

Fiscal Year (FY) 2020 Staffing for Adequate Fire and Emergency Response (SAFER) Program Application Webinar

Hiring of Firefighters Activity | February 2021



FEMA

FY 2020 SAFER Program Funding

- Application opened **February 8, 2021 at 8 a.m. ET**
- Application will close on **March 12, 2021 at 5 p.m. ET**
- \$355 million available in funding
- Approximately 300 awards
- All awards will be made by September 30, 2021



Notice of Funding Opportunity (NOFO)

Please read the entire FY 2020 SAFER Program NOFO; it contains detailed information on:

- Program objectives and priorities
- Eligibility
- Key dates
- Review process and evaluation criteria

* **Note:** The NOFO is incorporated into the terms of the award.



SAFER Program Objectives

- The objective of the SAFER Program is to assist local fire departments with staffing and deployment capabilities in order to respond to emergencies and assure that communities have adequate protection from fire and fire-related hazards.
- Local fire departments accomplish this by improving staffing and deployment capabilities, so they may more effectively and safely respond to emergencies.
- With enhanced staffing levels, recipients should experience a reduction in response times and an increase in the number of trained personnel assembled at the incident scene.



SAFER Program Priorities

- FEMA prioritizes using grant funds to bring fire departments into compliance with National Fire Protection Association (NFPA) 1710 standards or 1720 standards in the most cost-effective manner.
- Applications resulting in the largest percentage increases in compliance with NFPA 1710 standards or 1720 standards receive higher consideration.
 - NFPA 1710 Assembly Requirements (Section 5.2.4.1 – Single-Family Dwelling Initial Full Alarm Assignment Capability).
 - NFPA 1720 Assembly Requirements (Section 4.3 – Staffing and Deployment).
- See pages 48 – 49 of the FY 2020 SAFER Program NOFO for more information.



SAFER Program Activities

The SAFER Program is composed of two activities:

- **Hiring of Firefighters Activity (Hiring Activity)**
Career, combination, and volunteer fire departments are eligible to apply (interest organizations are not eligible to apply).
 - Note that this presentation will **only** cover the Hiring Activity.
- **Recruitment and Retention (R&R) of Volunteer Firefighters Activity**
Combination fire departments; volunteer fire departments; and national, state, local, or federally recognized tribal organizations that represent the interests of volunteer firefighters are eligible to apply (career fire departments are not eligible to apply).
- Applicants who wish to apply for both activities must submit two separate applications.



New for FY 2020

- The following requirements are being waived for FY 2020 SAFER Program Hiring Activity grants:
 - **Position Cost Limit:** There are no annual salary limits.
 - **Cost-share:** There is no prescribed cost-share.
 - **New Additional Firefighters Requirement:** Grant funds can now be used to rehire laid off firefighters and retain firefighters facing layoffs.
 - **Period of Performance:** Extensions to the period of performance are now allowable.
 - **Supplanting Requirement:** There is no supplanting requirement.
 - **Minimum Budget Requirement:** There is no minimum budget requirement.
- Various grants management changes due to recent Office of Management and Budget (OMB) revisions to 2 C.F.R., particularly regarding System for Award Management (SAM) registration, performance measures, procurement, closeout, and termination have been implemented.
 - Applicants and recipients must be familiar with the 2 C.F.R. requirements; FEMA provides training on these requirements.



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Hiring Activity Period of Performance (POP)

- The POP is 36 months for all grants awarded under the Hiring Activity.
- A 180-day recruitment period begins when FEMA makes the award.
- **The POP automatically starts after the 180-day recruitment period ends regardless of whether the SAFER Program-funded firefighters have been hired.**
- The POP **cannot** start later than 180 days after award announcement.
- Recipients may request to begin the POP early by submitting a grant amendment.



Hiring Activity Categories

- FEMA awards SAFER Program grants under the Hiring Activity to help fire departments increase frontline firefighters by providing financial assistance in three categories:
 - **Rehire:** Rehiring firefighters who were laid-off within the two years prior to the start of the application period;
 - **Retention:** Retaining firefighters facing imminent layoff – within 120 days of the close of the application period; or,
 - **New Hire** – Hire new, additional firefighters.



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Hiring Activity Eligible Costs

- Salary and associated benefits (actual payroll expenses) for the positions funded under the SAFER Program are eligible.
- Costs are reimbursable if they are included as part of the standard benefit package, available to all operational firefighter positions, and contractually obligated.
- Compensation for a firefighter's normal, contracted work schedule is reimbursable.
 - Only costs for overtime that the fire department routinely pays as a part of the base salary or a firefighter's regularly scheduled and contracted shift hours, in order to comply with the Fair Labor Standards Act (FLSA), are eligible.
- Salaries and benefits of firefighters hired with SAFER Program funding while they are engaged in initial recruit training are eligible.



Hiring Activity Eligibility Requirements

- **Rehire:** Eligible positions must have been laid off in the two years prior to the start of the application period (**February 8, 2021**).
- **Retention:** Firefighters who have been issued a formal layoff notice and who face imminent layoff – within 120 of the close of the application period – are eligible under Retention.
 - Potential layoffs must become effective on or before **July 10, 2021**.
- Layoff actions not executed in accordance with the terms of the FY 2020 SAFER Program NOFO, or which do not meet the above requirements, will not qualify for funding in the Rehire or Retention categories.



Hiring Activity Eligibility Requirements (continued)

- Only firefighters hired (New Hire category) or rehired (Rehire category) after the SAFER Program grant offer of award are eligible for grant funding.
 - This does not apply to positions awarded under the Retention category.
- Only full-time positions are eligible for funding in all three categories. A full-time position is one that is funded for at least 2,080 hours per year, e.g., 40 hours per week, 52 weeks per year.
- SAFER Program funds will only pay for operational positions, in all three categories, whose primary assignment (more than 50 percent of time) is on a fire suppression vehicle, regardless of collateral duties.
- Volunteer and mostly volunteer departments may hire individuals to fill officer-level positions (e.g., chief, fire inspector, training officer, safety officer) in addition to primary operational assignment.



Hiring Activity Ineligible Costs

- Salaries and benefits of full-time firefighters employed at time of grant award (except under the Retention category).
- Job-sharing positions (i.e., utilizing more than one person to fill a full-time SAFER Program-funded position).
- Non-FLSA overtime (e.g., overtime for shift holdovers, training).
- SAFER Program funds may not be used to fund promotions.
- Costs to equip firefighters (e.g., personal protective equipment (PPE)/turnout gear, duty uniforms).
- Pre-application costs (e.g., grant writer fees, indirect costs).
- Costs associated with hiring (e.g., background checks, physicals, payroll fees).
- Costs of annual physicals/medical exams.
- Management and administrative costs.
- Indirect costs.



Hiring Activity Post-Award Requirements

- No lay-offs of operational personnel are permitted during the period of performance.
- Award recipients must submit a pre-SAFER Program roster listing paid operational/firefighting personnel, in support of NFPA 1710 or NFPA 1720, who are employees at time of award.
 - The SAFER Program Office will work with recipients to establish a staffing maintenance number, which combines the number of pre-SAFER Program and SAFER Program-funded operational positions.
 - Recipients must agree to maintain this number throughout the period of performance by taking active and timely steps to fill any vacancies.
- Recipients must agree that, notwithstanding any provision of other laws, firefighters hired under these grants will not be discriminated against or be prohibited from engaging in volunteer firefighting activities in another jurisdiction during off-duty hours.



Hiring Activity Application Scoring

- SAFER Program applications are reviewed through a multi-phase process.
- **PHASE 1:** Electronic pre-score process for all complete and eligible applications.
 - Answers to activity-specific questions and the information in the department characteristic's section of the application will determine an application's standing relative to stated priorities.
 - Once the standing to the SAFER Program priorities are established, each application will then receive a computer-generated score called the pre-score.
- **PHASE 2:** Panel of peer reviewers scores the narrative statement and makes funding recommendations.
- Each phase is worth **50%** of the total score.



Hiring Activity Application Scoring (continued)

- **PHASE 3:** Applications are rank-ordered starting with the highest-scoring application and combined with the statutory allocation requirements.
- FEMA conducts technical reviews of the highest-scoring applications, including evaluation of application budgets to determine if costs are allowable (e.g., eligible, reasonable, allocable, necessary).
- Applications are then sent to FEMA Award Administration, which conducts an additional Financial Integrity Review.
- See pages 18–19 in the FY 2020 SAFER Program NOFO for additional information.



Technical Assistance Tools

- Review the FY 2020 SAFER Program Technical Assistance Tools available at <https://www.fema.gov/grants/preparedness/firefighters/safer/documents>
 - NOFO
 - Frequently Asked Questions (FAQs)
 - Applicant Checklist
- Use the Self-Evaluation Sheets
 - Developed to help applicants understand the criteria that must be addressed in the Narrative Statements.
 - Applicants may rate their own application and assess how the application might be rated by the Peer Reviewers.
 - The Narrative Evaluation Criteria are listed on pages 20 and 21 of the FY 2020 SAFER Program NOFO.



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SAM.gov (System for Award Management)

- A DUNS (Data Universal Number System) number is required to register in SAM.gov.
 - Please allow plenty of time before the grant application submission deadline to obtain a DUNS number and then to register in SAM.
 - It may take four weeks or longer after an applicant submits the SAM registration before the registration is active in SAM.
- Registration for both SAM.gov and for a DUNS number is free.
- Instructions for obtaining a DUNS number and step-by-step instructions for registering with SAM can be found on pages 10-12 in the FY 2020 SAFER Program NOFO.
- Each applicant must have its own DUNS and SAM.gov registration; sharing of DUNS numbers is not allowed in the FEMA Grants Outcomes (FEMA GO) System.
 - Applicants and recipients must be familiar with the new SAM.gov requirements found on page 11 of the FY 2020 SAFER Program NOFO



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SAM.gov (continued)

- Applicants will not be able to **start or submit** an application in FEMA GO without an active SAM.gov registration.
- Applicants must maintain an active SAM registration with current information at all times during the application period, while the application is under consideration, and if awarded.
- SAM.gov registration must be renewed annually.
- Applications cannot be awarded without a valid and active DUNS number and SAM.gov registration.



Accessing the FY 2020 SAFER Program Application

- The online FY 2020 SAFER Program application is available through FEMA GO at <https://go.fema.gov>.
- Application information is located at:
 - SAFER Program website (<https://www.fema.gov/grants/preparedness/firefighters>)
 - Grants.gov (<http://www.grants.gov>)
 - U.S. Fire Administration (<http://www.usfa.fema.gov>)



How to Use FEMA GO

- Reference the FEMA GO Account Creation User Guide and the Start Up Guide at <https://www.fema.gov/grants/guidance-tools/fema-go/assistance-firefighters-grants>
- STEP 1:
 - Each user must create a FEMA GO account/user ID and password. You may not share another individual's account.
 - **Important:** Each organization must have the Authorized Organizational Representative (AOR) create an account. The AOR must be the same as the organization's electronic business point of contact (eBiz POC) from the SAM registration and must use the same email address to create their FEMA GO account.



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How to Use FEMA GO (continued)

- STEP 2:
 - Log into the FEMA GO account and land on the home page.
 - If you are the AOR, FEMA GO will automatically add your organization from SAM.gov (if you used the same email address as in SAM.gov).
 - If you are not the AOR, please reach out to the eBiz POC and ask them to add you to the organization in FEMA GO.



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STEP 3:

- If you are the AOR, click on the Organizations tab at the top, then click “Manage my team” from the left menu.
- Here you can add a new team member or manage team members.

The screenshot shows the FEMA GO web application interface. At the top, there is a navigation bar with 'FEMA GO' logo, 'Grants' dropdown, 'Organizations' dropdown, and a search field for 'Grant/Subgrant ID'. The main content area is divided into a left sidebar and a main panel. The sidebar has 'My organization' and 'My suborganizations' sections. Under 'My organization', there are links for 'Organization profile', 'Manage my team' (highlighted in yellow), and 'Manage pending registrations'. The main panel displays 'Org Ser001 DN 11009' with a 'Roles & permissions' link and an 'Add new team member' button. Below this is a table titled 'Manage my team' with columns for Name, Roles and grant programs, Phone, Email, and Actions. The table contains three rows of team members, each with a 'Manage' link in the Actions column.

Name	Roles and grant programs	Phone	Email	Actions
FnAor LnAor	Authorized Organization Representative, All Programs		test.ser001.aor.oop.11009@test.com	Manage
FnAor LnAor	Authorized Organization Representative, All Programs		test.ser001.aor.o.11009@test.com	Manage
FnAor LnAor	Authorized Organization Representative, 2 Programs		test.ser001.aor.op.11009@test.com	Manage



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STEP 4:

- If you are the AOR, you can assign a team member a role.
- A person can have multiple roles in a single organization.
- If a person belongs to multiple organizations, they can be assigned different roles within those organizations.

FEMA GO – User Roles

If a person is assigned to an organization in FEMA GO, the user will have at least one role. A person can have multiple roles in a single organization. If a person belongs to multiple organizations, they can be assigned different roles within those organizations.

Role breakdown ([also see user role matrix](#)):

1. **Primary Authorized Organization Representative (AOR)** – the FEMA GO system automatically assigns this role to the person listed as the “Electronic Business Point of Contact” (eBiz POC) in an organization’s SAM record. Can manage team members including adding, editing, or deleting. Can perform all system functions in FEMA GO including signing and submitting applications.
2. **Authorized Organization Representative (AOR)** – can add or remove team members and perform all system functions. **Can electronically sign documents on behalf of an organization.** Role is typically assigned to an individual who is authorized to legally bind the organization by signing documents. An organization can have multiple AORs.
3. **Organization Member** – can perform all system functions except accepting an award or submitting an application/payment request/grant closeout package/amendment request/closeout package. For example, an organization member can create a request for payment in FEMA GO, but cannot submit it to FEMA. The Organization Member would need to have an AOR sign and submit the prepared payment request to FEMA.
4. **Programmatic Member** – can perform all system functions except accepting an award or submitting an application/payment request/grant closeout package/closeout package. The Programmatic Member can sign and submit an amendment request to FEMA.
5. **Financial Member** – can perform all system functions except accepting an award or submitting an application/payment request/grant closeout package/closeout package. The Financial Member can sign and submit a request for payment as well as amendment requests to FEMA.
6. **Grant Writer** – can create, view, and edit an application on behalf of an organization. **Grant Writer must coordinate with an AOR to sign and submit a completed grant application in FEMA GO.** Grant Writer role is typically reserved for professional grant writers that may not be directly affiliated with the organization.



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FEMA GO – User Roles

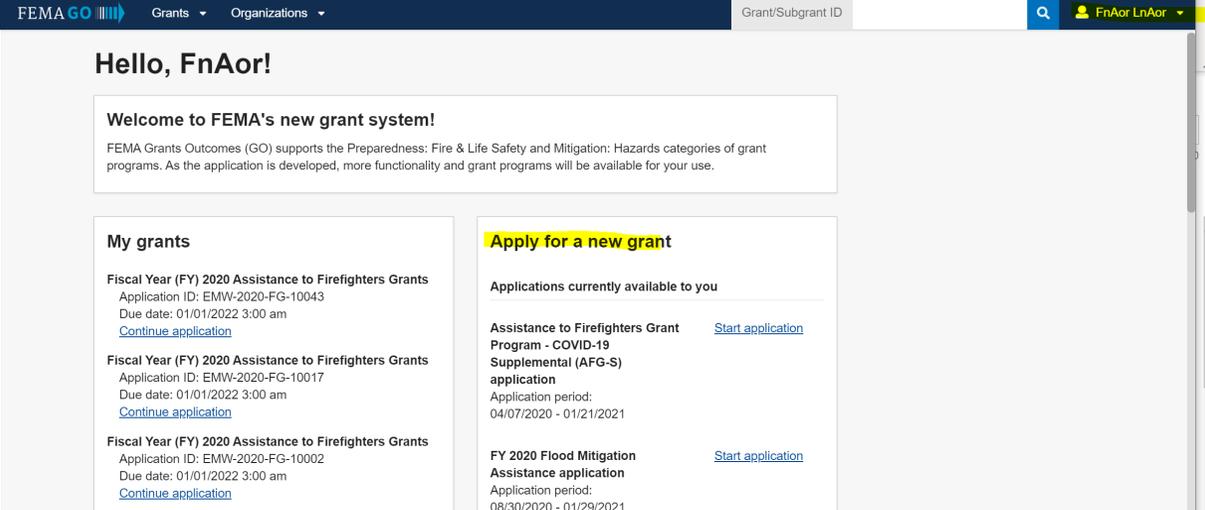
- **Primary AOR** – the FEMA GO system automatically assigns this role to the person listed as the eBiz POC in an organization’s SAM record. This person can manage team members including adding, editing, or deleting, and can perform all system functions in FEMA GO including signing and submitting applications.
- Any other AOR can also sign and submit the application.
- All other roles must coordinate with the Primary AOR or another AOR to ensure that the application is signed and submitted.



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STEP 5:

- Once you have a role, you can “Apply for a new grant” from the home page or view any applications previously started.
- You can also click on your name at the upper right corner to view/update your profile (this is where you can see your permissions).



The screenshot displays the FEMA GO user interface. At the top, there is a navigation bar with 'FEMA GO' and dropdown menus for 'Grants' and 'Organizations'. A search bar and a user profile icon labeled 'FnAor LnAor' are also visible. The main content area features a 'Hello, FnAor!' greeting and a 'Welcome to FEMA's new grant system!' message. Below this, there are two main sections: 'My grants' and 'Apply for a new grant'. The 'My grants' section lists three applications with their respective IDs, due dates, and 'Continue application' links. The 'Apply for a new grant' section, which has a yellow highlight, shows 'Applications currently available to you' and lists two available grants: 'Assistance to Firefighters Grant Program - COVID-19 Supplemental (AFG-S) application' and 'FY 2020 Flood Mitigation Assistance application', each with a 'Start application' link.



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STEP 6:

- Select “Start application” from the FEMA GO homepage.
- Select the organization name on the next screen and click “Start your application.”
- Remember that you can only start two applications (one under the Hiring Activity and one under the R&R Activity).



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Fiscal Year (FY) 2020 Staffing for Adequate Fire and Emergency Response (SAFER) application
Application period:

[Start application](#)

Start an application

Fiscal Year (FY) 2020 Staffing for Adequate Fire and Emergency Response (SAFER) application

Organization name and DUNS

Select

Start your application

✕ [Cancel](#)

STEP 7:

- The application will be assigned an Application ID number.
- Complete the application from top to bottom. Your answers to the questions at the top will change the questions presented later in the application.

Fiscal Year (FY) 2020 Staffing for Adequate Fire and Emergency Response (SAFER)

Application ID: **EMW-2020-FF-00033**

System for Award Management (SAM.gov) profile

Please identify your organization to be associated with this application.

All organization information in this section will come from the System for Award Management (SAM) profile for that organization.

Org Ser001 DN 11001

Information current from SAM.gov as of:

02/01/2020

DUNS (includes DUNS+4):

900011001



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STEP 8:

- Note that the “Applicant Name” field should be the name of the organization.
- The two options under “Applicant Type” for the SAFER Program are:
 - Fire Department/Fire District
 - National, Regional, State, Local, or federally recognized Tribal Volunteer Firefighters Interest Organization
- Choose either the Hiring Activity or the R&R Activity. If you would like to apply for both, submit two separate applications.



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FEMA GO | Grants | Organizations | Grant/S

My grant

- Summary
- SAM.gov profile
- Applicant information
- Applicant characteristics

Applicant information

Please provide the following additional information about the department or organization applying for this grant.

Applicant name (i.e., fire department name)

City Fire Department

Applicant characteristics

The SAFER (Staffing for Adequate Fire and Emergency Response) program intends to improve or restore to emergencies. With the restored or enhanced staffing, grantees should see a reduction in response time funds are available in two activities: Hiring Firefighters and Recruitment and Retention of Volunteer Firefighters and for more information on the evaluation process and conditions of award. Please provide the following additional information about the applicant.

Applicant type

Fire Department/Fire District

Select

Fire Department/Fire District

National, State, Local or federally recognized Tribal Volunteer Firefighters Interest Organization

Which activity are you applying for?

Hiring of Firefighters

Select

Hiring of Firefighters

Recruitment and Retention of Volunteer Firefighters

STEP 9:

- Note that the financial need question is under the “Operating Budget” section of the application. It is a required and scored question for all applicants.

Applicant characteristics	<p>Describe your financial need to include descriptions of the following:</p> <ul style="list-style-type: none">• Income vs. expense breakdown of the current annual budget• Budget shortfalls and the inability to address financial needs without federal assistance• Actions taken to obtain funding elsewhere (i.e. state assistance programs or other grant programs)• How your critical functions are affected without this funding
Operating budget	
Applicant and community trends	
Community description	
Call volume	
Grant request details	
Hiring of Firefighters	



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STEP 10:

- The “Grant request details” section is where you can “Add activity” and begin building your funding request.

Grant request details



Instructions

You can add the positions you are requesting by using the add buttons below. Include all positions in a single item. Please answer all the questions for the overall Hiring activity as well as the required information for the requested positions.

Grand total: \$0

Add activity

Add activity to Request Details

Select activity:

Hiring of Firefighters

Confirm

✕ [Cancel](#)



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STEP 11:

- Once you have added the Hiring of Firefighters Activity, you can begin adding the type of position(s) being requested in the application.
 - New, Additional Firefighter(s)
 - Rehire Laid-off Firefighter(s)
 - Retain Firefighter(s) Facing Layoff

Program area: Hiring of firefighters

Total requested for Hiring of Firefighters activity: \$0

Remove activity

Add position to Hiring of Firefighters

Staffing levels

SAFER intends to restore or improve local fire departments' staffing and deployment capabilities so they may more effectively respond to emergencies. With the enhanced staffing, a SAFER grant recipient's response time will be reduced sufficiently and an appropriate number of trained personnel will be assembled at the incident scene.

The following questions are designed to help us understand the staffing changes that have occurred in your department over the past several years and how the grant will assist in restoring or improving your staffing levels. The information provided must be a true and accurate depiction of your department on the timelines listed below.

Add position to Hiring of Firefighters

Select position:

Select

Select

New, Additional Firefighter(s)

Rehire Laid-Off Firefighter(s)

Retain Firefighter(s) Facing Layoff



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STEP 12:

- Once you have selected the position type, complete the requested information.
- Only one type of position (new, rehire, or retention) can be requested per line item.
- If you are seeking funding for more than one type of position, you must enter each one separately.
 - You can have multiple line items for each position type, and this should be used when the salary and benefits are different for each position/activity being requested.

Add position to Hiring of Firefighters

Position
Rehire Laid-Off Firefighter(s)

What are the anticipated annual costs per position, per year? Annual costs include the base salary (exclusive of non-FLSA overtime) and the standard benefits package (including the average health cost, dental, vision, FICA, life insurance, retirement/pension, etc.) offered by the fire department. To get the "average" health care costs, average the annual cost among various health insurance plans offered (i.e., self only, family, etc). Do not use figures that assume all employees will select self or family coverage.

Number of firefighters

What are the current usual annual costs of a first-year (i.e entry-level) firefighter in your department? "Usual annual costs" include the base salary (exclusive of non-FLSA overtime) and the standard benefits package (including the average health cost, dental, vision, FICA, life insurance, retirement/pension, etc.) offered by the fire departments to first-year (i.e., entry-level) firefighters. To get the average health care costs, average the annual cost among various health insurance plans offered (i.e., self only, family, etc). Do not use figures that assume all employees will select self or family coverage.

Year	Annual salary	Annual benefits	TOTAL PER FIREFIGHTER
1	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00
Year 2	\$ <input type="text"/>	\$ <input type="text"/>	TOTAL PER FIREFIGHTER \$0.00
Year 3	\$ <input type="text"/>	\$ <input type="text"/>	TOTAL PER FIREFIGHTER \$0.00

What benefits are included in the annual benefits amount? You must provide details on the dollar amounts or percentages for each benefit being provided (health costs (family, employee only, employee plus one), dental, vision, FICA, life insurance, retirement/pension, etc.). Note: Failure to provide this information may results in reductions to the requested amounts.

Benefits funded

REQUEST TOTAL \$

[Confirm](#)

[Cancel](#)



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STEP 13:

- If you added a Rehire or Retention position type, additional questions and information will be required for each added position type.
 - Were the layoff notices executed in accordance with the Notice of Funding Opportunity?
 - If yes, you must provide the date the positions were laid off (rehire) or will be laid off (retention).
 - Copies of the official, signed, and executed layoff notices that correspond to the number of positions per line item will be required.

1 Close

Position Remove position

Rehire Laid-Off Firefighter(s)

What are the anticipated annual costs per position, per year? Annual costs include the base salary (exclusive of non-FLSA overtime) and the standard benefits package (including the average health cost, dental, vision, FICA, life insurance, retirement/pension, etc.) offered by the fire department. To get the "average" health care costs, average the annual cost among various health insurance plans offered (i.e., self only, family, etc). Do not use figures that assume all employees will select self or family coverage.

Number of firefighters

5

What are the current usual annual costs of a first-year (i.e. entry-level) firefighter in your department? "Usual annual costs" include the base salary (exclusive of non-FLSA overtime) and the standard benefits package (including the average health cost, dental, vision, FICA, life insurance, retirement/pension, etc.) offered by the fire departments to first-year (i.e., entry-level) firefighters. To get the average health care costs, average the annual cost among various health insurance plans offered (i.e., self only, family, etc). Do not use figures that assume all employees will select self or family coverage.

Year 1	Annual salary \$1,000.00	Annual benefits \$500.00	TOTAL PER FIREFIGHTER \$1,500.00
Year 2	Annual salary \$1,000.00	Annual benefits \$500.00	TOTAL PER FIREFIGHTER \$1,500.00
Year 3	Annual salary \$1,000.00	Annual benefits \$5,000.00	TOTAL PER FIREFIGHTER \$6,000.00

What benefits are included in the annual benefits amount? You must provide details on the dollar amounts or percentages for each benefit being provided (health costs (family, employee only, employee plus one), dental, vision, FICA, life insurance, retirement/pension, etc.). Note: Failure to provide this information may result in reductions to the requested amounts.

Benefits funded

benefit description goes here

REQUEST TOTAL \$45,000.00

Were the layoff notices executed in accordance with the Notice of Funding Opportunity?

Yes

No



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STEP 14:

- Continue adding positions as needed.
- Answer all activity level questions.
- Complete each question under the “Narrative” section. These narrative questions are scored.
- The text box will alert you when you exceed the character limit or a response is needed.

Program area: Hiring of firefighters

Total requested for Hiring of Firefighters activity: \$45,000.00 Remove activity Add position to Hiring of Firefighters

Staffing levels

SAFER intends to restore or improve local fire departments' staffing and deployment capabilities so they may more effectively respond to emergencies. With the enhanced staffing, a SAFER grant recipient's response time will be reduced sufficiently and an appropriate number of trained personnel will be assembled at the incident scene.

The following questions are designed to help us understand the staffing changes that have occurred in your department over the past several years and how the grant will assist in restoring or improving your staffing levels. The information provided must be a true and accurate depiction of your department on the timelines listed below.

For more information regarding these standards please see the Notice of Funding Opportunity or go to www.nfpa.org/freeaccess

NFPA standard	Department characteristics	Demographic	Assembly staffing	Response time	Frequency of time
1710	Career	With aerial	15	8 min	90%
1710	Career	Without aerial	14	8 min	90%
1720 - Urban	Urban combo/volunteer	> 1,000 pop/square mile	15	9 min	90%
1720 - Suburban	Suburban combo/volunteer	500 - 1,000 pop/square mile	10	10 min	80%
1720 - Rural	Rural combo/volunteer	< 500 pop/square mile	6	14 min	80%
1720 - Remote	Remote combo/volunteer	Travel > 8 mi	4	N/A	90%

Select the item that best describes the NFPA standard your department is attempting to meet:

Select

What is the department's current (at the start of the application period) budgeted **operational** staffing level? Include all budgeted positions, even if they are not currently filled.

Current budgeted operational staffing level

How many budgeted, but vacant operational positions does your department have at the start of the application period?

Please enter information about your organization's staffing levels in the table below.

Staffing levels	Total number of operational career personnel	Number of operational officers	Number of NFPA support
-----------------	--	--------------------------------	------------------------

Narrative statements

The narrative statements must provide all the information necessary for you to justify your needs and for FEMA to make an award decision. A panel of peer reviewers will perform the second phase of the applications' evaluations by using the narrative statements below to determine the worthiness of the request for an award.

Please ensure that your narrative clearly addresses each of the following evaluation criteria elements to the best of your ability with detailed but concise information. Provide only the information being requested for each element; if you provided information pertaining to the narrative elements elsewhere in the application you must still include it below. Failure to provide the information being requested may result in a lower score or the application not being funded.

Project descriptions

Why does the department need the positions requested in this application?

narrative statements below to determine the worthiness of the request for an award. Please ensure that your narrative clearly addresses each of the following evaluation criteria elements to the best of your ability with detailed but concise information. Provide only the information being requested for each element; if you provided information pertaining to the narrative elements elsewhere in the application you must still include it below. Failure to provide the information being requested may result in a lower score or the application not being funded. The narrative statements must provide all the information necessary for you to justify your needs and

Please enter fewer than 2,500 characters.

How will the positions requested in this application be used within the department? (e.g., 4th on engine, open a new station, eliminate browned out stations, reduce overtime)?

A response is required.

What specific benefits will the requested positions provide to the department and community?

Describe how funds awarded through this grant would enhance the department's ability to protect critical infrastructure within the primary response area.

Impact on daily operations

Explain how the community and the current firefighters employed by the department are at risk without the positions requested in this application.



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STEP 15:

- In the “Grant request summary” section, select “Yes” in response to the Environmental and Historical Preservation (EHP) question because your application is based on personnel actions.
- Check the “Budget summary” for a breakdown of costs per year.

Grant request summary

Is your proposed project limited to one or more of the [following activities](#): Planning and development of policies or processes, Management, administrative, or personnel actions, Classroom-based training, Acquisition of mobile and portable equipment (not involving installation) on or in a building.

- Yes
- No

Budget summary

Budget summary

Object class categories	Year 1	Year 2	Year 3	Total
Personnel	\$5,000.00	\$5,000.00	\$5,000.00	\$15,000.00
Fringe benefits	\$2,500.00	\$2,500.00	\$25,000.00	\$30,000.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Total direct charges	\$7,500.00	\$7,500.00	\$30,000.00	\$45,000.00
Indirect charges	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$7,500.00	\$7,500.00	\$30,000.00	\$45,000.00



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STEP 16:

- At the bottom of the “Budget summary” you will see a field for “Program income.” Leave this at zero unless you plan to generate income from the grant. If you plan to do this, you must explain this in the grant narrative.

Total Federal and Non-federal resources
Federal resources
Non-federal resources
TOTAL
Program income



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STEP 17:

- Complete the remaining sections of the application, including the “Contact information” section.
- Make sure to add all individuals or organizations who assisted with the application.
- Make sure to add a “Secondary point of contact” for this grant. The AOR who submits the application will be the primary contact.
 - The “Secondary point of contact” must be someone other than the AOR who will be submitting the application.

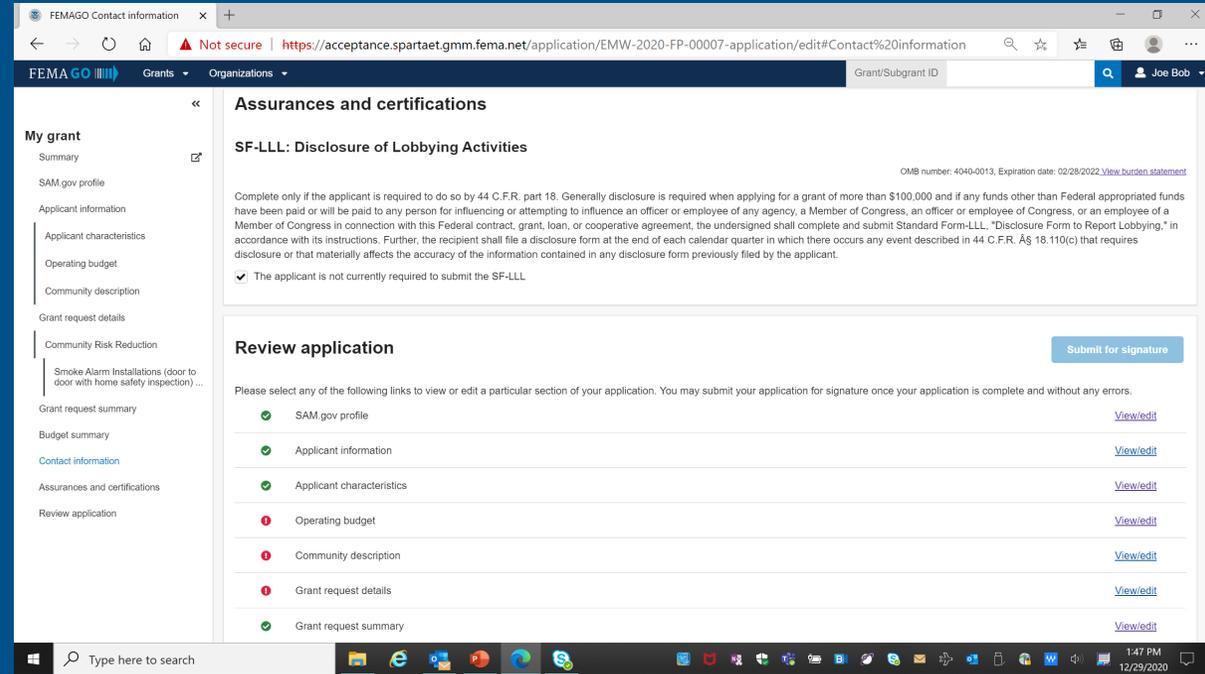


FEMA

A screenshot of a web browser displaying the FEMA GO application interface. The browser address bar shows a URL from acceptance.spartaet.gmm.fema.net. The page title is "FEMA GO" and the user is logged in as "Joe Bob". The left sidebar shows a navigation menu with options like "My grant", "Summary", "SAM.gov profile", "Applicant information", "Applicant characteristics", "Operating budget", "Community description", "Grant request details", "Community Risk Reduction", "Grant request summary", "Budget summary", "Contact information", "Assurances and certifications", and "Review application". The main content area is titled "Contact information" and contains several sections: "Did any individual or organization assist with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application?" with radio buttons for "Yes" and "No"; "Application participants" with a red warning box stating "Add a participant. At least one participant is required." and an "Add a participant" button; "Secondary point of contact" with a text input field and a description of the role. At the bottom, there is a table with contact information for "MR FnOm LnOm dfasdfasf", including a primary phone number (5555554321) and additional phone numbers (5555551212). The Windows taskbar is visible at the bottom of the screenshot.

STEP 18:

- Only complete the SF-LLL Disclosure of Lobbying Activities if you are applying for a grant of more than \$100,000 and if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this grant.



The screenshot displays the FEMA GO application portal interface. The browser address bar shows the URL: <https://acceptance.spartaet.gmm.fema.net/application/EMW-2020-FP-00007-application/edit#Contact%20information>. The page title is "FEMAGO Contact information". The main content area is titled "Assurances and certifications" and contains the "SF-LLL: Disclosure of Lobbying Activities" section. This section includes a "Summary" tab, a "SAM.gov profile" link, and a checkbox labeled "The applicant is not currently required to submit the SF-LLL", which is checked. Below this is a "Review application" section with a "Submit for signature" button and a list of application sections with "View/edit" links: SAM.gov profile, Applicant information, Applicant characteristics, Operating budget, Community description, Grant request details, and Grant request summary. The left sidebar shows a navigation menu with options like "My grant", "Applicant information", "Applicant characteristics", "Operating budget", "Community description", "Grant request details", "Community Risk Reduction", "Grant request summary", "Budget summary", "Contact information", "Assurances and certifications", and "Review application". The bottom of the screen shows the Windows taskbar with the date and time: 1:47 PM, 12/29/2020.



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STEP 19:

- The “Review application” section will identify any errors.
- If you click “view/edit” next to a section, you can jump directly there.
 - You may need to scroll to see errors.
- The missing/invalid information will be displayed in red.

Review application Submit for signature

Please select any of the following links to view or edit a particular section of your application. You may submit your application for signature once your application is complete and without any errors.

● SAM.gov profile	View/edit
● Applicant information	View/edit
● Applicant characteristics	View/edit
● Operating budget	View/edit
● Community description	View/edit
● Applicant and community trends	View/edit
● Call volume	View/edit
● Grant request details	View/edit
● Grant request summary	View/edit
● Budget summary	View/edit
● Assurances and certifications	View/edit
● Contact information	View/edit

et/application/.../edit

Narrative statements

The narrative statements must provide all the information necessary for you to justify your needs and for FEMA to make an award decision. A panel of peer reviewers will perform the second phase of the applications' evaluations by using the narrative statements below to determine the worthiness of the request for an award.

Please ensure that your narrative clearly addresses each of the following evaluation criteria elements to the best of your ability with detailed but concise information. Provide only the information being requested for each element; if you provided information pertaining to the narrative elements elsewhere in the application you must still include it below. Failure to provide the information being requested may result in a lower score or the application not being funded. The narrative statements must provide all the information necessary for you to justify your needs and to

Project descriptions

Why does the department need the positions requested in this application?
Please ensure that your narrative clearly addresses each of the following evaluation criteria elements to the best of your ability with detailed but concise information. Provide only the information being requested for each element; if you provided information pertaining to the narrative elements elsewhere in the application you must still include it below. Failure to provide the information being requested may result in a lower score or the application not being funded. The narrative statements must provide all the information necessary for you to justify your needs and to

Please enter fewer than 2,500 characters.

How will the positions requested in this application be used within the department? (e.g., 4th on engine, open a new station, eliminate browned out stations, reduce overtime)?

A response is required.

What specific benefits will the requested positions provide to the department and community?

How will the positions requested

Please enter at least 200 characters.



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STEP 20:

- When all sections are complete, click the “Submit for signature” button at the top of the “Review application” section.
- Remember that only the AOR can submit the application to FEMA!
- If you are not the AOR, please notify the AOR that the application is ready to be submitted. The AOR must sign in separately and submit the application.

Review application [Submit for signature](#)

Please select any of the following links to view or edit a particular section of your application. You may submit your application for signature once your application is complete and without any errors.

✓ This application is ready to submit for signature
Submit this application for final signature to complete the application submission process.

✓ SAM.gov profile	View/edit
✓ Applicant information	View/edit
✓ Applicant characteristics	View/edit
✓ Operating budget	View/edit
✓ Community description	View/edit
✓ Applicant and community trends	View/edit
✓ Call volume	View/edit
✓ Grant request details	View/edit
✓ Grant request summary	View/edit
✓ Budget summary	View/edit
✓ Assurances and certifications	View/edit
✓ Contact information	View/edit

Submit for signature



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STEP 21:

- The screen will jump to the middle of the application – click again on the “Submit application” option from the left menu.
- Complete all assurances and certifications by entering your password. You will need to enter your password eight (8) times.
- At the bottom, click the final “Submit” button, or click to “Return to edit application.”

The screenshot shows the FEMA GO application interface. The top navigation bar includes 'FEMA GO', 'Grants', 'Organizations', and a search bar. The left sidebar menu is expanded to 'Submit application'. The main content area is titled 'Submit application' and contains the following sections:

- Assurance and certifications**
- Instructions**: These assurances and certifications include requirements attached to all federal grants, including the right of the Federal Government to review the grant activity. You should read over this material to become aware of the requirements. The assurances and certifications must be read, signed, and electronically submitted as a part of the application. The lobbying form may not be applicable.
- OMB number: 4040-0007, Expiration date: 02/28/2022, [View burden statement](#)
- SF-424B: Assurances - Non-Construction Programs**
- OMB Number: 4040-0007
- Expiration Date: 02/28/2022
- Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.
- As the duly authorized representative of the applicant, I certify that the applicant:
 1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

The screenshot shows the 'Sign and submit' section of the FEMA GO application interface. The left sidebar menu is expanded to 'Submit application'. The main content area contains the following sections:

- I certify that my contact information is accurate
- Sign and submit**
- By entering my password, I, Joe Bob, am hereby providing my signature for this application as of 12/29/2020 3:56 pm.
- Please enter your password.
-
- Submit** button
- Return to edit application** button



Tips for Using FEMA GO

- FEMA GO will support only the most recent major release of the following browsers: Google Chrome, Internet Explorer, Mozilla Firefox, Apple Safari, Microsoft Edge.
- Users who use tablet type devices or other browsers may encounter issues when using FEMA GO.
- There are no “save” buttons – the system will save the information as you move throughout the application.
- If you forget to complete a question or input an invalid response into the application, you will receive red error messages.
- Multiple individuals can work on an application at the same time; you will see a message if someone else is working on the application at the same time.



Tips for Using FEMA GO (continued)

- You cannot add photos, charts, graphs, or other computer graphic files (.jpg, .gif, etc.) to the text boxes.
- Text boxes are limited to plain text and most are limited in characters.
- Double and triple check the information being submitted!
 - Work with finance or other departments to ensure all facts and figures are accurate and consistent throughout the entire application.
 - If you include any "filler" or placeholder text while filling out the application, update the application fields with the final and complete answers.



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Other Application Submission Tips

- If a grant writer prepared the application, make sure the AOR reads the application before submitting it.
- Once the AOR submits the application, it cannot be changed.
 - You do have the option to re-open a submitted application but only while the application period is still open.
 - In order to be considered for funding, an application must be resubmitted prior to the end of the application period.
- The AOR that submitted the application will receive an email confirmation from FEMA GO as proof of timely submission.



Application Resources

- SAFER Program Help Desk
 - Phone #: 1-866-274-0960
 - The Help Desk is open 8 a.m. to 4:30 p.m. ET, Monday through Friday
 - Email: firegrants@fema.dhs.gov
- Website: <https://www.fema.gov/grants/preparedness/firefighters>
- FEMA GO Help Desk
 - Phone #: 1-877-585-3242
 - The FEMA GO Helpdesk is open 8:00 a.m. to 6:00 p.m. ET, Monday through Friday
 - Email: femago@fema.dhs.gov



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Thank you



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