



*OFFICE OF THE ILLINOIS
STATE FIRE MARSHAL*

JB Pritzker, Governor
James A. Rivera, State Fire Marshal

Fire Station Rehabilitation and Construction Grant Program Fiscal Year 2025 Application Cycle

APPLICATION DEADLINE

February 28, 2025

A fillable application is provided for you online at <https://sfm.illinois.gov/iam/firedepartment/grants-and-loans.html>. You **must** utilize this electronic application.

Applications must be electronically submitted or postmarked no later than February 28, 2025. Do not submit both an electronic and mailed application. Electronically submitted applications should be sent to Makenzie.Evans@illinois.gov. Mailed applications can be sent to:

Office of the Illinois State Fire Marshal
Fire Station Rehabilitation and Construction Grant Program
1035 Stevenson Drive
Springfield, Illinois 62703

Questions about the program or the grant application should be directed to Ronny Wickenhauser at (217) 558-0577 or at Ronny.J.Wickenhauser@illinois.gov.

Program Overview

The Fire Station Rehabilitation and Construction Grant provides grants of up to \$350,000 for the rehabilitation or construction of a fire station by a unit of local government. Detailed information about the program can be found in the Administrative Rules ([41 Ill. Adm. Code Part 296](#)).

Funding

\$5 million will be available for this application period.

Eligibility

Fire departments, fire protection districts and township fire departments are eligible to apply for grants¹. Fire protection entities that are not units of local government are not eligible to apply. Units of local government that do not operate a fire department are also not eligible to apply.

¹ Fire department, fire protection district and township fire department mean a unit of local government (as defined by Article VII, Section 1 of the Illinois Constitution of 1970 and in state law at 5 ILCS 70/1.28) that provides fire suppression within a geographical area.

Applicants **MUST** have an active registration with SAM.gov and be registered with the state's Grantee Portal. Failure to achieve these registrations will make you ineligible to receive a grant. Information on how to register may be found [here](#).

Fire department, fire protection district and township fire department applicants must also have participated in the National Fire Incident Reporting System ("NFIRS") for a minimum of two years prior to the application for the grant, except that fire departments that were issued a Fire Department Identification Number ("FDID") by the Office of the Illinois State Fire Marshal ("OSFM") less than two years prior to the application are eligible to apply for a grant if they have participated in NFIRS since the date their FDID was issued by the OSFM.

The two-year required reporting period will be from December 2022 through November 2024. Fire departments are required to report all incidents responded to, **including ambulance calls.**

An [eligibility report](#) will be posted to the grant's webpage and updated throughout the grant period. The report will also be sent to our NFIRS email distribution list. To be added to this list, please contact us at the help desk email address below.

Please note that if you are not NFIRS compliant by the end of the application period you will not be considered for a grant.

If you have questions regarding NFIRS compliance, please e-mail our NFIRS help desk at SFM.NFIRSHelp@illinois.gov.

Evaluation of Applications

Applications will go through a pre-review process where initial eligibility will be determined. That review includes whether the applicant is registered with SAM.gov and the state's Grantee Portal, and whether the applicant is NFIRS compliant. Applicants that do not meet these requirements will not be considered for a grant.

After the pre-review applications are pre-ranked to determine an initial score for use in deciding what applications are reviewed by the committee. The office will divide each applicant's budget by the square miles served to determine the applicant's budget per square mile and will be ranked lowest to highest. The office will divide each applicant's budget by the population served to determine the applicant's budget per person and will be ranked lowest to highest. The office will average the two rankings to reach an overall ranking. Based on those rankings the office will forward applications that total 1.5 times the amount of available funding to the committee for review.

Grant applications will be evaluated by a committee using a blind review process. In its evaluation, the committee looks at space needs and financial need. Committee members will assign points to an application based on pre-established criteria. Applicants that rank the highest will be offered grants, with the total number of awards determined by available funding.

The review criteria and point system are outlined below.

- Space Need – 50 possible points.
 - Considerations
 - Applicant does not currently have a fire station and desires to have one constructed.
 - Applicant currently has a fire station but is requesting funds for its rehabilitation.
 - Applicant is unable to construct or rehabilitate a fire station without a grant, cannot rent the required space, or there are other unique needs.
- Financial Need – 50 possible points
 - Considerations
 - Total budget of the applicant.
 - Population of the area served.
 - Square miles served.
 - Cost of the rehabilitation or construction being requested is prohibitively expensive given the above three factors.

Requests for Reconsideration

Applicants that are denied a grant may request that their grant application be reconsidered. Requests for reconsideration must be filed within 30 days of the postmark on the letter of denial and should be submitted to:

Office of the Illinois State Fire Marshal
Fire Station Construction and Rehabilitation Grant Program
1035 Stevenson Drive
Springfield, Illinois 62703

Terms and Conditions of the Grant

An applicant that has been approved to receive a grant under this program must enter into a grant agreement with the Office. The grant agreement will contain, at a minimum, the following terms:

- a) Grant recipients may receive advance payment for part or all of the cost of rehabilitation or construction of a fire station as approved as part of the grant application.
- b) Grant funds shall be used exclusively for the purposes listed in Section 296.20 and shall be expended in accordance with the applicable provisions of this Part, the Grant Accountability and Transparency Act [30 ILCS 708], the GATA administrative rules (44 Ill. Adm. Code 7000), and the grant agreement.
- c) In the event that all or a portion of the grant funds are not expended in the manner approved, the grant recipient, upon written notification from the Office, shall refund the amount of the grant award or applicable portions as listed in the written notification. Recovery of grant funds shall be accomplished in accordance with the Illinois Grant Funds Recovery Act [30 ILCS 705]
- d) Use of grant funds shall be accounted for in accordance with standard accounting practices and the applicable provisions of the Grant Accountability and Transparency Act [30 ILCS 708] and the GATA administrative rules (44 Ill. Adm. Code 7000). The grant recipient shall provide documentation concerning the rehabilitation or construction of a fire station as specified in the grant application, the cost of the rehabilitation or construction of a fire station, and the completion of the rehabilitation or construction project by the grant recipient's contractor or contractors.
- e) The grant recipient shall keep adequate records relating to its administration of the grant project, particularly relating to all incurred costs. These records shall be available for audit by appropriate personnel within or on behalf of the Office and the State Auditor General. All records shall be retained in accordance with the applicable provisions the Grant Accountability and Transparency Act [30 ILCS 708], the GATA administrative rules (44 Ill. Adm. Code 7000), and the State Records Act [5 ILCS 160]. At the conclusion of the grant period, grant recipients shall submit to the Office a report detailing how the grant proceeds were used. This final expenditure report, to be submitted on a form supplied by the Office, shall be due not later than 90 days following completion of the grant project.
- f) The grant recipient is responsible for monitoring possession, use, condition and final disposition of the fire station constructed or rehabilitated with grant funds.
- g) Grant funds shall be included in the grant recipient's budget.
- h) The availability of grant funds is subject to availability of appropriated State funds.

i) The grant recipient shall comply with any provisions that the grant recipient is required to include in any publicly bid contract for project work (e.g., scale of wages, liability insurance requirements, adherence to the Employment of Illinois Workers on Public Works Act [30 ILCS 570], etc.).

j) In connection with and prior to the rehabilitation or construction and the subsequent operation and maintenance of fire station rehabilitation and construction grant program assisted fire stations, it shall be understood that the grant recipient is responsible for obtaining any and all necessary construction permits, licenses or forms of consent, as required by law. Failure to obtain any required permits may jeopardize approved grant funding.

k) The grant recipient and its selected contractors must observe and comply with the provisions of the Prevailing Wage Act [820 ILCS 130/4], which apply to the wages of laborers, mechanics and other workers employed in any public works, and with the prevailing wage requirements of the Illinois Procurement Code [30 ILCS 500/25-60].

l) Pursuant to Section 2-105(A)(4) of the Human Rights Act [775 ILCS 5], the grant recipient and any contractors engaged for the project shall maintain a written sexual harassment policy that includes, at a minimum, the following information:

1) the illegality of sexual harassment.

2) the definition of sexual harassment under State law;

3) a description of sexual harassment utilizing examples;

4) the contractor's internal complaint process including penalties;

5) the legal recourse, investigative, and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and directions on how to contact both; and

6) protection against retaliation as provided by Sections 6-101 and 6-101.5 of the Illinois Human Rights Act [775 ILCS 5]. A copy of the policy shall be provided to the Department of Human Rights upon request.

m) It shall be understood by the grant recipient that a representative or agent of the Office may make periodic inspections of the project as rehabilitation or construction progresses and that a final inspection may be required and if required will be made by a representative or agent of the Office prior to final payment of grant reimbursement to the grant recipient.

n) Projects assisted with fire station rehabilitation and construction grant program funds shall be implemented in accordance with all applicable federal, State and local laws, ordinances and regulations relating to public agency expenditure of funds for public works projects and all other applicable laws.

o) All financial records on approved projects must be maintained and retained, in accordance with the Grant Funds Recovery Act [30 ILCS 705] and the State Records Act [5 ILCS 160], by the grant recipient for possible State audit after final reimbursement payment is made by the Office.

p) The grant recipient shall indemnify, protect, defend and hold harmless the Office from any and all liability, costs, damages, expenses, or claims thereof arising under, through or by virtue of the rehabilitation or construction of grant-assisted fire stations.

q) The grant recipient shall certify that it will comply with the Illinois Works Jobs Program Act Apprenticeship Initiative [30 ILCS 559/20-20] and the Illinois Accessibility Code (71 Ill. Adm. Code 400) as part of the application.

r) Any other terms or requirements specified in the Notice of Funding Opportunity issued by the Office.