

Assistance to Firefighters Grant Program (AFG)



FEMA

Staffing for Adequate Fire and Emergency Response (SAFER) Hiring Activity

FEMA Grant Application Get Ready Guide 2012

SAFER Hiring 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 Hiring Grants is to assist fire departments in increasing their cadre of frontline firefighters. 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. The goal is to assist local fire departments with staffing and deployment capabilities so they may respond to emergencies whenever they occur, assuring their communities have adequate protection from fire and fire-related hazards.

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.

- Have you discussed this application and its long-term obligations with your governing body? Is your governing body willing to accept this long-term commitment?
- Total number of authorized and funded active, full-time uniformed/operational career positions employed by your department as of January 1, 2008 and at time of application.
- Total number of operational career positions assigned to field or response apparatus positions that directly support NFPA 1710 or NFPA 1720 as of June 30, 2011 and at time of application.

- What NFPA standard and assembly requirements is your department attempting to meet?
- What percentage of time does your department meet those assembly requirements with your current staffing levels? What percentage of time do you anticipate that your department will meet that same standard with the additional or restored staffing requested in this application?
- What is the average actual staffing level on your first-arriving engine company or vehicle capable of initiating suppression activities with your current staffing levels? What do you anticipate the average level will be with the additional or restored staffing requested in this application?
- If requesting funding to rehire laid-off firefighters and/or retain firefighters facing layoff, copies of the layoff notices will be requested at time of application.

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 type of “hiring” are you requesting? Rehire, retention, attrition, and/or new hires?
- If applying for rehire, retention, or attrition, when and why did the vacancies occur? How have the vacancies affected the service to the community?
- How will the requested positions be used within the department?
- What is the specific benefit these firefighters will provide to your department(s) or community?
- How will the grant enhance the department’s ability to protect critical infrastructure?

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 without the requested additional firefighters?
- What effects will the increased staffing/retention, if funded, have on future fireground operations and/or safety?
- What impact will the newly funded positions have on NFPA and/or OSHA compliance?

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 (e.g., anticipated savings and/or efficiencies)?

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 www.fema.gov/firegrants for the SAFER Self-Evaluation tool that will help you rate your own SAFER Application Narrative!



FEMA



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.

