

Assistance to Firefighters Grant Program (AFG)



FEMA

Staffing for Adequate Fire and Emergency Response (SAFER) Recruitment and Retention Activity

FEMA Grant Application Get Ready Guide 2012

SAFER Grants

Grant Application Get Ready Guide 2012

Prepare for your application today

The Assistance to Firefighters Grant (AFG) Program's Staffing for Adequate Fire and Emergency Response (SAFER) application period will be opening soon. This handy guide will give you a kick-start in preparing your grant application to thoroughly answer all the grant application questions.

The purpose of the Recruitment and Retention Grants is to assist fire departments and/or statewide or local volunteer firefighter interest organizations with the recruitment and retention of volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response. These grants are intended to create a net increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies within the grantee's geographic response area.

Additional Department Information - Use this section to start gathering information that will be required for the application so you are ready when the application period opens.

- Ideal number of active volunteer firefighters needed to adequately comply with the NFPA standard your department is attempting to meet
- Current number of volunteer members in your department or organization
- Number of active volunteer firefighters that joined your department or organization over the last three years
- Number of active volunteer firefighters that left your department or organization over the last three years

Be prepared to thoroughly explain, document, and provide background information on the following five areas as part of your Narrative Statement:

- Project Description
- Impact on Daily Operations
- Financial Need
- Cost Benefit
- Performance

Answering the following questions within each of the above five areas will help you formulate a comprehensive Narrative Statement.

Project Description

- What recruitment and/or retention problems or issues have you identified?
- How will recruitment of new volunteer firefighters and/or retention of current volunteer firefighters impact your operational needs or capabilities?
- What is the specific benefit these firefighters will provide to your department(s) or community?
- What is your specific recruitment and/or retention plan?
- What types of "recruiting/retention" items are you requesting (e.g., insurance, classes, incentives, etc.)? How did you arrive the costs?

- How will the activities being requested address your identified needs?
- If you are a statewide or local volunteer firefighter interest organizations or a fire department submitting a regional request, a list of the participating fire departments and/or organizations that will benefit from the regional project will need to be included.

Impact on Daily Operations

- What effect does your current staffing level have on fireground operations and/or safety? How are your community and firefighters at risk?
- What effects will the increased staffing/retention, if funded, have on future fireground operations and/or safety?
- What special needs are required to serve your community (e.g., special hazards, geographical areas, etc.)?

Financial Need

- Why do you need federal financial assistance?
- What is your current organizational budget?
- What are your current and future, if any, funding issues?
- What other funding actions have you taken to meet your staffing needs?

Cost Benefit

- What benefit(s) will your department and/or your community realize if the project described is funded (i.e., anticipated savings and/or efficiencies)?
- If funded, what will the long-term value of the staffing/retention be for your department and/or organization?
- Is there a high benefit for the cost incurred? Are the costs reasonable? Provide justification for the budget items relating to the cost of the requested items.

Performance

- If applicable, do you have a proven track record for timely project completion and satisfactory performance in other AFG, FP&S, and SAFER Awards?

Central Contractor Registration (CCR)

Per OMB guidance from August 27, 2010, federal agencies must require prime recipients of federal grants to register in the Central Contractor Registration (CCR) system. The CCR system is the primary registrant database for the US Federal Government. The CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. Registration is FREE and must be conducted on-line at: www.CCR.gov.

It is your organization's responsibility to register during the application period. The CCR is not required prior to application, but will be required if you are selected for a grant award.

For NEW registrations, go to: www.bpn.gov/ccr/grantees.aspx

- A DUNS number is required to apply for a grant and to register in CCR.
- The new CCR registration is NOT a requirement to apply for a grant but as a potential grantee, you should register.
- CCR registration is required to be awarded a grant.
- If your city or governing organization has a DUNS number, check to see if it is registered in CCR and if the CCR is current.
- **Important: CCR registrants must renew their registration annually to maintain an active status.**

Step 1: Access the CCR on-line registration through the CCR home page, www.CCR.gov. Click *Start New Registration*. You must have a DUNS number to begin the registration process.

Step 2: Complete and submit the on-line registration. If you have the necessary information, the on-line registration takes approximately one hour to complete, depending upon the size and complexity of your organization.



The required information includes:

- 1. General Information** – Includes, but is not limited to, your DUNS number, Commercial And Government Entity (CAGE) Code, organization name, Federal Tax Identification Number (TIN), location, receipts, number of employees, and Web site address.
- 2. Corporate Information** – Includes, but is not limited to, your organization or business type and SBA-defined socioeconomic characteristics.
- 3. Goods and Services Information** – Includes, but is not limited to, your North American Industry Identification (NAICS) code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.
- 4. Financial Information** – Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, Automated Clearing House (ACH) information, and credit card information.
- 5. Point of Contact (POC) Information** – Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact.
- 6. Electronic Data Interchange (EDI) Information*** – Includes, but is not limited to, the EDI point of contact, telephone, e-mail, and physical address.

***Note:** EDI Information is optional and may be provided only for those businesses interested in conducting transactions through EDI.

Once a grantee has registered within CCR, the registration is valid for 12 months and must be renewed annually.

Important: If a grantee's registration is expired or inactive, the user must get the registration reset by calling the CCR Helpline at 866-606-8220.

Coming Soon: Watch the AFG Web site at www.fema.gov/firegrants for the SAFER Self-Evaluation tool that will help you rate your own SAFER Application Narrative.



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Questions regarding the SAFER Grants can be directed to the Federal Emergency Management Agency's Grant Programs Directorate (GPD) AFG program staff at 1-866-274-0960 or e-mail firegrants@dhs.gov.

