

Assistance to Firefighters Grant Program (AFG)



FEMA

Staffing for Adequate Fire and Emergency Response (SAFER)

Application Checklist

If you are planning to apply to the SAFER Grant program, completing this checklist will help you prepare your SAFER Grant application. Collecting this information beforehand will reduce the time and energy needed to complete your application when the next grant cycle opens.

I. SAM.gov Registration Status

Is your System for Award Management (SAM) registration current?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Applicant registration in the System for Award Management (SAM) is free! To register, please visit https://www.sam.gov/portal/public/SAM/. SAM registration is only active for one year and must be renewed annually. Please enter the date your SAM registration expires: _____ If your organization's registration is expired or inactive, do not call AFG. You must get the registration reset by calling the Federal Service Help Desk managed by the General Services Administration (GSA) at (866) 606-8220. Please ensure your organization's name, address, DUNS number, and EIN are up to date in SAM and that the DUNS number in SAM is the same one used to apply for all FEMA grants. Your organization's name in SAM.gov must also match the organization name provided on the 1199a. Payments are contingent on the information provided in SAM; therefore, it is imperative the information is correct. 	

II. Department Characteristics I

Note: National, state, local, or tribal organizations that represent the interests of volunteer firefighters will not have to complete this section.

Square mileage of first-due response area?	sq mi
Percentage of first-due area covered by hydrants?	%
Critical infrastructure protected?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, you will be asked to describe.</i>
Percentage of land used for:	
a. Agriculture, wild land, open spaces, or undeveloped properties	%
b. Commercial/Industrial	%
c. Residential	%
Permanent resident population of first-due response area?	
Seasonal increase in population?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, what is the increase?</i>

What service(s) does your organization provide? Please check all that apply.

<input type="checkbox"/> Airport Rescue Firefighting (ARFF)	<input type="checkbox"/> Formal/Year-Round Fire Prevention Program
<input type="checkbox"/> Advanced Life Support	<input type="checkbox"/> Maritime Operations/Firefighting
<input type="checkbox"/> Basic Life Support	<input type="checkbox"/> Occasional Fire Prevention
<input type="checkbox"/> Community Paramedic	<input type="checkbox"/> Rescue Operational Level
<input type="checkbox"/> Emergency Medical Responder	<input type="checkbox"/> Rescue Technical Level Program
<input type="checkbox"/> Haz-Mat Operational Level	<input type="checkbox"/> Structural Fire Suppression
<input type="checkbox"/> Haz-Mat Technical Level	<input type="checkbox"/> Wildland Fire Suppression

III. Staffing Levels

	Total # of Operational Career Personnel	# of Operational Officers	# NFPA Support
Staffing levels at the start of the application period (February 9, 2015):			
Staffing levels at one year prior to the start of the application period:			
Staffing levels at two years prior to the start of the application period:			
If awarded this grant, what will the staffing levels be for your department: (whole numbers only)?			

You will be asked to provide details on the department's existing staffing model (e.g., number of shifts, number of positions per shift, contracted work hours, etc.).

Does your department utilize any or all of the following types of firefighters? <ul style="list-style-type: none"> • Part-time paid firefighters, • Reserve firefighters, • Relief firefighters. 	<input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, you will be asked to provide details on how they are utilized within your department, the number of firefighters that fill these positions, how they are scheduled to meet your staffing needs, and, if applicable, the number of full-time NFPA compliant positions they occupy.</i>
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IV. Applicant Characteristics II

Note: National, state, local, or tribal organizations that represent the interests of volunteer firefighters will not have to complete this section.

	2014	2013	2012
The number of fire-related civilian fatalities in your first-due jurisdiction for each of the past three calendar years:			
The number of fire-related civilian injuries in your first-due jurisdiction for each of the past three calendar years:			
The number of line of duty member fatalities in your jurisdiction for each of the past three calendar years:			
The number of on-duty member injuries in your jurisdiction for each of the past three calendar years:			
Your department's operating budget (e.g., personnel, maintenance of apparatus, equipment, and facilities; utility costs; purchasing expendable items, etc.) for the current (at time of application) fiscal year:		X	X

Your department's operating budget (e.g., personnel, maintenance of apparatus, equipment, and facilities; utility costs; purchasing expendable items, etc.) for the previous three fiscal years:			
The percentage of your operating budget dedicated to personnel costs? (whole percentages):			%
Does your department have any rainy day funds, rainy day reserves, or emergency funds?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, what is the amount currently set aside?</i>		

The percentage of your annual operating budget derived from (whole percentages that must add up to 100%)			
Taxes		%	<i>Use this information, as well as the information above, in your financial narrative. It is important that your application remain consistent throughout. When breaking down the budget, be sure to account for all funding received. Budget breakdown should account for 100% of budget.</i>
Bond Issues		%	
EMS billing		%	
Grants		%	
Donations		%	
Fund Drives		%	
Fee for service		%	
Other		%	

V. Vehicle Inventory

In each of the types or classes of vehicle listed below, please indicate the appropriate number of frontline vehicles your organization has that respond to first alarm assignments in support of NFPA 1710/1720. If you have multiple vehicles of the same type which have a different number of riding positions, please use the "average" number and provide additional information in the text box provided in the application.

	Front Line Vehicles	Available Positions per Front Line Vehicle	Filled Riding Positions per Front Line Vehicle per First Alarm
Engines or Pumpers:			
Ambulances for transport and/or emergency response:			
Tankers or Tenders:			
Aerial Apparatus:			
Brush/Quick Attack:			
Rescue Vehicles:			
Additional Vehicles:			

VI. Department Call Volume

Note: National, state, local, or tribal organizations that represent the interests of volunteer firefighters will not have to complete this section.

Your organization's first due call volume for your primary response area (for the three years)			
	2014	2013	2012
Structural Fires			
False Alarms/Good Intent Calls			
Vehicle Fires			
Vegetation Fires			
EMS-BLS Response Calls			
EMS-ALS Response Calls			
EMS-BLS Scheduled Transports			

EMS-ALS Scheduled Transports			
Community Paramedic Response Calls			
Vehicle Accidents w/o Extrication			
Vehicle Extrications			
Other Rescue			
Hazardous Condition/Materials Calls			
Service Calls			
Other Calls and Incidents			
What is the total acreage of all vegetation fires?			
Structural Fires			
Department mutual aid call volume: How many times did your organization:			
Receive mutual aid:			
Receive automatic aid:			
Provide mutual aid:			
Provide automatic aid:			
Total Mutual / Automatic Aid Calls Received:			
Total Calls Received:			
VII. Hiring of Firefighters Category			
Which type of position(s) will be requested?			
<input type="checkbox"/> Rehiring laid-off firefighters			
Were the position(s) laid off in the two years prior to the start of the application period (February 9, 2015)?			
<input type="checkbox"/> Yes. You will be required to attach copies of the official, signed, and issued layoff notices that correspond to the number of positions requested in the application. What was the date of the layoff? _____	<input type="checkbox"/> No. You are not eligible to apply under the Rehiring subcategory		
<input type="checkbox"/> Retaining firefighters who have received official notice of layoff action			
Were layoff notices issued prior to the start of the application period (February 9, 2015) with effective dates no later than July 4, 2015?			
<input type="checkbox"/> Yes. You will be required to attach copies of the official, signed, and issued layoff notices that correspond to the number of positions requested in the application. What is the scheduled date of layoff? _____	<input type="checkbox"/> No. If your department has not issued layoff notices prior to the start of the application period or the layoffs will not become effective on or before July 4, 2015, please contact the Help Desk at (866) 274-0960 to discuss your options.		
<input type="checkbox"/> Filling positions that have been lost due to attrition (retirement, voluntary separation, termination)			
Were the position(s) vacated in the two years prior to the start of the application period (February 9, 2015)?			
<input type="checkbox"/> Yes.	<input type="checkbox"/> No. You are not eligible to apply under the attrition subcategory		
<input type="checkbox"/> Hiring new firefighters			
What NFPA Standard (1710 or 1720) is your department attempting to meet?			
<input type="checkbox"/> 1710 with aerial	<input type="checkbox"/> 1720 - Suburban		
<input type="checkbox"/> 1710 without aerial	<input type="checkbox"/> 1720 - Rural		
<input type="checkbox"/> 1720 - Urban	<input type="checkbox"/> 1720 - Remote		

Given your current staffing levels and without using overtime to fill vacant positions, how often does your department meet the NFPA assembly requirements indicated above?

Note: Does your department utilize overtime to fill positions to ensure you are meeting applicable NFPA staffing and deployment standards? Yes* No

**If yes, when answering this question you should remove the number of position filled by overtime from your calculations.*

If you are only applying to retain positions facing layoff, to answer this question you will want to remove the number of positions facing layoff from your calculations.

- | | |
|--|--|
| <input type="checkbox"/> Never (0%) | <input type="checkbox"/> Very Often (60-79%) |
| <input type="checkbox"/> Rarely (1 – 19%) | <input type="checkbox"/> Most of the Time (80-99%) |
| <input type="checkbox"/> Sometimes (20-39%) | <input type="checkbox"/> Always (100%) |
| <input type="checkbox"/> Half of the Time (40-59%) | |

If your department is awarded the number of positions requested in your application, how often will you meet the NFPA assembly requirements?

- | | |
|--|--|
| <input type="checkbox"/> Never (0%) | <input type="checkbox"/> Very Often (60-79%) |
| <input type="checkbox"/> Rarely (1 – 19%) | <input type="checkbox"/> Most of the Time (80-99%) |
| <input type="checkbox"/> Sometimes (20-39%) | <input type="checkbox"/> Always (100%) |
| <input type="checkbox"/> Half of the Time (40-59%) | |

Given your current staffing levels and without using overtime to fill vacant positions, what is the average actual staffing level on the first arriving engine company or vehicle capable of initiating suppression activities on the number of structure fires indicated in the call volume section? _____

Note: Does your department utilize overtime to fill positions to ensure you are meeting applicable NFPA staffing and deployment standards? Yes* No

**If yes, when answering this question you should remove the number of position filled by overtime from your calculations.*

If you are only applying to retain positions facing layoff, to answer this question you will want to remove the number of positions facing layoff from your calculations.

If your department is awarded the number of positions requested in your application, what will be the average actual staffing level on the first arriving engine company or vehicle capable of initiating suppression activities on the number of structure fires indicated in the call volume section? _____

You will be asked to provide details on the departments hiring practices and timelines.

Does your department intend to sustain the positions requested in this application after the completion of the period of performance?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, you be asked to describe how will they be sustained?</i>
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Have you discussed the requirements and long-term obligations of a SAFER grant with your local governing body?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Note: A letter from your governing body stating their commitment to the grant will be required at time of application or prior to being awarded a grant.

VIII. Recruitment and Retention of Volunteer Firefighters Category – Fire Departments

What is the ideal number of active volunteer firefighters needed by your department to adequately comply with NFPA 1710 (Section 5.2.4.2 - Initial Full Alarm Assignment Capability) or NFPA 1720 (Section 4.3 - Staffing and Deployment) (Note: Include only operational volunteer firefighters; administrative or EMS only members should not be included)?

What is the *total number of current active volunteer firefighters* in your department (Note: Include only operational volunteer firefighters; administrative or EMS only members should not be included)?

How many active volunteer firefighters joined your department over the last three years?	
How many active volunteer operational firefighters left your department over the last three years?	
Will you periodically evaluate the proposed program's impact?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, you will be asked to describe how will the evaluation be conducted?</i>
Will your program have a regional impact?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, you will be asked to indicate the departments will be participating and how they will benefit?</i> <i>*If yes, you will need to ensure that the fire departments benefits from this application have not received grants for similar activities/ items, if awarded.</i>

IX. Recruitment and Retention of Volunteer Firefighters Category – National, State, Local, or Tribal Volunteer Firefighter Interest Organizations

What is the ideal number of active volunteer firefighters needed by your organization to assist the fire departments, benefiting from this grant application, to adequately comply with NFPA 1710 (Section 5.2.4.2 - Initial Full Alarm Assignment Capability) or NFPA 1720 (Section 4.3 - Staffing and Deployment) (Note: This must be the cumulative total of the number of firefighters needed by all departments participating in this application. Include only operational volunteer firefighters; administrative or EMS only members should not be included)?	
What is the total number of current active volunteer firefighters within your organization (Note: This must be the cumulative total of the number of volunteer firefighters of all departments participating in this application. Include only operational volunteer firefighters; administrative or EMS only members should not be included)?	
You will be asked to describe the method(s) used to determine the numbers provided above.	
Have you discussed this application with those departments?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If awarded, you will need to ensure that the fire departments benefits from this application have not received grants for similar activities/ items.</i>
Will you periodically evaluate the proposed program's impact?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <i>*If yes, you will be asked to describe how will the evaluation be conducted?</i>

