

FY2013 ASSISTANCE TO FIREFIGHTERS GRANTS PROGRAM (AFG) FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)

OVERVIEW INFORMATION

Issued By

US Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA),
Grants Program Directorate (GPD)

Catalogue of Federal Domestic Assistance (CFDA) Number

97.044

CFDA Title

Assistance to Firefighters Grants

Funding Opportunity Announcement Title

Fiscal Year (FY) 2013 Assistance to Firefighters Grants (AFG)

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

FOA Number

DHS-13-GPD-044-000-99

Key Dates and Time

| | |
|---------------------------------------|--------------------------|
| Application Start Date: | 11/4/2013 at 8:00 AM EDT |
| Application Submission Deadline Date: | 12/6/2013 at 5:00 PM EDT |
| Anticipated Funding Selection Date: | 2/3/2014 |
| Anticipated Award Date: | 2/10/2014 |

Other Key Dates

N/A

Intergovernmental Review

Is an intergovernmental review required? Yes No

Application Submission Extension

Is an extension to the application submission deadline permitted? Yes No

FOA EXECUTIVE SUMMARY

Program Type

Select the applicable program type:

New Continuation One-time

Date of origin for Program

10/30/2000

Funding Opportunity Category

Select the applicable opportunity category:

Discretionary Mandatory Competitive Non-competitive

Application Process

DHS makes all funding opportunities available through the common electronic “storefront” Grants.gov, accessible on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions, please call the Grants.gov Customer Support Hotline at (800) 518-4726.

AFG Application Home Page

Links to the [AFG Application portal](#) are available via [Grants.gov](#), the [US Fire Administration](#), or the [AFG Web site](#).

For additional details, please see Section X of the full FOA, page 18.

Eligible Applicants

The following entities are eligible to apply directly to FEMA under this solicitation:

Fire Department Nonaffiliated EMS organization State Fire Training Academy

For additional details, please see Section III of this FOA, *Eligibility Information*, page 6.

Type of Funding Instrument

Select the applicable funding instrument:

Grant Cooperative Agreement

Cost Share or Match

Select the applicable requirement:

Cost Share Cost Match Voluntrary

NOTE: Grantee cost sharing, unless modified by waiver, shall be either 5%, 10%, or 15% and shall be based on the population of the jurisdiction(s) served by the applicant(s). For additional details, please see Appendix C, A. Cost Sharing, 2. Economic Hardship Waivers, page 61.

Maintenance of Effort

Is there a Maintenance of Effort (MOE) requirement?

Yes No

An applicant seeking an AFG Grant shall agree to maintain during the term of the grant the applicant's aggregate expenditures relating to activities allowable under this FOA at not less than 80 percent (80%) of the average amount of such expenditures in the two (2) fiscal years preceding the fiscal year in which the grant amounts are received. For additional details, please see Appendix C, A. Cost Sharing, 1. Maintenance of Effort, page 61.

Management and Administration

No more than three percent (3%) of AFG Funds awarded may be retained by the grantee and any funds retained are to be used solely for management and administration (M&A) purposes associated with the AFG Award. For additional details, please see Appendix C, B. Other Allowable Costs, 1. Administrative Costs, Management and Administration, page 61.

Indirect Costs

Indirect costs are allowable only if the applicant has an approved indirect cost rate with the cognizant federal agency. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application. Indirect costs will be evaluated as part of the application for federal funds to determine if allowable and reasonable.

For additional details, please see Appendix C, B. Other Allowable Costs, 1. Administrative Costs and 2. Indirect Costs, page 61.

FULL ANNOUNCEMENT

I. Funding Opportunity Description

Program Overview and Priorities

FY 2013 AFG is a suite of competitive discretionary grants comprised of three (3) interconnected component programs (Operations and Safety, Vehicle Acquisition, and Joint/Regional) for awarding direct financial assistance to fire departments, nonaffiliated EMS organizations, and state fire training academies.

Criteria Development Panel (CDP)

FEMA annually convenes the Criteria Development Panel (CDP), a panel of Subject Matter Experts (SMEs) representing major fire service organizations, which is responsible for recommending fair and consistent application criteria and program priorities to FEMA.

For additional details, please see Appendix B, 1. Criteria Development Panel (CDP), page 25.

Community Classification

FEMA has determined that due to the inherent differences among urban, suburban, and rural communities, priority rankings of **High** , **Medium** , or **Low**  will be assigned to eligible AFG Program Activities within each community, based on community type.

For additional details, please see Appendix B, 8. Community Classifications, page 31

Program Objectives

- The **objective** of the FY 2013 AFG Program is to award grants directly to fire departments, nonaffiliated EMS organizations, and state fire training academies for critically needed resources to protect the public, to train emergency personnel, and to foster interoperability and support community resilience.
- The **purpose** of the AFG Program is to enhance through direct financial assistance, the health and safety of the public and firefighting personnel and to provide a continuum of support for emergency responders regarding fire, medical, and all hazard events.

For additional details, please see Appendix B, 2. AFG Programs and Eligible Activities, page 25

- FY 2013 AFG Programs play an important role in the implementation of the *National Preparedness System (NPS)* by supporting the building, sustainment, and delivery of core capabilities essential to achieving the *National Preparedness Goal (NPG)* of a secure and resilient Nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government.

- FY 2013 AFG Program’s allowable costs support the efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

Examples of tangible outcomes from FY 2013 AFG Programs include building, sustaining, and delivering core capabilities through:

- Planning
- Public Information and Warning
- Operational Coordination
- Community Resilience
- Long Term Vulnerability Reduction
- Environmental Response/Health and Safety
- Infrastructure Systems
- Mass Search and Rescue Operations

For additional details, please see: “National Preparedness Goal, First Edition, September 2011” at <http://www.fema.gov/pdf/prepared/npg.pdf>.

II. **Funding Information**

Award Amounts, Important Dates, and Extensions

Available Funding for the FOA: \$288,828,075¹

Projected Award Start Date(s): 02/10/2014

Projected Award End Date(s): 08/31/2014

Period of Performance: 12 months from the date of award²

Grantees will be notified via email as well as through the AFG e-grants system of the offer of a grant award. Grantees must accept their grant awards no later than 30 days from the award date. The grantee shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold (for a maximum of 90 days) until the grantee accepts the award through official correspondence (e.g., written, electronic signature, signed letter, or fax) to the Grant Programs Directorate and all other conditions of award have been satisfied, or the award is otherwise rescinded.

¹ Note that this figure is the amount appropriated under the Department of Homeland Security Appropriations Act, 2013 (Public Law 113-6) - \$320,920,083 – less 10 percent of that funding set aside for the FY 2013 Fire Prevention and Safety (FP&S) Grant Program FOA. In the FY 2013 AFG FOA, percentages of “available grant funds” refer to the total amount appropriated - \$320,920,083 – by PL 113-6 to meet the requirements of § 33 of the Federal Fire Prevention and Control Act of 1974, Public Law 93-498, as amended (15 U.S.C. § 2229).

² AFG Grants are awarded on a rolling basis

NOTE: Failure to accept the grant award within the 90 day timeframe may result in a loss of funds.

For additional details, please see Appendix A, page 22.

Period of Performance

The period of performance is 12 months from the date of award.

Is an extension to the period of performance permitted? Yes No

Extensions to the period of performance will only be considered through formal requests to FEMA with specific and compelling justification as to why an extension is required. Extensions are considered on a case-by-case basis.

Agencies should request extensions sparingly and expect extensions to be granted only under exceptional circumstances.

For additional details, please see Appendix C, A. Cost Sharing, page 60.

III. Eligibility Information

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, and;
- 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. A listing of eligible state fire training academy organizations and institutions can be found at <http://www.usfa.fema.gov/pocs/>.

For more details on Eligible Applicants please see: Appendix B, 3. Eligible/Ineligible Applicants, page 26.

NOTES:

No organization eligible to apply for and receive a grant *shall be required* to meet any training requirement or attain any performance standard as a prerequisite for that eligible organization to submit an application to any AFG Program. For more information on entities that qualify as an eligible applicant and additional details, please see Appendix B, 3. Eligible/Ineligible Applicants, page 26.

- FEMA considers two or more separate fire departments, or two or more nonaffiliated EMS organizations sharing facilities as being one organization. This

determination is designed to avoid duplication of benefits. If two or more organizations share facilities and each submits an application in the same program area, FEMA may deem all of those program area applications ineligible.

- Fire-based EMS organizations are *not* eligible to apply as a nonaffiliated EMS organization. Fire-based EMS training and equipment must be applied for as a Fire department under the AFG component program Operations and Safety.

IV. Funding Restrictions

Restrictions on Use of Award Funds

DHS grant funds shall only be used for the purpose set forth in the grant, and must be consistent with the statutory authority for the award. Grant funds shall not be used for matching funds for other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds shall not be used to sue the Federal Government or any other government entity.

NOTE:

- Pre-award costs (incurred after the application deadline, but prior to award), *may be* eligible for reimbursement if the expenses were justified, unavoidable, and consistent with the grant's scope of work. Requests for pre-award costs must be made via a Scope of Work Statement to the AFG Program Office using the on-line e-Grant management system. All pre-award costs will be decided on a case-by-case basis.
- Applicants may submit more than one (1) application, but no more than one (1) application for each AFG Component Program (i.e., Operations and Safety, Vehicle Acquisition, or Joint/Regional). If more than one program application advances to award, the applicant cannot receive total award funding that exceeds the funding allocation cap. For additional details, please see Appendix A. 3. Available Grant Funds by Population, page 23. Any Applicant that submits more than one (1) application for the same component program, and requests the same activities may have *all* applications for any duplicated request(s) *deemed ineligible*.
- Applicants for Joint/Regional Projects will be subject to the limitations based on the total population the regional project will serve and that award *will not* be included in the host organization's funding limitations. For additional details, please see Appendix A, 3. Available Grant Funds by Population, page 23.
- Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under any AFG Award.

For additional details, please see Appendix B, 4. Restrictions on Use of Award Funds, page 29.

Overview of AFG Programs

(Operations & Safety, Vehicle Acquisition; and Joint/Regional)

NOTE: Applicants requesting multiple activities within an AFG Component Program must provide a separate Narrative justification for each activity requested.

Maintenance and Sustainment for all AFG Programs

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees may be allowable.

When purchasing a stand-alone warranty, or extending an existing maintenance contract on an already-owned piece of equipment or system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty. As with warranties and maintenance agreements, this policy extends to licenses and user fees as well.

The exception to the requirement that the warranty period must not exceed the period of performance applies when the maintenance contract or extended warranty *is purchased incidental to the original purchase of the equipment*. The grantee may, *concurrent with the original equipment purchase*, expend grant funds on a warranty or maintenance contract for that item, regardless of the length of the term of the contract.

NOTE: The intent of eligible Maintenance and Sustainment activities is to provide direct support to the critical capabilities developed using FEMA and other DHS Grants and support activities. Routine upkeep and the supplies, expendables, or one time use items that support routine upkeep (e.g., gasoline, tire replacement, routine oil changes, monthly inspections, and/or grounds and facility maintenance) are the responsibility of the grantee and may not be funded with preparedness grant funding.

Operations and Safety Activities

- Fire departments and nonaffiliated EMS organizations may apply for each, any, or all of the five (5) Operations and Safety component activities (i.e. Training, Equipment, Personal Protective Equipment [PPE], Wellness and Fitness, and Modification to Facilities) they deem necessary to complete their mission.
- Joint/Regional Applicants may only apply for Training, Equipment, and PPE
- State Fire Training Academy Applicants may only apply for Equipment and PPE

NOTE: While fire departments and nonaffiliated EMS organizations share some common program priorities, there are restricted activities for nonaffiliated EMS organizations. Nonaffiliated EMS organizations are *not* eligible to request any acquisition activity that is specific or unique to structural/proximity firefighting.

Overview

- **Training:** Requested activities should meet or exceed any national, state, and/or DHS recognized consensus standards (i.e. NFPA, ANSI, OSHA, etc.). If a training request does not meet DHS-recognized consensus standards, applicants

must submit an explanation of the reasons their proposed training will serve the needs of the applicant better than training that meets or exceeds those standards. FEMA has determined the most benefit is derived from hands-on, instructor-led training that leads to a national or state certification.

- **Equipment:** Requested equipment should enhance the safety and/or effectiveness of firefighting, rescue, and/or the enhancement of emergency medical services provided by fire based EMS, and/or nonaffiliated EMS organizations. Equipment requested shall meet or exceed any voluntary national, state, and/or DHS-recognized consensus standards.
- **Personal Protective Equipment (PPE):** 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. PPE does not include uniforms or station-wear.
- **Wellness and 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.
- **Modifications to Facilities:** Requested activities may only retrofit existing structures built prior to 2003 that do not already have those safety features in place that are listed as eligible activities.

For more details on Operations and Safety, please see Appendix B, 10. AFG Program Priorities and Eligible/Ineligible Activities, 1. Operations and Safety A – E, page 33.

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 other local AFG eligible organizations that will be participating partners in the award. Joint/Regional projects should achieve greater cost effectiveness and regional efficiency and resilience. If an applicant wishes to submit a Joint/Regional application, they should select the “Regional” radio button when filling out the application. For the purpose of this document and the AFG Application, the term “Regional” will serve the same meaning as “Joint/Regional.”

For more details on “Joint/Regional,” please see Appendix B, 10. AFG Program Priorities and Eligible/Ineligible Activities, 1. Operations and Safety, E. Modifications to Fire Facilities, 2. Joint/Regional, page 52.

Vehicle Acquisition

- AFG provides grants for the acquisition of AFG program-compliant Vehicles (new, used, or refurbished).
- Fire departments, nonaffiliated EMS organizations, and State Fire Training Academies are eligible for all AFG Vehicle Acquisition activities. Organizations applying for a vehicle under the Joint/Regional program should choose the Vehicle Acquisition activity in their application.

For more details on “Vehicles,” please see Appendix B, 10. AFG Program Priorities and Eligible/Ineligible Activities, 3. Vehicle Acquisition, p. 54.

V. Application Review Information and Selection Process

Application Review Information

FEMA will rank all complete and submitted applications based on how well they match the program priorities for the type of jurisdiction(s) served. Answers to the application’s activity-specific questions provide information used to determine each application’s ranking relative to the stated program priorities.

FY 2013 AFG Applications will be scored competitively by no less than three (3) members of the Peer Panel Review Process. Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, and the anticipated effectiveness of the proposed project(s).

Funding priorities and criteria for evaluating AFG Applications are established by FEMA based on the recommendations from the Criteria Development Panel. For more information, please see Appendix B, 1. Criteria Development Panel (CDP), page 25.

Application Selection Process

1. Prescoring Process

The application undergoes an electronic prescoring process based on established program priorities.

If the application is determined to be in the competitive range after prescoring, it will proceed to the peer review process. Each eligible activity/project in an application is scored on its own merits.

Final application scores will be comprised of 50 percent from the electronic prescore and 50 percent as represented by the averaged score of (no less than) three (3) Peer Reviewers.

2. Peer Review Process

NOTE: Panelists will consider all expenses budgeted, including the individual costs of the items requested, as well as sustainment costs such as warranties or maintenance costs, administrative costs, and/or indirect costs. Panelists may object to costs that are requested but not fully explained in the application.

Panelists will provide objective comments and qualitative judgment on the merits of each AFG component activity requested and score the project(s) based on the following criteria:

- The proposed project description and budget
- Financial need
- Cost benefits

- The extent to which the grant would enhance daily operations
- How the grant will positively impact the regional ability to protect life and property
- Evaluation by the Peer Reviewers relative to the critical infrastructure the applicant protects
- If a regional host is proposing a Joint/Regional project, a list of all the participating eligible organizations.
- Critical infrastructure systems or key resources that if attacked, would result in catastrophic loss of life or catastrophic economic loss.

Critical infrastructure includes:

- Public water
- Power systems
- Major business centers
- Chemical facilities
- Nuclear power plants
- Major rail and highway bridges
- Petroleum and/or natural gas transmission pipelines
- Storage facilities (such as chemicals)
- Telecommunications facilities
- Facilities that support large public gatherings, such as sporting events or concerts

3. Fundable Range Review Process

Each activity category (within an application) that scored in the competitive range will individually advance for Peer Panel Review. If the combined electronic pre-score and the Peer Panel Review score is sufficient, the activity(ies) will be considered to be in the fundable range. Fundable range activities will then undergo a Post Panel Review (PPR) by Subject Matter Experts (SMEs).

Fundable range projects will also undergo a Technical Review by a Subject Matter Specialist (SMS), prior to being recommended for award.

In the Technical Review, the SMS will assess the technical feasibility of the project.

After the Technical Review, the Program Office will conduct an additional and final review to assess the request with respect to costs, quantities, feasibility and eligibility prior to recommending the project for award. Prior AFG grant(s) management performance will also be considered in the recommendation for award.

The highest funding priority and consideration will be given to those projects that can be completed within the one (1) year period of performance and which are not dependent on other applications requesting supporting equipment or projects.

4. State Strategy and Communications Technical Review

Each state will provide a SMS to the AFG Program Office to conduct a Technical Review of Peer reviewed applications from the state's perspective.

This state review will focus on requests for CBRNE requested equipment and training.

This state review will focus on requests for communications systems equipment and related training that should conform to the state's Statewide Communication Interoperability Plan (SCIP).

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.

VI. Post-Selection and Pre-Award Guidelines

Notice of Award

Successful applicants for all DHS grants are required to comply with DHS Standard Administrative Terms and Conditions available within Section 6.1.1 of the *CFO Authority for Financial Assistance and Oversight*. For more information, please contact the AFG Help Desk at (866) 274-0960 or by email at firegrants@fema.gov.

Please see Appendix C, O. Administrative and National Policy Requirements, page 73.

Upon approval of an application, the award will be made in the form of a grant. The date the approval of award is entered in the system is the "Award Date." Notification of award approval is made through the e-Grant system through an automatic e-mail to the grantee point of contact listed in the initial application.

Once an award has been approved and recorded in the system, a notice is sent to the grant official authorized by the grantee in the application. The authorized grant official should follow the directions in the notification to accept the award documents. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under federal awards.

AFG will evaluate and act on applications within 90 days following close of the application period. It is projected that all awards will be made starting on or before February 10, 2014, but no later than August 31, 2014.

1. Administrative and Federal Financial Requirements

Successful applicants for all DHS grants are required to comply with DHS Standard Administrative Terms and Conditions available within Section 6.1.1 of the *CFO Authority for Financial Assistance and Oversight*. For more information, please contact the AFG Help Desk at (866) 274-0960 or by email at firegrants@fema.gov. Grantees are obligated to submit various financial and programmatic reports as a condition of their award acceptance. Please see below for a summary of financial and programmatic reports required. A complete list of Federal Financial Requirements is available at: http://www.whitehouse.gov/omb/grants_forms.

NOTE: Future awards and fund drawdowns may be withheld if these reports are delinquent.

1. Federal Financial Reports (SF-425)

Recipients of AFG Grants awarded on or after October 1, 2009 are required to submit semi-annual Federal Financial Reports (FFR) (SF-425). The FFR is to be submitted using the on-line e-Grant system based on the calendar year beginning with the period after the award is made. Grant recipients are required to submit an FFR throughout the entire period of performance of the grant.

Reports are due:

- **June 30** (for period January 1 – June 30) *and no later than July 30*
- **December 31** (for period July 1 – December 31) *and no later than January 31*
- Within 90 days after the end of the Period of Performance

For *line by line* instructions for completing the SF425, please visit:

http://www.whitehouse.gov/sites/default/files/omb/grants/standard_forms/ffr_instructions.pdf.

2. Grant Closeout Process

Within 90 days after the end of the period of performance, grantees must submit a final FFR and final progress report detailing all accomplishments throughout the period of performance. After these reports have been reviewed and approved by FEMA, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three (3) years from the date of the final FFR. The grantee is responsible for returning any funds that have been drawn down but remain as unliquidated on grantee financial records.

2. Program Performance Reporting Requirements

1. AFG (Programmatic) Performance Report

The awardees will be responsible for providing updated project(s) information on a semi-annual basis. The grantee is responsible for completing and submitting a programmatic Performance Report using the e-Grant system. The programmatic Performance Report is due six (6) months after the grant's award date and every six months after if applicable.

2. Monitoring

Grant recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the

financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each federal assistance award and will identify areas where technical assistance, corrective actions, and other support may be needed.

3. Federal Funding Accountability and Transparency Act

This act refers to reporting requirements under the *Federal Funding Accountability and Transparency Act of 2006* (FFATA) (Public Law 109-282), as amended by Section 6202(a) of the *Government Funding Transparency Act of 2008* (Public Law 110-252). As defined by the OMB, all new federal awards of \$25,000 or more as of October 1, 2010 are subject to FFATA reporting requirements. "Federal awards" include not only prime awards for grantees, cooperators, and contractors, but also awards to sub-recipients. More information can be found at <http://www.usaspending.gov/news>.

4. Financial and Compliance Audit Report

Recipients that expend \$500,000 or more of federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's *Government Auditing Standards*, located at <http://www.gao.gov/yellowbook>, and *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*, located at http://www.whitehouse.gov/omb/circulars_default.

Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year. Recipients are responsible for ensuring that sub-recipient audit reports are received and are used for resolving any audit findings.

The grantee shall give FEMA, the sponsoring agency, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant, and the use and management of these funds.

5. Required performance and financial reports for Grant Closeout

Required performance and financial reports for Grant Closeout; final performance report Narrative (within the Closeout module in e-Grant) is due 90 days after the end of the period of performance. The Final SF-425 is due 90 days after the end of the grant period.

VII. DHS/FEMA/GPD/AFG Contact Information

Contact and Resource Information

Resources are available to:

- Guide applicants in completing AFG Grant Applications
- Assist grantees with the programmatic or financial administration of an award

1. AFG Help Desk

The [AFG Help Desk](#) provides technical assistance to applicants for the on-line completion and submission of applications into the e-Grant system, answers questions concerning applicant eligibility and grantee responsibilities, and offers assistance in the programmatic administration of awards. The Help Desk can be contacted at (866)274-0960 or by email at firegrants@fema.gov. Normal hours of operation are from 8:00 a.m. to 4:30 p.m., Monday through Friday. All times listed are Eastern Standard Times.

2. FEMA Regional Fire Program Specialists

Each FEMA region has specialists that can assist applicants with application information, award administration and technical assistance. For information on your regional specialist, visit <http://www.fema.gov/fire-grant-contact-information>.

3. Grant Programs Directorate (GPD)

FEMA will provide pre- and post-award administration and technical assistance for the grant programs included in this solicitation. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail at ASK-GMD@dhs.gov.

4. GPD Environmental Planning and Historic Preservation (GPD-EHP)

The FEMA GPD-EHP Team provides guidance and information to grantees related to submission of materials for EHP Review. All EHP Review Packets should be sent to gpdehpinfo@fema.gov.

The Environmental and Historic Preservation Screening Form designed to initiate and facilitate the EHP Review is available at <http://www.fema.gov/library/viewRecord.do?id=6906>.

Systems Information

- **e-Grant:** For technical assistance with the e-Grant system, or AFG Application or Award questions, please contact the [AFG Help Desk](#). The Help Desk can also be contacted at (866) 274-0960.

VIII. Other Critical Information

Environmental Planning and Historic Preservation (EHP) Compliance

As a federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with federal environmental planning and historic preservation (EHP) regulations, laws, and Executive Orders as applicable.

For more details, please see Appendix C, B. Other Allowable Costs, 9. Environmental Planning and Historic Preservation Compliance, page 64.

National Incident Management System (NIMS) Implementation

Prior to allocation of any federal preparedness awards in FY 2013, grantees must ensure and maintain adoption and implementation of NIMS.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, inventorying, and cataloging promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management and national Tier I NIMS Resource Types can be found at <http://www.fema.gov/resource-management>.

NOTE: FEMA's current policy does *not* require AFG Applicants to be in compliance with the National Incident Management System (NIMS) either to apply for AFG Funding or to successfully receive an AFG Award. Any department that receives a FY 2013 award will have until the end of that grant's period of performance to achieve the necessary NIMS compliance level.

- The AFG Application contains a question that asks whether the applicant organization is currently in compliance with NIMS because compliance is required of all federal grantees before the end of their period of performance. AFG applicants will be considered NIMS compliant, if the organization submitting the application(s) is compliant with the NIMS requirements of their Authority Having Jurisdiction.
- Applicants that need NIMS training may request funding for training through the Training Activity in the AFG Operations and Safety Grant Application. However, many on-line NIMS training courses are available free of charge through the [Emergency Management Institute](#).
- Additional detailed information on NIMS can be obtained from the FEMA [NIMS Resource Center](#) Web site.
- The list of NIMS objectives against which progress and achievement are assessed and reported can be found at <http://www.fema.gov/emergency/nims/ImplementationGuidanceStakeholders.shtm#item>

FEMA has developed the *NIMS Guidelines for Credentialing of Personnel* to describe national credentialing standards and to provide written guidance regarding the use of those standards. These guidelines describe credentialing and typing processes and identify tools that Federal Emergency Response Officials (FERO) and emergency managers at all levels of government may use routinely to facilitate multijurisdictional coordinated responses.

Although state, local, tribal, and private sector partners—including nongovernmental organizations—are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so in order to leverage the federal investment in the Federal Information Processing Standards (FIPS) 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction.

Additional information can be found at http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf.

SAFECOM Guidance for Emergency Communications Grants Compliance.

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 Appendix B, 9. Interoperable Communications, page 32, or <http://www.safecomprogram.gov/grant/Default.aspx>.

IX. How to Apply

Application Instructions

The AFG e-Grant application system is only accessible through the AFG Application Portal at <https://portal.fema.gov/>.

There are several ways to get AFG Application information:

- AFG Web site (<http://www.fema.gov/firegrants>)
- Grants.gov (<http://www.grants.gov>)
- US Fire Administration (<http://www.usfa.fema.gov>)

NOTE: Do not use any other browsers than Internet Explorer (IE 6 or higher) when entering your information. Do not have multiple browsers (“windows”) open when entering your information, even if you’re using Internet Explorer (IE 6 or higher). There are several known problems entering application information using non IE browsers, or having multiple browsers open, including but not limited to:

- System failure to recognize correct information
- System failure to capture and retain correct information
- System functions like “cut and paste” being disabled
- System resources like Help screens or drop down menus being unavailable

There is *no appeal process* for inaccurate or incomplete information retained by the system due to improper or multiple browser usage by the applicant.

Prior to submission and up to the application deadline, the on-line application can be saved, retrieved, or edited as required.

Application tutorials and Frequently Asked Questions (FAQs) help explain the current AFG Grant programs, assist with the on-line grant application, and highlight lessons learned and changes for FY 2013. For more details, please click here to visit the [AFG Web site](http://www.fema.gov/firegrants) at <http://www.fema.gov/firegrants>.

IMPORTANT

Once you have submitted your application, you cannot change it. You will not be allowed to update your application for any reason. The primary point of contact listed in the application will automatically be notified via e-mail once your application is received.

X. Application and Submission Information

NOTE: Applicant registration in the System for Award Management (SAM) is a requirement *prior to* any AFG Application(s) submission for FY 2013. Registration in SAM is free. To register, please visit <https://www.sam.gov/portal/public/SAM/>.

Per 2 CFR § 25.205, FEMA may not make an award to an entity until the entity has complied with the requirements to provide a valid DUNS number and maintain an active SAM registration with current information.

FEMA will not process any payment request or consider any amendment until the grantee has complied with the requirements to provide a valid DUNS number and an active SAM registration with current information.

AFG Application information *must* match your organization's SAM Profile.

NOTE: Is your SAM Profile marked Private? If your profile is "Private," FEMA Grants Management Specialists will *not* be able to verify your active SAM registration. We recommend that you mark your SAM profile as "Public." Sensitive banking and financial data are not revealed in the "Public" profile.

AFG Application via e-Grant system

- Eligible applicants can only apply for AFG Funding on-line via the e-Grant application at [AFG Application portal](#). The system will allow an authorized representative to login and create a user name and password.
- Applicants may submit only one (1) application for each component (Vehicle Acquisition, Operations & Safety, and Regional), but may not submit more than one application in each component. If an applicant submits two applications for the same component during a single application period, both applications will be disqualified.
- **User Name/Password** If you have submitted any Assistance to Firefighters Grants (AFG, SAFER, FP&S, SCG) applications in a previous grant cycle, then you must continue to use the same user name, password, and DUNS number for every FY 2013 application(s). If you have forgotten your password or your primary point(s) of contact have changed, please visit <http://www.fema.gov/frequently-asked-questions-1> for instructions on how to update and correct your organization's information.
- **Turn Down Notifications:** All applicants that do not receive an FY 2013 AFG award will receive a decision letter from FEMA that briefly describes those application factors that did not adequately align to the higher AFG Program priorities and consequently, why the application did not score high enough for further consideration. Due to the historical volume of turndowns for these grants, a detailed debrief for each applicant will not be possible.

Application Tips

- For the most competitive application, select those *local need(s)* that most closely align with the highest AFG program priority(ies).

Example: Organization “X” has *local needs* for an additional Fire Boat (> 20 feet) for their fleet, advanced Marine Firefighter training for members and new PPE turnout gear to replace their entire 20 year old inventory.

1. Fire Boats are Low **L** priority for all organizations,
2. Marine Firefighter training is a Medium **M** priority for all organizations, but
3. Replacing obsolete PPE turnout gear is a High **H** priority for all organizations.

Organization “X” is eligible to apply for all three (3) activities (Fire Boat under Vehicle Acquisition and Marine Firefighting and PPE under Operations and Safety), but among these *local needs*, the PPE request (which matches the High **H** AFG program priority) will be the *more competitive* application, with the best chance of being funded.

- When filling out the on-line application, applicants are required to provide *basic* demographic information regarding their department and the community served; but applicants must provide *detailed* information regarding the items or activities for which they are seeking funding.
- The applicant must provide a Narrative that includes project description, cost benefit, and a statement of effect.
- Your organization’s budget and financial need should be discussed in Fire Department Characteristics II. Only provide project funding information that is for the same purpose for which the application for an AFG request was submitted or funding from the Federal Government for other fire-related purposes.
- If awarded, your application request(s) may be modified during the award review process; if the awarded activities, Scope of Work or amount(s) don't match your application as submitted, the Grantee shall only be responsible for completing the activities actually funded. The Grantee is under no obligation to start, modify or complete any activities requested, but not funded by this Award. Please review Award Package, *Article IV - Amount Awarded, NEGOTIATION COMMENTS IF APPLICABLE*).

1. Content and Form of Application

1. Required Forms and Registrations

- Standard Form 424, Application for Federal Assistance
- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities)

- [FEMA Form 20-16C](#) - Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The forms above may be accessed and downloaded at <http://www.fema.gov/library/irlSearch.do>

2. Eligible/Ineligible Applications

Eligible applications (Examples):

- Fire Department “A” submits one (1) Operations and Safety application with a single activity request: Training
- Fire Department “B” submits one (1) Operations and Safety application with multiple activity requests: Training, Equipment, PPE, Wellness and Fitness, and Modifications to Facilities

Ineligible Applications (Examples)

- An eligible applicant submits request(s) for ineligible equipment (e.g., weapons)
- An eligible applicant submits request(s) for ineligible activities (e.g., construction)
- An eligible applicant submits multiple applications in the same component program (e.g., not a single application with multiple activities requested)

3. 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 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.

4. Valid Registration in System for Award Management (SAM) which replaced Central Contractor Registration (CCR)

Registration in SAM is a requirement prior to any AFG Application(s) submission for FY 2013.

The AFG application process requires a current registration by the applicant, which must be confirmed at <https://www.sam.gov/portal/public/SAM/>. The System for Award Management (SAM) is a free web-site which consolidates federal procurement systems and the Catalog of Federal Domestic Assistance. Please ensure that your organization’s name, address, DUNS number, and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA applications. Future payments will be contingent on the information provided in SAM; therefore, it is imperative that the information is correct.

There are several ways to get help with SAM:

- [Submit a Question to the Federal Service Help Desk](#) managed by the General Services Administration (GSA). Tell them the issues you have and how they can contact you.
- Use self-service by searching the [Answer Center](#) at <http://www.fsd.gov/app/answers/list>.
- Call (866) 606-8220 (toll-free)

5. Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS)

The TDD/FIRS number available for this Announcement is: (800) 462-7585.

APPENDIX A – Program Specific Allocations

1. Funding Guidance - Assistance to Firefighters Grants Awards

- FEMA must assure that awards of available grant funds (appropriated funds less FEMA's administrative costs) align and comply with the program's authorization in Section 33 of the *Federal Fire Prevention and Control Act of 1974*, Public Law 93-498, as amended (15 U.S.C. § 2229).
- AFG is both a discretionary and competitive direct financial assistance program, as such not all AFG Applications are anticipated to be funded.

2. Allocations and Restrictions of Available Grant Funds by Organization Type

- **Career (Fire Department):** Not less than 25 percent (25%) of available grant funds³
 - The term 'career fire department' means a fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters.
- **Volunteer (Fire Department):** Not less than 25 percent (25%) of available grant funds
 - The term 'volunteer fire department' means a fire department that has an all-volunteer force of firefighting personnel firefighters.
- **Combination (Fire Department) and Fire Departments Using Paid-on-call Firefighting Personnel:** Not less than 25 percent (25%) of available grant funds
 - The term 'combination fire department' means a fire department that has--
 - paid firefighting personnel; and
 - volunteer firefighting personnel.
 - The term 'paid-on-call' with respect to firefighting personnel means firefighting personnel who are paid a stipend for each event to which they respond.

NOTE: All funds awarded to Career fire departments, Volunteer fire departments, or Combination fire departments and fire departments using paid-on-call firefighting personnel are awarded through an open competition amongst those classifications.

- **Nonaffiliated EMS organizations:** Not more than 2 percent (2%) of available grant funds
- **Emergency Medical Services Providers:** Fire departments and nonaffiliated EMS organizations; not less than 3.5 percent (3.5%) of available grants funds
- **State Fire Training Academy:** Not more than \$500,000 of available grant funds per applicant and no more than 3 percent (3%) of available grant funds shall be collectively awarded to state fire training academy applicants

³ See Footnote 1, above. In the FY 2013 AFG FOA, percentages of "available grant funds" refer to the total amount appropriated - \$320,920,083 – by P.L. 113-6, and not the amount of Available Funding for this FOA as identified on page 5, to meet the allocation requirements of § 33 off the *Federal Fire Prevention and Control Act of 1974*, Public Law 93-498, as amended (15 U.S.C. § 2229).

- **Vehicles:** Not more than twenty five (25%) percent of available grant funds may be used for the purchase of vehicles. Of the 25% of the available grant funds for vehicles, 10 percent (10%) of the total Vehicle Funds will be dedicated to fund ambulances.
- **Micro Grants (MGs):** 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 only eligible MG activities are Equipment, Modification to Facilities, PPE, Training, and Wellness and Fitness, under the AFG Operations and Safety application. If an applicant selects MGs in their application, they will be limited in the total amount of funding their organization can be awarded; if they are requesting funding in excess of \$25,000 federal participation, they should *not* select Micro Grants. Applicants that select Micro Grants as a funding opportunity *may* receive additional consideration for award.

3. Available Grant Funds by Population

Award allocations are limited to the maximum amounts listed below as defined in § 33(c)(2) of the *Federal Fire Prevention and Control Act of 1974*, Public Law 93-498, as amended (15 U.S.C. § 2229). **These maximum award levels notwithstanding, no single applicant may receive a grant in excess of an aggregate of one percent of the available grant funds based on that fiscal year's congressional appropriation per 15 U.S.C. § 2229(c)(2)(B). In FY 2013, that one percent aggregate cap is \$3,209,200.**

This one percent aggregate cap may be waived in individual cases where FEMA determines that a grant recipient has an extraordinary need for a grant in excess of the aggregate cap. The maximum award levels listed below may not be waived.

Based on 15 U.S.C. § 2229(c)(2):

- In the case of a recipient that serves a jurisdiction with 100,000 people or fewer, the amount of available grant funds awarded to such recipient shall not exceed \$1,000,000 in FY 2013.
- In the case of a recipient that serves a jurisdiction with more than 100,000 people but not more than 500,000 people, the amount of available grant funds awarded to such recipient shall not exceed \$2,000,000 in FY 2013.
- In the case of a recipient that serves a jurisdiction with more than 500,000 but not more than 1,000,000 people, the amount of available grant funds awarded to such recipient shall not exceed \$3,000,000 in any fiscal year.
- In the case of a recipient that serves a jurisdiction with more than 1,000,000 people but not more than 2,500,000 people, the amount of available grant funds awarded to such recipient shall not exceed \$6,000,000 for any fiscal year, but is subject to the one percent aggregate cap of \$3,209,200 for FY 2013 as identified above.
- In the case of a recipient that serves a jurisdiction with more than 2,500,000 people, the amount of available grant funds awarded to such recipient shall not

exceed \$9,000,000 in any fiscal year, but is subject to the one percent aggregate cap of \$3,209,200 for FY 2013 as identified above.

The cumulative total of the federal share of awards in Operations and Safety and Vehicle Acquisition will be factored when assessing award amounts and any limitations thereto. Applicants may request funding up to the statutory limit on each of their applications.

For example, an applicant that serves a population of less than 500,000 people may request up to \$2 million on their Operations and Safety Application and up to \$2 million on their Vehicle Acquisition Request. However, should both grants be awarded, the applicant would have to choose which application to accept if the cumulative value of both applications exceeds the statutory limits.

Applications for Joint/Regional Projects will not be included in the host organization's funding limitations detailed above. However, Joint/Regional Applicants will be subject to their own limitation based on the total population the regional project will serve. For example, a Joint/Regional Project serving a cumulative population greater than 100,000 but less than 500,000 people will be limited to \$2 million.

4. Fire Prevention and Safety

FEMA will also continue to allocate FP&S Grant Funding from AFG and will have a separate Funding Opportunity Announcement and application period devoted solely to FP&S Grants. \$32,092,008 has been allocated for this purpose. The FP&S application period is planned for fall or winter of 2013.

APPENDIX B – Application Guidelines and Program Priorities

Appendix B contains more detailed information on AFG Application Guidelines and Program Priorities. Reviewing this information may help applicants make their application(s) more competitive.

1. **Criteria Development Panel (CDP)**

For the FY13 grant program, the CDP is comprised of Subject Matter Experts (SMEs) from these nine (9) major fire service organizations:

- Congressional Fire Services Institute (CFSI)
- International Association of Arson Investigators (IAAI)
- International Association of Fire Chiefs (IAFC)
- International Association of Firefighters (IAFF)
- International Society of Fire Service Instructors (ISFSI)
- National Association of State Fire Marshals (NASFM)
- National Fire Protection Association (NFPA)
- National Volunteer Fire Council (NVFC)
- North American Fire Training Directors (NAFTD)

The AFG-FOA reflects the CDP's recommendations for program priorities that are designed to address:

- Protecting the public
- First responder safety
- Enhancing capabilities and resilience (local, regional, and national)
- Risk
- Interoperability

2. **AFG Programs and Eligible Activities**

Programs Overview

1. **Operations and Safety:** Training, Equipment, PPE, Wellness and Fitness, and Modifications to Facilities
2. **Vehicle Acquisition:** Acquisition of new, used, or refurbished vehicles that are compliant with AFG Program Requirements
3. **Joint/Regional*:** Two or more eligible entities may submit an application under the name of a single participating organization (the "host") to fund a joint program or initiative (acquisition activities are limited to shared Training, Equipment, PPE, and Vehicle Acquisition)

**A Joint/Regional Applicant (the host organization) is not prevented from also submitting applications on behalf of their own organization for any or all remaining AFG Component Programs (Vehicle Acquisition and/or Operations and Safety);*

however, duplicative acquisition requests for the same activities, submitted both as a singular applicant and Joint/Regional applicant, are not allowed.

3. Eligible/Ineligible Applicants

NOTE: No organization is *required* to have federal tax exempt status under §§ 501(c)(3) or 501(c)(4) of the Internal Revenue Code to apply for or receive any AFG Award. For more information on tax exempt organizations, please see IRS Publication 557 “*Tax-Exempt Status for Your Organization*” at <http://www.irs.gov/pub/irs-pdf/p557.pdf>.

Eligible Applicants Include:

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. Fire departments are those 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.

****Formally Recognized Arrangement:** An agreement between the fire department and a local jurisdiction such that the jurisdiction has publicly or otherwise formally deemed that the fire department has the first-due response responsibilities within a fixed geographical area of the jurisdiction. Often this agreement is recognized or reported to the appropriate state entity with cognizance over fire departments, such as registration with the state fire marshal's office, or the agreement is specifically contained in the fire department's or jurisdiction's charter.

*****First Due Response:** A geographical area in proximity to a fire or rescue facility and normally served by the personnel and apparatus from that facility in the event of a fire or other emergency.

NOTE: Applicants already eligible to apply to AFG retain the discretion of not providing Automatic Aid (Fire and/or EMS) response to another jurisdiction's first due response area. *Providing Automatic Aid is not a requirement for eligible organizations to apply to AFG.*

Nonaffiliated EMS organization: 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. Nonaffiliated EMS organizations are those 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.

AFG considers the following as hospitals:

- Clinics
- Medical centers
- Medical college or university
- Infirmary
- Surgery centers
- Any other institution, association, or foundation providing medical, surgical, or psychiatric care and/or treatment for the sick or injured.

NOTE: While fire departments and nonaffiliated EMS organizations may share some common program priorities, there are some restricted activities for nonaffiliated EMS organizations. Nonaffiliated EMS organizations are not eligible to request any activity that is specific or unique to structural/proximity firefighting.

Example: EMS requests for Personal Protective Equipment (PPE) for Firefighting.

Eligible: EMS requests for PPE compliant to *NFPA 1999: Standard on Protective Clothing for Emergency Medical Operations*.

Ineligible: EMS requests for PPE compliant to *NFPA 1971: Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting* or *NFPA 1976: Standard on Protective Ensemble for Proximity Fire Fighting* or *NFPA 1977: Standard on Protective Clothing and Equipment for Wildland Fire Fighting*.

State Fire Training Academy: 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. For the purposes of the Assistance to Firefighters Grant program, a “state fire training academy” (SFTA) is defined as the primary state fire training academy, agency, or institution for each state. It provides “entity-wide” delivery of fire training (and emergency medical services training if applicable) as specified by legislative authorization, by general statutory authorization or charter, or is ad-hoc in nature with the general acceptance of the fire service. The state fire training academy shall receive state funding for its program in total or part. It shall also have the delivery of fire training programs as the primary function of the agency or institution as demonstrated by the employment of instructional staff and the conducting of “direct contact” programs in training and education for fire service personnel of the entire state. A listing of eligible state fire training academy organizations and institutions can be found at <http://www.usfa.fema.gov/pocs/>.

Eligible SFTA applicants may apply for *all* activities under the AFG Component Program Vehicle Acquisition, but are *only eligible* to apply for the activities of Equipment and PPE under the component program Operations and Safety, and are *not eligible* to apply for any activities under the component program Joint/Regional.

Furthermore, eligible SFTA applicants must act as the primary grantee. No sub-grantee arrangements are permitted under the terms and conditions of any AFG Component Programs Operations and Safety, Vehicle Acquisition, or Joint/Regional) by any grantee.

Regardless of a state's mechanism(s) for funding their SFTAs, no AFG Award of direct financial assistance made to a SFTA can be reduced, revised, redirected, or withheld by the SFTA's state or any authorized entity of the SFTA's State.

Other Eligible Applicants that may qualify as a Fire Department or Nonaffiliated EMS Organization

- Non-federal nonprofit organizations with a recognized primary first due response area that have a pre-existing formally recognized arrangement to provide automatic aid (fire and/or EMS) response to another jurisdiction's first due response area(s) will be considered eligible AFG Applicants.
- A municipality may submit an application on behalf of a fire department or nonaffiliated EMS organization when the organization, defined as a fire department or nonaffiliated EMS organization, lacks the legal status to do so, i.e., when the organization falls within the auspices of the municipality or district.

Ineligible Organizations

- Fire departments that are Federal Government entity, or contracted by the Federal Government, and are solely responsible under a formally recognized agreement for suppression of fires on federal installations or land
- Fire stations that are not independent entities, but are part of, controlled by, or under the day-to-day operational direction of a larger fire department or agency
- Fire departments that are for-profit organizations
- Auxiliaries, fire service organizations or associations, fire marshals, and hospitals
- Dive teams and search and rescue teams, or any similar organizations that do not provide medical transport

FEMA considers two or more separate fire departments or nonaffiliated EMS organizations sharing facilities as being one organization. This determination is designed to avoid duplication of benefits. If two or more organizations share facilities and each submits an application in the same program area, FEMA may deem all of those program area applications ineligible.

Supporting Definitions:

Automatic Aid (Per NFPA 1710, 3.3.2.1 - 2010 edition and NFPA1720 - 2009) is a plan developed between two or more fire departments for immediate joint response on first alarms.

Mutual Aid (Per NFPA 1710, 3.3.2.1 - 2010 edition and NFPA1720 - 2009) is a written intergovernmental agreement between agencies and/or jurisdictions stating that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

Metro Department: For FY 2013, a metro fire department is one that has minimum staffing of 350 paid/career members as defined by the International Association of Fire Chiefs (IAFC). AFG collects this information for statistical purposes only. (Status as a metro department is not a factor in scoring or funding.)

4. Restrictions on Use of Award Funds

AFG has three (3) component programs – Operations and Safety, Vehicle Acquisition, Joint/Regional. Each component has its own application and its own eligibility requirements.

- Each requested activity in each component program will be reviewed and scored on its own merit
- Eligible fire departments, nonaffiliated EMS organizations, or state fire training academies* may submit only one (1) application for each, any, or all three (3) interconnected AFG Component Programs (Operations & Safety, Vehicle Acquisition, and Joint/Regional). Each application may contain as many component program activities as the applicant believes is required to support their mission.

****NOTE:** State fire training academies are eligible to apply for all activities under the AFG Program Vehicle Acquisition, but are only eligible to apply for the activities of “Equipment” and “Personal Protective Equipment” under Operations and Safety, and are not eligible to apply for any activities under Joint/Regional.*

***NOTE:** Training and Equipment Activities to enforce fire codes and/or to fund fire prevention programs are now only applicable to FP&S Grants under Section 33 of the Federal Fire Prevention and Control Act of 1974, Public Law 93-498, as amended (15 U.S.C. § 2229).*

5. Prioritization of AFG Grant Awards

In awarding grants, the Administrator of FEMA shall consider the following:

- The findings and recommendations of the peer reviews
- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire related and other hazards
- The extent of an applicant’s need for an AFG grant and the need to protect the United States as a whole
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant

6. New for FY 2013

Environmental and Historical Review Screening Forms on AFG Application portal

AFG Funded Projects that involve the installation of equipment (including but not limited to antennas, sprinklers, alarm systems, generators, vehicle exhaust systems, air improvement systems, permanent mounted signs, or renovations to facilities) are subject to FEMA’s Environmental and Historic Preservation (EHP) Screening Process. EHP Screening form and instructions are available at <http://www.fema.gov/library/viewRecord.do?id=6906>. Grantees will be notified of their EHP responsibilities in the grant award package.

Excess Funds

The threshold for when a grantee must submit an amendment to expend excess funds, in most cases, was raised to \$10,000. For more details, please see Appendix C, C. Excess Funds, page 65.

Help FEMA Prevent Fraud, Waste, and Abuse

If you have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, you should contact the DHS OIG Hotline at (800) 323-8603; by fax at (202) 254-4297; or e-mail DHSOIGHOTLINE@dhs.gov. For more information, see Appendix C, D. Procurement Integrity, page 69.

National Fire Incident Reporting System (NFIRS)

While NFIRS reporting is strongly encouraged, NFIRS reporting is not a requirement to apply for, or be awarded a grant within the AFG Program. However, any fire based organization(s) that receives an AFG Grant must commence reporting to NFIRS prior to the beginning of their period of performance. In order to be compliant and closeout the grant, the grantee may be asked by FEMA to provide proof of compliance in reporting to NFIRS. Any grantee that stops reporting to NFIRS during their grant's Period of Performance is subject to having their award(s) modified or withdrawn.

National Fire Protection Association (NFPA)

Courtesy of the NFPA (and at no cost during the AFG Application period), relevant standards that should be referenced in your applications may be viewed at NFPA Free access: <http://www.nfpa.org/freeaccess>.

New Eligible Applicant Category

State Fire Training Academy

New EMS Category

Community Paramedics (EMT-Ps with Primary Care certification)

New Standard for Ambulances

Ambulances must meet *NFPA 1917: Standard for Automotive Ambulances, Edition 2013*.

Micro Grants

Fire departments and nonaffiliated EMS organizations now have a voluntary funding limitation choice (within the application) for any AFG Operations & Safety program activity. MGs are *not an additional funding opportunity*, but MG applicants *may* receive additional consideration for an award.

System for Award Management (SAM)

Has replaced CCR. [Sam.gov](http://sam.gov) registration is free. AFG will not accept any application(s), make any award, process any payment request, or consider any amendment until the applicant or grantee has complied with the requirements to provide a valid DUNS number and an active SAM registration with current information.

Former Central Contractor Registration (CCR) Registrants

Banking information, EIN number, organization/entity name, address, and DUNS number provided in your AFG Application must match the information that you provided in [Sam.gov](http://sam.gov). SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the record. You can search for registered entities in SAM by typing the DUNS number or business name into the search box.

A valid SAM Registration is a requirement to apply for an AFG grant. Per 2 CFR Part 25, all grant applicants must have an active current SAM registration status at the time of application and throughout the duration of any federal award.

Vehicle Acquisition

Beginning FY 2013, fire departments and nonaffiliated EMS organizations can apply for vehicles under the component program Joint/Regional. Vehicle activity funds may also be used to refurbish a vehicle the department currently owns.

7. Funding Priorities

There are no bonuses or penalties for submitting multiple applications in different program areas.....or requesting multiple activities; however, applicants with multiple submissions or activities requested may have a more difficult time providing justification for all the projects.

AFG Program priorities may shift based on applicant type and the community being served.

8. Community Classifications

The information your organization supplies in Department Characteristics I & II determines whether your jurisdiction is identified by AFG as urban, suburban, or rural.

The US Census Bureau's urban-rural classifications are fundamentally a delineation of geographical areas. For more information, please visit: <http://www.census.gov/geo/www/ua/urbanruralclass.html>. The FY 2013 demographics for determining urban, suburban, and rural are:

| | Urban | Suburban | Rural |
|---------------------|--|---|--|
| Population | >3,000/sq. mi. or 50,000+ population | 1,000-2,999/sq. mi. or 25,000-50,000 population | 0-999/sq. mi. or <25,000 population |
| Water Supply | 75-100% hydrants (municipal water) | 50-74% hydrants | <50% hydrant |
| Land Use | <25% for agriculture (based on zoning) industrial and commercial | 25-49% used for agriculture (based on zoning) industrial and commercial | 50% used for agriculture (based on zoning) industrial and commercial |

| | Urban | Suburban | Rural |
|---|------------------------|-------------------------|-------------------------|
| | combined >50% | combined >25-49% | combined <25% |
| Number of stations per square mile | <3 sq. mi. per station | 3-9 sq. mi. per station | >10 sq. mi. per station |
| Number of occupancies per jurisdiction | >100 | 11-100 | 0-10 |

9. Interoperable Communications

P25 Compliance

The *only* eligible AFG acquisition activity for interoperable communications equipment is the purchase of P25 compliant equipment.

Grantees purchasing P25 equipment must obtain documented evidence from the manufacturer that the equipment has been tested and passed all the applicable, published, normative P25 Compliance assessment test procedures for performance, conformance, and interoperability as defined in the “Grant Guidance-P25 Explanatory Addenda,” which can be found at:

<http://www.safecomprogram.gov/library/Lists/Library/Attachments/86/GRANTGUIDANCEPROJECT25EXPLANATORYADDENDAv2.pdf>.

Grantees should be prepared to demonstrate how their procurements comply with these requirements. When purchasing P25 Land Mobile Radio (LMR) equipment/systems, grantees will, at a minimum, ensure the vendor has participated in equipment testing consistent with the P25 Compliance Assessment Program (P25 CAP). Where such equipment is covered in the P25 CAP requirements document, it must be tested in accordance with applicable standards and policies of the P25 CAP, and evidence of this testing must be documented through Supplier’s Declarations of Compliance and Summary Test Reports that have been posted to <http://www.rkb.us>.

SAFECOM Guidance for Emergency Communications Grants Compliance

Grantees that are using AFG Funds to support emergency communications activities should comply with the *FY 2013 SAFECOM Guidance for Emergency Communications Grants*. SAFECOM Guidance is available at

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

700 MHz Public Safety Broadband Spectrum - Broadband Communications Project Funding

AFG will not fund new communications projects or the expansion of existing communications projects that operate on the 700 megahertz (MHz) public safety broadband spectrum.

On June 15, 2012, FEMA issued GPD Information Bulletin (IB) No. 386 (<http://www.fema.gov/library/viewRecord.do?id=6104>) to clarify and provide guidance to GPD grantees and applicants regarding the use of DHS/FEMA Grant Funds for communication projects that operate in the 700 MHz public safety broadband spectrum. This action is being taken to ensure that grant-funded projects comply with the provisions of current laws concerning the public safety broadband spectrum. Because of recent legislation, DHS/FEMA advises that applicants that:

“...do not have authority to operate in the 700 MHz public safety broadband spectrum (e.g., via FCC regulatory action and/or agreement with FirstNet) should not submit requests for, and will not be permitted to use, FEMA preparedness funding for broadband-related acquisition and deployment until they have such authority to operate in the spectrum.”

10. AFG Program Priorities and Eligible/Ineligible Activities

1. Operations and Safety

Overview

FEMA has determined that due to the inherent differences among urban, suburban, and rural communities, AFG shall assign a priority ranking to program activities that are based on community type served by the applicant(s).

- Program priorities for the Operations and Safety activities (Training, Equipment, PPE, and Modification to Facilities) are listed as High **H**, Medium **M**, or Low **L**.
- Within each identified program priority (High **H**, Medium **M**, or Low **L**), all the proposed activities within that priority ranking have an equal scoring value.
- In the Wellness & Fitness Activity, AFG uses Priority 1 & Priority 2 instead of the High **H**, Medium **M**, or Low **L** description.
- Wellness & Fitness applicants must have all four Priority 1 Activities already in place (or request any missing Priority 1 activity(ies) to have all four in place), or they will be unable to request any Priority 2 activities in their application. Simultaneous requests for Priority 1 and Priority 2 activity(ies) will receive a lower funding consideration than requests that complete the bundle of the four (4) Priority 1 activities.
- Micro Grants (MGs): This is an application choice, 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 voluntarily choose the MGs option within their application. The only eligible MGs activities are Equipment, Modify Facilities, PPE, Training, and Wellness and Fitness, under the AFG Component Program Operations and Safety.

IMPORTANT: Improperly requesting an Operations and Safety activity will *disqualify* your request.

- Do *not* request flashlights under PPE. Flashlights are equipment.
- Do *not* request RIT packs under PPE. RIT packs are equipment
- Do *not* request gear bags under PPE. Gear bags are equipment

- Do *not* request Personal Safety/Rescue Bailout Systems under equipment. Personal Safety/Rescue Bailout Systems are PPE.
- Joint/Regional organizations shall distribute among the host and all participating partners (in the manner described and enumerated in the Joint/Regional Application Narrative) grant funded assets (Operations and Safety).
- AFG Grant funded assets awarded to a State Fire Training Academy under the AFG Component Program Operations and Safety shall be distributed at the discretion of the SFTA in the manner described and as enumerated in the state fire training academy's application Narrative, but may not be distributed to another AFG eligible department or organization.
- Construction costs are not an eligible activity under the AFG Grant programs. Construction includes major alterations to a building that changes the profile or footprint of the structure. Renovations to an existing facility for any eligible activity are 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. Any request for modifications to facilities may require an Environmental and Historic Preservation (EHP) Review. Additional information may be required for EHP. Installation of fire suppression, fire alarms, air quality, and detection systems are allowable activities, are not considered renovations, and are not subject to the cost limits identified above. The costs, however, must be reasonable and justified.
- The United States Department of Transportation, under the National EMS Scope of Practice Model, has changed the titles for EMS providers. Under this program, the titles below have changed. FEMA is aware of these changes and will be fully incorporating these changes into our FY 2013 program:
 - First Responder is now Emergency Medical Responder
 - EMT- B is now EMT
 - EMT I is now EMT Advanced
 - EMT- P is now Paramedic
 - Community Paramedics (EMT-P's with Primary Care certification)

A. Training

Eligible

- Fire Department
- Joint/Regional
- Nonaffiliated EMS

Ineligible

- State Fire Training Academy

Overview

FEMA has determined that hands-on instructor-led training that meets a national, state, and/or DHS adopted standard and results in a national or state certification, provides the greatest training benefit.

- Applications focused on national or state certification training, including train-the-trainer initiatives, receive a higher competitive rating.
- Instructor-led training that requires student testing to demonstrate academic competence and/or practical proficiency for certification will receive a high competitive rating.
- Instructor-led training that does not lead to a certification, as well as any self-taught courses, is of lower benefit and, therefore, is not a high priority.
- Proposed training projects that benefit the highest percentage of applicable personnel, such as the hazardous materials training within a fire department or training that will be open to other departments in the region, receive a high competitive rating.
- Fire-based EMS organizations are *not* eligible to apply as a nonaffiliated EMS organization.

NOTE: Nonaffiliated EMS organizations are eligible for Training Activities that are not specific or unique to structural/proximity firefighting, such as but not limited to Hazmat or CBRNE training/exercises. For more information, please see Nonaffiliated EMS – Additional Considerations for Training, page 39.

NOTE: Site preparation to accommodate or modify any training activity, facility, or prop that is a permanent or semi-permanent improvement (e.g., cutting or grading an access road, paving a training area or the installation of utilities), is an ineligible and non-reimbursable Training activity.

Eligible Training Activities for Fire Departments and Joint/Regional Applications Include but are not Limited to:

- | | |
|---|---|
| <ul style="list-style-type: none">• Firefighter I and II certifications• Emergency Medical Responder (EMR)• Community Paramedics (EMT-Ps with Primary Care certification)• Driver/Operator• Fire Officer I-IV• Hazardous Materials (Hazmat)• Wildland firefighting• Vehicle rescue• Rapid Intervention Team (RIT)• National Incident Management System (NIMS)/Incident Command (ICS)/All Hazard Incident | <ul style="list-style-type: none">• Tuition, exam/course fees, and certifications/certification expenses• Compensation to volunteer firefighters for wages lost to attend training• Purchase of training curricula, training equipment (trailers, mobile simulators), training props, and training services (instructors)• Purchase of Tow Vehicles (if justified in the Narrative) limited to \$6,000 per application• Overtime expenses paid to career firefighters to attend training or to cover colleagues who are in training |
|---|---|

Eligible Training Activities for Fire Departments and Joint/Regional Applications Include but are not Limited to:

| | |
|---|--|
| <p>Management Team (Type 3)</p> <ul style="list-style-type: none"> • Weapons of Mass Destruction (WMDs) • Train-the-trainer courses • Alternative fuel firefighting • Conference equipment • Response to natural disasters • Maritime Firefighting. NFPA 1005: <i>Standard for professional qualifications for marine fire fighting for land-based fire fighters</i> and/or NFPA 1405: <i>Guide for land-based fire departments that respond to marine vessel fires</i> | <ul style="list-style-type: none"> • Chemical Biological Radiological Nuclear and Explosive (CBRNE) awareness, performance, planning, and management • Safety Officer • Travel expenses associated with Type 3 Incident Management Teams (IMT) attending position development/mentoring assignment with national Type 2 or Type 1 IMT's • Those supplies or expendables or "one time" use items essential for an award's scope of work, such as breaching materials (ex. wood or sheetrock) for ventilation or rescue props, or the amount of fuel required to sustain an awarded live fire training activity, or per NFPA1403 <i>Standard on Live Fire Training Evolutions</i>, reasonable safety mitigations to a structure acquired for training. |
|---|--|

NOTE: NIMS/ICS includes the All-Hazard Incident Management Team (Type 3) training and associated mentoring requirement.

Ineligible Fire Department and Joint/Regional Training Activities include but are not limited to:

| | |
|--|--|
| <ul style="list-style-type: none"> • Construction of facilities (buildings, towers, sheds, etc.) • Firefighting equipment or PPE, such as SCBA, for use in training exercises • Remodeling not directly related to grant activities | <ul style="list-style-type: none"> • Flashover simulators • Site preparation to accommodate any training activity, facility, or prop • Purchase or lease of real estate • Lease or installment purchase of Tow Vehicle |
|--|--|

All of the following are considerations in prescoring and panelist review:

| Fire Department and Joint/Regional Training Priorities | | | | |
|--|--------------------|-------|----------|-------|
| Training | NFPA # | Urban | Suburban | Rural |
| NFPA 1001 (firefighter I, II) | 1001 | H | H | H |
| NFPA (instructor) | 1041 | H | H | H |
| NFPA 472 (Hazmat operations) | 472 | H | H | H |
| NFPA 1581 (infection control) | 1581 | H | H | H |
| Confined space (awareness) | 1670 | H | H | H |
| Wildland firefighting (basic) | 1143 | H | H | H |
| Wildland firefighting certification (red card) | 1051/1143 | H | H | H |
| Rapid intervention training | 1407 | H | H | H |
| NFPA (officer) | 1021 | H | H | H |
| Emergency medical responder | 1710 | H | H | H |
| Firefighter safety and survival | 1407 | H | H | H |
| Safety officer | 1521 | H | H | H |
| Driver/operator | 1002 | H | H | H |
| Fire prevention | 1/909/913/ 1035 | H | H | H |
| Fire inspector | 1031 | H | H | H |
| Fire investigator | 1033 | H | H | H |
| Fire educator | 1041 | H | H | H |
| NIMS/ICS | 1561 | H | H | H |
| Firefighter physical ability program | 1583 | H | H | H |
| Emergency scene rehab | 1584 | H | H | H |
| Critical Incident debriefing | 1500/1583 | H | H | H |

| Fire Department and Joint/Regional Training Priorities | | | | |
|---|---|---|---|---|
| Any training to a National/State or NFPA standards | | H | H | H |
| Compliance with federal/state-mandated program | | H | H | H |
| NFPA (rescue technician) | 1006/1670 | H | H | H |
| Paramedic | | H | H | H |
| Emergency Medical Technician (EMT) | | H | H | H |
| Vehicle rescue | 1670 | H | H | H |
| Other officer | 1021 | H | H | M |
| NFPA (ARFF) | 1003/402 403/408/ 409/410/ 412/414/ 415 | H | H | M |
| Weapons of Mass Destruction (awareness, other/specialized) | 472 | H | H | L |
| Mass casualty | | H | H | L |
| Weapons of Mass Destruction (operations) | 472 | H | H | L |
| Weapons of Mass Destruction (technician) | 472 | H | H | L |
| Hazmat (technician) | 472 | H | H | L |
| Training to address a local risk | | M | M | M |
| Maritime Firefighting | | M | M | M |
| Instructor-led training that does not lead to certification | | L | L | L |
| Self-taught courses | | L | L | L |
| Training not elevated to a national or state standard | | L | L | L |

| Fire Department and Joint/Regional Training Priorities | | | | |
|---|--|---|---|---|
| Training that addresses a specific operational capability | | L | L | L |

Nonaffiliated EMS – Additional Considerations for Training

Since training is a prerequisite to the effective use of EMS equipment, FEMA has determined that it is more cost-effective to enhance or expand an existing EMS organization by providing training or equipment than it is to create a new service. Therefore, communities attempting to initiate EMS services will receive the lowest competitive rating.

AFG provides training grants to meet the educational and performance requirements of EMS personnel. Training should align with the US National Highway Traffic Safety Administration (NHTSA), which designs and specifies a National Standard Curriculum for EMT training and the [National Registry of Emergency Medical Technicians \(NREMT\)](#), a private, central certifying entity whose primary purpose is to maintain a national standard (NREMT also provides certification information for paramedics who relocate to another state).

A higher priority due to time and cost of upgrading an organization’s response level is:

- Organizations seeking to elevate the response level from EMT Advanced (EMT-I) to Paramedic (EMT-P)
- Organizations seeking to elevate the response level from EMT (EMT-B) to EMT Advanced (EMT-I)
- Organizations seeking to train a high percentage of the active EMR’s will receive additional consideration when applying under the Training Activity.

A lower priority due to time and cost of upgrading an organization’s response level is:

- Organizations seeking to upgrade from Emergency Medical Responder (First Responder) to EMT (EMT-B)
- Organizations seeking to upgrade from EMT(EMT-B) to Paramedic (EMT-P)

NOTE: Organizations seeking training in rescue or Hazmat operations will receive lower consideration than organizations seeking training for medical services.

- The *lowest* priority is to fund Emergency Medical Responder (First Responders).

Eligible EMS Training Activities include but are not limited to:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Community Paramedics (EMT-Ps with Primary Care certification) • Emergency Medical Responder (First Responder) • EMT (EMT B) • EMT Advanced (EMT- I) • Paramedic (EMT- P) • Hazmat operations • Rescue operations • CBRNE awareness, performance, planning, and management • Train-the-trainer courses • Driver/Operator • Tuition, exam/course fees, and certifications/certification expenses | <ul style="list-style-type: none"> • Purchase of training curricula, training equipment, training props, and training services (instructors) • Attendance at formal training forums or conferences providing continuing education credits, etc. • Overtime expenses paid to First Responders to attend training or to backfill positions • Conference equipment • Those supplies or expendables or “one time” use items essential to complete the Training activity on an EMS award’s scope of work. |
|--|---|

Ineligible EMS Training Activities include but are not limited to:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Construction of facilities (buildings, towers, sheds, etc.) • Firefighting equipment or PPE, such as SCBA, for use in training exercises • Remodeling not directly related to grant activities • Purchase or lease of real estate • Flashover simulators • Site preparation to accommodate any training activity, facility, or prop | <ul style="list-style-type: none"> • Those supplies or expendables or common “one time” use items such as soaps, disinfectant wipes, medical gowns/gloves, bandages, defibrillator pads/electrodes, syringes, cervical collars, batteries, exhaust system filters, and splints • Lease or installment purchase of a Tow Vehicle |
|--|---|

B. Equipment

Eligible

- Fire Departments
- Joint/Regional
- State Fire Training Academy
- Nonaffiliated EMS

Overview

AFG grant funds are for equipment to enhance the safety and effectiveness of firefighting, rescue, and fire-based and nonaffiliated EMS emergency medical functions.

Equipment Priorities

Priority 1 – Basic, communications, EMS/rescue

Priority 2 – Hazmat, Specialized

Priority 3 – Investigations, CBRNE

Equipment requested should solve interoperability or compatibility problems as may be required by local jurisdictions. Equipment requested, particularly decontamination and Hazmat equipment, will only be funded to the current level of an organization's operational capabilities.

Equipment requested must meet all mandatory requirements, as well as any voluntary consensus standards or national and/or state or DHS-Adopted Standards. The equipment requested should improve the health and safety of firefighters and protect the public.

Reminder: When requesting training for any items in this section, enter the request under "Other" in "Additional Funding" in the "Request Details" section.

NOTE: Nonaffiliated EMS organizations are eligible for Equipment Activities that are not specific or unique to structural/proximity firefighting, such as but not limited to P25 radios or traffic signal preemption systems. For more information, please see Nonaffiliated EMS – Additional Considerations for Equipment, page 43.

Eligible Fire Department, Joint/Regional, and State Fire Training Academy Equipment Activities include but are not limited to:

- | | |
|--|---|
| <ul style="list-style-type: none">• Shipping, taxes, assembly, and installation of the requested equipment• Extended warranties and service agreements• Foam and associated equipment• Hazmat and decontamination equipment• Compressor systems and/or cascade systems to fill SCBAs• Hose, nozzles, and adapters• Training specific to the requested equipment• Automated external defibrillators• Rapid Intervention Packs (Not PPE)• Flashlights (Not PPE)• Gear Bags (Not PPE)• Boats 20 feet or less in length• Maritime firefighting equipment | <ul style="list-style-type: none">• Only P25 compliant mobile communications equipment (including mobile repeaters and mobile data systems)• Traffic signal preemption systems• Equipment for response to incidents involving CBRNE/WMD• Individual P25 compliant communications equipment, e.g., portable radios (limited to seated positions)• Requested support activities for Equipment requiring supplies or expendables or "one time" use items essential for an award's scope of work, such as breaching materials (ex. wood or sheetrock) for ventilation or rescue props, or the amount of fuel required to sustain an awarded live fire training activity, or |
|--|---|

| | |
|---|---|
| (NFPA 1925: <i>Standard on Marine Fire-Fighting Vessels</i>) | per NFPA1403 <i>Standard on Live Fire Training Evolutions</i> , reasonable safety mitigations to a structure acquired for training. |
|---|---|

| Ineligible Fire Department, Joint/Regional and State Fire Training Academy Equipment Activities include but are not limited to: | |
|---|---|
| <ul style="list-style-type: none"> • Construction of facilities, such as buildings, towers, sheds to house communications, or other equipment • Repeaters that will not be installed or attached to existing infrastructure or a vehicle • Sirens or other outdoor warning devices • Signage of any kind • Phones (telephone/satellite/cell) • New communications projects or expanding existing communications projects that operate on the 700 MHz public safety broadband spectrum • Personal Safety/Rescue Bailout Systems (PPE) | <ul style="list-style-type: none"> • EMS expendable supplies (including, but not limited to, medications, gloves, syringes, and cervical collars) • Vehicles and All-Terrain Vehicles (ATVs) • Bomb disposal equipment and robots • Mobile radios for personally owned vehicles (except chief fire officer's personal vehicle, if justified) • Flashover simulators • Interoperable communications equipment that is not P25 compliant • Those supplies or expendables or common "one time" use items such as soaps, disinfectant wipes, medical gowns/gloves, bandages, defibrillator pads/electrodes, syringes, cervical collars, batteries, exhaust system filters, and splints |

All of the following are considerations in prescoring and panelist review:

| Fire Department, Joint/Regional, and State Fire Training Academy Equipment Priorities | |
|--|---|
| H | First-time purchase (never owned by applicant) to support existing mission and/or replace obsolete, broken/inoperable equipment |
| M | Increased capabilities within the department's existing mission or to meet a new risk |
| L | Requesting items for a new mission to meet an existing risk and/or request additional supplies or reserve equipment |

Additional Considerations

- Equipment that has a direct effect on firefighters' health and safety
- Age of equipment considered for replacement has changed from 10 to 15 years
- Equipment that benefits other jurisdictions
- Equipment that brings the department into compliance with a national recommended standard, (e.g., NFPA) or statutory compliance (e.g., Occupational Safety & Health Administration (OSHA)) will receive the highest additional consideration

Nonaffiliated EMS – Additional Considerations for Equipment

All of the following are considerations in prescoring and panelist review.

EMS Priorities

| | |
|----------|--|
| H | Departments requesting to upgrade service from Basic Life Support (BLS) to Advanced Life Support (ALS) |
| M | Departments requesting to expand current service |
| L | Departments requesting new service or replacing used or obsolete equipment |

E Level of Response

| | |
|----------|-------------------------------|
| H | Advanced Life Support (ALS) |
| H | Basic Life Support (BLS) |
| L | Hazmat operations/technicians |
| L | Rescue operations/technicians |

C. Personal Protective Equipment (PPE)

Eligible

- Fire Departments
- Nonaffiliated EMS organizations
- Joint/Regional
- State Fire Training Academy

Overview

AFG Funds are primarily used to acquire OSHA-required and NFPA-compliant PPE for firefighting and nonaffiliated EMS personnel.

Equipment requested should have the goal of increasing firefighter safety. When requesting to replace old or obsolete equipment, you will be asked to provide the age of

the equipment being replaced. In order for SCBA/PPE to be considered obsolete, it must be a minimum of two NFPA cycles or 10 years of age or older.

NOTES

- A PPE item is something that is worn by firefighter/EMS personnel to protect them.
- AFG considers a “set” of PPE Turnout gear to be comprised of these NFPA compliant components, one pair (1) pants, one (1) coat and one (1) pair suspenders
- AFG considers a “complete” set of PPE Turnout gear to be comprised of these NFPA compliant components to include one pair (1) pants, one (1) coat, one (1) helmet, one (1) hood, one (1) pair boots, one (1) pair gloves and one pair (1) suspenders. In those AHJ’s where additional PPE, like Personal Safety/Rescue Bailout Systems are statutorily required, AFG will consider all statutorily required items to be part of a “complete” PPE set.

NOTE: Nonaffiliated EMS organizations are eligible for PPE activities that are not specific or unique to structural/proximity firefighting, such as but not limited to, *NFPA 1999: Standard on Protective Clothing for Emergency Medical Operations* or *NFPA 1981: Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services*. Please see Nonaffiliated EMS – Additional Considerations for Training, page 39.

| Eligible Fire Department, Joint/Regional and State Fire Training Academy PPE Activities include but are not limited to: | |
|--|--|
| <ul style="list-style-type: none"> • PPE for structural or Wildland firefighting (including boots, pants, coats, gloves, hoods, goggles, helmets, coveralls, and fire shelters) • American National Standards Institute (ANSI)-approved retro-reflective highway apparel • Training for requested PPE | <ul style="list-style-type: none"> • SCBAs, spare cylinders, and individual face pieces • PPE for hazardous materials and other • EMS PPE (coats, trousers, and jumpsuits must meet the NFPA or OSHA standards) for blood borne pathogens • Personal Safety/Rescue Bailout Systems |

| Ineligible Fire Department, Joint/Regional and State Fire Training Academy PPE Activities include but are not limited to: | |
|--|---|
| <ul style="list-style-type: none"> • Three-quarter length rubber boots • Uniforms (formal/parade or station/duty) and uniform items (hats, badges, etc.) | <ul style="list-style-type: none"> • Bomb disposal suits • Any personal communications equipment (e.g., radios, cell phones, and pagers) in the PPE section |

Ineligible Fire Department, Joint/Regional and State Fire Training Academy PPE Activities include but are not limited to:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Rapid Intervention Packs (Equipment) • Flashlights (Equipment) • Gear Bags (Equipment) • Personal Safety/Rescue Bailout Systems (PPE) for nonaffiliated EMS organizations | <ul style="list-style-type: none"> • Ballistic body armor • Structural or Proximity Firefighting gear for nonaffiliated EMS organizations |
|--|---|

Reminder: When requesting training for any PPE, enter the request under Other in Additional Funding in the Request Details section.

All of the following are considerations in prescoring and panelist review:

Fire Department, Joint/Regional, and State Fire Training Academy Personal Protective Equipment (PPE) Priorities

| | |
|----------|--|
| H | <ul style="list-style-type: none"> • Departments requesting new PPE for the first time • Replacing torn, damaged, or obsolete PPE to the current standard • Personal Safety/Rescue Bailout Systems • Members without gear (Member can't be outfitted from current inventory) |
| M | <ul style="list-style-type: none"> • Requesting PPE for a new risk |
| L | <ul style="list-style-type: none"> • Worn but usable PPE that is not compliant to the current edition of the NFPA standard, and/or to handle a new mission or increase current inventory • Used PPE • Replacing New PPE • New Mission • Increase Supplies |

Fire Department, Joint/Regional, and State Fire Training Academy Self-Contained Breathing Apparatus (SCBA) Priorities

Award will be based on number of seated riding positions in the department's vehicle fleet and age of existing SCBA, limited to one spare cylinder (unless justified otherwise in the Request Details Narrative for the PPE Activity). New SCBA must have automatic-on or integrated Personal Alert Safety System (PASS) devices, and be Chemical Biological Radiological Nuclear and Explosive Equipment (CBRNE) compliant to current edition of the NFPA 1981 standard.

Fire Department, Joint/Regional, and State Fire Training Academy Self-Contained Breathing Apparatus (SCBA) Priorities

| | |
|----------|--|
| H | Replacing SCBA compliant with NFPA 1981, pre-2002 Edition |
| M | Replacing SCBA compliant with NFPA 1981, 2007 Edition (must be justified in the PPE Narrative) |
| L | Replacing SCBA compliant with NFPA 1981, 2013 Edition (must be justified in the PPE Narrative) |

Training Specific to the Requested Equipment

Applicants must indicate that the grant-purchased PPE will be utilized by adequately trained staff and/or request appropriate training for the requested items. Failure to meet this requirement may result in ineligibility for PPE funding. If you are requesting training, it must be entered in the Additional Funding section of PPE under Training.

Additional Considerations

- Applicants will be required to provide the age of the PPE being replaced.
- Obsolete is defined as any SCBA/PPE that is 10 years or older or two NFPA cycles.
- Applicants with the oldest PPE and/or trying to bring the department into 100 percent NFPA compliance, or the number of firefighters who will have compliant gear.

Nonaffiliated EMS – Additional Considerations for PPE

AFG Funds are available to acquire primarily OSHA-required and NFPA-compliant PPE for EMS personnel.

All of the following are considerations in prescoring and panelist review.

EMS Personal Protective Equipment (PPE) Priorities

| | |
|----------|--|
| H | <ul style="list-style-type: none"> • Departments requesting new PPE for the first time • Replacing torn, damaged, or obsolete PPE to the current standard • Personal Safety/Rescue Bailout Systems • Members without gear (Member can't be outfitted from current inventory) |
| M | <ul style="list-style-type: none"> • Requesting PPE for a new risk |
| L | <ul style="list-style-type: none"> • Worn but usable PPE that is not compliant to the current edition of the |

EMS Personal Protective Equipment (PPE) Priorities

| | |
|--|--|
| | <p>NFPA standard and/or to handle a new mission, or increase current inventory</p> <ul style="list-style-type: none"> • Replace new PPE • New mission • Increase supply |
|--|--|

Training on Use of Requested Equipment

Applicants must indicate grant-purchased equipment will be operated by sufficiently trained staff. Failure to meet this requirement will result in ineligibility for funding.

Additional Considerations

- Percent of firefighters/EMS personnel served
- Age of equipment
- Obsolete is defined as any SCBA/PPE that is 10 years or older or two NFPA cycles

All of the following are considerations in prescoring and panelist review.

EMS Self-Contained Breathing Apparatus (SCBA) Priorities

Awards will be based on number of seated positions in department's vehicle fleet and the age of existing SCBAs, limited to one spare cylinder (unless justified in the PPE Narrative).

| | |
|----------|--|
| H | Replacing SCBA compliant with NFPA 1981, pre-2002 Edition |
| M | Replacing SCBA compliant with NFPA 1981, 2007 Edition (must be justified in PPE Narrative) |
| L | Replacing SCBA compliant with NFPA 1981, 2013 Edition (must be justified in PPE Narrative) |

D. Wellness & Fitness

Eligible

- Fire Departments
- Nonaffiliated EMS organizations

Ineligible

- State Fire Training Academy
- Joint/Regional

Overview

Wellness & Fitness Activities are intended to strengthen First Responders so their mental, physical, and emotional capabilities are resilient to withstand the demands of emergency services response. In order to be eligible for FY 2013 AFG Funding in this activity, fire departments must offer, or plan to offer, all four of the following:

- Periodic health screenings
- Entry physical examinations
- Immunizations
- Behavioral health programs

Applicants *must* have all four Priority 1 Activities already in place (or request the missing Priority 1 Activity(ies) to have all four in place), or they will be unable to request any Priority 2 Activities in their application. Simultaneous requests for Priority 1 and Priority 2 activity(ies) will receive a lower funding consideration than requests that complete the bundle of the four (4) Priority 1 Activities.

Priority 2 Activities

To include but not limited to:

- Formal Fitness and Injury Prevention Program
- Critical Incident Stress Management Programs
- Employee Assistance Programs
- Injury/Illness rehabilitation programs
- Candidate physical ability evaluation
- Formal fitness and injury prevention program/equipment
- Injury/illness rehab
- IAFF or IAFC peer fitness trainer program(s)

| Fire Department and nonaffiliated EMS Eligible Wellness and Fitness Activities include but are not limited to: | |
|--|---|
| <ul style="list-style-type: none">• Procurement of entry-level physicals that meet NFPA 1582• Annual medical/fitness health evaluations consistent with NFPA 1582• Immunizations, as required by the department or law (e.g., NFPA)• Behavioral health programs | <ul style="list-style-type: none">• Implementation of International Association of Fire Chiefs (IAFC)/International Association of Firefighters (IAFF) peer fitness trainer programs• Contractual costs (non-hiring) for personnel, physical fitness equipment (including shipping charges and sales tax, as applicable), and supplies directly related to physical fitness activities |

Fire Department and nonaffiliated EMS Ineligible Wellness and Fitness Activities include but are not limited to:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Transportation expenses • Fitness club memberships for participants or their families • Non-cash incentives (t-shirts or hats of nominal value, and vouchers to local businesses or time-off) • Purchase of real estate • Cash incentives | <ul style="list-style-type: none"> • Purchase of medical equipment that is not used as part of the Wellness & Fitness Program • Contractual services with anyone other than medical professionals (e.g., health care consultants, trainers, and nutritionists) for programs such as smoking cessation • Medical exams that do not meet NFPA 1582 |
|---|---|

Reminder: When requesting training for any items in this section, enter the request under Other in Additional Funding in the Request Details section.

Fire Department and nonaffiliated EMS Wellness and Fitness Priorities

Priority 1 - Below are the four activities required to offer a complete Wellness & Fitness Program.

- Initial medical exams
- Job-related immunization
- Annual medical and fitness evaluation
- Behavioral health

Priority 2 - You may only apply for Priority 2 Items if you offer or are requesting a combination of the four activities required under Priority 1.

Departments that have some of the Priority 1 programs in place must apply for funds to implement the missing Priority 1 programs before applying for funds for any additional program or equipment. In addition, funded medical exams must meet current NFPA 1582, as required by DHS Standards.

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

E. Modifications to Fire Facilities

Eligible

- Fire Departments
- Nonaffiliated EMS organizations

Ineligible

- Joint/Regional
- State Fire Training Academy

Overview

FY 2013 AFG Grants may be used to modify fire stations and other facilities. New fire station construction is not allowed. Grant funds may only be used to retrofit existing structures built prior to 2003.

In recognition of the risks posed by exposure to diesel fumes, Sole/At Source Capture Exhaust Extraction Systems (SSCES) are a High  AFG priority for vehicle exhaust mitigation under Modification to Facilities.

An SSCES is a system where exhaust gases from a vehicle are captured via a conduit that attaches to/over the end of the vehicle's exhaust system at the tailpipe. The captured exhaust gases are expelled through the attached conduit via mechanical/pneumatic means to the exterior of the building.

No modification may change the structures footprint or profile. If requesting multiple items, such as a sprinkler system and exhaust system, the total funding for all projects and activities cannot exceed \$100,000 per fire station. Eligible projects under this activity must have a direct effect on the health and safety of firefighters.

FEMA is legally required to consider the potential impacts of all grant-funded projects on environmental resources and historic properties. For AFG and other preparedness grant programs, this is accomplished via FEMA's environmental and historic preservation (EHP) Review. Grantees must comply with all applicable EHP Laws, Regulations, and Executive Orders (EOs) in order to drawdown their FY 2013 AFG Grant Funds. Any project with the potential to impact natural resources or historic properties cannot be initiated until FEMA has completed the required FEMA EHP Review. Grantees that implement projects prior to receiving EHP Approval from FEMA risk de-obligation of funds.

AFG Projects that involve the installation of equipment, ground-disturbing activities such as a concrete pad for a station generator, or new construction, including communication towers, or modification/renovation of existing buildings or structures, must undergo a FEMA EHP Review. Activities not specifically excluded from a FEMA EHP Review must undergo such a Review, per the GPD Programmatic Environmental Assessment (PEA). For more information on the PEA, see IB 345 and <http://www.fema.gov/pdf/government/grant/bulletins/fonsi.pdf>. Refer also to IBs 329, 356, and *Section II, Part I.B.5.6* of this FOA for further details on EHP Requirements.

Furthermore, for those proposed renovation projects that are part of larger projects funded from a non-FEMA source (such as an emergency operation center that is part of a larger proposed public safety complex), a FEMA EHP Review must be completed before the larger project is initiated. If the larger project has already been initiated, an EHP review is still required. For these types of projects, grantees must complete the FEMA EHP Screening Form (OMB Number 1660-0115/FEMA Form 024-0-01) and submit it with all supporting documentation to the GPD EHP Team at GPDEHPInfo@fema.gov for review. Grantees should submit the FEMA EHP Screening

Form for each project as soon as possible upon receiving the grant award. When requesting funding for FEMA EHP Review, enter the funding request under “Other” in Additional Funding in the Request Details.

The following activities would not require the submission of the FEMA EHP Screening Form:

- Planning and development of policies or processes
- Management, administrative, or personnel actions
- Classroom-based training
- Tabletop exercises
- Acquisition of mobile and portable equipment (not involving installation) on a building.

For more details, please see Appendix C, B. Allowable Costs, 9. Environmental Planning and Historic Preservation Compliance, page 64.

Fire Department and nonaffiliated EMS

| Fire Department and EMS Eligible Modifications to Facilities Activities include but are not limited to: | |
|---|---|
| <ul style="list-style-type: none"> • Direct Sole/At source capture exhaust systems • Sprinkler systems • Smoke/fire alarm notification systems | <ul style="list-style-type: none"> • Air quality systems • Emergency generators |

| Fire Department and EMS Ineligible Modifications to Facilities Activities include but are not limited to: | |
|---|--|
| <ul style="list-style-type: none"> • Station maintenance • Resurfacing bay floors | <ul style="list-style-type: none"> • Interior remodeling not pertaining to the requested project(s) |

All of the following are considerations in prescoring and panelist review:

| Fire Department and EMS Modifications to Facilities Priorities | |
|--|--|
| H | Departments requesting Sole/At source capture exhaust systems, sprinkler systems, or smoke/fire alarm notification systems for stations with sleeping quarters, including maritime/air operations facilities, that are occupied 24/7 |
| M | Departments with or without sleeping quarters requesting air quality systems and/or emergency generators |

Fire Department and EMS Modifications to Facilities Priorities

L

Departments requesting funding from the high or medium funding priorities list whose facilities are not occupied 24/7 and do not have sleeping quarters; departments requesting funding for training facilities, departments requesting Air Quality Systems (AQS)

Level of Occupancy

Occupancy Definitions

Full-time: coverage 24/7

Daily: part-time or selected coverage not on a regular basis

Occasionally: no schedule coverage, volunteers respond to the station

Additional Considerations

Additional considerations will be given for the age of the building; older facilities receive a higher priority. If requesting multiple items in this activity, funding cannot exceed a maximum of \$100,000 per station.

Type of Facility

- Level of occupancy (**H** Full-time, **M** Daily, **L** Occasionally)

Level of Occupancy

- Facilities with or without sleeping quarters
- Training facilities are a Low priority

2. 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.

Eligible

- Fire Departments
- Nonaffiliated EMS organizations

Ineligible

- State Fire Training Academy

Overview

The “host” organization submits the Joint/Regional application in its own name and on behalf of itself and at least one (1) other identified and AFG eligible participating entity.

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.

NOTE: A Joint/Regional Applicant (the host organization) is not prevented from also submitting an application on behalf of their own organization for any of the AFG component programs (Vehicle Acquisition and/or Operations and Safety); however, duplicative requests for the same activities, submitted both as an applicant and as a Host applicant, are not allowed.

In an applicant’s application Narrative Statement, a regional host *must* include a list of all the AFG eligible participating organizations benefitting from a proposed regional project, and provide clear and detailed information on which activities are regional specific versus those that are specific to the host department.

In order to apply for a regional project, the host organization must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to, accountability for the assets and all reporting requirements in the regional application; the host will be required to describe the characteristics of the entire region that will be affected by the project(s).

It is strongly recommended that the host and eligible participating organizations have a Memorandum of Understanding (MOU) in place prior to distributing any grant funded assets. The MOU should specify the individual and mutual responsibilities as well as the participant’s level of involvement in the project(s).

The host organization never functions as a pass through organization and the participating partners are never sub-grantees; the host *only* distributes grant funded assets or contracted services and *never* distributes grant funds to participating organizations.

Ownership or title of the distributed assets vest individually or mutually with the participating organization(s) that agree to accept them, but the host organization will always retain the responsibility for all programmatic and financial reporting for the award.

In completing the Department Characteristics section of the AFG application, the regional host applicant must include data that approximates the characteristics of all eligible organizations participating in the grant.

In completing the Request Details and Narrative sections of the application, the host applicant must list any non-AFG eligible third-party organizations that will directly benefit if the requested activities are approved.

3. Vehicle Acquisition

Eligible

- Fire Departments
- Nonaffiliated EMS organizations
- Joint/Regional
- State Fire Training Academy

Overview

The “purchase” of a compliant vehicle using AFG grant funds means the acquisition of such a vehicle. Leasing or installment plans to obtain a vehicle are not eligible acquisition activities under the AFG program and will not be reimbursed.

NOTE: Pursuant to an AFG Program Office review, FEMA reserves the right to modify or deny any vehicle request deemed excessive or without acceptable program cost benefits.

In FY 2013, applicants that serve urban, suburban, or rural communities may apply for more than one vehicle. Requests cannot exceed the financial cap based on population listed in the application. If a department submits multiple types of applications, and more than one of those requests are approved, the department will be held to the same financial cap based on the population listed in the application. For additional information, see Appendix A, 3. Funding Allocations of Available Grant Funds.

- Applicants requesting fire 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.
- Applicants requesting EMS vehicles that do not have drivers/operators trained to the National Standard Emergency Vehicle Operator Curriculum developed by the United States Department of Transportation (DOT), or equivalent, and are planning to have a training program in place by the time the vehicle is delivered, will not receive a vehicle award.
- Applicants may request funding for a driver training program in the Vehicle Acquisition section, but must add the request in the Additional Funding area in the Request Details section for the Vehicle application. Driver training program(s) must be in place prior to the delivery of the vehicle.
- **Performance Bond Strongly Recommended:** Performance bonds are strongly recommended but not required by the AFG Program. This is for any organization that is going to advance its own funds to their vendor prior to receipt of the vehicle. The bond may be obtained through the vendor or your bank. The concept behind this is to ensure the applicant’s funds are not lost in the event of a vendor’s failure to perform, e.g., not finishing or delivering the vehicle or going out of business.

- **Prepayment Bond Required:** FY 2013 AFG Vehicle Awardees are required to obtain a prepayment bond if the grantee plans to advance federal funds to their vendor. This is to safeguard the federal funds against loss if the vendor goes out of business or fails to deliver the vehicle. Prepayment bonds may be obtained through the vendor or your bank. The cost of a Prepayment Bond is a reimbursable activity under an AFG Vehicle Acquisition Award.
- **Penalty Clause:** A contractual penalty clause is required for AFG Vehicle Acquisition when a partial payment is anticipated and/or a Prepayment Bond has been secured. The penalty clause must include a specific delivery date and vendor performance requirements.
 - Non-delivery by the contract's specified date, or other vendor nonperformance, will require a penalty that is no less than \$100 per day until such time that the vehicle, compliant with the terms of the contract, has been accepted by the grantee.

NOTE: A down payment for the purchase of a vehicle is allowable if required in the purchase contract, but FEMA will only allow up to 25 percent of the federal share to be drawn for this purpose.

No additional funds beyond the down payment will be provided in advance of the delivery of the vehicle. Any costs over-and-above the 25 percent limit, such as the cost of a chassis or any other fees or services, must be borne by the grantee or deferred until final payment is drawn.

Additional federal funds may *not* be requested for any other periodic or progress vehicle payments, including equipment acquisition for the awarded vehicle; except for the final vehicle payment, which should not be requested until after the vehicle is received, inspected, and accepted by the grantee.

- New vehicles purchased with AFG Funds must be compliant with NFPA 1901 (*Standard for Automotive Fire Apparatus*) or NFPA 1906 (*Standard for Wildland Fire Apparatus*).
- Used apparatus must be compliant with NFPA 1901 or 1906 for the year the vehicle was manufactured. Refurbished apparatus must meet the current NFPA 1912 (*Standard for Fire Apparatus Refurbishing*).
- Funds may be used to refurbish a vehicle the department currently owns, but it will be eligible only if the vehicle was designed originally for firefighting. Refurbished vehicles must meet current NFPA 1912 standards. Any re-chassis and/or refurbishment of an ambulance must meet the prevailing and applicable national standards.
- Converted vehicles not originally designed for firefighting are not eligible for refurbishment.
- When requesting more than one vehicle, you will be asked to fill out a separate line item and answer all the questions including a *separate* Narrative for each vehicle. For example, if you are requesting to replace three ambulances, you must fill out the age and vehicle identification number (VIN) of each vehicle being replaced. You cannot use the same VIN in each line item.

- If the case(s) when an applicant is not replacing a vehicle but only changing the service status of a vehicle(s), such as from first due to reserve, a VIN number is still required for the Narrative and for the vehicle being reassigned.

IMPORTANT

AFG Vehicle Acquisition Awardees shall submit a copy of their vehicle purchase contract as soon as possible to their Regional Fire Program Specialist, please visit: <http://www.fema.gov/fire-grant-contact-information>

- You may scan document(s) into a PDF format and email them to your Regional Fire Programs Specialist for inclusion in your grant file.
- If requested by the Program Office, please fax Vehicle documents to (866-274-0942). Include your organization’s name, grant number and a point of contact with a working phone number.

Submitting your vehicle purchase contract will assist in the programmatic monitoring of your award and help ensure your programmatic compliance with the *Improper Payments Information Act of 2002 and the Improper Payments Eliminations and Recovery Act of 2010*. If you do not submit your vehicle purchase contract, you will be unable to:

- Advance federal funds for partial vehicle payment or chassis payment
- Submit an amendment requesting a Period of Performance extension for your project

Reminder: When requesting training for any items in this section, enter the request under Other in Additional Funding in the Request Details section.

NOTE: Nonaffiliated EMS organizations are eligible for Vehicle Acquisition Activities that are not specific or unique to structural/proximity firefighting. For more information, please see Nonaffiliated EMS – Additional Considerations for Vehicle Acquisition, page 57.

Fire Department, Nonaffiliated EMS Organization, Joint/Regional and State Fire Academy

Eligible Department, nonaffiliated EMS, Joint/Regional, and State Fire Academy Vehicle Activities include but are not limited to:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Cost of vehicle • Physicals to meet current NFPA 1582/US Department of Transportation (DOT) 649 F • Cost of associated equipment that is eligible under current NFPA 1901/1906 | <ul style="list-style-type: none"> • Driver/operator training programs that meet applicable standards, current NFPA 1002 or Emergency Vehicle Operator Curriculum, or equivalent • Transportation to inspect a requested vehicle during production (if justified in the Vehicles Narrative) |
|--|---|

Fire Department, nonaffiliated EMS, Joint/Regional and State Fire Academy Ineligible Vehicle Activities include but are not limited to:

- | | |
|---|--|
| <ul style="list-style-type: none"> Leasing or installment purchase of any grant funded vehicle Aircraft, bulldozers, and construction-related equipment Using the vehicle being awarded as collateral for any financial loan (per 2 CFR or A102) | <ul style="list-style-type: none"> Vehicles contracted for or purchased prior to end of established application period Refurbishment of converted vehicles not originally used or intended to be used for emergency operations |
|---|--|

Example of vehicles types

- Pumper (an apparatus that carries a minimum of 300 gallons of water and has a pump with the capacity to pump a minimum of 750 gallons per minute)
- Urban interface vehicles (Type I) pumper (300 gallons & 750 GPM)
- Ambulance (vehicle used for transporting patients)
- Tanker-Tender (an apparatus that has water capacity in excess of 1,000 gallons and a pump with a pumping capacity of less than 750 gallons per minute)

Unsafe Vehicles

Applicants wanting to benefit from this consideration must certify that the unsafe vehicle will be permanently removed from emergency service if awarded a grant. “Permanently removed from emergency service” means the grantee cannot use the vehicle for emergency service, nor sell or otherwise transfer title to any individual or organization that will use the unsafe vehicle for emergency service. The grantee may *not* sell an unsafe vehicle to another fire department under any circumstances. A grantee that certifies it will remove the unsafe vehicle from service but then sells the unsafe vehicle to another fire department, or otherwise does not remove the unsafe vehicle from service, is considered to be in default of the grant agreement. Acceptable uses of unsafe vehicles include farm or nursery use, scrap metal, salvage, and construction.

Note: Based on nationwide statistics indicating the high number of fire-based EMS calls, ambulances have been moved from a low priority to a high priority.

Nonaffiliated EMS – Additional Considerations for Vehicle Acquisition

All of the following are considerations in prescoring and panelist review

| EMS Vehicle Priorities | |
|------------------------|--|
| H | Ambulances or transport units to support EMS functions are capped at \$150,000 |
| M | Non-transport (vehicles that do not transport a patient) |

Eligible Fire Department, Joint/Regional, and State Fire Academy Vehicle Activities include but are not limited to the following Vehicle Priorities:

| Priority | Urban Communities | Suburban Communities | Rural Communities |
|-----------------|--|---|---|
| H | <ul style="list-style-type: none"> • Pumper • Ambulance • Aerial • Rescue | <ul style="list-style-type: none"> • Pumper • Ambulance • Aerial • Tanker-Tender • Rescue | <ul style="list-style-type: none"> • Pumper • Ambulance • Brush-Attack • Tanker-Tender • Aerial |
| M | <ul style="list-style-type: none"> • Command • Hazmat • Light/Air unit • Rehab | <ul style="list-style-type: none"> • Hazmat command • Command • Light/Air unit • Brush-Attack • Rehab unit | <ul style="list-style-type: none"> • Command • Hazmat • Rescue • Light/Air unit |
| L | <ul style="list-style-type: none"> • Aircraft Rescue and Firefighting Vehicle (ARFF) • Brush-Attack • Foam truck • Fire boat • Tanker-Tender • Highway safety unit | <ul style="list-style-type: none"> • ARFF • Foam truck • Highway safety unit • Fire boat | <ul style="list-style-type: none"> • Foam Truck • Highway safety unit • ARFF • Rehab • Fire boat |

Compliance with Standards

- New fire apparatus must be compliant with NFPA 1901 or 1906 for the year ordered/manufactured.
- Used fire apparatus must be compliant with NFPA 1901 or 1906 standards for the year the vehicle was manufactured.
- Ambulances must meet *NFPA 1917: Standard for Automotive Ambulances, Edition 2013*.
- Applicants must certify that unsafe vehicles will be permanently removed from service if awarded a grant. Acceptable uses of unsafe vehicles include farm, nursery, scrap metal, salvage, construction, etc.
- Refurbished vehicles must meet current NFPA 1912 standards.

Additional Considerations

- Additional consideration will be given to departments that have automatic aid agreements, mutual aid agreements, or both
- Replacement of open cab/jump seat configurations
- Age of the vehicle being replaced; older equipment receive higher consideration
- Age of the newest vehicle in the department's fleet that is like the vehicle to be replaced
- Average age of the fleet; older equipment within the same class
- Converted vehicles not designed or intended for use in the fire service

APPENDIX C – Award Administration Information

Appendix C contains more detailed information on AFG Award Administration. Reviewing this information may help grantees in the programmatic and financial administration of their award(s).

A. Cost Sharing

- FEMA generally administers cost sharing requirements in accordance with 44 CFR § 13.24 for grants to state and local government entities, and with 2 CFR § 215.23 for grants to institutions of higher education and other non-profit organizations.

NOTE: The Administrator of FEMA may waive or reduce Cost Share requirements in cases of demonstrated economic hardship, (See *Appendix C, 2. Economic Hardship Waivers*).

The grantee is *not* required to have the cost-share at the time of application, nor at the time of award. However, before a grant is awarded, FEMA will contact potential awardees to determine whether the grantee has the funding in hand or if the grantee has a viable plan to obtain the funding necessary to fulfill the cost sharing requirement.

All grantees should ensure that they are thoroughly familiar with FEMA’s administration of cost sharing requirements identified above, as well as in appropriate cost principles in Title 2 of the Code of Federal Regulations, Parts 225 and 230, and the AFG FAQs available at www.fema.gov/frequently-asked-questions-0.

Types of Contributions

1. **Cash:** Cost share match (cash or hard match)) is the only allowable grantee contribution for AFG Component Programs (Vehicle Acquisition, Operations and Safety, and Joint/Regional), including non-federal cash spent for project-related costs.
2. **Trade-In Allowance/Credit:** *On a case by case basis*, FEMA may allow grantees already owning assets (equipment or vehicles) to use the trade-in allowance/credit value of those assets as “cash” for the purpose of meeting the Cost Share match obligation of their AFG Award.
3. **In Kind:** Currently, in-kind Cost Share matches are not allowable for AFG Programs. In-kind (soft) match includes, but are not limited to, the valuation of in-kind services. In-kind is the value of something received or provided that does not have a cost associated with it. For example, if in-kind match (other than cash payments) is permitted, then the value of donated services could be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements provided the grantee receiving the contributions expends them as allowable costs in compliance with provisions listed above.

Cost Share Requirements Based on Population

In general, an eligible applicant seeking a grant to carry out an activity shall agree to make available non-federal funds to carry out such activity in an amount equal to and not less than 15 percent of the grant awarded, except for entities serving small communities:

- When serving a jurisdiction more than 20,000 residents, but not more than 1,000,000 residents, the applicant shall agree to make available non-federal funds in an amount equal to and not less than 10 percent of the grant awarded.
- When serving a jurisdiction of 20,000 residents or fewer, the applicant shall agree to make available non-federal funds in an amount equal to and not less than 5 percent of the grant awarded

State fire training academy and Joint/Regional projects' Cost Share will be based on the total population of the entire region, not the population of the host organization.

1. Maintenance of Effort

An applicant seeking an AFG Grant shall agree to maintain during the term of the grant the applicant's aggregate expenditures relating to the activities allowable under this FOA at not less than 80 percent (80%) of the average amount of such expenditures in the two (2) fiscal years preceding the fiscal year in which the grant amounts are received.

NOTE: The Administrator of FEMA may waive or reduce Maintenance of Effort requirements in cases of demonstrated economic hardship (*See below*).

2. Economic Hardship Waivers (Cost Share/Maintenance of Effort)

In cases of demonstrated economic hardship, and upon the request of the grantee, the Administrator of FEMA may waive or reduce a grantee's cost share requirement or maintenance of expenditure requirement. Prior to making grant awards, FEMA will provide detailed eligibility criteria and submission instructions.

B. Other Allowable Costs

1. Administrative Costs

Management and Administration

No more than three percent (3%) of AFG Funds awarded may be used solely for management and administration with the AFG under any of the program areas listed above in accordance with 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87) or 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122), as applicable. Applicants may apply for administrative costs if the costs are directly related to the implementation of the program for which they are applying. Administrative costs are identifiable costs directly associated with the implementation and management of the grant and cannot exceed three percent (3%) of the award.

If you are requesting administrative expenses, you must list the costs under the “Other” category in the budget, and explain the purpose for the administrative costs in your Project Narrative. Administrative costs should be based on actual expenses only, not a percentage of the overall grant. Examples of eligible administrative costs include shipping, office supplies, and computers and software associated with the National Fire Incident Reporting System (NFIRS) reporting requirements.

Grant funds may not be used for insurance, Internet service provider fees, or any similar monthly service fees.

2. Indirect Costs

Indirect costs are allowable only if the applicant has an approved indirect cost rate with the cognizant federal agency. A copy of the approved rate (a fully executed, agreement negotiated with the applicant’s cognizant federal agency) is required at the time of application. Indirect costs will be evaluated as part of the application for federal funds to determine if allowable and reasonable.

3. Audit Costs

Recipients of federal funding that spend in excess of \$500,000 of federal funds in their *fiscal year* must comply with the Single Audit Acts Amendments of 1996 (31 USC §§ 7501-7507); 31 USC §§ 503, 1111; Executive Order 8248; Executive Order 11541; and the revised OMB Circular A-133.

Reasonable costs incurred for an A-133 audit are an eligible expenditure and should be included in the applicant’s proposed budget. For more information about OMB Circulars, please visit www.whitehouse.gov/omb/circulars.

Audit costs are considered administrative expenditures and may be treated as a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable OMB cost principles circulars or other applicable cost principles or regulations.

If the AFG Grantee is the recipient of *multiple* federal funding sources and spends in excess of \$500,000 in their fiscal year; then *only* a pro rata share of the A-133 audit cost(s) may be chargeable to their AFG Award.

Example: If during their fiscal year, an organization expends \$100,000 from an AFG Award and \$400,000 from other federal sources, AFG will only allow ($\$100,000/\$500,000 = 1/5$) one-fifth of the audit cost(s) to be charged to the AFG Award.

AFG does *not* require any other audits; therefore, you cannot charge any audit expenses that are not directly related to an OMB Circular A-133 audit.

4. Remodeling or Renovation Costs

Construction costs are **not eligible** under the AFG Grants. Construction includes major alterations to a building that changes the profile or footprint of the structure.

To support eligible training activities, remodeling/renovations to an existing facility are limited to minor interior alterations costing less than \$10,000 and should be requested under the AFG component program Operations and Safety activity, Modification to Facilities.

In order to be eligible, renovations must be reasonable, justified, and essential to the successful completion of the grant's scope of work. Any request for modifications to facilities may require additional information for an EHP Review. Installation of fire suppression, fire alarms, vehicle exhaust/air quality, and detection systems are allowable activities, are not considered renovations, and are not subject to the cost limits identified above.

5. Pre-award Costs

Generally, grantees cannot use grant funds to pay for products and services contracted for or purchased prior to the effective date of the grant. However, on a case by case basis, 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 in writing by FEMA (Scope of Work Amendment). In order to be eligible for a pre-award expense, the grantee must notify FEMA and obtain preliminary approval prior to contracting for any product or service. Furthermore, any purchase must be made after the submission of the application and the close of the application period. Final approval will only be given after all invoices and related procurement documents have been reviewed by FEMA to ensure the purchase was justified, unavoidable, consistent with the grant's scope of work.

6. 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.

7. Grant Writer Fees

Fees for grant writers may be included as a pre-award or pre-application expenditure. Fees payable on a contingency basis are not an eligible expense. For grant writer fees to be eligible as a pre-award expenditure, the fees must be specifically identified and listed in the Request Details section of the application.

By submitting the application, you are certifying all of the information contained therein is true and an accurate reflection of your organization. Prior to submission, please review all work produced on your behalf by grant writers or third parties for accuracy. In addition, the fees must have been paid prior to any contact with grants management staff or an award (i.e., paid within 30 days of the end of the application period). Applicants may be required to provide documentation to support these pre-award expenditures. A copy of the cancelled check and bank statement shall be provided upon request. Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

8. Prepayments

A grantee may not use grant funds to prepay for any products or services in advance of delivery of the products or rendering of services. A down payment for the purchase of a vehicle is allowable if required in the purchase contract, but FEMA will only allow up to 25 percent of the federal share to be drawn for this purpose.

No additional funds beyond the down payment will be provided in advance of the delivery of the vehicle. Any costs over-and-above the 25 percent limit, such as the cost of a chassis or any other fees or services, must be borne by the grantee or deferred until final payment is drawn.

Federal funds may not be used for any other periodic, installment or progress payments except the final payment, which should not be requested until after the vehicle is received, inspected, and accepted by the grantee.

9. Environmental Planning and Historic Preservation Compliance

FEMA is legally required to consider the potential impacts of all grant-funded projects on environmental resources and historic properties. For AFG and other preparedness grant programs, this is accomplished via FEMA's EHP Review.

NOTE: EHP Assessment(s)/plan(s) are chargeable to the AFG Award.

Grantees must comply with all applicable EHP laws, regulations, and Executive Orders (EOs) in order to draw down FY 2013 AFG Grant funds. Any project with the potential to impact natural resources or historic properties cannot be initiated until FEMA has completed the required FEMA EHP Review. Grantees implementing projects prior to receiving EHP Approval from FEMA risk de-obligation of funds.

Furthermore, for those proposed renovation projects that are part of larger projects funded from a non-FEMA source (such as an emergency operation center that is part of a larger proposed public safety complex), a FEMA EHP Review must be completed before the larger project is initiated. For these types of projects, grantees must complete the FEMA EHP Screening Form (OMB Number 1660-0115/FEMA Form 024-0-01) and submit it with all supporting documentation to the GPD EHP Team at GPDEHPInfo@fema.gov for review. Grantees should submit the FEMA EHP Screening Form for each project as soon as possible upon receiving the grant award. Refer to IBs 329, 345, and 356 located at <http://www.fema.gov/government/grant/bulletins/index.shtm> and Section II, Part I.B.5.6 of this FOA for further details on EHP Requirements.

When requesting funding for FEMA EHP Review, enter the funding request under Other in Additional Funding in the Request Details.

The following activities would not require the submission of the FEMA EHP Screening Form:

- Planning and development of policies or processes
- Management, administrative, or personnel actions
- Classroom-based training
- Tabletop exercises
- Acquisition of mobile and portable equipment (not involving installation) on a building.

AFG Projects that involve the installation of equipment not specifically excluded from a FEMA EHP Review per the GPD Programmatic Environmental Assessment (PEA), ground-disturbing activities, or modification/renovation of existing buildings or structures must undergo a FEMA EHP Review. (For more information on the PEA see IB 345 at <http://www.fema.gov/pdf/government/grant/bulletins/fonsi.pdf>)

The [Environmental and Historic Preservation Screening Form](#) is designed to initiate and facilitate the EHP Compliance Review for your FEMA preparedness grant-funded project(s). This form may be found at www.fema.gov/library/viewRecord.do?id=6906.

NOTE: When requesting funding for an EHP Review, enter the funding request under Additional Funding in the Request Details section.

10. Taxes, Fees, Levies and Assessments

Any legally non-avoidable federal, state, or local tax, fee, levy or assessment costs directly related to any eligible AFG program acquisition activity may be charged to the appropriate AFG award. These charges shall be identified and enumerated in the AFG Application's Narrative and the Request Details section of the acquisition activity.

NOTE: Any avoidable costs that result from the action or inaction of a grantee (or grantee's agent), or that prevents that grantee from enjoying any lawful exemption or reduction of any federal, state, or local tax, fee, levy, or assessment directly related to any eligible AFG Program acquisition activity, *will not be chargeable* to any AFG Award.

Example: Governmental entities and Public Safety Agencies are exempt from some Federal Communications Commission (FCC) fees*, *but only* if the eligible organization submits an exemption or waiver request to the FCC.

*Government entities are not required to pay FCC regulatory fees. Non-profit entities (exempt under Section 501 of the Internal Revenue Code) also may be exempt. The FCC requires that any entity claiming exempt status submit, or have on file with the FCC, a valid IRS Determination Letter documenting its nonprofit status or certification from a governmental authority attesting to its exempt status. For more information, please visit: [http://www.fcc.gov/document/regulatory-fee-exemption-fact-sheet\[E1\]](http://www.fcc.gov/document/regulatory-fee-exemption-fact-sheet[E1]).

C. Excess Funds

Overview

Occasionally, due to successful competitive bid processes, some grantees may have funds remaining after completion of their original scope of work. FEMA also considers

unobligated funds from under budget acquisitions, which are subsequently used for over budget acquisitions, to be treated as excess funds.

Excess funds are cumulative and may result from any combination of under budget acquisition activities

The AFG policy for excess funds establishes requirements for when the Grantee must submit an amendment to use excess funds. The policy caps the amount that may be requested by a grantee at not more than \$10,000 total for any grant award, by activity or cumulatively for an award, assuming that the Grantee follows the procedures described below for excess funds and submits amendment requests when required.

NOTE: Only after a grantee has completed their award's *entire* Scope of Work (SOW) and has *fully satisfied* the grantee's Cost Share obligation, may remaining funds from requested activities *potentially* become excess funds and be obligated in the following way(s). Depending upon the amount of excess funds, the origin of the excess funds and the activities requested, an amendment may or may not be required.

No Amendment Required for use of Excess Funds

- A **single requested activity**, such as Equipment, having \$10,000 or less in excess funds; the grantee may pursue additional eligible Equipment acquisition activities, spending up to \$10,000, without notifying AFG or requesting an amendment.
- **Multiple requested activities:** When the Grantee generates excess funds under multiple activities (i.e. \$100 from Well & Fitness, \$500 from Equipment, and \$2000, from PPE), and requests to spend those funds as a continuation of the Scope of Work (SOW) for those activities, then no amendment is required.
- Any request to use \$10,000 or less in excess funds for the purpose of modifying any activity previously reduced in cost, quantity, or scope by FEMA, then no amendment is required.
- Excess funds deobligated during the award closeout and reconciliation do not require an amendment.

Amendment Required for use of Excess Funds

- A **single requested activity**, such as Equipment, having more than \$10,000 in excess funds; the grantee requests or utilizes \$10,000 or less of excess funds for a different eligible activity (i.e. wellness & fitness); because this is a change to the Scope of Work, an amendment is required.
- **Multiple requested activities**, where the grantee has generated excess funds (i.e. \$100 from Wellness & Fitness, \$500 from Equipment, and \$2000 from PPE), and requests or utilizes the available excess funds for one or more activities that did not generate the excess funds (i.e. Training); even though the excess fund amounts (individually or combined) are \$10,000 or less; because this is a change to the Scope of Work, an amendment is required.
- Any request to use any excess funds for any eligible activity that would normally require an EHP Review.

- Nonaffiliated EMS organizations, regardless of the amount or type of excess funds requested, an amendment is required.

Excess Funds Restrictions

Fire Prevention and Safety

- No Excess Funds generated under the AFG programs, *Vehicle Acquisition, Operations and Safety or Joint or Regional*, can be used for Fire Prevention and Safety activities. Training and Equipment activities to enforce fire codes and/or to fund fire prevention programs are now only applicable to FP&S Grants under Section 33 of the Federal Fire Prevention and Control Act of 1974, Public Law 93-498, as amended (15 U.S.C. § 2229)

Nonaffiliated EMS organizations

- Nonaffiliated EMS organizations may only request excess funds for EMS injury prevention programs.
- Depending upon the amount of excess funds, the origin of the excess funds and the activities requested, an amendment may or may not be required.

D. Procurement Integrity

Through audits conducted by the Department of Homeland Security's Office of Inspector General (OIG) and the AFG Program Office grant monitoring, findings have shown that some AFG recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement policies jeopardizes the integrity of the grant as well as the grant program. Below, we have reiterated the federal procurement requirements for fire department, State Fire Training Academy and EMS organization grantees when buying goods and services with federal grant funds. DHS will include a review of grantees' procurement practices as part of the normal monitoring activities.

Competition: All procurement transactions shall be conducted in a manner that:

- Provide open and free competition
- Promote competition and ensure advantageous pricing

Note: Grantees that are a State or local government entity may use their own procurement procedures, reflecting applicable State and local laws and regulations, provided that the procurement(s) conform with the requirements of 44 CFR § 13.36. Grantees that are an institution of higher learning or other non-profit organization may use their own procurement procedures, reflecting applicable State and local laws and regulations, provided that the procurement(s) conform with the requirements of 2 CFR §§ 215.40 – 215.48.

Note: AFG will consider acquisitions by a grantee who has formally adopted internal or governing policies and authorizes acquisitions through competitively negotiated third party opportunities (e.g., Government Services Administration (GSA) schedule, state contracts, co-operative or group purchasing or existing previously bid ("tag along" contracts)), as having satisfied AFG Program requirements for being competitive, so

long as they also conform to the applicable federal procurement regulations cited above.

Note: Grantees who fail to adhere to their own procurement policy, or otherwise fail to fully compete any purchase involving federal funds, may find that their expenditures questioned and subsequently disallowed.

Note: To the greatest extent possible, the use of federal grant funds should be used for the purchase of goods and services manufactured, assembled, and distributed in the United States.

Documentation

- At a minimum, grantees are required to maintain and retain the following:
- Backup documentation, such as bids and quotes
- Cost/price analyses on file for review by federal personnel

The required documentation for federally funded purchases should include:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Cancelled checks

Note: Grantees who fail to fully document their purchases may find their expenditures questioned and subsequently disallowed.

Specifications: When creating your bid specifications, and prior to being sent to the prospective bidders, you should ensure the following:

- Bids and specifications are not proprietary to any one product or manufacturer.
- Applicable federal regulations at 44 CFR § 13.36 (for grants to state and local government entities) or 2 CFR §§ 215.40 – 215.48 (for grants to institutions of higher education and other non-profit organizations) are followed.
- In-state or local geographical preferences are not imposed in the evaluation of bids or proposals.
- Product information is obtained from vendors in order to be more informed about the items they plan to purchase.
- Specifications obtained from vendors for any solicitation with federal grant funds are not used if the specifications would be found to be restrictive.

Note: Vendors/manufacturers may provide product and technical information to grantees for consideration. The applicants may use this information during the grantees' product evaluation and drafting of solicitation specifications.

Grantees may not use the vehicle(s) being awarded as collateral for any type of financial loan(s). Any grantee activity that encumbers or clouds the title of an awarded vehicle may:

- Result in actions by FEMA or other federal agencies to modify or revoke the award
- Initiate actions that may include federal actions to claim or seize awarded vehicle
- Initiate actions of Debarment and Suspension*

* *Executive Orders 12549 and 12689 provide protection from fraud, waste, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the Federal Government.*

Personal and Organizational Conflicts of Interest

No employee, officer, or agent of the grantee shall participate in the selection, award, or administration of a procurement supported by federal funds if a real or an apparent *conflict of Interest* would be involved.

No agent of the grantee who has a financial or other interest in the vendor shall be selected for the procurement. No member of the applicant's organization's officers', employees', or agents' immediate family who has a financial or other interest in the vendor shall be selected for the procurement.

No organization that employs a grantee's officer, employee, or agent who is a vendor or has a financial or other interest in the vendor shall be selected for the procurement.

Grantees may set minimum rules where the financial interest is not substantial. To the extent permitted by state or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and sub grantee's officers, employees, or agents, or by contractors or their agents.

Applicants should additionally follow applicable federal regulations at 44 CFR § 13.36 or 2 CFR §§ 215.40 – 215.48 governing *conflicts of interest*.

Note: For the purposes of this program, FEMA considers volunteers of an organization and grant writers to be employees, officers, and/or agents of the grantee. As such, no volunteer or member of an organization or anyone involved in the application for funding can participate in, or benefit from, the procurement if federal funds are involved.

Grantees that purchase items with grant funds from vendors who employ any of their volunteers/members will have to document how they avoided a *conflict of interest* during the procurement process (i.e., specific details regarding how the members/volunteers removed themselves, or how they were prevented from participating in the process). Grantees may be required to provide this documentation upon request. Grantees who fail to fully document their purchases may find their expenditures questioned and subsequently disallowed. Remember that FEMA reserves the right to request and

review any and all bids/spec prior to purchase. Grantees may be subject to an audit after award.

Note: Help FEMA prevent fraud, waste and abuse.

If you have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, you should contact the DHS OIG Hotline at (800) 323-8603, by fax at (202) 254-4297, or e-mail DHSOIGHOTLINE@dhs.gov.

E. Notice of Award

Upon approval of an application, the award will be made in the form of a grant. The date the approval of award is entered in the system is the “award date.” For the AFG Notification of Award, approval is made through an automatic e-mail from the e-Grant system to the grantee point of contact listed in the initial application. Once an award has been approved and recorded in the system, a notice is sent to the authorized grant official. Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under federal awards.

F. Amendments

AFG Award amendments may be approved, on a case-by-case basis, for the following reasons:

- Period of Performance (extension request/reopen award to complete original scope of work)
- Scope of Work (activity/mission changes, retroactive approval (pre-award), closeout issues, some excess funds requests, requests for economic hardship Cost Share waiver, and requests for maintenance of expenditure waivers)
- Cost over/under run (adding funds to award/non-closeout deobligation* of funds)

Amendments will only be considered when submitted via the e-Grant system on-line. These requests must contain specific and compelling justifications for the requested change.

AFG strongly encourages the timely expenditure of grant funds by grantees to be consistent with the goals and objectives outlined in AFG Programs.

** A grantee may deobligate (return) unused funds (those remaining funds drawn down via payment request and/or remaining award funding that was never requested) to DHS prior to the end of an award's Period of Performance. To exercise this option, a grantee must submit a cost over/under run Amendment via the e-Grant system and state in their amendment that the unliquidated funds (funds to be returned) are not necessary for the fulfillment or success of the grant's obligations or mission. The grantee must also indicate that it is understood that the returned funds will be deobligated and unavailable for any future award expenses. Deobligation of funds will decrease the federal portion of the grant and the amount of the grantee's Cost Share obligation. The AFG Program*

Office will confirm deobligation amendments with all points of contact; after confirmation of the grantee's intent to deobligate, the Program Office will hold the approved deobligation request for fourteen (14) calendar days as a period for "grantee reconsideration," before processing the deobligation request.

To return grant funding that has been drawn down but is no longer required, the grantee must complete and attach the "Return of Funds to FEMA" form to any remittance (mailing instructions are on the form). The form is available at <http://www.fema.gov/library/viewRecord.do?id=7080>.

G. Administrative and National Policy Requirements

AFG Programs do *not* allow for sub-grantees or sub-recipients. All activities of the AFG Award recipients, supporting the Scope of Work, shall only be on a contractual basis. Successful applicants for all DHS grants are required to comply with DHS Standard Administrative Terms and Conditions available within Section 6.1.1 of the *CFO Authority for Financial Assistance and Oversight*. For more information, please contact the AFG Help Desk at (866) 274-0960 or by email at firegrants@fema.gov.

H. CFO Authority for Financial Assistance and Oversight

(please see: <http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf>)

The grant recipient must, in addition to the assurances made as part of the application, comply with all applicable statutes, regulations, executive orders, OMB Circulars, terms and conditions of the award, and the approved application. A non-exclusive list of requirements commonly applicable to DHS grants include:

1. Financial Assistance Award Standard Terms and Conditions

DHS requires standard terms and conditions approved by the Division of Financial Assistance Policy and Oversight (FAPO) to be applied to all financial assistance awards.

For the complete listing of DHS Standard Administrative Terms and Conditions, please contact the AFG Help Desk at (866) 274-0960 or by email at firegrants@fema.gov.

2. Administrative Requirements

Please reference 2 CFR Part 25 – Universal Identifier and Central Contractor Registration, Subpart B-Policy.

3. Audit Requirements and other Assessments

The recipient must comply with the following laws that were enacted to ensure the correct use of federal funds and to avoid improper or erroneous payments:

- Audit Requirements and other Assessments Improper Payments Information Act (IPIA) of 2002, as amended (Public Law 107-300)
- Improper Payments Elimination and Recovery Act of 2010 (IPERA) (P.L. 111-204).

4. Duplication of Benefits

State, local, and Tribal recipients must comply with 2 CFR § 225, Appendix A, paragraph (C)(3)(c), which provides that any cost allocable to a particular federal award or cost objective under the principles provided for in this authority may not be charged to other federal awards to overcome fund deficiencies.

Non-governmental entities are also generally subject to this prohibition per 2 CFR Parts 220 and 230, and 48 CFR Part 31.2.

To allow follow-up on A-133 audit findings or to test operational procedures safeguarding federal funds, the grantee must give FEMA or any authorized federal representative access to all books, records, and related documents supporting the management and use of these grant funds.

I. Payments/Drawdown/Rebates

AFG Payment/Drawdown Requests are generated using the e-Grant system.

AFG Payment/Drawdown Requests from state or local government entities may be either advances or reimbursements per conditions set forth in 44 CFR §13.21(c). Institutions of higher education and other non-profit organizations should follow 2 CFR § 215.22.

1. Advances. Grantees shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of the funds and their disbursement by the grantee

NOTE: With regard to interest earned on advances, state and local government entities should follow 44 CFR § 13.21(i):

- Except for interest earned on advances of funds exempt under the Intergovernmental Cooperation Act (31 USC. 6501 et seq. and the Indian Self-Determination Act (23 USC. 450), grantees shall promptly, but at least quarterly, remit interest earned on advances to the federal agency. The grantee may keep interest amounts up to \$100 per year for administrative expenses.

Institutions of higher education and other non-profit organizations should follow 2 CFR § 215.22.

For the rate to use in calculating interest, please visit Treasury Current Value rate at <http://www.fms.treas.gov/cvfr/index.html>.

2. Reimbursement. Reimbursement of the Grantee is the preferred method, when the requirements in 44 CFR § 13.21(c) (for grants to state and local government entities) or 2 CFR, § 215.22(b) (for grants to institutions of higher education and other non-profit organizations) cannot be met.

In accordance with Treasury regulations at 31 CFR Part 205, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds. (See also 44 CFR Part 13.21(i) (for grants to state and local government entities) and 2 CFR § 215.22(k) (for grants to institutions of higher education and other non-profit organizations) regarding payment of interest earned on advances.)

Grantees should not expend funds or request drawdowns until all special conditions listed on the grant award document have been met and the award has been approved for payment in the e-Grant system.

Grant recipients should drawdown funds based upon immediate disbursement requirements; however, FEMA strongly encourages recipients to drawdown funds as close to disbursement or expenditure as possible to avoid accruing interest.

Although advance drawdown requests are permissible, grantees remain subject to the interest requirements of the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 CFR Part 205. Interest under CMIA will accrue from the time federal funds are credited to a grantee's account until the time the grantee pays out the funds for program purposes.

3. Rebates: Per 44 CFR §13.21(f)(2) for grants to state and local government entities and per 2 CFR § 215.22(g) for grants to institutions of higher education and other non-profit organizations, grantees shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.

The reduction of federal financial participation via rebates/refunds *may* generate excess funds for the grantee, if the grantee had already obligated their Cost Share match based upon the original award figures.

If the Grantee had *already* obligated their original Cost Share *prior* to the rebate, then the Grantee *may* have minimum excess funds equal to the difference between the original Cost Share less the rebate adjusted Cost Share.

J. Non-supplanting Requirement

All recipients must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources. Applicants or award recipients may be required to demonstrate and document that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

K. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll or other taxes, audit

disallowances, and benefit overpayments. See OMB Circular A-129 and Form SF-424, item number 17 for additional information and guidance.

L. Environmental Planning and Historic Preservation Compliance

For information on FEMA's EHP Requirements, applicants should refer to:

Information Bulletin 329, Environmental Planning and Historic Preservation Requirements for Grants, available at <http://www.fema.gov/pdf/government/grant/bulletins/info329.pdf>

Information Bulletin 345, Programmatic Environmental Assessment, available at <http://www.fema.gov/pdf/government/grant/bulletins/info345.pdf>

Information Bulletin 356, Environmental Planning and Historic Preservation (EHP) Screening Form, available at <http://www.fema.gov/pdf/government/grant/bulletins/info356.pdf>

Environmental and Historic Preservation Screening Form available at: <http://www.fema.gov/library/viewRecord.do?id=6906>

M. Equipment Marking

Awardees may consider marking equipment as "purchased with funds provided by the US Department of Homeland Security" in order to facilitate their own audit processes, as well as federal audits and monitoring visits, which may result from receiving federal funding. Equipment maintenance requirements are outlined in 44 CFR § 13.32 for grants to state and local government entities, and 2 CFR § 215.34 for grants to institutions of higher education and other non-profit organizations.

N. Debarment and Suspension

All recipients must comply with Executive Orders 12549 and 12689, which provide protection against waste, fraud, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the Federal Government. (For additional information, see, generally, 2 CFR Part 3000, and 2 CFR Part 180.)

O. Administrative and National Policy Requirements

AFG Grants are awarded on a rolling basis. The period of performance is 12 months from the date of the award. Grantees must accept their grant awards no later than 30 days from the award date. The grantee shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold (for a maximum of 90 days) until the grantee accepts the award through official correspondence (e.g., written, electronic signature, signed letter, or fax) to the Grant Programs Directorate and all other conditions of award have been satisfied, or the award is otherwise rescinded.

The periods of performance for AFG Awards support the effort to expedite the outlay of available grant funding and provide economic stimulus. Agencies should request

waivers sparingly, and they will be granted only due to compelling legal, policy, or operational challenges.

For example, grantees may request an extension to the deadlines outlined above for discretionary grant funds when not adjusting the timeline for spending would constitute a verifiable legal breach of contract by the grantee with vendors or sub-recipients; or where a specific statute or regulation mandates an environmental review that cannot be completed within this timeframe; or where other exceptional circumstances warrant a discrete waiver