



Assistance to Firefighters Grants Program 2013 Grant Program Overview



FEMA

September 2013

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AFG Workshop

Information contained in this slide presentation is subject to change once the Funding Opportunity Announcement is finalized and published on the website.

www.fema.gov/firegrants

Please make sure you check the website once the grant period is open for current and up to date information



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Purpose of the AFG

The purpose of the Assistance to Firefighters Grant (AFG) Program is to enhance the ability of first responders to protect the health and safety of the public from fire and related hazards.



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Criteria Development

The Assistance to Firefighters Grants program staff annually convenes with the Criteria Development Panel (CDP), a panel of Subject Matter Experts (SMEs) representing nine (9) major fire service organizations, which is responsible for recommending fair and consistent application criteria and program funding priorities to all programs under AFG.

- AFG
- SAFER
- FP& S



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Nine Stakeholder Organizations

IAFC: International Association of Fire Chiefs

IAFF: International Association of Firefighters

NVFC: National Volunteer Fire Council

NFPA: National Fire Protection Association

NASFM: National Association of State Fire Marshals

IAAI: International Association of Arson Investigators

ISFSI: International Society of Fire Service Instructors

NAFTD: North American Fire Training Directors

CFSI: Congressional Fire Services Institute



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AFG and the LAW

FY 2013 AFG Programs play an important role in the implementation of *Presidential Policy Directive 8 (PPD-8)* by *supporting the development and sustainment of core capabilities.*

Core capabilities are essential for the execution of each of the five mission areas outlined in the National Preparedness Goal (NPG). The development and sustainment of these core capabilities are not exclusive to any single level of government or organization, but rather requires the combined effort of the whole community.



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AFG and the LAW

Authorizing Authority for Program: Section 33 of the *Federal Fire Prevention and Control Act of 1974*, Public Law 93-498, as amended (15 U.S.C. § 2229)

Appropriation Authority for Program:

Department of Homeland Security Appropriations Act, 2013,
Public Law 113-6



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AFG Reauthorization

- The *National Defense Authorization Act for Fiscal Year 2013* (“NDAA”) (PL 112-239) revises Sec. 33 of the *Federal Fire Prevention and Control Act of 1974* (“FFPCA”), the authorizing statute for the AFG program.
- Authorizes \$750 million / year from FY 2013 – 2017, adjusting for inflation.



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AFG Reauthorization

New allocation requirement (by % of available grant funds)

Not less than 25% to Career fire depts.

Not less than 25% to Volunteer fire depts.

Not less than 25% to Combination fire depts.

Not less than 10% to open competition among Career, Volunteer, and Combination

Not less than 10% to FP&S Grants

Previous statutory requirement

Volunteer and combination fire depts. shall receive a proportion of the total grant funding that is not less than the proportion of the US population that those depts. protect

Not less than 5% to FP&S Grants



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AFG Reauthorization

New matching requirement (based on population of jurisdiction(s) served)	Previous statutory requirement
15 % for populations > 1 million	20 % for populations > 50,000
10 % for populations 20,000 to 1 million	10 % for populations 20,000-50,000
5 % for populations < 20,000	5 % for populations 20,000
5 % for FP&S grants	No match requirement for FP&S



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FY 13 Total Appropriation \$641,841,866



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New for 2013

- Sam.gov required to apply
- Micro Grants
- New Category: Community Paramedic
- NFPA Standard for Ambulances
- Joint/Regional vehicles
- State Fire Training Academies



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Questions



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The Process

Funding Opportunity Announcement

Application Period

Electronic Pre-score

Peer Panel Review

Post Panel Review

Awards



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AFG Offers Three Grant Programs



Assistance to
Firefighters Grants



Staffing for Adequate
Fire and Emergency
Response Grants



Fire Prevention
and Safety
Grants



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Application Types

AFG is a suite of competitive grants program comprised of three types of applications.

Operations and Safety

Micro Grant

Vehicle Acquisition

Joint/Regional



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Eligibility

Eligible Applicants:

Fire departments and nonaffiliated EMS organizations (as defined by 15 U.S.C. § 2229(a)(7)), operating in any of the 50 states plus the District of Columbia, the Commonwealth of the Northern Mariana Islands, the US Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico, or any federally recognized Indian tribe or authorized tribal organization, or an Alaskan native village, Alaska Regional Native Corporation, or the Alaska Village Initiatives.



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Fire Department

An agency or organization having a formally recognized arrangement with a state, territory, local, or tribal authority (city, county, parish, fire district, township, town, or other governing body) to provide fire suppression to a population within a fixed geographical area on a first-due response basis.



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Nonaffiliated EMS

An agency or organization that is a public or private nonprofit emergency medical services entity, that is not affiliated with a hospital and does not serve a geographic area in which emergency medical services are adequately provided by a fire department. Emergency medical services include medical transport.



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Joint/Regional

Any eligible fire department or a nonaffiliated EMS organization may act as a “host” applicant and apply for large-scale projects on behalf of itself and any number of local area AFG Eligible Organizations that will be participating partners in the award. Joint/Regional projects should achieve greater cost effectiveness and regional efficiency and resilience.

Ineligible

State Fire Training Academies are not eligible to apply as the host agency.



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SFTA Eligibility

Any State Fire Training Academy operating in any of the 50 states plus the District of Columbia, the Commonwealth of the Northern Mariana Islands, the US Virgin Islands, Guam, American Samoa and the Commonwealth of Puerto Rico shall be eligible to apply for and receive an AFG Grant of direct financial assistance.

<http://www.usfa.fema.gov/pocs/>



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Questions



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Where to Find the Application

<https://portal.fema.gov/famsVuWeb/home>



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Duns Number

The applicant must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number with their application. This DUNS number is a required field within [Grants.gov](https://www.Grants.gov) and for SAM registration.

Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (866) 705-5711.



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System for Award Management (SAM)

All Applicants must register in SAM no Federal funds may be awarded without registration. If your organization applied for a grant but has not yet registered in SAM, please go to [Sam.gov/portal/public/SAM/](https://sam.gov/portal/public/SAM/) and follow the [FAQs and User Guides](#) for help completing the registration process.

Sam registration guidance and web links may be found at, <http://www.fema.gov/rules-tools/system-award-management>

If you are already registered in **SAM.GOV** “PLEASE” take a moment to confirm you information is current and up to date.



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Funding Priorities

Always check the **Funding Priorities** in the Funding Opportunity Announcement (**FOA**) before deciding on the items or projects for which you will request assistance.

The single most important thing you can do to ensure your department has the best opportunity for success in the AFG Program is to match your highest needs to AFG funding priorities.

The AFG Program Guidance can be accessed at <http://fema.gov/firegrants>.



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Community Risk Assessment

When describing your organization and the community you serve consider the following!

History: Trends – Frequency – Severity

Current: Financial – Core mission – Political

Future: Possibilities – Probabilities – Certainties



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Financial Need

When explaining your financial need consider telling the panelist the following:

Why you can't complete this project without the assistance of Federal funds?

Describe your departments income compared to expenses to illustrate current funding deficiencies.

Explain other attempts you have made to fund department needs (e.g., fundraisers, donations, funds from insurance, taxes, fees for service or subscription service).



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Financial Need

Applicants should describe their financial need and how consistent it is with the intent of the AFG Program. This statement should include details describing the applicant's financial distress, including summarizing budget constraints, unsuccessful attempts to obtain vehicle and outside funding, and proving the trouble is out of their control.

Does the applicant clearly describe their financial distress?

Does the applicant explain why they don't have the means to procure items/vehicles etc?

Does the applicant include evidence of sacrifice due to budget constraints?



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Cost Benefit

Does the applicant's request address the operations and personnel safety needs of the applicant in an economic and efficient manner?

Does the proposal maximize the grant funding to achieve maximum benefits? Is the cost benefit consistent with the AFG program priorities?



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Cost Benefit

In order to be compliant with recognized standards, has the applicant described how the anticipated benefit(s) of addressing their identified “capabilities gaps”, outweighs the cost of the requested item(s).

Is the cost benefit consistent with the AFG program priorities?



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Key Points for Your Application

Remember, your peers will be reading your *Narrative Statement*, therefore, write it so that your need is clear.

Relate only local information—not national statistics.

Provide information the reviewers do not know, e.g., information unique to your community or area that might influence how your peers view your application.

Do not use brand names.



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Top 10 Best Practices

1. Start preparing early & read the funding Opportunity Announcement.
2. Align your departments “needs” assessment with the current funding priorities.
3. Tell “your” departments story.
4. Read each question carefully, then answer.
5. Have your application read by someone else before submitting.
6. Submit your application before the deadline



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Top 10 Best Practices

7. Make sure you include ALL eligible cost as part of your application
 - EHP review
 - state taxes
 - vehicle performance bonds
8. Make sure your project can and will be done within your grants period of performance
9. Have your bid specifications ready when you receive your award (be proactive)
10. If you have questions call our toll free help line at **866-274-0960**



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Most Common Application Mistakes

The number one & two reasons applicants have trouble with their applications?

- Failure to read the Funding Opportunity Announcement (Program Guidance) thoroughly.
- Failure to take advantage of the Help Desk or Get Ready Guides and other AFG technical assistance and resources.



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Common Application Mistakes

Using a single character as a “place holder” in the application and hitting submit. It takes a minimum of 200 characters to be a lace holder in any area of the Narrative.

Inserting false numbers into questions.

- Example: using a 1 or 999,999,999 for questions related to population, square mileage, number of active firefighters.

Vehicle applications.

- Selecting “replacing an existing apparatus” but on the next question where it is asking the age of the vehicle to be replaced” you put N/A.



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Common Application Mistakes

Requesting more PPE than personnel listed or not including an accurate inventory.

Failing to list the age of you SCBA'S to be replaced

EMS trained to the BLS level asking for ALS equipment

Answering “NO” to the question, are your personnel trained in the use of the equipment being requested.

Inaccurate budget estimate especially on applications with multiple projects.



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Caution

When using a grant writer the fire department is responsible for **all** of the information in the application.

Be wary of “template” narratives.

- Panelists will recognize a narrative they have already read.
- Template narratives do not tell “your” story and are risky.
- It is recommended that the narrative be specific to your department.

Large projects with multiple items should be clearly defined in the *Narrative Statement*.



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Caution

PROOF READ and PROOF READ AGAIN.

Then have someone else NOT familiar with the grant application proof read it.

Read the questions carefully!

Example: *Are you trained to use this equipment?*

If not, are you requesting training, or will you be trained to use this equipment



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Questions?



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Developing The Narrative



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Narrative Sections

The sections of the *Narrative Statement* have changed to the following topics:

- 1. Project Description**
- 2. Cost Benefit**
- 3. Effect on Daily Operations**
- 4. Each section limits you to 4000 characters**



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The AFG Narrative Statement

1. **Project Description:** What is being requested?
2. **Cost Benefit:** What benefits will the department/ community realize if the project described is funded?
3. **Statement of Effect:** How will this award affect the daily operations of the department and protect lives and property?



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Helpful Hints

Write and edit the *Narrative Statement* offline. Cut and paste the text into the online application.

Make sure the *Narrative Statement* is complete before you submit your application.

Seek a third-party or outside individual to review it.
Avoid using templates and brand names.



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Application Scoring

Each project in your application will be scored on its own merits, provided it meets the funding priorities set by the AFG's Criteria Development Group.

This year, 50 % of your final score will be from the electronic prescore, and 50 % will be from an average of the Peer Review Panelists' scores.



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Application Scoring

Example :Your application has three projects.

Project 1: Replace Old, Outdated SCBA

- Electronic Prescore **91**
- Peer Reviewers' Score **89**

Project 2: Purchase P-25-Compliant Radios

- Electronic Prescore **94**
- Peer Reviewers' Score **84**

Project 3: Generator for Unoccupied Substation

- Electronic Prescore **50**
- NOT PANELED** **---**



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Application Scoring

The score for each project will carry the same weight:
50 % will come from the electronic prescore and 50 % will come from an average of the Peer Review Panelists' scores.
(The Generator Project will not be paneled).

The final score will be based on the two scores.

SCBA (91 + 89)

$$180 \div 2 = 90$$

Radios (94 + 84)

$$178 \div 2 = 89$$

Total Score 89

One or both projects might be funded.



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Questions



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Project/Activities

5 Project areas:

- Training
- Equipment
- Personal Protective Equipment
- Wellness and Fitness
- Modification to Facilities



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Micro Grants

This is a *voluntary* funding limitation choice, made by the applicant within the application, *not an additional funding opportunity*. MGs are awards that have a federal participation (share) that *does not exceed* \$25,000.

Only fire departments and nonaffiliated EMS organizations are eligible to choose MGs, and the eligible MG activities are: Equipment , Modification to Facilities, PPE, Training and Wellness & Fitness.

Applicants can still apply for both a Vehicle and or Joint/ Regional grant.



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Training

Requested activities should meet or exceed any national, state, and/or DHS recognized consensus standards.

FEMA has determined the most benefit is derived from hands-on, instructor-led training that leads to a national or state certification.



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Training

Reminder “DO NOT” ask for training for equipment or items requested in other areas of this application.

Training requested in the training section of Request Details should be a stand alone program “not” directly connected to any other request details section. E.g.. NFPA 1001

You will be held to the categories listed in the drop down menu.

However you can still request commercially manufactured **Mobile Burn Trailers**.



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Training

Eligible to apply:

- Fire Departments
- Joint/Regional
- Nonaffiliated EMS organizations

- Ineligible:
 - State Fire Training Academies
 - Fire-based EMS organizations



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Equipment

All eligible applicants may apply for Equipment

Equipment requested must meet all mandatory requirements, as well as any voluntary consensus standards or national (NFPA) and/or state or DHS-Adopted Standards.

The equipment requested should improve the health and safety of firefighters and protect the public.



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Equipment

Reminder if you are requesting training for any equipment requested in this section please remember to request the training and the funds under “Additional Funding” in the equipment section.

Do Not Request the training for equipment as a separate project in the training section of the application.



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Communications Requests

Applicants are encouraged to coordinate requested communications projects with their Statewide Interoperability Coordinator (SWIC), Statewide Interoperability Governing Body (SIGB), or equivalents, to ensure their proposed projects support the SCIP for their State.

Grantees that are using AFG funds to support emergency communications activities should comply with the *FY 2013 SAFECOM Guidance for Emergency Communications Grants*. For more details, please see go to the following web site.

<http://www.safecomprogram.gov/grant/Default.aspx>



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Personal Protective Equipment

PPE is defined as those compliant items “worn” by firefighter/EMS personnel to protect them.

PPE requested shall meet or exceed any voluntary national, state, and/or DHS-recognized consensus standards.

AFG considers a complete set of structural PPE to be; helmet, hood, coat, pants, suspenders boots & gloves.



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Personal Protective Equipment

You will be asked to provide significant detail about your existing equipment inventory's age.

The age of your existing equipment will be considered in all phases of review.

In order to be considered “**obsolete**” PPE/ SCBA must be 10 years or 2 NFPA cycles old.

2002 standard or older is the highest priority.



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Wellness & Fitness

Requested activities should assist First Responders so their mental, physical, and emotional capabilities are resilient enough to withstand the demands of emergency services response.

Eligible:

Fire Departments

Nonaffiliated EMS

Ineligible:

State Fire Training Academy

Joint/Regional



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Wellness and Fitness (W/F)

When making requests under W/F you **must** have the basic four programs in place.

Entry-level physicals (NFPA 1582)

Immunizations

Periodic health screenings

Behavioral health programs



If you do not, you **must** request the additional program(s) to fulfill the four program requirement. Once you have these four programs in place you may then request additional items in priority II.



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Wellness and Fitness

When requesting additional items in Priority II you will be limited to the four categories listed in the drop down menu.

- Candidate physical ability testing (CPAT)
- Formal fitness and injury prevention program/equipment
- Injury/illness rehabilitation
- IAFF or IAFC peer fitness trainer program(s)



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Modification to Facilities

Eligible:

- Fire Departments
- Nonaffiliated EMS organizations

Ineligible:

- Joint/Regional
- State Fire Training Academy



Note: Grants **will not** be provided to modify buildings constructed after 2003.



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Modification to Facilities

Funding Priorities

- Requests for direct source-capture exhaust systems, sprinkler and smoke/fire alarm systems
- Stations with sleeping quarters and/or occupied 24/7

Additional Considerations

- Age of the building—older buildings receive higher priority for funding



Note: Grants will not be provided to modify buildings constructed after 2003.



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Joint/Regional Applications



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Joint/Regional

Eligible:

- Fire Departments
- Nonaffiliated EMS

Joint/Regional applicants have restricted acquisition activities under Operations and Safety and may only apply for Training, Equipment, and PPE.

Beginning in FY 2013, Joint/Regional applicants may request all activities in the Vehicle Acquisition Program.



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Joint/Regional

Any eligible fire department or a nonaffiliated EMS organization may act as a “host” applicant and apply for large-scale projects on behalf of itself and any number of local area **AFG Eligible Organizations** that will be participating partners in the award.

Joint/Regional projects should achieve greater cost effectiveness and regional efficiency and resilience.

For the purpose of this document and the AFG Application, the term “Regional” will serve the same meaning as “Joint/Regional.”



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Joint/Regional Vehicle

If your department is the hosting agency and has already applied for a vehicle simply start a new application for the regional vehicle.

When applying for a regional vehicle you will apply under the standard vehicle application. Simply select vehicle then make the box (question 16) is this vehicle going to be used as a regional asset. In the next box you will explain how the vehicle will be used.

You will be required to list all other agencies by name with a phone number and point of contact when requesting a regional project.



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Vehicle Acquisition Activity



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FY 2013 Vehicle Changes

When requesting multiple vehicles, each vehicle will have its own line item with separate narratives etc.

Applicants may request multiple vehicles, but the total amount requested will be limited to their financial cap, which is based on population.

Ambulances are included as a High Priority under Fire Department Vehicles.

Refurbish to the 1912



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AFG Vehicles

Fire departments, nonaffiliated EMS organizations, and State Fire Training Academies are eligible for all AFG vehicle acquisition activities.

AFG provides grants for the acquisition of NFPA compliant vehicles (new, used, or refurbished).

Organizations applying for a vehicle under the Joint/Regional program should choose the vehicle acquisition activity in their application.



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Joint/Regional Vehicle

If you decide to apply for a vehicle under joint/regional you will need to simple do a second “separate” vehicle application.

This is done by starting a new Operations & Safety application. Once started under applicant information click the vehicle radio button. Then answer the question, will this request benefit others by clicking on the radio button.

Once you do this be prepared to list all departments/agencies involved. You will need to list them by name with a point of contact and a phone number.



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AFG Vehicles

Definition of Front Line and Reserve Vehicles.

Front line vehicles are vehicles that are fully NFPA equipped to respond to emergencies, so called turn key because all you do is jump in and turn the key to respond.

Reserve vehicles are anything less than fully equipped to NFPA standards vehicles that require equipment to be added before being able to respond



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AFG Vehicle Grants

Previous vehicle awardees are eligible to apply in 2013.

Applicants requesting vehicles that do not have drivers/operators trained to NFPA 1002 or equivalent, and are not planning to have a training program in place by the time the vehicle is delivered, will not receive a vehicle award.

Population and Call volume are still a scored factor.

Accurate vehicle inventory is required and will be validated by FEMA prior to any award.



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Driver Physicals

Physicals to meet current NFPA 1582/US Department of Transportation (DOT) 649 F



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Fire Apparatus Priorities

Priority	Urban Communities	Suburban Communities	Rural Communities
1 (H)	Pumper Ambulance Aerial Rescue	Pumper Ambulance Aerial Rescue Tanker/Tender	Pumper Ambulance Brush/Attack Tanker/Tender Aerial
2 (M)	Command Hazmat Light/Air Rehab	Hazmat Command Command Light/Air Rehab unit Brush/Attack	Command Hazmat Rescue Light/Air
3 (L)	ARFF Brush/Attack Foam Truck Fire Boat Tanker/Tender Highway Safety Unit	ARFF Highway Safety Unit Fire Boat Foam Truck	Foam Truck Highway Safety Unit ARFF Rehab Fire Boat



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EMS Applications

Up to three separate applications may be submitted;

EMS Operations and Safety

EMS vehicle

Regional Projects



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EMS Operations & Safety Activities

Personal Protective Equipment

Training



Equipment

Modifications to Facilities

Wellness/Fitness Services



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EMS Vehicles

Applicants may request multiple vehicles.

Requests are limited to the financial cap based on their population.

Priority One:

Ambulances or
transport units to
support EMS

Priority Two:

First Responder
Non-transport vehicles



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Questions



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Procurement Integrity Best Practices

- Know your local procurement policies
- Start early with product research and pricing estimates
 - Initial market research & pricing should be conducted prior to submitting your application
 - Prepare bid specifications before you receive an award if possible



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Procurement Integrity Best Practices

- Acceptable Procurement Mechanisms
 - Must comply with your local procurement policy
 - As well as not violate 44 CFR 13.36
 - Competitively bid (safest)
 - Purchasing schedules
 - GSA
 - State purchasing contracts



Group Purchasing Organizations (GPO's)

Procurement Integrity Best Practices

Acceptable Procurement Mechanisms (continued)

- Existing Previously Bid Contracts
 - No material changes to specifications



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Procurement Integrity - Laws

“Grantees and subgrantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts” - (44 CFR 13.36 (3))

44 CFR 13.36(b) provide that “.... (11) Grantees and subgrantees **alone** will be responsible, in accordance with good administrative practice and sound business judgment, *for the settlement of all contractual and administrative issues arising out of procurements.*”



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Procurement Integrity

The department **MUST** follow local or state procurement procedures. They **MUST** also meet **FEDERAL** procurement law as outlined in 44 CFR 13.36.

In most cases, you **MUST** have a competitive bid process

- Multiple bidders
- Bid specs may not be proprietary



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Procurement Integrity

Bid Documents:

- Bid documents should reflect the departments stated needs, technical requirements, and required support
- May use “best value” evaluation if allowed by the jurisdiction.
- Best value is not necessarily the same as low bid

Sole Source Procurement

- May be used in certain circumstances
- Seek review and approval of FEMA representative prior to engaging in any sole source procurement.



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Procurement Integrity

The department must have written procurement standards.

No employee, officer or agent, may participate in the selection, or award of federal funds if there is a conflict of interest, ***real or apparent.***

Will neither solicit, nor accept, gratuities, favors or anything of monetary value from contractors.

Grantees may set minimum rules where the financial interest is not substantial.



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Period of Performance

AFG Grants are awarded on a rolling basis. The period of performance is 12 months from the date of the award. Remember the POP starts on the date listed in the articles of agreement/not acceptance.

Grantees must accept their grant awards no later than 30 days from the award date.

Your project/activities should be completed within the one year POP. **Do not plan for an extension.**



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Semi-Annual Programmatic and SF-425 Financial Reports

The **AFG Semiannual Programmatic Progress Report** is due six months after the grant award date.

The **SF-425** Financial Report is required semi-annually based on the calendar year. The report must be submitted before requests for payment of grant funds will be approved.

Both reports should be submitted as scheduled, even if they are both due in the same month.



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Record Keeping

FEMA requires that the department keep all grant records for a period of three years after they receive the final closeout letter.

What determines a receipt? Any legitimate invoice that clearly shows the actual date of purchase/delivery and the amount.

Keep copies of check(s) used for payment of grant related items.

Do the best to keep these purchases separate from other orders.



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Updating Your Application

Keep the contact information “current at all times”.

Update all contact information such as, e-mail and phone numbers when applicable.

If someone new takes over the grant administration, please take the time to educate them on how it works. Or simply have them call our help desk or regional rep to get started.

Write down and save the user ID and password in a safe place.



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Environmental & Historical Preservation

AFG funded projects that involve the installation of equipment (such as air compressors) are subject to FEMA's Environmental and Historic Preservation (EHP) Screening Process.

If awarded grantee can access the EHP Screening form and instructions are available at:

<http://www.fema.gov/library/viewRecord.do?id=6906>.



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Applicant Support

Funding Opportunity Announcement

Applicant Tutorial

Self Assessment Tool (Narrative Assistance)

Help Desk: 1-866-274-0960

E- Mail: firegrants@dhs.gov

Website: www.fema.gov/firegrants

Regional Fire Programs Specialist

www.fema.gov/fire-grant-contact-information



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Questions



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