

# FY 2020 Fire Prevention and Safety Grant Program - Frequently Asked Questions

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This document addresses Frequently Asked Questions related to the Fiscal Year (FY) 2020 FP&S Grant Program – FP&S Activity.

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## What is the purpose of the FY 2020 FP&S Grant Program?

The purpose of the FP&S Grant Program is to award grants directly to fire departments and non-profit organizations for fire prevention programs and supporting firefighter health and safety research and development. The FP&S Grant Program is separated into the following two activities: Fire Prevention and Safety (FP&S) and Research and Development (R&D). Using a competitive process that is informed by fire service subject-matter experts, grants in both activities are awarded to applicants whose requests best address the priorities of the FY 2020 FP&S Grant Program.

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

The FY 2020 FP&S Grant Program Notice of Funding Opportunity (NOFO) contains some changes to definitions, descriptions, and priority categories. Changes to the FY 2020 FP&S Grant Program NOFO include:

- Under section E – Application Review Information
  - Fire Department applicants that can demonstrate their commitment and proactive posture to reducing fire risk will receive higher consideration.
  - New Research Terms and Conditions added.
- Under sections D – Application and Submission Information, E – Application Review Information, F – Federal Award Administration Information, G – DHS Awarding Agency Contact and Resource Information, and H – Additional Information:
  - Various grants management changes due to recent Office of Management and Budget (OMB) revisions to 2 C.F.R., particularly regarding the System for Award Management (SAM) registration, performance measures, procurement, closeout and termination.
- Under Supporting Definitions:
  - Definitions added for Authority Having Jurisdiction, Career Fire Department, Combination Fire Department, Human Subject, Interest Organizations, Primary First Due, Research, and Volunteer Fire Department.
- Under National/State/Regional Programs and Projects:
  - Guidance regarding human subjects added.
- Under Regional Projects:
  - Guidance regarding regional projects added.
- Under Environmental and Historical Preservation (EHP)
  - Updated process for EHP added.
- Under Ineligible Costs and Items for FP&S Activity
  - Intruder alerting systems and deployment notification systems were added as ineligible.
- Under Award Administration Information (Appendix C):
  - Updated process for Economic Hardship Waiver added.
- List of supporting documentation is added for advance and reimbursement payment requests.

## Reminders for FY 2020

The online FY 2020 FP&S Grant Program application is only available in the FEMA GO (FEMA Grants Outcomes) application portal at <https://go.fema.gov>.

Applicants must complete all of the following, in order to start, complete and submit an FP&S Grant Program application:

- The applicant organization must provide a valid Dun & Bradstreet Data Universal Numbering System (DUNS) number registered in the System for Award Management (SAM) to apply in FEMA GO system. Instructions for obtaining a DUNS number can be found at the following website:  
<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>.
- The applicant organization must be currently registered and active in the System for Award Management (SAM) in order to apply. SAM is available from Grants.gov at  
<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.

## Environmental and Historic Preservation (EHP)

It is FEMA policy that actions initiated and/or completed without fulfilling the specific EHP requirements will not be considered for funding.

FP&S Grant Program projects that involve the installation of supplies/equipment not specifically excluded from a FEMA EHP Review, per the GPD Programmatic Environmental Assessment, such as ground-disturbing activities, or modification/renovation of existing buildings or structures, will require an EHP review. Some equipment activities will require an EHP review as well. Such activities include, but are not limited to, the installation of:

- Air compressor/fill station/cascade system (fixed) for filling Self-Contained Breather Apparatus;
- Air quality systems;
- Fire/smoke/carbon monoxide alarm systems for the facility (life safety);
- Generators (fixed);
- Sprinklers;
- Vehicle exhaust systems (fixed);
- Washer/dryer/extractor;
- Fixed communication antennas onto a building;
- Building renovations such as removal of wall or installation of electrical or water lines;
- Training/exercises in natural settings such as rope or swift water;
- LED Signs; and
- Any scope of work that involves ground disturbances.

Please see FEMA's EHP Screening Process. EHP Screening form and instructions are available at [EHP Screening Form](#). EHP policy guidance can be found at [Preparedness Grants EHP Compliance webpage](#). Recipients will be notified of their EHP responsibilities in the grant award package.

## Help FEMA Prevent Fraud, Waste, and Abuse

If you have information about instances of fraud, waste, abuse or mismanagement involving FEMA programs or operations, you should contact the Department of Homeland Security Office of Inspector General Hotline at 1-800-323-8603; by fax at 202-254-4297; or online at <https://www.oig.dhs.gov/hotline>. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.

## Who is eligible to apply under the FP&S Activity?

Eligible applicants for the FP&S Activity include fire departments, any federally recognized Indian tribe or tribal organization, and national, regional, state, local, tribal and non-profit interest organizations that are recognized for their experience and expertise in fire prevention and safety programs and activities are eligible applicants.

## How many applications may I submit?

Eligible applicants may submit only one application for each eligible activity under the FP&S Grant Program (one application under the FP&S Activity and/or one application under the R&D Activity). Up to three projects may be included in a grant application under the FP&S Activity and up to three projects may be included in a grant application under the R&D Activity. All submissions of duplicate applications may be disqualified.

## What projects may I apply for?

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

**Fire Prevention and Safety (FP&S) Activity:** Applicants may 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 Projects 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), Wildfire Risk Reduction, Code Enforcement/Awareness, Fire & Arson Investigation, and National/State/Regional Programs and Projects. Applicants requesting a Risk Assessment project are precluded from applying for additional projects. All applicants are subject to a 5% cost share.

**Firefighter Safety Research and Development (R&D) Activity:** Applicants may 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 Investigator. All applicants are subject to a 5% cost share.

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

Eligible applicants may submit only one application for each eligible activity (FP&S or R&D) but may submit for up to three projects within each activity. A total of three projects may be included in a grant application under the FP&S Activity and a total of three projects may be included in a grant application under the R&D Activity.

## **How much funding is available for the FY 2020 FP&S Grant Program?**

There is \$35.5 million available for funding FP&S Grant Program Activities.

## **What is the maximum amount of funding a recipient may be awarded?**

The total amount of funding a recipient may receive under an FP&S Grant Program award is limited to a maximum federal share of \$1.5 million set by §33(d)(2) of the Federal Fire Prevention and Control Act of 1974, Pub. L. 93-498, as amended, (15 U.S.C. § 2229(d)(2)). The maximum federal share of \$1.5 million is the total that may be requested under all six projects (up to three projects in a grant application under the FP&S Activity and up to three projects in a grant application under the R&D Activity). For multi-year projects, applicants may divide the \$1.5 million over the period of performance however they deem necessary.

## **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 Grant Program 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 awarded a FY 2019 FP&S Grant. May I still apply under the FY 2020 FP&S Grant Program?**

Yes. However, since the possibility exists that the period of performance on the FY 2019 and the FY 2020 Grants will overlap, you need to ensure that if you are awarded a FY 2020 Grant, the start of your FY 2020 Grant does not depend on the completion of your FY 2019 Grant. Additionally, you should ensure that receipt of a FY 2020 Grant will not impact your ability to continue with and/or complete your FY 2019 Grant.

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

The online FY 2020 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 <https://www.usfa.fema.gov/grants> and the Grants.gov website <https://www.grants.gov/>.

## **Which internet browsers are compatible with FEMA GO?**

FEMA GO is compatible with the most recent major release of Google Chrome, Internet Explorer, Mozilla Firefox, Apple Safari, and Microsoft Edge. Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

## **When can I apply?**

Applications will only be accepted only from 8 a.m. Eastern Time (ET) on Monday, January 25, 2021 until 5 p.m. ET on Friday, February 26, 2021.

## **What is the deadline for FY 2020 FP&S Grant Program applications to be submitted?**

All applications must be completed and submitted online by 5 p.m. ET on Friday, February 26, 2021. 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.

Step-by-step instructions for registering with SAM can be found at

<http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. Applicants should contact SAM.gov with questions or concerns about their SAM registration.

DHS may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time DHS is ready to make a federal award, DHS may determine that the applicant is not qualified to receive a federal award and make a federal award to another applicant.

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 2020 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/> or call (866) 606-8220, Monday – Friday between the hours of 8 a.m. – 8 p.m. ET.

## **May I change or edit my application after it has been submitted?**

You will be able to review or edit the entire application prior to submission. However, if you would like to edit or change your application after submission, you will have to withdraw the application from consideration of award to edit. Then, the application must be resubmitted to FEMA to be considered for an award.

## **What is Management and Administration (M&A)?**

M&A costs are administrative expenses that are incurred during the administration of an FP&S Grant Program award. Applicants may apply for M&A costs if the costs are directly related to the implementation of the program for which they are applying. M&A costs are identifiable costs directly associated with the implementation and management of the grant and cannot exceed 3% of the federal share of FP&S Grant Program funds awarded. If you are requesting M&A expenses, you must list the costs under the "Other" category in the budget and explain the purpose for the administrative costs in your Project Narrative. All M&A costs must be in accordance with 2 C.F.R. Part 225, Cost Principles for state, local and Indian Tribal Governments (OMB Circular A-87) or 2 C.F.R. Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122), as applicable.

M&A costs should be based on actual expenses only, not a percentage of the overall grant. Examples of eligible administrative costs include shipping, office supplies and computers and software associated with the National Fire Incident Reporting System reporting requirements.

## **When an FP&S Grant Program award is accepted, when does the period of performance start?**

Recipients are notified via email and through the FEMA GO system of the award offer. The recipient shall notify the awarding agency of its intent to accept or decline the award. Recipients must accept their grant awards no later than 30 days from the award date. Funds remain on hold (for a maximum of 90 days) until the recipient accepts or declines the award. The grant award date can be found in the award agreement within the Obligating Document for Award in section "14. - Performance Period".

## **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 comprehensive sprinkler educational effort.

## 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(s).

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 the last day of the application period. 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).

## 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. Note that Fire Departments and Interest Organizations are assigned differing weights for each scored element. All eligible FP&S Grant Program applications go to panel review.

## When will the awards be announced?

Award announcements will be made at the beginning of spring 2021 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% of the grant awarded. FEMA GO automatically calculates the cost share in the Budget Summary 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. Part 200 Subpart E. 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.

### Types of Contributions

- Cash (Hard Match):
  - Cost share of non-federal cash is allowable for FP&S Grant Program grants.
- In-kind (Soft Match):

- In-kind cost share is allowable for FP&S Grant Program 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 educational materials for public education); and
  - Provision of staff, facilities, services, materials 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 5% 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 applicable, for further guidance regarding cost matching.

## What is program income?

Although not common, recipients may generate income in the course of carrying out grant-supported activities during the period of performance under the FP&S Grant Program award. This is referred to as program income. This income can be used to defray program costs, where appropriate, consistent with 2 CFR § 200.307. The Budget Summary section of the grant application contains a field for program income. The response should be \$0 unless the recipient anticipates generating program income during the period of performance. If the recipient plans to generate program income, it should be explained in the narrative. The FEMA GO application will not include program income estimates in the total budget. FEMA will review the program income submitted and adjust the budget as appropriate, prior to award. Any program income must be used and managed in accordance with 2 C.F.R. § 200.307.

## Where can I find FP&S Grant Program documents and other information?

You can find FP&S Grant Program documents and additional information on the [Fire Prevention and Safety Grant Program Webpage](#).

## How do I sign-up for e-mail notifications about the FP&S Grant Program?

To register for automatic e-mail notices of NOFO availability and other important program information go to [https://public.govdelivery.com/accounts/USDHSFEMA/subscriber/new?topic\\_id=USDHSFEMA\\_409](https://public.govdelivery.com/accounts/USDHSFEMA/subscriber/new?topic_id=USDHSFEMA_409).