US Department of Homeland Security
Funding Opportunity Announcement (FOA)

FY 2014 FIRE PREVENTION AND SAFETY GRANT PROGRAM

Overview Information

Issued By

US Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

Catalog of Federal Domestic Assistance (CFDA) Number

97.044

CFDA Title

Assistance to Firefighters Grant

Funding Opportunity Announcement Title

Fiscal Year (FY) 2014 Fire Prevention and Safety Grant Program (FP&S)

Authorizing Authority for Program

Section 33 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 USC § 2229)

Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2014 (Pub. L. No. 113-76)

Opportunity ID Number

DHS-14-GPD-044-000-98

Key Dates and Time

Application Start Date:	03/16/2015 at 8:00 a.m. ET
Application Submission Deadline:	04/17/2015 at 5:00 p.m. ET
Anticipated Funding Selection Date:	N/A
Anticipated Award Date:	No later than 09/30/2015

Other Key Dates

Projected Award Start Date(s):	06/01/2015
Projected Award End Date(s):	09/30/2015

Intergovernmental Review

Is an intergovernmental review required? ☐ Yes ☒ No

Pursuant to Executive Order 12372, an intergovernmental review may be required by applicable State law or regulation. Applicants must contact their State's Single Point of

Contact (SPOC) to find out about and comply with the State's process under Executive Order 12372. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's homepage at http://www.whitehouse.gov/omb/grants_spoc to ensure currency.

Application Submission Extension

Is an extension to the application submission deadline permitted? ☐ Yes ☒ No

FOA Executive Summary

Funding Category

Select the applicable program type:
☐ New ☒ Continuation ☐ One-time

Date of origin for Program:

10/30/2000

Funding Opportunity Category

☒ Discretionary ☐ Mandatory ☒ Competitive ☐ Non-competitive

Application Process

DHS makes all funding opportunities available through the common electronic "storefront" Grants.gov, accessible on the Internet at http://www.grants.gov. For details on how to apply through Grants.gov, please read the full FOA, Section IX. How to Apply. If you experience difficulties accessing information or have any questions, please call the Grants.gov Contact Center at (800) 518-4726.

FP&S Application Home Page

Links to the AFG Application portal are available via Grants.gov, the US Fire Administration, or the AFG Website. For additional details, please see the full FOA, Section IX. How to Apply.

Eligible Applicants

The following entities are eligible to apply directly to FEMA under this solicitation:

1. Fire Prevention and Safety Activity (FP&S)
☒ Fire Departments ☒ National Organizations ☒ Regional Organizations ☒ State Organizations ☒ Local Organizations ☒ Native American Tribal Organizations ☒ Community Organizations with fire prevention and/or fire safety experience or expertise ☒ Private and Public Non-profit Organizations

2. Firefighter Safety Research and Development Activity (R&D)
☒ National Organizations ☒ Regional Organizations ☒ State Organizations ☒ Local Organizations ☒ Academic Universities ☒ Public Health ☒ Occupational Health ☒ Injury Prevention Institutions ☒ Private and Public Non-profit Organizations.

For additional details, please see the full FOA, Section III. Eligibility Information.

Type of Funding Instrument

Select the applicable funding instrument:
☒ Grant ☐ Cooperative Agreement

Cost Share or Match

Select the applicable requirement:
☒ Cost Share ☐ Cost Match ☐ Voluntary

NOTE: Grantee cost sharing is five percent for all eligible applicants unless modified by a waiver, subject to waiver eligibility. For additional details, please see Appendix B – Award Administration Information, Section I. Cost Sharing and Maintenance of Effort Requirements.

Maintenance of Effort

Is there a Maintenance of Effort (MOE) requirement?
☒ Yes ☐ No

A maintenance of effort is required under this program for all awardees, unless modified by a waiver, subject to waiver eligibility. An applicant seeking an FP&S Grant shall agree to maintain during the term of the grant the applicant's aggregate expenditures relating to the activities allowable under this FOA at not less than 80 percent (80%) of the average amount of such expenditures in the two (2) fiscal years preceding the fiscal year in which the grant award is received.

Management and Administration

No more than three percent of the federal share of FP&S Funds awarded may be retained by the grantee for management and administration (M&A) purposes associated with the FP&S Award. For additional details, please see Appendix B – Award Administration Information, Section II. Other Allowable Costs, A. Management and Administrative Costs.

Indirect Costs

Indirect costs are allowable only if the applicant has an approved indirect cost rate with the cognizant federal agency.

Please refer to Appendix B – Award Administration Information, Section II. Other Allowable Costs, B. Indirect Costs.

Full Funding Opportunity Announcement

I. Funding Opportunity Description

Program Overview and Priorities

The Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA) Grant Programs Directorate is responsible for the implementation and administration of the Assistance to Firefighters Grant (AFG) Program. The purpose of the AFG Program is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards by assisting fire prevention programs and supporting firefighter health and safety research and development. The Grant Programs Directorate administers the Fire Prevention and Safety (FP&S) Grant Program as part of the AFG Program.

FP&S Grants are offered to support projects in two activities:

- **Fire Prevention and Safety Activity:** FP&S Activities are designed to reach high-risk target groups and mitigate the incidence of death and injuries caused by fire and fire-related hazards.

  Accordingly, the four categories eligible for funding under this activity include the following:
  - General Education/Awareness
  - Code Enforcement/Awareness
  - Fire & Arson Investigation
  - National/State/Regional Programs and Studies

  Each category within this activity has specific priorities. For additional details, please see Appendix A., Section II. Eligible Activities and Categories.

- **Research and Development Activity:** R&D Projects are aimed at improving firefighter safety, health, or wellness through research and development that reduces firefighter fatalities and injuries ("Firefighter Safety Research and Development Activity").

  Accordingly, the five categories eligible for funding under this activity include the following:
  - Clinical Studies
  - Technology and Product Development
  - Database System Development
  - Dissemination and Implementation Research
  - Preliminary Studies

This FOA provides potential applicants with application requirements and details for processing and evaluating applications for financial assistance for both of these activity areas.

Criteria Development Panel (CDP)

FEMA annually convenes the Criteria Development Panel, a panel of Subject Matter Experts (SMEs) representing major fire service organizations, responsible for recommending fair and consistent application criteria and program priorities to FEMA.

For additional details, see Appendix A – Application Guidelines and Program Priorities, Section I. Criteria Development Panel.

Program Objectives

The objective of the FY 2014 FP&S Program is to award grants directly to eligible applicants in order to carry out fire prevention and education, fire code enforcement, fire and arson investigation, and firefighter safety and health programming and prevention efforts.

The FY 2014 FP&S Program plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government.

The FY 2014 FP&S Program's allowable costs support the efforts to build and sustain core capabilities.

Examples of tangible outcomes from FY 2014 FP&S Program includes building, sustaining, and delivering core capabilities through

- Public Information and Warning
- Operational Coordination
- Planning
- Community Resilience
- Long-Term Vulnerability Reduction
- Environmental Response/Health and Safety

For additional details, please see "National Preparedness Goal, First Edition, September 2011" at http://www.fema.gov/pdf/prepared/npg.pdf.

II. Funding Information

Award Amounts, Important Dates, and Extensions

Available Funding for the FOA:	$34,000,000
Projected Number of Awards:	100
Projected Award Start Date:	06/15/2015
Projected Award End Date:	09/30/2015

NOTE: Applications and awards are limited to a maximum federal share of $1.5 million, regardless of applicant type.

Applicants will be notified via e-mail, through the AFG eGrants award management system, of the offer of an award. Applicants must accept their grant awards no later than 30 days from the award date. The awardee shall notify FEMA, the awarding agency, of its intent to accept and proceed with work under the grant or provide a written notice of intent to decline. Funds will remain on hold (for a maximum of 90 days) until the grantee accepts the award via the online AFG eGrants system. Declinations may be submitted via the online AFG eGrants system or through official correspondence (e.g., written, electronic signature, signed letter, or fax to the Grant Programs Directorate, Federal Emergency Management Agency, 800 K. Street NW, 9th Floor North Tower, Washington, DC 20001, Fax 202-786-9938), and all other conditions of award have been satisfied or the award is otherwise rescinded.

NOTE: Failure to accept the grant award within the 90-day timeframe may result in a loss of funds.

For additional details, please see the full FOA, Section VI. Post-Selection and Pre-Award Guidelines, A. Notice of Award.

Period of Performance

- **Fire Prevention and Safety Activity (FP&S):** The period of performance for projects proposed under the FP&S Activity is generally twelve (12) months. Eligible applicants who propose complex projects, such as those under the National/Regional/State Programs and Studies, may apply for up to a twenty-four (24) month period of performance from the date of award.
- **Research and Development Activity (R&D):** The period of performance for projects proposed under the R&D Activity is 12, 24 or 36 months from the date of award.

Extensions to the Period of Performance

Is an extension to the Period of Performance permitted? ☒ Yes ☐ No

Grantees may receive an extension to their period of performance, upon request, due to compelling legal, policy, or operational challenges. For details, please see Appendix B – Award Administration Information, Section V. Amendments, A. Period of Performance Extensions.

III. Eligibility Information

A. Eligibility Criteria

i. Eligible Applicants

The following entities are eligible to apply directly to FEMA under this FOA:

1) **Fire Prevention and Safety Activity (FP&S):** Eligible applicants for this activity include fire departments; and, national, regional, state, local, Native American tribal, and non-profit organizations that are recognized for their experience and expertise in fire prevention and safety programs and activities. Both private and public non-profit organizations are eligible to apply for funding in this activity.

   For-profit organizations, federal agencies, and individuals are not eligible to receive a FP&S Grant Award under the FP&S Activity.

2) **Research and Development Activity (R&D):** Eligible applicants for this activity include national, state, local, Native American tribal, and non-profit organizations, such as academic (e.g., universities), public health, occupational health, and injury prevention institutions. Both private and public non-profit organizations are eligible to apply for funding in this activity.

   The aforementioned entities are encouraged to apply, especially those that are recognized for their experience and expertise in firefighter safety, health, or wellness research and development activities.

   Fire departments are not eligible to apply for funding in the R&D Activity. Additionally, for-profit organizations, federal agencies, and individuals are not eligible to receive a grant award under the R&D Activity.

ii. Category Eligibility Criteria

Please see Appendix A - Application Guidelines and Program Priorities, Section II. Eligible Activities and Categories for more information on eligible categories and project types under both the FP&S Activity and the R&D Activity.

IV. Funding Restrictions

Restrictions on Use of Award Funds

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity.

Applicants may only submit one application, but may submit up to three projects under each activity (FP&S and R&D). Any applicant that submits more than one application may have *all* applications deemed ineligible.

For more information on restrictions on use of award funds, please see Appendix B – Award Administration Information, Section II. Other Allowable Costs.

V. Application Review Information and Selection Process

A. Application Review Information

FEMA will screen submitted applications to affirm the eligibility for award of both the applicants and projects. Ineligible applications will not be considered for funding.

i. Technical Evaluation Process – Fire Prevention and Safety Activity

All eligible FP&S Activity applications will be evaluated by a Technical Evaluation Process (TEP). The TEP is comprised of a panel of Peer Reviewers and then an additional review by FEMA. The panel of Peer Reviewers will assess each application's merits with respect to the detail provided in the Narrative Statement on the activity, including the evaluation elements listed in the "Evaluation Criteria" section.

The panel will independently score each project within the application, discuss the merits and/or shortcomings of the application, and document the findings. A consensus is not required. The highest ranked applications will be deemed in the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a Subject Matter Expert (SME) as well as a FEMA AFG/FP&S Program Office review prior to being recommended for award. The FEMA AFG/FP&S Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and grantee responsibility prior to recommending any application for award.

ii. Technical Evaluation Process – Research and Development Activity

Eligible applications will be evaluated by a Technical Evaluation Process (TEP). The TEP is comprised of a Fire Service Panel Review, a Science Panel Review and then additional review by FEMA. All eligible applications will first be reviewed and scored by a panel of fire service experts to assess the need for the research results and the likelihood that the results would be implemented by the fire service in the United States.

The applications that are determined most likely to be implemented to enable improvement in firefighter safety, health, or wellness will be deemed to be in the "competitive range" and will be forwarded to the second level of application review, which is the scientific panel review

process. This panel will be comprised of scientists and technology experts who have expertise pertaining to the subject matter of the proposal.

Scientific reviewers will independently score applications in the competitive range and, if necessary, discuss the merits or shortcomings of the application in order to reconcile any major discrepancies identified by fellow reviewers. A consensus is not required.

The highest ranked applications will be deemed in the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a SME as well as a FEMA AFG/FP&S Program Office review prior to being recommended for award. With input from these panels, for the highest ranked applications, FEMA will review each application's strengths and weaknesses, how best the strengths fit the priorities of the FP&S Program, and how readily the weaknesses may be resolved to support likely impact of the project to improve firefighter safety, heath, or wellness. The FEMA AFG/FP&S Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and grantee responsibility prior to recommending any application for award.

B. Application Selection Process

Funding decisions will be informed by an assessment of how well the application addresses the criteria and considerations listed below. Applications will be reviewed by the TEP using weighted evaluation criteria to score the project. These scores will impact the ranking of a project for funding.

The applicant's prior AFG, Staffing for Adequate Fire and Emergency Response (SAFER), and FP&S Grant management performance will also be taken into consideration when making recommendations for award. All final funding determinations will be made by the Administrator of FEMA or the Administrator's delegate.

The relative weight of the evaluation criteria in the determination of the grant award is listed below.

i. Evaluation Criteria for Projects - Fire Prevention and Safety Activity

- **Financial Need (10%):** Applicants should provide details in the Applicant Information section of the application on the need for financial assistance to carry out the proposed project(s). Included in the description might be other unsuccessful attempts to acquire financial assistance**.** Applicants should: provide detail about the applicant's operating budget, including a high-level breakdown of the budget; describe the applicant's inability to address financial needs without federal assistance; and, discuss other actions the applicant has taken to meet their staffing needs (e.g., state assistance programs or other grant programs).

- **Vulnerability Statement (20%):** The assessment of fire risk is essential in the development of an effective project goal, as well as meeting FEMA's goal to reduce risk by conducting a risk assessment as a basis for action. Vulnerability is a "weak link," demonstrating high risk behavior, living conditions, or any type of high risk situation or behavior. The Vulnerability Statement should include a description of the steps taken to determine the vulnerability (weak link) and identify the target audience. The methodology for determination of vulnerability (i.e., how you found the weak link) should be discussed in-depth in the application's Narrative Statement.
    - The specific vulnerability (weak link) that will be addressed with the proposed project can be established through a formal or informal risk assessment. FEMA encourages the use of local statistics, rather than national statistics, when discussing the vulnerability.
    - In a clear, to-the-point statement, the applicant should summarize the vulnerability (weakness) the project will address, including who is at risk, what the risks are, where the risks are, and how the risks can be prevented.
    - For the purpose of the FY 2014 FP&S FOA, formal risk assessments consist of the use of software programs or recognized expert analysis that assess risk trends.
    - Informal risk assessments could include an in-house review of available data (e.g., National Fire Incident Reporting System [NFIRS]) to determine fire loss, burn injuries or loss of life over a period of time, and the factors that are the cause and origin for each occurrence.

- **Implementation Plan (20%):** Each project should provide details on the implementation plan which discusses the proposed project's goals and objectives. The following information should be included to support the implementation plan:
    - Goals and objectives
    - Details regarding the methods and specific steps that will be used to achieve the goals and objectives
    - Timelines outlining the chronological project steps
    - Where applicable, examples of marketing efforts to promote the project, who will deliver the project (e.g., effective partnerships), and the manner in which materials or deliverables will be distributed
    - Requests for props (i.e., tools used in educational or awareness demonstrations), including specific goals, measurable results, and details on the frequency for which the prop will be utilized as part of the implementation plan. Applicants should include information describing the

efforts that will be used to reach the high risk audience and/or the number of people reached through the proposed project (examples of props include safety trailers, puppets, robots, or portable safety houses)

NOTE: For applicants proposing a complex project that may require a 24 month Period of Performance, please include significant justification and details in the implementation plan that justify the applicant's need for a Period of Performance of more than 12 months.

- **Evaluation Plan (20%):** Projects should include an evaluation of effectiveness and identify measurable goals. Applicants seeking to carry out awareness and educational projects, for example, should identify how they intend to determine that there has been an increase in knowledge about fire hazards, or measure a change in the safety behaviors of the audience. Applicants should demonstrate how they will measure risk at the outset of the project in comparison to how much the risk decreased after the project is finished. There are various ways to measure the knowledge gained about fire hazards, including the use of surveys, pre- and post-tests, or documented observations.

- **Cost-Benefit (10%):** Projects will be evaluated based on how well the applicant addresses the fire prevention needs of the department or organization in an economic and efficient manner. It should show how to maximize the level of funding that goes directly into the delivery of the project. The costs associated with the project must also be reasonable for the target audience that will be reached and a description of how the anticipated benefit(s) of their projects outweighs the cost(s) of the requested item(s) should be included. It should provide justification for all costs included in the project in order to assist the TEP with their review.

- **Sustainability (15%):** Each project will also be evaluated to determine whether the overall activity will be sustained (continued) beyond the grant performance period and whether it has a greater potential for long-term benefits. Examples of sustainable projects can be shown through the long-term benefits derived from the delivery of the project, the number of non-federal partners likely to continue the effort, or the demonstrated long-term commitment of the applicant.

- **Funding Priorities (5%):** Applicants will be evaluated on whether the proposed project meets the stated funding priority (listed below) for the applicable category.

- **General Education/Awareness Priority:** Comprehensive home fire safety campaign with door-to-door smoke alarm installations and/or sprinkler awareness.
- **Fire/Arson Investigation Priority:** Projects that aim to aggressively investigate every fire.
- **Code Enforcement/Awareness Priority:** Projects that focus on first time or reinstatement of code adoption and code enforcement.
- **National/State/Regional Programs and Studies Priority:** Projects that focus on residential fire issues and/or firefighter safety projects or strategies that are designed to measureable change firefighter behavior and decision-making.
- **Meeting the needs of people with disabilities (additional consideration):** Applicants in the General Education/Awareness category will receive additional consideration if, as part of their comprehensive smoke alarm installation and education program, they address the needs of people with disabilities (e.g., deaf/hard-of-hearing, etc.) in their community.

- **Experience and Expertise (additional consideration**): Applicants who demonstrate their experience and ability to conduct fire prevention and safety activities, and to execute the proposed or similar project(s), will receive additional consideration.

  NOTE: Applicants in the National/State/Regional Programs and Studies category will be required to list in the Narrative Section any proposed or in place partnerships that would support the project.

ii. Evaluation Criteria for Projects - Research and Development Activity

Funding decisions will be informed by an assessment of how well the application addresses the criteria and considerations listed below. All applications will be reviewed by a fire service expert panel using weighted evaluation criteria, and those applications deemed to be in the "competitive range" will then be reviewed by a scientific peer review panel evaluation using weighted evaluation criteria to score the project. Scientific evaluations will impact the ranking of a project for funding.

Fire Service Evaluation Criteria:

- **Purpose (25%):** Applicants should clearly identify the benefits of the proposed research project to improve firefighter safety, health, or wellness, and identify specific gaps in knowledge that will be addressed.

- **Implementation by Fire Service (25%):** Applicants should discuss how the outcomes/products of this research, if successful, are likely to be widely/nationally adopted and accepted by the fire service as changes that enhance firefighter safety, health, or wellness.

- **Potential Impact (15%):** Applicants should discuss the potential impact of the research outcome/product on firefighter safety by quantifying the possible reduction in the number of fatal or non-fatal injuries or on wellness by significantly improving the overall health of firefighters.

- **Barriers (15%):** Applicants should recognize that all research contains some level of risk and that the proposed outcomes may not be realized. The applicant needs to identify and discuss potential fire service and other barriers to successfully complete the study on schedule, including contingencies and strategies to deal with barriers if they materialize. This may include barriers that could inhibit the proposed fire service participation in the study or the adoption of successful results by the fire service when the project is completed.

- **Partners (20%):** Applicants should recognize that participation of the fire service as a partner in the research from development to dissemination is regarded as an essential part of all projects. Describe the fire service partners and contractors that will support the project to accomplish the objectives of the study. The specific roles and contributions of the partners to the project should be described. Partnerships may be formed with local and regional fire departments and also with national fire-related organizations. Letters of support and letters of commitment to actively participate in the project should be included in the Appendix of the application. Generally, participants of a diverse population, including both career and volunteer firefighters, are expected to facilitate acceptance of results nationally. In cases where this is not practical, due to the nature of the study or other limitations, these circumstances should clearly be explained.

Science Panel Evaluation Criteria:

- **Project goals, objectives, and specific aims (15%):** Applicants should address how the purpose, goals, objectives, and aims of the proposal will lead to results that will improve firefighter safety, health, or wellness. For multi-year projects, greater detail should be given for the first year. Also, describe the specific goals and objectives for the second and third year.

- **Literature Review (10%):** Applicants should provide a literature review that is relevant to the project's goals, objectives, and specific aims. The citations are placed in the narrative text and references listed at the end of the Narrative Statement (and not in the Appendix) of the application. The review should be in sufficient depth to make it clear that the proposed project is necessary, adds to an existing body of knowledge, is different from current and previous studies, and offers a unique contribution.

- **Project Methods (20%):** Applicants should provide a description of how the project will be carried out, including demonstration of the overall scientific and technical rigor and merit of the project. This includes the operations to accomplish the purpose, goals and objectives, and the specific aims of the project. Plans to recruit and retain human subjects, where applicable, should be described. Where human subjects are involved in the project, describe plans for submission to the Institutional Review Board (IRB) (for further guidance and requirements, see Appendix A – Application Guidelines and Program Priorities, Section IX. Human Subjects Research).

- **Project Measurements (20%):** Applicants should provide evidence of the technical rigor and merit of the project, such as data pertaining to validity, reliability, and sensitivity (where established) of the facilities, equipment, instruments, standards, and procedures that will be used to carry out the research. The applicant should discuss the data to be collected to evaluate the performance methods, technologies, and products proposed to enhance firefighter safety, health, or wellness. The applicant should demonstrate that the measurement methods and equipment selected for use are appropriate and sufficient to successfully deliver the proposed project objectives.

- **Project Analysis (20%):** The applicant should indicate the planned approach for analysis of the data obtained from measurements, questionnaires, or computations. Specify within the plan what will be analyzed, the statistical methods that will be used, the sequence of steps, and interactions as appropriate. It should be clear that the Principal Investigator (PI) and research team have the expertise to perform the planned analysis and defend the results in a peer review process.

- **Dissemination and Implementation (15%):** Applicants should indicate dissemination plans for scientific audiences (such as plans for submissions to specific peer review publications) and for firefighter audiences (such as via websites, magazines, and

conferences). Also, assuming positive results and where applicable, indicate future steps that would support dissemination and implementation throughout the fire service. These are likely to be beyond the current study, so those features of the research activity that will facilitate future dissemination and implementation should be discussed. All applicants should specify how the results of the project, if successful, might be disseminated and implemented in the fire service to improve firefighter safety, health, or wellness. It is expected that successful R&D Activity Projects may give rise to future programs including FP&S Activity Projects.

- **Cost vs. Benefit (additional consideration):** Cost vs. benefit in this evaluation element refers to the costs of the grant for the research and development project vs. the benefits that are projected for firefighters who would have improved safety, health, or wellness. Applicants should demonstrate a high benefit for the cost incurred and effective utilization of federal funds for research activities.

- **Financial Need (additional consideration):** In the Applicant Information section of the application, applicants should provide details on the need for federal financial assistance to carry out the proposed project(s). Included in the description might be other unsuccessful attempts to acquire financial assistance**.** Applicants should provide detail about the organization's operating budget, including a high-level breakdown of the budget; describe the department's inability to address financial needs without federal assistance; and discuss other actions the department has taken to meet their staffing needs (e.g., state assistance programs, other grant programs, etc.).

Research and Development (R&D) Activity Formatting Requirements

1. Applications must include one Narrative Statement and one Appendix document (per project).
2. The Narrative Statement for the R&D Activity is limited to 20 pages per project. The first page of the Narrative Statement must include an abstract of about 250 words that addresses purpose and aims, relevance, methods, and anticipated outcomes. All narrative text, including pertinent references and footnotes must be in the Narrative Statement. It must include which selected R&D category type the project is addressing. Also, the contact information (e-mail address and telephone number) for the principal investigator must be provided on the first page of the Narrative Statement.

3. It may be useful to organize the Narrative Statement to follow the R&D Evaluation Criteria listed within this announcement, including the Fire Service criteria first and the Science criteria subsequently.
4. All references and footnotes pertaining to the Narrative Statement must be in the Narrative Statement. Tables and figures may be included in either the Narrative Statement or the Appendix document.
5. The Appendix is limited to 25 pages per project. It includes curriculum vitae and may include other items, such as data collection instruments, additional tables and figures, illustrations, specifications for product designs, and letters of commitment from partners. If this project is a resubmission, applicants may utilize up to two pages of the Appendix to address reviewer concerns from a previous year.
6. Curriculum Vitae (CVs) for the PI and lead scientists, as well as other key research personnel listed in the budget, are to be included in the Appendix, but are limited to a maximum of two pages per CV. Applicants are strongly encouraged to follow the biographical sketch sample (see Appendix A – Application Guidelines and Program Priorities, Section IX. Human Subjects Research, Biographical Sketch Sample) in preparing CVs.
7. **Font:** Times New Roman or Arial.
8. **Font Size:** 11 points (11 pt) or larger.
9. **Page Dimensions:** Page dimensions must be 8.5" x 11" (21.6 cm x 27.9 cm) or smaller.
10. **Margins:** All margins (top, bottom, left, and right) must be at least 1" (2.54cm).
11. **Header:** The header on each page of the Narrative Statement and the Appendix should contain:
    - PI (surname)
    - Institution name (abbreviated)
    - Project Short Title
    - Page Number

VI. Post-Selection and Pre-Award Guidelines

A. Notice of Award

Successful applicants for all DHS Grants are required to comply with DHS Standard Administrative Terms and Conditions available within Section 6.1.1 of the CFO Authority for Financial Assistance and Oversight. For more information, please contact the AFG/FP&S Help Desk at (866) 274-0960 or by email at firegrants@fema.gov.

Upon approval of an application, the award will be made in the form of a grant. The date the approval of award is signed by the authorized official of the federal awarding agency is the "Award Date." Notification of award approval is made through the eGrants system through an automatic email to the grantee point of contact listed in the initial application.

Once an award has been approved and recorded in the system, a notice is sent to the grant official authorized by the grantee in the application. The authorized grant official should follow the directions in the notification to accept the award documents. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under federal awards.

FEMA will evaluate and act on applications within 90 days following close of the application period.

NOTE: Turndown Procedure - FP&S Grants are competitive. Not all applications will be successful, but all unsuccessful applicants will receive a decision letter from FEMA that briefly describes the shortcomings and weaknesses of the application. These aspects are articulated by the technical evaluation process. Due to the historically high number of turndowns for these grants, detailed debriefs for all applicants will not be possible.

i. Administrative and Federal Financial Requirements

A complete list of Federal Financial Requirements is available at http://www.whitehouse.gov/omb/grants_forms. All successful applicants for all DHS Grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are enumerated in the DHS Chief Financial Officer Financial Management Policy Manual and are available online at http://www.dhs.gov/sites/default/files/publications/Proposed%20FY%2014%20Standard%20TC%202013-12-04.pdf

NOTE: Future awards and fund drawdowns may be withheld if these reports are delinquent.

ii. Federal Financial Reports (SF-425)

Recipients of FP&S Grants awarded on or after October 1, 2009, are required to submit semi-annual Federal Financial Reports (FFR) (SF-425). The FFR is to be submitted using the online eGrants system based on the calendar year beginning with the period after the award is made. Grant recipients are required to submit an FFR throughout the entire period of performance of the grant. Reports are due

- **June 30** (for period January 1 – June 30) and no later than July 30
- **December 31** (for period July 1 – December 31) and no later than January 31
- Within 90 days after the end of the Period of Performance

For line-by-line instructions for completing the SF425, please visit http://www.whitehouse.gov/sites/default/files/omb/grants/standard_forms/ffr_instructions.pdf.

iii. Grant Closeout Process

Within 90 days after the end of the period of performance, grantees must submit a final FFR and final progress report detailing all accomplishments throughout the period of performance. After these reports have been reviewed and approved by FEMA, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR. The grantee is responsible for returning any funds that have been drawn down but remain as unliquidated on grantee financial records. Please also see Appendix B – Award Administration Information, XI. Payments/Drawdown/Rebates, C. Payment Requests During Closeout.

Return of Funds to FEMA

Information on how to return funds to FEMA is available at http://www.fema.gov/media-library/assets/documents/31261?id=7080.

iv. Program Performance Reporting Requirements

FP&S (Programmatic) Performance Report (SF-PPR)

The awardees will be responsible for providing updated project(s) information on a semi-annual basis. The grantee is responsible for completing and submitting a programmatic Performance Report using the eGrants system. The programmatic Performance Report is due six months after the grant's award date and every six months after if applicable.

v. Monitoring

Grant recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or onsite monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance, and administrative processes and policies, activities, and other attributes of each federal assistance award and will identify areas where technical assistance, corrective actions, and other support may be needed.

Grantees have the opportunity to participate in a Post Award Orientation (PAO) to have questions answered, receive technical assistance and review the terms and conditions of the grant. The Post Award Orientation is optional.

vi. Federal Funding Accountability and Transparency Act

This act refers to reporting requirements under the *Federal Funding Accountability and Transparency Act of 2006 (FFATA)* (Public Law 109-282), as amended by Section 6202(a) of the *Government Funding Transparency Act of 2008* (Public Law 110-252). As defined by the OMB, all new federal awards of $25,000 or more as of October 1, 2010, are subject to FFATA reporting requirements. Federal awards include not only prime awards for grantees, cooperators, and contractors but also awards to sub-recipients. More information can be found at http://www.usaspending.gov/news.

vii. Financial and Compliance Audit Report

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at http://www.gao.gov/govaud/ybk01.htm, and the requirements of Subpart F of 2 CFR Part 200, located at http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend $500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at http://www.gao.gov/govaud/ybk01.htm, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

viii. Required Performance and Financial Reports for Grant Closeout

Final performance report (SF-PPR) Narrative (within the Closeout module in eGrants) is due 90 days after the end of the period of performance or as amended. The Final SF-425 is due 90 days after the end of the grant period.

VII. DHS/FEMA/GPD/AFG Contact Information

A. Contact and Resource Information

Resources are available to:

- Guide applicants in completing FP&S Grant Applications; and

- Assist grantees with the programmatic or financial administration of an award.

i. AFG/FP&S Help Desk

The AFG/FP&S Help Desk provides technical assistance to applicants for the online completion and submission of applications into the eGrants system, answers questions concerning applicant eligibility and grantee responsibilities, and offers assistance in the programmatic administration of awards. The AFG/FP&S Help Desk can be contacted at (866) 274-0960 or by email at firegrants@fema.gov. Normal hours of operation are from 8:00 a.m. to 4:30 p.m., Monday through Friday. All times listed are Eastern Time.

ii. FEMA Regional Fire Program Specialists

Each FEMA region has specialists who can assist applicants with application information, award administration, and technical assistance. For information on your Regional Specialist, visit http://www.fema.gov/fireGrants-contact-information.

iii. Grant Programs Directorate (GPD)

FEMA will provide pre- and post-award administration and technical assistance for the grant programs included in this solicitation. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via email at ASK-GMD@dhs.gov.

iv. eGrants System Information

For technical assistance with the eGrants system or FP&S Application or Award questions, please contact the AFG/FP&S Help Desk. The Help Desk can also be contacted at (866) 274-0960.

VIII. Other Critical Information

Note on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

FP&S Grantees are required to follow all applicable federal regulations, including regulations governing administrative requirements, cost principles, and audit requirements for federal awards which are in place on the date in which a grant is awarded by FEMA to the grantee.

On December 26, 2013, the Office of Management and Budget (OMB) promulgated the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* that establish a new, uniform set of mandatory requirements for federal awards to non-federal entities. OMB codified this final guidance (also commonly referred to as the "Super Circular" or "Omni Circular") on December 26, 2013 at 2 CFR Part 200. This final guidance will supersede existing federal regulations governing FEMA Grants

for future awards, which include but are not limited to the *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments* at 44 CFR Part 13, the *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations* at 2 CFR Part 215, the *Cost Principles for State, Local, and Indian Tribal Governments* at 2 CFR Part 225, the *Cost Principles for Educational Institutions* at 2 CFR Part 220, the *Cost Principles for Non-Profit Organizations* at 2 CFR Part 230, and *Audits of States, Local Governments and Non-Profit Organizations* at OMB Circular A-133.

OMB has directed the Department of Homeland Security to adopt these new requirements at 2 CFR Part 200 no later than December 26, 2014. Any grant awards made after DHS's adoption of the regulations at 2 CFR Part 200 will be required to follow the new regulations. FEMA anticipates that all FY 2014 FP&S Awards will be made after the adoption of the new regulations. Except as otherwise noted, awards made by FEMA prior to that date – including grants made in previous fiscal years – will continue to apply the existing requirements which include, but are not limited to, 44 CFR Part 13 and 2 CFR Part 225. FEMA will provide additional information to FP&S Stakeholders and Applicants upon adoption of the new regulations.

Environmental Planning and Historic Preservation (EHP) Compliance

As a federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws, and Executive Orders as applicable. Grantees and sub-grantees proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. It is FEMA's policy to *not* fund projects that have been initiated or completed before any required EHP review has been conducted. Grantees are encouraged to submit EHP Screening Forms as soon as possible to ensure that adequate time is allowed for the EHP review. The GPD EHP Screening Form can be accessed at http://www.fema.gov/media-library/assets/documents/90195.

EHP Policy Guidance can be found in FP 108-023-1, ***Environmental Planning and Historic Preservation Policy Guidance***, at http://www.fema.gov/media-library/assets/documents/85376, and FP 108-024-4, ***FEMA Environmental Planning and Historical Preservation Policy***, at http://www.fema.gov/media-library-data/1388411752234-6ddb79121951a68e9ba036d2569aa488/18Dec13-NoNEPAReview.pdf.

For more details, see Appendix B, Award Administration Information II. Other Allowable Costs, I. Environmental Planning and Historic Preservation Compliance.

National Fire Incident Reporting System (NFIRS)

While NFIRS reporting is strongly encouraged, NFIRS reporting is not a requirement to apply for or be awarded a grant within the FP&S Program. However, any fire-based organization(s) that receives an FP&S Grant must commence reporting to NFIRS prior to accepting their Award.

The grantee may be asked by FEMA to provide proof of compliance in reporting to NFIRS. Any grantee that stops reporting to NFIRS during their grant's Period of Performance is subject to having their award(s) modified or withdrawn.

National Incident Management System (NIMS) Implementation

Prior to allocation of any federal preparedness awards, grantees must ensure and maintain adoption and implementation of NIMS.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, inventorying, and cataloging promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management and national Tier I NIMS Resource Types can be found at http://www.fema.gov/resource-management.

NOTE: FEMA's current policy does *not* require FP&S Applicants to be in compliance with the National Incident Management System (NIMS) either to apply for FP&S Funding or to successfully receive a FP&S Award. Any applicant that receives an FY 2014 FP&S Award must achieve the necessary NIMS compliance level prior to the end of the grant's period of performance.

- The FP&S Application contains a question that asks whether the applicant organization is currently in compliance with NIMS because compliance is required of all FEMA Grantees before the end of their period of performance. FP&S Applicants will be considered NIMS compliant if the organization submitting the application(s) is compliant with the NIMS requirements of their Authority Having Jurisdiction (AHJ).
- Applicants that need NIMS training may request funding for training through the Training activity in the AFG Operations and Safety component program. However, many online NIMS training courses are available free of charge through the Emergency Management Institute.
- Additional detailed information on NIMS can be obtained from the FEMA NIMS Resource Center Website.
- The list of NIMS objectives against which progress and achievement are assessed and reported can be found at

http://www.fema.gov/emergency/nims/ImplementationGuidanceStakeholders.shtm#item.

FEMA has developed the *NIMS Guidelines for Credentialing of Personnel* to describe national credentialing standards and to provide written guidance regarding the use of those standards. These guidelines describe credentialing and typing processes and identify tools that Federal Emergency Response Officials (FERO) and emergency managers at all levels of government may use routinely to facilitate multijurisdictional coordinated responses.

The guideline as well as the NIMS Guide 0002 can be found at the NIMS Resource Center at the following URLs:

- The guideline http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm#item3
- The NIMS Guide 0002 http://www.fema.gov/pdf/emergency/nims/ng_0002.pdf
- For more information on NIMS, visit http://www.fema.gov/emergency/nims
- All questions can be directed via email to FEMA-NIMS@dhs.gov or via telephone at (202) 646-3850

Although state, local, tribal, and private sector partners, including non-governmental organizations, are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so in order to leverage the federal investment in the Federal Information Processing Standards (FIPS) 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction. Additional information can be found at http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf.

IX. How to Apply

A. Application Instructions

The FP&S eGrants application system is only accessible through the AFG Application Portal at https://portal.fema.gov/. There are several ways to get FP&S Application information:

- AFG Website (http://www.fema.gov/firegrants)
- Grants.gov (http://www.grants.gov)
- US Fire Administration (http://www.usfa.fema.gov)

Application tutorials and Frequently Asked Questions (FAQs) help explain the current FP&S Grant Programs, assist with the online grant application, and highlight lessons learned and changes for FY 2014. For more details, please click here to visit the AFG Website at http://www.fema.gov/firegrants.

NOTE: Do not use any other browsers than Internet Explorer (IE 6 or higher) when entering your information. Do not have multiple browser tabs open when entering your information, even if you are using Internet Explorer (IE 6 or

higher). There are several known problems entering application information using non-IE browsers or having multiple browsers open, including but not limited to:

- system failure to recognize correct information
- system failure to capture and retain correct information
- system functions like "cut and paste" being disabled
- system resources like help screens or drop down menus being unavailable

Prior to submission and up to the application deadline, the online application can be saved, retrieved, or edited as required.

IMPORTANT
Once you have submitted your application, you cannot change it. There is *no appeal process* for inaccurate or incomplete information retained by the system due to improper or multiple browser usage by the applicant.

NO APPLICATION WILL BE RELEASED AFTER FINAL SUBMISSION
The primary point of contact listed in the application will automatically be notified via email, via the eGrants award management system, once your application is received.

X. Application and Submission Information

Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time, applicants are advised to start the required steps well in advance of their submission. **Applicants should allow at least 15 business days (three weeks) to complete the five steps of applying listed below.** Failure of an applicant to comply with any of the required steps before the deadline for submitting their application will automatically disqualify their application from funding.

The steps involved in applying for an award under this program are:

1. Applying for, updating, or verifying their DUNS Number
2. Applying for, updating, or verifying their EIN Number
3. Updating or verifying their SAM Number
4. Submitting an initial application in Grants.gov
5. Under Section X. Application and Submission Information, Submitting the complete application in the *eGrants System.*

A. FP&S Application via eGrants system

Eligible applicants can only apply for FP&S Funding online via the eGrants application at https://portal.fema.gov. The system will allow an authorized representative to log in and create a FP&S User name and password.

To be considered eligible for funding, all applications must be completed and submitted electronically by 5:00 p.m. (ET) on Friday April 17, 2015.

Only applications submitted via eGrants will receive an e-mail confirmation. Applicants should print a copy of their submitted application as well as the submission confirmation for their records upon receiving verification that their application has been successfully submitted. Incomplete applications or applications submitted via any other electronic means, including e-mail or fax, will be considered ineligible.

Applicant tools and Frequently Asked Questions (FAQs) are posted at http://www.fema.gov/firegrants.

If you need assistance during the application process, contact the AFG/FP&S Help Desk at (866) 274 0960 or via e-mail at firegrants@dhs.gov.

i. User Name/Password:

If you have submitted any Assistance to Firefighters Grants (AFG, SAFER, FP&S, or SCG) applications in a previous grant cycle, then you must continue to use the same username, password, and DUNS number for every FY 2014 application. If you have forgotten your password or your primary point(s) of contact have changed, please visit https://edit.fema.gov/frequently-asked-questions-0 for instructions on how to update and correct your organization's information.

ii. Required Forms and Registrations

Applicants will need to completely fill out the following forms as part of the online eGrants application:

- Standard Form 424, Application for Federal Assistance
- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities)
- FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements, available at http://www.fema.gov/library/viewRecord.do?id=2628

iii. Application Tips

- For the most competitive application, select those local need(s) that most closely align with the highest FP&S Program priority(ies).
- When filling out the online application, applicants are required to provide basic demographic information regarding their department and the community served, but applicants must provide detailed information regarding the items or activities for which they are seeking funding.
- If awarded, your application request(s) may be modified during the award review process; if the awarded activities, Scope of Work, or amount(s) don't match your application as submitted, the grantee

shall only be responsible for completing the activities actually funded. The grantee is under no obligation to start, modify, or complete any activities requested, but not funded by this award. Please review Award Package.

B. Dun and Bradstreet Data Universal Numbering System (DUNS) Number

The applicant must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number with their application. This DUNS number is a required field within Grants.gov and for SAM registration. The DUNS number provided in your application must match the DUNS number associated with your SAM registration.

Organizations should verify they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (866) 705-5711.

C. Obtain an Employer Identification Number (EIN)

FEMA requires both the EIN and a DUNS number prior to the issuance of a funding award and, for grant award payment, both are also required to register with SAM (see below). The EIN base for an organization is the IRS Tax ID number and for individuals, it is their social security number (both of which are nine-digit numbers). Organizations and individuals submitting their applications must correctly identify the EIN from the DUNS number since both are nine-digit numbers. If these numbers are not correctly identified in the application, this may result in a delay in the issuance of the funding award and/or incorrect payment to a grantee organization.

Organization applicants applying for an EIN should plan on a minimum of two full weeks to obtain an EIN.

If you need assistance registering an EIN, please go to http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online. FEMA *cannot* assist applicants with questions related to obtaining a current EIN.

D. System for Award Management (SAM), which replaced Central Contractor Registration (CCR)

Per 2 CFR § 25.205, FEMA may not make an award to an entity until the entity has complied with the requirements to provide a valid DUNS number and maintain an active SAM registration with current information. The System for Award Management (SAM) consolidates federal procurement systems and the Catalog of Federal Domestic Assistance (CFDA).

- Applicant registration in the System for Award Management (SAM) *is free*. To register, please visit https://www.sam.gov/portal/public/SAM/.

- SAM registration is only active for one year and must be renewed annually.

For existing FP&S Awards, FEMA will not process any payment request or consider any amendment until the grantee has complied with the requirements to provide a valid DUNS number and has an active SAM registration with current information; FP&S Application information *must* match your organization's SAM Profile and 1199a.

Please ensure that your organization's name, address, DUNS number, and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA applications. Your organization's name in SAM.gov must also match the organization name provided on the applicants 1199a. Future payments will be contingent on the information provided in SAM; therefore, it is imperative that the information is correct.

There are several ways to get help with SAM:

- Submit a question to the Federal Service Help Desk managed by the General Services Administration (GSA). Tell them the issues you have and how they can contact you.
- Use self-service by searching the Answer Center at http://www.fsd.gov/app/answers/list.
- Call toll-free (866) 606-8220.
- SAM Quick Start Guide For New Grantee Registration and SAM Video Tutorial for New Applicants are tools created by the General Services Administration (GSA) to assist those registering with the System for Award Management (SAM). If you have questions or concerns about your SAM registration, please contact the Federal Support Desk at https://www.fsd.gov.

E. How to Get a CAGE Code

To get a CAGE code, you must first be registered in SAM.gov, which is a requirement for doing business with the federal government.

You will be assigned your CAGE code as part of the SAM validation process and as soon as your registration is active, you can view your CAGE code online when you log in to your SAM account.

NOTE: FP&S will accept the organization's name registered with SAM.gov as the legal name of the organization for FP&S Application and Award purposes. The organization name on the application and the name in SAM.gov must be the same.

F. Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS)

The TDD/FIRS number available for this announcement is (800) 462-7585.

Appendix A - APPLICATION GUIDELINES AND PROGRAM PRIORITIES

Appendix A contains more detailed information on FP&S Application Guidelines and Program Priorities. Reviewing this information may help applicants make their application(s) more competitive.

I. Criteria Development Panel (CDP)

Each year, FEMA convenes a Criteria Development Panel (CDP) of fire service professionals to develop the funding priorities for AFG Grant opportunities in the coming year. The nine major fire service organizations represented on the CDP include the following:

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Service Institute

The CDP is charged with making recommendations to FEMA regarding the creation and/or modification of previously established funding priorities as well as developing criteria for awarding grants. The content of this FOA for the FP&S Grant Program reflects implementation of the CDP's recommendations with respect to the priorities, direction, and criteria for awards. Based on the recommendations provided by the CDP, funding priority will be given to applications that effectively address the evaluation elements as outlined in Section V – Application Review and Selection Information - of this FOA.

II. Eligible Activities and Categories

A. Activity Eligibility Overview

The following two activities are eligible under the FP&S Grant Program:

- Fire Prevention & Safety Activity (FP&S)
- Research & Development Activity (R&D)

B. Category Eligibility Overview

The following tables list the eligible categories under each activity:

Eligible Categories for FP&S Activity	
• General Education/Awareness • Fire & Arson Investigation	• Code Enforcement/Awareness • National/State/Regional Programs and Studies

Eligible Categories for R&D Activity	
• Clinical Studies • Technology and Product Development	• Database System Development • Dissemination and Implementation Research • Preliminary Studies

III. Multiple Projects

Eligible applicants (identified by unique federal tax identification numbers) may only submit one application. Applicants may submit for up to three projects under each activity (FP&S and R&D). Applicants applying for funding under both FP&S and R&D Activities must do so within the same application. Each project within an application must be presented separately as a free-standing proposal. Any applicant that submits more than one application may have *all* applications deemed ineligible.

Example 1
A community has a strategic goal of reducing the number of fires caused by the use of barbecue grills on the balconies of apartments. Attainment of this goal will be supported through two projects.

The applicant plans to:
- Launch a public education project
- Strengthen code enforcement activities

While both projects aim to reach the same goal, the projects are independent of one another and will be funded as such. Therefore, the public education items would be listed as one supporting project and the code enforcement items listed as the second supporting project.

Although both projects will be included in one application, the projects must be independent in that the completion of one project, or any tasks within that project, does not depend on the funding of the other project. Each project requires its own separate supporting budget and Narrative Statement explaining how accomplishing these independent projects will help achieve the overall goal.

Example 2
A community or organization may have more than one strategic goal depending on its audience or risk.
For example, a national organization may have a goal to reduce firefighter fatalities through a national outreach project. It may also have a goal to study the effectiveness of public education messages. The organization would create one project for firefighter safety initiatives and a second project for national public education efforts.

IV. Reasonableness of Request

The TEP will consider all expenses budgeted as part of the cost benefit determination and may recommend appropriate adjustments. Regardless of the eligibility of any costs requested or the panelists' determination, FEMA reserves the right to reduce any requests for assistance, in whole or in part, that it deems to be excessive or otherwise contrary to the best interests of the FP&S Grant Program.

V. Restrictions on Use of Award Funds

Each requested project in each activity will be reviewed and scored on its own merit.

VI. Prioritization of FP&S Grant Awards

In awarding grants, the Administrator of FEMA shall consider the following:

- The findings and recommendations of the TEP
- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire related and other hazards
- The extent of an applicant's need for an FP&S Grant and the need to protect the United States as a whole

VII. New for FY 2014

- The General/Education Awareness category added a second priority to include sprinkler awareness
- The Period of Performance for the FP&S Activity can be 12 or 24 months

VIII. Funding Priorities for FP&S and R&D Activities; Eligible and Ineligible Projects and Costs

The following two sub-sections describe categories and specific types of eligible projects that might be proposed as an FP&S Activity or as a R&D Activity.

Example projects are described within categories as additional information to help better define the category. Proposed projects outside of the listed categories will be considered as long as the project addresses the overall goals of the FP&S Grant Program.

A. FP&S Activity Priorities and Project Eligibility Information

FEMA desires to provide flexibility to applicants to design innovative strategies and/or unique proposals that reach for a higher level of safety for the public with respect to fire and fire-related hazards. All proposals will be evaluated on how well the applicant demonstrates the understanding of their actual community fire and safety risks. A community risk assessment should be used to document the "risk" as a basis for mitigation. If the applicant has evidence of a community risk, the application should be based on solving the problem that will reduce the risk. A risk analysis should be the foundation of the application. Risk assessments are eligible for funding; however, if selected as activity project, no other projects may be eligible for funding under the FP&S Activity in the 2014 FP&S Grant Application year.

FEMA encourages applicants designing fire prevention initiatives to utilize the "Fire is Everyone's Fight™" campaign from the United States Fire Administration (USFA). This program uses a wide range of resources to communicate the importance of taking action to protect ourselves and the people we love from the dangers of fire. "Fire is Everyone's Fight™" is designed to unite the fire service and many others in a collaborative effort to reduce home fire injuries, deaths, and property loss. It invites fire departments, safety advocates, community groups, schools, and others to rally behind a common and compelling theme. USFA and its partners will communicate and reinforce key lessons across many proven fire safety and prevention initiatives and programs. This initiative can be found at http://www.usfa.fema.gov/fireservice/prevention_education/strategies/fire_is_everyones_fight/.

Comprehensive Fire and Life Safety Education Program

A comprehensive education program goes beyond awareness of risk factors. It is based on a plan that contains elements designed to result in knowledge gain, application of knowledge, and, ultimately, behavior change based upon understanding and acceptance of new knowledge and skills. The 5-step planning process[1], as developed by the United States Fire Administration, is used for the design, implementation, and evaluation of comprehensive education programs. Important steps in the process include risk analysis, community partners, intervention strategy, implementation, and evaluation. An intervention strategy that incorporates multiple Es (Education, Engineering, and Enforcement) has the best chance of making a measurable difference.

[1] USFA Public Fire Education Planning, A Five-Step Process
http://www.usfa.fema.gov/fireservice/prevention_education/strategies/education_planning/

EXAMPLE

People learn best when information is presented simply, repeated often, sustained over a period of time, and practiced. This is especially true when educating children about fire and life safety. A comprehensive education program using a fire safety trailer might look like this:

- **Risk Analysis:** The fire department uses local incident data to identify and prioritize the types of fires occurring in the community. The program planning team ensures appropriate educational messages are included to address the fire problems that are causing these incidents. They focus attention and resources in specific areas or neighborhoods where fire calls are most frequent.
- **Community Partners:** The fire department reaches out to schools in the neighborhoods at highest risk of fire to schedule a safety trailer visit. They partner with classroom teachers, who work with the students ahead of time to prepare for the visit. The teacher introduces key fire safety concepts, along with vocabulary words the firefighters will use during the visit.
- **Intervention Strategy:** The safety trailer is used as a hands-on tool for students to learn and practice what they know about fire safety. Lessons are tailored to the age and ability of the students. For example, the smoke feature is not used for a classroom of preschoolers, as this would frighten some of the children.
- **Implementation:** The trailer visit is implemented as part of a three-part implementation strategy - before, during, and after. BEFORE the visit, teachers prepare students about what they will learn and do when the trailer visits their school. DURING the visit, firefighters explain key safety messages in simple terms and give students a chance to practice what to do. AFTER the visit, teachers talk with students about what they learned, and encourage them to test their smoke alarms and practice a home fire drill with their families. The teachers help identify families that do not have smoke alarms. When possible, the fire department follows up with these families to install smoke alarms in these homes and educate the parents and caregivers about fire safety. Use of multiple Es might be developmentally and culturally appropriate lessons (Education) combined with free smoke alarm installation (Engineering) according to code requirements (Enforcement).
- **Evaluation:** With the teacher's help, the fire department follows up to determine how many homes installed smoke alarms, tested smoke alarms, and practiced a family fire drill since the visit.

The following are examples of eligible projects under the FP&S Activity. This list is not intended to be an all-inclusive list of projects that will be considered. Applicants should develop projects based on their determined risks. Original, creative, and/or new approaches to enhance the safety of the public and firefighters are welcome. Applications should only consist of FP&S Projects that can be completed within the one-year grant performance period.

General Education/Awareness Priority

According to data available to FEMA and the USFA, working smoke alarms greatly reduce the risk of fire casualties for the nation's residents.

Therefore, under this category there are two (2) priorities. The first priority will be given to programs that target a specific high risk population to conduct both door-to-door smoke alarm installations and provide home safety inspections, as part of a comprehensive home fire safety campaign. The comprehensive home fire safety campaign should also include an educational program that is delivered to the occupant at the time of the installation and inspection.

The second priority will be given to programs that include sprinkler awareness that affect the entire community in this effort, such as educating the public about residential sprinklers, promoting residential sprinklers, and demonstrating working models of residential sprinklers. Installation of sprinkler systems is only eligible if proposed as part of a sprinkler demonstration/educational effort.

Further, additional consideration will be given to applicants who incorporate supplies for deaf/hard-of-hearing alarm installations as part of their comprehensive installation and education effort (hardwiring of deaf/hard-of-hearing smoke alarms is eligible).

FEMA, through its FP&S Grants, promotes the use of smoke alarms that are powered by non-removable, non-replaceable batteries that power the smoke alarm for a minimum of 10 years and are enclosed within a tamper-resistant housing.

Applicants who do not plan on using smoke alarms powered by non-removable, non-replaceable batteries that power the smoke alarm for a minimum of 10 years, and are enclosed within a tamper-resistant housing, should address the rationale for using alternatives.

Other General Education/Awareness Eligible Projects (NOTE: these projects will not receive a priority rating)

Smoke Alarms: Applicants who are unable to meet the above stated funding priority (door-to-door installations and home safety inspections) for this category are still eligible to apply for smoke alarms, but will not receive a priority rating. This includes projects that encompass educational components that teach how smoke alarms work to provide early warning in case of a fire, while promoting the installation of smoke alarms and/or inspections to assure that previously installed smoke alarms are operational. Applicants who will not perform

Public Education: National or local projects that promote the reduction of injury due to fire or other safety hazards are eligible under this activity. Projects may include burn prevention, media/public relations campaigns, injury prevention, or other community risk reductions that could be justified in the Narrative Statement. Educational props (educational tools), including fire extinguisher trainers, must be part of a comprehensive and detailed public safety education campaign. Eligible items include escape planning, model homes,

Other General Education/Awareness Eligible Projects (NOTE: these projects will not receive a priority rating)	
installation of the alarms should discuss in their Narrative Statement the methodology for ensuring that the alarms will be properly installed. FP&S Grants promote the use of smoke alarms that are powered by non-removable, non-replaceable batteries that power the smoke alarm for a minimum of 10 years and are enclosed within a tamper-resistant housing. Applicants that do not plan on using these types of alarms should address the rationale for using alternatives.	safety trailers, or curriculum delivery tools. Projects that will deliver training to the public in the area of automatic external defibrillators (AEDs), Cardio-Pulmonary Resuscitation (CPR), or age-appropriate fire extinguisher training will be considered. However, if the projects are for fire department operational staff, these projects should be requested under the AFG Grants.
Training: Local or regional projects to educate or train personnel in the area of public education are eligible under this activity.	**Wildland Fire Prevention Programs:** Education and awareness programs that protect lives, property, and natural resources from fire in wildland/urban interface, including Community Wildfire Protection Plans (CWPP) or Firewise programs, should be applied for under this activity. Fuel reduction demonstrations, in a targeted location as part of an awareness and education effort, are considered. Prescribed burns and fuel reduction equipment are not eligible.
General Prevention/Awareness: Projects that include general prevention initiatives, including studies, lock-box installation, Carbon-Monoxide (CO) detectors, address markers, cooking range technologies, etc., will be eligible under this activity.	**Juvenile Firesetter Projects:** Projects that are designed to mitigate the instances of fire set by children are eligible under this activity. Projects may have treatment and intervention components. The intervention components should be age appropriate.
Risk Assessments: Applicants may request assistance to conduct formal or informal risk assessments of their target audience vulnerabilities with respect to fire. **NOTE:** *Applications that request a risk assessment are precluded from applying for additional projects.*	

Code Enforcement/Awareness Priority
Priority is given to projects that focus on first time or reinstatement of code adoption and code enforcement.

Other Code Enforcement/Awareness Eligible Projects
• Assistance for the adoption or awareness of building codes • Promotion of code enforcement to improve engineering and/or enacting fire-related ordinances for new construction • Support for conducting inspections (including personnel costs, equipment, code books, and/or training assistance)

Fire & Arson Investigation Priority
Priority will be given to projects that aim aggressively to investigate every fire.

Other Fire & Arson Investigation Eligible Projects
• Costs for arson investigation trailers • Equipment • Arson investigator training • Arson prevention training • Arson-related surveillance equipment • Personnel costs • Educational materials • Media equipment

National/State/Regional Programs and Studies
Priority is given to projects that focus on residential fire issues and/or firefighter safety projects or strategies that are designed to measurably change firefighter behavior and decision-making. Fire departments that wish to carry out internal, local, firefighter safety projects should apply for this activity under the Assistance to Firefighters Grant Program.

The following tables describe the projects and items that are ineligible under the FP&S Activity:

Ineligible Projects and Items for FP&S Activity	
• Educational props (i.e., tools that are used in educational or awareness	• Fire suppression equipment, supplies, vehicles

Ineligible Projects and Items for FP&S Activity	
demonstrations) that are not a part of a comprehensive educational program, a planned educational effort, or lack description of these elements* • AED, CPR, or fire extinguisher training for operational staff • Fire hydrants/dry hydrants, supplies, labor, and installation costs • Wildland fire fuel reduction projects that are prescribed burns or fuel reduction equipment • Weather/disaster notification devices (sirens, etc.) • Driver simulator training tools that are not part of a state or national education effort that leads to driver certifications compliant to NFPA 1002 or its equivalent • Sprinkler head caps • Development of Administrative Documents (e.g., SOPs, manuals) • Live animals • Firearms • Equipment that is considered entertainment as opposed to educational tools that are part of a comprehensive program • Fire extinguisher training for children under 14 years old and adults over the age of 65 • Fire extinguisher training that is not part of a comprehensive* prevention/ education program	• Firefighting training tools or equipment, personal protective gear, fitness equipment, or immunizations • Installation of sprinkler systems that do not include an educational/demonstration component • Suppression-related training including Firefighter I, Firefighter II, wildland firefighting, training exercises, or drills for suppression or disasters activities • Communication equipment, including portable radios or computer-aided dispatch (CAD) systems • Community projects that include the use of tot finder/child finder, seniors, or pet finder decals • Hydrant poles or markers • Fire-retardant house gel(s) • Fire safety equipment (e.g., smoke alarms, carbon monoxide detectors, surge protectors) that does not adhere to a fire service recognized standard (e.g., non-UL, listed, ANSI fire safety equipment) • Alarm system and alarm system installation • Equipment that has no intrinsic fire prevention or life safety education application • Command Center Packages on fire safety trailers

*See above for further information regarding a "Comprehensive Fire and Life Safety Education Program."

B. Research and Development (R&D) Activity Priorities and Project Eligibility Information

The goal of the R&D Activity is to reduce firefighter line-of-duty fatalities and injuries through research to improve firefighter safety, health, or wellness.

In June 2005, the National Fallen Firefighters' Foundation (NFFF) hosted a working group to facilitate the development of an agenda for the nation's fire service, and in particular for firefighter safety. In May 2011, the NFFF again hosted a working group to update the agenda with current priorities. A copy of the research agenda is available on the NFFF Website at http://www.everyonegoeshome.com/symposium.html.

Projects that meet the intent of this research agenda with respect to firefighter health and safety, as identified by the NFFF working group, will be given consideration. However, the applicant is not limited to these specific projects. All proposed projects, regardless of whether they have been identified by this working group, will be evaluated.

Applicants are strongly encouraged to seek partnerships with the fire service that will support the ongoing project efforts from design through dissemination and implementation (of positive results). It would be appropriate for most applications to include one or more local or regional fire departments and one or more national or international level fire-related organizations.

Since the R&D Activity aims to improve the safety, health, or wellness of firefighters, having strong partnerships with the fire service is essential to the likely relevance and effectiveness of the project. Letters of commitment to actively participate in the project from the fire service are encouraged and may be inserted in the Appendix Section of the application for funding.

Cost effectiveness analysis is encouraged, in clinical, technology and product development, and dissemination and implementation research projects.

Ultimately, the use of cost effectiveness results will be based on the overall study being successful and finding that firefighter safety, health, or wellness was improved by the program, policy, or product.

All proposed R&D Activities must address the potential for improvement in firefighter safety, heath, or wellness both in the short term and long term.

Proposed projects must address the potential for a successful research outcome to be implemented in the fire service and reduce firefighter fatalities or injuries.

The following are descriptions of five R&D Activity categories. These categories are not listed in order of importance. This is not intended to be an all-inclusive list of projects that will be considered. Applicants may also find the list of previously funded R&D projects on the AFG Website at http://www.fema.gov/firegrants.

Clinical Studies

Clinical R&D Activities include projects that address behavioral, social science, and cultural research as well as physiological and medical research activities.

Such studies must address the relevant aspects of reducing fatal and non-fatal injuries among firefighters and, where possible, have rigorous design that permits attribution of results to the intervention.

In addition to being relevant and rigorous, each study should target the appropriate level of investigation, based on the state of the science.

At the most basic level, the study might be foundational, investigating the underlying risk and protective factors associated with certain injury outcomes.

These may include the following:

- Individual level characteristics
- Departmental/organizational policies
- Firefighters behavioral practices and norms
- Environmental factors

Where evidence exists to progress to more applied research, the study should emphasize intervention development and testing for effectiveness, including in the field setting. For instance, if certain tests in clinical care settings are known to identify those at risk for cardiovascular events, then the study may focus on modification of, if necessary, and implementation of such tests in fire service settings. To ensure study rigor, the study's design would use a randomized control trial, with comparison to usual care. Inclusion of a cost-effectiveness analysis is strongly encouraged.
Where the effectiveness of an intervention has been established in the field setting, the final level of study aims to facilitate adoption of the research results in the fire service by conducting dissemination and implementation research. Such study may investigate the impact of strategies for widespread implementation with fidelity (see Dissemination and Implementation R&D Activity category).

Technology and Product Development

Technology and product development activities include projects that result in outcomes that can enhance safety of firefighter activities. Firefighter safety can be improved through greater understanding of fire phenomena inside and outside structures, and the development of products to enhance firefighter situational awareness and effectiveness. Projects can develop new technology or adapt existing products and technology to new uses.

Projects shall address the safety of firefighters for all types of fire incidents including residential, commercial, industrial, and wildland fires. Technology and product development projects can address fire and firefighting hazards by making use of technology transfer

Technology and Product Development

opportunities in which existing technologies can be adapted to enhance firefighter safety.

As the intention of the R&D Activities is to deliver outcomes that are likely to be implemented nationally by the fire service, inclusion of a cost-effectiveness analysis is encouraged.

Technology and product development projects need to access the ultimate practicality of deployment and use of the results by firefighters during actual firefighting operations. In making a selection of local fire department and/or national fire service organization partners, consideration should be given to the capabilities of the partners to assist in the evaluation of the project outcomes.

Database System Development

Database systems are used for the systematic collection of information that aims to determine the predictors and correlates for incidents pertaining to fatal and non-fatal injuries. The focus of the data collection may include but is not limited to:

- Firefighter demographic and health factors (e.g., age, blood pressure)
- Firefighter employment factors (e.g., shift, volunteer, training)
- Firefighter safety behaviors (e.g., seat belt use, hydration)
- Firefighting equipment
- Personal protective equipment (PPE)
- Departmental/organizational safety policies and practices
- Cultural or social norms regarding injury prevention practices
- Community-based resources (e.g., hospitals, communication systems)
- Environmental factors such as local building structures, types of building materials

Applications may, for instance, focus on the design and feasibility of a new database system, expand variables and/or data collection methods, seek to build upon an existing database system, or move from a local level database system to a broader state or regional level system.

Dissemination and Implementation Research

Applications may propose dissemination and implementation research projects including the ways new programs, policies, or products, with credible evidence of effectiveness, are moved to nationwide adoption and use. Credible evidence of effectiveness is defined as positive results from systematic and rigorous study, and the absence of negative results or side effects.

For instance, this category may be used to apply to conduct a study for the dissemination and implementation of a result from a prior firefighter safety, health, or wellness R&D Activity, provided the project resulted in success as represented by publication in a peer review journal

Dissemination and Implementation Research
or other expert review of findings deemed appropriate by the grantor.

Preliminary Studies
Project ideas may require information, evidence, experimentation, and study in order to justify a larger and complete project that can impact firefighter safety, health, or wellness. Preliminary studies of one-year duration may be proposed to obtain a sufficient amount of evidence to justify a future larger study. Preliminary studies, while more narrow in scope, must have the same high levels of scientific rigor and relevance to the fire service as studies in other R&D categories. The successful completion of a preliminary study does not result in special priority for the larger follow-on proposal submitted in a subsequent application period. The level of funding requested should be appropriate to the limited goal and purpose of the preliminary effort.

The following tables describe projects and items that are ineligible under R&D.

Ineligible Projects and Items for R&D Activity	
• Projects that focus primarily on curriculum development and delivery of education or training materials • A descriptive study about the fire service or any study without reduced firefighter injury or enhanced firefighter safety aims • Projects with local emphasis and little or no indication of application to the broader fire service	• Projects that emphasize funding for service delivery • Applications that include violations of intellectual property • Applications that do not adhere to the guidelines related to the contents of the Appendix and Narrative statements • Applications that do not follow the specified page size, font, and margin format

IX. Human Subjects Research

The information in this appendix pertains only to those studies that include human subjects. Human subjects may be, for instance, firefighters who participate in laboratory or field testing. As it would be standard practice for such research in the clinical sciences, all Principal Investigators (PIs) with studies involving human subjects must submit their protocols to their local Institutional Review Board (IRB). IRB approval must precede any research activities involving human subjects.

In addition, DHS-funded research that involves human subjects carries with it an additional obligation that involves review and approval by the DHS Regulatory Compliance Office (RCO). The FEMA AFG/FP&S Program Office will serve as liaison for your gaining DHS approvals prior to proceeding with the human subjects aspects of your project.

If the project is non-clinical, such as a technology project that is primarily product development with an emphasis on engineering, it is possible that such a project may be exempt from RCO review and approval. Such determination will be made by the FEMA AFG/FP&S Program Office following award.

DHS/FEMA has a responsibility to ensure that mechanisms and procedures are in place to protect the safety of human subjects in DHS/FEMA supported research. DHS requirements are set forth in DHS Management Directive No. 026-04, Protection of Human Subjects, which adopts 45 CFR Part 46, Subparts A-D. A grantee must agree to meet all DHS requirements for studies using human subjects (and ensure any sub-grantees or sub-contractors meet those requirements) prior to implementing any work with human subjects. Therefore, before enrolling participants or commencing research involving human subjects, a grantee will provide a copy of the following for review and approval by the DHS Regulatory Compliance Office (RCO):

- Department of Health and Human Services (HHS) Federal-wide Assurance (FWA) Number (NOTE: The RCO will assist domestic or international institutions that do not currently have a FWA in submitting an application to HHS)
- Documentation of review by an Institutional Review Board (IRB) registered with HHS, including IRB registration number, IRB name, and notice of IRB approval or exemption of the relevant research
- IRB-approved research protocol
- IRB-approved informed consent document (template) or IRB waiver of informed consent

Documentation should be submitted to the FEMA AFG/FP&S Program Office which coordinates directly with the RCO. The RCO will conduct a regulatory compliance assessment and forward comments or concerns to the grantee. The grantee must address in writing all regulatory concerns to the satisfaction of the RCO before a letter of certification is issued and participant enrollment can begin. However, development of tools (e.g., survey instruments), protocols, and data gathering approaches may proceed prior to project certification. The grantee must submit annual reports to the RCO to include evidence of subsequent IRB reviews, amendments, or any changes of protocol.

X. BIOGRAPHICAL SKETCH SAMPLE FOR RESEARCH AND DEVELOPMENT PROJECTS

Applicants for the R&D Activity should provide Curriculum Vitae (CV) for PIs and also for lead scientists in the application appendix. The application is limited to a maximum of two pages per CV.

Font Size: Minimum 11pt; **Font Type:** Times New Roman or Arial;
Amount of Pages: Two (maximum)

Must be completed by PI and Co-PI(s)

NAME (Last, First, Middle) Institution/Organization			POSITION TITLE
EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)*			
INSTITUTION AND LOCATION	DEGREE *(if applicable)*	YEAR(s)	FIELD OF STUDY

- **Positions.** List all appointments or other professional positions held, beginning with your present position and include years, title, organization, city, state, and country.
- **Service.** Include all positions held on advisory committees or other working groups, including all Federal Government advisory committees or other public working groups, beginning with most recent.
- **Honors.** Include all honors received in past 10 years and selected others.
- **Peer reviewed publications.** Include all peer reviewed publications in past 10 years, beginning with most recent, and selected others.
- **Other publications.** Include all documents produced in past 10 years, beginning with most recent, and selected others.
- **Research Support.** List funding sources and amounts for all ongoing and completed research projects (federal and non-federal support) for past 10 years and selected others.

Appendix B - AWARD ADMINISTRATION INFORMATION

Appendix B contains more detailed information on FP&S Award Administration. Reviewing this information may help grantees in the programmatic and financial administration of their award(s).

I. Cost Sharing and Maintenance of Effort Requirements

A. Cost Sharing

In general, an eligible applicant seeking an FP&S Grant to carry out an activity shall agree to make available non-federal funds to carry out such activity in an amount equal to and not less than five percent of the grant awarded. The cost share is automatically calculated by the eGrant system in the Budget section of the application.

All grantees should ensure that they are thoroughly familiar with FEMA's cost sharing requirements identified above, as well as appropriate cost principles in the federal regulations applicable at the time a grant is awarded to a grantee. www.fema.gov/frequently-asked-questions-0.

The grantee is *not* required to have the cost share at the time of application, nor at the time of award. However, before a grant is awarded, FEMA will contact potential awardees to determine whether the grantee has the funding in hand or if the grantee has a viable plan to obtain the funding necessary to fulfill the cost sharing requirement.

NOTE: The Administrator of FEMA may waive or reduce Cost Share requirements in cases of demonstrated economic hardship. See Appendix B, Award Administration Information, I. Cost Sharing and Maintenance of Effort Requirements, C. Economic Hardship Waivers of Cost Share and Maintenance of Effort Requirements for the Assistance to Firefighters (AFG) and Fire Prevention & Safety (FP&S) Grant Programs.

Types of Contributions

1) **Cash**
   Cost share match (cash or hard match), including non-federal cash spent for project-related costs.

2) **In-Kind**
   In-kind (soft; other than cash payments) cost share matches are allowable for FP&S Grants. Such matches include, but are not limited to, the valuation of in-kind services, complementary activities, and provision of staff, facilities, services, material, or equipment. In-kind is the value of something received or provided that does not have a cost associated with it. For example, where an in-kind match is permitted, then the value of donated services could be used to

comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements, provided the grantee receiving the contributions expends them as allowable costs in compliance with provisions listed above.

Grantees who use in-kind contributions for their five percent cost share must comply with all applicable regulations and OMB Circulars regarding matching or cost-sharing. Applicants who are under consideration for award and plan to use in-kind as their method for cost sharing will be asked to submit their plan for documenting and verifying in-kind contributions prior to award. For more information on the OMB circulars, A-87, A-102 and A-110, please visit http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf.

B. Maintenance of Effort

An applicant seeking an FP&S Grant shall agree to maintain during the term of the grant the applicant's aggregate expenditures relating to the activities allowable under this FOA at not less than 80 percent of the average amount of such expenditures in the two fiscal years preceding the fiscal year in which the grant award is received.

NOTE: The Administrator of FEMA may waive or reduce Maintenance of Effort requirements in cases of demonstrated economic hardship.

C. Economic Hardship Waivers of Cost Share and Maintenance of Effort Requirements for the Fire Prevention & Safety (FP&S) and Assistance to Firefighters (AFG) Grants Programs

In cases of demonstrated economic hardship, and upon the request of the grantee, the administrator may waive or reduce an AFG or FP&S Grantee's cost share or maintenance of effort requirement for certain grantees. 15 USC § 2229(k)(4)(A).

This policy applies to FP&S per § 33 of the Federal Fire Prevention and Control Act of 1974 (Pub. L. No. 93-498, as amended) (15 USC § 2229). For complete requirements concerning these waivers, including a description of how a grantee may demonstrate economic hardship and apply for a waiver, please refer to FEMA Policy FP 207-088-01, dated April 8, 2014, at http://www.fema.gov/media-library-data/1398109239435-ec23997d8351382710896fa77d02bc7d/AFG+Economic+Hardship+Waiver+Policy.pdf.

II. Other Allowable Costs

A. Management and Administrative Costs

Management and Administration costs are activities directly related to implementation and management of the awarded program. No more than three

percent of the federal share of FP&S Funds awarded may be retained by the grantee for management and administration (M&A) purposes associated with the FP&S Grant.

If you are requesting administrative expenses, you must list the costs under the Other category in the budget, and explain the purpose for the administrative costs in your Project Narrative. Administrative costs should be based on actual expenses only, not a percentage of the overall grant. Examples of eligible administrative costs include shipping, audit costs, grant writer fees, office supplies, and computers and software associated with the NFIRS reporting requirements.

NOTE: Grant funds may not be used for insurance, Internet service provider fees, or any similar monthly service fees.

NOTE: Management and administrative expenses should be based only on actual expenses or known contractual costs; requests that are simple percentages of the award, without supporting justification, will not be considered for reimbursement.

B. Indirect Costs

Indirect costs are allowable under this program, but only if the applicant has an approved indirect cost rate agreement with the cognizant federal agency. A copy of the approved rate (a fully executed agreement negotiated with the applicant's cognizant federal agency) is required at the time of application. Indirect costs will be evaluated as part of the application for federal funds to determine if allowable and reasonable.

Indirect Costs are those that are incurred for common or joint purposes. Indirect costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without efforts disproportionate to the results achieved.

C. Audit Costs

Certain recipients of federal funding must comply with the Single Audit Acts Amendments of 1996 (31 USC §§ 7501-7507); 31 USC §§ 503, 1111; Executive Order 8248; Executive Order 11541; and the federal regulations applicable at the time a grant is awarded to a grantee. (For further information on audit compliance, see the full FOA, Section VI. Post-Selection and Pre-Award Guidelines) Reasonable costs incurred for such an audit are an eligible expenditure and should be included in the applicant's proposed budget. For more information about OMB Circulars, please visit www.whitehouse.gov/omb/circulars.

Audit costs are considered administrative expenditures and may be treated as a direct cost or an allocated indirect cost, as determined in accordance with the

provisions of applicable OMB cost principles circulars or other applicable cost principles or regulations.

If the FP&S Grantee is the recipient of *multiple* federal funding sources, then *only* a pro rata share of the audit cost(s) may be chargeable to their FP&S Award.

Example: If during their fiscal year, an organization expends $100,000 from an FP&S Award and $400,000 from other federal sources, FEMA AFG/FP&S Program Office will only allow ($100,000/$500,000 = 1/5) one-fifth of the audit cost(s) to be charged to the FP&S Award.

The AFG Program does *not* require any other audits; therefore, you cannot charge any audit expenses that are not directly related to an audit required by either OMB Circular A-133 or Subpart F of 2 CFR Part 200.

D. Remodeling or Renovation Costs

Construction costs are not eligible under the FP&S Grants. Construction includes major alterations to a building that changes the profile or footprint of the structure.

However, renovations to an existing facility are allowable, but limited to minor interior alterations costing less than $10,000. In order to be eligible, renovations must be essential to the successful completion of the grant scope of work and costs must be reasonable and justified.

E. Vehicle Costs

Tow vehicles or other means of transport may be eligible as a transportation expense if adequately justified in the proposal. Vehicle costs are limited to $6,000 per application.

F. Pre-award Costs

Generally, grantees cannot use grant funds to pay for products and services contracted for or purchased prior to the effective date of the grant award.

- Fees for grant writers may be included as a pre-award expenditure. Fees payable on a contingency basis are not an eligible expense (See Appendix B, II. Other Allowable Costs, H, Grant Writer Fees).
- The only costs or acquisitions that may be considered for pre-award are those costs obligated after an application's submission but prior to an offer of award.
- An applicant must notify FEMA in writing and in advance of their intent to spend funds that will be requested as a pre-award expense. This notification shall be sent via email to the AFG/FP&S Help Desk (FireGrants@fema.dhs.gov), so the request may be reviewed and entered into their eGrants application file.

- A grantee may only request pre-award costs after an offer of award has been made, via a Scope of Work Amendment to the FEMA AFG/FP&S Program Office, using the online eGrants management system.
- All pre-award costs will be decided on a case-by-case basis. Pre-award costs are only permitted with the written approval of FEMA.
- Expenses incurred after the application deadline, but prior to award, may be eligible for reimbursement if the expenses were justified, unavoidable, consistent with the grant's scope of work, and specifically approved in writing by FEMA (Scope of Work Amendment) after an offer of award has been made and accepted. Pre-award purchases made for the purpose of convenience, to obtain more favorable pricing, or to replace equipment that is still operational are not considered to be unavoidable and will not be considered for reimbursement.
- Final approval will be given after all invoices and related procurement documents have been reviewed by FEMA to ensure the obligation occurred after the application submission, but prior to an offer of award, and is justified, unavoidable, and consistent with the grant's scope of work.

G. Grant Writer Fees

Fees for grant writers may be included as a pre-award expenditure. Fees payable on a contingency basis are not an eligible expense. For grant writer fees to be eligible as a pre-award expenditure, the fees must be specifically identified and listed in the Request Details section of the application. FP&S only will consider reimbursements for application preparation, not administration, up to but not more than $1,500. Pursuant to 2 CFR Part 180, grantees may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is a suspended or debarred party. Grantees must verify that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to 2 CFR § 180.300.

By submitting the application, you are certifying all of the information contained therein is true and an accurate reflection of your organization, and that regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA that include but are not limited to the submitted application not being considered for award, an existing award being locked pending investigation, or referral to the DHS Office of the Inspector General.

Prior to submission, please review all work produced on your behalf by grant writers or third parties for accuracy. In addition, the fees must have been paid prior to any contact with FEMA grants operations staff or an award (i.e., paid within 30 days of the end of the application period). Applicants may be required to provide documentation to support these pre-award expenditures. A copy of the cancelled check and bank statement shall be provided upon request. Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

FEMA strongly recommends that the applicant keeps a record of their organization's username and password.

NOTE: FEMA requires that all grant writer or preparer information must be entered into the Overview section of the FP&S Application, whether that person, entity or agent is compensated or not.

H. Prepayments

A grantee may not use grant funds to prepay for any products or services in advance of delivery of the products or rendering of services.

I. Taxes, Fees, Levies and Assessments

Any legally non-avoidable federal, state, or local tax, fee, levy, or assessment costs directly related to any eligible FP&S Program acquisition activity may be charged to the appropriate FP&S Award. These charges shall be identified and enumerated in the FP&S Application's Narrative and the Request Details section of the acquisition activity.

NOTE: Any avoidable costs that result from the action or inaction of a grantee (or grantee's agent), or that prevents that grantee from enjoying any lawful exemption or reduction of any federal, state, or local tax, fee, levy, or assessment directly related to any eligible FP&S Grant Program acquisition activity, *will not be chargeable* to any FP&S Award.

J. Environmental Planning and Historic Preservation Compliance

As a federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws, and Executive Orders as applicable. Grantees and sub-grantees proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. It is FEMA's policy to *not* fund projects that have been initiated or completed before any required EHP review has been conducted. Grantees are encouraged to submit EHP Screening Forms as soon as possible to ensure that adequate time is allowed for

the EHP review. The GPD EHP Screening Form can be accessed at http://www.fema.gov/media-library/assets/documents/90195.

EHP Policy Guidance can be found in FP 108-023-1, *Environmental Planning and Historic Preservation Policy Guidance*, at http://www.fema.gov/media-library/assets/documents/85376, and FP 108-024-4, *FEMA Environmental Planning and Historical Preservation Policy*, at http://www.fema.gov/media-library-data/1388411752234-6ddb79121951a68e9ba036d2569aa488/18Dec13-NoNEPAReview.pdf.

Furthermore, for those proposed renovation projects that are part of larger projects funded from a non-FEMA source (such as an emergency operation center that is part of a larger proposed public safety complex), a FEMA EHP review must be completed before the larger project is initiated. For these types of projects, grantees must complete the FEMA EHP Screening Form (OMB Number 1660-0115/FEMA Form 024-0-01) and submit it with all supporting documentation to the GPD EHP Team at GPDEHPInfo@fema.gov for review. Grantees should submit the FEMA EHP Screening Form for each project as soon as possible upon receiving the grant award. The following activities would not require the submission of the FEMA EHP Screening Form:

- Planning and development of policies or processes
- Management, administrative, or personnel actions
- Classroom-based training
- Tabletop exercises
- Acquisition of mobile and portable equipment (not involving installation) on a building.

FP&S Projects that involve the installation of equipment not specifically excluded from a FEMA EHP review per the GPD Programmatic Environmental Assessment (PEA), ground-disturbing activities, or modification/renovation of existing buildings or structures must undergo a FEMA EHP review (for more information on the PEA, see FP 108-023-1).

The FEMA GPD-EHP Team provides guidance and information to grantees related to submission of materials for EHP review. All EHP review packets should be sent to gpdehpinfo@fema.gov.

III. Procurement Integrity

Through audits conducted by the Department of Homeland Security's Office of Inspector General (OIG) and the FEMA AFG/FP&S Program Office grant monitoring, findings have shown that some FP&S Grant recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement policies jeopardizes the integrity of the grant as well as the grant program. Below, we highlight the federal procurement requirements for

fire departments, and organizational grantees when buying goods and services with federal grant funds. DHS will include a review of grantees' procurement practices as part of the normal monitoring activities.

Competition; all procurement transactions shall be conducted in a manner that:

- Provide open and free competition
- Promote competition and ensure advantageous pricing

NOTE: In addition to following applicable federal regulations in effect at the time a grant is awarded to a grantee, grantees must also follow their own written procurement procedures as well as all applicable state and local laws and regulations.

NOTE: FP&S will consider acquisitions by a grantee who has formally adopted internal or governing polices and authorizes acquisitions through prequalified lists of persons, firms, or products which are used in acquiring goods and services, e.g., Government Services Administration (GSA) schedule or co-operative or group purchasing, as having satisfied FP&S Program requirements for competition, so long as those prequalified lists are current and include qualified sources to ensure maximum open and free competition. Also, the grantee must not preclude potential bidders from qualifying during the solicitation period. FP&S will consider existing previously bid or state contracts ("tag along" contracts) to satisfy federal requirements for competition so long as they also confirm to the applicable federal procurement regulations in effect at the time the grant is awarded.

NOTE: Grantees who fail to adhere to their own procurement policy, or otherwise fail to fully complete any purchase involving federal funds, may find that their expenditures questioned and subsequently disallowed.

NOTE: To the greatest extent possible, the use of federal grant funds should be used for the purchase of goods and services manufactured, assembled, and distributed in the United States.

NOTE: Grantees must provide written notification to FEMA of their intent to utilize a non-competitive procurement process for the acquisition of FP&S-funded products or services. Examples of non-competitive procurements include, but are not limited to, the use of sole source procurements and specifying products or services by brand name.

A. Documentation

At a minimum, grantees are required to maintain and retain the following:

- Backup documentation, such as bids and quotes
- Cost/price analyses on file for review by federal personnel
- Other documents required by federal regulations applicable at the time a grant is awarded to a grantee.

The required documentation for federally funded purchases should include:

- Specifications

- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Cancelled checks

NOTE: Grantees who fail to fully document their purchases may find their expenditures questioned and subsequently disallowed.

B. Specifications

When creating your bid specifications, and prior to being sent to the prospective bidders, you should ensure the following:

- Bids and specifications are not proprietary to any one product or manufacturer.
- Applicable federal regulations in place at the time a grant is awarded are followed
- In-state or local geographical preferences are not imposed in the evaluation of bids or proposals.
- Product information is obtained from vendors in order to be more informed about the items they plan to purchase.
- Specifications obtained from vendors for any solicitation with federal grant funds are not used if the specifications would be found to be restrictive.

NOTE: Vendors and manufacturers may provide product and technical information to grantees for consideration. The applicants may use this information during the grantees' product evaluation and drafting of solicitation specifications. However, vendors and manufacturers that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements.

C. Personal and Organizational Conflict of Interests

The grantee must adhere to standards of conduct and avoid conflicts of interest when procuring goods or services with federal grant funds in accordance with applicable federal regulations in effect at the time a grant is awarded to a grantee.

The grantee must maintain written standards of conduct covering *Conflicts of Interests* and governing the performance of its employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent must 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 Interests*. Such a *Conflict of Interests* would arise when the employee,

officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the grantee.

NOTE: For the purposes of this program, FEMA considers volunteers of an organization and grant writers to be employees, officers, and/or agents of the grantee. As such, no volunteer or member of an organization or anyone involved in the application for funding can participate in, or benefit from, the procurement if federal funds are involved.

Grantees who purchase items with grant funds from vendors who employ any of their volunteers/members will have to document how they avoided a *Conflict of Interests* during the procurement process (i.e., specific details regarding how the members/volunteers removed themselves or how they were prevented from participating in the process). Grantees may be required to provide this documentation upon request. Grantees who fail to fully document their purchases may find their expenditures questioned and subsequently disallowed. Remember that FEMA reserves the right to request and review any and all bids/spec prior to purchase. Grantees may be subject to an audit after award.

NOTE: Help FEMA prevent fraud, waste, and abuse. If you have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, you should contact the DHS OIG Hotline at (800) 323-8603, by fax at (202) 254-4297, or e-mail DHSOIGHOTLlNE@dhs.gov.

IV. Notice of Award

Upon approval of an application, the award will be made in the form of a grant. The date the approval of award is signed by the authorized official of the federal awarding agency is the award date. For the FP&S Notification of Award, approval is made through an automatic e-mail from the eGrant system to the grantee's point of contact listed in the initial application. Once an award has been approved and recorded in the system, a notice is sent to the authorized grant official. Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the

award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under federal awards.

V. Amendments

FP&S Award amendments may be approved, on a case-by-case basis, for the following reasons:

- Period of Performance (extension request/reopen award to complete original scope of work)
- Scope of Work (activity/mission changes, retroactive approval [pre-award], closeout issues, some excess funds requests, requests for economic hardship Cost Share waiver, and requests for maintenance of expenditure waivers)
- Cost over/under run (adding funds to award/non-closeout deobligation* of funds)

Amendments will only be considered when submitted via the eGrant system online. These requests must contain specific and compelling justifications for the requested change.

FP&S strongly encourages the timely expenditure of grant funds by grantees to be consistent with the goals and objectives outlined in FP&S Programs.

*A grantee may deobligate (return) unused funds (those remaining funds drawn down via payment request and/or remaining award funding that was never requested) to DHS prior to the end of an award's Period of Performance. To exercise this option, a grantee must submit a Cost Over/Under Run Amendment via the eGrant system and state in their amendment that the unliquidated funds (funds to be returned) are not necessary for the fulfillment or success of the grant's obligations or mission. The grantee must also indicate that it is understood that the returned funds will be deobligated and unavailable for any future award expenses. Deobligation of funds will decrease the federal portion of the grant and the amount of the grantee's Cost Share obligation. The FEMA AFG/FP&S Program Office will confirm deobligation amendments with all points of contact; after confirmation of the grantee's intent to deobligate, the FEMA AFG/FP&S Program Office will hold the approved deobligation request for 14 calendar days as a period for "grantee reconsideration" before processing the deobligation request.

To return grant funding that has been drawn down but is no longer required, the grantee must complete and attach the "Return of Funds to FEMA" Form to any remittance (mailing instructions are on the form). The form is available at http://www.fema.gov/library/viewRecord.do?id=7080.

A. Period of Performance Extensions

Extensions to the initial Period of Performance identified in the award will be considered only through formal, written requests to FEMA with specific and compelling justifications as to why an extension is required. All extension requests must address the following:

1. Grant Program, fiscal year, and award number
2. Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline
3. Current status of the activity/activities
4. Approved Period of Performance termination date and new project completion date
5. Amount of funds drawn down to date
6. Remaining available funds, both federal and non-federal
7. Budget outlining how remaining federal and non-federal funds will be expended
8. Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion
9. Certification that the activity/activities will be completed within the extended Period of Performance without any modification to the original Statement of Work approved by FEMA
10. Potential impacts if FEMA does not approve the extension request or approves the request for a shorter period of time than requested

Awardees must submit all proposed extension requests to DHS/FEMA for review and approval at least 60 days prior to the end of the Period of Performance.

VI. Sub-Grants Under FP&S

AFG Programs, including the FP&S Grant Program, do not allow for sub-grantees or sub-recipients. All activities of the FP&S Award Recipients, supporting the Scope of Work, shall only be on a contractual basis.

VII. Payment/Drawdown/Rebates

DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, the recipient must complete a Standard Form 1199A, Direct Deposit Form.

FEMA utilizes the eGrants System for the full lifecycle of the grant. Please use the following link to access the system https://portal.fema.gov/famsVuWeb/home. Grantees should not expend funds or request a drawdown until all special conditions listed on the grant award document have been met and the award is approved for payment in the eGrants system. Grant recipients should maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of those funds (see 31 CFR Part 205). If the grant recipient does not follow procedures, it will be required to be on a reimbursement for costs incurred method.

FP&S Payment/Drawdown Requests from state or local government entities will be governed by applicable federal regulations in effect at the time a grant is awarded to the grantee and may be either advances or reimbursements.

Grantees should not expend funds or request drawdowns until all special conditions listed on the grant award document have been met and request for payment in the eGrants system has been approved.

Grant recipients should drawdown funds based upon immediate disbursement requirements; however, FEMA strongly encourages recipients to drawdown funds as close to disbursement or expenditure as possible to avoid accruing interest.

A. Advances

Grantees shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of the funds and their disbursement by the grantee.

NOTE: With regard to interest earned on advances, state and local government entities should follow applicable federal regulations in effect at the time a grant is awarded to the grantee:

Interest earned on advances. Except for interest earned on advances of funds exempt under the Intergovernmental Cooperation Act (31 USC § 6501 et seq. and the Indian Self-Determination Act (23 USC § 450), grantees shall promptly, but at least quarterly, remit interest earned on advances to the federal agency. The grantee may keep interest amounts up to $100 per year for administrative expenses.

Although advance drawdown requests are permissible, grantees remain subject to the interest requirements of the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 CFR Part 205. Interest under CMIA will accrue from the time federal funds are credited to a grantee's account until the time the grantee pays out the funds for program purposes. FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

For the rate to use in calculating interest, please visit Treasury Current Value rate at http://www.fms.treas.gov/cvfr/index.html.

B. Reimbursement

Reimbursement of the grantee is the preferred method when the requirements to be paid in advance, per applicable federal regulations in effect at the time a grant is awarded to the grantee, cannot be met. In accordance with US Dept. of Treasury regulations at 31 CFR Part 205, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds.

C. Payment Requests during Closeout

For 90 days after the expiration of the Period of Performance, a grantee may only submit reimbursement payment requests during an award's closeout reconciliation.

Reimbursement payment requests shall only be for obligations that were encumbered within the active Period of Performance of the award.

The grantee's request should contain clear and specific information certifying that the liquidation of federal funds is reimbursement for an encumbrance or obligation that occurred within the active Period of Performance; FEMA may request documentation support for the reimbursement for review.

D. Rebates

Grantees shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with applicable federal regulations in effect at the time a grant is awarded to a grantee.

The reduction of federal financial participation via rebates/refunds *may* generate excess funds for the grantee, if the grantee had already obligated their Cost Share match based upon the original award figures.

If the grantee had *already* obligated their original Cost Share *prior* to the rebate, then the grantee *may* have minimum excess funds equal to the difference between the original Cost Share less the rebate adjusted Cost Share.

VIII. Equipment Marking

Awardees may consider marking equipment as "purchased with funds provided by the US Department of Homeland Security" in order to facilitate their own audit processes, as well as federal audits and monitoring visits, which may result from receiving federal funding.

IX. Debarment and Suspension

Executive Orders 12549 and 12689 provide protection to the Federal Government from fraud, waste, and abuse by debarring or suspending those persons or entities deemed irresponsible in their dealings with the Federal Government. For additional information, see, generally, 2 CFR Part 3000, and 2 CFR Part 180.

X. Disposition of Grant Funded Equipment

A grantee must use, manage, and dispose of FP&S-funded equipment in accordance with applicable federal regulations in effect at the time a grant is awarded to a grantee. The FEMA AFG FP&S Program Office strongly recommends contacting your Regional Fire Program Specialist or the AFG/FP&S Helpdesk prior to the disposition of FP&S-funded Equipment.