

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

Recruitment and Retention of Volunteer 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 or 1720 standards in the most cost-effective manner.
- Applications resulting in the largest percentage increases in compliance with NFPA 1710 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).
- **Recruitment and Retention (R&R) of Volunteer Firefighters Activity (R&R 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).
 - Note that this presentation will **only** cover the R&R Activity.
- Applicants who wish to apply for both activities must submit two separate applications.



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New for FY 2020

- The following requirement is being waived for FY 2020 SAFER Program R&R Activity grants:
 - 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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R&R Activity Period of Performance (POP)

- The POP may either be 12, 24, 36, or 48 months for grants awarded under the R&R Activity.
- A 90-day recruitment period begins when FEMA makes the grant award.
- **The POP automatically starts after the 90-day recruitment ends regardless of whether the recipient has begun implementing its grant award.**
- The POP **cannot** start later than 90 days after the award announcement.
- Recipients may request to begin the POP early by submitting a grant amendment.



R&R Activity Eligible Costs

- The R&R Activity assists fire departments with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response.
- Activities and costs must be correlated to the recruitment or retention needs identified in the application.
- Departments should consult their Authority Having Jurisdiction (AHJ) or legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.
- All grant-related purchases and activities must be **incurred, received, and completed** within the period of performance (POP).
- The period of coverage and/or service delivery on all contracts and agreements may not begin prior to or extend beyond the grant POP.



R&R Activity Ineligible Costs

- Salary and benefits for firefighters.
- Retroactive payments or recognition for operational (firefighting) activities/services such as operational training and/or responding to incidents **prior to the grant award.**
- Costs incurred outside of the POP (except for grant writer fees).
- Fire suppression equipment.
- Vehicles.
- Fire simulators, fire evolution or fire training props.
- Communication equipment including cell phones, pagers, portable radios, or Computer-Aided Dispatch systems.
- See pages 61–63 of the FY 2020 SAFER Program NOFO for the full list of ineligible costs.



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R&R Activity Regional Requests

- Applicants may apply for a regional grant if the proposed activities will have a direct or local benefit beyond the immediate boundaries of the applicant's first-due area.
- A regional request is an opportunity for an eligible R&R Activity organization to act as a host and apply for funding on behalf of itself and any number of other participating R&R Activity-eligible organizations.
- The community identification characteristics, the organizational status of the applicant, and the permanent resident population should be entered for the host entity, regardless of the composition of the participating partners.
- Neither the regional host nor any participating partner is prevented from also applying on behalf of their own organization for any SAFER Program Activity. However, it cannot be for the same item.



R&R Activity Regional Requests (continued)

- Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU) or equivalent document signed by the host and all participating organizations participating in the award prior to submitting an application for a Regional Project.
- The MOU must specify the individual and mutual responsibilities of the host and participating partners, the host's and participants' level of involvement in the project(s), the participating partners' Employer Identification Numbers (EIN), and the proposed distribution of all grant-funded assets or contracted services.
- Any entity named in the application as benefiting from the award must be an eligible SAFER Program organization and must be a party to the MOU or equivalent document.



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R&R Activity Interest Organizations

- The purpose of these grants is to assist **national, state, local, or federally recognized tribal organizations** with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response.
- The grants are intended to create an aggregate increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies on behalf of the fire departments being represented.
- Projects that are comprehensive, based on a clear needs assessment, implementation plan, evaluation plan, and have, or will establish, fire service partnerships will receive higher consideration.



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R&R Activity Standard Operating Procedures

- All funded activities must be governed by formally adopted Standard Operating Procedures (SOPs).
- At a minimum, SOPs should specify who qualifies for each of the incentives, specific requirements for earning the incentives, and the disposition of the awarded incentives if an individual fails to fulfill the stipulations.
- FEMA may ask for copies of an applicant's SOPs prior to, or after being awarded a grant.



R&R Activity Procurement

- Applicants must have a written procurement policy when procuring goods **and** services with grant funds.
- **All procurement activity must be conducted in accordance with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.327.**
- Applicants must maintain written standards of conduct covering conflicts of interest of employees engaged in the selection, award, and administration of contracts.
- Applicants must provide full and open competition.
- No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.



R&R Activity Procurement (continued)

- Grant recipients must verify that the contractor(s) are not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to 2 C.F.R. § 180.300.
- Except for grant writer services, we highly recommend that if applicants enter into other contracts to carry out the award, that the contract not begin prior to the start date of the POP because those costs would not be allowable.
- Regardless of whether the applicant requests grant writer fees, federal funds cannot be used to pay a grant writer to provide post-award services unless a single contract covering both pre- and post-award services was awarded to the grant writer and procured in compliance with 2 C.F.R. § 200.317-.327.



R&R 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 is established, each application will then receive a computer-generated score called the pre-score.
 - The pre-score is **30%** of the total score.
- **PHASE 2:** Panel of peer reviewers scores the narrative statement and makes funding recommendations. The peer review score is **70%** of the total score.



R&R Activity Application Scoring (continued)

- **PHASE 3:** Applications are rank-ordered starting with the highest-scoring application and combined with the statutory allocation requirements.
- FEMA then 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's Award Administration Division, which conducts an additional Financial Integrity Review.
- See pages 18–19 in the FY 2020 SAFER Program NOFO for additional information.



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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 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>)



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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 account 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.



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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.

FEMA GO – User Roles

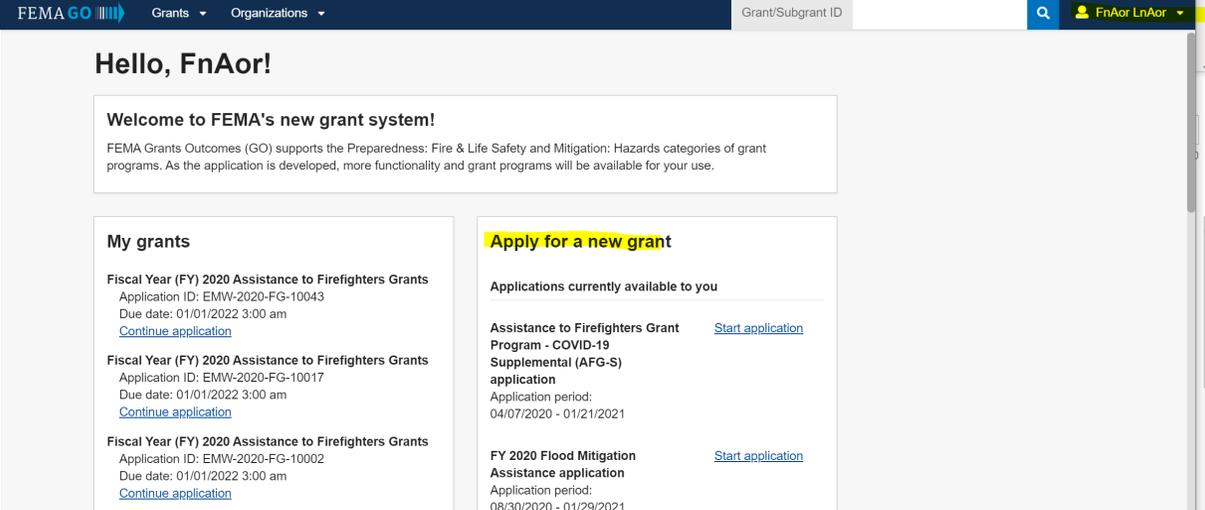
- **Primary AOR** – the FEMA GO system automatically assigns this role to the person listed as the eBiz POC in an organization’s SAM record. The Primary AOR can manage team members including adding, editing, or deleting, and can perform all system functions in FEMA GO including signing and submitting 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 the FEMA GO logo, dropdown menus for 'Grants' and 'Organizations', a search bar, and a user profile icon labeled 'FnAor LnAor'. Below the navigation bar, a large white box contains a welcome message: 'Hello, FnAor!' followed by 'Welcome to FEMA's new grant system!' and a brief description of the system. The main content area is divided into two columns. The left column, titled 'My grants', lists three active grant applications with their respective IDs, due dates, and 'Continue application' links. The right column, titled 'Apply for a new grant', lists two available grant applications with their titles and 'Start application' links. The 'Apply for a new grant' header is highlighted in yellow.



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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).

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](#)



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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):

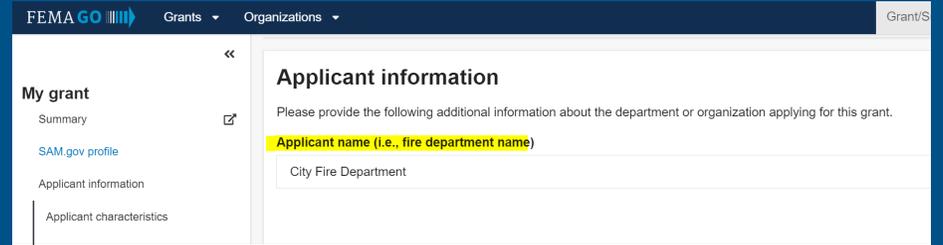
900011001



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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.



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



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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	
Operating budget	Describe your financial need to include descriptions of the following:
Applicant and community trends	<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
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.
- Select “Grant writer fee” only if requesting to use federal grant funds to reimburse a grant writer or preparer.

Grant request details

i Instructions

If you intend to request funds for an activity, you must answer all of the activity specific questions and specify at least one budget item budget object class information. The cost figures you provide do not have to be firm quotes from your vendors, but they should be estimated based on research of current prices (i.e., check with at least two vendors for your estimates). If you do not have these estimates, you can come back and modify this area at any point before you submit your application to DHS. Select grant writer fee when adding an activity if there is a grant-writing fee associated with the preparation of the request. At least one 12-month period must have values greater than zero.[budget object class information](#).

Grand total: \$0

Add activity

■ There has to be at least one activity

■ Total charges **MUST** be greater than \$0

Add activity to Request Details

Select activity:

Select

Select

Recruitment and Retention

Grant writer fee



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STEP 11:

- Once you have added the “Recruitment and Retention” Activity, you can begin adding the categories and grant-related costs.

Add activity to Request Details

Select activity:

- Select
- Select
- Recruitment and Retention**
- Grant writer fee

Program area: Recruitment and retention

Total requested for Recruitment and Retention activity: \$0

Remove activity

Add category to Recruitment and Retention

Please provide the following additional information that pertains to your fire department.



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STEP 12:

- After you add a category, you will need to add a corresponding sub-category.
 - Enter the quantity and unit prices of each cost you expect to procure in each year of the POP.
 - Note that entering costs in years 2 - 4 years means you are seeking either a 2, 3, or 4-year POP).
 - The total will be system-calculated.
 - Enter a detailed description for each item or activity detailing the specifics of this procurement and why it is needed.



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Remove category

Add sub-category to New Member Costs

Add sub-category to New Member Costs

Sub-category

Annual NFPA 1582 Physical

Budget class

Select

YEAR	QUANTITY	UNIT PRICE	TOTAL
1	<input type="text"/>	<input type="text"/> \$	TOTAL
2	<input type="text"/>	<input type="text"/> \$	TOTAL
3	<input type="text"/>	<input type="text"/> \$	TOTAL
4	<input type="text"/>	<input type="text"/> \$	TOTAL
TOTAL			

Description

STEP 13:

- Continue adding categories and sub-categories 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: Recruitment and retention

Total requested for Recruitment and Retention activity: \$500,000.00

Remove activity

Add category to Recruitment and Retention

Please provide the following additional information that pertains to your fire department.

As a reminder, the purpose of these grants is to assist fire departments with the recruitment and retention of volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response. The grants are intended to create a net increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies within the grant recipient's geographic response area. SAFER grants focus only on NFPA 1710 (Section 5.2.4.1 - Single-Family Dwelling Initial Full Alarm Assignment Capability) or NFPA 1720 (Section 4.3 - Staffing and Deployment).

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

Based on current volunteer staffing levels:

How often does the department meet the selected NFPA assembly requirements for your department's first due response zone/jurisdiction served?

- Never (0%)
- Rarely (1 to 19%)
- Sometimes (20 to 39%)
- Half of the time (40 to 59%)
- Often (60 to 79%)

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 description

Describe the problems and issues the department is experiencing in recruiting new volunteer firefighters (e.g., why are you unable to recruit members on your own?).

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STEP 15:

- Check the “Grant request summary” for an overview of your grant request.
- In response to the Environmental and Historical Preservation (EHP) question, if your application involves installation of any kind or breaking ground or walls (e.g., signs, renovations), select “No”.
- Check the “Budget summary” for a breakdown of costs per year.

Grant request summary

The table below summarizes the number of items and total cost within each activity you have requested funding for. This table will update as you change the items within your grant request details.

Grant request summary

Category	Number of sub-categories	Total cost
New Member Costs	1	\$500,000.00
Recruitment & Retention Coordinator	1	\$100,000.00
Total	2	\$600,000.00

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	Year 4	Total
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$50,000.00	\$100,000.00	\$150,000.00	\$200,000.00	\$500,000.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



FEMA

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



FEMA

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.

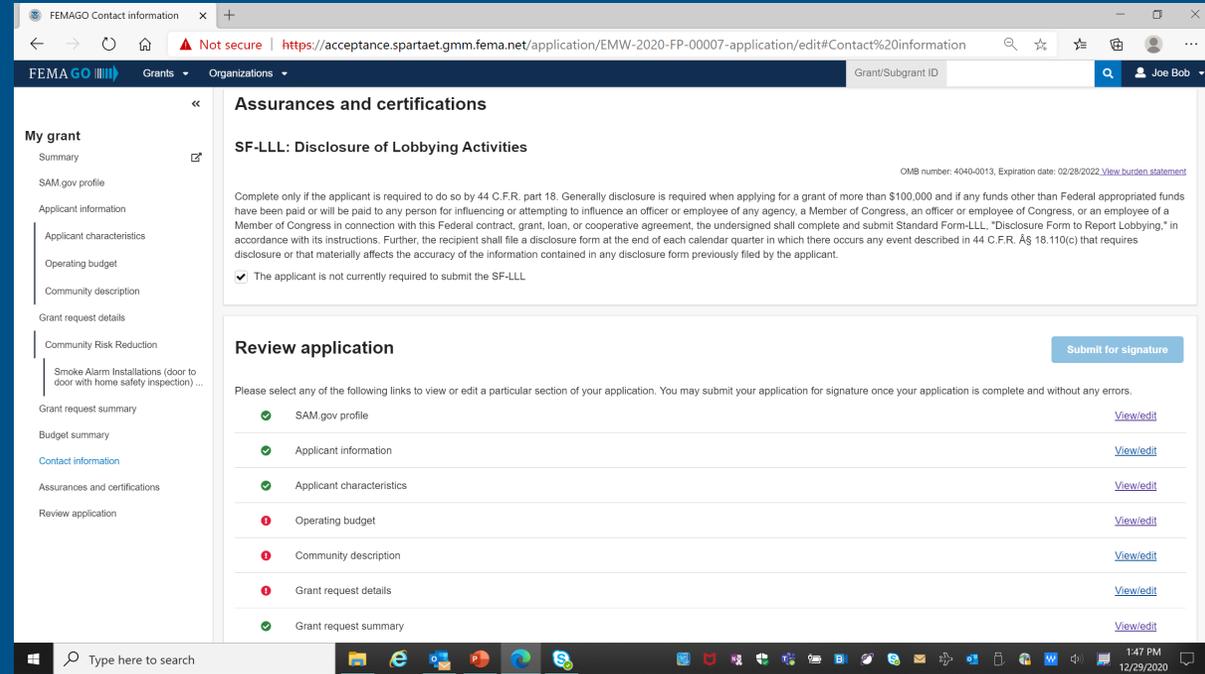


FEMA

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: a question about assistance with drafting, a section for "Application participants" with a red warning box stating "Add a participant. At least one participant is required." and a blue "Add a participant" button, a "Secondary point of contact" section with a text input field, and a table for contact information with fields for "MR FnOm LnOm", "Primary phone", and "Additional phones". The Windows taskbar at the bottom shows the time as 1:46 PM on 12/29/2020.

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. 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 for "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. The list includes: SAM.gov profile (checked), Applicant information (checked), Applicant characteristics (checked), Operating budget (unchecked), Community description (unchecked), Grant request details (unchecked), and Grant request summary (checked). The Windows taskbar at the bottom shows the date and time as 12/29/2020, 1:47 PM.



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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

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

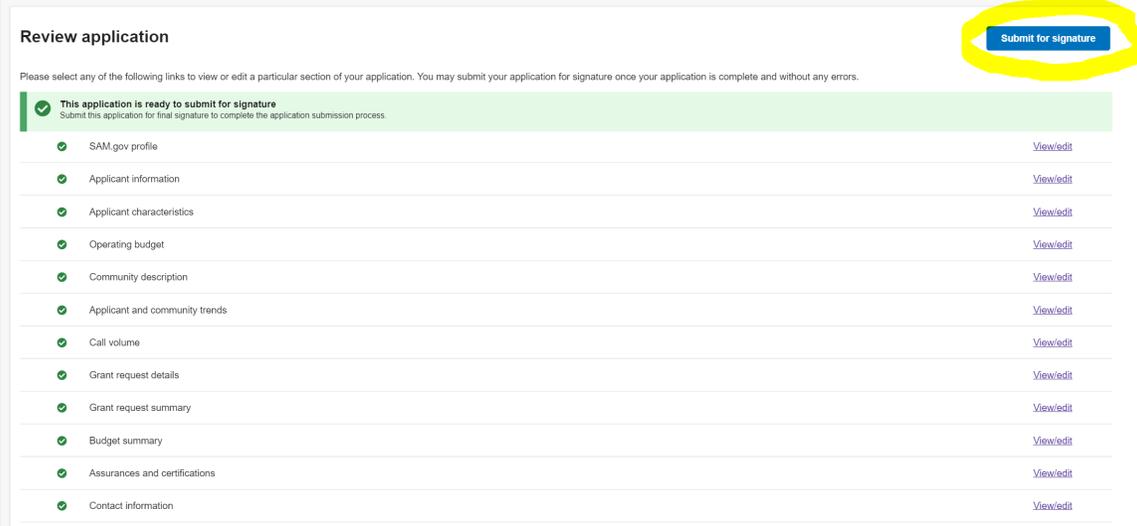
Please enter at least 200 characters.



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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



FEMA

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 the FEMA GO logo, 'Grants', 'Organizations', and a search bar. The left sidebar menu is expanded to show 'Submit application' highlighted in yellow. 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.
- 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 show 'Submit application' highlighted in blue. 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



FEMA

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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