FEMA

FY 2019 Fire Prevention & Safety (FPS) Grant Application Checklist

Completing this checklist will help you prepare your FPS Grant application. Collecting this information beforehand will reduce the time and energy needed to complete your application when the next grant cycle opens.

SAM.gov, DUNS, and FEMA GO	
Is the applicant entity's System for Award Management (SAM) registration current? Applicant registration in SAM is free. To register, please visit https://www.sam.gov/SAM/.	☐ Yes ☐ No
What is the expiration date for the applicant entity's SAM registration? SAM registration is only active for one year and must be renewed annually. Is the applicant's registration supposed to expire before May 16, 2020? If so, the registration is automatically being extended by 60 days per recent Office of Management and Budget administrative relief memorandum M-20-17 and FEMA's implementation of this exception.	Expiration Date:
What is the applicant entity's DUNS number? The applicant entity must provide a valid Dun & Bradstreet Data Universal Numbering System (DUNS) number registered in the System for Award Management. Instructions for obtaining a DUNS number can be found at the following website: http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns- number.html	DUNS Number:
Has the applicant entity registered in FEMA Grants Outcomes (FEMA GO)? The online FY 2019 FPS application is only available in FEMA GO at **https://go.fema.gov**. A new account must be created for each user. That user account must be added to the organization by the Authorized Organization Representative (AOR), which is the same person listed in SAM.gov. To create a new account, register an organization, or add a user to an organization follow the instruction in the FEMA GO User Registration Guide at https://www.fema.gov/gmm-training-resources.	☐ Yes ☐ No

Applicant Information Section	
What is the applicant type?	☐ County ☐ Fire Department/Fire District ☐ Independent School District ☐ Indian Tribe ☐ Municipal ☐ National

	☐ Nonaffiliated EMS Organization ☐ Non-Profit ☐ Private University ☐ For-Profit ☐ State ☐ State controlled institute of higher learning ☐ Town/Township ☐ Other
If you are a fire department/fire district, what kind of organization do you represent?	☐ All Paid/Career ☐ All Volunteer ☐ Combination (Majority Volunteer) ☐ Combination (Majority Paid/Career)
If you are a combination fire department/fire district, what is the percentage of career members in your organization?	
If you are a fire department/fire district, do you currently report to the National Fire Incident Reporting System (NFIRS)? *Note: If you are a fire department, you will be required to report to NFIRS for the entire period of the grant. If you are not a fire department, the NFIRS reporting requirement does not apply.*	☐ Yes ☐ No
If you report to NFIRS, what is your FDIN/FDID Number?	FDIN/FDID Number:
For this current fiscal year (at the time of grant application), what is your organization's operating budget for programs that enhance the safety of the public and firefighters with respect to fire and fire-related hazards (including fire prevention, fire code enforcement, fire/arson investigation, wildfire prevention, and firefighter health and safety research and development)? Please include costs for personnel; maintenance of apparatus, equipment, and facilities; utility costs; purchasing expendable items, etc. Please answer this same question for the previous two fiscal years. Please indicate in the text box next to each of the budget figures what fiscal year that amount pertains to. If you are unable to provide the information, please enter 0 into each budget field and use the narrative field below to provide an explanation.	FY 20___:_____ FY 20___:_____ FY 20___: _____
Evaluation question on Financial Need (Departments-10%, Interest Organizations-0%): Applicants must provide details in the Applicant Information section of the application on the need for financial assistance to carry out the proposed project(s). Applicants may include other unsuccessful attempts to acquire financial assistance. Applicants should: provide detail about the applicant's operating budget, including a high-level breakdown of the budget; describe the applicant's inability to address financial needs without federal assistance; and discuss other actions the applicant has taken to meet their needs (e.g., state assistance programs or other grant programs). While interest organizations do not receive points for their financial need, they must provide all details listed above in their application regarding their financial need to be considered for funding.	4000 characters max
If you are a fire department, is it your intent to apply for an Economic Hardship Waiver? In cases of demonstrated economic hardship, and upon the request of the recipient, FEMA may waive or reduce the cost share or maintenance of effort requirement for certain recipients. (15 U.S.C. § 2229(k)(4)(A)). FEMA has issued Information Bulletin No. 427, Economic Hardship Waivers: AFG Grant Program, FPS Grant Program, and SAFER Grant Program. FPS applicants for FY 2019 must indicate at the time of application whether they are requesting a waiver and whether the waiver is for the cost share requirement, for the maintenance of effort requirement, or both.	☐ Yes ☐ Cost share ☐ Maintenance of Effort ☐ Both ☐ No

What type of community does your organization serve? And what is the permanent resident population of your first due response zone/jurisdiction? *Note that all applicant types must answer this question. If you are not a fire department, please answer the question to the best of your ability.	☐ Urban ☐ Suburban ☐ Rural Permanent resident population:
Please describe your organization and/or community that you serve.	4000 characters max

Grant Request Details for FPS Activity:

Choose up to three projects to add to your Fire Prevention and Safety grant application under the FPS Activity.
Project categories include:
1. Community Risk Reduction;
     a. Smoke Alarm Installations (door to door with home safety inspection)
     b. Smoke Alarms (all other projects)
     c. Sprinkler Awareness
     d. Risk Assessment (note that if you apply for this, this is the only project that can be awarded)
     e. Public Education
     f. Training
     g. Juvenile Fire setter Projects
     h. General Prevention/Awareness
     i. Other (explain)
2. Wildfire Risk Reduction;
     a. WUI Education and Awareness
     b. WUI Education and Awareness including Wood Chipper Program
     c. External Home Sprinkler Kits
     d. Other
3. Code Enforcement/Awareness;
     a. First Time or Reinstatement of Code Adoption/Enforcement
     b. Adoption or Awareness of Building Codes
     c. Support for Conducting Inspections
     d. Improve Engineering and/or Enacting Ordinances for New Construction
     e. Other
4. Fire & Arson Investigation; and
     a. Arson Investigation Trailer
     b. Arson Investigator Training
     c. Arson Prevention Training
     d. Fire & Arson Investigation Education
     e. Fire & Arson Investigation Equipment (including PPE)
     f. Arson-related Surveillance Equipment
     g. Fire & Arson Investigation Personnel
     h. Fire & Arson Investigation Media Equipment
     i. Other
5. National/State/Regional Programs and Studies.
	1. Project Category:
	     a. Project Name:
	
	2. Project Category:
	     a. Project Name:
	
	3. Project Category:
	     a. Project Name:

a. Firefighter Safety and Wellness b. Residential Fire Issues c. Other	
Is your grant project a regional request? A regional request provides a direct regional and/or local benefit beyond your organization. You may apply for a regional request on behalf of your organization and any number of other participating eligible organizations within your region.	☐ Yes ☐ No
If yes, please explain how this request benefits other organizations.	
If yes, please list each participating agency by name along with a point of contact (POC), to include a phone number. All regional participants must be eligible as defined by the Notice of Funding Opportunity.	Participating organization name: POC first name: POC last name: Phone number: Phone number extension: EIN:
If yes, do you have a Memorandum of Understanding (MOU) in place? Please attach your MOU to FEMA GO where indicated.	☐ Yes ☐ No
Who is the target audience for the planned project?	☐ Children under 14 ☐ Adults over 65 ☐ Firefighters ☐ People with disabilities (e.g., deaf/hard-of-hearing) ☐ College/university housing ☐ Low-income families/neighborhoods ☐ Geographic Area ☐ Other:
What is the estimated size of the target audience?	
How was this target audience determined?	☐ Formal Assessment ☐ Informal Assessment ☐ Will Be Conducting Assessment ☐ None of the above
Please provide a brief synopsis of the proposed project and then identify the specific goals and objectives of your project.	1000 characters max
Please explain your experience and ability in developing and conducting (i.e., timely and satisfactory project completion) past fire prevention and safety projects. Additionally, please demonstrate the experience and expertise you have in managing the type of project you are proposing.	2000 characters max

What budget line items are needed to complete your project? Be prepared to list each cost required to complete the project, including number of units, cost per unit, a budget object class, and a cost description.
 	
Please make sure you include your cost share in the list.
	☐ First 12 months
	   o Type of cost
	   o Number of units
	   o Cost per unit
	   o Description
	☐ Second 12 months

Note that you can add costs for the second year of the project if you apply for a complex FPS project, such as those under the National/State/Regional Programs and Studies category.	o Type of cost o Number of units o Cost per unit o Description
Narrative Responses: Prepare narrative responses to each of the narrative evaluation criteria outlined in the FY 2019 Notice of Funding Opportunity (NOFO). For the FPS Activity, the narrative evaluation criteria include the financial need criteria noted above as well as: ☐ Vulnerability Statement (Departments-20%, Interest Organizations-25%) ☐ Project Description (Departments-20%, Interest Organizations-25%) ☐ Implementation Plan (Departments-25%, Interest Organizations-30%) ☐ Evaluation Plan (Departments-15%, Interest Organizations-15%) ☐ Cost-Benefit (Departments-10%, Interest Organizations-5%)	

Grant Request Details for R&D Activity:

Choose up to three projects to add to your Fire Prevention and Safety grant application under the R&D Activity.
Project categories include:
• Clinical Studies
• Technology and Product Development
• Database System Development
• Dissemination and Implementation Research
• Preliminary Studies
• Early Career Investigator (Note that applicants applying under the Early Career Investigator category are limited to a maximum federal share of $75,000 per project year)
	1. Project Category:
	   a. Project Name:
	
	2. Project Category:
	   a. Project Name:
	
	3. Project Category:
	   a. Project Name:

What is your project name?	120 characters max
Provide an abstract that includes the following headings: Purpose and Aims, Relevance, Methods, and Anticipated Outcomes	4000 characters max
Provide the Principal Investigator's name, phone number, and email address.	Name: Phone: Email:

What budget line items are needed to complete your project? Be prepared to list each cost required to complete the project, including number of units, cost per unit, a budget object class, and a cost description.
 	
Please make sure you include your cost share in the list.
	☐ First 12 months
	   o Type of cost
	   o Number of units
	   o Cost per unit
	   o Description
	
	☐ Second 12 months
	   o Type of cost
	   o Number of units
	   o Cost per unit
	   o Description
	
	☐ Third 12 months
	   o Type of cost
	   o Number of units
	   o Cost per unit
	   o Description

Narrative Responses: Prepare narrative responses to each of the narrative evaluation criteria outlined in the FY 2019 Notice of Funding Opportunity (NOFO). For the R&D Activity, the narrative evaluation criteria include: • Fire Service Panel Evaluation Criteria: o Purpose (25%) (5,000 characters max)	NOTE: Fire Service Criteria responses will need to be entered into text boxes directly into the FEMA GO system application.

- o   Implementation by Fire Service (25%) (5,000 characters max)
- o   Potential Impact (15%) (3,000 characters max)
- o   Barriers (15%) (3,000 characters max)
- o   Partners (20%) (4,000 characters max)
- Science Panel Evaluation Criteria:
  - o   Project goals, objectives, and specific aims (15%)
  - o   Literature Review (10%)
  - o   Project Methods (20%)
  - o   Project Measurements (20%)
  - o   Project Analysis (20%)
  - o   Dissemination and Implementation (15%)

Responses to the Science Panel Evaluation Criteria will need to be provided via two attachments in FEMA GO:

- Narrative attachment (20 page max)
- Appendix attachment (25 page max)

Other General Questions to Consider

- **Partnerships:** If you are partnering with another fire department(s) or organization(s), are you prepared to discuss the partnership(s) in relation to your project's scope of work?

- **Period of Performance:** Can your project be completed within the period of performance? Prepare a timeline to demonstrate that your project can be completed on time.

- **Training/Educational Needs:** Does part of your project involve training for either staff or the community? If so, do you have approximate dates and locations for the training? Who will provide the training or education?

- **Cost Share:** Do you have a plan to match five percent of the total federal share of your budget per the FY 2019 Notice of Funding Opportunity Announcement (NOFO), if awarded?

Important Information

- Call the Help Desk at (866) 274-0960 or e-mail firegrants@fema.dhs.gov for answers to your questions.

- Become familiar with the FY 2019 FPS NOFO. The NOFO can be found at www.fema.gov/firegrants.

- Check for eligibility information in the FY 2019 FPS NOFO at www.fema.gov/firegrants.

- Utilize the other application tools to assist in the development of your proposal, such as the Self-Evaluation and FAQ's, located on the website.

- Have a full understanding of what your department/organization has accomplished and what you need to accomplish for a safer community.

Web Browser Reminders

- For best results, use Firefox when completing your online FPS Grant application in FEMA GO. Alternate browsers, such as Safari, may have limited functionality in the application.

- Avoid opening multiple web browsers or multiple windows when completing and submitting your FPS Grant application.