



FEMA

AFG

Assistance to
Firefighters
Grant Program



- REMINDER: THE SAFER APPLICATION PERIOD WILL CLOSE ON FRIDAY, MARCH 6. APPLICATIONS MUST BE RECEIVED NO LATER THAN 5 P.M. EASTERN TIME. NO EXCEPTIONS WILL BE MADE FOR SUBMISSIONS AFTER 5 PM EASTERN TIME SO SUBMIT YOUR APPLICATION ON TIME.
- ▶ APPLICATION REVIEW CHECKLIST
 - ▶ WEB BROWSER REMINDERS

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Complete your application today at <http://www.fema.gov/e-grant-application-access>

[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
- [Economic Hardship Supplemental Information](#)
 - Hiring of Firefighters Activity
- [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.

APPLICATION REVIEW CHECKLIST

*** Applications cannot be edited once submitted ***

- **Proofread your application:** Mistakes or errors on your SAFER application can disqualify your organization for grant award consideration.
- If you included any "filler" or placeholder text while filling out your application, update the application fields

with your final and complete answers

- Do the sequences of your sentences and paragraphs present clear thoughts and ideas?
- Does your narrative explain your organizations needs in a way that someone would easily understand?
- Check your inventory amounts and costs for all items that you are requesting and confirm that there are no discrepancies between the **Request Details** Information section of the application and the **Narrative**.
- Have all application fields, or questions, been answered?
- Make sure that you have described **your organizations** needs in **your** voice, **do not** use boilerplate language or copy from vendors, manufacturers, etc.
- Ask a colleague who is not involved with the actual writing of the grant to proofread your application.
- Make sure that all facts and figures are accurate throughout the entire application.

WEB BROWSER REMINDERS

- For best results, use Internet Explorer when completing your online SAFER application. Alternate browsers, such as Chrome, Firefox and Safari, may have limited functionality in the application.
- Avoid opening multiple web browsers or multiple windows when completing and submitting your SAFER application; this has caused technical problems for some users.

Internet Explorer users, please do the following before logging into the site:

- Click on tools, and then click on Internet Options.
- Under the **Advanced** tab, in the Security subsection, make sure "Use TLS 1.2" is checked.
- Under the **General** tab click on the settings button under Browsing History.
- Make sure it is set to "Check for newer versions of stored pages: Every time I visit the web page."
- Then click the "delete" button and delete your temporary internet files, cookies, history and form data.
- Then close and click ok. Close the browser and any other open browsers then open up a new one.

If you must use Firefox in order to make the right choice from the dropdown, you will need to use your up and down arrow key on your keyboard instead of your mouse to make the selection. Once you have chosen using your up and down key, then press enter.

AFG Home Page: www.fema.gov/firegrants

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