

Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program

FY 2019 SAFER Grant Program

Request Details Instructions

Recruitment and Retention of Volunteer Firefighter Activity Applications

The FY 2019 Staffing for Adequate Fire and Emergency Response (SAFER) Recruitment & Retention grant application requires the use of “drop-down” menus to complete the Request Details section. The Request Details section is where applicants will request funding for all grant-related purchases and activities (i.e. budget line items) and provide details on the specific costs to be incurred. The drop-down menus correlate to the list of eligible costs on pages 43 - 50 of the Notice of Funding Opportunity (NOFO) and are organized by Category and Sub-Category.

The “category” drop down is used to indicate the main budget item for which funds are being requested and the “sub-category” is used to further breakdown the budget item. For example, a Marketing Program is the category and a sub-category would be either Media Marketing (TV/Radio/Internet, etc.) or Print Marketing (Newspaper/Signs/Banners/Flyers/Brochures, etc.)

In addition to the category and subcategory, applicants also must provide details on the specific costs included for each budget line item. The “Description” of the costs should be a specific and descriptive explanation of costs. Detailed information on how each proposed cost was determined or calculated will also need to be provided. This document has been developed to provide applicants with a list of the categories and sub-categories available in the application as well as information on the level of detail needed each budget line item.

As applicants begin preparing the application, they should thoroughly review pages 43 - 50 of the NOFO to ensure there is a clear understanding of the requirements to receive a Recruitment and Retention Grant award as well as the eligible and ineligible costs under the grant. SAFER grant funds may only be used for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response.

Applicants must correlate the activities for which funding is being requested to the identified recruitment or retention problems or issues. FEMA will not provide funding for a budget line item if an applicant does not provide sufficient information detailing how it will enhance recruitment and retention efforts. Regardless of the eligibility of any costs requested, FEMA reserves the right to reduce any requests for funding, in whole or in part, that it deems excessive or otherwise contrary to the best interests of the program.

With the exception of grant-writing services, which are allowable pre-award costs, all other grant-related purchases and activities must be incurred, received, and completed within the period of performance. Apart from grant writing services contracts, the period of coverage and/or service delivery funded by an FY 2019 SAFER award in applicable contracts and agreements may not begin prior to or extend beyond the period of performance of the grant.

All funded activities under Recruitment and Retention must be governed by formally adopted Standard Operating Procedures (SOPs). Minimally, these SOPs should specify who qualifies for each of the incentives, the specific requirements for earning the incentives, and the disposition of the awarded incentive if an individual fails to fulfill the stipulations. FEMA may request copies of SOP's at any time after being awarded.

Applicants must have a written procurement policy if federal grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.

Category	Sub-Category	Description Details	Important Notes and Considerations:
Marketing Program	Media Marketing (TV/Radio/Internet, etc.)	List the specific types of media marketing (television, radio, social media, etc.). Describe how the costs were determined (market research, etc.). Describe how this will enhance recruitment and retention.	Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Print Marketing (Newspaper/Signs/Banners/Flyers/Brochures, etc.)	List the specific types of print marketing (newspapers, billboards, signs, banners, brochures, flyers, etc.). Describe how the costs were determined (market research, etc.). List how many recruitment events will be held per year and how this will enhance recruitment.	Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326. “Giveaways,” such as pencils, pens, t-shirts, cups, mugs, or balloons, for recruitment events are ineligible expenditures.
	LED Sign	Detail the type of sign and costs included with sign (electrical, etc.). Describe how the costs were determined (market research, etc.). Detail how the sign will tie into current (or requested) marketing plan and how the sign will tie into and enhance recruitment goals and objectives. Please confirm that 75 percent of usage will be dedicated to Recruitment and Retention activities.	Only one LED/electronic sign is allowed per applicant and 75 percent of usage must be dedicated to Recruitment and Retention activities. Any request for LED/Electronic signs may require Environmental and Historic Preservation (EHP) review. The EHP Review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP Review. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Specific details on the items/activities, costs, etc. requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
Recruitment & Retention Coordinator	Salary (Employee)	First identify if the position is part-time or full-time. List the number of hours that will be worked per week, the tasks that the individual will perform as part of the award, how the was salary determined (earnings information is published by the U.S. Bureau of Labor Statistics, etc.), and how this employee will be hired (hire within, advertise position, etc.)	Applicants hiring a Recruitment and Retention Coordinator must have a hiring policy in place. The employee must be appointed or hired in the same manner in which the department/organization would have hired an employee with non-federal funds.
	Fringe Benefits (Employee)	List the benefits included and the amount/percentage for each applicable benefit. Describe how the benefits and amounts/percentages were determined.	
	Contracted Position	Identify if the position is part-time or full-time. List the number of hours that will be worked per week, the tasks that the individual will perform as part of the award, and how the contracted rate was determined.	Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Travel	Provide a detailed cost overview (per diem, hotel, airfare, mileage, etc.) and the cost for each item (i.e. cost per mile), as well as how were the costs determined (travel policy, government rate, etc.)	Costs for mileage/transportation, lodging, and per diem must comply with the department/organization's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate established by GSA.
	Supplies	List the type of supplies requested, the amount for each, and how the costs were determined.	Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Computer	Detail the type and cost of computer (desktop/laptop/iPad) and any additional peripherals included and provide a breakdown of costs.	Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Provide very specific details on the items/activities, costs, etc. being requested under this line item. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
Program Manager	Salary (Employee)	Identify if the position is part-time or full-time. Detail the number of hours that will be worked per week, the tasks that the individual will perform as part of the award, how the was salary determined (earnings information is published by the U.S. Bureau of Labor Statistics, etc.), and how this employee will be hired (hire within, advertise position, etc.)	Applicants hiring a Program Manager must have a hiring policy in place. The employee must be appointed or hired in the same manner in which the department/organization would have hired an employee with non-federal funds.
	Fringe Benefits (Employee)	Detail the benefits included and amount/percentage for each applicable benefit. Describe how the benefits and amounts/percentages were determined.	
	Contracted Position	Identify if the position is part-time or full-time. Detail the number of hours that will be worked per week, the tasks that the individual will perform as part of the award, and how the contracted rate was determined.	Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Travel	Provide details on the costs included (per diem, hotel, airfare, mileage, etc.) and the cost for each item (i.e. cost per mile), as well as how the costs determined (travel policy, government rate, etc.).	Costs for mileage/transportation, lodging, and per diem must comply with the department/organization's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate established by GSA.
	Supplies	List the of supplies requested, the amount for each, and how the costs were determined.	Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Computer	List the type and cost of computer (desktop/laptop), the additional peripherals included and breakdown of costs.	Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Provide very specific details on the items/activities, costs, etc. being requested under this line item. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.

Category	Sub-Category	Description Details	Important Notes and Considerations:
Grant Administrator	Salary (Employee)	Identify if the position is part-time or full-time. List the number of hours that will be worked per week, the tasks that the individual will perform as part of the award, how the was salary determined (earnings information is published by the U.S. Bureau of Labor Statistics, etc.), and how this employee will be hired (hire within, advertise position, etc.).	Applicants hiring a Grant Administrator, or any employee who will be receiving a salary and/or benefits from SAFER grant funds, must have a hiring policy in place. The employee must be appointed or hired in the same manner in which the department/organization would have hired an employee whose salary is paid with non-federal funds.
	Fringe Benefits (Employee)	List the benefits included and the amount/percentage for each applicable benefit, as well as how the benefits and amounts/percentages were determined.	
	Contracted Position	Identify if the position is part-time or full-time. List the number of hours that will be worked per week, the tasks that the individual will perform as part of the award, the, and how the contracted rate was determined.	Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Travel	Provide details on costs included (per diem, hotel, airfare, mileage, etc.), the cost for each item (i.e. cost per mile), and how the costs were determined (travel policy, government rate, etc.).	Costs for mileage/transportation, lodging, and per diem must comply with the department/organization's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate established by GSA.
	Supplies	List the type of supplies requested, the amount for each, and how the costs were determined.	Copiers, printers, and video cameras/recording equipment are ineligible.
	Computer	List the type and cost of computer (desktop/laptop/iPad) additional peripherals included and breakdown of costs.	Copiers, printers, and video cameras/recording equipment are ineligible. Computers in common areas and/or individual computers for training are ineligible.
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Provide very specific details on the items/activities, costs being requested. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.
Personal Protective Equipment (PPE)	Full Set - Structural Personal Protective Equipment (PPE)	Detail the number of new recruits that will receive structural PPE under this award. List the total cost of one full set of PPE per new recruit, a list of each item being requested, and associated cost per item.	Only one set of PPE for structural or wildland firefighting is allowable per new recruit. PPE is not allowable for current members. All new recruits for whom PPE is provided must pass an NFPA-compliant physical and reimbursement is only provided after required documentation is provided. SAFER considers a full-set of structural PPE to be comprised of one SCBA mask/face piece, one pair of pants, one coat, one helmet, two hoods, one pair of boots, two pairs of gloves, one pair of goggles and one pair of suspenders. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Full Set - Wildland Personal Protective Equipment (PPE)	Detail the number of new recruits that will receive wildland PPE under this award. List the total cost of one full set of PPE per new recruit, a list of each item being requested, and associated cost per item.	Only one set of PPE for structural or wildland firefighting is allowable per new recruit. PPE is not allowable for current members. All new recruits for whom PPE is provided must pass an NFPA-compliant physical and reimbursement is only provided after required documentation is provided. SAFER considers a complete set of wildland PPE to be comprised of: one pair of pants, one coat, one jumpsuit, one helmet, one pair of boots, one pair of gloves, one pair of suspenders, one pair of goggles, one fire shelter, one web gear, one backpack, and one canteen/hydration system. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Personal Safety/Rescue Bailout Systems	List the number of new recruits that will receive gear under this award, the type of item(s) being requested and the associated cost per item	Must be statutorily required by your jurisdiction to be eligible. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	American National Standards Institute (ANSI)-approved retro-reflective highway apparel	List the number of new recruits that will receive highway apparel under this award, the type of item being requested, and the associated cost per item.	Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Provide very specific details on the items/activities, costs being requested under this line item. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
Training	Basic (Minimum) Firefighter Training	Describe the type of training being requested (CPR, First Responder, EMT, Firefighter 1, Firefighter 2). List the number of recruits per training, and the total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). Provide a description of the department's current training budget and why these funds are needed.	Training requested must be required by the Authority Having Jurisdiction (AHJ) to meet minimum firefighter certification; advanced training must be requested under Advanced Firefighter Training Category. Cost must not currently be covered under the department's normal operating budget. Fire simulators, fire evolution, or fire training props (e.g., burn trailers, forcible entry, rescue/smoke maze, flashover simulators) are ineligible. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Leadership/Career Training	Detail the type of training being requested, the number of members anticipated to attend each training, the total cost per training, and a breakdown of costs (e.g., supplies, instructors, etc.). Describe how this training will tie into your retention goals and objectives. Describe the department's current training budget and why these funds are needed.	This cost must be used as a retention incentive and cannot currently be covered under the department's normal operating budget. Courses must provide continuing education units (CEU's) or certificates of completion to be eligible. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Instructor/Train-the-Trainer Training	Detail the type of training being requested, the number of members anticipated to attend each training, the total cost per training, and a breakdown of costs (e.g., supplies, instructors, etc.). Describe how this training will tie into your retention goals and objectives and provide a description of the department's current training budget and why these funds are needed.	Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Instructor Costs or Fees	List the types of costs being requested, the total cost per training, and a breakdown of costs (e.g., supplies, instructors, etc.). State how this training will tie into your retention goals and objectives, and provide a description of the department's current training budget and why these funds are needed.	Applicants must have must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.

Category	Sub-Category	Description Details	Important Notes and Considerations:
	Advanced Firefighter Training	Detail the type of training being requested, the number of members anticipated to attend each training, the total cost of each training, and a breakdown of costs (e.g., supplies, instructors, etc.). Describe how this training will tie into your recruitment and retention goals and objectives, and provide a description of the department's current training budget and why these funds are needed.	Advanced training is only eligible for members who have already met the minimum firefighter certifications required by the Authority Having Jurisdiction (AHJ). The training requested must not be currently covered under the department's operating budget and must closely correlate to the applicant's recruitment and/or retention goals. Fire simulators, fire evolution, or fire training props (e.g., burn trailers, forcible entry, rescue/smoke maze, flashover simulators) are ineligible. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Provide very specific details on the items/activities, costs, etc. being requested under this line item. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above. Lost wages, mileage/transportation, lodging, and/or per diem should be listed under "Other" unless it is already included in the costs of classes/training being requested. Note that costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate established by GSA. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
New Member Costs	NFPA 1582 Entry-Level Physical	List the number of new recruits to anticipated to receive entry-level NFPA 1582 physicals, the cost per physical, and how the costs were determined (market research, local physician or health center prices).	Only one entry-level physical per new recruit is eligible. Physicals or annual exams for current members is not eligible. Physicals must meet NFPA 1582 standards (Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members). The cost of physicals should be based on local physician or health center prices. Detailed information on implementing NFPA 1582 physicals can be found at https://www.fstaresearch.org/roadmap . Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Annual NFPA 1582 Physical (for new recruits receiving entry-level physicals)	List the number of new recruits anticipated to receive an annual physical, the cost per physical, and how the costs were determined (market research, local physician or health center prices). You must certify that only the members recruited under this grant will receive an entry-level NFPA 1582 physical.	Annual physicals are only eligible for those members recruited under this grant and only if you are also requesting grant funds for NFPA 1582 entry-level physicals for new recruits. Annual Physicals are only eligible for the same new recruits; physicals or annual exams for any other member is not eligible. Costs for annual physicals are not eligible in year one of the grant. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Station Duty Uniforms	List the number of new recruits that will receive station duty uniforms under this award, the types of items being requested, and the cost per item.	One station duty uniform for each new recruit only (SAFER considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots). Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Provide very specific details on the items/activities, costs, etc. being requested under this line. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
Nominal Stipend	Points Based System	Describe the type of award or incentive (duty shifts, operational training, or responding to incidents), and the amount/percentage requested for each. Detail how the members will qualify to receive the incentive, the maximum amount a member can receive per year, and how the costs were determined. Provide information on the amount the fire department would pay to hire a full-time firefighter to perform the services for which the stipend is being provided.	Nominal stipends for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response. Stipends may only be provided for participation in operational (firefighting) activities, such as duty shifts, operational training, and/or responding to incidents. Stipend programs must be governed by formally adopted Standard Operating Procedures. Stipends may not exceed 20 percent per person of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters. Gift cards may not be used for nominal stipends
	Pay-Per-Call	Describe the type of award or incentive (duty shifts, operational training, or responding to incidents) requested, the amount/percentage requested for each, how the members will qualify to receive the incentive, the maximum amount each year a member can receive, and how the costs were determined. Provide additional details on what the fire department would pay to hire a full-time firefighter to perform the services for which the stipend is being provided.	Pay-Per-Call is for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response. Amounts received may only be provided for participation in operational (firefighting) activities, such as duty shifts, operational training, and/or responding to incidents. Costs per person may not exceed 20 percent of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. Pay per call programs must be governed by formally adopted Standard Operating Procedures. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.
	Other not listed above (explain) Category Name must be specific to the item/activity	Provide very specific details on the items/activities and costs being requested under this line item. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to

Category	Sub-Category	Description Details	Important Notes and Considerations:
Length of Service Award Program (LOSAP) or Retirement Program	Length of Service Award Program (LOSAP)	Detail the type of LOSAP program to be provided, the cost per member, and how the costs were determined.	LOSAP is a retirement/pension-like program for volunteer firefighters who meet minimum service requirements. Grant funds may only be used for the initial start-up costs. This is not to be used for awards such as plaques, gift cards, etc. (use the Awards/Incentives for Operational Activities Category for those types of costs). It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.
	Retirement Program	Detail the type of Retirement Program to be provided, the cost per member, and how the costs were determined.	This is a retirement/pension program for volunteer firefighters who meet minimum service requirements. Grant funds may only be used for the initial start-up costs. Continued funding of an existing (or previously funded through the SAFER Grant Program) is ineligible. This is not to be used for awards such as plaques, gift cards, etc.; (use the Awards/Incentives for Operational Activities Category for those types of costs). It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	You must provide very specific details on the items/activities, costs, etc. being requested under this line item.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to
Insurance packages	Accidental Death and Dismemberment (AD&D)/Workers Compensation/Disability	List the number of members anticipated to receive AD&D Insurance, the cost per member, and how the costs were determined.	
	Health/Dental	List the type of insurance, the number of members anticipated to receive each type of insurance, the cost per member, and how the costs were determined.	
	Other not listed above (explain) Category Name must be specific to the item/activity	Provide very specific details on the items/activities, costs, etc. being requested under this line item. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.
Awards/Incentives for Operational Activities	Length of service plaques	List the number of members to receive length of service plaques, what type of length of service plaques are being provided, the requested amount for each, and how the members will qualify to receive the award/incentive.	Costs must only be based on participation in operational (firefighting) activities, such as operational training and/or responding to incidents. EMS and/or non-firefighting activities are not eligible. Awards programs must be governed by formally adopted Standard Operating Procedures Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Gift cards for top responders	List the number of members to receive gift cards, what type of gift cards are being provided, the amount for each, and how the members will qualify to receive the award/incentive.	Gift cards are for participation in operational (firefighting) activities, such as operational training and/or responding to incidents. Gift cards are to be issued to operational firefighters who have completed the minimum firefighter training required by the authority having jurisdiction. A log book for the purchase and issuance of gift cards is required. The log book should include the name of each recipient, date, amount of card, reason for issuance and signature of recipient.
	Non-uniform clothing (limited to shirts, jackets, or pullovers)	List the number of members anticipated to receive non-uniform clothing, the type of non-uniform clothing provided, and the amount for each. Describe how the members will qualify to receive the award/incentive, and certify that items requested are not part of the standard duty uniform.	Non-uniform clothing (limited to shirts, jackets, or pullovers) as part of an award program only. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Provide very specific details on the items/activities, costs, etc. being requested under this line item. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.
Tuition assistance for higher education	Tuition Costs	List the number of members anticipated to receive tuition costs, the amount per member, how the were costs determined, and how the members will qualify to receive tuition costs, and the disposition of the tuition costs if an individual fails to fulfill the stipulations.	Tuition programs must be governed by formally adopted Standard Operating Procedures. Payments for student loans are not eligible for funding. Only tuition payments for classes offered and completed during the period of performance are allowable.
	Books/Lab Fees	List the type and cost of each fee included.	
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Provide very specific details on the items/activities, costs, etc. being requested under this line item. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.
Grant Writer Fee	N/A		Limited to no more than \$1,500. Fees payable on a contingency basis are not an eligible expense. Fees must have been paid within 30 days of the end of the application period and prior to any contact with SAFER Program Office staff or an Offer of Award. Applicants must have must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
Staffing Needs/Risk Assessment	N/A	List the type of costs included (e.g., supplies for data collection, contractors or personnel to collect and analyze data, software programs, etc.), and how the costs were determined.	If a staffing needs assessment is requested and the application is selected for funding, the staffing needs assessment will be the only activity that will be funded. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
Remodeling/Renovation of Existing Facilities	N/A	Describe the type of renovation, the total cost of the renovation, and a breakdown of costs (electrical, plumbing, etc.).	Renovations must be minor interior alterations not to exceed \$10,000 (total per grant award) and may not change the footprint or profile of the building. Any request for modifications to facilities may require Environmental and Historic Preservation (EHP) review. The EHP Review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP Review. Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.

Category	Sub-Category	Description Details	Important Notes and Considerations:
Explorer/Cadet/Mentoring Programs	Station Duty Uniforms	List the number of explorer/cadets that will receive station duty uniforms under this award, a list of each item being requested, and the cost per item.	Only one set of station duty uniforms for each new recruit is eligible (SAFER considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots). Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Training (Non-Immediate Danger to Life and Health or IDLH)	List the type of training being requested (CPR, First Responder, EMT, Firefighter 1, Firefighter 2), the number of explorer/cadets anticipated to attend each training, the total cost per training, and a breakdown of costs (e.g., supplies, instructors, etc.). Describe the department's current training budget and why these funds are needed.	Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Full Set - Structural Personal Protective Equipment (PPE)	List the number of explorer/cadets that will receive structural PPE under this award, the total cost of one full set of PPE per new recruit, provide a list of each item being requested, and the associated cost per item.	Only one set of PPE for structural or wildland firefighting is allowable per new recruit. SAFER considers a full-set of structural PPE, for explorer/cadets, to be comprised of one each of pair of pants, coat, helmet, hood, pair of boots, pair of gloves, and pair of suspenders). SCBA mask/face pieces are not eligible because PPE for explorers/cadets may not be used in an IDLH atmosphere Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Full Set - Wildland Personal Protective Equipment (PPE)	List the number of explorer/cadets that will receive wildland PPE under this award, the total cost of one full set of PPE per new recruit, provide a list of each item being requested, and detail the associated cost per item.	Only one set of PPE for structural or wildland firefighting is allowable per new recruit. SAFER considers a full-set of structural PPE, for explorer/cadets, to be comprised of one each of pair of pants, coat, helmet, hood, pair of boots, pair of gloves, and pair of suspenders). SCBA mask/face pieces are not eligible because PPE for explorers/cadets may not be used in an IDLH atmosphere Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Provide very specific details on the items/activities, costs, etc. being requested under this line item. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above. Applicants must have must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.
Other not listed above (explain)	Category Name must be specific to the item/activity	Provide very specific details on the items/activities, costs, etc. being requested under this line item. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a Category above Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.