

# Assistance to Firefighters Grant Program



## 2015 AFG WORKSHOP

September, 2015

# Presenters

Regional Fire Program Specialists

FEMA Region



# Today's Program

- AFG Program Overview
- Understanding the Award Process
- Application Development
- Developing the Narrative
- Top Ten Best Practices

# AFG Fun Facts

From 2001 to 2014 AFG  
has awarded 63,000 grants  
totaling over \$6 Billion

# 2014 AFG, SAFER, and Fire Prevention Grants

**AWARDS NEARLY  
COMPLETED**



# New for 2015

- Community Paramedic Vehicle
- The OMB "Super Circular" or Omni Circular is effective 12/26/2014
- Technology EMS equipment 8 years minimum
- Vehicle Scoring
- Tablets under communications
- NFIRS vs. Call Volume

# AFG Offers Three Grant Programs



Assistance to  
Firefighters Grants



Staffing for Adequate  
Fire & Emergency  
Response



Fire Prevention  
and Safety  
Grants



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# Eligible Applicants



**Fire Departments**



**Nonaffiliated EMS**



**State Fire Training Academy**



**FEMA**

# Total FY 2015 Appropriations



AFG \$306 million

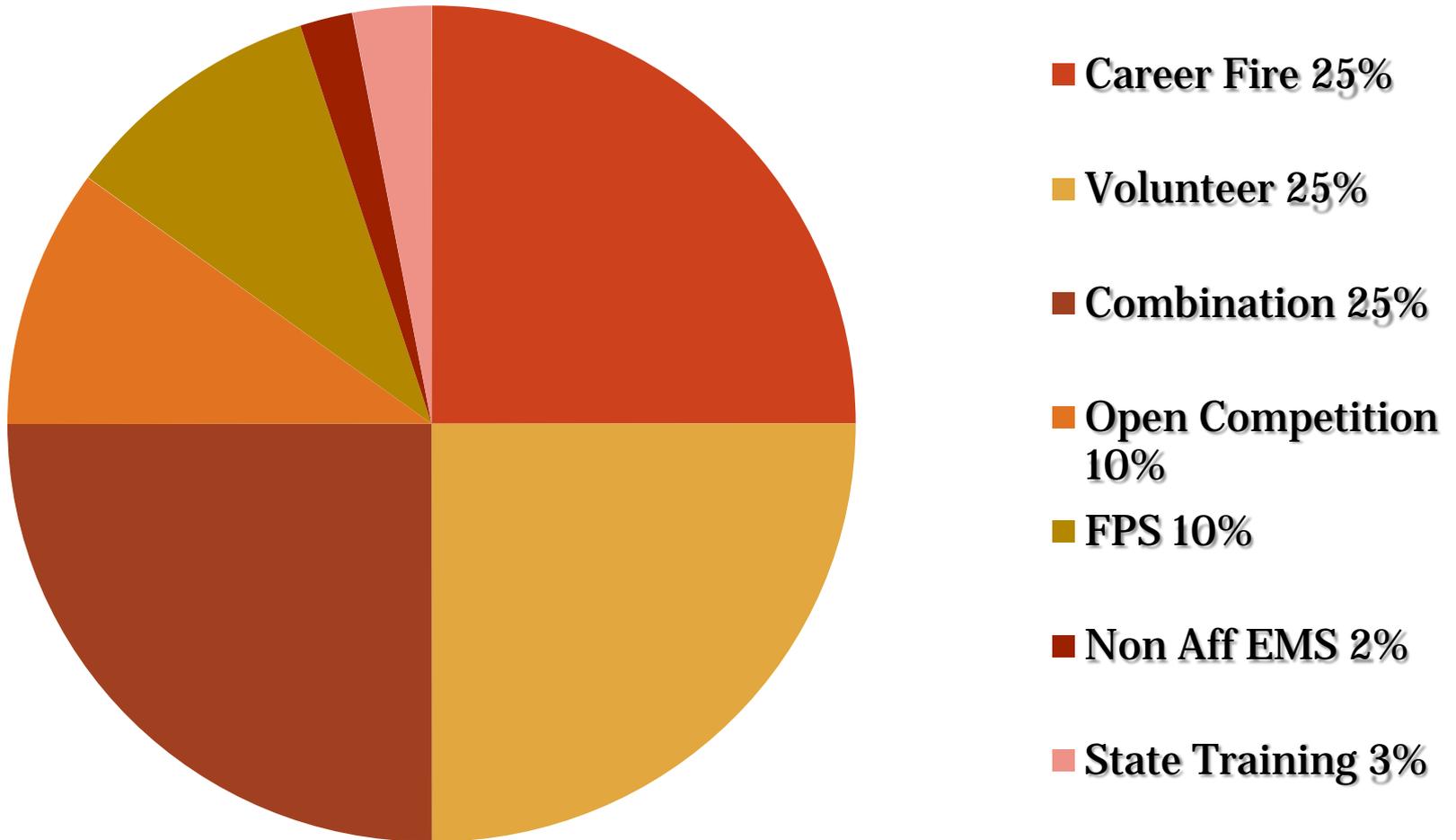


SAFER \$340 million



FP&S \$34 million

# Allocation of Funds



# Matching Requirements

- Populations under 20,000 **5%**
- Populations 20,000 to 1 Million **10%**
- Populations over 1 Million **15%**

# Understanding the AFG Award Process



# Understanding the Application Process

- Notice of Funding Opportunity (NOFO)
- Application Period (30 Days)
- Electronic Pre-Score
- Peer Panel Review
- Post Panel Review
- Awards

# Electronic Scoring

- The answers to many questions in your application have values assigned to them.
- The answers that most closely align with the program's priorities will score the highest.

# Electronic Scoring

- Only the applications that score high in the Electronic Scoring move forward to the Peer / Panel Review process.
- Questions in CALL VOLUME, POPULATION PROTECTED , and TYPE OF COMMUNITY (urban, suburban, rural) affect the Electronic Scoring for vehicles.
- The equipment / program(s) requested in the REQUEST DETAILS section factor heavily in the scoring

# Peer Panel Review Process

- Approximately 200 – 225 peers participate
- Peers are nominated by each of the 9 major Fire Service Organizations
- Peers are assigned to review “like” organizations
  - Career representative will review career department applications. Volunteers to review volunteer applications. Etc.
  - Goal is to truly have each application reviewed by someone who is from a similar department
- Each application is scored based on:
  - Project description
  - Cost benefit
  - Financial need (in Characteristics II)
  - Effect on Daily Operations

# Application Development

## Basics

# Application

- The AFG application is web-based and can be located at:
  - <https://portal.fema.gov/famsVuWeb/homeAddress>
  - A link to the application portal can be found at: [fema.gov/firegrants](https://fema.gov/firegrants)

**DHS Integrated Security and Access Control System**

Version: 3.00.14.00 Server: mwdzua83

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To reduce loss of life and property and protect our nation's critical infrastructure from all types of hazards through a comprehensive, risk-based, emergency management program of mitigation, preparedness, response and recovery

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\* denotes required field

\* User ID:

\* Password:

Session expires in thirty minutes for this application

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The logo of the U.S. Department of Homeland Security, featuring an eagle with wings spread, holding an olive branch and arrows, with a shield on its chest. The words "U.S. DEPARTMENT OF HOMELAND SECURITY" are written around the perimeter of the circular emblem.

**FEM**

<https://portal.fema.gov/famsVuWeb/home>

6/9/2015

# Financial Information

- The following financial information MUST line-up on your application and in the respective systems
  - EIN: employer identification number
  - DUNS: universal identifier that is used for all federal assistance programs
  - SAM.gov: system for award management
  - Account Numbers
  - Organization Name and Address

# DUNS

- Registration in DUNS (Dun & Bradstreet number) is a requirement prior to submitting an application
  - <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>
- Help with DUNS can be found toll-free at: 844-847-9837
- We recommend doing your DUNS registration first

# SAM.gov

- Registration in SAM (System for Award Management) is also a requirement prior to submitting an application
  - <https://www.sam.gov/portal/public/SAM>
- Help with SAM can be found at:
  - Federal Service Help Desk at the GSA
  - Self-service answer center at [fsd.gov/app/answers/list](https://fsd.gov/app/answers/list)
  - Toll free number to register: (866)-606-8220

# SAM.gov

**VERY IMPORTANT!!!!**

**SAM registration information  
MUST match with your AFG  
application and your DUNS  
number.**

# The Process of Applying

1. Planning and Preparation
2. Application Content
3. Developing the Narrative
4. Review and Submittal
5. Scoring and Selection

# Planning & Preparation

- Conduct a RISK ASSESSMENT to determine the needs of your organization. (Equipment, PPE, Training, Vehicles, a Regional Project)
- Prioritize your needs to match the HIGH PRIORITIES of the AFG Program.
- Try to focus on one or two HIGH PRIORITY projects for your application(s).



# Planning & Preparation

- The Program Guidance format is known as the Notice of Funding Opportunity (NOFO)
- It contains the rules and tools for putting together a successful application
- Funding priorities are: High (H), Medium (M), or Low (L)
- Your focus should be on Items Identified in the NOFO as HIGH PRIORITY

# Department Characteristics I

- Organization Type
- Community Classification
- Critical Infrastructure
- First Due Response Area
- Population (Fixed/Seasonal)
- NFIRS (FDID Number)



# Department Characteristics I

- Number of Firefighters
- Members EMT-I and Higher
- Number of Fire Stations
- NIMS Compliance
- Number of FFs trained to FF I and II
- Services Provided

# Department Characteristics I

## Department Characteristics I



- Square mileage of first-due response area?
- Percentage of first-due area covered by hydrants?
- Critical infrastructure protected?
- Percentage of land used for:
  - a. Agriculture, wild land, open
  - b. Commercial/Industrial
  - c. Residential
- Permanent resident population of first-due response area?
- Seasonal increase in population?

square miles
%
<input type="checkbox"/> Yes <input type="checkbox"/> No
%
%
%
#
<input type="checkbox"/> Yes <input type="checkbox"/> No

# Department Characteristics I

- If yes, what is the increase?
- Are you compliant with the National Incident Management System?
- What is your FDIN/FDID number?
- Number of active firefighters who perform firefighting duties?
- What percentage of your active firefighters is trained to FF1?
- What percentage of your active firefighters is trained to FF2?
- If less than 100% to either question above, are you requesting funds to bring 100% of your firefighters in compliance to NFPA 1001?
- What services does your organization provide?

- Structural Fire Suppression
- Haz-Mat Operational Level
- Basic Life Support
- Airport Rescue Firefighting (ARFF)
- Rescue Operational Level
- Formal/Year-Round Fire Prevention Program
- Maritime Operations/Firefighting

#
<input type="checkbox"/> Yes <input type="checkbox"/> No
#
#
%
%
<input type="checkbox"/> Yes <input type="checkbox"/> No

- Emergency Medical Responder
- Wildland Fire Suppression
- Haz-Mat Technical Level
- Advanced Life Support
- Occasional Fire Prevention
- Rescue Technical Level Program
- Community Paramedic

# Community Classifications

	Urban	Suburban	Rural
<b>Population</b>	>3,000/sq. mi. or 50,000+ population	1,000-2,999/sq. mi. or 25,000-50,000 population	0-999/sq. mi. or <25,000 population
<b>Water Supply</b>	75-100% hydrants (municipal water)	50-74% hydrants	<50% hydrant
<b>Land Use</b>	<25% for agriculture (based on zoning) industrial and commercial combined >50%	25-49% used for agriculture (based on zoning) industrial and commercial combined >25-49%	50% used for agriculture (based on zoning) industrial and commercial combined <25%
<b>Number of stations per square mile</b>	<3 sq. mi. per station	3-9 sq. mi. per station	>10 sq. mi. per station
<b>Number of occupancies per jurisdiction</b>	>100	11-100	0-10

# Department Characteristics II

- Number of fire-related civilian/FF fatalities/injuries over past 3 yrs.
- Average operating budget for last 3 years.
- Percentage dedicated to personnel costs.
- Percentage of budget from taxes, donations, ambulance revenue, etc.



# Department Characteristics II

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.)

Vehicle Inventory:

List the number of:

	Front Line	Reserve	Seated Positions
Engines or Pumpers			
Ambulances			
Tankers or Tenders			
Aerial Apparatus:			
Brush/Quick Attack:			
Rescue Vehicles:			
Additional Vehicles:			

# National Fire Incident Reporting System

- While NFIRS reporting is strongly encouraged, NFIRS reporting is not a requirement to apply for or be awarded a grant within the AFG Program. However, any fire-based organization(s) that receives an AFG Grant must commence reporting to NFIRS prior to accepting their Award.
- The grantee may be asked by FEMA to provide proof of compliance in reporting to NFIRS. Any grantee that stops reporting to NFIRS during their grant's Period of Performance is subject to having their award(s) modified or withdrawn.  
<https://www.nfirs.fema.gov/>
- NFIRS Help Desk 888-382-3827

# Call Volume

- Calls responded to over last 3 years. (broken out by type/NFIRS codes)
- Total Acreage for vegetation fires.
- Times per year mutual/automatic aid is received and provided.
- How many mutual/automatic aid responses were structure fires.

# Call Volume

	2014	2013	2012
<b>Summary of responses per year by category (Enter whole numbers only; if you have no calls for any of the categories, enter 0)</b>			
Fires – NFIRS Series 100			
Overpressure Rupture, Explosion, Overheat (No Fire) - NFIRS Series 200			
Rescue & Emergency Medical Service Incident - NFIRS Series 300			
Hazardous Condition (No Fire) - NFIRS Series 400			
Service Call - NFIRS Series 500			
Good Intent Call - NFIRS Series 600			
False Alarm & False Call - NFIRS Series 700			
Severe Weather & Natural Disaster - NFIRS Series 800			
Special Incident Type - NFIRS Series 900			
<b>FIRES</b>			
<b>* How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, Enter 0)</b>			
Of the NFIRS Series 100 calls, how many are "Structure Fires" (NFIRS Codes 111-120)			
Of the NFIRS Series 100 calls, how many are "Vehicle Fires" (NFIRS Codes 130-138)			
Of the NFIRS Series 100 calls, how many are "Vegetation Fires" (NFIRS Codes 140-143)			
What is the total acreage of all vegetation fires?			
<b>RESCUE AND EMERGENCY MEDICAL SERVICE INCIDENTS</b>			
<b>* How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, Enter 0)</b>			
Of the NFIRS Series 300 calls, how many are "Motor Vehicle Accidents" (NFIRS Codes 322-324)			
Of the NFIRS Series 300 calls, how many are "Extrications from Vehicles" (NFIRS Code 352)			
Of the NFIRS Series 300 calls, how many are "Rescues" (NFIRS Codes 300, 351, 353-381)			
How many EMS-BLS Response Calls			
How many EMS-ALS Response Calls			
How many EMS-BLS Scheduled Transports			
How many EMS-ALS Scheduled Transports			
How many Community Paramedic Response Calls			
<b>MUTUAL AND AUTOMATIC AID</b>			
<b>* How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, Enter 0)</b>			
How many times did your organization receive Mutual Aid?			
How many times did your organization receive Automatic Aid?			
How many times did your organization provide Mutual Aid?			
How many times did your organization provide Automatic Aid?			
Of the Mutual and Automatic Aid responses, how many were structure fires?			

# Summary of Responses

- Summary of responses per year by category (Enter whole numbers only: If you have no calls for any of the categories, enter 0)
- Fires – NFIRS Series 100
- Fires – NFIRS Series Overpressure Rupture, Explosion, Overheat (No Fire) - NFIRS Series 200
- Rescue & Emergency Medical Service Incident - NFIRS Series 300
- Hazardous Condition (No Fire) - NFIRS Series 400
- Service Call - NFIRS Series 500
- Good Intent Call - NFIRS Series 600
- False Alarm & False Call - NFIRS Series 700
- Severe Weather & Natural Disaster - NFIRS Series 800
- Special Incident Type - NFIRS Series 900



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# Fires

- How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, Enter 0)
- Of the NFIRS Series 100 calls, how many are "Structure Fires" (NFIRS Codes 111-120)
- Of the NFIRS Series 100 calls, how many are "Vehicle Fires" (NFIRS Codes 130-138)
- Of the NFIRS Series 100 calls, how many are "Vegetation Fires" (NFIRS Codes 140-143)
- What is the total acreage of all vegetation fires?

# Rescue & Emergency Medical

- How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, Enter 0)
- Of the NFIRS Series 300 calls, how many are "Motor Vehicle Accidents" (NFIRS Codes 322-324)
- Of the NFIRS Series 300 calls, how many are "Extrications from Vehicles" (NFIRS Code 352)
- Of the NFIRS Series 300 calls, how many are "Rescues" (NFIRS Codes 300, 351, 353-381)
- How many EMS-BLS Response Calls
- How many EMS-ALS Response Calls
- How many EMS-BLS Scheduled Transports
- How many EMS-ALS Scheduled Transports
- How many Community Paramedic Response Calls



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# Mutual & Automatic Aid

- How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, Enter 0)
- How many times did your organization receive Mutual Aid?
- How many times did your organization receive Automatic Aid?
- How many times did your organization provide Mutual Aid?
- How many times did your organization provide Automatic Aid?
- Of the Mutual and Automatic Aid responses, how many were structure fires?

# Assistance to Firefighters Grant Program

## ➤ Application Types

### ➤ Operations & Safety

➤ Training, Equipment, Personal Protective Equipment (PPE) Wellness/Fitness, Modifications to Facilities

➤ Micro Grants

### ➤ Regional **Ops & Vehicle**

### ➤ Vehicle

### ➤ Non-affiliated EMS

### ➤ State Fire Training Academies

# Operations & Safety



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# AFG – ELIGIBLE ITEMS



# Equipment

- Firefighting equipment (Hose, nozzles, foam, etc.)
- Thermal Imaging Cameras
- Communications (Radios, pagers, tablets, MDT's)
- EMS Equipment (Cardiac monitors, AED's, Power Stretchers, Cardiac Compression Devices, etc.)
- Rescue Equipment – HRT, Tech Rescue, etc.
- Air Refill / Cascade Systems / PPE Washers
- RIT Packs, Gear Bags and Flashlights
- Training Simulators/Props

# Equipment

Funding Priorities that are rated as high (H) are:

- First time purchases to support existing mission
- Replacement of obsolete, broken/inoperable equipment
- Replacing equipment: priority given to 10 years or older
  
- Mobile & Portable Radios: must be P-25 compliant!
- Equipment must comply with NFPA/OSHA/ANSI standards
  
- Extended warranties and service agreements, when offered, are eligible on all items

# Personal Protective Equipment

- High Priorities:
  - Requesting PPE for the first time
  - Replacing torn, damaged, or obsolete PPE
  - PPE for members currently without gear
  - \*\*For SCBA, request according to riding positions\*\*

# Personal Protective Equipment

- SCBA
- Bunker / turnout gear
- Rescue Bailout Systems
- EMS turnout gear
- Forestry turnout gear
- In order to PPE/SCBA be considered "obsolete", it must be a minimum of two NFPA cycles and 10 years of age or older.
- SCBA's Awarded per Seated Riding Positions
- APPLICANTS MUST COMPLETE THE SCBA & PPE INVENTORY FORM
- How many of your members / positions WILL HAVE compliant PPE or SCBA



# AFG and PPE



# PPE Inventory

○ N/A		
Age (in years)	Current Inventory	Being Replaced
Less than 1		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16 or more		
Number of members without PPE		

# AFG and SCBA



# SCBA Inventory

Year	Current Inventory		Being Replaced	
	SCBA	Cylinders	SCBA	Cylinders
2013 Edition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2007 Edition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2002 Edition and older	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Obsolete/damaged	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# SCBA Face Pieces

Personal Protective Equipment Details	
*1. Select the PPE that you propose to acquire (select one):	Air-Line Units
* Please provide a detailed description of the item selected above.	Gloves Goggles Helmets Hoods PASS Devices Pants Personal Safety/Rescue Bailout System Structural
*2. Number of units: (whole number only)	---- Respiratory ----
*3. Cost per unit: (whole dollar amounts only; this amount should reflect any volume discounts, rebates, etc.)	Air-Line Units
*4. Please provide your amount for the appropriate question below: <ul style="list-style-type: none"> <li>For turnout requests, what number of your on-duty active members <b>currently have</b> PPE that meets applicable NFPA and OSHA standards if this grant is awarded?</li> <li>If you are requesting new SCBA, how many of your seated riding positions <b>currently have</b> compliant SCBA assigned to it if this grant is awarded?</li> <li>If you are asking for specialized PPE (e.g., Haz-Mat), how many applicable members <b>currently have</b> specialized PPE that meets established standards?</li> </ul>	Face Pieces (not associated with SCBA requests) Respirators SCBA Spare Cylinders SCBA: SCBA Unit includes: Harness/Backpack, Face Piece and 2 cylinders
*5. What is the purpose of this request? (select one)	---- Wildland ----
6. Is your organization facing a new risk?	Eye Protection Gloves Helmets Hoods Jumpsuits/Coveralls Shelters Web Gear/Backpacks/Canteens
What are the specific ages of the type of PPE you are requesting?	---- Other PPE ----
<b>Please assure that you've accounted for ALL gear for ALL members declared in Department Characteristics - not just the gear you wish to replace. If you have 30 members then account for 30 sets of PPE</b>	Ballistic PPE Chemical/Biological Suits (Must conform to NFPA 2012 edition) Encapsulated Suits Extrication Clothing/Rescue Clothing Proximity Suits Splash Suits Wet and Dry Suits
25 mins.   30 secs.	USFA Home   FEMA

**\*How many vehicles does your organization have in each of the types or class of vehicle listed below? You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession. (Enter numbers only and enter 0 if you do not have any of the vehicles below)**

Type or Class of Vehicle	Number of Front line Apparatus	Number of Reserve Apparatus	Number of Seated Riding Positions
Engines or Pumpers (pumping capacity of 750 gpm or greater and water capacity of 300 gallons or more): Pumper, Pumper/Tanker, Rescue/Pumper, Foam Pumper, CAFS Pumper, Type I Engine or Type II Engine Urban Interface			
Ambulances for transport and/or emergency response			
Tankers or Tenders (pumping capacity of less than 750 gallons per minute (gpm) and water capacity of 1,000 gallons or more):			
Aerial Apparatus: Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint			
Brush/Quick Attack (pumping capacity of less than 750 gpm and water carrying capacity of at least 300 gallons): Brush Truck, Patrol Unit (Pick up w/ Skid Unit), Quick Attack Unit, Mini-Pumper, Type III Engine, Type IV Engine, Type V Engine, Type VI Engine, Type VII Engine			
Rescue Vehicles: Rescue Squad, Rescue (Light, Medium, Heavy), Technical Rescue Vehicle, Hazardous Materials Unit			
Additional Vehicles: EMS Chase Vehicle, Air/Light Unit, Rehab Units, Bomb Unit, Technical Support (Command, Operational Support/Supply), Hose Tender, Salvage Truck, ARFF (Aircraft Rescue Firefighting), Command/Mobile Communications Vehicle			



# Wellness and Fitness Priority I

Fire departments and nonaffiliated EMS organizations must offer, or plan to offer, all four of the following Priority 1 activities:

- Periodic health screenings
- Entry physical examinations
- Immunizations
- Behavioral health programs



# Wellness and Fitness Priority II

- Candidate Physical Ability Evaluation
- Formal Fitness and Injury Prevention Program/Equipment
- Injury/Illness Rehab Program(s)
- IAFF or IAFC Peer Fitness Trainer Programs

# Modification to Facilities

- **Program Priorities (H)**
  - Requests for direct source-capture exhaust systems, sprinkler and smoke/fire alarm systems
  - Stations with sleeping quarters and occupied 24/7
- **Additional Considerations**
  - Age of the building—older buildings receive higher priority for funding
  - \$100,000.00 maximum per station



Note: Grants will NOT be provided to modify buildings constructed **after** 2003

# Modifications to Facilities

- Grant funds may only be used to retrofit existing structures built prior to 2003
- No modification may involve changing the footprint or profile of a structure.
- All projects that involve the installation of equipment, ground-disturbing activities such as a concrete pad for station generator, must undergo a FEMA Environmental Planning and Historical Preservation (EHP) review

# Training

- Training applications can include requests to fund training instruction costs, training equipment costs, and costs to pay / backfill members to attend training.
- Training projects that benefit the highest percentage of personnel within a fire department and open to other departments in the region = High Priority
  - **FF I / II,**
  - **Training Equipment Eligible – (Props, AV equipment)**
  - **Training Simulator (Burn Prop, etc.) Requested Under Equipment Activity**
  - **EMS Training – ALS Level = Highest Priority**
- Training for PPE or Equipment must be requested with PPE or Equipment under Additional Funding

# Micro-Grants

- Grants of \$25,000 or less (Federal Share)
  - Overmatching Not Allowed
  - Eligibility:
    - Fire Departments and Non-Affiliated EMS Agencies
    - Only 3 of the Operations and Safety Activities are Eligible
      - Equipment
      - PPE
      - Training
- Those that score in the competitive range for panel review may receive additional consideration at panels, or post-panel review

# Vehicles



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# Vehicle Priorities

- Unsafe vehicles
- Replacing vehicles that have been converted from vehicles not intended for the fire service.
- Replacing firefighting vehicles that were purchased prior to the 1992 Edition of NFPA Standard 1901.
- **Note:**
  - Refurbished/Used vehicles are no longer eligible.
  - Non-Transport Nonaffiliated EMS (Healthcare) vehicles for Community Paramedic services are a high priority



# Vehicle Applications

- Vehicle applications will consider a variety of factors. Including, but not limited to:
  - Age of the vehicle being requested to be replaced
  - Existing fleet, including like vehicles
  - Safety factors of the current vehicle (open cab or converted)
  - Call volume
  - Population

# Fire Apparatus Priorities

Priority	Urban Communities	Suburban Communities	Rural Communities
(H)	Pumper Ambulance Aerial Rescue Community Paramedic	Pumper Ambulance Aerial Rescue Tanker/Tender Community Paramedic	Pumper Ambulance Aerial Tanker/Tender Brush/Attack Community Paramedic

# Regional Applications



# Regional Applications

- A regional application is one in which multiple organizations serving more than one local jurisdiction benefit directly from the activities implemented with the grant funds.
- Eligible projects:
  - Operations and Safety: Training, equipment, personal protective equipment
  - Vehicle acquisition
- An Eligible Department must act as Host
  - All Partners Listed in Application
  - Include Stats of All Involved
  - MOU requirement

# Developing The Narrative



# Narrative Content

- Write it so your department's needs are clear  
(application will be read by fellow fire service peers)
- Utilize friends or family to review narratives
- Relate only local information—not national statistics
- Provide information that is unique to your community
- Do not use brand names
- Focus on the high priorities!

# The AFG Narrative

## Five elements must be addressed

- Community/Agency Description
- Project Description and Project Budget
- Financial Need (Applicant Characteristics II)
- Cost/Benefit
- Effect on Daily Operations

# Description of Organization and/or Community Served

- Sets the Tone for the Panelist's Review
- Briefly Describe Your Community and Agency
- When describing your organization and the community you serve, consider the following:
  - **History** includes trends, frequency, severity
  - **Current** includes financial, core mission, political
  - **Future** includes possibilities, probabilities, certainties
- Discuss things that make your Department/Community Unique
- Identify Critical Infrastructure Protected



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# Project Description and Budget

## 1. Project Description and Budget

This statement should clearly explain the applicant's project objectives and its relationship to the applicant's budget and risk analysis. The applicant should describe the various activities applied for with respect to any program priority or facility modifications, making sure they are consistent with project objectives, applicant's mission and national, state, and/or local requirements. Applicants should link the proposed expenses to operations and safety, as well as the completion of the project goals.

- Does the applicant demonstrate they understand the stated program priorities?
- Does the applicant produce evidence to support its requested needs?
- Does the applicant show evidence the project is based on risk analysis?
- Does the applicant clearly associate the completion of project goals to proposed expenses?
- Does the applicant show evidence that they have conducted good market research, e.g., bids and specs ready to go?



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# Project Description and Budget

- Clearly Identify all Aspects of the Project and Budget
  - Problem, Solution and Cost
  - Describe how project aligns with program priorities
  - Demonstrate that project will be completed within 1 year period of performance.
- Describe Risk Assessment
- Identify Method for Determining Cost
  - Necessary and Reasonable
- Tie the Project Goals to Your Department's Mission

# Financial Need

## 2. Financial Need

Applicants should describe their financial need and how consistent it is with the intent of the AFG Program. This statement should include details describing the applicant's financial distress, summarizing budget constraints, unsuccessful attempts to secure other funding, and proving the trouble is out of their control.

- Applicants should provide a comprehensive overview of their organization's budget, including but not limited to describing sources of revenue/funding and expenses
- Does the applicant clearly describe their financial distress?
- Does the applicant explain why they don't have the means to fund their project?
- Does the applicant include evidence of sacrifice due to budget constraints?

# Financial Need

- Describe why you can't complete this project without the assistance of federal funds
- Compare your income to expenses in order to illustrate current funding deficiencies
- Show other attempts you have made to fund department needs
- Describe Your Community/Agency Budgets
  - Where Money Comes From
  - Where Money Goes
- Describe Financial Stressors
  - Other Capital Projects
  - Unemployment Rate
  - Loss of Tax Base
  - Low Fundraising Dollars
  - Non-Tax Paying Entities

**Be as Detailed as Possible!!**



# Cost/Benefit

## 3. Operations and Safety/Cost Benefit

Applicants should describe how they plan to address the operations and personal safety needs of their organization, including cost effectiveness and sharing assets. This statement should also include details about gaining the maximum benefits from grant funding by citing reasonable or required costs, like specific overhead and administrative costs. The applicant's request should also be consistent with their mission and identify how funding will benefit their organization and affected personnel.

- Does the applicant fully explain all aspects of the request?
- Does the applicant give evidence that funds are directly tied to operations and safety?
- Does the applicant include information on sharing some or all of the assets with neighboring jurisdictions?
- Does the applicant show evidence that they have conducted good market research so as not to request more funds than they need?

# Cost/Benefit

- Maximize Benefits – Minimize Costs
- Benefits Tied to Dept. Mission
  - Firefighter and Public Safety
  - Decreased Property Loss
  - Used Frequently
  - Decreased Overhead/Admin Costs
  - Mutual Aid Benefits
- Costs
  - Break Down Per Capita

# Statement of Effect

## **4. Statement of Effect/Impact on Daily Operations**

This statement should explain how this funding request will enhance an organization's overall effectiveness. It should address how this request will improve daily operations and reduce an organization's common risk(s). Applicants should include how frequently the requested item(s) will be used and in what capacity. Applicants should also indicate how the requested item(s) will help the community and increase an organization's ability to save additional lives and property.

- Does the applicant demonstrate a high benefit for the cost incurred and maximize the level of funding going directly into the delivery of the project?
- Are the costs reasonable for the target population that will be reached?
- Does the applicant provide justification for the budget items relating to the cost of the project?
- Does the applicant include sufficient details to understand their organization's most common risk?
- Does the applicant explain how the project is directly tied to protecting life and property?
- Does the applicant include daily benefits?

# Statement of Effect

- Improve Operations
- Reduce Risk
- Use and Frequency of Use
- Impact on Firefighter and Public Safety
- Impact on Property Conservation
- Other Daily Benefits

# Self Evaluation Sheets

- The Self Evaluation Sheet is designed to help you understand the four narrative questions.
- It will also help you to understand what the panelist are asked to look for in your answer.
- Lastly it will allow you to see the actual scoring criteria used by the panelist.
- <https://www.fema.gov/media-library/assets/documents/99388>

# Rating Your Application

- **Excellent:** The applicant clearly identifies and fully articulates the proposed achievements, which are consistent with the applicant's mission. The project's goals benefit the organization and affected personnel, and are very advantageous when compared to the costs.
- **Very Good:** An analysis of the cost benefit is given, but the applicant excludes in-depth details. The affected personnel and operational needs are somewhat identified, but some of the cost of the project is excessive. Most of the funding is geared toward the applicant's mission, but more details are needed.

# Rating Your Application

- Good: The applicant identifies the request, but includes little detail to fully understand. The affected personnel and operational needs are somewhat identified, but lack details. The applicant's operational needs and/or how costs will address those needs are not clear.
- Fair: The applicant fails to define the relationship between the request and their mission and/or affected personnel. The applicant provides little to no detail to understand the benefits of the project. The costs requested are underdeveloped, excessive, and/or superfluous.

# Rating Your Application

- Poor: The applicant does not identify, nor articulate, the benefits of the request. The applicant does not adequately address the benefits to the organization or affected personal, and does not adequately explain how they are cost efficient.

# Top 10 Best Practices

1. Start preparing NOW and read the NOFO / Program Guidance
2. Attend an AFG Workshop / Webinar
3. Gather as much information as possible in advance.
4. Align your department's *Risk Assessment* with the 2015 AFG funding priorities
5. Tell *your* department's story – avoid vendor / template narratives

# Top 10 Best Practices

6. Read each question carefully, *then* answer
7. Have your entire application / narrative reviewed by someone else before submitting
8. Make sure you gather and include *all* eligible costs as part of your application
  - Training
  - Service / Extended warranties
  - Vehicle performance bonds
9. Make sure your project can be completed within your grant's 1 year period of performance
10. Ensure you have support from your local government leaders

# Grant Closeouts

2009-2012 Closeout Modules  
Available

Past Grants Must Be Closed Out  
Prior to Award

2013 Closeout Expected Early  
2016

# For Grant Assistance

## **Regional Fire Program Specialists**

<http://www.fema.gov/fire-grant-contact-information>

## **AFG Program Office**

AFG Help Desk Phone Number : 1-866-274-0960

AFG Help Desk E-mail: [firegrants@dhs.gov](mailto:firegrants@dhs.gov)

AFG Web site: <http://www.fema.gov/firegrants>

# Questions?



**FEMA**

# Thank You!



# FEMA

