



Arcata Fire Protection District

Grants Management Handbook

OVERVIEW

The *Grants Management Guide* serves as a primary reference manual to safeguard grant funds and ensure funds are used for the purposes for which they were awarded. This Guide should serve as a daily management tool for Arcata Fire Protection District (AFPD) in administering grant programs, including federal FEMA grants such as the Assistance to Firefighters Grant Program (AFG), Staffing for Adequate Fire and Emergency Response (SAFER) and the Fire Prevention and Safety (FP&S) programs. For additional information on grants management, please visit the FEMA AFG website at <http://www.fema.gov/firegrants/afggrants/index.shtm>.

AFPD is pleased to respond to any questions not covered by this Guide and welcome suggestions to improve the utility and content of the Guide. Please contact the Grants Program Administrator at 1-707-825-2000 or [Arcata Fire Protection District website](#) with any questions or suggestions revisions. In addition, comments can be directed to AFPD at arcatafire.org

This document was prepared with guidance from FEMA's Grants Management Technical Assistance (GMTA) Program, Grant Programs Directorate, U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA).

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GRANT APPLICATION PROCESS

AFPD has the responsibility of applying for and managing federal assistance programs. Federal grant program announcements can be found at (Grants.gov), [FEMA's grants information site](http://FEMA's%20grants%20information%20site), www.fema.gov/firegrants and www.cfda.gov.

Prior to applying for grants, approval must be obtained from the AFPD Fire Chief. The current Funding Opportunity Announcement (FOA) for the year in which application is made shall be reviewed for compliance prior to submission of the application. AFPD generally applies for the following FEMA grants:

- *Assistance to Firefighters Grants (AFG)*
- *Staffing for Adequate Fire & Emergency Response Grants (SAFER)*
- *Fire Prevention and Safety Grants (FP & S)*

There are numerous resources available to the applicant in regards to FOA. The FOA contains information on the following:

- *Funding requirements and eligible applicants*
- *Allowable and unallowable costs*
- *Program application process and evaluation*
- *Application requirements*

All applications will be carefully screened and reviewed for completeness by AFPD

Administration. Completed applications will be reviewed in the following areas regardless of which federal or state assistance program being applied for:

1. Progress in achieving project timelines and milestones
2. Ability to drawdown and expend grant funds in a timely manner
3. On-time versus delinquent reports
4. Ability to meet any prior award special conditions
5. Timeliness and justification for award extensions and reallocations
6. Results of desk and on-site monitoring reviews
7. Compliance with procurement and contracting requirements
8. Compliance with property management and reporting requirements

9. Record of participation in grant management training and/or conferences
10. Record of significant findings during a professional audit

APPLICANT ELIGIBILITY

Eligibility information can be found in the FOA. To apply on [Grants.gov](https://www.Grants.gov), AFPD must have an active Dun and Bradstreet (D&B) and Data Universal Numbering System (DUNS) number in order to apply for federal financial assistance. Organizations may receive a DUNS number at no cost by calling 1-866-705-5711.

In addition, AFPD must register with the **System for Award Management (SAM)** database as well. The SAM is the primary registrant database for the U.S. Federal Government and recipients are required to complete a one-time registration. AFPD must update or renew their registration at least **once per year** to maintain an active status. Failure to maintain an active status will result in de-obligation of all federal assistance funds. AFPD can register at the SAM homepage.

All AFPD applications require two (2) signatures, to include the AFPD Fire Chief and the AFPD Board of Directors Chairperson.

Arcata Fire is required to adopt the National Incident Management System (NIMS) in accordance with HSPD-5, Management of Domestic Incidents. The NIMS provides a consistent nationwide template to enable all levels of government, tribal nations, nongovernmental organizations, and private sector partners to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity.

GRANT AWARD

All grant awards issued by FEMA will include **Agreement Articles** (e.g. terms and conditions) that include requirements concerning compliance with federal regulations and audit requirements, as well as **Special Conditions**, which are specific to the project(s). A number of other standard or special conditions may be attached to the award.

All AFPD awards must be accepted online using the FEMA website to accept the grant award within **30 days** from date of the award. FEMA will email the Authorized Official with the notice of award and provide the website on which to login and accept the grant award and Agreement Articles.

All AFPD awards require two signatures, one from the AFPD Board of Directors Chairperson and one from the AFPD Fire Chief, in order to fully accept the grant award.

AMENDMENTS

Per 44 CFR Part 13.30 (a), “Grantees are permitted to rebudget of funds within the approved direct cost budget to meet unanticipated requirements and may make limited program changes to the approved project. However, unless waived by the awarding agency, certain types of post-award changes in budgets and projects shall require the prior written approval of the awarding agency”.

Per 44 CFR Part 13.30 (c)(ii), “Unless waived by the awarding agency (e.g. FEMA), cumulative transfers among direct cost categories, or, if applicable, among separately budgeted programs, projects, functions, or activities which exceed or are expected to exceed ten percent of the current total approved budget, whenever the awarding agency's share exceeds \$100,000.”

All amendments requiring prior approval from FEMA must be submitted to Arcata Fire Dept. Leadership for preparation and coordination with FEMA and submission to FEMA. Amendment requests shall be accompanied by a justification narrative and budget/spending plan, for review and approval. Changes must be consistent with the scope of the project and grant guidelines. Requests for changes will be considered only if the reporting requirements are current, and if special conditions have been met at the time of request. Changes in the programmatic activities, or purpose of the project, changes in key personnel (e.g. Authorized Official) specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in project site, or release of special conditions will result in an amendment to this award.

Scope of Work (SOW) Amendment Example:

A grantee receives a grant for Wellness and Fitness. The grant includes funding for the entire department to receive physicals. There are 10 members at the time of the application and the department was awarded funding for all 10 members. When awarded, 2 members have since left the department. The grantee now wishes to purchase 8 units of physicals (versus the 10 awarded) and use the money for the now non-needed physicals in order to purchase a treadmill. This would require a SOW amendment justifying the change in number of physicals required and clarifying the need for a piece of exercise equipment.

SPECIAL CONDITIONS

AFPD grant awards with special conditions on their award are prohibited from expending any funds until those identified conditions are released by amendment, unless otherwise noted. Special conditions usually relate to national incident management system (NIMS) compliance, environmental and historic preservation (EHP), budget changes, etc... Failure to comply with any and/or all special conditions may result in denial of drawdown funds, return of expended funds and/or de-obligation of grant funds, depending on Arcata Fire Department and FEMA Policy. FEMA will send confirmation by email indicating that the special conditions have been met. AFPD shall obtain this confirmation from FEMA prior to expenditures being made.

PROJECT BUDGET DETAIL (PBD)

All awards issued by DHS FEMA will contain budget details, including a worksheet listing all projected line items, quantities, per unit costs and total costs. Also, a budget narrative is required to provide definitions of items of cost, as well as justification for the requested items. The budget detail will show the approved budget category (i.e. equipment, planning, training, or exercise), project description, and the allocated amount.

Any project having a special condition must be released before expending any funds towards such project even if identified on the budget worksheet and budget narrative (e.g. EHP).

GRANT REPORTING

All FEMA Assistance to Firefighters Grants reporting is done on the FEMA website [Assistance to Firefighters Grant Program](#). Once on the website, choose the type of grant to be managed (AFG, SAFER, FP&S, SCG), then choose E-Grant Application Access line in the top left corner of the page. The **USER ID** and **Password** will be needed to gain access into the site. Once in the site, all grants are accessible. Choose the grant you need to manage and all forms will be located on the specific page for each grant.

Grant recipients shall submit timely semi-annual financial (SF-425) and semi-annual progress reports. (SAFER requires quarterly progress reports). Recipients must check the FEMA web site for the most current forms. Reports must be signed by the Authorized Official on the grant award. Semi-annual financial and progress reports are due on the following dates:

July 30th	Reporting period January 1 – June 30
January 31st	Reporting period July 1 – December 31

Semi-annual Progress Reports shall describe the status of the project, compare actual accomplishments to the objectives established for the reporting period in the project timeline, report reasons for deviation, provide justification for timeline adjustment requests, and must support the Federal Financial Report (FFR) (SF-425) reports should include any significant events or activities. Progress must be reported relative to the project timeline and milestones stated in the AFG award. The Federal Financial Report (FFR) (SF-425) shall describe the status of the funds, show encumbrances, and receipts of program income, cash match contributions to the project, if applicable to the award.

The Final Progress Report and the final Federal Financial Report (FFR) (SF-425) reports are due no later than 90 days after the end of the grant award performance period (e.g. closeout period).

REIMBURSEMENTS/PAYMENT REQUEST

All requests for reimbursements or payment must be substantiated by the Federal Financial Report (FFR) (SF-425) and submission of the progress report form. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative, project budget details, grant guidelines, and the submission of timely program and financial reports to FEMA. Payments may be withheld pending correction of deficiencies or for use of outdated forms. Reimbursement of expenditures may be requested at any time within the performance period.

Expenditures must be supported with source documentation (e.g. copies of cancelled checks and/or computer-generated reports from the agency's financial institution showing the outlay of funds, copies of invoices, payroll records, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.).

- **Personnel Costs**: Payroll reports signed and certified by the AFGPD Fire Chief or his/her designee that record the employee name, position, coded allocation to the project amount paid, are acceptable. Staff may not self-certify their own time and wages. The AFGPD shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants as per recordkeeping requirements.
- **Contracts**: All AFGPD sole source requests require prior approval from the AFGPD Fire Chief or designee to ensure compliance with the federal regulations and cost principles associated with non-competitive procurement. Also, while not required, it is strongly recommended that the FEMA AFG Program Office be consulted prior to any sole source procurement to ensure concurrence for eligibility. Final signed copies of all contracts should be maintained in the AFGPD grant file as part of source documentation and made available for monitoring and/or audit.
- **Program Income and Local Match**: Program income generated from the grant may be used to supplement project costs, reduce project costs, or may be refunded to the federal government, and must be used for allowable program costs and be expended prior to

requests for reimbursement. Local matching funds must clearly support the source, the amount, and the timing of all matching contributions.

- **Equipment**: Some allowable equipment categories are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB) at <https://www.rkb.us/index.cfm>. Other guidance on Equipment can be found in the particular FOA for the federal grant program.
- **Management and Administration (M&A)**: M&A costs are allowable but must be included as part of the grant award in order to be used for that purpose. Each program allows for varying percentages of the award to be used for M&A; therefore, AFPD should review applicable fiscal year FOA for the percentage of the total award which is allowable for M&A.
- **Travel**: Reimbursement for travel will be calculated in accordance with the AFPD travel policy not to exceed the federal per diem rate. In absence of a travel policy, AFPD will follow the federal per diem rate for the travel location.
- **Training**: Requires AFPD Fire Chief, or designee, approval prior to registering or participating in training opportunities.
- **Overtime and Backfill**: For SAFER grants only, backfill is an allowable cost if it is part of the grant award; however, for AFG, although it has covered overtime and backfill for some training classes, it is strongly recommended that the grantee seek approval from the FEMA Program Office prior to obligation and/or expenditure of funds for overtime/backfill. All personnel costs are subject to the funding restrictions identified by the PRICE Act (Public Law 110-412).

NON-REIMBURSEABLE EXPENSES

Unallowable costs vary from program to program. AFD should review applicable fiscal year FOA for costs which are prohibited by the federal program, beyond those identified in the applicable Cost Principles.

Unallowable costs include:

- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Allowable BUT unsupported expenditures will be returned for resubmission.
- Sole source contracts and procurements not pre-approved by AFD
- Training and related travel costs not pre-approved by AFD—ALL INTERNATIONAL TRAVEL requires prior approval from FEMA;
- Construction, facility modification and/or renovation (as defined in the FOA);
- Indirect costs (.e.g depreciation, maintenance, overhead, etc.-refer to applicable FOA, as well as the applicable CFRs, for additional guidance on eligible indirect costs);
- Management and Administration (M&A) costs to manage subgrants;
- Supplanting with the exception of the SAFER Grants which provide a waiver process for supplanting. See SAFER FOA for additional information;
- Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus;
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of an exercise. This does not apply to the AFG Grants;
- Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities, except for SAFER Grants-see Supplanting Note on previous page;
- Weapons and ammunition;
- Entertainment and sporting events;
- Personal items such as personal hygiene items, magazines, in-room movies, personal travel;
- Travel insurance, visa, and passport charges;

- Lodging costs in excess of federal per diem, as appropriate;
- Lodging fees associated with violation of the lodging facility's policies, such as smoking in a non-smoking room;
- Lunch when travel is wholly within a single day;
- Stand-alone working meals;
- Bar charges, alcoholic beverages;
- Tips;
- Finance, late fees, or interest charges;
- Lobbying, political contributions, legislative liaison activities;
- Organized fund-raising, including salaries of persons while engaged in these activities;
- Land acquisition

PROCUREMENT

Procurements shall comply with AFPD procurement policies and procedures, and conform to applicable State and Federal law and the standards identified in the Procurement Standards Sections of *44 CFR Part 13, "Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments."*

Procurement shall be in accordance with AFPD Finance Policy Statement, Section #400.

Documents can be submitted for review and approval of compliance with federal requirements in advance if desired.

Contractors that develop or draft specifications, requirements, Statements of Work (SOW), and/or Requests for Proposals (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement to comply with federal regulations on conflict of interest. In most instances, local bidder's preference is not allowed for federally funded procurements. However, 44 CFR 13.36 should be used as guidance for all procurement with federal funds.

Procurement transactions shall be conducted to provide maximum open and free competition. Justification must be provided for all noncompetitive procurement.

CONTRACTS

Any contract entered into shall comply with local, state and federal government contracting regulations. Contracts for professional and consultant services must include local, State and federal government required contract language as found in the Code of Federal Regulations 48, Part 31, to include a project budget, and to require pre-approval by AFPD prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the market place. Detailed invoices and time and effort reports are required for consultants.

PUBLICATIONS

Copyright

All recipients of financial assistance will comply with requirements that publications or other exercise of copyright for any work first produced under Federal financial assistance awards hereto related unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations). For any scientific, technical, or other copyright work based on or containing data first produced under this award, including those works published in academic, technical or professional journals, symposia proceedings, or similar works, the recipient grants the government a royalty-free, nonexclusive and irrevocable license to reproduce, display, distribute copies, perform, disseminate, or prepare derivative works, and to authorize others to do so, for government purposes in all such copyrighted works. The recipient shall affix the applicable copyright notices of 17 U.S.C. §401 or 402 and an acknowledgement of government sponsorship (including award number) to any work first produced under an award.

Publications created with funding under the Department of Homeland Security grants shall prominently contain the following statement: **“This document was prepared under a grant from the Federal Emergency Management Agency (FEMA)'s Grant Programs Directorate, U.S. Department of Homeland Security Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate, the U.S. Department of Homeland Security.”**

PROPERTY AND EQUIPMENT MANAGEMENT

The recipient shall maintain an effective property management system; safeguards to prevent loss, damage or theft; maintenance procedures to keep equipment in good condition; and disposition procedures.

Management of property and equipment shall be in accordance with procedures outlined in 44 CFR Part 13, sections 13.31 and 13.32.

AUDIT REQUIREMENTS

FEMA requires a recipient expending \$500,000 or more in federal funds in the organization's fiscal year to conduct an organization-wide audit in accordance with *OMB Circular A-133*.

The recipient will permit FEMA project officials, program officials and auditors to have access to the recipient's and third-party contractor's records and financial statements as necessary for AFD and FEMA to comply with *OMB Circular A-133*.

Copies of audit findings must be submitted to FEMA within **30 days** after the AFD receives the audit report, or within a **9 month** period of the grant closeout date, whichever is earlier.

RECORDKEEPING REQUIREMENTS

Grant financial and administrative records shall be maintained for a period of three years following the date of the final submission of the Federal Financial Report (FFR) (SF-425). Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained. Property and equipment records shall be maintained for a period of three years following the final disposition, replacement or transfer of the property and equipment.

TRAVEL POLICY

Unless otherwise specified in the grant budget and project narrative, all grant-related travel must be pre-approved by AFPD.

International travel must be pre-approved by FEMA.

Reimbursement for travel will be calculated in accordance with the AFPD travel policy not to exceed the federal per diem rate. In the absence of an adopted local travel policy, AFPD will follow the federal per diem rate for the travel location.

CLOSEOUT

Within 90 days after the end of the period of performance, grantees must submit a final Federal Financial Report (FFR) (SF-425) and final progress report detailing all accomplishments throughout the period of performance. After these reports have been reviewed and approved by FEMA, a closeout notice will be completed by FEMA to close the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR. The grantee is responsible for returning any funds that have been drawn down but remain as unliquidated on grantee financial records.

