

# FY 2020 Staffing for Adequate Fire & Emergency Response Grant Program: Recruitment & Retention of Volunteer Firefighters, Request Details Information

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This document provides information on how to complete the Request Details section of the Fiscal Year (FY) 2020 Staffing for Adequate Fire & Emergency Response (SAFER) Grant Program – Recruitment & Retention of Volunteer Firefighters (R&R) Activity applications. This document has been developed to provide applicants with a list of the categories and sub-categories available in the application, as well as information about the level of detail needed for each budget line item included in the application.

## R&R Request Details Overview

In order to sufficiently complete the Request Details section, applicants must adequately describe the correlation between the proposed costs and activities to the identified recruitment and retention problems or issues. FEMA will not provide funding for a budget line item if an applicant does not provide sufficient information detailing how the proposed cost and activity will enhance recruitment and retention efforts. Regardless of the eligibility of any costs and activities requested, FEMA reserves the right to reduce any requests for funding, in whole or in part, that it is determined to be excessive, or otherwise contrary to the best interests of the SAFER Grant Program.

As applicants begin preparing their application, they should thoroughly review and reference the FY 2020 SAFER Grant Program Notice of Funding Opportunity (NOFO) to ensure there is a clear understanding of the application requirements, as well as the eligible and ineligible grant-related costs and activities.

It is important to note that all awarded SAFER Grant Program costs and activities must be incurred, received, and completed within the period of performance. The period of coverage and/or service delivery on all contracts and agreements may not begin prior to, or extend beyond, the period of performance of the award.

## Categories and Sub-categories

The FY 2020 SAFER R&R activity application requires the use of “drop-down” menus to complete the Request Details section. The Request Details section is where applicants will request funding for all grant-related purchases and activities (i.e., budget line items) and provide details on the specific costs to be incurred. The drop-down menus correlate to the list of eligible grant-related costs on pages 56 - 70 of the FY 2020 SAFER NOFO. The eligible grant-related costs and activities are organized by Category and Sub-Category.



# FEMA

The “Category” drop-down is used to indicate the main budget item for which funds are being requested. The “Sub-category” is used to further breakdown the selected budget item. For example, a Marketing Program is a Category that contains two Sub-categories: Media Marketing (TV/Radio/Internet, etc.) and Print Marketing (Newspaper/Signs/Banners/Flyers/Brochures, etc.).

In addition to selecting the appropriate Category and Sub-category for each line item, applicants must also provide details on the specific costs anticipated under each budget line item. Applicants must provide a specific and descriptive explanation of the anticipated costs and activities under the “Description” section within each line item. In addition, applicants must also provide detailed information about how each proposed cost was determined and calculated.

## **Policies and Procedures**

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

If an application is awarded, grant recipients must ensure that all awarded costs and activities are governed by formally adopted policies and procedures (i.e., standard operating procedures, standard operating guidelines, program policies, etc.). At a minimum, the formally adopted policies and procedures should specify who qualifies for each of the costs and activities (i.e., nominal stipend, awards, incentives, etc.), the specific requirements for receiving or becoming involved with an awarded cost and activity (i.e. tuition assistance, nominal stipend, awards incentives, etc.), and the disposition of the awarded cost and activity if an individual fails to fulfill the stipulations of the associated policy. FEMA may request copies of any grant-related policies and procedures at any time after funds are awarded.

**Table 1: Grant Writer Fee Category**

Sub-Category	Description Details	Important Notes and Considerations
Grant Writer Fee	Detail the costs included.	<ul style="list-style-type: none"> <li>▪ Costs are limited to a total of \$1,500.</li> <li>▪ Grant writer fees requested on a contingency basis are considered ineligible costs.</li> <li>▪ Grant writer fees must have been paid within 30 days of the end of the application period and prior to any contact with SAFER Program Office staff or an Offer of Award.</li> <li>▪ Reference the FY 2020 SAFER NOFO for more information.</li> </ul>

**Table 2: Staffing Needs/Risk Assessment Category**

Sub-Category	Description Details	Important Notes and Considerations
Staffing Needs/Risk Assessment	<ul style="list-style-type: none"> <li>▪ Detail the type of staffing needs and risk assessment selected.</li> <li>▪ Detail the costs included in the assessment fee (e.g., data collection supplies, contractors or personnel, software programs, etc.).</li> <li>▪ Describe how the costs were determined.</li> </ul>	If a staffing needs assessment is requested and the application is selected for funding, the staffing needs assessment will be the only activity that will be funded.

**Table 3: Recruitment & Retention Coordinator, Program Manager, and Grant Administrator Categories**

Sub-Category	Description Details	Important Notes and Considerations
Salary (Employee)	<ul style="list-style-type: none"> <li>▪ Identify whether the position is part-time or full-time.</li> <li>▪ Detail the number of hours that will be worked per week and the tasks that the individual will perform as part of the award.</li> <li>▪ Describe how the salary was determined (e.g., U.S. Bureau of Labor Statistics), and how this employee will be hired (e.g., hired</li> </ul>	<ul style="list-style-type: none"> <li>▪ Applicants hiring under this category must have written hiring policies and procedures in place.</li> <li>▪ The employee must be appointed or hired in the same manner in which the department/organization would have hired an employee with non-federal funds.</li> </ul>

Sub-Category	Description Details	Important Notes and Considerations
	<p>from within, advertised position, etc.).</p>	
<p>Fringe Benefits (Employee)</p>	<ul style="list-style-type: none"> <li>▪ Detail the benefits requested and the amount/percentage for each applicable benefit.</li> <li>▪ Describe how the benefits and amounts/percentages were determined.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Benefits may include employer contributions or expenses for social security, employee insurance, workmen’s compensation, pension plan costs, etc.</li> <li>▪ Reference the FY 2020 SAFER NOFO and 2 C.F.R. § 200.431 for additional details.</li> </ul>
<p>Contracted Position</p>	<ul style="list-style-type: none"> <li>▪ Identify whether the position is part-time or full-time.</li> <li>▪ Detail the number of hours that will be worked per week and the tasks that the individual will perform as part of the award.</li> <li>▪ Describe how the proposed contracted amount was determined (e.g., U.S. Bureau of Labor Statistics),</li> </ul>	<ul style="list-style-type: none"> <li>▪ Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items.</li> <li>▪ All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.</li> </ul>
<p>Travel</p>	<ul style="list-style-type: none"> <li>▪ Detail the items requested (e.g. per diem, hotel, airfare, mileage, etc.) and the cost of each item.</li> <li>▪ Describe how the costs were determined (e.g., travel policy, government rate, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Costs must comply with the department/organization's written travel policies and procedures.</li> <li>▪ If policies are not established, costs will only be reimbursed at the Federal Government rate established by GSA.</li> </ul>
<p>Supplies</p>	<ul style="list-style-type: none"> <li>▪ Detail the supplies requested, and the cost for each.</li> <li>▪ Describe how the costs were determined.</li> </ul>	
<p>Computer</p>	<ul style="list-style-type: none"> <li>▪ Detail the type (i.e., desktop or laptop), cost, and purpose of the computer.</li> <li>▪ Describe any additional equipment included and provide a breakdown of costs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A single computer or printer is eligible.</li> <li>▪ Computers in common areas or individual computers for training/education are ineligible.</li> </ul>
<p>Other not listed above (explain)</p>	<ul style="list-style-type: none"> <li>▪ Detail the items and activities and the costs for each.</li> </ul>	<p>This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.</p>

Sub-Category	Description Details	Important Notes and Considerations
	<ul style="list-style-type: none"> <li>▪ Describe how the costs were determined.</li> </ul>	

**Table 4: Marketing Program Category**

Sub-Category	Description Details	Important Notes and Considerations
Media Marketing (TV/Radio/Internet, etc.)	<ul style="list-style-type: none"> <li>▪ Detail the specific type(s) of media marketing (e.g., television, radio, social media).</li> <li>▪ Detail how many recruitment ads will be distributed per year and how this will enhance recruitment.</li> <li>▪ Describe how the costs were determined (e.g., market research).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items.</li> <li>▪ All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.</li> </ul>
Print Marketing (Newspaper/Signs/Banners/Flyers/Brochures, etc.)	<ul style="list-style-type: none"> <li>▪ Detail the specific type(s) of print marketing (e.g., newspapers, billboards, signs, banners, brochures, flyers).</li> <li>▪ Detail how many recruitment ads will be distributed per year and how this will enhance recruitment.</li> <li>▪ Describe how the costs were determined (e.g., market research).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Applicants must have a written procurement policy if grant funds will be used to procure property, services, or items.</li> <li>▪ All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.</li> </ul>
LED Sign	<ul style="list-style-type: none"> <li>▪ Detail the type of sign and costs included with the purchase of the sign (e.g., electrical).</li> <li>▪ Describe how the costs were determined (e.g., market research).</li> <li>▪ Describe how the sign will tie into the current (or requested) marketing plan and how the sign will tie into and enhance recruitment goals and objectives.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only one LED/electronic sign is allowed per applicant.</li> <li>▪ Environmental and Historic Preservation (EHP) restrictions apply (reference the FY 2020 SAFER NOFO for additional details).</li> <li>▪ 75% of the sign’s usage must be dedicated to Recruitment and Retention activities.</li> </ul>
Other not listed above (explain)	<ul style="list-style-type: none"> <li>▪ Detail the items/activities requested under this line item.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<ul style="list-style-type: none"> <li>▪ This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.</li> <li>▪ All “giveaways,” such as pencils, pens, t-shirts, cups, mugs, or balloons, for recruitment events are ineligible.</li> </ul>

Sub-Category	Description Details	Important Notes and Considerations
		<ul style="list-style-type: none"> <li>▪ Video cameras/recording equipment are ineligible.</li> </ul>

**Table 5: New Member Costs Category**

Sub-Category	Description Details	Important Notes and Considerations
<p>NFPA 1582 Entry-Level Physical</p>	<ul style="list-style-type: none"> <li>▪ Detail the number of new recruits anticipated to receive an entry-level NFPA 1582-compliant physical and the cost per physical.</li> <li>▪ Describe how the costs were determined (e.g., market research, local physician or health center prices).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only one entry-level physical per new recruit is considered an eligible cost.</li> <li>▪ Physicals and annual exams for current members are ineligible costs.</li> <li>▪ Physicals must meet NFPA 1582 standards (Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks – Specific Evaluation of Medical Conditions in Members).</li> <li>▪ The cost of physicals should be based on local physician or health center prices.</li> <li>▪ Detailed information on implementing NFPA 1582 physicals can be found at <a href="https://www.fstaresearch.org/roadmap">https://www.fstaresearch.org/roadmap</a>.</li> </ul>
<p>Annual NFPA 1582 Physical (for new recruits receiving entry-level physicals)</p>	<ul style="list-style-type: none"> <li>▪ Detail the number of new recruits anticipated to receive an annual physical and the cost per physical.</li> <li>▪ Describe how the costs were determined (e.g., market research, local physician or health center prices).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Annual physicals are only eligible for new recruits whom are also anticipated to receive an NFPA 1582 entry-level physical.</li> <li>▪ Physicals and annual exams for current members are ineligible costs.</li> <li>▪ Costs for annual physicals are ineligible during the first year of the grant.</li> </ul>
<p>Station Duty Uniforms</p>	<ul style="list-style-type: none"> <li>▪ Detail the number of new recruits anticipated to receive a set of station duty uniforms.</li> <li>▪ Detail the total cost of one set of station duty uniforms.</li> <li>▪ Describe the items included for one set of station duty uniforms and the cost per item.</li> </ul>	<ul style="list-style-type: none"> <li>▪ One station duty uniform for each new recruit only</li> <li>▪ SAFER considers one set of station duty uniforms as one pair of pants, one shirt, one hat, and one pair of boots.</li> <li>▪ Class A (i.e., Dress Uniforms) are ineligible.</li> </ul>

Sub-Category	Description Details	Important Notes and Considerations
Other not listed above (explain)	<ul style="list-style-type: none"> <li>▪ Detail the items and activities and the costs for each.</li> <li>▪ Describe how the costs were determined.</li> </ul>	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.

**Table 6: Training Category**

Sub-Category	Description Details	Important Notes and Considerations
Basic (Minimum) Firefighter Training	<ul style="list-style-type: none"> <li>▪ Detail the type(s) of training being requested (e.g., CPR, First Responder, EMT, Firefighter 1, Firefighter 2).</li> <li>▪ Detail the number of recruits anticipated to attend each training and the total cost per training (including supplies, instructors, etc.).</li> <li>▪ Describe the department's current training budget and why this funding is needed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training requested must be required by the Authority Having Jurisdiction (AHJ) to meet the basic minimum firefighter certification and not covered under a department's normal operating budget.</li> <li>▪ Advanced training must be requested under Advanced Firefighter Training Category.</li> <li>▪ The following costs are considered ineligible: fire simulators, fire evolution, or fire training props (e.g., burn trailers, forcible entry, rescue/smoke maze, flashover simulators), supplies, expendables, or "onetime" use items such as foam, fuel/propane, breaching materials, (e.g., wood or sheetrock).</li> </ul>
Leadership/Career Training	<ul style="list-style-type: none"> <li>▪ Detail the type of training being requested, the number of members anticipated to attend each training, and the total cost per training (including supplies, instructors, etc.).</li> <li>▪ Describe the department's current training budget and why this funding is needed.</li> <li>▪ Describe how this training will tie into your retention goals and objectives.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only eligible when used as a retention incentive that is not covered under a department's normal operating budget.</li> <li>▪ Courses must provide continuing education units (CEU's) or certificates of completion to be considered eligible costs.</li> <li>▪ The following costs for classes and training should be included in the "Other" subcategory, unless these costs are already in the total class and training fee: lost wages, mileage</li> </ul>

Sub-Category	Description Details	Important Notes and Considerations
		<p>or transportation, lodging, and per diem.</p> <ul style="list-style-type: none"> <li>▪ Note that costs for mileage and transportation, lodging, and per diem must comply with the department’s written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate established by GSA.</li> </ul>
<p>Instructor/Train-the-Trainer Training</p>	<ul style="list-style-type: none"> <li>▪ Detail the type of training being requested, the total number of members anticipated to attend each training, and the total cost per training (including supplies, instructors, etc.).</li> <li>▪ Describe the department's current training budget and why this funding is needed.</li> <li>▪ Describe how this training will tie into your retention goals and objectives.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only eligible if the costs are not covered under a department’s normal operating budget.</li> <li>▪ The following costs for classes and training should be included in the “Other” subcategory, unless these costs are already in the total class and training fee: lost wages, mileage or transportation, lodging, and per diem.</li> <li>▪ Note that costs for mileage and transportation, lodging, and per diem must comply with the department’s written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate established by GSA.</li> </ul>
<p>Instructor Costs or Fees</p>	<ul style="list-style-type: none"> <li>▪ Detail the type of costs being requested and the total cost per training (including supplies, instructors, etc.).</li> <li>▪ Describe the department's current training budget and why this funding is needed.</li> <li>▪ Describe how this training will tie into your retention goals and objectives.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The following costs for classes and training should be included in the “Other” subcategory, unless these costs are already in the total class and training fee: lost wages, mileage or transportation, lodging, and per diem.</li> <li>▪ Note that costs for mileage and transportation, lodging, and per diem must comply with the department’s written travel policies and procedures. If policies are not established, costs will only be</li> </ul>



Sub-Category	Description Details	Important Notes and Considerations
Advanced Firefighter Training	<ul style="list-style-type: none"> <li>▪ Detail the type of training being requested, the total number of members anticipated to attend each training, and the total cost per training (including supplies, instructors, etc.).</li> <li>▪ Describe the department's current training budget and why this funding is needed.</li> <li>▪ Describe how this training will tie into your retention goals and objectives.</li> </ul>	<p>reimbursed at the Federal Government rate established by GSA.</p> <ul style="list-style-type: none"> <li>▪ Advanced training is only eligible for members who have already met the minimum firefighter certifications required by the Authority Having Jurisdiction (AHJ).</li> <li>▪ The training requested must not be currently covered under the department's operating budget and must closely correlate to the applicant's recruitment and/or retention goals.</li> <li>▪ The following costs are considered ineligible: Fire simulators, fire evolution, or fire training props (e.g., burn trailers, forcible entry, rescue/smoke maze, flashover simulators), supplies, expendables, or "onetime" use items such as foam, fuel/propane, breaching materials (e.g., wood or sheetrock).</li> <li>▪ The following costs for classes and training should be included in the "Other" subcategory, unless these costs are already in the total class and training fee: lost wages, mileage or transportation, lodging, and per diem.</li> <li>▪ Note that costs for mileage and transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate established by GSA.</li> </ul>
Other not listed above (explain)	<ul style="list-style-type: none"> <li>▪ Detail the items and activities requested and the costs for each.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<p>This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.</p>

**Table 7: Tuition Assistance for Higher Education Category**

Sub-Category	Description Details	Important Notes and Considerations
Tuition Costs	<ul style="list-style-type: none"> <li>▪ Detail the number of members anticipated to receive tuition costs and the amount per member.</li> <li>▪ Describe how members will qualify to receive tuition costs, and the disposition of tuition costs provided to a member who fails to fulfill the associated stipulations for receiving these costs.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tuition costs for student loan payments are considered ineligible costs.</li> <li>▪ Only tuition costs for classes offered and completed during the period of performance are eligible.</li> </ul>
Books/Lab Fees	<ul style="list-style-type: none"> <li>▪ Detail the costs for books and lab fees requested, and the cost for each.</li> <li>▪ Describe how the costs were determined.</li> </ul>	
Other not listed above (explain)	<ul style="list-style-type: none"> <li>▪ Detail the items and activities and the costs for each.</li> <li>▪ Describe how the costs were determined.</li> </ul>	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.

**Table 8: Personal Protective Equipment (PPE) Category**

Sub-Category	Description Details	Important Notes and Considerations
Full Set - Structural Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>▪ Detail the number of new recruits that will receive structural PPE.</li> <li>▪ Detail the total cost of one full set of PPE.</li> <li>▪ Describe the items (i.e., gear components) included in one set of PPE and the cost per item.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only one set of PPE (structural or wildland firefighting) is allowable per new recruit.</li> <li>▪ PPE costs for current members is not an eligible cost.</li> <li>▪ All new recruits for whom PPE is provided must pass an NFPA 1582-compliant physical.</li> <li>▪ PPE purchased with grant funding must be utilized by adequately trained staff.</li> <li>▪ SAFER considers one full set of structural PPE to be: one SCBA</li> </ul>

Sub-Category	Description Details	Important Notes and Considerations
		<p>mask/face piece, one pair of pants, one coat, one helmet, two hoods, one pair of boots, two pairs of gloves, one pair of goggles, and one pair of suspenders.</p>
<p>Full Set - Wildland Personal Protective Equipment (PPE)</p>	<ul style="list-style-type: none"> <li>▪ Detail the number of new recruits that will receive wildland PPE.</li> <li>▪ Detail the total cost of one set of PPE.</li> <li>▪ Describe the items (i.e., gear components) included in one set of PPE and the cost per item.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only one set of PPE (structural or wildland firefighting) is allowable per new recruit.</li> <li>▪ PPE costs for current members is not an eligible cost.</li> <li>▪ All new recruits for whom PPE is provided must pass an NFPA 1582-compliant physical.</li> <li>▪ PPE purchased with SAFER Program funding must be utilized by adequately trained staff.</li> <li>▪ SAFER considers one full set of Wildland PPE to be: one pair of pants, one coat, one jumpsuit, one helmet, one pair of boots, one pair of gloves, one pair of suspenders, one pair of goggles, one fire shelter, one web gear, one backpack, and one canteen/hydration system.</li> </ul>
<p>Personal Safety/Rescue Bailout Systems</p>	<ul style="list-style-type: none"> <li>▪ Detail the number of new recruits that will receive a Personal Safety/Rescue Bailout System.</li> <li>▪ Describe the statutorily required items (i.e., gear components) included in one set, and the cost per item.</li> </ul>	<p>If statutorily required, SAFER will consider all statutorily required items to be part of a complete PPE set</p>
<p>American National Standards Institute (ANSI)-approved retro-reflective highway apparel</p>	<ul style="list-style-type: none"> <li>▪ Detail the number of new recruits that will receive highway apparel under this award.</li> <li>▪ Describe the item requested, and cost per item.</li> </ul>	
<p>Other not listed above (explain)</p>	<ul style="list-style-type: none"> <li>▪ Detail the items requested and the costs for each.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<p>This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.</p>

**Table 9: Nominal Stipends Category**

Sub-Category	Description Details	Important Notes and Considerations
Points Based System	<ul style="list-style-type: none"> <li>▪ Detail the type of award or incentive (e.g., duty shifts, operational training, and/or responding to incidents), and the amount/percentage requested per type.</li> <li>▪ Detail the amount the fire department would pay to hire a full-time firefighter to perform the same services for which the stipend is being provided.</li> <li>▪ Describe how members can qualify to receive the award or incentive, including the maximum amount a member can receive per year.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stipends may only be provided to volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response.</li> <li>▪ Stipends may only be provided for operational (firefighting) activities, including duty shifts, operational training, and responding to incidents.</li> <li>▪ Stipends may not exceed 20% per person of what the fire department would otherwise pay to hire a full-time firefighter to perform the same services.</li> <li>▪ Stipend programs must be governed by formally adopted Standard Operating Procedures.</li> <li>▪ Gift cards may not be used for nominal stipends.</li> <li>▪ FEMA recommends applicants consult their Authority Having Jurisdiction (AHJ), or the department’s legal counsel, to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.</li> </ul>
Pay-Per-Call	<ul style="list-style-type: none"> <li>▪ Detail the type of award or incentive (e.g., duty shifts, operational training, and/or responding to incidents), and the amount/percentage requested per type.</li> <li>▪ Detail the amount the fire department would pay to hire a full-time firefighter to perform the same services for which the stipend is being provided.</li> <li>▪ Describe how members can qualify to receive the award or incentive,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stipends may only be provided to volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response.</li> <li>▪ Stipends may only be provided for operational (firefighting) activities, including duty shifts, operational training, and responding to incidents.</li> <li>▪ Stipends may not exceed 20% per person of what the fire department would otherwise pay to hire a full-time</li> </ul>

Sub-Category	Description Details	Important Notes and Considerations
	<p>including the maximum amount a member can receive per year.</p> <ul style="list-style-type: none"> <li>▪ Describe how the costs were determined.</li> </ul>	<p>firefighter to perform the same services.</p> <ul style="list-style-type: none"> <li>▪ Stipend programs must be governed by formally adopted Standard Operating Procedures.</li> <li>▪ Gift cards may not be used for nominal stipends.</li> <li>▪ FEMA recommends applicants consult their Authority Having Jurisdiction (AHJ), or the department’s legal counsel, to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.</li> </ul>
<p>Other not listed above (explain)</p>	<ul style="list-style-type: none"> <li>▪ Detail the items and activities and the costs for each.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<p>This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.</p>

**Table 10: Explorer/Cadet/Mentoring Programs Category**

Sub-Category	Description Details	Important Notes and Considerations
<p>Station Duty Uniforms</p>	<ul style="list-style-type: none"> <li>▪ Detail the number of new recruits anticipated to receive a set of station duty uniforms.</li> <li>▪ Detail the total cost of one set of station duty uniforms.</li> <li>▪ Describe the items included for one set of station duty uniforms and the cost per item.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only one set of station duty uniforms is allowable for each new recruit.</li> <li>▪ SAFER considers one set of station duty uniforms as one pair of pants, one shirt, one hat, and one pair of boots.</li> <li>▪ Class A (i.e., Dress Uniforms) are ineligible.</li> </ul>
<p>Training (Non-Immediate Danger to Life and Health or IDLH)</p>	<ul style="list-style-type: none"> <li>▪ Detail the type of training being requested (e.g., CPR, First Responder, EMT, Firefighter 1, Firefighter 2).</li> <li>▪ Detail the number of explorer/cadets anticipated to attend each training and the total cost per training (including supplies, instructors, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only cost allowed by the Authority Having Jurisdiction (AHJ) are eligible.</li> <li>▪ Training involving the IDLH atmosphere is ineligible.</li> <li>▪ The following costs are considered ineligible: fire simulators, fire evolution, or fire training props (e.g., burn trailers, forcible entry, rescue/smoke maze, flashover simulators), supplies, expendables, or</li> </ul>

Sub-Category	Description Details	Important Notes and Considerations
Full Set – Structural Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>▪ Describe the department's current training budget and why the requested funding is needed.</li> <li>▪ Detail the number of cadets anticipated to receive a set of structural PPE.</li> <li>▪ Detail the total cost of one set of structural PPE.</li> <li>▪ Describe the items (i.e., gear components) included in one set of structural PPE and the cost per item.</li> </ul>	<p>“onetime” use items foam, fuel/propane, breaching materials (e.g., wood or sheetrock).</p> <ul style="list-style-type: none"> <li>▪ Only one set of PPE (structural or wildland firefighting) is allowable per new recruit.</li> <li>▪ PPE costs for current members is not an eligible cost.</li> <li>▪ Physicals for explorers/cadets are not required to meet NFPA 1582.</li> <li>▪ SAFER considers one full set of structural PPE for explorers/cadets to be: one pair of pants, one coat, one helmet, two hoods, one pair of boots, two pairs of gloves, one pair of goggles, and one pair of suspenders.                             <ul style="list-style-type: none"> <li>○ PPE for explorers/cadets may not be used in an IDLH atmosphere</li> <li>○ SCBA mask/face pieces are not eligible because PPE for explorers/cadets may not be used in an IDLH atmosphere.</li> </ul> </li> </ul>
Full Set - Wildland Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>▪ Detail the number of cadets anticipated to receive a set of wildland PPE.</li> <li>▪ Detail the total cost of one set of wildland PPE.</li> <li>▪ Describe the items (i.e. gear components) included in one set of wildland PPE and the cost per item.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only one set of PPE (structural or wildland) is allowable per new recruit.</li> <li>▪ PPE costs for current members is not an eligible cost.</li> <li>▪ Physicals for explorers/cadets are not required to meet NFPA 1582.</li> <li>▪ SAFER considers one full set of wildland PPE to be: one pair of pants, one coat, one jumpsuit, one helmet, one pair of boots, one pair of gloves, one pair of suspenders, one pair of goggles, one fire shelter, one web gear, one backpack, and one canteen (i.e. hydration) system.                             <ul style="list-style-type: none"> <li>○ PPE for explorers/cadets may not be used in an IDLH atmosphere</li> <li>○ SCBA mask/face pieces are not eligible because PPE for</li> </ul> </li> </ul>

Sub-Category	Description Details	Important Notes and Considerations
		explorers/cadets may not be used in an IDLH atmosphere.
Other not listed above (explain)	<ul style="list-style-type: none"> <li>▪ Detail the items and activities and the costs for each.</li> <li>▪ Describe how the costs were determined.</li> </ul>	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.

**Table 11: Length of Service Award Program (LOSAP) or Retirement Program Category**

Sub-Category	Description Details	Important Notes and Considerations
Length of Service Award Program (LOSAP)	<ul style="list-style-type: none"> <li>▪ Detail the type of LOSAP to be provided and the cost per member.</li> <li>▪ Describe how the costs were determined.</li> <li>▪ Confirm that your Department has not previously received funding from FEMA for a LOSAP.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Costs may only be provided to volunteer firefighters who meet minimum service requirements.</li> <li>▪ Costs for awards (i.e., plaques or gift cards) must be included in the Awards/Incentives for Operational Activities Category.</li> <li>▪ Costs may only be requested for a new LOSAP (i.e., department has never had a LOSAP), or to increase the coverage of an existing LOSAP to include new members.</li> <li>▪ If funding is requested to expand a current LOSAP, only the costs to expand the program are eligible.</li> <li>▪ FEMA recommends applicants consult their Authority Having Jurisdiction (AHJ), or the department’s legal counsel, to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters</li> </ul>
Retirement Program	<ul style="list-style-type: none"> <li>▪ Detail the type of Retirement Program to be provided and the cost per member.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Costs may only be provided to volunteer firefighters who meet minimum service requirements.</li> <li>▪ Costs may only be requested for a new Retirement Program (i.e., department has never had a Retirement Program), or to increase</li> </ul>

Sub-Category	Description Details	Important Notes and Considerations
	<ul style="list-style-type: none"> <li>▪ Confirm that your department has not previously received funding from FEMA for a Retirement Program.</li> </ul>	<ul style="list-style-type: none"> <li>the coverage of an existing Retirement Program to include new members.</li> <li>▪ If funding is requested to expand a current Retirement Program, only the costs to expand the program are eligible.</li> <li>▪ FEMA recommends applicants consult their Authority Having Jurisdiction (AHJ), or the department’s legal counsel, to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.</li> </ul>
Other not listed above (explain)	<ul style="list-style-type: none"> <li>▪ Detail the items and activities and the costs for each.</li> <li>▪ Describe how the costs were determined.</li> </ul>	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.

**Table 12: Insurance Packages Category**

Sub-Category	Description Details	Important Notes and Considerations
Accidental Death and Dismemberment (AD&D)/Workers Compensation/Disability	<ul style="list-style-type: none"> <li>▪ Detail the number of members anticipated to receive AD&amp;D Insurance and the cost per member.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reference the FY 2020 SAFER NOFO and 2 C.F.R. § 200.431 for additional details.</li> </ul>
Health/Dental	<ul style="list-style-type: none"> <li>▪ Detail the number of members anticipated to receive Health/Dental insurance and the cost per member.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reference the FY 2020 SAFER NOFO and 2 C.F.R. § 200.431 for additional details.</li> </ul>
Other not listed above (explain)	<ul style="list-style-type: none"> <li>▪ Detail the items and activities and the costs for each.</li> <li>▪ Describe how the costs were determined.</li> </ul>	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.



**Table 13: Awards/Incentives for Operational Activities Category**

Sub-Category	Description Details	Important Notes and Considerations
Length of service plaques	<ul style="list-style-type: none"> <li>▪ Detail the number of members anticipated to receive length of service plaques.</li> <li>▪ Detail the type of length of service plaques requested and the cost for each.</li> <li>▪ Describe how the members can qualify to receive a length of service plaque.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Length of service plaques may only be provided for operational (firefighting) activities, such as operational training and/or responding to incidents.</li> <li>▪ Length of service plaques for EMS and non-firefighting activities ineligible costs.</li> </ul>
Gift cards for top responders	<ul style="list-style-type: none"> <li>▪ Detail the number of members anticipated to receive gift cards.</li> <li>▪ Detail the type of gift cards requested and the amount for each.</li> <li>▪ Describe how the members can qualify to receive a gift card.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Gift cards may only be provided for operational (firefighting) activities, such as operational training and/or responding to incidents.</li> <li>▪ Gift cards may only be issued to operational firefighters who have completed the minimum firefighter training required by the AHJ.</li> <li>▪ A logbook for the purchase and issuance of gift cards is required and must include the following information: the name of each recipient, date received, value of card, reason for issuance, and signature of recipient.</li> </ul>
Non-uniform clothing	<ul style="list-style-type: none"> <li>▪ Detail the number of members anticipated to receive non-uniform clothing.</li> <li>▪ Detail the type of non-uniform clothing requested and the amount for each item.</li> <li>▪ Describe how the members can qualify to receive the non-uniform clothing.</li> <li>▪ Describe how the costs were determined.</li> <li>▪ Confirm that the non-uniform clothing is not part of a standard duty uniform.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Non-uniform clothing may only be requested as part of a documented award program.</li> <li>▪ Non-uniform clothing is limited to shirts, jackets, and pullovers.</li> </ul>

Sub-Category	Description Details	Important Notes and Considerations
Other not listed above (explain)	<ul style="list-style-type: none"> <li>▪ Detail the items and activities and the costs for each.</li> <li>▪ Describe how the costs were determined.</li> </ul>	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.

**Table 14: Remodeling/Renovation of Existing Facilities Category**

Sub-Category	Description Details	Important Notes and Considerations
Remodeling/Renovation of Existing Facilities	<ul style="list-style-type: none"> <li>▪ Detail the type of remodeling or renovation activity and the total cost.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Renovations may only include minor interior alterations not to exceed \$10,000 (total per grant award).</li> <li>▪ Renovations may not change the footprint or profile of the building.</li> <li>▪ Environmental and Historic Preservation (EHP) restrictions may apply (reference the FY 2020 SAFER NOFO for additional details).</li> <li>▪ FEMA will not fund projects that are initiated without the required EHP Review.</li> </ul>

**Table 15: Other (Explain) Category**

Sub-Category	Description Details	Important Notes and Considerations
Other (explain)	<ul style="list-style-type: none"> <li>▪ Detail the items and activities and the costs for each.</li> <li>▪ Describe how the costs were determined.</li> </ul>	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.

The following eligible costs should be added under the Other Category/Sub-Category

Other Description	Description Details	Important Notes and Considerations
Management and Administration (M&A) Costs	<ul style="list-style-type: none"> <li>▪ Detail the items included in the management and administration fees and the cost for each.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<ul style="list-style-type: none"> <li>▪ M&amp;A cost are limited to up to 3% of the total award.</li> <li>▪ M&amp;A costs must be identifiable and directly related to the implementation and management of the SAFER Grant Program.</li> <li>▪ Salaries and fringe benefits for personnel directly supporting the grant are not required to be included in the M&amp;A budget line item.</li> </ul>
Indirect Costs	<ul style="list-style-type: none"> <li>▪ Detail the items included in the indirect costs.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reference the FY 2020 SAFER NOFO for more information.</li> </ul>
Audit Costs	<ul style="list-style-type: none"> <li>▪ Detail the audit costs included in the application.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Costs must be proportional to the SAFER Grant Program award.</li> <li>▪ Recipients of multiple federal funding sources can only charge a pro rata share of the audit cost(s) to the SAFER Grant Program award.</li> <li>▪ Costs must be incurred during the period of performance.</li> </ul>
Exercise Equipment and Gym Memberships	<ul style="list-style-type: none"> <li>▪ Detail the items and activities and costs for each.</li> <li>▪ Describe how the costs were determined.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reference the FY 2020 SAFER NOFO for more information.</li> <li>▪ Costs are limited to no more than \$10,00 per grant award</li> </ul>