

LIVE FIRE TRAINING STRUCTURE GRANT PROGRAM



Grant Awards to Construct, Renovate, or Repair Live Fire Training Structures throughout the Commonwealth

VIRGINIA DEPARTMENT OF FIRE PROGRAMS

○ and the ○

Virginia Fire Services Board

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1. PURPOSE

In accordance with [§38.2-401-D](#) of the *Code of Virginia*, the Live Fire Training Structure Grant Program (hereinafter referred to as "the Grant") was established to provide defined grants to Virginia localities seeking to construct, renovate (including additions), or repair permanent Live Fire Training Structures and reference the applicable chapters in the most current edition of NFPA 1400 (beginning July 1, 2026) or the standard utilized when the building was constructed.

The Grant is a matching/cost sharing program. The percentage of match/cost share is relative to the size of the capital project the locality intends to construct; however, the purpose of the Grant for permanent Live Fire Training Structure is to provide funding to localities for the construction, renovation, or repair of the Live Fire Training Structure only.

As approved by the Virginia Fire Services Board, the Grant may also provide exclusive funding to the Virginia Department of Fire Programs for the acquisition, renovation, repair, service, and management of the Mobile Live Fire Training Structure Props Program to provide training opportunities to multiple jurisdictions in support of Fire Fighter I and Fire Fighter II Training, throughout the Commonwealth of Virginia per the most current edition of NFPA 1010 & 1400 training standards.

As approved by the Virginia Fire Services Board, the Grant may also provide funding for the execution and delivery of an exclusive contract for engineering consulting services to the VFSB. The engineering firm is on contract to VDFP exclusively, and to prevent conflict of interest may not contract with local jurisdictions on the Grant projects for which funding is sought through the Grant.

2. GENERAL OVERVIEW

Grant disbursements to eligible jurisdictions for permanent live fire training structure construction, renovations and/or additions, or repairs are administered by the *Virginia Department of Fire Programs*, VDFP, ("the Agency") from the Commonwealth's *Fire Programs Fund* as provided for in the *Code of Virginia* ([§38.2-401:D](#)) and consistent with policy guidance provided by the *Virginia Fire Services Board*, VFSB, ("*the Board*") as set forth within this document. All grants to construct or renovate permanent live fire training structures shall be approved by the *Virginia Fire Services Board*. All grants to repair permanent Live Fire Training Structures shall be approved by the Department of Fire Programs as directed in this document.

3. CODE OF VIRGINIA CITATION

[§38.2-401](#) and [§9.1-203](#) of the *Code of Virginia* as amended – "Fire Programs Fund," is incorporated herein by reference.

4. PRECEDENTS OF LAW & DISCLAIMER

Nothing contained within this document shall or be construed to supersede the applicable laws and regulations of the Commonwealth of Virginia. In the event of a conflict the applicable law shall supersede the conflicting provision of this policy statement.

5. DEFINITION OF TERMS

AIA – American Institute of Architects

Engineering/Architect (E/A) Firm – An engineering/architect firm is the entity, retained by the locality, that is licensed to practice architecture or engineering and is registered with the Department of Professional and Occupational Regulation. The E/A should carry out tasks as required in NFPA 1400, including the recommendations set forth in the associated annexes.

Engineering/Architect (E/A) Fees – The Registered Design Professional in responsible charge of the E/A firm’s work must be registered in the Commonwealth of Virginia. Grant awards for new construction projects may include up to \$30,000⁰⁰ in additional monies for E/A fees and expenses for the current grant award amount. E/A fees will not be granted for renovations and/or repairs. These fees and expenses shall include adapting the approved model structure design to the selected site, featuring contract drawings and specifications, and providing limited construction services.

Live Fire Training Structure – A structure specifically designed for conducting live fire training evolutions on a repetitive basis in accordance with the most current edition of NFPA 1010 and 1400.

Containerized “Live Fire” Training Structure – A structure consisting of one (1) or more shipping (intermodal) containers specifically designed to be assembled for the purpose of conducting live fire evolutions on a repetitive basis.

Combination Buildings/Training Structures: At some training centers, because of a lack of available space or funds, individual structures for drill tower functions, live fire training, smoke training, or any combination thereof, might not be built.

In these instances, a combination training structures can be utilized. These training structures must meet the below criteria:

1. Engineering design and construction must be reviewed and approved by the Agency’s E/A Firm.
2. Consideration will be within the scope of new construction only.
3. No additional funds will be awarded outside of this policy’s specifications.

As such, the structure shall not be used as an occupied dwelling.

Live Fire Training Structure (Construction Project) – A project to construct a new or replacement permanent Live Fire Training Structure.

Live Fire Training Structure Renovation/Addition Project - A project to renovate an existing permanent Live Fire Training Structure; add an addition to an existing permanent Live Fire Training Structure (must not exceed the funding level of \$450,000 in accordance with the Grant policy); conduct repairs or renovations that involve structural components of a permanent Live Fire Training Structure; or conduct repairs that exceed the funding authorized for a Live Fire Training Structure Repair Project.

Live Fire Training Structure Repair Project – A project to conduct a repair to an existing permanent Live Fire Training Structure that does not exceed \$50,000. Projects allowed in this category include: Temperature monitoring equipment repairs; thermal lining tile repair and replacement; sacrificial block wall replacements (concrete masonry unit walls), fire brick; minor, non-structural, spalled concrete repair; door/window repairs; or similar repairs. Cosmetic work such as painting and cleaning are not eligible to be funded as a Live Fire Training Structure repair project. Prior to the approval of any repair funds, a copy of the inspection report must be submitted to substantiate the request.

Eligible Jurisdiction – Localities within the Commonwealth of Virginia otherwise eligible ([§38.2-401 et al](#)) to receive *Aid to Localities* from the *Fire Programs Fund*; nominally all **Counties, Independent Cities, and incorporated Towns** within those counties; herein also referred to simply as *Jurisdiction* or *Locality*.

Grant Completion – Grant completion is defined as a local construction contract at final completion with all project expenses processed for payment, all construction completion documents including AIA certifications or certificates of competition from the E/A submitted to Agency staff, and final walk-through inspection performed by Agency Staff including curing of any and all deficiencies identified.

Lead Locality – In the event that an award is to be made for a Live Fire Training Structure serving more than one eligible jurisdiction, then that consortium of eligible jurisdictions shall identify one of their own to serve as the agent for all; such agency shall include the intake and custody of grant funds, the filing of reports, and all administrative interface with the Agency.

6. DISBURSEMENT OF FUNDS

1. Disbursements from the Virginia Fire Service Grant Program for permanent live fire training structures are made as a grant to a specified jurisdiction or a lead locality. Consistent with other provisions of this document, payments are not made until the completion by/or through that locality of an instrument contractually binding the locality to adhere to the terms and conditions of the grant. The jurisdiction's authorized representative shall, acting as the jurisdiction's exclusive agent, execute such an agreement/contract where periodic withdrawals are made at various intervals as specified in the contract. (Disbursements are never made to individual Fire Departments.)
2. The following pertains to the receipt of monies by eligible jurisdictions:
 - a) Payments of any grant will be provided solely through an electronic transfer of funds to a banking institution.
 - b) Transfer amounts –

- i. New Construction – Payments will be made at five (5) benchmarks: The payment for Engineering/Architect (E/A) fees are at the completion of that work and with submission to VDFP of supporting documentation of eligible costs incurred. The first 25% of the grant award is payable upon submission to VDFP of a valid building permit, civil site plans, and Engineering/Architect drawings. The remaining 3 installments of 25% each shall be issued upon completion of 50%, 75%, and 100% of the work. The payments will be issued after receipt of a certificate of completion of each stage by the registered design professional (RDP) in responsible charge of the E/A firm’s work. Final disbursement at 100% will be made after a final walk-through is made by VDFP staff during which time a live burn scenario has been successfully completed and witnessed by VDFP personnel. All Live Fire Training Structure project deficiencies will be communicated to the lead jurisdiction point of contact and must be resolved before final disbursement will be authorized.
 - Jurisdictions may elect to receive disbursements at 25%, 50%, 75%, and 100% of project completion. To remain eligible to receive total funds, jurisdictions must submit to the VDFP the American Institute of Architects (AIA) 702 and AIA 703 at 25%, 50%, 75%, and 100% project completion whether or not funding requests are made at these completion intervals.
 - ii. Renovations – Payments will be made in up to two (2) payments on a reimbursement basis at 50% and 100% completion not to exceed the total amount approved by the Board. Payment of more than an approved amount will not be made without consent of the Board. The payments will be issued after receipt of a certificate of completion of each stage by the registered design professional (RDP) in responsible charge of the E/A firm’s work. Final disbursement at 100% will be made after a final walk-through is made by VDFP staff. All Live Fire Training Structure project deficiencies will be communicated to the lead jurisdiction point of contact and must be resolved before final disbursement will be authorized.
 - iii. Repairs – Payments for repair projects completed in accordance with the approved application package will be authorized by the Department of Fire Programs upon completion of the repair project, and made in one reimbursement payment at completion of the project, and upon submission to VDFP of supporting documentation of eligible costs.
- c) All funds **must** be deposited into an **interest-bearing account**.
 - d) Any interest earned by funds so deposited may be utilized by the eligible jurisdiction in the construction or renovation of their Live Fire Training Structure. The eligible jurisdiction shall be fully accountable for **BOTH** the *Principal* and the *Interest*.
3. **Use of Funds** – Grant funds may not be used for anything other than Live Fire Training Structure construction or renovation as specified in the contract between parties. Grant funds may only be used for the construction/erection, renovation, or repair of the Live Fire Training Structure, and direct-related costs to the construction/erection, renovation, or repair within 15 feet of the Live

Fire Training Structure including E/A costs. (The 15 feet was established as a safety zone for firefighting evolutions.)

Grant funds will not be approved for any civil engineering site plan implementation or any other ancillary costs assumed as overhead or ordinary cost of managing a capital project. Examples of site plan implementation, or ordinary costs of managing a capital project include but are not limited to site clearing, grubbing, excavation with the exception of the foundation, back filling with the exception of the foundation, seeding, fencing, or any other form of site restoration, site surveys, site layouts, water testing, soil testing, water run-off analysis, air quality analysis, access roads, paving/graveling, easement or land lease costs, running lines or conduit for electrical supply or water source, bonding for contractors or jurisdictions, or any other overhead expense that is not directly related to the construction/erection, renovation, or repair of the Live Fire Training Structure.

Grant funds may not be used for routine maintenance or operations costs for new or existing Live Fire Training Structure.

Building Signage: Proper VDFP signage is required to be placed on the exterior of all sides of the permanent Live Fire Training Structure that have points of entry (ingress or egress). Proper VDFP required signage includes the octagonal sign that recognizes the Board's financial investment in the structure, and the rectangular sign addressing usage criteria. Production and installation of the signs is an allowable cost to the grant program.

7. GRANT APPLICATION

Any eligible jurisdiction may submit an application for a new construction Live Fire Training Structure grant or a renovation to a Live Fire Training Structure by completing and filing the prescribed form.

Applications for new construction or renovation projects will be received for review bi-annually and must be postmarked by either January 1 or July 1.

Emergency renovation applications may be submitted at any time for consideration provided the application meets the "Emergency Renovations" qualification.

Any renovations applications received that are not identified as "taken out of service by VDFP for certified training" will be held until the next application deadline cycle.

Repair Project application submissions, up to \$50,000 will be accepted by the Agency at any time throughout the year.

Grant applications should be sent directly to:

Budget and Grants Unit
Virginia Department of Fire Programs
1005 Technology Park Drive
Glen Allen, VA 23059-4500

The filing of an otherwise completed grant application by an eligible jurisdiction in no way binds the Agency to disburse any FIRE PROGRAMS FUND monies, including a Live Fire Training Structure Grant, to that locality.

Construction/Renovation Applications: Application submissions will be reviewed by the Live Fire Training Structure Committee prior to recommendation to the full Virginia Fire Services Board. Applicants will make presentations to the committee and be available for questions from the committee members.

8. GRANT AWARD

1. Grant recipients can download construction drawings and the project manual for Live Fire Training Structure prototypes at no charge on the agency website. The current edition of the Live Fire Training Structure Policy document is available online.
2. Grants recipients will be required to attend one (1) Orientation Meeting that must be held within thirty (30) days of award notification. The meeting will be held at one of VDFP's office locations or virtually.
 - a. The purpose of the Orientation Meeting will be to introduce VDFP staff to new grants recipients, provide an overview of the Live Fire Training Structure Grant Program, and offer an opportunity for grants recipients to ask questions about the grants process.
3. Grants recipients will be required to attend one (1) Pre-Building Permit Submission Meeting that must be held sixty (60) days prior to the submission of a valid building permit according to the terms of this Policy. The meeting will be held at one of VDFP's office locations or virtually.
 - a. It is understood that grants recipients must have an approved set of building plans prior to being issued a valid building permit, which is due to the Agency no later than twelve (12) months from the date of award notification.
 - b. Grant recipients shall contract with a qualified E/A firm that advises in the development of the grant recipient's project.
 - c. The purpose of this meeting is to provide an opportunity for grants recipients to discuss specific issues relative to their Live Fire Training Structure design that can be resolved prior to a bid solicitation being published, and to ensure that the building design plans meet the Prototype specifications as referenced in this Policy. Structure plans must be submitted to the Agency no less than one (1) week in advance of the meeting to permit adequate time for the Agency's engineer on contract to review the plans.
4. Grants recipients will be eligible to participate in at least one (1) one-hour teleconference call at any time during their grant project.
 - a. The Agency will engage in ongoing communications with grants recipients, addressing all project issues relating to the administration, financial management, and technical aspects.

Any technical issues that require advisement or review by the Agency's engineer on contract will be coordinated directly through the Agency and will require grants recipients to provide their request for consideration in writing; responses to technical inquiries will be provided to grants recipients within a reasonable time frame.

9. TERM OF GRANT

For new construction, the grant term shall not exceed thirty-six (36) months from the date of award notification without approval from the Agency and/or the Virginia Fire Services Board. The grant recipient shall have up to eighteen (18) months from the date of award notification to provide to the Agency a valid building permit. The grant recipient shall then have up to eighteen (18) months to complete the construction project.

Concurrent with the submission of the valid building permit, the grant recipient will also provide VDFP with two (2) original copies and one (1) electronic copy of the construction building drawings, including specifications.

For renovations or repairs, the grant term shall not exceed twelve (12) months from the date of award notification without approval from the Agency and/or the Virginia Fire Services Board.

During the grant term, all repair and construction work is to be completed and all documentation pertaining to such activities shall be submitted to the Agency in a timely manner.

Additionally, within 30-calendar days after the conclusion of the grant term, all unexpended funds – including any interest accrual remaining – shall be returned to the Agency.

1. **Return of Unexpended Funds by Check:** Funds being returned to the Agency via a check:
 - Must be made payable to the *Treasurer of Virginia*, and
 - Forwarded to the attention of the Agency at the address specified in [H] above. (Funds are **NOT** to be sent directly to the Treasurer's Office or any other State agency.)
2. **Direct Deposit:** Funds may also be returned to the Agency via electronic transfer as may be provided for within the contractual agreement among parties.

10. EXTENSIONS

An extension of up to 90-days or the next regularly scheduled Virginia Fire Services Board meeting may be granted by the Agency. All requests for extension must be received by the Agency not less than 30-calendar days prior to the scheduled termination of the original grant period. All requests must list the compelling reason(s) for extension and/or circumstance(s) that prevent project completion by the end of the initial grant period. Extension requests for any period of time greater than 90-days will need to be addressed by the Virginia Fire Services Board for approval; such should always be directed to the Agency's Executive Director. Requests for extensions shall not exceed more than a total of two extensions.

11. MAXIMUM AMOUNT

1. There shall be a cap on the maximum amount of funds to be awarded in any single grant for either totally new or the total replacement of an existing permanent Live Fire Training Structure; the current cap is \$450,000.00. An additional amount up to \$30,000.00 shall be available to offset E/A costs pertaining to site adaptation.
2. The maximum amount of funds to be awarded for any renovation project will be set by the Virginia Fire Services Board, but in no case will it exceed the cap that can be awarded for a new or replacement building.
3. The maximum amount of a repair project award shall not exceed \$50,000 per project and no Live Fire Training Structure will be funded over \$50,000 per fiscal period (July 1 – June 30).
4. For renovation and repair project awards, if the permanent Live Fire Training Structure exceeds the base Prototype model, applications must include conceptual plans/design plans with the total square footage of the Live Fire Training Structure and the number of burn rooms per floor. The award will be based on square footage of the Live Fire Training Structure and number of burn rooms compared to the base Prototype model. (i.e. If the total existing Live Fire Training Structure square footage is 3,000 and the base prototype model square footage is 1,200, the award will be capped at 40% of the total estimated cost; or if the existing Live Fire Training Structure has more than 2 burn rooms, the award will be based on the minimum requirements of 2 burn rooms.)

12. REPORTING REQUIREMENTS

Localities shall provide progress reports to VDFP every ninety (90) days until their project is completed. The foregoing measured from the date of the transfer of funds to the eligible jurisdiction. Reports shall be made to the Budget and Grants Manager.

13. PROGRAM CRITERIA

To be eligible for receipt of grant funds, the Live Fire Training Structure must meet or exceed the following usage criteria and the requirements of NFPA 1400 (beginning July 1, 2026). Structures built prior to July 1, 2026 shall meet the requirements of the standard utilized when the building was constructed and the usage criteria in this policy.

1. The Live Fire Training Structure should be designed, constructed, and maintained to withstand the rigors of training and protect the safety of users. The original plans for the structure should clearly label the load-bearing or structural components. If the original approved local building official (when applicable) or the E/A set of plans are not available, the locality must hire an E/A to produce a set of detailed architectural-structural drawings. Load-bearing or structural components should be thermally lined as prescribed in the relevant NFPA standard in effect when the building was constructed to remain compliant with Virginia Fire Services Board policy.

The below usage criteria shall also be met in addition to the requirements found in NFPA 1400, as required by the Department of Fire Programs:

1. The Live Fire Training Structure's super structure must have a minimum design life span of 20 years under the intended specified use.
2. The Live Fire Training Structure must be suitable for live fire, Class "A" or Class "B" fuel burns.
3. Maximum number of live fire training days per year: 120 for Class "A" fuel; Unlimited for Class "B" fuel
4. Maximum number of live fire training evolutions per day: 10
5. Maximum duration of each live fire training evolution: 20 minutes
6. Maximum sustained temperature in burn room(s) during live fire training: 1,200° F Class "A" fuel; 550° F Class "B" fuel
7. Maximum temperature spike in burn room(s) during live fire training: 1,500° F Class "A" fuel; 700° F Class "B" fuel
8. Live fire training shall be in accordance with NFPA 1400 and the written guidelines of the VDFP.
9. No training that includes tear gas, explosives, or firearms shall occur within or near the Live Fire Training Structure.
10. Minimum height: two (2) stories
11. Minimum first floor area: 986 s.f. for Prototype 1A and 1B; 1,100 s.f. for Prototype 2A and 2B; 937 s.f. for Prototype 4B
12. Minimum second floor area: 744 s.f. for Prototype 1A and 1B; 781 s.f. for Prototype 2A and 2B; 621 s.f. for Prototype 4B
13. Minimum lower roof area: 306 s.f. for Prototype 1A and 1B; 318 s.f. for Prototype 2A and 2B; 306 s.f. for Prototype 4B
14. Minimum upper roof area: 1,190 s.f. for Prototype 1A and 1B; 436 s.f. for Prototype 2A and 2B; 612 s.f. for Prototype 4B
15. Minimum exterior apron width: 15' width along all elevations for Prototypes 1 and 2; 10' width along all elevations for Prototype 4
16. Minimum rooms within Live Fire Training Structure: 8
17. Minimum burn rooms: 2
18. Minimum burn rooms per floor: 1
19. Minimum area per burn room: 144 s.f.
20. Minimum number of exterior stairs: 1
21. Minimum number of interior stairs: 1
22. All windows shall have hinged shutters.
23. Minimum number of windows: 5
24. Minimum number of exterior doors: 3
25. Minimum number of interior doors: 1
26. Minimum number of roof access openings: 2
27. First floor and exterior apron shall be cast-in-place concrete slab on grade.
28. Two (2) separate roof systems must be provided to achieve a flat and sloped roof training surface.
29. An access opening must be provided through each roof surface.
30. The Live Fire Training Structure must limit light penetration and be weathertight.
31. The Live Fire Training Structure shall have mounted written user guidelines on each elevation

- which provides egress into the building indicating proper usage according to NFPA, local code, and maximum temperature recommendations.
32. No vehicles other than vehicles involved in the live fire training shall be allowed within fifteen feet of the Live Fire Training Structure.
 33. Temperature monitoring devices in each burn room.
 34. Temperature monitoring devices integrated into a central data recorder to record maximum spike and sustained temperatures during each live fire training evolution.
 35. Intermodal shipping containers repurposed for use as structural components in the construction of live fire training structures shall bear an existing data plate as required by ISO 6346, Freight Containers – Coding, Identification, and Marking, and shall be verified by an approved agency. A report of the verification process and findings shall be provided for review and approval.
 36. Intermodal shipping containers repurposed for use as structural components shall conform to ISO 1496-1, Series 1 Freight Containers – Specifications and Testing and shall be designed in accordance with the Virginia Construction Code.

14. LIVE FIRE TRAINING

It is the responsibility of the grant recipient to ensure that the structure is utilized for live fire training in compliance with VDFP live fire compliance procedure, including the most current edition of NFPA 1400. Grant recipients are invited to work with their Division Chief to ensure proper compliance in training.

15. PROCUREMENT

It is the responsibility of the Localities to adhere to the **Virginia Public Procurement Act (VPPA)** when pursuing the solicitation process for New Construction, Renovation and Repair projects. The entire VPPA manual can be found on the Virginia Department of General Services web page.

16. AUTHORIZATION FOR RENOVATIONS

The foregoing authorization shall be based upon verification by a registered E/A as to scope of need. The cost of such survey may be part of any total grant. Localities making application for a grant for repairs to their permanent Live Fire Training Structure and choosing to obtain an Engineer's review in advance of submission may therefore include the eventual reimbursement for this cost as part of their total grant request.

When a disagreement arises between a locality's contracted E/A and the Virginia Department of Fire Programs' primary E/A regarding a component of NFPA 1400, specifically concerning the approval of engineering/architectural plans for the construction, renovation/addition, or repairs of live fire training structures, a third, independent E/A will be contracted by the Virginia Department of Fire Programs to provide an opinion. This opinion will then be made available to the Virginia Department of Fire Programs staff and the Live Fire Training Structure Committee.

17. FULL CONSTRUCTION REQUIREMENTS

All new or replacement live fire training structures, including Containerized “Live Fire” Training Structures, must be designed in accordance with the applicable chapters of NFPA 1400. The design for these structures requires approval by an E/A. Prototypes listed below are intended to assist localities with construction, and include all minimum requirements found in this policy.

To be eligible for any grant award to construct a new or replacement permanent Live Fire Training Structure recipient shall agree to expend such funds to construct one of the Agency’s identified prototypes from the specifications provided by the Agency or a design that meets the minimum criteria and construction requirements identified in the Live Fire Training Structure Policy for either:

- Prototype I for Class A fuels (permanent concrete structure)
- Prototype I for Class B fuels (permanent pre-manufactured steel structure)
- Prototype II for Class A Fuels (permanent concrete structure)
- Prototype II for Class B fuels (permanent pre-manufactured steel structure)
- Prototype III for Class B fuels (reserved to Mobile Live Fire Training Structure Props administered by VDFP)
- Prototype IV for Class B fuels (containerized structure)
- A stand-alone permanent Live Fire Training Structure or other structure whose Live Fire Training Structure part shall meet the basic requirements of the outline/performance specifications provided in the prototypes listed above. If building plans deviate from or have been modified/enhanced from the basic requirements of the above referenced Prototypes, the applicant must define the building concept and include proposed plans with their application. All modifications to proposed and approved building plans must be submitted to the Agency for review and approval in writing prior to commencement of construction.

18. REPAIRS/RENOVATIONS REQUIREMENTS

For awards made on or after January 1, 2009, any structural repairs or renovations must be certified by a Virginia registered E/A. This E/A shall certify that repairs or renovations were completed in compliance with the engineered plans for projects that are more than \$50,000 or by the recommendation of the Live Fire Training Structure Committee and must be provided to VDFP prior to final walk through by VDFP staff and final funds disbursement.

Prior to any award, localities/jurisdictions must be current with their annual inspection and must provide documentation with grant application.

19. PERMANENT LIVE FIRE TRAINING STRUCTURE INSPECTION REQUIREMENTS

Localities shall complete and provide inspections according to the applicable NFPA 1400 chapters, including an inspection to be performed by an E/A retained by the locality at intervals set by NFPA 1400. Funding may be provided by the Board to assist localities with completing inspections by an E/A. Localities shall retain all reports and records required by NFPA 1400 Chapter(s) 18, 19, 20, and 21 for examination upon request by VDFP. These records shall be maintained by the locality every five (5) fiscal years beginning on the date the structure is placed in service.

Each locality shall be responsible for inspecting its live fire training structure in accordance with the applicable inspection intervals set in NFPA 1400, as well as applicable building standards. A copy of the inspection report, confirming compliance with these standards, shall be submitted to the Virginia Department of Fire Programs Safety Division at one of two points during the fiscal year as indicated below. At the required intervals found in NFPA 1400, the submission shall also include a report completed by an E/A.

- June 1 through June 30
- December 1 through December 31

Failure to submit inspection reports to VDFP may result in the building being ineligible for funding from the Virginia Fire Services Board. Funding decisions will be based on available funding, inspection compliance, and specific circumstances.

Failure to inspect structures in accordance with this policy may result in the Department of Fire Programs denying certified training in the structure. The decision to cease certified training in structures that are not compliant with the relevant NFPA standard (NFPA 1400 beginning July 1, 2026) shall be made by the VDFP Chief of Training and Operations with approval from the VDFP Executive Director. The Virginia Fire Services Board shall be notified of localities who do not meet the requirements for certified training. Certification training may be denied if structures are not inspected in accordance with this policy or if a reasonable safety concern is noted to VDFP.

Funding requests will be placed into one of three categories: Compliant, Semi-Compliant, Non-Compliant:

Compliant (may receive up to 100% of allowable funding) – Required inspections have been followed for the past 5 years and the locality has maintained supporting documentation on file during this period.

Semi-Compliant (may receive between 25% - 75% of allowable funding) – Required inspections have been followed for the past 2-4 years within the previous 5-year period and the locality has maintained supporting documentation on file during this period.

Non-Compliant (may receive up to 25% of allowable funding) – Required inspections have been followed for the past 0-1 years within the previous 5 year period and the locality has maintained supporting documentation on file during this period.

Note: The Board may deviate from this general practice based on extraordinary and/or uncontrollable circumstances.

20. OWNERSHIP OF SITE

- 1. NEW CONSTRUCTION:** It is required that the eligible jurisdiction or other governmental entity own the site (land) and not be subject to any restriction or limitation that would prohibit or impair the use of the property as a Live Fire Training Structure . On a case-by-case basis, the VFSB may consider a long-term lease. The length of the lease shall be consistent with the expected life of the building.



- 2. RENOVATIONS:** It is strongly recommended that the eligible jurisdiction or other governmental entity own the site (land) and not be subject to any restriction or limitation that would prohibit or impair the use of the property as a Live Fire Training Structure. On a case-by-case basis, the VFSB may consider a long-term lease. The length of the lease shall be consistent with the expected life of the building.

21. AUDIT

It is the responsibility of the jurisdiction to maintain all necessary fiscal records. Such records are subject to audit by this Agency or its assignees, for a period of not less than five (5) years following the date of the last transfer of award moneys to the grant recipient.

CERTIFICATION:

We the undersigned as Chair of the Virginia Fire Services Board and Executive Director of the Virginia Department of Fire Programs jointly adopt the foregoing policy as of 9 June 2026. As such, this revised policy supersedes all prior adopted editions of this Policy.

	
Keith Johnson Chair Virginia Fire Services Board	Brad Creasy Executive Director Virginia Department of Fire Programs