealth of PA agency or department.
- c) The PSFA, or its duly authorized representative, shall have access to the records of the grant recipient for the purpose of auditing financial transactions, determination of compliance with grant terms, and an evaluation of project performance.
- d) The grant recipient agrees to retain all certification, equipment, and/or training costs supporting records and documentation for a period of three years from the date that it receives its final grant fund disbursement from the Commonwealth of PA.

Section 8. Special Provisions.

- a) Any entity that is delinquent in loan payments to the Pennsylvania Volunteer Loan Assistance Program, or who is not compliant with the Fire and Volunteer Ambulance Grant Program is not eligible to apply for an Act 13 grant pursuant to this Program.
- b) An applicant for a grant pursuant to this Program must have complied with all terms and conditions of any previously awarded Program grant agreement and applicable guidance. Failure to comply will disqualify an applicant from receiving a grant in the current year.
- c) An applicant for a grant pursuant to this Program who has failed to return a signed grant agreement for any previous grant year may not be permitted to apply for a grant in the current grant year.
- d) Any equipment purchased with grant funds that has a service life can be transferred, but not sold, to another eligible entity in the Unconventional Gas Well Drilling area via an appropriate agreement which states that the equipment is transferred from one eligible entity to another, and identifies the equipment being transferred. Copies of the agreement should be retained for audit purposes. Such a transfer meets the intent of the Program by allowing approved equipment to be used to improve and enhance the capabilities of eligible entities throughout the Commonwealth.
- e) Should an eligible entity no longer be officially recognized by the local government, it shall be ineligible to receive a grant under the Program.

Section 9. Contact Information.

All applicant inquiries should be directed to:

Pennsylvania State Fire Academy
1150 Riverside Drive
Lewistown, PA 17044
Phone: 717-247-3753; Email: RA-EMACT13GRANT@pa.gov

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A. Approved Certification Levels:

Levels of certification that have been approved for this grant include the following:

- Fire Fighter I
- Fire Fighter II
- Confined Space Rescue
- Rope Rescue
- Trench Rescue
- Vehicle Rescue
- Rural Water Supply
- Hazardous Materials Awareness Level
- Hazardous Materials Operations level
- Hazardous Materials Technician Level
- Hazardous Materials Incident Commander

B. Approved Equipment Items:

Any portable, specialized, and or consumable equipment typically used by emergency service or gas/oil industry personnel at or near an unconventional gas well that may be approved for the grant include but not limited to:

- Any specialized fire equipment/air monitoring equipment typically used by emergency services or gas/oil industry personnel at or near an unconventional gas well
- Confined space rescue equipment
- Rope rescue equipment
- Trench rescue equipment
- Foam, foam application, foam generating equipment
- Any other specialized equipment as approved by the PSFA

C. Approved Local-level and Specialized Instructional Training Programs:

Training programs that have been approved by the PSFA Local-Level and specialized instructional classes related to Unconventional Gas Well Drilling.