



FEMA

AFG

Assistance to
Firefighters
Grant Program



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NEW TECHNICAL ASSISTANCE TOOLS AVAILABLE FOR FY 2014 FIRE PREVENTION AND SAFETY (FP&S) GRANTS

The FY 2014 FP&S application period begins on Monday, March 16. You can begin the application by visiting the [AFG website](#). The tools below were produced specifically to help potential applicants begin to plan their 2014 applications. The tools can be viewed on the AFG website or downloaded to your computer.

[FY 2014 FP&S Application Assistance Tools](#)

- [Application Checklist](#)
 - This checklist will help you prepare your FP&S grant application
- [Self-Evaluation](#)
 - Use this guide to help you understand the criteria that needs to be addressed in your narrative statement.
- [FY 2014 FP&S Frequently Asked Questions \(FAQs\)](#)
- [FY 2014 FP&S Cost Share Calculator](#)
- [Funding Opportunity Announcement \(FOA\)](#)
 - Program Guidance
- [FY 2014 FP&S Frequently Asked Questions \(FAQs\)](#)
- [SAM.gov Get Ready Guide](#)
 - Sam.gov application preparation guide

FP&S Grants Help Desk: If you have questions about the technical assistance tools listed below, call or e-mail the FP&S 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 FP&S application period opens on Monday, March 16, 2015. 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 FP&S 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 FP&S program office.

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. FP&S 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 \(THE SUPER CIRCULAR\)](#)

FREE TOOLS TO ENHANCE HOME SAFETY VISITS AVAILABLE NOW FROM VISION 20/20

Two free online tools that help fire departments and communities do effective Community Risk Reduction and home safety visits available now from Vision 20/20!

The first is the online [Guide to Home Safety Visits](#), a detailed "how-to" guide on putting together a home safety visit program from the [Washington State Association of Fire Marshals](#). ([Watch the video to learn more.](#)) It includes all the steps of planning and implementation, including guidance on smoke alarm installation and tools to educate residents about fire safety. The second is the Home Safety Visit App ([iTunes App Store](#) and [Google Play](#)) from the [Friendship Veterans Fire Engine Association](#) to help communicate lifesaving messages in a visual and compelling way. ([Watch this video to learn more about the apps.](#))

[Vision 20/20](#) worked closely with both organizations in developing these tools, which were funded by [FEMA FP&S grants](#) with additional support from the [Motorola Solutions Foundation](#).

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