

# Assistance to Firefighters Grant Program (AFG)



# FEMA

## FEMA Grant Application Get Ready Guide 2012

## Fire Prevention & Safety Grants

### Grant Application Get Ready Guide 2012

#### Prepare for your application today

The Fire Prevention and Safety (FP&S) Grants 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 primary goal of the FP&S Grants is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The Grant Programs Directorate administers the FP&S Grants as part of the AFG Program.

FP&S Grants are offered to support projects in two activity areas:

#### 1. Fire Prevention and Safety (FP&S) Activity

Activities designed to reach high-risk target groups and mitigate the incidence of death and injuries caused by fire and fire-related hazards.

#### 2. Research and Development (R&D) Activity

Projects aimed at improving firefighter safety, health, and wellness through research and development that reduces firefighter fatalities and injuries.

#### Fire Prevention and Safety Activity

- General Education/Awareness
- Code Enforcement/Awareness
- Fire and Arson Investigation
- National/State/Regional Programs and Studies

#### Firefighter Safety Research and Development Activity

- Clinical Studies
- Technology and Product Development
- Database System Development
- Dissemination and Implementation Research
- Preliminary Studies

Identify and address the most important elements of firefighter safety. See the research examples available on the National Fallen Firefighters Web site at: <http://www.everyonegoeshome.com/symposium/report2.pdf>

#### Be prepared to explain, document, and provide background information on the following five areas:

- Vulnerability Statement
- Implementation Plan
- Evaluation Plan
- Cost Benefit
- Sustainability
- Financial Need
- Experience and Expertise (additional consideration)
- Performance (additional consideration)
- Funding Priorities (additional consideration)

The following questions can help you formulate comprehensive answers on your application.

### Vulnerability Statement

- What steps have you taken to identify the vulnerability in your community?
- Do you have statistics on “high risk” populations that support your project and target audience?

### Implementation Plan

- Do you have a detailed implementation plan to assist you in achieving your project’s goals and objectives?
- Do you have any marketing plans to promote the project?
- What props or education tools are you requesting? What will be their frequency of use?
- Who will deliver the project, what partnerships may be involved, and how will materials be distributed?

### Evaluation Plan

- What are your proposed goals and how will you measure effectiveness?
- How will your project change the safety behavior of your audience?

### Cost Benefit

- Does your project demonstrate a high benefit for the cost incurred?
- How will you prove that costs associated with the project are reasonable for the target audience that will be reached?

### Sustainability

- Does your organization intend to continue this program after the grant performance period?
- If so, how will the overall activity be sustained and what are the long-term benefits?

### Financial Need

- Why do you need financial assistance to carry out the project?
- What other attempts have been made for funding to supplement your budget?

### Experience and Expertise

- What successful experiences have you had with similar projects?

### Performance

- Do you have a proven track record for timely project completion and satisfactory performance?

### Funding Priorities

- Do you meet the stated funding priority for the applicable category?

### Duns Number

Effective October 1, 2003, all federal grant applications must contain a Dun & Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number helps the Federal Government identify organizations that receive federal funding and ensures consistent name and address data for electronic grant applications. Additional information about DUNS numbers can be found on the Dun & Bradstreet Web site at <http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=B9E740A165>.

There is no charge to obtain a DUNS number, and it is your organization’s responsibility to obtain one. Extensions will not be granted for applicants who are unable to obtain a DUNS number prior to the end of the application period.

You are encouraged to apply for a DUNS number as soon as possible by calling 1-866-705-5711 or you can apply on-line; however, it may take several weeks to obtain the number on-line. The DUNS number must be entered in a special data field on the FP&S application.

### System for Award Management (SAM)

Per Office of Management and Budget (OMB) guidance from August 27, 2010, federal agencies must require prime recipients of federal grants to register in the System for Award Management (SAM). The SAM system is the primary registrant database for the US Federal Government. SAM collects, validates, stores, and disseminates data in support of agency acquisition missions. Registration is free and must be conducted on-line at <http://www.SAM.gov>.

There is no charge to register in SAM and it is your organization’s responsibility to register during the application period. **SAM registration is not required prior to application, but will be required if you are selected for award.**

For NEW registrations, go to <http://www.SAM.gov>.

- A DUNS number is required to apply for a grant and to register in SAM.
- The new SAM registration is **not** a requirement to apply for a grant but as a potential grantee, you should register.
- If your city or governing organization has a DUNS number, check to see if it is already registered in SAM and if their SAM is current.
- SAM Registrants must revalidate their registration annually to maintain an active status.

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

**Step 2:** Complete and submit the on-line registration. If you have the necessary information on hand (see below), 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 Small Business Association (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.

Once a grantee has registered within SAM, the registration is valid for 12 months. The grantee must renew his/her registration each year. If a grantee's registration is expired or inactive, the user must get his/her registration reset by calling the SAM Helpline at 1-866-606-8220.

#### Important Information

- Call the Help Desk at 1-866-274-0960 or e-mail [firegrants@dhs.gov](mailto:firegrants@dhs.gov) for answers to your questions.
- Become familiar with the 2012 FP&S Funding Opportunity Announcement (FOA). The FOA can be found at <http://www.fema.gov/firegrants> when becomes available.
- Check for eligibility information in the 2012 FP&S FOA at <http://www.fema.gov/firegrants>.
- Make sure all Fire Prevention and Safety projects can be completed in the one-year period of performance and all Research and Development projects can be completed in the three-year period of performance.
- Have a full understanding of what your department organization has accomplished and what you need to accomplish for a safer community.

