



FEMA

Staffing for Adequate Fire and Emergency Response (SAFER)

Hiring Activity

SAFER Hiring 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 purpose of the Hiring Grants is to assist fire departments in increasing or maintaining their cadre of frontline firefighters. These grants are intended to create a net increase in or maintain the current 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.

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.

- 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, 2012 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 and without having to use overtime to fill the vacant positions?
- 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 and without having to use overtime to fill the vacant positions?
- What do you anticipate the average level will be with the additional or restored staffing requested in this application?
- **Note:** Retention Applicants should answer the above questions as they would IF the layoffs had been executed prior to the start of the application period.

- If requesting funding to rehire laid-off firefighters and/or retain firefighters facing layoff, copies of the official, signed, and issued 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

- Why do you need federal grant funds?
- What type(s) 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 and community?
- How will the grant enhance your department’s ability to protect critical infrastructure?

Impact on Daily Operations

- How are your community and firefighters at risk without the requested additional firefighters?
- To what extent will the risk(s) be reduced if the department is awarded a grant?
- What impact will the newly funded positions have on NFPA compliance?

Financial Need

- Why do you need federal financial assistance?
- What is your current organizational budget?
- 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?

Veterans

- Do you have a policy in place to recruit military veterans? If so, what is your intent to implement those strategies?

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

What is the purpose of 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 online 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.

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 FedInfo 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.



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.

