

Assistance to Firefighters Grant Program (AFG)



FEMA

Grants Management Guide 2014

Congratulations on your FY 2014 AFG Grant. This handy guide will help you gather the necessary items you need to successfully manage your grant as well as provide you with information regarding the conditions and responsibilities of your award.

Getting Started

1. Go to the AFG Program Website <http://www.fema.gov/firegrants/> to find more information on managing your department's grant.
2. You will use the e-Grant system throughout entire period of performance.
3. Print and read the award package.
4. Review the Funding Opportunity Announcement (FOA) for rules and regulations.
5. Review the Articles of Agreement.
6. Make sure to secure your local cost share.
7. Make sure your department is compliant or complies with:

- National Fire Incident Reporting System (NFIRS)
- National Incident Management System (NIMS)

Note: Modifications to facilities will require an Environmental Planning and Historical Preservation (EHP) Review

8. Retain all documents related to your award, including but not limited to:
 - A copy of your award agreement
 - Copies of all correspondence

- Copies of invoices and cancelled checks
- Copies of bid specifications and proposal submissions
- Copy of your departments procurement policy including bid protest procedure
- Copies of all amendment requests
- Copies of your semi-annual reports

Managing Your Grant Online

- Become familiar with the mail center.
- Submit or update your department's direct deposit Form SF 1199A.
- Make sure to keep your department's contact information updated at all times, including:
 - Primary point of contact
 - Alternate point of contact
 - Federal point of contact

FEMA Requests

- Does your department have pre-award or immediate cash needs, such as a down payment or partial payment?
- Is this request for a down payment or to reimburse costs?
- Federal money cannot be kept in a department's bank account for more than 30 days.

Amendment Requests

- Semi-annual performance reports are due every six months.
- SF 425 reports are due every six months.
- At the end of the Period of Performance, you are required to submit a Final Closeout Report (see below).

Closeout Reports

- A final performance report is required.
- The report contains the following:
 - Cover page
 - Performance report narrative
 - Request details information
 - Equipment and residual supplies inventories
 - Final financial report SF-425

Grants Management Tutorial

- Go to the AFG Program Website at <http://www.fema.gov/firegrants/>.
- Click the *Rules and Tools* link on the right side of the screen.
- In the list provided, click *Grants Management Tutorial*.

The Grants Management Tutorial allows grant awardees to become familiar with the grant management process. This tutorial provides tips and step-by-step instructions for navigating the online management tools, requesting payments, amendment requests, and reporting requirements. Awardees are strongly encouraged to use this tutorial.

This online tutorial offers a great deal of detail to awardees, along with an option to select the specific subject matter of interest. By choosing the subject of interest in the tutorial's table of contents, applicants can quickly obtain the information they need to assist them in managing their grant successfully. Grantees can view the tutorial from beginning to end, or can choose which sections to review by clicking on the section titles.

The Grants Management Tutorial is at <http://www.fema.gov/firegrants/tools/tutorial>.



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Questions regarding your grant award can be directed to FEMA's Grant Programs Directorate (GPD) AFG Program staff at 866-274-0960 or e-mail firegrants@dhs.gov.