



FEMA

AFG

Assistance to
Firefighters
Grant Program



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NEW TECHNICAL ASSISTANCE TOOLS AVAILABLE FOR FY 2014 STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) GRANTS

Start planning your FY 2014 SAFER Grant application now! These tools were produced specifically to help potential applicants begin to plan their 2014 applications ahead of the application period. The tools can be viewed on the AFG website or downloaded to your computer.

[FY 2014 SAFER Application Assistance Tools](#)

- **Application Checklist**
 - This checklist will help you prepare your SAFER grant application
- **Self-Evaluation - Hiring of Firefighters**
 - Rehiring, retention, attrition, and new hires
 - Career, combination, and volunteer fire departments
- **Self-Evaluation - Recruitment and Retention - Fire Departments**
 - Combination and volunteer fire departments
- **Self-Evaluation - Recruitment and Retention - Interest Organizations**
 - National, State, Local, or Tribal Volunteer Firefighters Interest Organizations
- **FY 2014 SAFER Frequently Asked Questions (FAQs)**
- **Funding Opportunity Announcement (FOA)**
 - Program Guidance
- **[SAM.gov Get Ready Guide](#)**
 - Sam.gov application preparation guide

SAFER Grants Help Desk: If you have questions about the technical assistance tools listed below, call or e-mail the SAFER Grants help Desk. The toll-free number is 1-866-274-0960; the e-mail address for questions is firegrants@fema.dhs.gov.

SAM.GOV REGISTRATION IS REQUIRED TO APPLY AND RECEIVE GRANTS

The FY 2014 SAFER application period will be here before you know it. All eligible applicants **must** be registered and active in the System for Award Management (SAM) **before** you can submit an application. 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).

To register, or validate your information, please visit: <https://www.sam.gov/portal/public/SAM/>

SAM.gov Registration Tips:

Please ensure the following items are current in SAM and the DUNS number used in SAM is the same one you use for all FEMA applications:

- Organization's name
- Address
- DUNS number
- EIN
- Banking information (type of account (checking or saving), routing number, and account number)
- Many websites may look official in appearance but are not. As a reminder, registration in the System for Award Management (SAM) is FREE
- SAM registration is only active for one year and must be renewed annually.
- FEMA has prepared a technical assistance document, the [SAM.gov Get Ready Guide](#). This document is designed to walk you through the SAM.gov registration process
- This information should be consistent in all registration documents

Should you need assistance with your SAM.gov account, there are several ways to get help:

- Submit your SAM.gov question online to the Federal Service Help Desk at <https://www.fsd.gov/fsd-gov/home.do>
- Call the Federal Service Help Desk toll free at (866) 606 - 8220
- [SAM Quick Start Guide For New Grantee Registration](#) and [SAM Video Tutorial for New Applicants](#) are tools created by the General Services Administration to assist those registering with the System for Award Management (SAM).

If you have questions or concerns about your SAM registration, please contact the Federal Support desk at <https://www.fsd.gov>

SUBMITTING PREPARER INFORMATION

FEMA requires that all applicants disclose the name, address and contact information of the person or organization, to include contracted grant writers, who are responsible for preparing the SAFER application. Please ensure that this information is accurate at the time of submission. As a reminder, all applicants must attest that all information contained within the application, including preparer information, must be true, complete and accurate to the best of your knowledge. If you contract with a grant writer, and they either refuse, or provide advice to not list them in the preparer information section of the application, please notify the SAFER program office.

ATTENTION TO DETAIL & COMPLETENESS OF YOUR APPLICATION

SAFER is one of the most highly competitive grant programs offered through the Federal government. It is important to ensure the accuracy of the information submitted as part of your application, to include, but not limited to, your department's demographic information, call volume, staffing levels, comprehensive budget breakdowns, recruitment and retention rates, if applicable, as well as the required narrative statements.

RECRUITMENT AND RETENTION REGIONAL APPLICATIONS: MEMORANDUM OF UNDERSTANDING (MOU) REQUIREMENT

FY 2014 regional awardees will be required to produce, upon FEMA's request, a signed Memorandum of Understanding (MOU), or similar document. This document will serve to demonstrate that all parties identified as part of the application have agreed to participate in the application, understand their roles and responsibilities as part of any award, and to further identify the distribution and use of any grant funded assets or services. The MOU must be signed and dated by all participating entities. Additional guidance regarding the requirement for MOU's may be found in the FY 2014 SAFER Funding Opportunity Announcement.

DHS ADOPTED REVISED CODE OF FEDERAL REGULATIONS (CFR) – THE SUPER CIRCULAR

The Office of Management of Budget (OMB) published federal government-wide regulation (known as a Super Circular) on administrative requirements, cost principles and audit requirements on December 26, 2014. The "Super Circular" provides guidance on administrative aspects for federal grants (e.g., how grants are awarded, managed, audited and closed out). The government-wide framework for grants management is intended to reduce administrative burden for non-federal entities receiving federal awards while reducing the risk of waste, fraud and abuse. DHS is expected to publish regulations that will make the regulations applicable to FEMA grants issued on or after December 26, 2014. SAFER applicants and grantees are strongly encouraged to review 2 C.F.R. Part 200 in its entirety, because it does contain substantive changes.

For additional information regarding Part 200 of the Code of Federal Regulations (C.F.R.), the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Super Circular" or "Omni Circular"), please utilize the links below.

- [FEMA INFORMATION BULLETIN \(IB\) 400 MEMO](#)
- [2 C.F.R. PART 200 \(THE SUPER CIRCULAR\)](#)

SURVEY TO IDENTIFY CHALLENGES IN IMPLEMENTING COMMUNITY RISK REDUCTION PROGRAMS IN THE FIRE SERVICE

The [Vision 20/20 Project](#) is conducting an important voluntary survey to identify challenges to implementing Community Risk Reduction programs in the fire service. This survey is part of research being undertaken by [Vision 20/20](#), a project of the Institution of Fire Engineers (IFE) - U.S. Branch, which has the IAFC, IAFF, NFPA, NVFC, and many other major fire organizations represented on its Steering Committee. The results will be shared widely to benefit those who want a better understanding of how to expand the concepts of community risk reduction throughout the fire service.

There are two versions of the survey that we are asking to have completed, one for [line \(operations\) firefighters](#) and another for [those in charge of fire safety education programs](#). The data is confidential and only summary results will be used. The survey takes about five minutes to complete and can be accessed from any device with an internet connection, at work or from home.

Vision 20/20 is asking that the **survey be completed as soon as possible**. Your department's participation is very much appreciated.

Link for **firefighters**: https://www.surveymonkey.com/s/LineFirefightersOnly_v2 Ideally, this would be filled out by at least 10 firefighters from your department.

Link for **heads of fire safety education programs**:
https://www.surveymonkey.com/s/HeadPublicFireSafetyEducationOnly_v2

Additional background on the survey can be found at www.strategicfire.org Note: due to overlapping email distribution lists you may receive more than one notice for this survey.

AFG Regional Representatives: <http://www.fema.gov/fire-grant-contact-information>
AFG Help Desk: E-mail: firegrants@fema.dhs.gov
Telephone Toll-Free: 1-866-274-0960



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