

# Assistance to Firefighters Grant Program (AFGP)



## FY 2017 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program

### Request Details Instructions

### *Recruitment and Retention of Volunteer Firefighter Activity Applications*

The FY 2017 SAFER Recruitment & Retention Grant application requires the use of “drop down” menus to complete the Request Details section. The Request Details section is where applicants will request funds for all grant related purchases and activities (i.e. budget line item) and provide specific details on the costs to be incurred. The drop down menus correlate to the list of eligible costs as indicated on pages 39 - 44 of the Notice of Funding Opportunity (NOFO) and are organized by Category and Sub-Category.

The category drop down is used to indicate the main budget item that funds are being requested for and the sub-category is used to further breakdown the budget item. For example, a Marketing Program is the category and a sub-category would be either Media Marketing (TV/Radio/Internet, etc.) or Print Marketing (Newspaper/Signs/Banners/Flyers/Brochures, etc.)

In addition to the category and subcategory applicants also must provide specific details on the costs included for each budget line item. The “Description” of the costs should be specific, yet descriptive explain of costs. Detailed information on how each proposed cost was determined or calculated will need to be provided.

This document has been developed to provide you with a list of the categories and sub-category available in the application as well as information on the level of details needed for the Description for each budget line item.

As applicants begin preparing the application be sure to thoroughly review pages 39 – 44 the NOFO to ensure there is a clear understanding of the requirements to receive, and the eligible and ineligible costs for, a Recruitment and Retention Grant award. SAFER grant funds may only be used for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response.

Applicants must correlate the activities for which funding is being requested and the identified recruitment or retention problems or issues being addressed. FEMA will not fund a budget line item if an applicant does not provided sufficient information detailing how it will enhance recruitment and retention. Regardless of the eligibility of any costs requested FEMA reserves the right to reduce any requests for funding, in whole or in part, that it deems excessive or otherwise contrary to the best interests of the program.

All grant-related purchases and activities must be incurred, received, and completed within the period of performance. The period of coverage and/or service delivery on all contracts, and agreements may not begin prior to/extend beyond the period of performance of the grant.

All funded activities under Recruitment and Retention must be governed by formally adopted Standard Operating Procedures (SOPs). Minimally, these SOPs should specify who qualifies for each of the incentives, specific requirements for earning the incentives, and the disposition of the awarded incentives if an individual fails to fulfill the stipulations. FEMA may ask for copies of SOP's prior to, or any time, after being awarded.

Applicants must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. § 200.317 – 200.326.

Category	Sub Category	Description Details	Important Notes and Considerations:
Marketing Program	Media Marketing (TV/Radio/Internet, etc.)	Types of media marketing (television, radio, social media, etc.). How the costs were determined (market research, etc.). How this will enhance recruitment and retention.	Applicants must have must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. § 200.317 – 200.326.
	Print Marketing (Newspaper/Signs/Banners/Flyers/Brochures, etc.)	Types of print marketing (newspapers, billboards, signs, banners, brochures, flyers, etc.). How the costs were determined (market research, etc.). How many recruitment events per year. How will this enhance recruitment.	Applicants must have must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. § 200.317 – 200.326.
	LED Sign	Type of sign and costs included with sign (electrical, etc.). How the costs were determined (market research, etc.). How the sign will tie into current (or requested) marketing plan. How the sign will tie into and enhance recruitment goals and objectives. Confirmation that 75 percent of usage must be dedicated to Recruitment and Retention activities.	Only one LED/electronic sign is allowed per applicant and 75 percent of usage must be dedicated to Recruitment and Retention activities. Any request for LED/Electronic signs may require Environmental and Historic Preservation (EHP) review. The EHP Review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP Review.  Applicants must have must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. § 200.317 – 200.326.
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above.
Recruitment & Retention Coordinator	Salary (Employee)	Identify if the position is part-time or full-time. The number of hours that will be worked per week. The tasks that the individual will perform as part of the award. How the salary was determined (earnings information is published by the U.S. Bureau of Labor Statistics, etc.). How this employee will be hired (hire within, advertise position, etc.)	Applicants hiring a Recruitment and Retention Coordinator must have a hiring policy in place. The employee must be appointed, or hired, in the same manner in which the department/organization would have hired the employee with non-federal funds.
	Fringe Benefits (Employee)	What benefits are included and amount/percentage for each applicable benefit. How the benefits and amounts/percentages were determined.	
	Contracted Position	Identify if the position is part-time or full-time. The number of hours that will be worked per week. The tasks that the individual will perform as part of the award. How the contracted rate was determined.	Applicants must have must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. § 200.317 – 200.326.
	Travel	Details on costs included (per diem, hotel, airfare, mileage, etc.) and cost for each item (i.e. cost per mile). How were the costs determined (travel policy, government rate, etc.)	Costs for mileage/transportation, lodging, and per diem must comply with the department/organization's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
	Supplies	Type of supplies requested and the amount for each. How the costs were determined.	
	Computer	Type and cost of computer (desktop/laptop/iPad). Additional peripherals included and breakdown of costs.	
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above.
Program Manager	Salary (Employee)	Identify if the position is part-time or full-time. The number of hours that will be worked per week. The tasks that the individual will perform as part of the award. How the salary was determined (earnings information is published by the U.S. Bureau of Labor Statistics, etc.). How this employee will be hired (hire within, advertise position, etc.)	Applicants hiring a Program Manager must have a hiring policy in place. The employee must be appointed, or hired, in the same manner in which the department/organization would have hired the employee with non-federal funds.
	Fringe Benefits (Employee)	What benefits are included and amount/percentage for each applicable benefit. How the benefits and amounts/percentages were determined.	
	Contracted Position	Identify if the position is part-time or full-time. The number of hours that will be worked per week. The tasks that the individual will perform as part of the award. How the contracted rate was determined.	Applicants must have must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. § 200.317 – 200.326.
	Travel	Details on costs included (per diem, hotel, airfare, mileage, etc.) and cost for each item (i.e. cost per mile). How were the costs determined (travel policy, government rate, etc.)	Costs for mileage/transportation, lodging, and per diem must comply with the department/organization's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
	Supplies	Type of supplies requested and the amount for each. How the costs were determined.	
	Computer	Type and cost of computer (desktop/laptop/iPad). Additional peripherals included and breakdown of costs.	
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above.

Category	Sub Category	Description Details	Important Notes and Considerations:
Grant Administrator	Salary (Employee)	Identify if the position is part-time or full-time. The number of hours that will be worked per week. The tasks that the individual will perform as part of the award. How the salary was determined (earnings information is published by the U.S. Bureau of Labor Statistics, etc.). How this employee will be hired (hire within, advertise position, etc.)	Applicants hiring a Grant Administrator, or any employee who will be receiving a salary and/or benefits from SAFER grant funds, must have a hiring policy in place. The employee must be appointed, or hired, must be done in the same manner in which the department/organization would have hired an employee whose salary is paid with non-federal funds.
	Fringe Benefits (Employee)	What benefits are included and amount/percentage for each applicable benefit. How the benefits and amounts/percentages were determined.	
	Contracted Position	Identify if the position is part-time or full-time. The number of hours that will be worked per week. The tasks that the individual will perform as part of the award. How the contracted rate was determined.	Applicants must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. § 200.317 – 200.326.
	Travel	Details on costs included (per diem, hotel, airfare, mileage, etc.) and cost for each item (i.e. cost per mile). How were the costs determined (travel policy, government rate, etc.)	Costs for mileage/transportation, lodging, and per diem must comply with the department/organization's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
	Computer	Type and cost of computer (desktop/laptop/iPad). Additional peripherals included and breakdown of costs.	
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above.
Personal Protective Equipment (PPE)	Full Set - Structural Personal Protective Equipment (PPE)	Number of new recruits that will receive gear structural PPE under this award. Total cost of one full set of PPE per new recruit, a list of each item being requested, and associated cost per item.	Only one set of PPE for structural or wildland firefighting is allowable per new recruit. PPE is not allowable for current members. All new recruits for whom PPE is provided must pass an NFPA-compliant physical and reimbursement is only provided after required documentation is provided. SAFER considers a full-set of structural PPE to be comprised of one each of SCBA mask/face piece, pair of pants, coat, helmet, hood, pair of boots, pair of gloves, and pair of suspenders).
	Full Set - Wildland Personal Protective Equipment (PPE)	Number of new recruits that will receive gear wildland PPE under this award. Total cost of one full set of PPE per new recruit, a list of each item being requested, and associated cost per item.	Only one set of PPE for structural or wildland firefighting is allowable per new recruit. PPE is not allowable for current members. All new recruits for whom PPE is provided must pass an NFPA-compliant physical and reimbursement is only provided after required documentation is provided. SAFER considers a full-set of wildland PPE to be comprised of one each of pair of boots, set of coveralls (or pants, coat, and suspenders), pair of gloves, hood, set of goggles, helmet, and fire shelter).
Personal Safety/Rescue Bailout Systems	Personal Safety/Rescue Bailout Systems	Number of new recruits that will receive gear under this award. Type of item being requested and associated cost per item	Must be statutorily required by your jurisdiction to be eligible.
	American National Standards Institute (ANSI)-approved retro-reflective highway apparel	Number of new recruits that will receive highway apparel under this award. Type of item being requested and associated cost per item.	
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above.
Training	Basic (Minimum) Firefighter Training	Type of training being requested (CPR, First Responder, EMT, Firefighter 1, Firefighter 2). The number of recruits per training. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). Description of departments current training budget and why these funds are needed.	Training requested must be required by the Authority Having Jurisdiction (AHJ) to meet minimum firefighter certification; advanced training must be requested under Advanced Firefighter Training Category. Cost must not currently be covered under the department's normal operating budget.
	Leadership/Career Training	Type of training being requested. The number of members per training. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). How this training will tie into your retention goals and objectives. Description of departments current training budget and why these funds are needed.	Must be used as a retention incentive and cannot currently be covered under the department's normal operating budget. Courses must provide continuing education units (CEU's) or certificates of completion to be eligible.
Training	Instructor/Train-the-Trainer Training	Type of training being requested. The number of members per training. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). How this training will tie into your retention goals and objectives. Description of departments current training budget and why these funds are needed.	
	Instructor Costs or Fees	Type of costs being requested. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). How this training will tie into your retention goals and objectives. Description of departments current training budget and why these funds are needed.	
	Advanced Firefighter Training	Type of training being requested. The number of members per training. Total cost of each training and a breakdown of that cost (e.g., supplies, instructors, etc.). How this training will tie into your recruitment and retention goals and objectives. Description of departments current training budget and why these funds are needed.	Advanced training is only eligible for members who have already met the minimum firefighter certifications required by the Authority Having Jurisdiction (AHJ). The training requested must not be currently be covered under the department's operating budget and must closely correlate to the applicant's recruitment and/or retention goals.
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above. Lost wages, mileage/transportation, lodging, and/or per diem should be listed under "Other" unless it is already included in the costs of classes/training being requested. Note that costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.

Category	Sub Category	Description Details	Important Notes and Considerations:
New Member Costs	NFPA 1582 Entry-Level Physical	Number of new recruits to receive physicals. Cost per physical. How the costs were determined (market research, local physician or health center prices).	Only one entry-level physical per new recruit is eligible. Physicals or annual exams for current members is not eligible. Physicals must meet NFPA 1582 standards (Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members). The cost of physicals should be based on local physician or health center prices. Detailed information on implementing NFPA 1582 physicals can be found at <a href="https://www.fstaresearch.org/roadmap">https://www.fstaresearch.org/roadmap</a> .
	Annual NFPA 1582 Physical (for new recruits receiving entry-level physicals)	New of new recruits to receive an annual physical. Cost per physical. How the costs were determined (market research, local physician or health center prices). Certification that only the members recruited under this grant and that receive an entry-level NFPA 1582 physical will receive funds for annual exams.	Annual physicals are only eligible for those members recruited under this grant and only if you are also requesting grant funds for NFPA 1582 entry-level physicals for new recruits. Annual Physicals are only eligible for the same new recruits; physicals or annual exams for any other member is not eligible. Costs for annual physicals are not eligible in year one of the grant.
	Station Duty Uniforms	Number of new recruits that will receive station duty uniforms under this award. A list of each item being requested and the cost per item.	One set of station duty uniforms for each new recruit only (SAFER considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots).
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above.
Nominal Stipend	Points Based System	The type of award or incentive (duty shifts, operational training, or responding to incidents) and the amount/percentage requested for each. How the members will qualify to receive the incentive. Maximum amount each year a member will receive. How the costs were determined. Details on what the fire department would pay to hire a full-time firefighter to perform the services for which the stipend is being provided.	Nominal stipends for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response. Stipends may only be provided for participation in operational (firefighting) activities, such as duty shifts, operational training, and/or responding to incidents. Stipend programs must be governed by formally adopted Standard Operating Procedures. Stipends may not exceed 20 percent, per person, of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.
	Pay-Per-Call	The type of award or incentive (duty shifts, operational training, or responding to incidents) and the amount/percentage requested for each. How the members will qualify to receive the incentive. Maximum amount each year a member will receive. How the costs were determined. Details on what the fire department would pay to hire a full-time firefighter to perform the services for which the stipend is being provided.	Pay-Per-Call is for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response. Amounts received may only be provided for participation in operational (firefighting) activities, such as duty shifts, operational training, and/or responding to incidents. Costs per person may not exceed 20 percent of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. Pay per call programs must be governed by formally adopted Standard Operating Procedures. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.
	Other not listed above (explain) Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.
Length of Service Award Program (LOSAP) or Retirement Program	Length of Service Award Program (LOSAP)	Type of LOSAP program to be provided. Cost per member. How the costs were determined.	LOSAP is a retirement/pension-like program for volunteer firefighters who meet minimum service requirements. Grant funds may only be used for the initial start-up costs. This is not to be used for Awards such as plaques, gift cards, etc.; use the Awards/Incentives for Operational Activities Category for those types of costs. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.
	Retirement Program	Type of Retirement Program to be provided. Cost per member. How the costs were determined.	This is a retirement/pension program for volunteer firefighters who meet minimum service requirements. Grant funds may only be used for the initial start-up costs. This is not to be used for Awards such as plaques, gift cards, etc.; use the Awards/Incentives for Operational Activities Category for those types of costs. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	You must provide very specific details on the items/activities, costs, etc. being requested under this line item.	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.

Category	Sub Category	Description Details	Important Notes and Considerations:
Insurance packages	Accidental Death and Dismemberment (AD&D)/Workers Compensation/Disability	Number of members to received AD&D Insurance. The cost per member. How the costs were determined.	
	Health/Dental	Type of insurance. Number of members to received each type of insurance. The cost per member. How the costs were determined.	
	Other not listed above (explain) Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above.
Awards/Incentives for Operational Activities	Length of service plaques	Number of members to receive length of service plaques. What type of length of service plaques are being provided and the requested amount for each. How the members will qualify to receive the award/incentive.	Must only be based on participation in operational (firefighting) activities, such as operational training and/or responding to incidents. EMS and/or non-firefighting activities are not eligible. Awards programs must be governed by formally adopted Standard Operating Procedures
	Gift cards for top responders	Number of members to receive gift cards. What type of gift cards are being provided and the amount for each. How the members will qualify to receive the award/incentive.	
	Non-uniform clothing (limited to shirts, jackets, or pullovers)	Number of members to receive non-uniform clothing. What type of non-uniform clothing is being provided and the amount for each. How the members will qualify to receive the award/incentive. Certification that items requested are not part of the standard duty uniform.	
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above.
Tuition assistance for higher education	Tuition Costs	Number of members to receive tuition costs and the amount per member. How the were costs determined. How the members will qualify to receive tuition costs. Disposition of the tuition costs if an individual fails to fulfill the stipulations.	Tuition programs must be governed by formally adopted Standard Operating Procedures. Payments for student loans are not eligible for funding. Only tuition payments for classes offered and completed during the period of performance are allowable.
	Books/Class Fees	Type and cost of each fee included.	
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above.
Grant Writer Fee	N/A		Limited to no more than \$1,500. Fees payable on a contingency basis are not an eligible expense. the fees must have been paid within 30 days of the end of the application period and prior to any contact with SAFER Program Office staff or an Offer of Award.
Staffing Needs/Risk Assessment	N/A	Types of costs included (e.g. supplies for data collection, contractors or personnel to collect and analyze data, software programs, etc.). How the costs were determined.	If a staffing needs assessment is requested and the application is selected for funding, the staffing needs assessment will be the only activity that will be funded.
Remodeling/Renovation of Existing Facilities	N/A	Type of renovation. Total cost of the renovation and a breakdown of that cost (electrical, plumbing, etc.)	Renovations must be minor interior alterations not to exceed \$10,000 (total per grant award) and may not change the footprint or profile of the building. Any request for modifications to facilities may require Environmental and Historic Preservation (EHP) review. The EHP Review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP Review.
Explorer/Cadet/Mentoring Programs	Station Duty Uniforms	Number of explorer/cadets that will receive station duty uniforms under this award. A list of each item being requested and the cost per item.	One set of station duty uniforms for each new recruit only (SAFER considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots)
	Training (Non-Immediate Danger to Life and Health or IDLH)	Type of training being requested (CPR, First Responder, EMT, Firefighter 1, Firefighter 2). The number of explorer/cadets per training. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). Description of departments current training budget and why these funds are needed.	
	Full Set - Structural Personal Protective Equipment (PPE)	Number of explorer/cadets that will receive gear structural PPE under this award. Total cost of one full set of PPE per new recruit, a list of each item being requested, and associated cost per item.	Only one set of PPE for structural or wildland firefighting is allowable per new recruit. SAFER considers a full-set of structural PPE, for explorer/cadets, to be comprised of one each of pair of pants, coat, helmet, hood, pair of boots, pair of gloves, and pair of suspenders).
	Full Set - Wildland Personal Protective Equipment (PPE)	Number of explorer/cadets that will receive gear wildland PPE under this award. Total cost of one full set of PPE per new recruit, a list of each item being requested, and associated cost per item.	Only one set of PPE for structural or wildland firefighting is allowable per new recruit. SAFER considers a full-set of structural PPE, for explorer/cadets, to be comprised of one each of pair of pants, coat, helmet, hood, pair of boots, pair of gloves, and pair of suspenders).
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above.
Other not listed above (explain)	Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a Category above