



FEMA

Staffing for Adequate Fire and Emergency Response (SAFER)

SAFER Grants

Grant Application Get Ready Guide 2013

Prepare for your grant 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 primary goal of the SAFER Program is to improve or restore local fire departments' staffing and deployment capabilities so they may more effectively respond to emergencies. With the enhanced or restored staffing, a SAFER Grantee's response time will be reduced sufficiently and an appropriate number of trained personnel will be assembled at the incident scene. Grant funds are available in two categories: (1) Hiring Firefighters and (2) Recruitment and Retention of Volunteer Firefighters.

Basic Information – Start Preparing Now

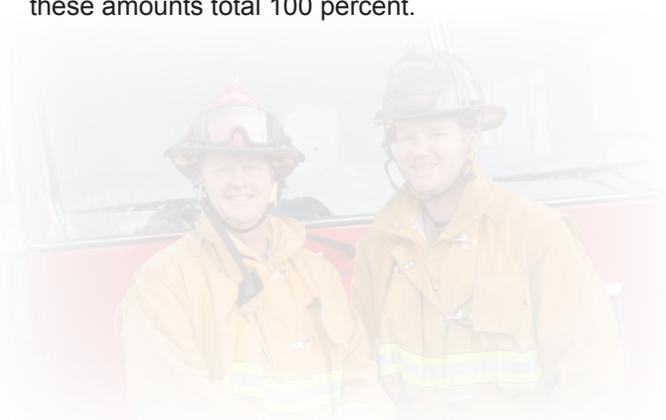
- Call the Help Desk at 866-274-0960 or e-mail firegrants@dhs.gov for answers to your questions, or contact your Fire Program Specialist. Locate your e-Grants system user name and password established from previous grant years. Use the same user name and password on your new application. Decide on a main point of contact.
- Become familiar with the SAFER Funding Opportunity Announcement (FOA). The FOA will be available at least one week prior to the start of the application period at www.fema.gov/firegrants.

Department Information

- What is the square mileage of your first-due response area?
- What is the permanent resident population of your primary/first-due response area or jurisdiction served?
- What is the department call volume for the last three calendar years (do not include mutual/automatic aid calls)?

Financial Information

- What is your department's operating budget (including personnel costs) for your current fiscal year? What was your budget for the last three fiscal years?
- What is the breakdown of percentages that make up the annual operating budget (e.g., taxes, grants, donations, fund drives, fee for service, etc.)? Be sure these amounts total 100 percent.



System for Award Management (SAM) (replaced Central Contractor Registration (CCR))

What is SAM?

The System for Award Management (SAM) is a Federal Government owned and operated free Web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in federal procurement and awards processes.

Per 2 CFR Part 25, all grant applicants **MUST** have an active current SAM registration status at the time of application and throughout the duration of any federal award. Therefore, **in order to receive a SAFER Grant award**, you **MUST** be registered and have up-to-date information in the on-line System for Award Management or SAM (SAM.gov). SAM registration is FREE of charge and is required of all federal awardees.

Former CCR Registrants

If you had an active record in CCR, you have an active record in SAM. However, you will still be required to “register” your entity in SAM. The entity is the name of your organization; all entities must create an account in SAM. You can search for registered entities in SAM by typing the DUNS number or business name into the search box. Banking information, EIN number, organization/entity name, address, and DUNS number provided in your SAFER application **MUST** match the information that you provided in SAM.gov.

The SAFER application process also involves applicants confirming they have an updated and current registration in SAM, which must be confirmed at <https://www.sam.gov/portal/public/SAM/>

- A DUNS number is required to apply for a grant and to register in SAM.
- SAM 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 SAM and if the SAM number is current.
- Again, banking information, EIN number, organization/entity name, address, and DUNS number provided in your SAFER application **MUST** match the information that you provided in SAM.gov.
- **Important: SAM registrants must renew their registration annually to maintain an active status.** SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the record.

Step 1: Access the SAM on-line registration at <https://www.sam.gov/portal/public/SAM/>

Click Create Individual Account. 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 (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 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.

Additional information on System for Award Management (SAM) Account Registration for AFG Awardees can be found at <http://www.fema.gov/rules-tools/system-award-management>

For information regarding [SAM.gov](http://www.sam.gov) security, see the SAM security vulnerability FAQs or call the Fed Info hotline at 1-800-FED-INFO (1-800-333-4636). For technical questions about [SAM.gov](http://www.sam.gov) registration and user records, go to www.fsd.gov

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.



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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.