The U.S. Department of Homeland Security
Notice of Funding Opportunity
FY 2019 Fire Prevention and Safety

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take four weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/web/grants/register.html. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

A. Program Description

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

Assistance Listings Number (formerly Catalog of Federal Domestic Assistance (CFDA) Number)
97.044

Assistance Listings Title (formerly CFDA Title)
Assistance to Firefighters Grant (AFG)

Notice of Funding Opportunity (NOFO) Title
Fiscal Year (FY) 2019 Fire Prevention and Safety (FP&S)

NOFO Number
DHS-19-GPD-044-000-98

Authorizing Authority for Program
Section 33 of the *Federal Fire Prevention and Control Act of 1974* (Pub. L. No. 93-498, as amended) (15 U.S.C. § 2229)

Appropriation Authority for Program
Department of Homeland Security Appropriations Act, 2019 (Pub. L. No. 116-6)

Program Type
New

Program Overview, Objectives, and Priorities

Overview

The Fiscal Year (FY) 2019 Fire Prevention and Safety (FP&S) grant program is one of three grant programs that constitute the Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The FP&S grant program accomplishes this by assisting fire prevention programs and supporting firefighter health and safety research and development. The FP&S Program represents one part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the five basic homeland security missions noted in the 2018 DHS Quadrennial Homeland Security Review, the FP&S Program supports the goal to Strengthen National Preparedness and Resilience.

The 2018-2022 FEMA Strategic Plan creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The FP&S Program supports FEMA Strategic Goal #2: Ready the Nation for Catastrophic Disasters. We invite all of our stakeholders and partners to also adopt these priorities and join us in building a stronger agency and a more prepared and resilient nation.

According to the latest report to Congress by the U.S. Fire Administration, analysis of various fire trends during the past decades reveals remarkable progress in many aspects of the fire-related threats in the U.S. However, there remain several areas where additional efforts can reduce fire-related impacts. Homes built in or near WUI areas are increasing life and property risks as well as firefighting costs. During the past few years, WUI fires have destroyed entire communities; commercial, industrial and residential structures; and essential critical infrastructure in California, Colorado, Idaho, Montana, Oregon, Utah, Washington, and other states and tribal lands that experience an expanding WUI risk. This trend could be mitigated by state, local, tribal, and territorial jurisdictions adopting the most current model building codes and requiring homeowner management of the immediate, physical environment and surrounding vegetation. These practices are known as Firewise mitigation concepts. Furthermore, the trend could be mitigated by advocating for public policy that clearly communicates the inherent risk of building in WUI areas, and the public cost of financing emergency response and fire suppression.

Residential fires remain the cause of approximately 80 percent of fire deaths each year. While this number of residential fire deaths has reduced substantially since the creation of the USFA in 1974, the majority of these losses stem from the lack of the oldest and most reliable defensive technology: automatic fire sprinklers. Automatic fire sprinklers are commonplace in businesses and institutions but have not reached widespread use in all residential occupancies.

Adoption of the most current model codes by local jurisdictions would lead to expanded use and more lives saved. Therefore, the 2019 FP&S Program will reward local jurisdictions that are proactively taking steps to adopt and enforce the most current codes by giving additional consideration (i.e., these jurisdictions will score higher) during the competitive review process. FEMA intends to build upon this structure in future NOFO's.

In awarding these grants, the Administrator of FEMA is required to consider the following:

- The findings and recommendations of the Technical Evaluation Panel (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; and
- The extent of an applicant's need for an FP&S Grant and the need to protect the United States as a whole.

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

- **Fire Prevention and Safety Activity (FP&S):** The FP&S Activity is designed to reach high-risk target groups and mitigate the incidence of death, injuries and property damage caused by fire and fire-related hazards. Accordingly, the five project categories eligible for funding under this activity are:

    1. Community Risk Reduction;
    2. Wildfire Risk Reduction;
    3. Code Enforcement/Awareness;
    4. Fire & Arson Investigation; and
    5. National/State/Regional Programs and Studies.

- **Firefighter Safety Research and Development (R&D) Activity:** The R&D Activity is aimed at improving firefighter safety, health, or wellness through research and development that reduces firefighter fatalities and injuries. The six project categories eligible for funding under this activity are:

    1. Clinical Studies;
    2. Technology and Product Development;
    3. Database System Development;
    4. Dissemination and Implementation Research;
    5. Preliminary Studies; and
    6. Early Career Investigator.

Objectives

The objectives of the FY 2019 FP&S Grant Program are for grantees to carry out fire prevention education and training, fire code enforcement, fire/arson investigation, firefighter safety and health programming, prevention efforts, and research and development.

Program Priorities

For information on program priorities and objectives for the FY 2019 FP&S Grant Program, refer to Appendix B – Programmatic Information and Priorities.

Performance Metrics

Performance metrics for this program:

- **FP&S Activity**
  - Community Risk Reduction:
    1. Decrease in fire incidents per 1,000 residents in target population
    2. Decrease in fire deaths per 1,000 residents in target population
    3. Percent of whole community population trained
    4. Percent of target population trained
    5. Local number of lives saved
  - Code Enforcement/Awareness:
    1. Decrease in percentage of total fire losses occurring in inspectable occupancies
    2. Decrease in structural fires per 1,000 residents of inspectable occupancies
    3. Decrease in fire deaths per 1,000 residents of inspectable occupancies
    4. Decrease in inspectable property structure fires with at least $25,000 in loss
  - Fire and Arson Investigation:
    1. Increase in percentage of fires where cause is determined
    2. Increase in arson arrest and conviction rates
  - National/State/Regional Programs and Studies:
    1. Number of firefighters trained

- **R&D Activity (All Categories)**
  1. Number of Training Academies adopting training materials developed through FP&S Research (breakout by Career and Volunteer)
  2. Number of firefighters trained with materials developed through FP&S Research (breakout by Career and Volunteer)
  3. Industry standards influenced, changed, or added through FP&S Research

Data for these metrics will be collected throughout the life of the grant during reporting and closeout.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: *$35,000,000.00*[1]

Projected Number of Awards: *150*

Period of Performance: 12 – 36 months. Extensions are permitted. For additional information on period of performance extensions, refer to Section H: Additional Information.

- **FP&S Activity:** The period of performance for projects funded under the FP&S Activity is generally 12 months. Eligible applicants who propose complex projects, such as those under the National/Regional/State Programs and Studies project category, may apply for up to a 24-month period of performance from the date of award.

- **R&D Activity:** The period of performance for projects proposed under the R&D Activity is 12, 24, or 36 months from the date of award.

Projected Period of Performance Start Date(s): *07/01/2020*

Projected Period of Performance End Date(s): *06/30/2021-06/30/2023*

Funding Instrument: *Grant*

C. Eligibility Information

Eligible Applicants

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

1. **Fire Prevention and Safety Activity (FP&S)**
   Fire departments and national, regional, state, local, 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 an FP&S Grant Award under the FP&S Activity.

[1] Note that this figure differs from the total amount appropriated under the *Department of Homeland Security Appropriations Act*, 2019, Pub. L. No. 116-6. $350,000,000 is the total amount appropriated by Pub. L. No. 116-6 to meet the statutory requirements of § 33 of the *Federal Fire Prevention and Control Act of 1974*, as amended (codified at 15 U.S.C. § 2229). A portion of these "available grant funds" will be allocated to the Fire Prevention & Safety (FP&S) program, which will have a separate NOFO and application period. $35,000,000 will be allocated to FP&S for FY 2019.

2. **Firefighter Safety Research and Development Activity (R&D)**
   National, state, local, federally recognized 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. 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.

Eligibility Criteria

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

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

- **Firefighter Safety 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.

Each activity has its own application and eligibility requirements. These requirements are outlined in Appendix B – Programmatic Information and Priorities.

Other Eligibility Criteria

National Fire Incident Reporting System (NFIRS)
NFIRS reporting is not a requirement to apply for any FP&S Program; however, fire departments that receive funding under this program must agree to provide information to the NFIRS for the period covered by the assistance. If a recipient does not currently participate in the incident reporting system and does not have the capacity to report at the time of the award, that recipient must agree to provide information to the system for a twelve-month period commencing as soon as possible after they develop the capacity to report. Capacity to report to the NFIRS must be established prior to the termination of the performance period. The recipient may be asked by FEMA to provide proof of compliance in reporting to NFIRS. Any recipient that stops reporting to NFIRS during their grant's period of performance may be subject to the remedies for noncompliance at 2 C.F.R. § 200.338, unless it has yet to develop the capacity to report to NFIRS, as described above.

National Incident Management System (NIMS) Implementation
FP&S Grant Program applicants are not required to comply with the National Incident Management System (NIMS) to apply for funding under this NOFO or to be awarded a grant under this NOFO. However, any applicant that receives an FY 2019 FP&S Grant Program award must achieve the level of NIMS compliance required by the authority having command and control jurisdiction over the applicant's emergency service

operations (e.g., a local government), prior to the end of the grant's period of performance.

Maintenance of Effort

A maintenance of effort is required under this program for all recipients, unless modified by a waiver, subject to waiver eligibility. An applicant seeking an award under this NOFO shall agree to maintain during the term of the grant, the applicant's aggregate expenditures relating to the activities allowable under this NOFO 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. For more information on waiver eligibility, please see Appendix C – Award Administration Information, Section I. Economic Hardship Waivers of Cost Share and Maintenance of Effort Requirements for the FP&S Grant Program for more information.

Cost Share or Match

An eligible applicant seeking an FP&S Grant Program award 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 5 percent of the grant awarded. FEMA's new grant application portal, FEMA Grants Outcomes (FEMA GO) may be accessed at https://go.fema.gov. FEMA GO automatically calculates the cost share in the Budget section of the application.

All recipients should ensure that they are thoroughly familiar with FEMA's cost sharing requirements identified below, as well as the appropriate cost principles as identified at 2 C.F.R. § 200.101(b)(1). The recipient is not required to have the cost share at the time of application. However, before a grant is awarded, FEMA may contact potential awardees to determine whether the recipient has the funding in hand or if the recipient has a viable plan to obtain the funding necessary to fulfill the cost sharing requirement.

Cost Share Calculator

FEMA provides a cost share calculator for use while developing an application. The Cost Share Calculator is available online at https://www.fema.gov/fire-prevention-safety-grants-documents.

Types of Cost Share

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

2) **In-Kind**
   Cost share match (also known as "soft match" or non-cash) are allowable for FP&S grants. This includes using the values for the following in-kind contributions to meet the cost share requirement:

   - Complementary activities (such as providing additional smoke alarms for installation or education materials for public education); 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 recipient receiving the contributions expends them as allowable costs in compliance with provisions listed above.

Recipients who use in-kind contributions for their five percent cost share must comply with all applicable regulations and 2 C.F.R. Part 200 regarding matching or cost-sharing. Applicants who are under consideration for award and plan to use in-kind as their method for cost sharing will be asked to submit their plan for documenting and verifying in-kind contributions prior to award. Please see 2 C.F.R. § 200.306, as applicable, for further guidance regarding cost matching.

For more information on 2 C.F.R. Part 200, please visit https://www.ecfr.gov/cgi-bin/text-idx?SID=d0069c71db0a011854b3d1a2b5019133&mc=true&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Economic Hardship Waivers

The Administrator of FEMA may waive or reduce cost share requirements in cases of demonstrated economic hardship. Please see Appendix C – Award Administration Information.

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov:	*April 21, 2020*
Application Start Date:	*April 27, 2020 at 8:00 a.m. Eastern Time*
Application Submission Deadline:	*May 29, 2020 at 5:00 p.m. Eastern Time*
Anticipated Funding Selection Date:	*June 1, 2020*
Anticipated Award Date:	*July 1, 2020*

In general, DHS/FEMA will not review applications received after the deadline or consider them for funding. DHS/FEMA may, however, extend the application deadline at the request of an applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If applicants experience technical issues, they must notify the AFG Help Desk as soon as possible. The AFG Help Desk can be reached at 1-866-274-0960 or by e-mail: firegrants@fema.dhs.gov. The AFG Help Desk is open Monday – Friday, 8 a.m. – 4 p.m. Eastern Time.

Other Key Dates

Event	Suggested Deadline for Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Eight weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Submitting complete application in FEMA GO	One week before actual submission deadline

Agreeing to Terms and Conditions of the Award
By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

Address to Request Application Package
The online FY 2019 FP&S Grant Program application is available through the Assistance to Firefighters Grant (AFG) Program's FEMA GO (FEMA Grant Outcomes) application portal at https://go.fema.gov.There are several ways to access application information:

- AFGP website (http://www.fema.gov/firegrants)
- Grants.gov (http://www.grants.gov)
- U.S. Fire Administration (http://www.usfa.fema.gov)

Hard copies of the application are not available. However, the Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585.

FEMA will process applications through FEMA GO. Application tutorials and Frequently Asked Questions (FAQs) explain the current FP&S Grant Program, assist with the online grant application, and highlight lessons learned and changes for FY 2019. For more details, please visit the AFGP website at http://www.fema.gov/firegrants.

Content and Form of Application Submission
DHS makes all funding opportunities available on the Internet, accessible at http://www.grants.gov. For technical assistance with Grants.gov, call the customer support hotline 24 hours per day, 7 days per week (except Federal holidays) at (800) 518-4726 or e-mail at support@grants.gov.

The Grants.gov website will direct applicants to FEMA GO application portal at https://go.fema.gov, which contains the online FP&S application. All required forms have been incorporated into the online FP&S application.

FEMA GO will allow the applicant's authorized representative(s) to log in and create their own account. This account is specific to the authorized user and must not be shared with other personnel. The FEMA GO account is separate from any previous accounts created in the eGrants system. Applicants can save, retrieve, update, and revise their work

through the end of the application period. The automated system does not allow applicants to submit incomplete applications. The system alerts applicants when required information has not been entered. Prior to final submission, an online application may be saved, retrieved or edited up to the application deadline.

Technological Note: FEMA GO is compatible with Internet Explorer (version 11 or higher), Firefox (version 73 or higher), or Chrome (version 80 or higher). Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

Unique Entity Identifier and System for Award Management (SAM)

All applicants for this award must:

1. ***Be registered and active in SAM in order to apply;***
2. ***Provide a valid DUNS number in its application; and***
3. ***Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by DHS.***

DHS/FEMA may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DHS/FEMA is ready to make a federal award, DHS/FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making the federal award to another applicant.

Electronic Delivery
DHS is participating in the Grants.gov initiative that provides the grant communities a single site to find grant funding opportunities. Before applying for a DHS Grant, applicants must have a Data Universal Number System, or DUNS number, and must be registered and active in SAM.

DUNS
Instructions for obtaining a DUNS number can be found at the following Website: http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html.

System for Award Management (SAM)
Applicant registration in SAM is free. All applicants must be registered and active in order to apply online. Step-by-step instructions for registering with SAM can be found here: http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html. Please remember that SAM registration is only active for one year and must be renewed annually.

Existing SAM.GOV account holders should check their account to make sure it is **"ACTIVE."** SAM registration should be completed at the beginning of the application

period and renewed annually to avoid becoming **"INACTIVE."**

Please allow plenty of time before the grant application submission deadline to obtain a DUNS number and then to register in SAM. It may take four weeks or more after the applicant submits the SAM registration before the registration is active in SAM, then an additional 24 hours for Grants.gov and FEMA GO to recognize the information.

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. If the applicant is noncompliant with this requirement at the time of award offer, then FEMA may determine the applicant is not qualified to receive an award.

IMPORTANT: The SAM registration process must be completed by the applicant. It is imperative that the information provided by the applicant is correct and current. Please ensure that your organization's name, address, DUNS number, and Employer Identification Number, or EIN, are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards. The organization's name on the SF 1199A Direct Deposit Form must be entered as it appears in SAM. Payment under any FEMA award is contingent on the recipient's having a current SAM registration.

Help with SAM
The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at https://www.fsd.gov/fsd-gov/home.do or call toll free (866) 606-8220.

How to Get a Commercial and Government Entity (CAGE) Code
To get a CAGE code, applicants must first be registered in SAM, which is a requirement for doing business with the Federal Government. Applicants will be assigned a CAGE code as part of the SAM validation process, and as soon as the registration is active, applicants may view the CAGE code online by logging in to the SAM account.

Timely Receipt Requirements and Proof of Timely Submission
All applications must be received by 5/29/2020 at 5 p.m. Eastern Time. FEMA GO automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization Representative (AOR) role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission on the date and time that FEMA GO received the application. Applications received by FEMA GO after the established due date will not be considered for funding.

Applicants using slow internet connections, such as dial-up connections, should be aware that transmission can take some time before FEMA GO receives your application. FEMA GO will provide either an error message or a successfully received transmission in the form of an email sent to the AOR that submitted the application. The FEMA GO Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Do not do this – it may cause your application to fail to be submitted and consequently not be considered for funding. Please be patient and give the system time to process the application.

Intergovernmental Review
An intergovernmental review may be required. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (see https://www.archives.gov/Federal-register/codification/executive-order/12372.html; https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf).

Funding Restrictions
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. Failure to adhere to the award conditions will cause the recipient to be considered in default of the grant agreement and may require the return of all federal funds disbursed under the grant.

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. Applicants who request funding to conduct a risk assessment may not request funding for any additional projects under the FP&S Activity. For more information on restrictions on use of award funds, please see Appendix B – Ineligible Projects and Appendix C – Award Administration Information.

Construction or Remodeling/Renovation Costs
Construction costs are not eligible under the FP&S Grant Program. Construction includes major alterations to a building that changes the profile or footprint of the structure. To support eligible awarded activities, remodeling/renovations to an existing facility are limited to minor interior alterations costing less than $10,000 and should be requested under Modification to Facilities. Some of these activities may require an Environmental and Historic Preservation (EHP) review; certain costs associated with an EHP review are eligible for reimbursement.

Environmental and Historic Preservation (EHP) Compliance
As a federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and 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.

Recipients proposing projects for DHS/FEMA funding that have the potential to impact the environment, including, but not limited to modification or renovation of existing buildings, structures, and facilities, must participate in the GPD EHP review process. The GPD EHP review process involves the submission of a screening form that includes a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. *Recipients proposing projects that have the potential to impact the environment will be able to attach the screening form within the FEMA GO system as part of their grant application; in cases where recipients do not attach the screening form to their applications, completed screening forms can be submitted via email to GPDEHPInfo@fema.dhs.gov after the application has been submitted.* In some cases, GPD also is 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. DHS/FEMA GPD may not fund projects that are initiated without the required EHP review.

Additionally, all recipients are required to comply with GPD EHP Policy Guidance. GPD EHP Policy Guidance can be found in FEMA Policy (FP) 108-023-1, Grants Programs Directorate Environmental Planning and Historic Preservation Policy Guidance.

FP&S Grant Program projects that involve the installation of equipment not specifically excluded from a FEMA EHP Review, per the GPD Programmatic Environmental Assessment (PEA), such as ground-disturbing activities, or modification/renovation of existing buildings or structures, must undergo a FEMA EHP Review.

No facilities modification or renovation projects can proceed, with the exception of project planning, prior to formal FEMA approval. Funds for activities that do not require an EHP Review may be requested by the recipient. The following activities would not require the submission of the GPD EHP Screening Form:

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

Pre-Award Costs
Only costs incurred during the period of performance are allowable. However, recipients may request to be reimbursed for grant writer fees (see Appendix C – Award Administration Information, Section II. Grant Writer/Preparation Fees; see also Appendix B – Programmatic Information and Priorities).

Award Limits
Applications and awards under the FP&S Grant Program are limited to a maximum federal share of $1.5 million. FP&S Research and Development applicants applying under the Early Career Investigator category are limited to a maximum federal share of $75,000 per project year.

Management and Administration (M&A) Costs
Management and administrative (M&A) expenses are not operational costs but are necessary costs incurred in direct support of the grant or as a consequence of it. As such, these costs can be itemized in financial reports. M&A 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 allowed or considered for reimbursement. Salaries and fringe benefits for personnel directly supporting the grant are not required to be included in the M&A budget line item. No more than 3 percent of the federal share of FP&S funds awarded may be expended by the recipient for M&A associated with the FP&S award.

Indirect Facilities & Administrative (F&A) Costs
Indirect F&A costs are those costs incurred for a common or joint purpose benefitting more than one cost objective. These costs are not readily assignable to the costs objectives specifically benefitted, without effort disproportionate to the results achieved. Indirect costs are allowable under this program as described in 2 C.F.R. pt. 200, including 2 C.F.R. § 200.414.

Applicants with a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. pt. 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. pt. 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Copies of the indirect cost rate agreements or proposals, along with the AFG application number, must be submitted electronically to FireGrants@fema.dhs.gov. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above.

Indirect costs will be evaluated as part of the application for federal funds and must be included as a line item in the Request Details section of the application, to determine if they are allowable, reasonable, or disproportionally impact an application's cost benefit.

Multiple Projects
Eligible applicants (identified by unique federal tax identification numbers) may only submit one application. Applicants may submit an application for up to three projects under each activity (FP&S and R&D). Applicants applying for funding under both the 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. Risk

assessments are eligible for funding under the FP&S Activity; however, if selected as an activity project, no other projects may be eligible for funding under the FP&S Activity in the 2019 FP&S Grant Application year.

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

Although 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 studying 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.

E. Application Review Information

Funding priorities and criteria for evaluating applications submitted under this NOFO are established by FEMA based on the recommendations from the Criteria Development Panel, as well as applicable laws and regulations. Each year, FEMA convenes a panel of fire service professionals to develop funding priorities for the FP&S Grant Program. The panel makes recommendations about funding priorities as well as developing criteria for awarding grants.

The nine fire service organizations represented on the panel are:

- 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 Criteria Development Panel is charged with making recommendations to FEMA regarding the creation or modification of previously established funding priorities as well as developing criteria for awarding grants. The content of this NOFO reflects implementation of the Criteria Development Panel's recommendations with respect to the priorities, direction, and criteria for awards.

i) Application Evaluation Criteria

Prior to making a federal award, the federal awarding agency is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal awards; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

1) Supplemental Financial Integrity Review

Prior to making a federal award where the anticipated federal share of a federal award will be greater than the simplified acquisition threshold, currently $250,000 (see Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91, OMB Memorandum M-18-18 at https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf; see also FEMA Information Bulletin No. 434, Increases and Changes to the Micro-Purchase and Simplified Acquisition Thresholds):

• DHS/FEMA is required to review and consider any information about the applicant in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS) and is also accessible through the SAM website.
• An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
• DHS/FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants, as described in 2 C.F.R. § 200.205.

ii) Review and Selection Process

All applications submitted under this NOFO are competitively scored by no less than three members of the Peer Panel. Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, costs/quantities, and anticipated effectiveness of the proposed project(s). The process by which applications will be reviewed is outlined below:

1) Peer Review Panels

i. Peer Review Panel Process – Fire Prevention and Safety Activity Projects

All FP&S activity applications will be evaluated by a peer review process. A panel of peer reviewers is comprised of fire service representatives recommended by the CDP. These peer reviewers will assess the merits of each project application with respect to the detail provided in the Narrative Statement on the activity, including the evaluation elements listed in the Narrative Evaluation Criteria below.

The panel will independently score each project within the application, discuss the merits or shortcomings of the application, and document the findings. A consensus is not required.

ii. Peer Review Panel Process – Research and Development Activity Projects

The peer review process is comprised of a Fire Service Panel Review and a Science Panel Review.

Fire Service Panel Review

All eligible project 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 projects 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 project 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. A consensus is not required.

Science Panel Review

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

2) Technical Evaluation Panel (TEP)

The highest ranked projects from both Activities will be deemed in the fundable range. Applications that are in the fundable range will undergo a Technical Review by the FEMA Program Office prior to being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility prior to recommending any application for award. Additionally, FEMA will review whether the project duplicates other federally funded research or prevention activities in order to avoid duplication.

Once the review process is complete, each project's score will be determined, and a final ranking of project applications will be created. FEMA will award grants based on this final ranking.

3) Narrative Evaluation Criteria

All complete and eligible applications are evaluated relative to FP&S Grant Program funding priorities (see information on the funding priorities in Appendix B – Programmatic Information and Priorities, Section III. Funding Priorities).

The Narrative Statement of the application must provide specific details about the activity for which applicants seek funding, including budget details. The weighted evaluation criteria used by the peer reviewers in the determination of the grant award, as described below, make up the elements of the Narrative. The FEMA GO system includes a time out feature. If no browser activity is detected for a period of time, you will be logged out of the system. Therefore, it is recommended that applicants type the Narrative Statement information offline using a word processing program to avoid being logged out of the system. Once the Narrative Statement is complete, applicants can then cut-and-paste the text into the appropriate sections within the Narrative Statement section of the online application.

Please note the Narrative Statement blocks do not allow for formatting. Do not type the Narrative Statement using only capital letters. Additionally, do not include tables, special fonts (e.g., quotation marks, bullets), or graphs. Space for the Narrative Statement is limited. While each element must have a minimum of 200 characters, the maximum amount of characters varies based on the questions being asked. Once the Narrative Statement is saved to the online application, log-out and then log back in to the application to verify that the information was successfully saved.

Fire Departments and Interest Organizations are assigned differing weights for each scored element. Peer Review Panelists will evaluate and score each activity based on the following narrative elements within each activity:

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

- **Financial Need (Departments-10%, Interest Organizations-0%):** Applicants must provide details in the Applicant Information section of the application on the need for financial assistance to carry out the proposed project(s). Applicants may include 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 needs (e.g., state assistance programs or other grant programs). While interest organizations do not receive points for their financial need, they must provide all details listed above in their application regarding their financial need to be considered for funding.

- **Vulnerability Statement (Departments-20%, Interest Organizations-25%):** 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. The Vulnerability Statement should include a description of the steps taken to determine the vulnerability and identify the target audience. The methodology for determination of vulnerability (i.e., how the vulnerability was found) should be discussed in-depth in the application's Narrative Statement.
  - **Fire Department applicants:** note that **5% of the available 20%** for this narrative element will be provided to those applicants that can demonstrate their commitment and proactive posture to reducing fire risk. Applicants must explain their code adoption and enforcement (to include Wildland Urban Interface and commercial/residential sprinkler code adoption and enforcement) and mitigation strategies (including whether or not the jurisdiction has a FEMA-approved mitigation strategy) to receive the full 20%. Also, note that departments can demonstrate their commitment to reducing fire risk by applying to implement fire mitigation strategies (code adoption and enforcement) via this application.
  - The specific vulnerability 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 the project will address, including who is at risk, what the risks are, where the risks are, and how the risks can be prevented, reduced, or mitigated.
  - For the purpose of the FY 2019 FP&S NOFO, 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, including a lack of adoption and enforcement of certain codes.

- **Project Description (Departments-20%, Interest Organizations-25%):** Applicants must describe in detail not only the project components but also how the proposed project addresses the identified capability gap, due to financial need and/or the vulnerabilities identified in the vulnerability statement. The following information should be included:
  - Project Components
  - Review of any existing programs or models that have been successful.
  - Detailed description of how the proposed project components fill the identified capability gap
  - If working with Fire Service Partners/Organizations, identify each partner/organization and the role(s) they will fill in the successful completion of the proposed project.

- **Implementation Plan (Departments-25%, Interest Organizations-30%):** Each project proposal should include 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 (this is critical for determining the likeliness of the project's completion within the period of performance)
  - 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, or robots)

    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 (Departments-15%, Interest Organizations-15%):** Projects should include a plan for 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. Applicants are encouraged to attend training on evaluation methods, such as the National Fire Academy's "Demonstrating Your Fire Prevention Program's Worth." Note: In addition to a detailed evaluation plan as described above, if awarded, grant recipients are required to report on specific performance metrics through performance reports and at closeout (see page 3-4 for required performance metrics).

- **Cost-Benefit (Departments-10%, Interest Organizations-5%):** Projects will be evaluated and scored by the Peer Review Panelists based on how well the applicant addresses the fire prevention needs of the department or organization in an economic and efficient manner. The applicant should show how it will maximize the level of funding that goes directly into the delivery of the project. The costs associated with the project also must be reasonable for the target audience that will be reached, and a description should be included of how the anticipated project benefit(s) (quantified if possible) outweighs the cost(s) of the requested item(s). The application should provide justification for all costs included in the project in order to assist the Technical Evaluation Panel with their review.

- **Additional Considerations**

  - **Meeting the needs of people with disabilities:** Applicants in the Community Risk Reduction 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) in their community.
  - **Experience and Expertise:** 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.

ii. Evaluation Criteria for Projects - Research and Development Activity

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

1. **Fire Service Panel 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 projected wellness by significantly improving the overall health of firefighters.

   - **Barriers (15%):** Applicants should identify and discuss potential fire service and other barriers to successfully completing 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, barriers that could inhibit the adoption of successful results by the fire service when the project is completed, or project components most likely to cause delay in successful completion.

   - **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.

2. **Science Panel Evaluation Criteria:**

   - **Project goals, objectives, and specific aims (15%):** Applicants should address how the purpose, goals, objectives, and specific 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 years.

- **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 of 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, describe plans for submission to the Institutional Review Board (IRB) (for further guidance and requirements, see the Human Subjects Research section on page 27 of this NOFO).

- **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 (e.g., plans for submissions to specific peer review publications) and for firefighter audiences (e.g., 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.

- **Additional Considerations:**
  The following considerations are not scored but may impact the evaluation of the application as a whole. This information may be used by application reviewers or by FEMA during technical review prior to making funding decisions.

  - **Cost vs. Benefit:** 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:** In the Applicant Information section of the application, applicants must 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 details 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).

  - **Mentoring (for Early Career Investigator Projects Only):** An important part of Early Career Investigator projects is the integration of mentoring for the principal investigator by experienced researchers in areas appropriate to the research project, including exposure to the fire service community as well as support for ongoing development of knowledge and skills. Mentoring is regarded as critical to the research skills development of early career principal investigators. As part of the application Appendix, the applicant should identify the mentor(s) that have agreed to support the applicant and the expected benefit of their interaction with the researcher. A biographical sketch and letter of support from the mentor(s) are encouraged and should be included in the Appendix materials.

3. 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 approximately 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. 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. Responses to the Fire Service criteria should be provided within the application in FEMA GO.

4. 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 may include, as appropriate, data collection instruments, additional tables and figures, illustrations, specifications for product designs, and letters of commitment and role description from partners. Additionally, if this project is a resubmission, applicants may use the Appendix to address how they adapted the proposal to address reviewer concerns from a previous year.

6. A biographical sketch (bio sketch) 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 bio sketch. Applicants are strongly encouraged to follow the biographical sketch sample (see Section e. Biographical Sketch Sample for Research and Development Projects) in preparing the bio sketch.

7. **Font:** Times New Roman or Arial.

8. **Font Size:** 11 point (11 pt.) or larger.

9. **Page Dimensions:** Page dimensions must be 8.5" x 11" or smaller.

10. **Margins:** All margins (top, bottom, left, and right) must be at least 1".

11. **Header:** The header on each page of the Narrative Statement and the Appendix must contain:
    - PI (surname)
    - Institution name (abbreviated)
    - Project Short Title
    - Page Number

4. 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 applicant is limited to a maximum of two pages per CV.

- **Font Size**: Minimum 11pt
- **Font Type**: Times New Roman or Arial
- **Page Count**: Two (maximum)

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

NAME (Last, First, Middle)			POSITION TITLE
Institution/Organization			
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

Each CV should include:

- **Positions.** List all appointments or other professional positions held, beginning with the 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.

5. Human Subjects Research

The information in this section 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 PI's with studies involving human subjects must submit their protocols to their local 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 Compliance

Assurance Program Office (CAPO). The FEMA AFG/FP&S Grant Program Office will serve as liaison for gaining DHS approvals prior to proceeding with the human subjects aspect of the 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 CAPO review and approval. Such determination will be made by CAPO in cooperation with the FP&S Grant 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 C.F.R. Part 46, Subparts A-D. A grant recipient must agree to meet all DHS requirements for studies using human subjects (and ensure any subrecipients or subcontractors meet those requirements) prior to implementing any work with human subjects. Therefore, before enrolling participants or commencing research involving human subjects, a grant recipient will provide a copy of the following for review and approval by the DHS Compliance Assurance Program Office:

- Department of Health and Human Services (HHS) Federal-Wide Assurance (FWA) Number (NOTE: The CAPO will assist domestic or international institutions that do not currently have an 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, such as contained in the methods section
- IRB-approved informed consent document (template) or IRB waiver of informed consent

Documentation should be submitted to the FP&S Grant Program Office which coordinates directly with the CAPO. The CAPO will conduct a regulatory compliance assessment and forward comments or concerns to the grant recipient. The recipient must address in writing all regulatory concerns to the satisfaction of the CAPO 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 grant recipient must submit annual reports to the CAPO to include evidence of subsequent IRB reviews, amendments, or any changes of protocol.

F. Federal Award Administration Information

Notice of Award

Once FEMA has approved and recorded an award in the system, FEMA GO sends an award package to the grant official authorized by the recipient. FEMA GO will provide the award package and email notification. The authorized grant official should follow the directions in the notification to accept the award documents. The authorized grant official should read the award package carefully for instructions on administering the

grant, to determine whether there has been an adjustment to the award, and to become familiar with the terms, conditions and responsibilities of federal award recipients. The offered award will remain on hold and be available for a maximum of 30 days until the recipient either accepts or declines the award via FEMA GO online or unless FEMA grants additional time to accept the award. The recipient should follow the directions in the notification to confirm acceptance of the award. Failure to accept the grant award within 30 days of an offer of award may result in a loss of funds. Recipients may request additional time to accept the award if needed.

Differences Between Application Request and Award
During the review process for a FP&S award, FEMA may have modified the application request(s). These modifications will be identified in the award package provided upon the offer of an award. If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be responsible for completing the activities actually funded by FEMA. The recipient is under no obligation to start, modify, or complete any activities requested by but not funded by the award. The award package will identify any differences under the Approved scope of work section.

Turndown Notifications
FEMA GO will provide all applicants who do not receive an FY 2019 FP&S award with a turndown notification. The notification email will briefly describe why FEMA did not recommend the application for funding. Due to the high volume of applications and turndowns, detailed debriefs for each applicant are not possible.

Administrative and National Policy Requirements
All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions. The applicable DHS Standard Terms and Conditions will be those in effect at the time in which the award was made. Before accepting the award, the Authorized Organizational Representative (AOR) should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program. By submitting an application, applicants also are deemed to have accepted all of the conditions in this NOFO.

Research & Development Activity Awards
The recipient agrees to participate in each two-day annual meeting that may take place during the period of performance and should include the primary staff involved with the grant (example: PI and one researcher). The award recipient also agrees to notify, and allow participation/attendance by AFG Program Office staff at key meetings involving grant activities.

For any publication that results from FEMA grant-supported research, the award recipient

must include an acknowledgment of FEMA grant support. If the award recipient issues any press releases concerning the outcome of the funded research, FEMA must be notified in advance to allow for coordination.

Finally, the award recipient agrees to provide full public access to any peer reviewed scholarly publications directly arising from research funded by the Federal Government in whole or in part under this award. This shall be accomplished by the recipient providing FEMA the final published documents no later than twelve months after their initial publication for republication by FEMA, in keeping with FEMA's rights under 2 C.F.R. §200.315(b).

Financial and Programmatic Reporting

Recipients are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent. Recipients should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks for verification.

Federal Financial Reporting Requirements

Federal Financial Reports (SF-425)

Recipients of FP&S Grants are required to submit semi-annual Federal Financial Reports (FFR) (SF-425). The FFR is to be submitted using FEMA GO online in 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

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

The Federal Financial Reporting Form (FFR) SF-425 and instructions are available here: https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1

Financial and Compliance Audit Report

For 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 C.F.R. Part 200, located at http://www.ecfr.gov/cgi-bin/text-idx?SID=876f827f6fae2c4bce610e9427a6d229&node=sp2.1.200.f&rgn=div6.

Program Performance Reporting Requirements

The recipient is responsible for completing and submitting a programmatic

Performance Report using FEMA GO. The programmatic Performance Report is due every six months after the grant's award date, and thereafter until the period of performance ends.

The Performance Report should include the following:

- A brief narrative of overall project(s) status
- A summary of project expenditures
- A description of any potential issues that may affect project completion
- Other information specific to the Activities awarded.

Closeout Reporting Requirements
Within 90 days after the end of the period of performance, recipients must submit a final SF-425 and final performance report within the closeout module in FEMA GO (R&D recipients provide a minimum of ten (10) pages in addition to the SF-425 that includes data, results and conclusions derived from the funded project throughout the period of performance). Additional instructions will be provided to the recipient prior to the end of the period of performance.

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. § 200.343. Recipients must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to DHS/FEMA during the closeout of their prime grant award.

After these reports have been reviewed and approved by FEMA, a close-out 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 de-obligated, and address the requirement of maintaining the grant records for a minimum of three years from the date of the final SF-425. The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records. Information on how to return funds to FEMA is available at http://www.fema.gov/media-library/assets/documents/31261?id=7080.

Administrative Closeout
Administrative closeout is a unilateral mechanism for FEMA to move forward with closeout of a grant award using available grant award information in lieu of final reports from the recipient. It is a last resort and recipients should always submit their final reports instead of relying on this mechanism. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

FEMA may use the administrative closeout process when a recipient is not responsive to

FEMA's reasonable efforts to collect required reports needed to complete the standard closeout process. FEMA will make three written attempts to collect required reports before initiating administrative closeout.

If FEMA administratively closes an award where no final FFR has been submitted, FEMA uses that administrative closeout date in lieu of the final FFR submission date as the start of the three-year record retention period under 2 C.F.R. § 200.333.

In addition, if an award is administratively closed, FEMA may decide to impose remedies for noncompliance per 2 C.F.R. § 200.338, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

Disclosing Information per 2 C.F.R. § 180.335
This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

- Are presently excluded or disqualified;
- Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
- Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
- Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

Monitoring
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, 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.

The recipient is responsible for monitoring all subaward activities to ensure compliance with federal and state laws, regulations, and guidance. Responsibilities include the

accounting of receipts and expenditures, cash management, maintaining of adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring, or other assessments and reviews.

G. DHS Awarding Agency Contact Information and Resource Information

Resources are available to:

- Guide applicants in completing FP&S Grant Applications; and
- Assist grant recipients with the programmatic or financial administration of an award.

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 FEMA GO, answers questions concerning applicant eligibility and grant recipient 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.dhs.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.

FEMA GO System Information
For technical assistance with FEMA GO, please contact the Enterprise Service Desk at (877) 611-4700. Regular hours of operation are also from 8 a.m. to 4:30 p.m. Eastern Time, Monday through Friday.

H. Additional Information

Extensions to the Grant Period of Performance
Extensions to the period of performance under this grant program are allowed. An award's period of performance must be active for a recipient to submit a proposed extension request to FEMA. Recipients should request extensions sparingly and only under exceptional circumstances, as failure to complete a project within the initial period of performance may impact future applications for funding. ***Approval is not guaranteed.***

Extensions to the initial period of performance identified in the award will only be considered through formal requests, via FEMA GO, and must contain specific and compelling justifications as to why an extension is required.

All extension requests must contain:

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; and
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.

Requirements for Extension Consideration
To be eligible for consideration, extension requests must be submitted via FEMA GO. Requests can be submitted no later than 60 days prior to the end of the award's period of performance.

In accordance with FEMA policy, extensions are reviewed on a case-by-case basis, and typically are granted for no more than a six-month time period. Extension requests will be granted only due to compelling legal, policy, or operational challenges. The review process can take up to 30 days or longer. This review period should be factored into the timing of when to submit a request for an extension.

> **Example:** Recipients may request an extension where a specific statute or regulation mandates an environmental review that cannot be completed within this timeframe; or where other exceptional circumstances warrant a brief extension.

Appendix A – Application Updates

Appendix A contains detailed information on changes between FY 2018 and FY 2019 to the FP&S Grant Program.

New for FY 2019

- Micro Grants are not available for 2019
- FY 2019 Applications will be submitted in FEMA GO.
- Fire Departments and Interest Organizations scoring changes under Evaluation Criteria for Projects - Fire Prevention and Safety Activity
- Wildfire Risk Reduction Programs are an eligible Category.
- Wood Chipper Program is added to the list of eligible costs when part of a Wildfire Risk Reduction Program:
    - Contract services for fuel reduction or removal (community wood chipper), or
    - Renting wood chippers, and
    - Salary & benefits for employee for dedicated community wood chipper duties
- Occupational Health is included as an R&D Special Emphasis Topic
- Additions to the ineligible expenses list:
    - Entertainment: electronics, events, etc.
    - Props (except as required for educational programs)
    - Robotics
    - Demonstration tug boats
    - Inflatable houses
    - Dollar amount for giveaways (plastic fire helmets, stickers, plastic badges, etc.) is $2,500 for fire departments, and $5,000 for regional grants
    - Fire Safety Trailers allowed only as part of a regional project

Appendix B – Programmatic Information and Priorities

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

I. Application Instructions/Tips

IMPORTANT
Once the application has been submitted, it cannot be changed. There is *no appeal process* for inaccurate or incomplete information retained by the system due to improper or multiple browser usage by the applicant.

The Authorized Organization Representative (AOR) that submitted the application will receive an automatic FEMA GO notification email once the system receives the application**.**

Application Notes

- For the most competitive application, select those local need(s) that most closely align with one or more FP&S Grant Program priorities
- When filling out the online application, applicants are required to provide basic demographic information regarding their department and the community served and must provide detailed information regarding the items or activities for which they are seeking funding.
- If awarded, the application request(s) may be modified during the award review process; if the awarded activities, Scope of Work, or amount(s) do not match the application as submitted, the grant recipient shall only be responsible for completing the activities actually funded. The grant recipient is under no obligation to start, modify, or complete any activities requested, but not funded by this award. Please review the Award Package.

II. Funding Priorities

A. Activity Eligibility Overview

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

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

B. Category Eligibility Overview

The following tables list the eligible categories under each activity:

Eligible Project Categories for FP&S Activity	
• Community Risk Reduction • Wildfire Risk Reduction • Fire & Arson Investigation	• Code Enforcement/Awareness • National/State/Regional Programs and Studies

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

C. FP&S Activity Priorities

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, as part of the vulnerability statement, 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 2019 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 https://www.usfa.fema.gov/prevention/outreach/fief/

1. 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, 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.

Note: More information on the five-step planning process can be found at www.usfa.fema.gov in the document titled "Public Fire Education Planning, a Five-Step Process" https://www.usfa.fema.gov/downloads/pdf/publications/fa-219.pdf.

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 appropriate lessons (Education) combined with free smoke alarm installation (Engineering) according to code requirements (Enforcement).
- **Evaluation:** With the teacher's help, the fire department conducts a follow up session with the students in class to review lessons learned and gauge sustained knowledge. Additionally, with assistance from the school, the fire department may send home a parent survey to determine how many homes installed smoke alarms, tested smoke alarms, and practiced a family fire drill since the visit. The fire department would then compare current local incident data with the data collected during the risk analysis to determine the impact of the program.

2. Category Priorities and Eligible Projects

a. Community Risk Reduction Category

Community Risk Reduction Category — Program Priorities

According to data available to FEMA and the USFA, working smoke alarms and residential sprinklers greatly reduce the risk of fire casualties for the nation's residents. Therefore, under this category there are three distinct, but equal, priorities.

1. **Smoke Alarm Installations: 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 must also include an educational program that is delivered to the occupant at the time of the installation and inspection.

   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, long-life batteries, and are enclosed within a tamper-resistant housing.

   Applicants who do not plan on using smoke alarms powered by non-removable, long-life batteries, and are enclosed within a tamper-resistant housing, must address the rationale for using alternatives.

2. **Sprinkler Awareness: Priority** will also be given to programs that include sprinkler awareness that affect the entire community in this effort, such as educating the public about sprinklers, promoting sprinklers, and demonstrating working models of sprinklers. Installation of sprinkler systems is only eligible if proposed as part of a sprinkler demonstration/educational effort.

3. **Risk Assessments: Priority** will also be given to community-appropriate comprehensive risk assessments and risk reduction planning. Wildland Urban Interface (WUI) risk assessment projects should be applied for under this category.

NOTE: *Applications that request a risk assessment are precluded from applying for additional projects.*

Community Risk Reduction — Examples of Other Eligible Projects

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	**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

Community Risk Reduction — Examples of Other Eligible Projects	
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 installation of the alarms should discuss in their Narrative Statement the methodology for ensuring that the alarms will be properly installed. FEMA, through its FP&S Grants, promotes the use of smoke alarms that are powered by non-removable, long-life batteries, and are enclosed within a tamper-resistant housing. Applicants who do not plan on using smoke alarms powered by non-removable, long-life batteries, and are enclosed within a tamper-resistant housing, must address the rationale for using alternatives.	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, safety trailers (for regional applications only) and 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 Assistance to Firefighters Grant Program.
Training: Local or regional projects to educate or train personnel in the area of public education are eligible under this activity.	**Juvenile Fire setter 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.
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.	

b. Wildfire Risk Reduction

Wildfire Risk Reduction — Program Priority
Priority is given to Wildfire Risk Reduction Programs. Education and awareness programs that protect lives, property, and natural resources from fire in the Wildland Urban Interface (WUI) (not forestry), including Community Wildfire Protection Plans (CWPP) or programs supporting fire adapted community initiatives, should be applied for under this activity. Fuel reduction demonstrations, in a targeted location as part of an awareness and education effort, are considered. Education and awareness programs should apply to the entire community such as educating the public about fire-related WUI risks, promoting fuel reduction, and may include a community Wood Chipper Program and/or External Home Sprinkler Kits. Note: Wildland Urban Interface (WUI) risk assessment projects should be applied for under the community Risk Reduction, Risk Assessment Category.

Wildfire Risk Reduction — Examples of Other Eligible Projects	
External Home Sprinkler Kits— are only eligible if proposed as part of a WUI education/awareness effort.	Wood Chipper Programs—are only eligible if proposed as part of a WUI education/awareness effort. Wood Chipper Programs may include contract services for fuel reduction or removal (community wood chipper) or renting wood chippers plus salary and benefits for employees with dedicated community wood chipper duties. Wood Chippers may not be purchased through this grant program.

c. Code Enforcement/Awareness Category

Code Enforcement/Awareness Category — Program Priority
Priority is given to projects that focus on first time or reinstatement of code adoption and code enforcement, including Wildland Urban Interface (WUI) fire codes for communities with a WUI-wildfire risk. See the U.S. Fire Administration Wildland Urban Interface toolkit for additional information on WUI codes.

Code Enforcement/Awareness — Examples of Other 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)	

d. Fire & Arson Investigation Category

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

Fire & Arson Investigation — Examples of Other Eligible Projects	
Arson investigation trailers	Arson investigation equipment (including Personal Protective Equipment (PPE))
Arson investigator training	Arson-related surveillance equipment
Arson prevention training	Personnel costs
Educational materials	Media equipment

e. National/State/Regional Programs and Studies Category

National/State/Regional Programs and Studies — Program Priority
Priority is given to projects that focus on residential fire issues and/or firefighter safety and wellness by dissemination and implementation of programs, polices, or products from previous studies that used rigorous scientific methods to determine effectiveness or develop new projects that do not include a research component. Firefighter safety and wellness projects should aim to measurably change firefighter behavior and decision-making. Applicants proposing to interface with government databases must explain how the systems will interface or data exchange will occur. The narrative must also explain how this effort will not duplicate existing databases or previously funded efforts. The following projects cannot be applied for under the National/State/Regional Programs and Studies Category: o Creation of new databases must be applied for under the Research & Development Activity.

National/State/Regional Programs and Studies — Program Priority
○ Research to determine effectiveness of programs, polices, or products should be applied for under the Research & Development Activity. ○ Studies or research requiring Institutional Review Board (IRB) review and or approval must be applied for under the Research & Development Activity. ○ Fire departments that wish to carry out internal, local, firefighter safety and wellness projects should apply under the Assistance to Firefighters Grant (AFG) Program.

3. Ineligible Projects and Items

The following table describes 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 demonstrations) that are not a part of a comprehensive educational program, a planned educational effort, or lack description of these elements • Costumes and/or puppets that are not part of a comprehensive educational program. • AED, CPR, or fire extinguisher training for operational staff • Fire hydrants/dry hydrants, supplies, labor, and installation costs • Weather/disaster notification devices (e.g., sirens) • 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 suppression equipment, supplies, and vehicles • Fire extinguishers • Firefighting training tools or equipment, personal protective equipment (PPE), fitness equipment, or immunizations (NOTE: PPE traditionally worn in fire suppression may also be appropriate for arson investigation when a risk for reignition exists, and is allowable under the Arson Investigation Category if justified in the Narrative) • 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)

Ineligible Projects and Items for FP&S Activity	
• Fire extinguisher training that is not part of a comprehensive prevention/ education program • Vehicles (not including tow vehicles, which are limited to $6,000 per application) • Dollar amount for giveaways (plastic fire helmets, stickers, plastic badges, etc.) is $2,500 for fire departments, and $5,000 for regional grants • Inflatable bounce houses (this does not include houses with non-inflatable floors, commonly used in education programs) • Unmanned Aerial Vehicles • Fire Safety Trailers will only be eligible under regional projects	• 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 • Prescribed burns • Fuel reduction equipment • Vegetation removal equipment • Entertainment: electronics, events, etc. • Props (except as required for educational programs) • Robotics • Demonstration tug boats • Other items or services that do not directly support the Fire Prevention & Safety Grant Program Objectives.

D. Research and Development (R&D) Activity Priorities

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 November 2015, the National Fallen Firefighters' Foundation (NFFF) hosted the third National Fire Service Research Agenda Symposium (RAS) to update the agenda with current priorities. A copy of the research agenda is available on the NFFF Website at http://www.everyonegoeshome.com/resources/research-symposium-reports/.

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.

1. R&D Activity Project Eligibility Information

Applicants are strongly encouraged to seek partnerships with the fire service that will support the ongoing project efforts from design through dissemination and implementation. It would be appropriate for most applications to include one or more local or regional fire departments and one or more national 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. The World Health Organization's Guide to Cost-Effectiveness Analysis provides information on how to evaluate and utilize cost-effectiveness analysis.

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, health 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 six 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: https://www.fema.gov/firegrants.

a. Clinical Studies Category

Clinical Studies
The clinical studies R&D category 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

Clinical Studies
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 Research R&D category).

b. Technology and Product Development

Technology and Product Development
The technology and product development category 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 opportunities in which existing technologies can be adapted to enhance firefighter safety. As the intention of the R&D Activity 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 assess 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.

c. Database System Development

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)

Database System Development

- 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.

Applicants proposing to interface with government databases must explain how the systems will interface or data exchange will occur. The narrative must also explain how this effort will not duplicate existing databases or previously funded efforts.

d. Dissemination and Implementation Research

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 or other expert review of findings deemed appropriate by the grantor.

e. Preliminary Studies

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 narrower 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.

f. Early Career Investigator

Early Career Investigator
This project category is intended to promote the development of principal investigators engaged in research to improving firefighter safety, health and wellness. This category is reserved for projects led by a principal investigator who received a Ph.D. or equivalent advanced level research degree within five years of the opening date of the application period. Projects that are affiliated with larger ongoing fire service research efforts may be proposed. The applicant must be the sponsoring institution, as individuals are not eligible to receive an award under this program. All proposed projects must also have a fire service partner. As noted earlier, these projects are limited to a maximum $75,000 federal share per project year.

2. Special Emphasis Topics

The following topics will receive additional consideration during the review process:

Special Emphasis Topic #1. Behavioral Health
To address firefighters' concerns with post-traumatic stress, depression, suicide, and related issues, and because resiliency intervention studies have demonstrated effectiveness with firefighters and other first responders, the AFG Program Office encourages proposals for behavioral health projects that use a dissemination and implementation research approach so that evidence-based resiliency programs will be more readily adopted, implemented with fidelity, and sustained.

Special Emphasis Topic #2. Occupational Health
In the course of responding to fire and other emergencies, firefighters routinely work in an environment where they are exposed to chemical and physical hazards. Initial research shows that these exposures are linked with disease outcomes in areas of cancer, cardiovascular and reproductive health. Proposals are encouraged to understand contributions of biological, genetic, physiological, behavioral, psychological and sociological factors; to develop and test interventions, procedures and products for efficacy and effectiveness; and to conduct dissemination and implementation research that will consider how best to adopt evidence-based standards and practices. Priority is given to studies that include under-researched populations, those with higher risks, and those with unique exposures.

Special Emphasis Topic #3. Wildland and WUI
In recent years, there has been an increase in the frequency of large, uncontrollable wildland fires including those that impact communities in the wildland-urban interface (WUI). The physical demands and fire environment, as well as the tactics and equipment associated with wildland fire fighting differ from structural firefighting. Research directed at mitigating the safety and health hazards associated with wildland fire fighting is encouraged. Firefighter safety, health and wellness research issues includes vehicle crashes, acute exposures, respiratory protection, personal protective equipment requirements, communications, physical fitness, and wildland fire incident modeling. Proposals are encouraged to improve wildland firefighter safety, health and wellness through applicable technology and product development; behavioral, clinical and social

research; and dissemination and implementation research.

3. Ineligible Projects and Items

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

Appendix C – Award Administration Information

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

Help FEMA Prevent Fraud, Waste, and Abuse

If applicants or recipients have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, they should contact the DHS OIG Hotline at (800) 323-8603, by fax at (202) 254-4297, or email DHSOIGHOTLlNE@dhs.gov.

I. Economic Hardship Waivers of Cost Share and Maintenance of Effort Requirements for the Fire Prevention & Safety (FP&S) Grant Program under the AFG Program

In cases of demonstrated economic hardship, and upon the request of the recipient, the Administrator may waive or reduce an AFG cost share or maintenance of effort requirement for certain recipients. (15 U.S.C. § 2229(k)(4)(A)). As required by statute, the Administrator of FEMA is required to establish guidelines for determining what constitutes economic hardship. FEMA has issued Information Bulletin No. 427, Economic Hardship Waivers: AFG Grant Program, FP&S Grant Program, and SAFER Grant Program. FP&S applicants for FY 2019 must indicate at the time of application whether they are requesting a waiver and whether the waiver is for the cost share requirement, for the maintenance of effort requirement, or both.

II. Grant Writer/Preparation Fees

Fees for grant writers may be included as a pre-award expenditure. Grant writer fees that are contingent on a successful application 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. As permitted under 2 C.F.R. Part 180, grant recipients 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, and the suspension or debarment occurred prior to the time in which the grant recipient contracted with the contractor. Grant recipients must verify that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions as permitted under 2 C.F.R. § 180.300.

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

Prior to submission of the application, please review all work produced by grant writers or other third parties for accuracy. In addition, in order to charge grant writer fees to the grant award, the fees must have been paid no later than 30 days after the end of the application period. The following documentation shall be provided to FEMA upon request:

i. A copy of the grant writer's contract for services
ii. A copy of the invoice or purchase order
iii. A copy of the canceled check (front and back)

Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

> **NOTE:** FEMA requires that all applicants identify any individual or organization that assisted with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application.

III. Maintenance and Sustainment for FP&S Grant Program

The use of FEMA preparedness grant funds for the costs of repairs or replacement, as well as maintenance contracts, warranties, and user fees may be allowable.

The intent of eligible Maintenance and Sustainment activities is to provide direct support to the critical capabilities developed using FEMA and other DHS grants and support activities. Routine upkeep and the supplies, expendables, or one-time use items that support routine upkeep (e.g., gasoline, tire replacement, routine oil changes, monthly inspections, or grounds and facility maintenance) are the responsibility of the recipient and may not be funded with FP&S funding.

Generally, when purchasing a maintenance agreement, service contract, or extended warranty for systems or equipment, the period of coverage provided under such a plan may not extend beyond the period of performance of the grant with which the agreement, warranty, or contract is purchased.

The duration of an extended warranty purchased incidental to the original purchase of the equipment may exceed the period of performance as long as the coverage purchased is consistent with that which is typically provided for, or available through, these types of agreements, warranties, or contracts. When purchasing a stand-alone warranty or extending an existing maintenance contract on an already-owned piece of equipment or system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty. As with warranties and maintenance agreements, this policy extends to licenses and user fees as well.

Even if purchased incidental to the original purchase of the equipment, the duration of an extended maintenance agreement or warranty must also be reasonable for the type of equipment or system being purchased. For example, if a vendor offers a 10-year extended

warranty incidental to the purchase of a piece of equipment, but the useful life of that equipment being purchased is five years, the purchase of a 10-year extended warranty would not be a reasonable cost and may not be charged to the grant.

IV. Taxes, Fees, Levies, and Assessments

Taxes, fees, levies, or assessments that the recipient is legally required to pay and is directly related to an eligible FP&S Grant program acquisition activity may be charged to an FP&S award as permitted under 2 C.F.R. § 200.470. These charges shall be identified and enumerated in the FP&S application's Narrative and the Request Details section of the acquisition activity.

Any avoidable and unreasonable costs that result from the action or inaction of a recipient (or recipient's agent), or that prevent that recipient from enjoying any lawful exemption, waiver, or reduction of any tax, fee, levy, or assessment directly related to any eligible FP&S Grant Program acquisition activity, are not chargeable to any FP&S award.

Example: Governmental entities and Public Safety Agencies are exempt from some Federal Communications Commission (FCC) fees, but only if the eligible organization submits an exemption or waiver request to the FCC.

Government entities are not required to pay FCC regulatory fees. Non-profit entities (exempt under Section 501 of the Internal Revenue Code) also may be exempt. The FCC requires that any entity claiming exempt status submit, or have on file with the FCC, a valid IRS Determination Letter documenting its nonprofit status or certification from a governmental authority attesting to its exempt status. For more information, please visit http://www.fcc.gov/.

V. Subscription, Access, Membership, or User Fees

No subscription, access, membership, termination of services, or user fees, are chargeable to any FP&S Award.

VI. Vehicle Costs

Tow vehicles may be eligible as a transportation expense if adequately justified in the proposal. Tow vehicle costs are limited to $6,000 per application.

Otherwise, vehicles are not eligible for funding.

VII. Excess Funds

After completing the initial projects proposed in the recipient's application, some recipients may have unexpended funds remaining in their budget. These excess funds may result from any combination of under-budget acquisition activities or competitive procurement processes.

These cost shared excess funds may be utilized to enhance or continue the approved project(s). FEMA expects excess funds to be obligated concurrent with an award's period of performance to address a known or critical need related to the awarded project(s). Approval of excess funds does not justify an extension to the period of performance.

VIII. Procurement Integrity

Through audits conducted by DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA 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. Noncompliance with the federal procurement rules may result in FEMA imposing specific conditions as described in 2 C.F.R. § 200.207 or other remedies for noncompliance under 2 C.F.R. § 200.338.

The below highlights the federal procurement requirements for FEMA recipients when procuring goods and services with federal grant funds. DHS will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.326.** Select requirements under these standards are listed below. The recipient must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states must follow 2 C.F.R. § 200.322 regarding procurement of recovered materials, and 2 C.F.R. § 200.326 regarding required contract provisions.

All other non-federal entities, such as tribes, must use their own documented procurement procedures which reflect applicable state, local, tribal and territorial regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319.

Competition and Conflicts of Interest
Among the requirements of 2 C.F.R. § 200.319(a) applicable to all non-federal entities other than states, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. ***FEMA considers this an organizational conflict of interest and interprets this restriction as applying to contractors that help a recipient develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when such former employees worked on such activities while they were employees of the non-federal entity.***

Under this prohibition, unless the non-federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.326, federal funds and funds applied to the award's cost share cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of such specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees. For more information on grant writer and grant management costs, see Appendix C – Award Administration information, Section II. Grant Writer/Preparation Fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business.
- Requiring unnecessary experience and excessive bonding.
- Noncompetitive pricing practices between firms or between affiliated companies.
- Noncompetitive contracts to consultants that are on retainer contracts.
- Organizational conflicts of interest.
- Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement.
- Any arbitrary action in the procurement process.

Pursuant to 2 C.F.R. § 200.319(b), non-federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, tribal or territorial geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Pursuant to 2 C.F.R. § 200.318(c)(1), non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. ***No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.*** Such conflicts of interest 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 may 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 non-federal entity.

If the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local, tribal or territorial government the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

Supply Schedules
Generally, a non-federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement. State and local governments may procure goods and services from a General Services Administration (GSA) schedule. Information about GSA programs for state and local governments can be found at https://www.gsa.gov/resources-for/programs-for-state-and-local-governments. For local governments that purchase off a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, local governments will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.326, such as contract cost and price (§ 200.323) and solicitation of minority, women-owned, or small businesses (§ 200.321).

For non-federal entities other than states, such as tribes, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements by to be permissible, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the recipient complies with state and local law, regulations, and written procurement procedures.
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the recipient and other similar types of entities.
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount, and geography.
- The procurement of the original contract or purchasing schedule complied with all of the procurement standards applicable to non-federal entities other than states under at 2 C.F.R. §§ 200.317 – 200.326.
- With respect to the use of a purchasing schedule, the recipient must follow ordering procedures that adhere to state and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-federal entity other than a state seeks to use such a state supply schedule, cooperative purchasing program, or other similar type of arrangement, it is recommended

that recipients discuss their procurement plans with the FEMA Grant Programs Directorate.

Documentation
Non-federal entities 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, if applicable.
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

FEMA requires that non-federal entities maintain the following documentation for federally funded purchases:

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

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks for verification. *See, e.g.,* 2 C.F.R. §§ 200.318(i), 200.333, 200.336.

Non-federal entities who fail to fully document all purchases will find their expenditures questioned and subsequently disallowed.

Pursuant to FEMA's discretion under 2 C.F.R. § 200.313(a)(2), recipients may not encumber equipment procured with FP&S funding.

IX. Payments and Amendments

Payments
FP&S Payment/Drawdown Requests are generated using FEMA GO.

FP&S Payment/Drawdown Requests from the recipient will be governed by applicable federal regulations, including at 2 C.F.R. § 200.305.

Recipients 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 FEMA GO has been approved.

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

When submitting payment requests, the grant recipient must identify the budget line item with which the reimbursements are associated. This detail should be entered in the Reason for Request section.

Advances
Recipients 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 recipient, and financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. Part 200.

Although advance drawdown requests are permissible, recipients remain subject to applicable federal law in effect at the time a grant is awarded to the recipient. Governing interest requirements include the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 and the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 C.F.R. Part 205. Interest under CMIA will accrue from the time federal funds are credited to a recipient's account until the time the recipient pays out the funds for program purposes.

Recipients must follow applicable federal regulations governing interest earned on payment advances in effect at the time a grant is awarded to the recipient, including 2 C.F.R. § 200.305.

Reimbursement
Reimbursement of the recipient is the preferred method of payment under the grant award when the requirements to be paid in advance, per 2 C.F.R. § 200.305, cannot be met. In accordance with U.S. Department of Treasury regulations at 31 C.F.R. Part 205, if applicable, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds.

Program Income, Rebates, and Other Revenue
Recipients 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 at 2 C.F.R. Part 200.

The reduction of federal financial participation via rebates/refunds *may* generate excess funds for the recipient, if the recipient had already obligated its cost share match based upon the original award figures.

If the recipient had *already* obligated its original cost share *prior* to the rebate, then the recipient *may* have minimum excess funds equal to the difference between the original cost share less the rebate adjusted cost share.

Payment Requests During Closeout
For 90 days after the expiration of the period of performance, during an award's closeout reconciliation, a recipient may only submit reimbursement payment requests.

Reimbursement payment requests shall only be for obligations that were obligated and received within the active period of performance of the award. The recipient's request should contain clear and specific information certifying that the liquidation of federal funds is reimbursement for an obligation properly incurred during the active period of performance; FEMA may request documentation supporting the reimbursement for review.

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

- Extension of the period of performance in order to complete the scope of work. Extension amendments must be requested at least 60 days from the end of the grant's period of performance.
- Changes to the activity, mission, retroactive approval [pre-award], closeout issues, some excess funds requests. These scope of work amendments are not allowable in the final 3 months of the grant's period of performance.
- Budget changes (adding funds to award/non-closeout de-obligation of funds).
- Other changes to the awarded grant may also require specific amendments. Please contact your assigned Program Analyst for assistance in determining if an amendment is required.

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

The FEMA Grant Programs Directorate strongly encourages the timely expenditure of grant funds by recipients to be consistent with the goals and objectives outlined in the FP&S Grant Program.

NOTE: A recipient may de-obligate (return) unused funds (those remaining funds drawn down via payment request and/or remaining award funding that was never requested) to FEMA prior to the end of an award's Period of Performance, or at closeout. To exercise this option prior to closeout, a recipient must submit an amendment via FEMA GO and state in its 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 recipient must also indicate that it understands that the returned funds will be de-obligated and unavailable for any future award expenses.

De-obligation of funds will decrease the federal portion of the grant and the amount of the recipient's cost share obligation. FEMA will confirm de-obligation amendments with all points of contact; after confirmation of the recipient's intent to de-obligate, FEMA will hold the approved de-obligation request for 14 calendar days as a period for recipient reconsideration before processing the de-obligation request.

X. Disposition of Grant Funded Equipment

A recipient must use, manage and dispose of FP&S-funded equipment in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. § 200.313. With the exception of state governments, when original or replacement equipment acquired under an FP&S award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the recipient must request disposition instructions from FEMA. A state government recipient must dispose of equipment acquired under a federal award in accordance with state laws and procedures. The AFG Program Office strongly recommends contacting a Fire Program Specialist or the AFG Help Desk prior to the disposition of FP&S-funded equipment, including vehicles.