FIREFIGHTER CANCER SCREENING GRANT PROGRAM

A grant to provide funds for cancer screenings to localities with qualifying fire departments or fire companies, as defined in §§ 27-6.01 and 27-6.02, Code of Virginia

VIRGINIA DEPARTMENT OF FIRE PROGRAMS
and the
Virginia Fire Services Board
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1. PURPOSE and AUTHORITY

This policy document describes the practices by which the Virginia Department of Fire Programs (VDFP or the Agency) executes the administration of funds, as approved by the Virginia Fire Services Board (VFSB or the Board), related to the Firefighter Cancer Screening Grant Program pursuant to § 38.2-401 and the adopted budget (2026-2028) Virginia Budget Item 406.

2. ELIGIBILITY AND AWARD CRITERIA

The eligibility of a *locality* and the awarding of grants through the Firefighter Cancer Screening Grant Program will be determined based on the following criteria:

- If the *locality* can provide a contract or other document that verifies that the cancer screening provider can meet the requirements of this policy
- Number of career firefighters involved
- Previous grants for cancer screening
- Proper application
- Timeliness of application
- Impact if grant is not awarded
- Demonstrated need

The Virginia Fire Services Board will determine the individual award for the Firefighter Cancer Screening Grant Program based on evaluations and recommendations from the Virginia Department of Fire Programs (VDFP) in accordance with the criteria outlined herein. VDFP will assess applications based on the quality of the application and the supporting documentation related to the objectives of the grant program. The Virginia Department of Fire Programs reserves the right to verify any or all information provided in the application. The Administration, Policy, and Finance Committee will receive the individual applications along with VDFP's recommendations for review and acceptance.

3. DEFINITION OF TERMS

"Cancer screening" means the process of testing people who do not have symptoms to look for signs of cancer or precancerous changes. Screening modalities could include but are not limited to: mammograms, ultrasounds, CT scans, and PSA (Prostate Specific Antigens) blood tests.

"Fire company" as defined in § 27-6.01

"Fire department" as defined in § 27-6.01

"Eligible Jurisdiction" or **"locality"** means each independent city, county, and town incorporated within a county.

4. PRECEDENCE OF LAW & DISCLAIMER

Nothing contained within this document shall be construed to supersede the Code of Virginia. In the event of a conflict, the Code of Virginia shall supersede the conflicting provision of this Policy document.

5. GRANT APPLICATION

The requesting *locality* shall submit a completed application by the required deadline. Incomplete submissions will not be considered for review.

No *locality* shall be eligible for more than one award per grant cycle.

Required Supporting Documentation to the Application

- Any quotes/price information
- The number of career firefighters the locality will screen
- Certification that the locality can provide the aggregate data required in Section #6.

As available each fiscal period year, the application period for the Virginia Fire Services Board Cancer Screening Grant Program will be received for review bi-annually and must be postmarked/submitted by either January 1 or July 1 by email at: grants@vdfp.virginia.gov, or by mail at:

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

6. REPORTING

Grant projects shall be completed within twelve (12) months following receipt of an award. An Awarded *locality* shall submit a written report to VDFP within thirty (30) days of the conclusion of the grant's twelve (12) month cycle. This report shall describe:

- The fund's use and benefit to fire services agencies, and the firefighters' health and wellness.
- Basic demographic information and results, in aggregate, from the screening, including the:
    - Age, years of service, and gender of the firefighter screened
    - If the screening resulted in referral for additional testing or treatment for cancer
        - If a screening results in a referral, the report shall include the type of cancer.

It will also allow the *locality* to comment on the Virginia Fire Services Board Firefighter Cancer Screening Grant Program. Additionally, within 30-calendar days after the conclusion of the grant term, all unexpended funds – including any interest accrual remaining – shall be returned to VDFP.

1. Return of Unexpended Funds by Check: If an advance payment is approved, any unspent funds by the end of the grant term must be 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 above. (Funds are NOT to be sent directly to the Treasurer's Office or any other State agency.)

7. DISBURSEMENTS FROM THE PROGRAM

1. *Localities* Eligible –Eligibility is restricted to each independent city, county, and town incorporated within a county.

2. Authorized Use of Funds – Pursuant to the adopted budget, funds from the program shall only be used to screen career firefighters as defined according to policies developed by the Virginia Fire Services Board.

3. Distribution Calculation –The *locality* shall receive, upon award of the grant, up to $350 per career firefighter included in the completed grant application for the expressed purpose of screening the firefighter for cancer(s).

4. Non-Authorized Use – Funds shall not be used for any other purpose other than screening career firefighters for cancer. The agency reserves the right to verify any or all information recorded on the application for accuracy.

5. Review Process - Inquiries regarding the use of funds from the program are to be sent to the VDFP Grants Unit for review and consideration. VDFP will make an evaluation of the inquiry considering the Code of Virginia and the most current Firefighter Cancer Screening Grant Program Policy. Individual grant award amounts shall be decided by the Virginia Fire Services Board based upon the evaluation and recommendations of the Virginia Department of Fire Programs in accordance with the criteria contained in this policy. VDFP will evaluate applications based upon the substance of the application and supporting documentation relative to the objectives of the grant program.

6. Disbursement Options - A *locality* that submits a standard application will be eligible for reimbursement following the submission of a comprehensive closeout package. This package must include an after-action report detailing the information specified in Section 6 above including proof of payment (invoices or receipts) and accompanying supporting documentation. If a *locality* can demonstrate financial hardship, immediate disbursement of the awarded funds may be authorized upon approval from the Virginia Fire Service Board. To qualify for this expedited option, the *locality* must adequately demonstrate the financial hardship and provide the necessary justification with the initial application.

8. GRANT AWARD ADMINISTRATION AND ACKNOWELDGEMENT

Following approval for grant disbursement, VDFP shall submit all appropriate forms for the release of funds in a timely manner. All grants are awarded to the applicant *locality*. Actual disbursement shall be made via electronic transfer/EFT (EDI.) Grant awards shall only be used in accordance with this policy.

9. BURDEN OF PROOF & LIABILITY TO AUDIT

It is the responsibility of the *locality* 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 Chairman of the VIRGINIA FIRE SERVICES BOARD and Executive Director of the VIRGINIA DEPARTMENT OF FIRE PROGRAMS jointly adopt the foregoing Policy which supersedes all prior Policies/Policy Statements effective as of September 25, 2026.

Abbey Johnston Chair Virginia Fire Services Board	Jamey Brads Acting Excecutive Director Virginia Department of Fire Programs