



U.S. Department of Homeland Security
Office of Grants and Training

**FY 2006 Assistance to Firefighters
Grant Program: *Fire Prevention
and Safety Grants***

Program Guidelines and Application Information



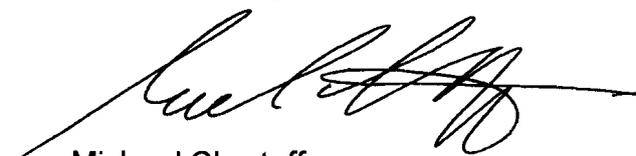
Foreword

I am pleased to provide these program guidelines and application materials for the Department of Homeland Security Fire Prevention and Safety (FP&S) Grants program. A component of our broader Assistance to Firefighters Grants (AFG) program, the FP&S grants focus on reducing fire and fire-related losses, especially injuries or deaths among firefighters and other high-risk groups.

Fire prevention and safety is an important part of the Department's preparedness mission. The Department administers the AFG program through its Preparedness Directorate, Office of Grants and Training, in close cooperation with the U.S. Fire Administration.

In this program, \$27 million is available for competitive awards to fire departments, and fire prevention, and firefighter safety research organizations for initiatives to prevent deaths, injuries, and property losses from fire and fire-related hazards. A critical program focus is on reducing death and injury among high-risk groups such as children, adults over 65, and firefighters.

Each year in the United States, thousands of people are killed and thousands more are injured in fires, many of which are preventable. Through the FP&S Grants program, the Department provides critical support to help firefighters throughout the country improve fire safety and protect children, families, their colleagues, and their communities from tragedies due to fires and other hazards. This is an integral part of our homeland security mission.



Michael Chertoff
Secretary
U.S. Department of Homeland Security

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I. Overview

This document provides a summary of the Department of Homeland Security's FY2006 Fire Prevention and Safety Grants. It explains how to apply for the grant, what items can be requested, what activities or projects can be proposed, and how applications will be evaluated. Please read this guidance carefully. Additional information will be available in Frequently Asked Questions and an online tutorial on the www.firegrantsupport.com website. Together, these resources provide you with the information you need to complete the online application. The online application will be available at www.firegrantsupport.com from 8:00 a.m. EST on December 4, 2006 until 5:00 p.m. EST on January 12, 2007.

The Department of Homeland Security's Office of Grants and Training is responsible for the implementation and administration of the Assistance to Firefighters Grant (AFG) program. The purpose of the AFG is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The AFG offers grants for activities under Fire Prevention and Safety (FP&S) in order to reach high-risk target groups and mitigate incidences of deaths and injuries caused by fire and fire-related hazards. Funding under FP&S also supports Firefighter Safety Research and Development activities. This guidance provides details regarding how to apply for financial assistance in either of these areas. Except in the case of fire departments and non-affiliated EMS organizations, there is no cost share requirement for the FY 2006 Fire Prevention and Safety Grants.

The authority of this program is derived from the Federal Fire Protection and Control Act of 1974 (15 U.S.C. §§ 2229 et seq.), as amended. In fiscal year 2006, Congress appropriated a total of \$539,550,000 to carry out the activities of the Assistance to Firefighters Grant (AFG) Program. The governing statute includes a requirement that no less than five percent of the appropriated funds support fire prevention activities. As such, no less than \$27,000,000 of the appropriation has been reserved for the Fire Prevention and Safety Grants. The grants under FP&S will be awarded on a competitive basis. The appropriated funds are available for obligation by DHS until September 30, 2007.

II. Eligible Applicants

There are two areas of activity that can be funded through the Fire Prevention and Safety grants: The Fire Prevention and Safety Activity and the Firefighter Safety Research and Development Activity. Applicants may submit only one application per application period and include either one or both activities. Applicant eligibility requirements for each activity are stated below.

A. Fire Prevention and Safety Activity

Eligible applicants for this activity include fire departments, and national, regional, State, local, or community organizations that are recognized for their experience and expertise in fire prevention or safety programs and activities. Both private and public non-profit organizations are eligible to apply for funding in this activity. For-profit organizations are not eligible to receive a FP&S grant award. For all grantees the federal share of the grant is limited to \$1,000,000 per application.

Fire departments that have received funding through the FY2006 AFG program for training, equipment, vehicles, etc., are eligible to receive funding for the fire prevention grants in this application period. However, in addition to the \$1,000,000 limitation on FP&S grants, the combined funding level of grant awards through the AFG and FP&S grants to any single fire department is limited to an amount of Federal share (shown below) for each year, and is based on the population that the fire department protects.

- Populations greater than 1 million: Maximum Federal Share: \$2,750,000
- Populations from 500,000 to 1 million: Maximum Federal Share: \$1,750,000
- Populations less than 500,000: Maximum Federal Share: \$1,000,000

Fire departments are subject to the same cost share requirements applied under the Assistance to Firefighters program. Grantees must share in the costs of the projects funded under this grant program. 15 U.S.C. 2229(b)(6). Fire departments that serve populations of less than 20,000 must match the Federal grant funds with an amount of non-Federal funds equal to five percent of the total project cost. Fire departments serving areas with a population between 20,000 and 50,000, inclusive, must match the Federal grant funds with an amount of non-Federal funds equal to ten percent of the total project cost. Fire departments and nonaffiliated EMS organizations that serve populations of over 50,000 must match the Federal grant funds with an amount of non-Federal funds equal to twenty percent of the total project costs. All non-Federal funds must be in cash, i.e., in-kind contributions are not eligible. No waivers of this requirement will be granted except for applicants located in Insular Areas as provided for in 48 U.S.C. 1469a. **Please Note: There is no cost share for grants under this activity to eligible national, regional, State, local, or community organizations**

B. Firefighter Safety Research and Development Activity

Eligible applicants for this activity include national, regional, State, and local organizations that are recognized for their experience and expertise in firefighter safety research and development programs. Under the governing statute, fire departments are not eligible to apply for funding in this activity. Private and public non-profit organizations, academic institutions, non-federal governmental organizations, non-governmental organizations, and individual researchers (e.g. doctoral candidates) are eligible to apply for funding. For-profit organizations are not eligible to receive funding under this activity. The Federal share for research and development grants is limited to \$1,000,000 per application. **Please Note: There is no cost share for grants under the Firefighter Safety Research and Development activity.**

III. Automated Application Process

A. Automated Application and Tutorial for 2006

Shortly before the start of the application period, a tutorial will be available for applicants at www.firegrantsupport.com to provide guidance regarding the grant application and the FP&S application requirements. All applicants are strongly encouraged to complete the applicant tutorial prior to beginning their application, even if they have successfully received previous awards from the AFG Program. The tutorial explains the eligible activities by illustrating many of the application screens. It provides tips for navigating the application screens and summarizes the changes in the FP&S program for fiscal year 2006. In addition, the tutorial also provides a review of the lessons learned from previous years.

B. Application Process

The Fire Prevention and Safety Grant application will be directly accessible online from the grants program office website (www.firegrantsupport.com). The automated application has been designed with “help screens” and “drop-down menus” to assist the applicant throughout the application process. The application can be saved and retrieved for update and revision up to the point of submittal or to the end of the application period. **Please note, once an application has been completed and submitted, no changes can be made.** The automated system does not allow an applicant to submit an incomplete application, i.e., the system alerts the applicant when required information was not entered. By submitting an application online, the applicant will automatically receive confirmation via e-mail that their application has been successfully submitted. Do not submit multiple applications. Multiple applications submitted on behalf of any one applicant will all be deemed ineligible.

The online system will allow one authorized representative of an eligible organization or entity to log in and create a user name and password. The selection of the authorized representative is at the discretion of each applicant. **If you have a user name and password from a previous AFG, SAFER, or FP&S application, you should use the same user name and password. Failure to use your existing user name and password could delay the processing of your application.**

Paper applications are available; however, they are discouraged because of the inherent delays associated with their processing. Additionally, paper applications do not have the advantage of the built-in assistance of the electronic application or the assurance that the application has been accurately completed before mailing. Applicants who wish to apply for FP&S by paper may request a paper application by calling the Helpdesk at 1-866-274-0960. **Paper application forms will not be sent to prospective applicants via overnight delivery, fax, or email.**

All applications must be completed and submitted electronically, or postmarked on or ***before the close of business, by 5:00 p.m. EST on January 12, 2007.*** Only electronic applications submitted via the online automated grant application system will receive a confirmation of receipt. Applicants should print a copy of the confirmation for their records upon receiving verification that their application has been successfully submitted. Applicants should also record their user name and password for future access to their application. No confirmation will be issued for paper applications. Incomplete applications or applications submitted via any other electronic means, including email or fax, will automatically be deemed ineligible. Paper applications should be mailed to DHS/G&T, Fire Grant Program Office, 810 Seventh Street, NW, 5th Floor, Washington, DC 20531. Applications mailed to any other address may miss the appointed closing date and will be disqualified and ineligible for funding.

Applicants are allowed to hire, or otherwise employ the services of, a grant writer to assist in the application process. However, the applicant is responsible for ensuring that the information contained in their submitted application is a true and accurate reflection of their organization and represents the scope of effort being proposed and the time and cost required to achieve it. Therefore, applicants are strongly encouraged to review all work produced by grant writers, or other third-parties, on their behalf ***prior*** to submission of their application. Applicants who falsify their application, or misrepresent their organization or proposal in any manner will have their application deemed ineligible by the program office and referred to the Office of Inspector General for further action, as appropriate. Specific requirements with respect to the use of grant writers are outlined below (Section VI (8)).

All applicants are required to provide details of their projects in a written narrative as well as a specific description of the supporting budget. The narrative should correlate the proposed projects to the evaluation criteria defined below in this Program Guidance.

Application narratives for the Fire Prevention and Safety projects will be limited to a maximum of five (5) pages per project. The narrative for the Research and Development activity will be limited to ten (10) pages. As the applicant enters information into the narrative box, the applicant should click the “save” button periodically to ensure information has been stored. Please note the electronic application includes a “time-out” feature to help ensure activity usage of the servers. If no “save” activity is detected for a period of time, the “time-out” feature is activated, and all information entered, but not saved, could be lost. It is a good idea to type the narrative off-line using a word processing program, such as Word, Word Perfect, Notepad, etc., to avoid losing any information. Once the narrative is completed, an applicant can then “cut-and-paste” their proposal narrative into the narrative block of the application.

As of October 1, 2003, all applicants applying for Federal grants are required to have a Data Universal Numbering System (DUNS) number. The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet. Applicants are encouraged to obtain the DUNS number either prior to the start of the application period or early in the application period since it may take up to 14 business days to obtain one. There is no charge for a DUNS number, which can be

requested by registering online at www.dnb.com/US/duns_update/index.html or by calling 1-800-333-0505. Applicants who already have a DUNS number for the Fire Grants Program or any other Federal Program should use the same number on their FY2006 application.

IV. Eligible Activities and Projects

A. Eligible Projects Under the Fire Prevention and Safety Activity:

Applicants may submit only one FP&S grant application per FP&S application period. Under the Fire Prevention and Safety Activity, the applicant may request financial assistance for as many as three projects. Applicants should formulate FP&S applications that contain multiple projects and associated budgeted items based on strategic risks and common goals. The following are two example approaches for organizing one application.

Example 1) A community has the strategic goal of reducing the number of fires caused by the use of barbecue grills on the balconies of apartments. This goal will be supported through two projects. The applicant plans to launch a public education program and strengthen code enforcement activities. In this instance, the public education items should be listed as one supporting project and code enforcement items should be listed as the second supporting project. Both projects will be included in ONE application. The narrative statements will explain how accomplishing these two projects will help achieve the goal. While the projects are related, each project requires a separate supporting budget and narrative statement.

Example 2) A community or organization may have more than one strategic goal depending on their audience or risk. For example, a National organization may have a goal to reduce firefighter fatalities through a national outreach project. They may also have a goal to study the effectiveness of public education messages. The organization would create one project for firefighter safety initiatives and an additional project for national public education efforts.

The following are examples of eligible projects. This list is **not** an all-inclusive list of projects that will be considered. Applicants are requested to develop their projects based on their determined risks. Original, creative and/or new approaches to enhance the safety of the public and firefighters are encouraged. Be advised that applications should only consist of FP&S projects that can be completed within the one-year grant performance period. The following programs are **not** listed in order of importance:

- Public Education: National or local projects that promote the reduction of injury due to fire or other safety hazards. Activities may include burn prevention, media/PR campaigns, injury prevention or other community hazards that could be justified in the narrative. Education props (educational tools) are eligible as part of a comprehensive and detailed public safety education campaign. Please note that projects that deliver training to the public in the area of automatic external defibrillators (AED), Cardio-Pulmonary Resuscitation (CPR) or fire extinguishers will be considered. However, if the projects are for operational staff these items should be requested under the AFG program.

- **Smoke Alarms:** Projects that promote the installation of smoke alarms and/or check to assure that previously installed smoke alarms are operational. Applicants who will not perform installation of the alarms should discuss in their application narrative the methodology for ensuring that the alarms will be installed.
- **Sprinkler Awareness:** Projects that affect the entire community such as educating the public about residential sprinklers, promoting residential sprinklers, and demonstrating working models of residential sprinklers; Installation of sprinkler systems is eligible if it includes an educational component.
- **Code Enforcement/Awareness:** Projects that promote the adoption or awareness of building codes, enforcement of codes to improve engineering, or enact fire-related ordinances for new construction. Projects may also include support for conducting inspections, including personnel costs, equipment or training.
- **Firefighter Safety:** National or regional projects that promote the reduction of line of duty deaths (LODD) through National mitigation strategies.
- **Training:** Local or regional projects to educate or train personnel in the area of public education, code enforcement and arson prevention.
- **Wildfire Prevention Programs:** Education and awareness programs that protect lives, property and natural resources from fire in wildland/urban interface including Community Wildfire Protection Plans (CWPP) or Firewise programs. Fuel reduction demonstrations as part of an awareness and education effort would be considered.
- **Arson Prevention Programs:** Arson investigation trailers, equipment and costs related to arson investigator training, arson-related surveillance equipment, personnel costs, educational materials and media equipment, and juvenile fire-setter intervention programs.
- **Risk Assessments:** Applicants may request assistance to conduct formal or informal risk assessments. Note: Applications that are requesting a risk assessment are precluded from applying for additional projects.
- **General Prevention/Awareness:** Projects that include general prevention initiatives including studies, alarm system installation, knock-box installation, address marker, etc.

Ineligible Activities and Items Under the Fire Prevention and Safety Activity:

- Fire suppression equipment, supplies, vehicles, firefighting training tools or equipment, personal protective gear, fitness equipment or immunizations;

- AED, CPR or fire extinguisher training for operational staff;
- Installation of sprinkler systems that do not include an educational component;
- Fire hydrant/dry hydrant installation;
- Suppression related training including Firefighter I, Firefighter II, wildland firefighting, training exercises or drills for suppression or disasters activities;
- Fuel reduction projects such as prescribed burns;
- Communication equipment including portable radios, mobile data terminals (MDT) or computer aided dispatch (CAD) systems;
- Weather/disaster notification devices (sirens etc.);
- Community projects that include the use of tot finder/child finder, elderly or pet finder decals.

B. Eligible Projects for the Firefighter Safety Research and Development Activity:

The purpose of this funding activity is to improve firefighter health and life safety through research and development projects. The following are examples of initiatives that we deem to be of high importance. This is **not** an all-inclusive list of projects that will be considered, however, any project must address firefighter safety, wellness, fitness or health. A proposal may combine projects. An example of such as a sociological study of fire service culture may include a focus on data collection systems. These projects are **not** listed in order of importance.

Data collection and analysis projects that propose to achieve the following:

- Seek to enhance current data collection strategies pertaining to gathering of information, systems to support ongoing or periodic data analysis, and timely dissemination and implementation of recommendations for improved safety. The focus of data collection enhancements may be about, but is not limited to, Firefighter safety behaviors, departmental or fire service organizational safety policies and practices, and community risk and protective factors. Analysis aims to facilitate identification of contributors to high risk behavior, cultural values for risk taking, and other circumstances that may be predictors of or associated with Firefighter near injury, injury, and death.
- Involve research into the effectiveness of firefighting equipment or personal protective equipment. Such research may examine the relationship between the equipment, the user, and the fire and environmental circumstances. Study questions may address non-use, inconsistent use, equipment barriers and limitations, and the influence of cultural or social norms for equipment use. Outcomes may include process events such as equipment use but also must address near injury, injury, and death.
- Review the effectiveness of training and first response systems. Study questions must link elements of the training and first response systems to Firefighter safety outcomes. For instance, training that involves assessment of building structure would involve follow-up of Firefighter safety-related behavior prior to entry and during the fire, but also data collection on building

outcomes and circumstances of Firefighter near injury, injury, and death, facilitating analysis that addresses training effectiveness.

Sociological projects that propose to achieve the following:

- Contribute to the understanding of Firefighter behavior and Fire Service culture with respect to the protective and risk factors associated with Firefighter health and safety, including individual, organizational, and environmental aspects that may be linked to incidents involving near injury, injury, and death.
- Improve understanding of the demographics and other characteristics of firefighters, fire service, and fire-related situations that will be useful for sample selection in future studies, or tailoring of programs for various populations and settings. For instance, would it be useful to study/tailor programs for younger vs older firefighters with respect to near injury, injury, or death; urban-suburban-rural; staff-volunteer; those with more training vs. less.

Problem Focused Technology Studies that propose to achieve the following:

- Develop new equipment or technology that can be incorporated into the Fire Service;
- Improve firefighters safety through an enhanced understanding of hazards posed by various incidents, buildings, and environments to which firefighters respond.

The National Institute for Standards and Technology awarded a grant to the National Fallen Firefighters Foundation (NFFF) to facilitate the development of a research agenda for the Nations Fire Service. In June 2005, NFFF hosted a working group to establish this agenda. The projects that meet the intent of the research and development agenda with respect to firefighter health and safety, as identified by this working group, will be given consideration. However, the applicant is not limited to these specific projects. All proposed projects, regardless of whether they have been identified by this working group, will be evaluated on their relevance to firefighter health and safety. A copy of the research agenda is available on the NFFF website www.firehero.org website.

Multi-year projects will be considered for this activity. Applicants can propose projects with up to three years of performance requirements. Each year must include measurable goals. Subsequent year funding would be contingent upon satisfactory progress, availability of funds and continued worthiness of the project.

Multiple year requests must address the following:

- Over-all project goals and target outcomes;
- Specific goals, objectives and outcomes for each project year with particular emphasis and detail on the coming project year;
- Include contingency planning with the examples of what may be key challenges and plans to address and overcome them;

- Monitoring plan that identifies progress toward achieving established goals and ensure costs are monitored;
- A spending plan that corresponds with over-all project and specific year goals and objectives.

V. Evaluation Criteria

A. Evaluation Criteria for Projects under the Fire Prevention and Safety Activity

The characteristics listed below are interrelated and will be used as the guidelines in making funding decisions. Priority is given to projects that focus on the prevention of injury to an identified vulnerability and measured through the extent to which projects reflect the characteristics below will impact the likelihood that they will be funded.

- **Vulnerability Statement:** The assessment of risk is a critical component of the DHS risk analysis target capability. As such, the presence of a process that takes into account the characteristics of a jurisdiction (e.g., population features) are important in an objective or reasoned approach to addressing the fire hazard in a community. Therefore, the applicant should summarize the vulnerability the project will address in a concise statement including how the vulnerability was determined and how the target population was identified. The methodology for identification of the vulnerability should be discussed. Identification of the vulnerability that will be addressed with the proposed project can be established through a formal or informal risk assessment. However, an assessment is not a requirement. The methodology for identification of the vulnerability should be discussed in depth in the application narrative. For the purpose of this application, formal assessments consist of employing software programs or recognized expert analysis to assess risk trends. Informal assessments could include, for example, a manual study of fire loss, burn injuries, or loss of life over a period of time and the causative factors for each occurrence. With respect to risk assessments, eligible costs include outsourcing the risk assessment
- **Implementation Plan:** Projects that have an implementation plan that clearly describes the applicant's ability to execute the proposed project and the methods that they will use to reach the target audience. This information may include examples of marketing efforts to promote the project, who will deliver the project, and how the deliverables will be disbursed.
- **Partnerships:** Projects that incorporate partnerships with other organizations or groups to enhance the development or delivery of the project. Partnerships should increase the organizations ability to deliver the project and/or facilitate the involvement of target audience. For example, the use of Fire Corp citizen advocates facilitating or implementing activities outlined in the program.
- **Evaluation Plan:** Projects should incorporate an evaluation of their effectiveness and identify measurable goals. Specifically, applicants should identify how they intend to evaluate that the proposed project leads to

attitudinal or behavioral changes. Examples include pre/post testing of the project recipients.

- **Cost-Benefit:** Projects that demonstrate a high benefit for the cost incurred and maximize the level of funding that goes directly into the delivery of the project. The costs associated with the project must also be reasonable for the target audience that will be reached.
- **Sustainability:** Projects that propose a program that will be sustained beyond the grant performance period and has a greater potential for long-term benefits. Partnerships may also contribute to the longevity of the benefit realized from the project.
- **Financial Need:** Applicants that illustrate in their narrative the need for Federal financial assistance.
- **Performance:** Applicants that demonstrate a proven track record for timely project completion and performance in similar projects, AFG and SAFER awards.
- **Props:** Applications that request “Props” for education campaigns **must include** specific goals with measurable results. Applicants should include information indicative of the various outreach efforts that will be conducted and/or the number of people reached through the proposed campaign.

B. Evaluation Criteria for Projects under the Firefighter Safety Research and Development Activity

The characteristics listed below are interrelated and will be used as the guideline in making funding decisions. The extent to which projects reflect these characteristics will impact the likelihood that they will be funded.

- **Partnerships:** Projects that incorporate partnerships with other organizations or groups to enhance the development or delivery of the project. For example, an awardee conducting a cardiovascular health study could partner with fire service for the study participants.
- **Study Design:** Projects include a brief review of the pertinent literature, to indicate the need for the proposed research and development activity, including the importance of the problem or study question, and how addressing the question will impact Firefighter safety. Study design indicates how the selected research approach will address the problem or question, and describes the benefits of the proposed design relative to other strategies.
- **Study Methods:** Where appropriate, projects will utilize rigorous research practices -- such as a defined universe, control group, tests for statistical significance, measurable results, and so on – to allow confidence that the research findings are due to the program activity or planned intervention. For

projects where this is not appropriate or feasible, best practices may call for quasi-experimental or case methods.

- Human Subjects: Where applicable, issues such as recruitment, consent, retention (especially with multi-year study), process and timeline for Institutional Review Board (IRB) are described.
- Dissemination and Implementation: Projects whose results would be disseminated broadly or made available for implementation throughout the fire service and the methodology used to transfer results into practice that would enhance the distribution of the results.
- Timeline: Projects that include a plan for transferring the results to the fire service as part of the implementation phase of their activities. Projects that would have near-term results that can be placed into practice within the fire service. For example, partnerships may contribute to the dissemination of results at little or no cost.
- Cost-Benefit: Projects that demonstrate a high benefit realized for the cost incurred with a maximum level of funding that goes directly into the conduct of the research and development, i.e., the costs associated with the project must be reasonable.
- Financial Need: Applicants that illustrate in their narrative the need for Federal financial assistance.
- Experience: The degree to which the applicant is qualified and experienced with conducting research and/or development projects as indicated by articles in peer review literature, technical reports, and other products. Narratives should include curriculum vitae (cv) of the principal investigator.

VI. Other Eligible Costs

Both the Fire Prevention and Safety activity, and the firefighter Safety Research and Development Activity, have other costs that are eligible to be included in the grant request.

(1) Administrative Costs: Administrative costs are allowable under the program areas listed above, in accordance with Cost Principles for Educational Institutions (OMB Circular A-21), Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87), Cost Principles for Nonprofit Organizations (OMB Circular A-122) and, Contracts with Commercial Organizations (Federal Acquisition Regulation (FAR) Subpart 31.2, codified at 48 CFR 31.2), as applicable. (For more information about the Circulars, go to www.whitehouse.gov/omb/circulars.) Administrative costs are identifiable costs that are directly associated with the implementation and management of the grant. Applicants can apply for administrative costs only if the expenses are directly related to the implementation of their proposed project. The costs should be listed under the “other” category in the budget and explained in the project narrative. DHS will **only** reimburse costs that are based on actual expenses and not on a percentage of the overall grant. Examples of eligible administrative costs would be shipping, office supplies, computers and software associated with the National Fire Incident Reporting System (NFIRS) reporting requirements (see Grantee’s Responsibilities, below), etc. Grant writers fees, if specifically listed on your application, are eligible and can be charged to the grant as an administrative cost in accordance with the provisions outlined (see (8) below). The Program Office has the option to assess the reasonableness of requested administrative costs in each application and will determine what is appropriate and in the best interest of the program.

(2) Indirect Costs: An indirect cost rate is an expense based on a percentage of the overall operational costs of an organization. The rate is established by a Federal department or agency for a grantee organization that the grantee uses to compute the dollar amount they charge to the grant for indirect costs incurred during the execution of the grant project.

Applicants can charge indirect costs to the grant only if they have an approved indirect cost rate. Prior to submitting any claims for reimbursement of indirect costs, applicants must first submit documentation that supports the indirect cost rate to DHS for review and approval. The appropriate documentation for an approved indirect rate is a negotiated indirect cost agreement. The indirect rate is applicable as long as it is consistent with the established terms of the agreement. For example, some indirect cost rates may not apply to capital procurements. In these cases, indirect cost rates would not apply for grant equipment.

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified within a particular final cost objective. A cost may not be allocated to an award as an indirect cost if any other cost incurred for the same

purpose, in like circumstances, has been assigned to an award as a direct cost. Typical examples of indirect costs for many non-profit organizations may include depreciation or use allowances on buildings and equipment, the costs of operating and maintaining facilities, general administration, and other general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.

Indirect costs shall be classified within two broad categories: "Facilities" and "Administration." "Facilities" is defined as depreciation and use allowances on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses. "Administration" is defined as general administration and general expenses such as the director's office, accounting, personnel, library expenses and all other types of expenditures not specifically chargeable to the grant.

(3) Audit Costs: Grantees with large awards may be required to undergo an audit in accordance with OMB Circular A-133. Specifically, recipients of Federal funding that spend in excess of \$500,000 of Federal funds in one year must undergo an audit. (For more information about the Circular, go to www.whitehouse.gov/omb/circulars.) Reasonable costs incurred for such an audit would be an eligible expenditure if included in the proposal's budget. Applicants should consider including anticipated costs of an audit if applying for a significant level of funding. DHS does not require any other type of audit; therefore, no other audit costs are eligible.

(4) Renovation Costs: Renovations to an existing facility are allowable only if the costs comply with the final rule as published in the Federal Register (i.e., limited to minor interior alterations costing less than \$10,000). In order to be eligible, renovations must be essential to the successful completion of the grant scope of work. Environmental and historic preservation requirements may also apply to grants involving renovation activities. Construction costs are not eligible under the Fire Prevention and Safety Grant Program. Construction includes major alterations to a building that changes the profile or footprint of the structure. Note: Installation of fire suppression, fire alarms or detection systems are not considered renovations and accordingly not subject to the limits outlined for renovation costs. The costs, however, must be reasonable and justified. Fire departments who are considering installation of suppression, fire alarm or detection systems in a fire department facility are encouraged to apply under the Assistance to Firefighters Grant Program under Modification to Facilities.

(5) Transportation Costs: Tow vehicles or other means of transport may be eligible as a transportation expense, if adequately justified in the proposal. Transportation expenses are limited to \$6,000 per application.

(6) Pre-award Costs: Generally, grantees cannot use grant funds to pay for products and contracted services, or purchases, prior to the effective date of the grant. However, expenses incurred after the application deadline, but prior to award, may be eligible for reimbursement if the expenses were justified, unavoidable, consistent with the grant's scope of work, and specifically approved by DHS. DHS will consider requests for reimbursement for pre-award costs on a case-by-case basis.

(7) Pre-application Costs: Expenses, obligations, commitments or contracts incurred, or entered into, prior to the application deadline are **not** eligible as a grant expense with the exception of grant preparation costs (see (8) below).

(8) Grant Writer Fees: Fees for grant writers may be included as a pre-award or pre-application expenditure. However, fees payable on a contingency basis are not an eligible expense. For grant writers' fees to be eligible as a pre-award expenditure, the fees must be specifically identified and listed in the application. In order to be eligible, the fees must also be paid prior to award, (i.e., paid within 60 days of the end of the application period). Applicants may be required to provide documentation to support these pre-award expenditures. The hiring of a grant writer, or use of any other third parties in the preparation of the application, does not eliminate the applicant's responsibilities for assuring that the information contained in the application is true and correct.

(9) Personnel Costs: Due to the maintenance of expenditure requirement, personnel costs are eligible as long as the personnel costs are "new" to the grantee (i.e. the costs would not be incurred if it not for the grant.) For example, in a fire prevention program, the grantee might ask staff or firefighters to work overtime to deliver the program during off-duty hours. In this case, the overtime would not have been required if it was not for the fire prevention program. Another example might be hiring of a new staff person to deliver the program. The grantee would only incur this cost as a result of the fire prevention program. The Department of Homeland Security will not fund any existing positions, i.e., current staff reassigned to the grant.

(10) Cost Share Requirement. There is no cost share requirement for the applicant for the FY 2006 Fire Prevention and Safety Grants with the exception to fire departments. **Fire departments and non-affiliated EMS organizations are subject to the same cost share requirements applied under the Assistance to Firefighters program.** Grantees must share in the costs of the projects funded under this grant program. 15 U.S.C. 2229(b)(6). Fire departments and non-affiliated EMS organizations that serve populations of less than 20,000 must match the Federal grant funds with an amount of non-Federal funds equal to five percent of the total project cost. Fire departments and non-affiliated EMS organizations serving areas with a population between 20,000 and 50,000, inclusive, must match the Federal grant funds with an amount of non-Federal funds equal to ten percent of the total project cost. Fire departments and nonaffiliated EMS organizations that serve populations of over 50,000 must match the Federal grant funds with an amount of non-Federal funds equal to twenty percent of the total project costs. All non-Federal funds must be in cash, i.e., in-kind contributions are not eligible. No waivers of this requirement will be granted except for applicants located in Insular Areas as provided for in 48 U.S.C. 1469a.

VII. Decisions on Applications

A. Awards Procedure

A panel of reviewers will assess each application's merits with respect to the detail provided in the narrative on the activity, including all of the evaluation elements listed above. The panel evaluators will independently score each application, and, if necessary, discuss the merits/shortcomings of the application in order to reconcile any major discrepancies. A consensus is not required.

The rankings will be summarized in a Technical Report prepared by the grants program office and provided to the Assistant Secretary of the Office of Grants and Training for final determination. If necessary, the grants financial staff will contact the proposed awardee to finalize the content of the proposed budget before making the final award decision.

B. Turndown Procedure

The fire prevention and safety grants are competitive. Some of the applications will not be successful. All applicants will receive a decision. For those applicants who are not successful, the Department of Homeland Security's Office of Grants and Training will prepare a letter that briefly describes the shortcomings and weaknesses of the application, as articulated to us by the peer review panelists. Due to the number of turndowns that have historically been experienced for these grants, detailed debriefs will not be possible.

VIII. Grantees Responsibilities

Recipients (Grantees) must agree to do the following:

- (1) During the relevant period of performance, maintain annual operating expenditure (not including award or matching funds) in the areas funded by this grant activity at a level equal to, or greater than, the yearly average for those operating expenditures during the two years preceding the year in which this assistance is received. This program is meant to supplement rather than replace or supplant the applicant's regular expenses.
- (2) Retain grant files and supporting documentation for three years after the closeout of the grant.
- (3) Grantees are required to follow their own established procurement policies to ensure that all procurement actions are conducted in a manner that provides, to the maximum extent possible, open and free competition. If the organization has no established policies, at least two quotes/bids for procurement must be obtained. Documentation of the process used must be maintained in a grant file for the period of three years.
- (4) Report performance progress made on your grant activities after six months. At grant closeout, applicants need to report how the grant funding was used and what benefits were realized from the award in a final report. An accounting of the funds should also be included.
- (5) Make grant files and all records available if requested for DHS's review to ensure compliance with requirements of the grant program.
- (6) **If the applicant is a fire department**, they must agree to provide information, through established reporting channels, to the U.S. Fire Administration's National Fire Incident Reporting System (NFIRS) for the period covered by the assistance. If a fire department does not currently participate in the incident reporting system and does not have the capacity to report at the time of the award, that grantee must agree to provide information to the system for a twelve-month period commencing as soon as they develop the capacity to report.
- (7) **If the applicant is a fire department**, they must comply with Homeland Security Presidential Directive-5 (HSPD-5). Starting October 1, 2004, HSPD-5 requires that all recipients of Federal preparedness funding – including recipients of Federal grants and contracts – adopt the National Incident Management System (NIMS) as a condition for receipt of the Federal funds. Recipients of FY2006 AFG funds must comply with this directive (see appendix A). AFG recipients will be considered in compliance with this NIMS requirement if the grantee has an operational knowledge of the Incident Command System (ICS) and an understanding of NIMS' principles and policies. Organizations that have already been trained in ICS do not need re-training if the

previous training was consistent with DHS standards. In order for the Department of Homeland Security to document compliance, grantees will be required to self certify their recognition of NIMS/ICS as part of their grant closeout process.

DHS offers ICS and NIMS training for those organizations that have not implemented the Incident Command System or those that are unfamiliar with the principles and policies of NIMS. For example, the Federal Emergency Management Agency (FEMA) offers ICS training from introductory courses to advanced ICS training. For more information regarding ICS and NIMS training, visit the NIMS website at www.fema.gov/nims. For more information about ICS training, contact DHS's Centralized Scheduling and Information Desk (CSID) at 1-800-368-6498, or visit the website of DHS's Emergency Management Institute (EMI) and the National Fire Academy (NFA) at www.usfa.fema.gov. Your State emergency management training office may also be a source of information in this regard.

(8) Follow the audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-profit Organizations, which call for grantees who expend \$500,000 or more in Federal funds in the organizations' fiscal year (from all Federal sources) and perform a single audit. (For more information about the Circulars, go to www.whitehouse.gov/omb/circulars.)