



Assistance to Firefighters Grant (AFG) Programs

Fiscal Year (FY) 2014 Workshop



FEMA

Region **XXX** Fire Program Specialists

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AFG Workshop

- Information contained in this slide presentation is subject to change once the Funding Opportunity Announcement (FOA) is finalized and published on the website.
- www.fema.gov/firegrants
- Please make sure you check the website once the grant period is open for current and up-to-date information

Workshop Objectives

Improve grant writing skills through preparation by:

- Familiarizing applicants with the AFG Process
- Aligning departments' needs/risks to AFG Program Priorities
- Utilizing support resources

Agenda

- AFG Overview
- AFG Application Process
- Post Award Additional Considerations
- Assistance and Support Resources
- Summary

AFG Program

Purpose:

To award grants directly to fire departments, unaffiliated EMS organizations and State Fire Training Academies to enhance their ability to protect the health and safety of the public, as well as that of first-responder personnel.

AFG and the LAW

- FY 2014 AFG Programs play an important role in the implementation of Presidential Policy Directive 8 (PPD-8) by supporting the development and sustainment of core capabilities.
- Core capabilities are essential for the execution of each of the five mission areas outlined in the National Preparedness Goal (NPG). The development and sustainment of these core capabilities are not exclusive to any single level of government or organization, but rather requires the combined effort of the whole community.

AFG and the LAW

Catalogue of Federal Domestic Assistance (CFDA) Number

- 97.044

CFDA Title

- Assistance to Firefighters Grants

Funding Opportunity Announcement Title

- Fiscal Year (FY) 2014 Assistance to Firefighters Grants

AFG and the LAW

Authorizing Authority for Program

- Section 33 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 U.S.C. § 2229)

Appropriation Authority for Program

- *Department of Homeland Security Appropriations Act, 2014* (Pub. L. No. 113-76)
- FIREFIGHTER ASSISTANCE GRANTS
- For grants for programs authorized by the Federal Fire Prevention and Control Act of 1974 (15 U.S.C. 2201et seq.), \$680,000,000, to remain available until September 30, 2015

FY 14 Total Appropriation \$680,000,000



FY14 Program Updates



**October/November
Application Period**



Early 2015



Early 2015

FY 15 Appropriation \$680,000,000 (PROPOSED)



\$ 306,000,000

The logo for the Assistance to Firefighters Grant (AFG) features a silhouette of a firefighter against a fire background. Below the image, the text reads "AFG Assistance to Firefighters Grant" next to the official seal of the U.S. Department of Justice, Office of Justice Programs.



\$ 340,000,000

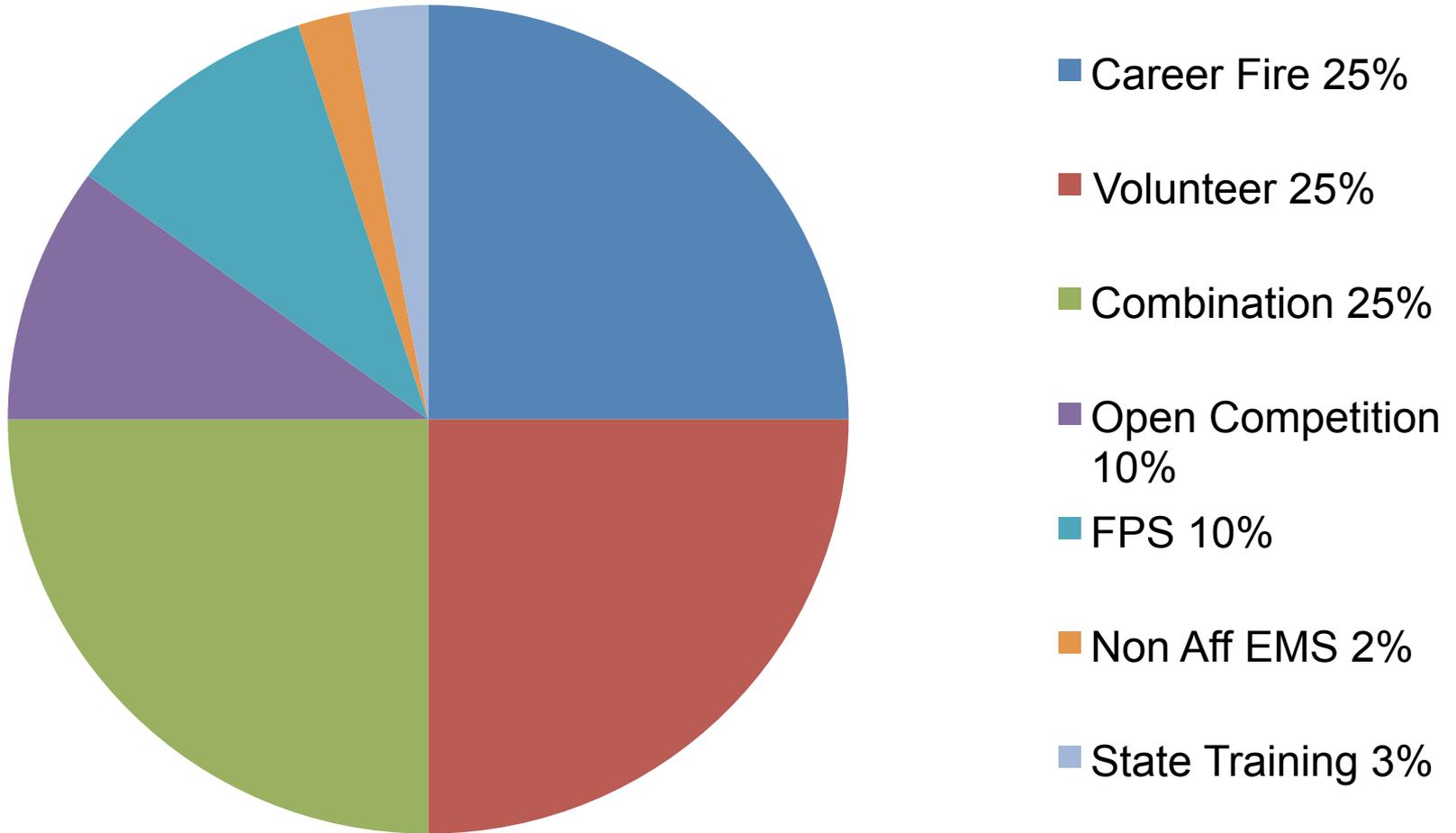
The logo for Staffing for Adequate Fire & Emergency Response Grants (SAFER) shows three firefighters in full gear. The text "SAFER Staffing for Adequate Fire & Emergency Response Grants" is displayed next to the official seal of the U.S. Department of Justice, Office of Justice Programs.



\$34,000,000

The logo for Fire Prevention & Safety Grants (FP&S) includes a graphic of a fire hydrant and a fire extinguisher. The text "FP&S Fire Prevention & Safety Grants" is shown next to the official seal of the U.S. Department of Justice, Office of Justice Programs.

AFG: Allocation of Funds



Code of Federal Regulations

- DHS will adopt 2 CFR §200...AKA “Super Circular”, no later than December 26, 2014
- Consolidates the various chapters of the Code of Federal Regulations which addressed “grants” into a single chapter
- Largely similar to previous regulations with some exceptions
- Must follow all current state and federal regulations.

AFG Organizational Structure

Headquarters AFG

- Develops funding opportunity announcement and manages program implementation
- Makes award recommendations to the headquarters Grants Management Office
- Issues and finalize awarding of grants
- Responsible for financial management

Regional Offices (Fire Program Specialists)

- Provides programmatic and technical assistance at the regional level

Criteria Development

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

- AFG
- SAFER
- FP& S

Nine Stakeholder Organizations

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

Questions



NEW FOR FY14

Ballistic Protective Equipment (BPE) eligible under PPE

- Requests for Ballistic Protective Equipment are now eligible as a new mission under PPE. A set of BPE will be comprised of one vest, one helmet, one triage bag, and one pair of goggles.
- Fire and EMS personnel should be properly trained and qualified in the use of the ballistic protection equipment and active shooter/mass casualty incident tactics and procedures. Interagency training and exercises are highly encouraged and should be fully explained as part of the applicant's narrative, if applicable.

NEW FOR FY14

Moved from Training to Equipment

- For the FY2014 AFG program, all simulators, as well as mobile or fixed fire/evolution props, (e.g. burn trailers, forcible entry, rescue/smoke maze) and Tow Vehicles have been moved from the Training activity to the Equipment Activity.

PPE and SCBA: Definition of Obsolescence

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

Vehicles

- Refurbished and used (previously owned) vehicles are no longer eligible for acquisition and will not and are not an eligible grant expense.
- Beginning in FY2014, the acquisition of a Non-Transport Nonaffiliated EMS (Healthcare) vehicle for Community Paramedic services is High priority.

Common Application Mistakes

- Incomplete application submittal (placeholder laden)
- DUNS not registered in SAM.gov
- Banking information not matching (1199A Direct Deposit Form)
- Equipment/Vehicles requested that do not meet the NFPA standards
- Non-compliant communication equipment request
- Excessive SCBA and PPE request
- Requesting items that are not high funding priorities.
- Failing to list your entire PPE inventory or the age of your PPE.
- Requesting an item for which you are not trained and for which you are not requesting training.
- Regional partners duplication of application project submittal

Grant Writers Fee

- Fees for grant writers may be included as a pre-award or expenditure.
- 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.
- AFG only will consider reimbursements for application preparation, not administration, up to but not more than \$1,500.
- By submitting the application, you are certifying all of the information contained therein is true and an accurate reflection of your organization, and that regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA that include but are not limited to the submitted application not being considered for award, an existing award being locked pending investigation, or referral to the Office of the Inspector General.

Grant Writers Fee

- 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

Eligible Applicants for AFG

Fire Departments (career, combination, volunteer)

- An agency/organization having a formally recognized arrangement with a state, local, or tribal authority to provide fire suppression to a population within a fixed geographical area on a first-due response basis.

Non-affiliated EMS Departments

- A public or private nonprofit emergency medical service organization providing direct emergency medical services including transport, but not affiliated with a hospital.

State Fire Training Academies

- Defined as the primary state fire training academy. A listing of eligible State Fire Training Academy organizations and institutions can be found at: <http://www.usfa.fema.gov/fireservice/>

AFG Application Types

Application Types (all with a 1 year period of performance)

- Operations & Safety
 - Training, Equipment, Personal Protective Equipment (PPE) Wellness/Fitness, Modifications to Facilities
 - Micro grant, not a separate application; but a voluntary funding choice made within the Operations and Safety application)
- Regional
- Vehicles

AFG Cost Share

15 % for populations > 1 million

10 % for populations 20,000 to 1 million

5 % for populations < 20,000

5 % for all eligible FP&S applicants

Cost Share Requirements for FY14

MATCHING REQUIREMENT FOR ASSISTANCE TO FIREFIGHTERS GRANTS—

- IN GENERAL.—Except as provided in subparagraph (B), an applicant seeking a grant to carry out an activity under subsection
 - ***shall agree to make available non-Federal funds to carry out such activity in an amount equal to not less than 15 percent of the grant awarded to such applicant under such subsection.***

EXCEPTION FOR ENTITIES SERVING SMALL COMMUNITIES.

Cost Share Calculation for FY14

X = federal grant

Y = \$100,000

P = 15%

$$X = \$100,000 / 1.15$$

$$X = \$86,956$$

$$\text{Cost Share} = \$13,044$$

DUNS Number

- The applicant must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number with their application. DUNS is required 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.

System for Award Management (SAM)

- SAM registration is only active for one year and must be renewed annually.
- 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
-
- The System for Award Management (SAM) consolidates federal procurement systems and the Catalog of Federal Domestic Assistance (CFDA).
- Applicant registration in the System for Award Management (SAM) *is free!* To register, please visit <https://www.sam.gov/portal/public/SAM/>.

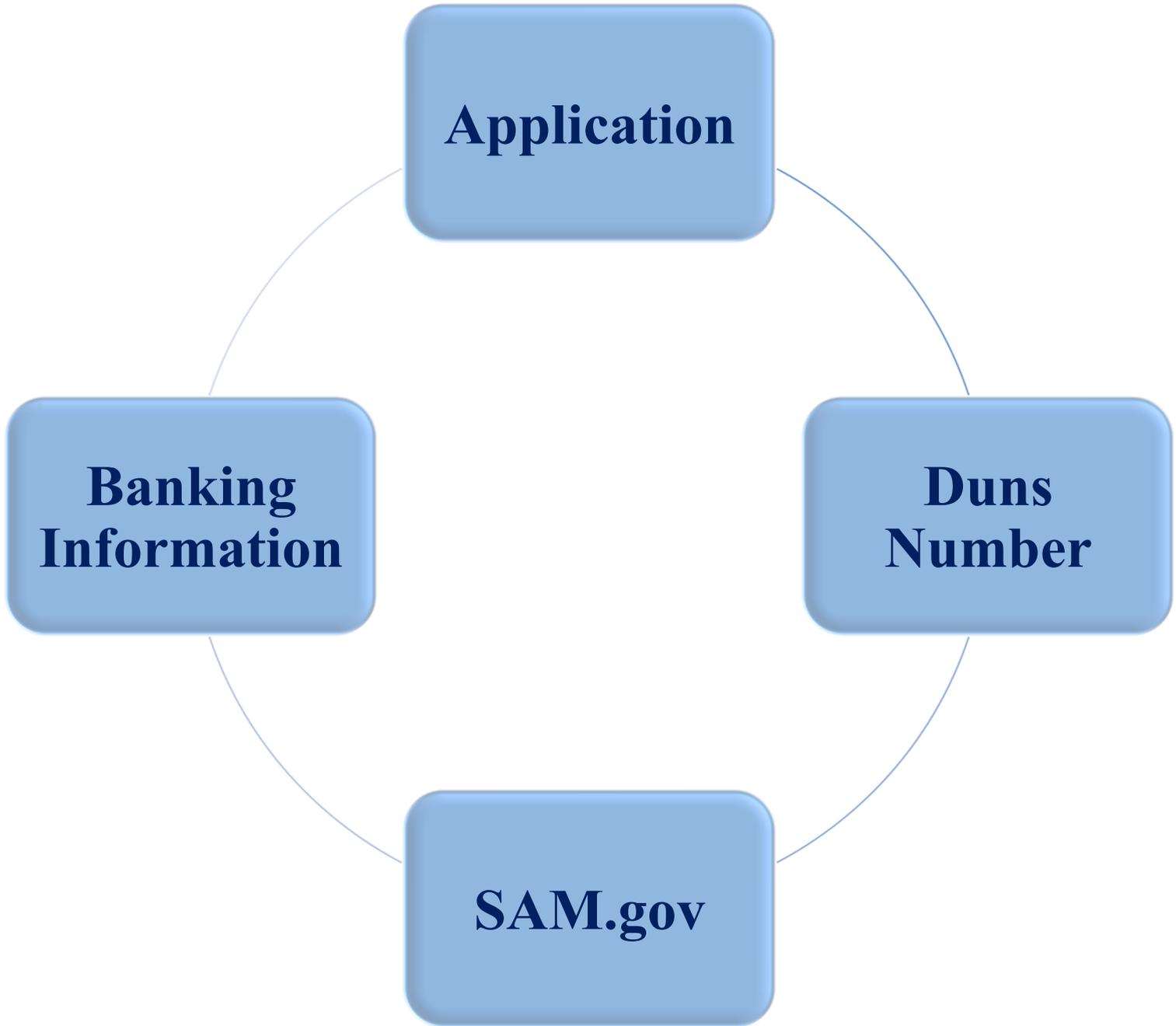
System for Award Management (SAM)

- For existing AFG awards, 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 has an active SAM registration with current information; AFG Application information *must* match your organization's SAM Profile.
- 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.

Having Trouble with SAM?

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. Federal Service Desk contact info at www.fsd.gov or 1-866-606-8220
- Call (866) 606-8220 (toll-free) to speak with a representative.
- SAM Quick Start Guide For New Grantee Registration and SAM Video Tutorial for New Applicants are tools created by the GSA to assist those registering with the SAM. Guides or Tutorials can be found at www.fsd.gov.
- Sam registration guidance and web links can also be found at, <http://www.fema.gov/rules-tools/system-award-management>



The AFG Application Process

1. Planning and Preparation
2. Application Content
3. Narrative Development
4. Review and Submittal
5. Scoring and Selection

Planning and Preparation

Familiarize yourself with the AFG Program Funding Opportunity Announcement (FOA) found at: www.fema.gov/firegrants

- Conduct a risk/needs assessment
- Determine your project
- Utilize support resources

Conduct a Risk Assessment

Identify your hazards/risks to life, critical infrastructure and property.

- Ask yourself:
 - What are the ideal solutions to this risk?
 - What resources do you have to deal with these risks?
 - What are your gaps/deficiencies?

Program Priorities

- Always check the Program Priorities in the FOA before deciding on the items or projects for which you will request assistance.
- Once approved, the AFG FOA can be accessed at www.fema.gov/firegrants

Determine Your Project

- Prioritize the operational gaps/deficiencies identified and using the FOA as a reference, determine where your needs align with program priorities
- Aligning your greatest needs with the highest program priorities will increase your chances of submitting a competitive application!

Micro Grants

- Limited to \$25,000 Federal Share
- Scoring consideration for those applicants who have NOT been awarded in the previous 3 years
- Only HIGH priority activities will be eligible in FY 2014

Operations and Safety Application Activities:

- Training
- Equipment
- Personal Protective Equipment (PPE)
- Wellness & Fitness
- Modifications to Fire Stations and Facilities
- **Focus on the highest priorities!**

Training Priorities

- 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.
- 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.
- 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.

Training Scored Question Example

Will this training be:

- (select one):

1. Instructor-led
2. Self-directed/test-validated
3. None of the above

Equipment Priorities

- Equipment purchased with AFG funds must meet applicable national consensus standards, NFPA, OSHA, ANSI...
- Funding Priorities that are rated as high (H) are:
 - First time purchases to support existing mission
 - Replace obsolete or damaged equipment that can no longer meet the applicable standards
 - 10 to 15 years old

Personal Protective Equipment Priorities

- Requesting PPE for the first time
- Replacing torn, damaged, or obsolete PPE
- Personal Safety/Rescue Bailout Systems
- PPE for members currently without gear

Communications Equipment

- 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 Statewide Communications Interoperability Plan (SCIP) for their State.
- Grantees that are using AFG Funds to support emergency communications activities should comply with the “*FY 2014 SAFECOM Guidance for Emergency Communications Grants*”. For more details, please see go to the following web site.

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

- **All equipment must be APCO P25 compliant!**

Personal Protective Equipment

- You will be asked to provide details about your existing equipment inventory.
- The age of your existing equipment will be considered in all phases of review.
- In order to be considered “obsolete” PPE/SCBA must be 10 years and 2 NFPA cycles old.
- 2002 standard or older is the highest priority.



PPE Scored Question Example

- If you are asking for specialized PPE (e.g., Haz-Mat), what percentage of applicable members **will have** specialized PPE that meets established standards if this grant is awarded?
- For example, if your 100-member department has a 10-member Haz-Mat team and you are requesting 10 Haz-Mat suits, you are requesting 100% of the applicable members.

Wellness and Fitness Priority 1

Wellness & Fitness Activities are intended to strengthen First Responders so their mental, physical, and emotional capabilities are resilient enough to withstand the demands of emergency services response. For FY 2014, fire departments and nonaffiliated EMS organizations must offer, or plan to offer, all four of the following Priority 1 activities:

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



Wellness and Fitness Priority II

Priority II activities will be limited to the following four categories in the drop down menu.

- Candidate Physical Ability Evaluation
- Formal Fitness and Injury Prevention Program/Equipment
- Injury/Illness Rehab Program(s)
- IAFF or IAFC Peer Fitness Trainer Programs

(to request Priority II activities in Wellness and Fitness, all Priority 1 activities must be in place, or planned to be in place)

Modifications to Facilities

- Grant funds may only be used to retrofit existing structures built prior to 2003
- No modification may involve changing the footprint or profile of a structure.
- All projects that involve the installation of equipment, ground-disturbing activities such as a concrete pad for station generator, must undergo a FEMA Environmental and Historic Preservation (EHP) review and approval.
- The EHP clearance must be received prior to the start of any modifications. Failure to do so could cause your project to be deem ineligible!

Modification to Facilities Priorities

Program Priorities (H)

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

Additional Considerations

- Age of the building—older buildings receive higher priority for funding
- \$100,000.00 maximum per station



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

Regional Applications

- Any eligible Fire Department or nonaffiliated EMS organization may act as a “Host” applicant for large-scale projects on behalf of itself and any number of other eligible organizations in the area that will be participating partners in the award.
- Regional projects should achieve greater cost effectiveness and regional efficiency and resilience.

Regional Applications

- Proposed for the 2014 application period, regional hosts shall be required to obtain a letter of understanding or MOU to include all regional partners where each partner acknowledges participation in the project and outlines who will get what in terms of assets.

Regional Projects

Eligible projects:

- Operations and Safety: Training, equipment, personal protective equipment
- Vehicle acquisition

Proposed for 2014: Regional Vehicle Priorities

High Priority	Medium Priority	Low Priority
Ladder Truck Mobile command vehicle Air/Light Utility Bariatric Ambulance Rehab Unit Non-Transport EMS (Healthcare) - Community Paramedic	Heavy Tech Rescue (included water rescue)	Hazmat
	Highway Safety	Specialized Foam
		Hybrid(Fire/EMS)

Vehicle Applications

- AFG provides grants for the acquisition of NFPA Compliant Vehicles.
- Fire departments, nonaffiliated EMS organizations, and State Fire Training Academies are eligible for all AFG Vehicle Acquisition activities.

Vehicle Acquisition Priorities

- Unsafe vehicles
- Replacing vehicles that have been converted from vehicles not intended for the fire service.
- Replacing firefighting vehicles that have been purchased prior to the NFPA 1992 standard.
- **Proposed for 2014: Refurbished/Used vehicles are no longer eligible.**

Fire Apparatus Priorities

Priority	Urban Communities	Suburban Communities	Rural Communities
(H)	Pumper Ambulance Aerial Rescue	Pumper Ambulance Aerial Rescue Tanker/Tender	Pumper Ambulance Aerial Tanker/Tender Brush/Attack
(M)	Command Hazmat Light/Air Rehab	Hazmat Command Command Light/Air Rehab Unit Brush/Attack	Command Hazmat Rescue Light/Air

Non-Affiliated EMS Vehicle Priorities

Priority One
(H)

Priority Two
(M)

Ambulances or transport
units to support EMS

First Responder non-
transport vehicles

Program Priorities

- Always check the Program Priorities in the FOA before deciding on the items or projects for which you will request assistance.
- Once the AFG FOA is approved, it will be available at www.fema.gov/firegrants.

Remember!

The single most important action for success in the AFG Program is to match your department's needs to the AFG Program's highest funding priorities.

QUESTIONS



The Application

- Describes the community you serve.
- Describes your department and your needs.
- Justifies your needs.
- Is used by FEMA as basis for award!
- Where to Find the Application:
 - <https://portal.fema.gov/famsVuWeb/home>

Proposed for 2014

- Applicants will be required to affirm and acknowledge each questions;
- Certify that the applicant organization has provided its own unique Dun & Bradstreet Data Universal Numbering System (DUNS) number in this application.
- Certify that the applicant organization, as required per 2 CFR § 25.205, is currently registered in the System for Award Management (SAM).
- Certify that the applicant organization has consulted the appropriate Funding Opportunity Announcement and that all requested activities are programmatically allowable, technically feasible and can be completed within the award's one (1) year Period of Performance (POP).

Proposed for 2014

- Certify that the applicant organization is aware that this application period is open from **XX/XX to XX/XX/20XX** and will close at 5 PM EST; further that the applicant organization is aware that that once an application is submitted, even if the application period is still open, a submitted application cannot be changed or released back to the applicant for modification.
- Certify that the applicant organization is aware that it is solely the applicant organization's responsibility to ensure that all activities funded by this award(s), comply with Federal environmental planning and historic preservation (EHP) regulations, laws, and Executive Orders as applicable. The EHP Screening Form designed to initiate and facilitate the EHP Review is available at:

<http://www.fema.gov/media-library/assets/documents/30521?id=6906>

Proposed for 2014

- Certify that the applicant organization is aware that the **applicant organization is ultimately responsible** for the accuracy of all application information submitted. Regardless of the applicant's intent, the submission of information that is false or misleading, may result in actions by FEMA that include, but are not limited to: the submitted application not being considered for award, an existing award being locked pending investigation, or referral to the Office of the Inspector General.
- As we get additional confirmation of these details we will update you.

The Application

- Fill in the blank, multiple choice, and narrative.
- AFG is initially electronically scored to measure those applications that align with the highest funding priorities.
- The highest scored applications are considered “competitive” and are sent to peer panel for narrative review.

Application Sections

- Applicant Information
- Department Characteristics I
- Department Characteristics II (includes the overall financial need narrative)
- Request Details (includes a separate section for each activity including its associated narrative)

Applicant Information

- Organization Name
- Type of Applicant (Fire Dept., Fire Dist., etc.)
- Jurisdiction (City, County, Township, etc.)
- EIN Number
- DUNS Number
- SAM Registration
- Previous Grants
- Banking Information (1199A-direct deposit form)

Department Characteristics

Part I

- Type of Organization: Paid, Combination, Volunteer
- Type of Community: Urban, Suburban, Rural
- Square Mileage of First-Due Response
- Percentage Protected by Hydrants
- Critical infrastructure that you protect
- Permanent Population of your Primary/First-Due Response Area

Department Characteristics

Part I (cont.)

- Seasonal Increase in Population
- Number of Active Firefighters Trained to FFI and FFII
- Number of ALS Trained Members
- Number of Stations
- Department's Compliance with NIMS
- FDIN/FDID Number

Department Characteristics

Part II

- Fire Related Injuries and Deaths
- Operating Budget
 - Percentage of budget dedicated to Personnel Costs
- Sources of revenue: Taxes, Billing, Fee for Service, Donations, Fund Drives, other Grants, etc.

Department Characteristics

Part II (cont.)

- Number and Type of Vehicles Including Reserves
- Number of Seated Positions
- Number and Type of Calls including giving and receiving mutual aid.
- Hint: The calls documented above should match what your department reports to the National Incident Reporting System, (NFIRS).

Department Characteristics Part II (cont.)

Financial Need must answer the following questions:

- What is your financial need?
- Why are you unable to fund the project?
- What other attempts have you made to secure funding?
- What capabilities have been reduced due to budget constraints?
- Why do you need federal assistance?

Financial Need

- Describe their financial need and consistent is it with the intent of the AFG program
- Describe the applicant's financial distress, summarizing budget constraints, unsuccessful attempts to secure other funding, and proving the trouble is out of their control
- Clearly identify the factors contributing to their organization's current financial hardship
- Must provide strong evidence showing the hardship is beyond their control and Federal intervention is necessary

Financial Need

Hint: To receive the highest score for financial need, the applicant must clearly identify the factors contributing to their organization's current financial hardship.

- The applicant must provide strong evidence showing the hardship is beyond their control and Federal intervention is necessary.

Request Details Section

- Itemizes specifics of your request
- Determines if your request matches program priorities
- Includes narrative statements to justify each type of activity requested
- Influences the applications that will go to Peer/Panel Review

QUESTIONS?



Application Scoring

All applications undergo a two-phase review process.

- **Phase 1.** Electronic pre-score: An electronic pre-score assigns a preliminary score to all applications based on how well they match the eligibility criteria and funding priorities. The highest-scoring applications are forwarded to the second phase for review
- **Phase 2.** Peer Review Evaluation/ Peer reviewers read and score applications and make funding recommendations

Application Scoring

Example :Your application has three projects.

Project 1: Replace Old, Outdated SCBA

- Electronic Prescore 91
- Peer Reviewers' Score 89

Average: 90%

Project 2: Purchase P25-Compliant Radios

- Electronic Prescore 94
- Peer Reviewers' Score 84

Average: 89%

Project 3: Generator for Unoccupied Substation

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

Summary

The Application:

- Is an opportunity for applicants to describe their community and justify their requests.
- Identifies applications most closely aligned with Program priorities, using electronic scoring and a peer/panel review.
- Used by FEMA as basis for award!

QUESTIONS?



Project Narratives

- Developing Your Narrative(s)
- Evaluating Your Narrative(s)

*****Each project will have it's own narrative*****

Developing The Narrative

The Narrative Statement includes the following sections:

- Project Description
- Cost Benefit
- Statement of Effect

Project Description

- Clearly define the project then give proper justification for the needed project or item(s)
- Clearly discuss any “unique” equipment requests, such as technical rescue and why they need the requested item(s)
- Will training be requested for the item(s) or project
- Describe how the application request can be completed within the one year period of performance

Project Description

Hint: To score highest, the project description must clearly identify all aspects of the project and budget. Project goals must be evident, articulated, and directly tied to the applicant's mission. The project budget is itemized, requested items are directly related to addressing the risk assessment, and requests are not excessive. The project is clearly and coherently aligned with the highest Program Priorities.

Cost Benefit

- Address the operations and personnel safety needs of the applicant in an economic and efficient manner
- Maximize the grant funding to achieve maximum benefits
- Show compliant with recognized standards, has the applicant described how the anticipated benefit(s) of addressing their identified “capabilities gaps”, outweighs the cost of the requested item(s)?
- Demonstrated whether the cost benefit is consistent with the AFG program priorities

Cost Benefit

Hint: To score highest in Cost Benefit, the applicant must clearly identify and fully articulate the proposed achievements which are consistent with the applicant's mission. The project's goals must directly benefit the organization's personnel and community, and the costs must be justified in relation to the expected benefits.

Statement of Effect

- Request clearly address how the applicant's daily operations will be enhanced
- Discuss how their ability to save lives and property will increase as a result of this award
- Discuss any negative effects/impacts if not awarded

Statement of Effect

Hint: To score highest in the Statement of Effect, the applicant must clearly demonstrate that the items requested are necessary for daily use, contribute to protecting lives and property and fully support the organization's mission.

Narrative Summary

Remember:

- The information you provide in the narrative, including the budget details, should showcase your department's needs.
- Explain in detail how this project will allow the organization to more effectively protect its citizens and firefighters!
- Be clear, concise and passionate!
- **Your narrative, including your financial need, is scored by the Peer Reviewers and used to recommend your project for funding.**

Application Review

Have you:

- Answered all the questions?
- Verified there are no remaining placeholders?
- Had a third party review your application responses and narrative?
- Compared your responses to the self evaluation guide?
- Received your DUNs number?
- Registered in SAM?

Submit!

Once you have submitted your application take a moment to verify:

- That all past awards are current on all reports and obligations.
- Remember: Once you submit **“NOTHING”** may be added or changed!

Post Award Additional Considerations



Procurement Integrity

- **Competition:** All procurement transactions resulting from a grant award shall be conducted in a manner that:
 - Provides open and free competition
 - Promotes competition and ensures advantageous pricing

Procurement Integrity

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

Environmental and Historic Preservation

- 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.
- AFG Grantees should submit their completed forms **DIRECTLY** to: GPDEHPInfo@dhs.gov as soon as possible upon receiving the grant award.

Record Keeping

- FEMA requires that the department keep all grant records for a period of three years after they receive the final closeout letter.
- What determines a receipt? Any legitimate invoice that clearly shows the actual date of purchase/delivery and the amount.
- Keep copies of check(s) used for payment of grant related items.
- Grant purchases need to be documented separately

Updating Your Application

- Keep the contact information “current at all times”.
- Update all contact information such as, e-mail and phone numbers when applicable.
- If someone new takes over the grant administration, please take the time to educate them on how it works. Or simply have them call our help desk or regional rep to get started.
- Write down and save the user ID and password in a safe place.

Best Practices for Developing Your Application

- Establish a Committee, Identify POC
- Formulate a Budget for the Project
- Demonstrate effective cost-benefit
- Research Applicable Standards
- Develop a Rough Draft of the Narrative
- Include milestones to demonstrate you can complete the project in 1 year
- Get Approval from Your Authorizing Authority/Organization
- Verify Your DUNS Number and SAMs Registration
- Request only what is needed

Support Resources

- www.fema.gov/firegrants/
- Funding Opportunity Announcement (FOA- formerly known as the program guidance)
- AFG Quick Reference Guide
- Get Ready Guides/Self-Evaluation Guides
- Tutorials (application and grants management)
- Workshop schedule and presentation
- AFG E-Mail Alerts
- Regional Fire Program Specialists
- AFG Help Desk 866-274-0960

Applicant Support

- E- Mail: firegrants@dhs.gov
- Website: www.fema.gov/firegrants
- Regional Fire Programs Specialist:
 - www.fema.gov/fire-grant-contact-information

Summary

- Know the Program Priorities.
- Know Your Department/Agency's Risks and Vulnerabilities.
- Match Your Needs with the Program's Highest Priorities.
- Check Your Work.

**Request Only What is Needed.*

Questions



Thank You



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