

# FY2019 Fire Prevention and Safety Frequently Asked Questions

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This document addresses Frequently Asked Questions related to the FY 2019 FP&S Grants.

## What is the purpose of the FY 2019 FP&S Grant Program?

The purpose of this grant program is to fund Fire Prevention and Safety (FP&S) Activities and Firefighter Safety Research and Development (R&D) Activities. FP&S Activities are designed to reach high-risk target groups and mitigate incidences of death, injuries, and property damage caused by fire and fire-related hazards. Firefighter Safety R&D Activities are aimed at improvements to firefighter health and safety.

## What changes were made to the FP&S Grant Program since last year?

- Micro Grants are not available for 2019.
- FY 2019 Applications will be submitted in FEMA GO.
- Fire Departments and Interest Organizations scoring changes under Evaluation Criteria for Projects - Fire Prevention and Safety Activity.
- Wildfire Risk Reduction Programs are an eligible Activity.
- Woodchipper Program is added to the list of eligible costs when part of a Wildfire Risk Reduction Program.
  - Contract services for fuel reduction or removal (community woodchipper), or
  - Renting woodchippers, and
  - Salary & benefits for employee for dedicated community woodchipper duties
- Occupational Health is included as an R&D Special Emphasis Topic.
- Additions to the ineligible expenses list:
  - Entertainment: electronics, events, etc.
  - Props (except as required for educational programs)
  - Robotics
  - Demonstration tugboats
  - Inflatable houses
  - Dollar amount for giveaways (plastic fire helmets, stickers, plastic badges, etc.) is \$2,500 for fire departments, and \$5,000 for regional grants.
  - Fire Safety Trailers allowed only as part of a regional project.

## Who is eligible to apply?

Eligible applicants for the FP&S Activity include fire departments and national, regional, state, local, tribal, and non-profit organizations that are recognized for their experience and expertise in fire prevention and safety programs and activities. Both private and public non-profit organizations are eligible to apply for funding in this activity. For-profit

organizations, federal agencies, and individuals are not eligible under the FP&S Activity.

Eligible applicants for the Firefighter Safety R&D Activity include national, state, local, federally recognized tribal, and non-profit organizations, such as academic (e.g., universities), public health, occupational health, and injury prevention institutions. Both private and public non-profit organizations are eligible to apply for funding in this activity. Fire departments are not eligible to apply for funding in the R&D Activity. Additionally, for-profit organizations, federal agencies, and individuals are not eligible to receive a grant award under the R&D Activity.

## What projects can I apply for?

The FP&S Grant Program is separated into the following two activities:

- **Fire Prevention and Safety (FP&S) Activity:** Applicants can apply for up to three separate projects within this activity. The period of performance for projects funded under the FP&S Activity is generally 12 months. Eligible applicants who propose complex projects, such as those under the National/State/Regional Programs and Studies project category, may apply for up to a 24-month period of performance from the date of award. Eligible project categories include: Community Risk Reduction (Smoke Alarms, Sprinkler Awareness, Risk Assessments, Public Education, Training, General Prevention/Awareness, Juvenile Fire setter Projects), Wildland Risk Reduction, Code Enforcement/Awareness, Fire & Arson Investigation, and National/State/Regional Programs and Studies. Applicants requesting a Risk Assessment project are precluded from applying for additional projects. All applicants are subject to a five percent cost share.
- **Firefighter Safety Research and Development (R&D) Activity:** Applicants can apply for up to three separate projects within this activity. The period of performance is 12, 24, or 36 months from the date of award. Proposed projects must address the potential for a successful research outcome to be implemented in the fire service and reduce firefighter fatalities or injuries. Eligible project categories include: Clinical Studies, Technology and Product Development, Database System Development, Dissemination and Implementation Research, Preliminary Studies, and Early Career Investigators. All applicants are subject to a five percent cost share.

## How many projects can I apply for under the FP&S Grant Program?

Applicants may submit only one FP&S grant application per FP&S grant application period but may request financial assistance for as many as three projects under each activity (FP&S and R&D). A total of six projects may be included in the grant application (up to three under the FP&S Activity and up to three under the R&D activity). Each application is limited to a maximum federal share of \$1.5 million dollars.

## Does my project have to address children, seniors, or firefighters?

You must determine the target population that is at risk in your community. You do not have to conform to national statistics in order to be eligible for funding. You need to justify how you determined the target population, how your proposed project will address the community's vulnerability and benefit the target population. In addition, you need to ensure your solution is age-appropriate for that target population.

## Are sprinkler systems eligible for funding?

A sprinkler system installed for demonstration only purposes can be eligible for funding, but it must be part of a



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comprehensive sprinkler educational effort.

## How much funding is available for the FY 2019 FP&S Grant Program?

There is \$35 million available for funding FP&S Grant Program Activities. Each applicant can submit a request for up to \$1.5 million federal share.

## What is the maximum amount of funding an applicant can be awarded?

Each applicant can submit a request for up to \$1.5 million federal share and ultimately receive an award for that amount. For multi-year projects, applicants can divide the \$1.5 million over the period of performance however they deem necessary.

FP&S Research and Development applicants applying under the Early Career Investigator category are limited to a maximum federal share of \$75,000 per project year.

## Where do I submit the federally approved Indirect Cost Rate Agreement?

Applicants required to have a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Copies of the indirect cost rate agreements or proposals, along with the FP&S application number, must be submitted electronically to [FireGrants@fema.dhs.gov](mailto:FireGrants@fema.dhs.gov). Please ensure that the request details budget portion of your application includes information pertaining to your indirect cost rate agreement or proposal.

## I was recently awarded a FY 2018 FP&S Grant. Can I still apply for a FY 2019 FP&S Grant?

Yes. However, since the possibility exists that the period of performance on the FY 2018 and the FY 2019 Grants will overlap, you need to ensure that if you are awarded a FY 2019 Grant, the start of your FY 2019 Grant does not depend on the completion of your FY 2018 Grant. Additionally, you should ensure that receipt of a FY 2019 Grant will not impact your ability to continue with and/or complete your FY 2018 Grant.

## How do I apply for a FP&S Grant?

The online FY 2019 FP&S Grant Program application is available through the Assistance to Firefighters Grant Program's FEMA GO (FEMA Grants Outcomes) application portal at <https://go.fema.gov>. The application will also be linked with the US Fire Administration's (USFA) website <http://www.usfa.fema.gov> and the Grants.gov website <http://www.grants.gov>.

## Which internet browsers are compatible with FEMA GO?

FEMA GO is compatible with Internet Explorer (version 11 or higher), Firefox (version 73 or higher), or Chrome (version 87.0 or higher). Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.



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## When can I apply?

Applications will only be accepted only from 8 a.m. Eastern Time on Monday, April 27, 2020, until 5 p.m. ET on Friday, May 29, 2020.

## What is the deadline for FY 2019 FP&S Grant Program applications to be submitted?

All applications must be completed and submitted online by 5:00 p.m. Eastern Time on Friday, May 29, 2020. Applications received after the close of the application period will not be accepted.

## Do I need to register with the System for Award Management (SAM)?

Yes. Per 2 C.F.R. § 25.205, SAM registration is required to both begin and submit an FP&S Grant Program application in the FEMA GO system. Organizational SAM.gov registrations are only active for one year and must be renewed annually. Therefore, applicants must ensure the applicant entity has a valid and active registration in SAM.gov before starting an application.

However, in conjunction with the Office of Management and Budget's (OMB) memo, M-20-17, dated March 19, 2020, Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) due to Loss of Operations, FEMA is providing short-term flexibility with SAM registration (2 C.F.R. § 200.205) in that SAM registrations expiring before May 16, 2020 will be afforded a one-time 60-day extension. U.S. General Services Administration (GSA) will be automatically extending SAM registration by 60 days for existing registrations set to expire before May 16, 2020. Applicants should contact SAM.gov questions or concerns about their SAM registration.

FEMA may not make an award to an entity until the entity has complied with the requirement to provide a valid Data Universal Numbering System (DUNS) number and maintain an active SAM.gov registration with current information. If the applicant is noncompliant with this requirement at the time of the application submission deadline, then the application might not be considered for a federal award.

The submission of payment requests and amendments are also contingent on the information provided in the entity's SAM.gov registration. It is imperative that all information in the application is correct, current, and matches the information in the SAM.gov registration. Please ensure that your organization's name, address, DUNS number, and EIN are up to date in SAM.gov and that the DUNS number used in SAM.gov is the same number used to apply for all other FEMA grant program awards.

More information on SAM.gov may be located in the FY 19 FP&S NOFO and on the AFGP Website. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at <https://www.fsd.gov/fsd-home.do> or call (866) 606-8220, Monday – Friday between the hours of 8 a.m. – 8 p.m. ET.

## How does an eligible applicant obtain help with the application?

The FP&S Grant Program Help Desk at 866-274-0960 will be available to provide technical assistance with completing your FP&S Grant Program Application.

During the application period, the Help Desk will be staffed between the hours of 8 a.m. and 4:30 p.m. ET, Monday through Friday; and until 5 p.m. ET on May 29, 2020. However, these hours may change as the application period progresses. The toll-free number also accepts voicemail messages after hours or if the line is busy. Questions may also be e-mailed to [FireGrants@fema.dhs.gov](mailto:FireGrants@fema.dhs.gov).



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## How are the FP&S Grant Program applications reviewed?

FP&S Grant Program applications will be reviewed according to the evaluation criteria listed in the NOFO. Review the NOFO and focus on these criteria in order to develop a competitive application for panel reviews. All eligible FP&S Grant Program applications go to panel reviews.

## When will the awards be announced?

Award announcements will be made at the beginning of summer 2020 and on a continuous basis until all available funds have been awarded.

## Is there a cost share for all applicants?

Yes. In general, an applicant shall agree to make available non-federal funds in an amount equal to and not less than 5 percent of the grant awarded. FEMA's new grant application portal, FEMA Grants Outcomes (FEMA GO) may be accessed at <https://go.fema.gov>. FEMA GO automatically calculates the cost share in the Budget section of the application.

All recipients should ensure that they are thoroughly familiar with FEMA's cost sharing requirements, as well as appropriate cost principles identified at 2 C.F.R. § 200.101(b)(1). The recipient is not required to have the cost share at the time of application. However, before a grant is awarded, FEMA may contact potential awardees to determine whether the recipient has the funding in hand or if the recipient has a viable plan to obtain the funding necessary to fulfill the cost sharing requirement.

**NOTE:** The Administrator of FEMA may waive or reduce cost share requirements in cases of demonstrated economic hardship. For more information, please refer to the NOFO, Appendix C. Award Administration Information, I. Economic Hardship Waivers of Cost Share and Maintenance of Effort Requirements for the Fire Prevention & Safety (FP&S) Grant Program under the AFG Program.

## Types of Contributions

- **Cash**  
Cost share match (cash or "hard match"), including non-federal cash spent for project-related costs.
- **In-Kind**  
Cost share match (also known as "soft match" or non-cash) are allowable for FP&S Grants. This includes using the values for the following in-kind contributions to meet the cost share requirement:
  - Complementary activities (such as providing additional smoke alarms for installation or education materials for public education); and
  - Provision of staff, facilities, services, material or equipment.

In-kind is the value of something received or provided that does not have a cost associated with it. For example, where an in-kind match is permitted, then the value of donated services could be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements, provided the recipient receiving the contributions expends them as allowable costs in compliance with provisions listed above.

Recipients who use in-kind contributions for their five percent cost share must comply with all applicable regulations and 2 C.F.R. Part 200 regarding matching or cost-sharing. Applicants who are under consideration for award and plan to use in-kind as their method for cost sharing will be asked to submit their plan for documenting and verifying in-kind contributions prior to award. Please see 2 C.F.R. § 200.306, as



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applicable, for further guidance regarding cost matching.

## Are multi-year projects eligible under the Firefighter Safety R&D Activity?

Yes. Firefighter Safety R&D Applicants can propose projects (limited to \$1.5 million federal share) with up to a three-year period of performance. Greater detail should be given for the first year; and also describe specific goals and objectives for second (and third) year(s). With reference to the study's goals, objectives, and specific aims, provide a literature review that includes citations in the text and references at the end of the application. The review should make it clear that the proposed study is necessary, different from other current studies, offers a unique contribution, or adds to an existing body of knowledge.

## I am applying for the Firefighter Safety R&D Activity and the Curriculum Vitae (CV) will not fit into the narrative section. Can I attach this as a file?

Yes, the CV must be included in the Appendix and each CV is limited to 2 pages. The system accepts attachments. R&D Activity applicants should upload their narrative in the space provided in FEMA GO. Applicants for the R&D Activity must comply with the following guidelines:

- Applications must include one Narrative Statement and one Appendix document (per project).
- The Narrative Statement for the R&D Activity is limited to 20 pages per project. The first page of the Narrative Statement must include an abstract of about 250 words that addresses purpose and aims, relevance, methods, and anticipated outcomes. All narrative text, including pertinent references and footnotes must be in the Narrative Statement. The contact information (e-mail address and telephone number) for the principal investigator must be provided on the first page of the Narrative Statement.
- It may be useful to organize the Narrative Statement to follow the R&D Evaluation Criteria listed within the NOFO. Responses to the Fire Service criteria should be provided within the application in FEMA GO.
- Tables and figures may be included in either the Narrative Statement or the Appendix document.
- The Appendix is limited to 25 pages per project. It may include, as appropriate, data collection instruments, additional tables and figures, illustrations, specifications for product designs, and letters of commitment and role description from partners. Additionally, if this project is a resubmission, applicants may use the Appendix to address how they adapted the proposal to address reviewer concerns from a previous year.
- A biographical sketch (bio sketch) for the PI and lead scientists, as well as other key research personnel listed in the budget, are to be included in the Appendix, but are limited to a maximum of two pages per bio sketch. Applicants are strongly encouraged to follow the biographical sketch sample (see NOFO Biographical Sketch Sample for Research and Development Projects) in preparing the bio sketch.
- **Font:** Times New Roman or Arial.
- **Font Size:** 11 points (11 pt.) or larger.
- **Page Dimensions:** Page dimensions must be 8.5" x 11" or smaller.
- **Margins:** All margins (top, bottom, left, and right) must be at least 1".
- **Header:** The header on each page of the Narrative Statement and the Appendix should contain:
  - PI (surname)
  - Institution name (abbreviated)
  - Project Short Title
  - Page Number



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