Lumpkin County, Georgia
Finance Department

Date: November 12, 2014

Agenda Item: Funding Opportunity
US Department of Homeland Security
Federal Emergency Management Agency
2014 Assistance to Firefighters Grant Program

Item Description: The FY-2014 Assistance to Firefighters Grant (AFG) Program Funding Opportunity Announcement was recently issued by the US Department of Homeland Security (DHS).

Facts & Historical Information: The objective of the AFG program is to award grants directly to eligible entities for critically needed resources to protect the public, to train emergency personnel, and to foster interoperability and support community resilience. The purpose of the AFG program is to enhance through direct financial assistance, the health and safety of the public and firefighting personnel and to provide a continuum of support for emergency responders regarding fire, medical, and all hazard events.

Emergency Services would like to prepare an AFG application in an effort to obtain additional personal protective equipment (i.e. – SCBAs, spare SCBA cylinders, re-filling trailer, etc.) for its personnel as well as to provide for additional training of its personnel. Current projections suggest the cost of the desired equipment is approximately $500,000.00.

Potential Courses of Action:

A. Develop and submit an AFG application for funding assistance.
B. Take no action.

Budget Impact: Should the County receive an AFG award, it will be responsible for providing a cash match equal to not less than ten percent of the grant award amount. Current projections suggest the County's match would be approximately $50,000.00. Since Emergency Services will be receiving an allocation of SPLOST funding for the purchase of equipment, it would be the County's intent to utilize a portion of these SPLOST funds to meet the match requirement.

Staff Recommendation: Please see statement from Chief Wimpy.

Lumpkin County Emergency Services

57 A Pinetree Way
Dahlonega Ga. 30533

Emergency Management | **Fire / Rescue** | **EMS**

David Wimpy
EMA Director / Fire Chief / EMS Director
david.wimpy@lumpkincounty.gov

AFG, FY 2014
November 15, 2014

Dear Sirs;

Lumpkin County Emergency Services has an opportunity to receive a large grant that could possibly replace and update some much needed equipment and materials, which otherwise we could not afford. There is no guaranty that we can get this grant, but we would like the BOC's approval to at least apply for it. We have 3 major items that are out dated and need to be replaced. Below is a list and explanation for each.

1. Under NFPA (National Fire Protection Association) recommendations and guide lines. We are at the life expectances of our SCBA's (Self Contained Breathing Apparatus) and bottles. These were last replaced in the early 2000's. They are expected to be good for 10 years and ours are at that age and some have already past that. We have around 70 packs and 140 bottles at the present time at a replacement cost of over $6000.00 per pack and $850.00 per bottle. This is a cost of over $500,000.00.

2. We have only one air machine that is able to fill our bottles, which was purchased at the same time. If this machine breaks down or doesn't past inspection, we would have to go to a neighboring county to refill our air bottles when we use them. A machine to replace this would cost over a 100,000.00 dollars. We would like to get a second air machine to replace the current one, which would also let us use the old machine as a backup and make it more efficient to fill our bottles. It takes about 15 minutes to fill one bottle at the present time and we generally use 15 to 20 bottles at a structure fire, which as you see will take several hours to get filled and put back in service. Also, our only machine is at Station #1, which means everyone must come to town to fill their bottles. This takes the Fire trucks longer to get back in service and return back to their coverage areas.

3. The last item we are in need for is new training material. We are still using material from back in the 1980's. With all the new standards and requirements that we must to abide by, it's hard to keep up. We had to borrow books this summer, just to be able to finish our latest recruit class. Training requirements and materials change constantly and we desperately need to update our library and software. We are looking at a cost of over $15,000.00.

With all this being said, I know you can see that this is not a wish list, but it is a needs list. Over the next few years, we have some of these items on the new SPLOST list. If we could apply and be awarded with this grant, it would free up more SPLOST money, which could be used for other needed items. I apologize for the short notice, but the grant was just opened and the dead line to submit the application is December the 5th, 2014. This would be a great financial burden lifted off the county if we could receive this.

Thank you,

David Wimpy

Business (706) 864-3030 **Fax (706) 867-9099** **EMA (706) 864-9180**

GRANT PROCESSING REQUEST FORM

DATE: 11/14/14				
DEPARTMENT: Lumpkin County Emergency Services				
GRANT PROGRAM: FY2014 Assistance to Firefighters Grant				
GRANTING AGENCY: US Department of Homeland Security				
CFDA # (If Federal Grant) 97.044				
PROGRAM TITLE: FY 2014 AFG program				
FUNDING REQUEST:				
FEDERAL	STATE	LOCAL MATCH	OTHER	TOTAL REQUEST
500,000.00		50,000.00		$ 550,000.00
IF LOCAL MATCH IS REQUIRED, ARE FUNDS AVAILABLE IN DEPARTMENT BUDGET? Y/N N				
INDIRECT COSTS? Y/N N		AMOUNT:		
REIMBURSEMENT GRANT: Y/N Y				
PROJECT DIRECTOR: David Wimpy				
PHONE: (706) 482-2641		FAX: (706) 867-9099		E-MAIL: david.wimpy@lumpkincounty.gov
DEPARTMENT DIRECTOR OR DESIGNEE APPROVING SUBMISSION: David Wimpy		SIGNATURE:		DATE: 11/14/14
REVIEWED & APPROVED BY FINANCE:		SIGNATURE:		DATE:

US Department of Homeland Security
Funding Opportunity Announcement

FY 2014 ASSISTANCE TO FIREFIGHTERS GRANTS (AFG)

Overview Information

Issued By

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

Catalogue of Federal Domestic Assistance (CFDA) Number

97.044

CFDA Title

Assistance to Firefighters Grants

Funding Opportunity Announcement (FOA) Title

Fiscal Year (FY) 2014 Assistance to Firefighters Grants (AFG)

Authorizing Authority for Program

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

Appropriation Authority for Program

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

Opportunity ID Number

DHS-14-GPD-044-000-99

Key Dates and Time

Application Start Date:	11/3/2014 at 8:00 AM EST
Application Submission Deadline Date:	12/5/2014 at 5:00 PM EST
Anticipated Program Office Review Dates:	01/12/2015 – 01/16/2015
Anticipated Funding Selection Date:	03/2/2015
Anticipated Award Date:	03/9/2015

Other Key Dates

Projected Award Start Date(s):	03/9/2015
Projected Award End Date(s):	09/21/2015

Intergovernmental Review

Is an intergovernmental review required? ☐ Yes ☒ No

Pursuant to Executive Order 12372, an intergovernmental review may be required by applicable State law or regulation. Applicants must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under Executive Order 12372. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at http://www.whitehouse.gov/omb/grants_spoc to ensure currency.

Application Submission Extension

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

FOA Executive Summary

Funding Category

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

Date of origin for Program

10/30/2000

Funding Opportunity Category

Select the applicable opportunity category:
☒ Discretionary ☐ Mandatory ☒ Competitive ☐ Non-competitive

Application Process

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

AFG Application Home Page

Links to the AFG Application portal are available via Grants.gov, the US Fire Administration, or the AFG Website.

For additional details, please see the full FOA, Section IX. How to Apply.

Eligible Applicants

The following entities are eligible to apply directly to FEMA under this solicitation:
☒ Fire Department ☒ Nonaffiliated EMS organization ☒ State Fire Training Academy

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

Type of Funding Instrument

Select the applicable funding instrument:
☒ Grant ☐ Cooperative Agreement

Cost Share or Match

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

NOTE: Grantee cost sharing, unless modified by waiver, shall be either 5 percent, 10 percent, or 15 percent and shall be based on the population of the jurisdiction(s) served by the applicant or region. For additional details, see Appendix C, I. Cost Sharing and Maintenance of Effort Requirements, A. Cost Sharing.

Maintenance of Effort

Is there a Maintenance of Effort (MOE) requirement?

☒ Yes ☐ No

An applicant seeking an AFG Grant shall agree to maintain during the term of the grant the applicant's aggregate expenditures relating to activities allowable under this FOA at not less than 80 percent of the average amount of such expenditures in the two fiscal years preceding the fiscal year in which the grant award is received. For additional details, see Appendix C, I. Cost Sharing and Maintenance of Effort Requirements, B. Maintenance of Effort.

Management and Administration

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

If requesting management and administrative expenses, you must itemize the actual expenses under the "Other" category in the budget and explain the purpose for the administrative costs in your Project Narrative.
NOTE: Management and administrative expenses should be based only on actual expenses or known contractual costs; requests that are simple percentages of the award, without supporting justification, will not be considered for reimbursement.

Indirect Costs

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

For additional details, see Appendix C, II. Other Allowable Costs, A. Administrative Costs and B. Indirect Costs.

Full Funding Opportunity Announcement

I. Funding Opportunity Description

Program Overview and Priorities

AFG is a suite of competitive discretionary grants comprised of three interconnected component programs—Operations and Safety, Vehicle Acquisition, and Joint/Regional—for awarding direct financial assistance to fire departments, nonaffiliated EMS organizations, and State Fire Training Academies (SFTAs).

(**NOTE:** For the purpose of this document and the AFG Application, the terms "Regional" and "Joint/Regional" are interchangeable.)

Criteria Development Panel (CDP)

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

For additional details, see Appendix B, I. Criteria Development Panel (CDP).

Community Classification

FEMA has determined that due to the inherent differences among urban, suburban, and rural communities, priority rankings of High H, Medium M, or Low L will be assigned to eligible AFG Program activities within each community, based on community type.

For additional details, please see Appendix B, VIII. Community Classifications.

Program Purpose and Objective

- The **purpose** of the AFG Program is to enhance, through direct financial assistance, the health and safety of the public and firefighting personnel and to provide a continuum of support for emergency responders regarding fire, medical, and all-hazard events.
- The **objective** of the FY 2014 AFG Program is to award grants directly to fire departments, nonaffiliated EMS organizations, and SFTAs for critically needed resources to protect the public, train emergency personnel, foster interoperability, and support community resilience.
- Eligible activities requested that have an immediate impact on the safety of emergency responders, other personnel, or the public may receive additional consideration during the application review process. For additional details, see Appendix B, II. AFG Programs and Eligible Activities.
- FY 2014 AFG Programs play an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient Nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government.

- Examples of tangible outcomes from the FY 2014 AFG Programs' allowable costs include building, sustaining, and delivering the following core capabilities:

    - Public Information and Warning
    - Operational Coordination
    - Community Resilience
    - Long-Term Vulnerability Reduction
    - Environmental Response/Health and Safety
    - Infrastructure Systems
    - Mass Search and Rescue Operations

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

II. Funding Information

Award Amounts, Important Dates, and Extensions

Available Funding for the FOA: $304,503,764[1]

Projected number of Awards:	2,700
Projected Award Start Date(s):	03/9/2015
Projected Award End Date(s):	09/21/2015

Period of Performance: 12 months from the date of award[2]

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

[1] Note that this figure differs from the total amount appropriated under the *Department of Homeland Security Appropriations Act, 2014*, Pub. L. No. 113-76. In the FY 2014 AFG FOA, percentages of "*available grant funds*" refers to the total amount appropriated—$340,000,000—by Pub. L. No. 113-76 to meet the statutory requirements of § 33 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 USC § 2229).
[2] AFG Grants are awarded on a rolling basis.

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

For additional details, please see Appendix A.

Period of Performance
The period of performance is 12 months from the date of award.

Is an extension to the period of performance permitted?
☒ Yes ☐ No

Grantees may submit a request for an extension of their grant award due to compelling legal, policy, or operational challenges. See Appendix C, XI. Extensions to the Grant Period of Performance.

III. Eligibility Information

A. Eligibility Criteria

i. Eligible Applicants

- Fire departments and nonaffiliated EMS organizations (as defined by 15 USC § 2229(a)(7)) operating in any of the 50 states plus the District of Columbia, the Commonwealth of the Northern Mariana Islands, the US Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico, or any federally recognized Indian tribe or authorized tribal organization, or an Alaskan native village, Alaska Regional Native Corporation, or the Alaska Village Initiatives, and
- Any State Fire Training Academy operating in any of the 50 states plus the District of Columbia, the Commonwealth of the Northern Mariana Islands, the US Virgin Islands, Guam, American Samoa and the Commonwealth of Puerto Rico. A listing of eligible State Fire Training Academy organizations and institutions can be found at http://www.usfa.fema.gov/pocs/.

For more details on Eligible Applicants, see Appendix B, III. Eligible/Ineligible Applicants.

NOTES:

- No organization eligible to apply for and receive a grant shall be required to meet any training requirement or attain any performance standard *as a prerequisite* for that eligible organization to submit an application to any AFG Program. For more information on entities that qualify as eligible applicants and additional details, see Appendix B, III. Eligible/Ineligible Applicants.
- FEMA considers two or more separate fire departments or two or more nonaffiliated EMS organizations sharing facilities as being one organization. This determination is designed to avoid duplication of benefits. If two or more

like organizations share facilities and each submits an application in the same program area, FEMA may deem all of those program area applications ineligible.

- Fire-based EMS organizations are *not* eligible to apply as a nonaffiliated EMS organization. Fire-based EMS training and equipment must be applied for as a fire department under the AFG Component Program Operations and Safety.

IV. Funding Restrictions

Restrictions on Use of Award Funds

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

Applicants may submit more than one application but no more than one application for each AFG component program (e.g., Operations and Safety, Vehicle Acquisition, or Regional). If more than one application within the same program advances to award, the applicant cannot receive total award funding that exceeds the funding allocation cap. For additional details, see Appendix A, III. Available Grant Funds by Population Served. Any applicant that submits more than one application for the same component program, or requests the same activities in multiple component programs (e.g., Regional and Operations & Safety) may have *all* applications for any duplicated request(s) *deemed ineligible*.

Applicants for Regional projects will be subject to the limitations based on the total population the Regional project will serve, and that award *will not* be included in the host organization's funding limitations.

For additional details, see Appendix A, II. Allocations and Restrictions of Available Grant Funds by Organization Type.

NOTE:
Pre-award costs are those unavoidable acquisition costs incurred after an application's submission but prior to an offer of award. Pre-award costs may be eligible for reimbursement if:

- The applicant has provided written notification to FEMA prior to an offer of award and concurrent with their acquisition(s); and
- The AFG Program Office determines that the acquisition expenses were justified, unavoidable, and consistent with the Requested Details of the grant's scope of work.

Please see Appendix C, II. Other Allowable Costs, E. Pre-Award Costs.

For additional details, see Appendix B, IV. Restrictions on Use of Award Funds.

Overview of AFG component programs (Vehicle Acquisition, Operations & Safety, and Regional)

- Fire departments and nonaffiliated EMS organizations may apply for each, any, or all of the five Operations and Safety component activities (i.e., Training, Equipment, Personal Protective Equipment (PPE), Wellness and Fitness, and Modification to Facilities), and Vehicles, and to act as a Regional host,
- Regional Applicants may only apply for Training, Equipment, PPE and Vehicles.
- SFTA Applicants may only apply for Equipment, PPE, and Vehicles.

NOTE: While fire departments and nonaffiliated EMS organizations share some common program priorities, there are restricted activities for nonaffiliated EMS organizations. Nonaffiliated EMS organizations are *not* eligible to request any acquisition activity that is specific or unique to structural/proximity or wildland firefighting.

Overview of Activities

Operations and Safety Activities

- **Training:** Requested activities should meet or exceed any national, state, and/or DHS- recognized consensus standards (e.g., NFPA, ANSI, and/or OSHA). If a training request does not meet DHS-recognized consensus standards, applicants must submit an explanation of the reasons their proposed training will serve the needs of the applicant better than training that meets or exceeds those standards to FEMA in compliance with 15 USC § 2229(o). FEMA has determined the most benefit is derived from hands-on, instructor-led training that leads to a national or state certification.
- **Equipment:** Requested equipment should enhance the safety and/or effectiveness of firefighting, rescue, and/or the enhancement of emergency medical services provided by fire based EMS and/or nonaffiliated EMS organizations. Equipment requested shall meet or exceed any voluntary national, state, and/or DHS-recognized consensus standards. All equipment requested and awarded to the applicant organization shall be for the sole and proprietary use of the applicant organization. Awarded equipment may be shared to facilitate all-hazards response but shall not be relocated, distributed, gifted, or loaned long term to any other organization by the grantee.
- **Personal Protective Equipment (PPE):** PPE is defined as those compliant items "worn" for protection by firefighter/nonaffiliated EMS personnel. Requested PPE shall meet or exceed any voluntary national, state, and/or DHS-recognized consensus standards. PPE does not include uniforms or station-wear.
- **Wellness and Fitness:** Requested activities should assist First Responders to ensure their mental, physical, and emotional capabilities are resilient enough to withstand the demands of emergency services response.
- **Modifications to Facilities:** Requested activities may only retrofit existing structures built prior to 01/01/2003 that do not already have those AFG eligible safety features (being requested) in place. Structures built prior to 01/01/2003, which have been expanded/added on to, may be eligible for an award to retrofit

those areas built prior to 01/01/2003. Projects that include prior and post 01/01/2003 construction may be awarded on a prorated basis. Site preparation to accommodate or modify any facility that is a permanent or semi-permanent improvement, including but not limited to: landscaping, cutting or grading an access road, trenching, paving, exterior stairs or sidewalks, or the installation of utilities, is an ineligible and non-reimbursable activity.

For more details on Operations and Safety, see Appendix B, X. AFG Program Priorities and Eligible/Ineligible Activities, A. Operations and Safety.

Regional Program

A Regional Application is an opportunity only for a fire department or a nonaffiliated EMS organization to act as a "host" applicant and apply for large-scale projects on behalf of itself and any number of other participating local AFG-eligible organizations. Eligible Regional program activities are Vehicle Acquisition and Operations and Safety (but only Training, Equipment, and PPE). Regional program activities should achieve cost effectiveness, support regional efficiency and resilience, and benefit more than one local jurisdiction (county, parish, town, township, city, or village) directly from the activities implemented with the grant funds.

Host organizations should provide specific details in their application narrative, fully explaining the distribution of any grant-funded acquisitions or grant-funded contracted services between the Host and the partner organizations.

Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU) or equivalent document, signed by all parties participating in the award, prior to submitting an application under the Regional program activities. The agreement should specify the individual and mutual responsibilities of the participating partners, the participant's level of involvement in the project(s), and the proposed distribution of all grant funded assets. Successful Regional Applicants shall provide a copy of the signed MOU at the time of award. Any entity named in the application as benefiting from the award shall be a party the MOU or equivalent document.

State Fire Training Academies are not eligible to apply under the Regional program.

For more details on Regional programs, see the full FOA, IV. Funding Restrictions, Overview of AFG component programs (Vehicle Acquisition, Operations & Safety, and Regional Component Programs), Overview of Activities, Regional Program.

Vehicle Acquisition

- Only new custom, stock, or demonstration vehicles are eligible for reimbursement under the AFG Vehicle Acquisition program.
- Refurbished and used (previously owned) vehicles are no longer eligible for acquisition and will not be reimbursed by FEMA.
- Fire departments, nonaffiliated EMS organizations, and State Fire Training Academies are eligible for all AFG Vehicle Acquisition activities. Organizations

applying for a vehicle under the Regional program should choose the Vehicle Acquisition activity in their application.

For more details on Vehicles, see Appendix B, X. AFG Program Priorities and Eligible/Ineligible Activities, H. Vehicle Acquisition.

Maintenance and Sustainment for All AFG Programs

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, and/or grounds and facility maintenance) are the responsibility of the grantee and may not be funded with preparedness grant funding.

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.

However, only if the maintenance contract or extended warranty is purchased incidental to the original purchase of the system or equipment may grantees procure maintenance or warranty coverage which exceeds the period of performance, as explained in FEMA Policy 205-402-125-1 (document available at http://www.fema.gov/media-library-data/20130726-1915-25045-9444/gpd_maintenance_policy.pdf).

The duration of an extended warranty purchased incidental to the original purchase of the equipment may exceed the period 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.

Please remember that 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 also 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.

V. Application Review Information and Selection Process

Application Review Information

FEMA will rank all complete and submitted applications based on how well they match the program priorities for the type of jurisdiction(s) served. Answers to the application's activity-specific questions provide information used to determine each application's ranking relative to the stated program priorities.

FY 2014 AFG Applications will be scored competitively by three members of the Peer Panel Review process. Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, and anticipated effectiveness of the proposed project(s).

Funding priorities and criteria for evaluating AFG Applications are established by FEMA based on the recommendations from the Criteria Development Panel. For more information, see Appendix B, I. Criteria Development Panel (CDP).

A. Application Selection Process

i. Prescoring Process

The application undergoes an electronic prescoring process based on established program priorities. Application *Narratives* are not reviewed during prescore. Make sure your *Request Details* and *Budget* information comply with program guidance and statutory funding limitations.

If the application is determined to be in the competitive range after prescoring, it will proceed to the peer review process. Each eligible activity/project in an application is scored on its own merits.

Final application scores will be comprised of 50 percent from the electronic prescore and 50 percent from the Peer Panel Review process calculated by the average score of three Peer Panel Reviewers.

ii. Peer Review Process

Peer Review Panelists will consider all expenses budgeted, including the individual costs of the items requested, as well as sustainment costs such as warranties or maintenance costs, administrative costs, and/or indirect costs. Panelists may object to costs that are requested but not fully explained in the application.

Panelists will provide objective comments and qualitative judgment on the merits of each AFG component activity requested and score the project(s) based on the following criteria:

- Proposed project description and budget
- Financial need
- Cost benefits

- Extent to which the grant would enhance daily operations
- How the grant will positively impact the regional ability to protect life and property. If a Regional host is proposing a Regional project, a list of all the participating eligible organizations is required
- The presence of critical infrastructure systems or key resources that if attacked, would result in catastrophic loss of life or catastrophic economic loss. Critical infrastructure includes:
    - Public water
    - Power systems
    - Major business centers
    - Chemical facilities
    - Nuclear power plants
    - Major rail and highway bridges
    - Petroleum and/or natural gas transmission pipelines
    - Storage facilities (such as chemicals)
    - Telecommunications facilities
    - Facilities that support large public gatherings, such as sporting events or concerts

iii. Fundable Range Review Process

Each activity category (within an application) that scored in the competitive range will individually advance for Peer Panel Review. If the combined electronic prescore and the Peer Panel Review score is sufficient, the activity(ies) will be considered to be in the fundable range. Fundable range activities will then undergo a Post Panel Review (PPR) by Subject Matter Experts (SMEs). In the PPR, the SME will assess the technical feasibility of the project.

After the technical review, the Program Office will conduct an additional and final review to assess the request with respect to costs, quantities, feasibility, and eligibility prior to recommending the project for award. Prior AFG Grant(s) management performance will also be considered in the recommendation for award.

The highest funding priority and consideration will be given to those projects that can be completed within the one-year period of performance and that are not dependent on other applications requesting supporting equipment or projects.

iv. State Strategy and Communications Technical Review

Each state will provide an SME to the AFG Program Office to conduct a technical review of Peer Panel Reviewed applications requesting

communications systems equipment or Chemical, Biological, Radiological, Nuclear, Explosives (CBRNE) equipment.

This state review will focus on requests for communications systems equipment and related training that should conform to the state's Statewide Communication Interoperability Plan (SCIP).

Applicants are encouraged to coordinate requested communications projects with their Statewide Interoperability Coordinator (SWIC), Statewide Interoperability Governing Body (SIGB), or equivalents to ensure their proposed projects support the SCIP for their State.

VI. Post-Selection and Pre-Award Guidelines

A. Notice of Award

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

For more information, please see Appendix C, VIII. CFO Authority for Financial Assistance and Oversight.

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

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

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

i. Administrative and Federal Financial Requirements

A complete list of Federal Financial Requirements is available at: *http://www.whitehouse.gov/omb/grants_forms*. All successful applicants for all DHS Grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are

enumerated in the DHS Chief Financial Officer *Financial Management Policy Manual* and are available online at: *http://www.dhs.gov/sites/default/files/publications/Proposed%20FY%2014%20Standard%20TC%202013-12-04.pdf*

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

ii. Federal Financial Reports (SF-425)

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

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

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

iii. Grant Closeout Process

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

Return of Funds to FEMA

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

iv. Program Performance Reporting Requirements

AFG (Programmatic) Performance Report

The awardees will be responsible for providing updated project(s) information on a semi-annual basis. The grantee is responsible for completing and submitting a programmatic Performance Report using the

eGrants system. The programmatic Performance Report is due six months after the grant's award date and every six months after if applicable.

v. Monitoring

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

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

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

vi. Federal Funding Accountability and Transparency Act

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

vii. Financial and Compliance Audit Report

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

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend $500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with

GAO's Government Auditing Standards, located at http://www.gao.gov/govaud/ybk01.htm, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

viii. Required Performance and Financial Reports for Grant Closeout
Final performance report Narrative (within the Closeout module in eGrants) is due 90 days after the end of the period of performance or as amended. The Final SF-425 is due 90 days after the end of the grant period.

VII. DHS/FEMA/GPD/AFG Contact Information

A. Contact and Resource Information

Resources are available to:

- Guide applicants in completing AFG Grant Applications; and
- Assist grantees with the programmatic or financial administration of an award.

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

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

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

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

VIII. Other Critical Information

Note on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
AFG Grantees are required to follow all applicable federal regulations, including regulations governing administrative requirements, cost principles, and audit requirements for federal awards which are in place on the date in which a grant is awarded by FEMA to the grantee.

On December 26, 2013, the Office of Management and Budget (OMB) promulgated the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* that establish a new, uniform set of mandatory requirements for federal awards to non-federal entities. OMB codified this final guidance, (also commonly referred to as the "Super Circular" or "Omni Circular") on December 26, 2013 at 2 CFR Part 200. This final guidance will supersede existing federal regulations governing FEMA Grants for future awards, which include but are not limited to the *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments* at 44 CFR Part 13, the *Cost Principles for State, Local, and Indian Tribal Governments* at 2 CFR Part 225, and *Audits of States, Local Governments and Non-Profit Organizations* at OMB Circular A-133.

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

Environmental Planning and Historic Preservation (EHP) Compliance
As a federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grant-funded projects, comply with federal Environmental Planning and Historic Preservation (EHP) regulations, laws, and Executive Orders, as applicable.

The Grants Program Directorate/EHP Branch will no longer be conducting EHP Reviews on projects that have already been initiated or completed, and such projects that are received for review will be recommended to not be funded, unless the project can be modified to eliminate those parts/elements that have already been completed/initiated.

FEMA Policy 108.024.4 (linked below) provides procedural guidelines for completing environmental reviews as required by the National Environmental Policy Act (NEPA) in

cases where Federal Emergency Management Agency funded projects require initiation or action prior to the completion of the environmental review.

Please see FEMA Environmental Planning and Historical Preservation Policy 108.024.4, dated December 18, 2013, at http://www.fema.gov/media-library-data/1388411752234-6ddb79121951a68e9ba036d2569aa488/18Dec13-NoNEPAReview.pdf.

NOTE: It is FEMA Policy that actions initiated and/or completed without fulfilling the specific documentation and procedural requirements of NEPA may not be considered for funding.

For more details, see Appendix C, II. Other Allowable Costs, I. Environmental Planning and Historic Preservation Compliance.

National Fire Incident Reporting System (NFIRS)

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

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

National Incident Management System (NIMS) Implementation

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

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

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

- The AFG Application contains a question that asks whether the applicant organization is currently in compliance with NIMS because compliance is required of all FEMA Grantees before the end of their period of performance. AFG Applicants will be considered NIMS compliant if the organization

submitting the application(s) is compliant with the NIMS requirements of their Authority Having Jurisdiction (AHJ).

- Applicants that need NIMS training may request funding for training through the Training activity in the AFG Operations and Safety component program. However, many online NIMS training courses are available free of charge through the Emergency Management Institute.
- Additional detailed information on NIMS can be obtained from the FEMA NIMS Resource Center Website.
- The list of NIMS objectives against which progress and achievement are assessed and reported can be found at http://www.fema.gov/emergency/nims/ImplementationGuidanceStakeholders.shtm#item.

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

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

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

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

SAFECOM Guidance for Emergency Communications Grants Compliance

Grantees that are using AFG Funds to support emergency communications activities should comply with the FY 2014 SAFECOM Guidance for Emergency Communications Grants. For more details, see Appendix B, IX. P25 Compliance or http://www.safecomprogram.gov/ecg/2014_safecom_guidance_final.pdf.

IX. How to Apply

A. Application Instructions

The AFG eGrants application system is only accessible through the AFG Application Portal at https://portal.fema.gov/.

There are several ways to get AFG Application information:

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

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

NOTE: Do not use any other browsers than Internet Explorer (IE 6 or higher) when entering your information. Do not have multiple browser tabs open when entering your information, even if you are using Internet Explorer (IE 6 or higher). There are several known problems entering application information using non IE browsers or having multiple browsers open, including but not limited to:

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

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

IMPORTANT

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

NO APPLICATION WILL BE RELEASED AFTER FINAL SUBMISSION

The primary point of contact listed in the application will automatically be notified via email, via the eGrants award management system, once your application is received.

X. Application and Submission Information

AFG Application via eGrants system

- Eligible applicants can only apply for AFG Funding online via the eGrants application at AFG Application portal. The system will allow an authorized representative to log in and create a user name and password.

- Applicants may submit only one application for each component (Vehicle Acquisition, Operations & Safety, and Regional), but may not submit more than one application in each component. If an applicant submits two applications for the same component activity during a single application period, both applications may be disqualified.
- **Username/Password** If you have submitted any Assistance to Firefighters Grants Program (AFGP) applications (AFG, SAFER, FP&S, SCG) in a previous grant cycle, then you must continue to use the same username, password, and Dun and Bradstreet Data Universal Numbering System (DUNS) number for every FY 2014 application(s). If you have forgotten your password or your primary point(s) of contact have changed, please visit http://www.fema.gov/frequently-asked-questions-1 for instructions on how to update and correct your organization's information.
- Turn Down Notifications: All applicants who do not receive an FY 2014 AFG Award will receive a decision notification from FEMA via the eGrants award management system.
    - The turn down email will briefly describe those application factors that did not adequately align to the higher AFG Program Priorities and consequently, why the application did not score high enough for further consideration. Due to the historical volume of turndowns for these grants, a detailed debrief for each applicant will not be possible.

Application Tips

- For the most competitive application, select those *local need(s)* that most closely align with the highest AFG Program Priority.

  Example: Organization "X" serves a coastal community and has *local needs* for an additional Fire Boat (< 20 feet) for their fleet, advanced Marine Firefighter training for their members, and new PPE (Turnout gear) to replace their entire 20-year old inventory.
    1. Fire Boats are a Low L priority for all organizations.
    2. Marine Firefighter training is a Medium M priority for all organizations.
    3. Replacing obsolete PPE turnout gear is a High H priority for all organizations.

  Organization "X" is eligible to apply for all three activities, but among these *local needs*, the PPE request (which matches the High H AFG Program Priority) will be the *more competitive* application, with the best chance of being funded.

- When filling out the online application, applicants are required to provide basic demographic information regarding their department and the community served, but applicants must provide *detailed* information regarding the items or activities for which they are seeking funding.
- The applicant must provide a Narrative that includes project description, cost benefit, and a statement of effect.
- Applicants requesting multiple activities within an AFG component program must provide a separate Narrative justification for each activity requested.

- Your organization's budget and financial need should be discussed in Fire Department Characteristics II. Only provide project funding information that is for the same purpose for which the application was submitted as well as any funding from other sources (e.g., Federal Government, state funding, grants) for other fire-related purposes.
- If awarded, your application request(s) may be modified during the award review process; if the awarded activities, Scope of Work, or amount(s) do not match your application as submitted, the grantee shall only be responsible for completing the activities actually funded. The grantee is under no obligation to start, modify, or complete any activities requested but not funded by this Award. Please review AFG Award Package; currently *Article IV - Amount Awarded, NEGOTIATION COMMENTS IF APPLICABLE*.

A. Content and Form of Application

Required Forms and Registrations

- Standard Form 424, Application for Federal Assistance
- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities)
- FEMA Form 20-16C - Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The forms above may be accessed and downloaded at http://www.fema.gov/library/irlSearch.do.

B. Eligible/Ineligible Applications

Eligible Applications (Examples)

- Fire Department "A" submits one Operations and Safety Application with a single activity request: Training
- Fire Department "B" submits one Operations and Safety Application with multiple activity requests: Training, Equipment, PPE, Wellness and Fitness, and Modifications to Facilities

Ineligible Applications (Examples)

- An eligible applicant submits request(s) for ineligible equipment (e.g., firearms)
- An eligible applicant submits request(s) for ineligible activities (e.g., construction)
- An eligible applicant submits multiple applications in the same component program (i.e., not a single application with multiple activities requested)

C. DUNS Number

The applicant must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number with their application. This DUNS number is a required

field within Grants.gov and for SAM registration. The DUNS number provided in your application must match the DUNS number associated with your SAM registration.

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

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

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

- Applicant registration in the System for Award Management (SAM) *is free*! To register, please visit https://www.sam.gov/portal/public/SAM/.
- SAM registration is only active for one year and must be renewed annually.

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

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

There are several ways to get help with SAM:

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

SAM registration, please contact the Federal Support Desk at https://www.fsd.gov.

E. How to Get a CAGE Code

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

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

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

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

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

APPENDIX A – Program Specific Allocations

I. Funding Guidance

- FEMA must ensure that awards of available grant funds align and comply with the program's statutory authorization in Section 33 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 USC § 2229).
- AFG is both a discretionary and competitive direct financial assistance program; as such, not all AFG Applications will be funded.

II. Allocations and Restrictions of Available Grant Funds by Organization Type

- **Career (Fire Department):** Not less than 25 percent of available grant funds.[3]
  - The term "career fire department" means a fire department that has an all-paid force of firefighting personnel other than paid on-call firefighters.
- **Volunteer (Fire Department):** Not less than 25 percent of available grant funds
  - The term "volunteer fire department" means a fire department that has an all-volunteer force of firefighting personnel firefighters.
- **Combination (Fire Department to include Fire Departments using Paid On Call/Stipend Firefighting personnel):** Not less than 25 percent of available grant funds.
  - The term "combination fire department" means a fire department that has paid firefighting personnel and volunteer firefighting personnel.
  - The term "Paid On Call/Stipend" with respect to firefighting personnel means firefighting personnel who are paid a nominal fee based on a per call basis.

NOTE: All funds awarded to career fire departments, volunteer fire departments, or combination fire departments and fire departments using paid on-call firefighting personnel are awarded through an open competition amongst those classifications.

- **Nonaffiliated EMS organizations:** Not more than 2 percent of available grant funds.
- **Emergency Medical Services Providers:** Not less than 3.5 percent of available grant funds shall fund Emergency Medical Services provided by fire departments and nonaffiliated EMS organizations.

[3] See Footnote 1, above. In the FY 2014 AFG FOA, percentages of "available grant funds" refer to the total amount appropriated—$340,000,000—by Pub. L. No. 113-66766, and not the amount of Available Funding for this FOA, to meet the allocation requirements of § 33 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 USC § 2229).

- **State Fire Training Academy:** Not more than $500,000 of available grant funds per applicant. Further, not more than 3 percent of available grant funds shall be collectively awarded to all State Fire Training Academy recipients.
- **Vehicles:** Not more than 25 percent of available grant funds may be used by recipients for the purchase of vehicles. Of that amount, FEMA intends to allocate 10 percent of the total Vehicle Funds for ambulances.
- **Micro Grants (MGs):** Micro Grants are voluntary choices made by Fire or nonaffiliated EMS organizations for select Operations and Safety activities (Equipment, PPE, Training, and Wellness and Fitness) to voluntarily limit the federal participation (share) to a maximum of $25,000. Micro Grants are not a separate application or program.

The selection of a Micro Grant option for an eligible Operations and Safety activity does not impact an applicant's request or federal participation under the Vehicle Acquisition or Regional programs.

Applicants that select Micro Grants as a funding opportunity choice may receive additional consideration for award.

III. Available Grant Funds by Population Served

Award allocations are limited to the maximum amounts listed below as defined in § 33(c)(2) of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 USC § 2229(c)(2)). These maximum award levels notwithstanding, no single applicant may receive a grant in excess of an aggregate of one percent of the available grant funds based on that fiscal year's congressional appropriation per 15 USC § 2229(c)(2)(B). In FY 2014, that one percent aggregate cap is $3,400,000.

NOTE: This one percent aggregate cap may be waived in individual cases where FEMA determines that a grant recipient has an extraordinary need for a grant in excess of the aggregate cap. The maximum award levels listed below may not be waived.

Based on 15 USC § 2229(c)(2):

- In the case of a recipient that serves a jurisdiction with 100,000 people or fewer, the amount of available grant funds awarded to such recipient shall not exceed $1,000,000 in FY 2014.
- In the case of a recipient that serves a jurisdiction with more than 100,000 people but not more than 500,000 people, the amount of available grant funds awarded to such recipient shall not exceed $2,000,000 in FY 2014.
- In the case of a recipient that serves a jurisdiction with more than 500,000 but not more than 1,000,000 people, the amount of available grant funds awarded to such recipient shall not exceed $3,000,000 in any fiscal year.
- In the case of a recipient that serves a jurisdiction with more than 1,000,000 people but not more than 2,500,000 people, the amount of available grant funds awarded to such recipient shall not exceed $6,000,000 for any fiscal

year, but is subject to the one percent aggregate cap of $3,400,000 for FY 2014.

- In the case of a recipient that serves a jurisdiction with more than 2,500,000 people, the amount of available grant funds awarded to such recipient shall not exceed $9,000,000 in any fiscal year, but is subject to the one percent aggregate cap of $3,400,000 for FY 2014.

The cumulative total of the federal share of awards in Operations and Safety and Vehicle Acquisition will be factored when assessing award amounts and any limitations thereto. Applicants may request funding up to the statutory limit in each of their applications.

For example, an applicant that serves a population of fewer than 500,000 people may request up to $2,000,000 on their Operations and Safety Application and up to $2,000,000 on their Vehicle Acquisition Request. However, should both grants be awarded, the applicant would have to choose which application to accept if the cumulative value of both applications exceeds the statutory limits.

Applications for Regional projects will not be included in the host organization's funding limitations detailed above. However, Regional Applicants will be subject to their own limitation based on the total population the Regional project will serve. For example, a Regional project serving a cumulative population greater than 100,000 but fewer than 500,000 people will be limited to $2,000,000.

Cost Share Requirements Based on Population

In general, an eligible applicant seeking a grant to carry out an activity shall agree to make available non-federal funds to carry out such activity in an amount equal to and not less than 15 percent of the grant awarded, except for entities serving small communities:

- When serving a jurisdiction of more than 20,000 residents, but not more than 1,000,000 residents, the applicant shall agree to make available non-federal funds in an amount equal to and not less than 10 percent of the grant awarded.
- When serving a jurisdiction of 20,000 residents or fewer, the applicant shall agree to make available non-federal funds in an amount equal to and not less than five (5) percent of the grant awarded

IV. Fire Prevention and Safety

FEMA will also continue to allocate FP&S Grant Funding and will have a separate FOA and application period devoted to FP&S Grants. $34,000,000 has been allocated for this purpose for FY 2014. FEMA anticipates that the FP&S Application Period will open during the first quarter of calendar year 2015.

APPENDIX B – Application Guidelines and Program Priorities

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

I. Criteria Development Panel (CDP)

For the FY 2014 grant program, the CDP is comprised of Subject Matter Experts (SMEs) from these nine major fire service organizations:

- Congressional Fire Services Institute (CFSI)
- International Association of Arson Investigators (IAAI)
- International Association of Fire Chiefs (IAFC)
- International Association of Firefighters (IAFF)
- International Society of Fire Service Instructors (ISFSI)
- National Association of State Fire Marshals (NASFM)
- National Fire Protection Association (NFPA)
- National Volunteer Fire Council (NVFC)
- North American Fire Training Directors (NAFTD)

The AFG-FOA reflects the CDP's recommendations for program priorities designed to address:

- Protecting the public
- First responder safety
- Enhancing capabilities and resilience (local, regional, and national)
- Risk
- Interoperability

II. AFG Programs and Eligible Activities

Programs Overview

1. **Operations and Safety:** Training, Equipment, PPE, Wellness and Fitness, and Modifications to Facilities
2. **Vehicle Acquisition:** New, custom, or stock AFG Program-compliant Vehicles are eligible; refurbished and used (previously owned) vehicles are *not eligible* under the Vehicle Acquisition program
3. **Regional*:** Two or more eligible entities may submit an application under the name of a single participating organization (the "host") to fund a Regional component program or initiative (acquisition activities are limited to shared Training, Equipment, PPE, and Vehicle Acquisition)

**A Regional Applicant (the host organization) is not prevented from also submitting applications on behalf of their own organization for any or all remaining AFG component programs (Vehicle Acquisition and/or Operations and Safety); however,*

duplicative acquisition requests for the same activities, submitted both as a singular applicant and Regional Applicant, are not allowed.

III. Eligible/Ineligible Applicants

Eligible Applicants Include

Fire Department: An agency or organization having a formally recognized arrangement** with a state, territory, local, or tribal authority (city, county, parish, fire district, township, town, or other governing body) to provide fire suppression to a population within a geographically fixed primary first due response area.*** Fire departments are those operating in any of the 50 states plus the District of Columbia, the Commonwealth of the Northern Mariana Islands, the US Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico, or any federally recognized Indian tribe or authorized tribal organization, or an Alaskan native village, Alaska Regional Native Corporation, or the Alaska Village Initiatives.

> ****Formally Recognized Arrangement:** An agreement between the fire department and a local jurisdiction such that the jurisdiction has publicly or otherwise formally deemed that the fire department has the first-due response responsibilities within a fixed geographical area of the jurisdiction. Often this agreement is recognized or reported to the appropriate state entity with cognizance over fire departments, such as registration with the state fire marshal's office, or the agreement is specifically contained in the fire department's or jurisdiction's charter.
>
> ****Primary First Due Response Area:** A geographical area in proximity to a fire or rescue facility and normally served by the personnel and apparatus from that facility in the event of a fire or other emergency.
>
> **NOTE:** Applicants already eligible to apply for AFG retain the discretion of not providing Automatic Aid (Fire and/or nonaffiliated EMS) response to another jurisdiction's first due response area. *Providing Automatic Aid is not a requirement for eligible organizations to apply to AFG.*

Nonaffiliated EMS organization: An agency or organization that is a public or private nonprofit emergency medical services entity providing medical transport, that is not affiliated with a hospital and does not serve a geographic area in which emergency medical services are adequately provided by a fire department. Nonaffiliated EMS organizations are those operating in any of the 50 states plus the District of Columbia, the Commonwealth of the Northern Mariana Islands, the US Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico, or any federally recognized Indian tribe or authorized tribal organization, or an Alaskan native village, Alaska Regional Native Corporation, or the Alaska Village Initiatives.

AFG considers the following as hospitals:

- Clinics

- Medical centers
- Medical college or university
- Infirmary
- Surgery centers
- Any other institution, association, or foundation providing medical, surgical, or psychiatric care and/or treatment for the sick or injured.

NOTE: While fire departments and nonaffiliated EMS organizations may share some common program priorities, there are some restricted activities for nonaffiliated EMS organizations. Nonaffiliated EMS organizations are not eligible to request any activity that is specific or unique to structural/proximity firefighting.

> **Example:** Nonaffiliated EMS requests for Personal Protective Equipment (PPE) for Firefighting.
>
> **Eligible:** Nonaffiliated EMS requests for PPE compliant to NFPA1999: *Standard on Protective Clothing for Emergency Medical Operations*.
>
> **Ineligible:** Nonaffiliated EMS requests for PPE compliant to NFPA 1971: *Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting or NFPA 1976: Standard on Protective Ensemble for Proximity Fire Fighting or NFPA 1977: Standard on Protective Clothing and Equipment for Wildland Fire Fighting*.

State Fire Training Academy: Any State Fire Training Academy operating in any of the 50 states plus the District of Columbia, the Commonwealth of the Northern Mariana Islands, the US Virgin Islands, Guam, American Samoa, and the Commonwealth of Puerto Rico shall be eligible to apply for and receive an AFG Grant of direct financial assistance. For the purposes of the AFG Program, an SFTA is defined as the primary State Fire Training Academy, agency, or institution for each state. It provides entity-wide delivery of fire training (and emergency medical services training if applicable) as specified by legislative authorization, by general statutory authorization or charter, or is ad-hoc in nature with the general acceptance of the fire service. The SFTA shall receive state funding for its program in total or part. It shall also have the delivery of fire training programs as the primary function of the agency or institution as demonstrated by the employment of instructional staff and the conducting of "direct contact" programs in training and education for fire service personnel of the entire state. A listing of eligible SFTA organizations and institutions can be found at http://www.usfa.fema.gov/pocs/.

Eligible SFTA applicants may apply for *all* activities under the AFG component program Vehicle Acquisition, but are *only eligible* to apply for the activities of Equipment and PPE under the component program Operations and Safety and are *not eligible* to apply for any activities under the Regional program.

Furthermore, eligible SFTA Applicants must act as the primary grantee. No sub-grantee arrangements are permitted under the terms and conditions of any AFG component programs (Operations and Safety, Vehicle Acquisition, or Regional) by any grantee.

Regardless of a state's mechanism(s) for funding their SFTAs, no AFG Award of direct financial assistance made to a SFTA can be reduced, revised, redirected, or withheld by the SFTA's state or any authorized entity of the SFTA's State.

Other Eligible Applicants that may qualify as a Fire Department or Nonaffiliated EMS Organization

- Non-federal nonprofit organizations with a recognized primary first due response area that have a pre-existing formally recognized arrangement to provide automatic aid (fire and/or nonaffiliated EMS) response to another jurisdiction's first due response area(s) will be considered eligible AFG Applicants.
- A municipality may submit an application on behalf of a fire department or nonaffiliated EMS organization when the organization, defined as a fire department or nonaffiliated EMS organization, lacks the legal status to do so, i.e., when the organization falls within the auspices of the municipality or district.

Ineligible Organizations

- Fire departments that are a Federal Government entity, or contracted by the Federal Government, and are solely responsible under a formally recognized agreement for suppression of fires on federal installations or land.
- Fire stations that are not independent entities, but are part of, controlled by, or under the day-to-day operational direction of a larger fire department or agency.
- Fire departments that are for-profit organizations.
- Auxiliaries, fire service organizations or associations, fire marshals, and hospitals.
- Dive teams and search and rescue teams, or any similar organizations that do not provide medical transport.

NOTE: FEMA considers two or more separate fire departments, or nonaffiliated EMS organizations, sharing facilities as being one organization. This determination is designed to avoid duplication of benefits. If two or more organizations share facilities and each submits an application in the same program area, FEMA may deem all of those program area applications ineligible.

Supporting Definitions:

Automatic Aid (Per NFPA 1710, 3.3.2.1 - 2010 edition and NFPA1720 - 2009) is a plan developed between two or more fire departments for immediate joint response on first alarms.

Mutual Aid (Per NFPA 1710, 3.3.2.1 - 2010 edition and NFPA1720 - 2009) is a written intergovernmental agreement between agencies and/or jurisdictions stating that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

Metro Department: A metro fire department is one that has minimum staffing of 350 paid, career firefighters as defined by the International Association of Fire Chiefs (IAFC). AFG collects this information for statistical purposes only. Status as a metro department is not a factor in scoring or funding.

NOTE: No organization is *required* to have federal tax exempt status under §§ 501(c)(3) or 501(c)(4) of the Internal Revenue Code to apply for or receive any AFG Award. For more information on tax exempt organizations, please see IRS Publication 557 *Tax-Exempt Status for Your Organization* at http://www.irs.gov/pub/irs-pdf/p557.pdf.

IV. Restrictions on Use of Award Funds

AFG has three component programs: Operations and Safety, Vehicle Acquisition, and Regional. Each component has its own application and its own eligibility requirements.

- Each requested activity in each component program will be reviewed and scored on its own merit.
- Eligible fire departments, nonaffiliated EMS organizations, or SFTAs* may submit only one application for each, any, or all three interconnected AFG component programs (Operations & Safety, Vehicle Acquisition, and Regional). Each application may contain as many component program activities as the applicant believes is required to support their mission.

***NOTE:** State Fire Training Academies are eligible to apply for all activities under the AFG Program Vehicle Acquisition, but are only eligible to apply for the activities of Equipment and Personal Protective Equipment under Operations and Safety, and are not eligible to apply for any activities under Regional.*

- No AFG Funds may be used to support hiring (part-time or full-time), salaries, benefits, or fringe benefits for any personnel.
- Only documented back fill and overtime costs to support awarded *Training* activities are allowable personnel expenses.
- Instructor's rates/base rates should be provided as part of the Narrative, as well as the market researched competitive rate for delivering the requested training.
- If the instruction provided for an awarded training activity is delivered by an existing member(s) of the grantee's organization; only the established base rate of compensation, without benefits or overtime, may be eligible for reimbursement.
- A grantee organization may choose to pay a member delivering training a rate in excess of the awarded base rate as described in the application Narrative (or as determined competitive), but *only* the awarded base rate is chargeable to the Instructor activity.

V. Prioritization of AFG Grant Awards

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

- The findings and recommendations of the peer reviews

- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire related and other hazards
- The extent of an applicant's need for an AFG Grant and the need to protect the United States as a whole
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant

VI. New for FY 2014

Eligible programs choices for FY 2014 AFG Applicants have been reformatted for clarity

Applicant Eligible Programs

- Fire Department/Fire District (Operations and Safety, Vehicle Acquisition)
- Fire Department/Fire District Regional (Operations and Safety)
- Nonaffiliated EMS Organization (Operations and Safety, Vehicle Acquisition)
- Nonaffiliated EMS Organization Regional (Operations and Safety)
- State Fire Training Academy (Operations and Safety, Vehicle Acquisition)
- Regional Vehicle

Applicants must affirm all of the following in order to complete and submit an AFG Application:

- The applicant organization has provided its own unique DUNS number in this application.
- The applicant organization, as required per 2 CFR § 25.205, is currently registered in the System for Award Management (SAM).
- The applicant organization has consulted the appropriate FOA and that all requested activities are programmatically allowable, technically feasible, and can be completed within the award's one year Period of Performance.
- The applicant organization is aware that this application period is open from 11/03/2014 to 12/5/2015 and will close at 5 PM EST; further that the applicant organization is aware that that once an application is submitted, even if the application period is still open, a submitted application cannot be changed or released back to the applicant for modification.
- The applicant organization is aware that it is solely the applicant organization's responsibility to ensure that all activities funded by this award(s) comply with federal EHP regulations, laws, and Executive Orders as applicable. The EHP Screening Form designed to initiate and facilitate the EHP Review is available at http://www.fema.gov/media-library/assets/documents/90195.
- The applicant organization is aware that it is ultimately responsible for the accuracy of all application information submitted. Regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to the submitted application not being considered for award, an existing award being locked pending investigation, or referral to the Office of the Inspector General.

Ballistic Protective Equipment (BPE) eligible under PPE
Requests for Ballistic Protective Equipment are now eligible as a new mission under PPE. A set of BPE is comprised of one vest, one helmet, one triage bag, and one pair of goggles.

Fire and EMS organizations are encouraged to establish joint interagency plans, policies, and procedures that address active shooter/MCI response operations. The development of such doctrine should be coordinated among the fire/EMS response organizations; law enforcement, public safety, and private sector responder agencies; and regionally with hospitals and receiving medical facilities. In addition, fire and EMS personnel should be properly trained and qualified in the use of the ballistic protection equipment and active shooter/MCI tactics and procedures. Interagency training and exercises are highly encouraged.

Environmental and Historical Preservation
FEMA Policy 108.024.4 (linked below) provides procedural guidelines for completing environmental reviews as required by the National Environmental Policy Act (NEPA) in cases where Federal Emergency Management Agency funded projects require initiation or action prior to the completion of the environmental review.

Please see FEMA Environmental Planning and Historical Preservation Policy 108.024.4, dated December 18, 2013, at http://www.fema.gov/media-library-data/1388411752234-6ddb79121951a68e9ba036d2569aa488/18Dec13-NoNEPAReview.pdf.

NOTE: It is FEMA policy that actions initiated and/or completed without fulfilling the specific documentation and procedural requirements of NEPA may not be considered for funding.

For more details see Appendix C, II. Other Allowable Costs, I. Environmental Planning and Historic Preservation Compliance.

Certain Allowable Items Moved from Training to Equipment
For the FY 2014 AFG Program, all simulators, as well as mobile or fixed fire/evolution props (e.g., burn trailers, forcible entry, rescue/smoke maze) and Tow Vehicles, have been moved from the Training activity to the Equipment activity.

PPE and SCBA: Definition of Obsolescence
In order for SCBA/PPE to be considered obsolete, it must be a minimum of two NFPA cycles and 10 years of age or older.

Vehicles
Refurbished and used (previously owned) vehicles are no longer eligible for acquisition and are not an eligible grant expense.

Beginning in FY 2014, the acquisition of a Non-Transport Nonaffiliated EMS (Healthcare) vehicle for Community Paramedic services is High H priority.

Updated Regional Vehicle Priorities	
Priority	**Vehicle Type**
H	• Aerial • Mobile Command Vehicle • Air/Light Utility • Bariatric Ambulance • Rehab Unit • Non-Transport Nonaffiliated EMS (Healthcare) - Community Paramedic
M	• Heavy Tech Rescue (including water rescue) • Highway safety unit
L	• Hazmat • Specialized Foam truck • Hybrid (Fire/Nonaffiliated EMS)

Federal Regulations governing Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
FEMA anticipates that all FY 2014 AFG Awards will be made after the adoption of new regulations governing administrative requirements, cost principles, and audit requirements for federal awards. For additional information, see the full FOA, Section VIII. Other Critical Information.

VII. Application Narratives

An applicant's Narrative is an opportunity for an organization to highlight their local capability gaps and community's unique needs. The use of templates or copied narratives, while not prohibited, is discouraged and may cause your application to be scored lower during Peer Panel Review, or ultimately for your application to not receive further consideration of award.

Since AFG Program Priorities may shift based on applicant type and the community being served, a template application may not be competitive for your organization community type.

VIII. Community Classifications

The information your organization supplies in Department Characteristics I & II of the AFG Application determines whether your jurisdiction is identified by AFG as urban, suburban, or rural.

The US Census Bureau's urban-rural classifications are fundamentally a delineation of geographical areas. For more information, please visit http://www.census.gov/geo/www/ua/urbanruralclass.html. The FY 2014 demographics for determining urban, suburban, and rural are as follows:

Community	Urban	Suburban	Rural
Population of primary response area	>3,000/sq. mi. or 50,000+ population	1,000-2,999/sq. mi. or 25,000-50,000 population	0-999/sq. mi. or <25,000 population
Water Supply (percentage of primary response area covered by hydrant service)	75-100% hydrants (municipal water)	50-74% hydrants	<50% hydrant
Land Use within primary response area	<25% for agriculture (based on zoning) industrial and commercial combined >50%	25-49% used for agriculture (based on zoning) industrial and commercial combined >25-49%	50% used for agriculture (based on zoning) industrial and commercial combined <25%
Number of stations per square mile within primary response area	<3 sq. mi. per station	3-9 sq. mi. per station	>10 sq. mi. per station

IX. P25 Compliance

The *only* eligible AFG activity for interoperable communications equipment is the acquisition of P25-compliant equipment. There are no P25 waivers for interoperable communications equipment compliance.

P25 compliant equipment is programmable, scalable, and can communicate in analog mode with legacy radios and in both analog and digital mode with other P25 equipment. P25 compliance enhances interoperability, allowing first responders to communicate with each other to coordinate their response to and mitigate all hazards.

It is the grantee's responsibility to obtain documented evidence that the equipment to be acquired has been tested and passed all the applicable P25 requirements and the

grantee shall be able to produce such documentation to the AFG Program Office upon request.

AFG Applicants do not have to identify a specific P25-compliant product in their application narrative, but they must affirm that the interoperable communications equipment requested or acquired will be P25 compliant. The procurement of communications equipment that does not meet the P25 compliance equipment is considered unallowable and may not be reimbursed or paid for using AFG Grant funds.

As an initial step in researching P25 compliant communications equipment, for either your Assistance to Firefighters Grants (AFG) Application or an AFG Award, please visit the *DHS Lessons Learned Information Sharing Website*, RKB Certifications & Declarations at https://www.llis.dhs.gov/knowledgebase/certifications-declarations-list.

- Type in the Title box the vendor/manufacturer name of the equipment being researched and hit Apply.
- Products listed will have supporting P25 compliance documentation. Click on the product for specification details and documentation.

NOTE: This site is a resource and under constant development; there may be products for a vendor that are P25 compliant but not currently listed.

SAFECOM Guidance for Emergency Communications Grants Compliance
Grantees using AFG Funds to support emergency communications activities should comply with the technical specifications of *FY 2014 SAFECOM Guidance for Emergency Communications* Grants. SAFECOM Guidance is available at http://www.safecomprogram.gov/ecg/2014_safecom_guidance_final.pdf.

X. AFG Program Priorities and Eligible/Ineligible Activities

A. Operations and Safety

Overview

FEMA has determined that due to the inherent differences among urban, suburban, and rural communities, AFG shall assign a priority ranking to program activities that are based on community type served by the applicant(s).

- Program priorities for the Operations and Safety activities (Training, Equipment, PPE, and Modification to Facilities) are listed as High H, Medium M, or Low L.
- Within each identified program priority (High H, Medium M, or Low L), all the proposed activities within that priority ranking have an equal scoring value.
- In the Wellness & Fitness activity, AFG uses Priority 1 & Priority 2 instead of the High H, Medium M, or Low L Descriptions.

- Wellness & Fitness Applicants must have all four Priority 1 activities already in place (or request any missing Priority 1 activity(ies) to have all four in place), or they will be unable to request any Priority 2 activities in their application. Simultaneous requests for Priority 1 and Priority 2 activity(ies) will receive a lower funding consideration than requests that complete the bundle of the four Priority 1 activities.
- **Micro Grants (MGs):** Micro Grants are not a separate application or program. They are a voluntary choice, made by Fire and nonaffiliated EMS organizations for activities (Equipment, PPE, Training, and Wellness and Fitness) within the Operations and Safety application, to limit the federal participation (share) to a maximum of $25,000 for all Operations and Safety activities.

  - The selection of a Micro Grant option for any Operations and Safety activity does not impact an applicant's request or federal participation under the Vehicle Acquisition or Regional programs. No overmatching will be permitted for projects proposed under Micro Grants. Applicants that select Micro Grants as a funding opportunity choice *may* receive additional consideration for award.

IMPORTANT: Improperly requesting an Operations and Safety activity may *disqualify* your request.

- Do *not* request flashlights under PPE. Flashlights are equipment.
- Do *not* request RIT packs under PPE. RIT packs are equipment
- Do *not* request Personal Safety/Rescue Bailout Systems under equipment. Personal Safety/Rescue Bailout Systems are PPE.
- Fire departments and nonaffiliated EMS organizations, other than Regional Award Applicants, shall not give, sell, lease, or lend for a period exceeding 30 days, or otherwise distribute, any grant funded asset(s) to any organization.

  NOTE: Grantees may allow non-members to benefit from awarded Training or the byproduct of an awarded asset, e.g., filling another organization's SCBA cylinders using a grant funded compressor.

- Regional Award Recipients shall distribute grant acquired assets among the host and all participating partners in the manner described in the Regional Application Narrative and MOU or Letter of Agreement.
- Lease or installment plans to fund any activity are not eligible and will not be reimbursed.
- AFG-funded Assets awarded to a SFTA under the Operations and Safety Program Component shall be distributed at the discretion of the SFTA in the manner described and as enumerated in the State Fire Training Academy's application Narrative, as long as that distribution does not include an AFG eligible department or organization.

- The US Department of Transportation, under the National EMS Scope of Practice Model, has changed the titles for EMS providers. Under this program, the titles below have changed and FEMA has incorporated these changes. First Responder is now Emergency Medical Responder.
    - EMT-B is now EMT.
    - EMT-I is now EMT Advanced.
    - EMT-P is now Paramedic.
    - Community Paramedics (Paramedics with Primary Care certification)

B. Training

NOTE: The following applicant types are ineligible to apply under this activity:

- SFTA

Priority 1 Activities

- FFI
- FFII
- EMT
- Hazmat Ops

Overview

- FEMA has determined that hands-on, instructor-led training that meets a national, state, and/or DHS-adopted standard and results in a national or state certification provides the greatest training benefit.
- Applications focused on national or state certification training, including train-the-trainer initiatives, receive a higher competitive rating.
- Instructor-led training that requires student testing to demonstrate academic competence and/or practical proficiency for certification will receive a high competitive rating.
- Instructor-led training that does not lead to a certification, as well as any self-taught courses, is of lower benefit and therefore not a high priority.
- Proposed training projects that benefit the highest percentage of applicable personnel, such as the hazardous materials training within a fire department or training that will be open to other departments in the region, receive a high competitive rating.
- Training requested, under Additional Funding, to support awarded Vehicle, Equipment, or PPE activities.

NOTE: Nonaffiliated EMS organizations are eligible for Training activities that are not specific or unique to structural/proximity or wildland firefighting such as, but not limited to, Hazmat or CBRNE training. For more information, please see Nonaffiliated EMS – Additional Considerations for Training.

Eligible Training Activities for Fire Departments and Regional Applications include but are not limited to	
• Train-the-trainer courses • Alternative fuel firefighting • Response to natural disasters • Minor interior alterations (requested under *Additional Funding* and limited to $10,000 total expenditure) to support the awarded Training activities (e.g., removal/construction of a non-weight bearing wall) • Overtime expenses paid to career firefighters to attend training or to backfill positions for colleagues who are in training • Compensation to volunteers (Fire and nonaffiliated EMS) for wages lost to attend training; there is no overtime or backfill for volunteers	• Tuition, exam/course fees, and certifications/certification expenses • Purchase of training curricula and training services (instructors) • Chemical Biological Radiological Nuclear and Explosive (CBRNE) awareness, performance, planning, and management • Travel expenses associated with Type 3 Incident Management Teams (IMT) attending position development/mentoring assignment with national Type 2 or Type 1 IMTs • Those supplies or expendables or "one-time" use items essential for an award's scope of work, such as breaching materials (e.g., wood or sheetrock) for ventilation or rescue props, or the amount of fuel required to sustain an awarded live fire training activity, or per NFPA1403 *Standard on Live Fire Training Evolutions*, reasonable safety mitigations to a structure acquired for training

NOTE: NIMS/ICS includes the All-Hazard Incident Management Team (Type 3) Training and associated mentoring requirement.

Ineligible Fire Department and Joint/Regional Training Activities include but are not limited to	
• Construction of facilities (buildings, towers, sheds, etc.) • Firefighting equipment or PPE, such as SCBA, used exclusively for training • Remodeling not directly related to grant activities • Any costs associated with planning and/or participating in formal or planned special event exercises to identify user needs, evaluate an organization's performance capabilities, validate existing capabilities, or to facilitate coordination and asset sharing • Supplies, expendables, or common "one- time" use items not in support of Training (e.g., soaps,	• Site preparation to accommodate or modify any training activity, facility, or prop that is a permanent or semi-permanent improvement, including but not limited to: landscaping, cutting or grading an access road, trenching, paving a training area, exterior stairs or sidewalks, or the installation of utilities is an ineligible and non-reimbursable Training activity • Purchase or lease of real estate

Ineligible Fire Department and Joint/Regional Training Activities include but are not limited to	
disinfectant wipes, medical gowns/gloves, bandages, any drug, intravenous bags/fluids, defibrillator pads/electrodes, syringes, cervical collars, batteries, exhaust system filters, and splints) **NOTE:** All simulators and all mobile or fixed fire/evolution props (e.g., burn trailers, forcible entry, rescue/smoke maze) are being moved from Training to Equipment.	• Lease or installment purchase of Tow Vehicle

All of the following are considerations in prescoring and peer panelist review:

Fire Department, Nonaffiliated EMS, and Regional Training Priorities				
Training	**NFPA #**	**Urban**	**Suburban**	**Rural**
NFPA 1001 (firefighter I, II)	1001	H	H	H
NFPA (instructor)	1041	H	H	H
NFPA 472 (Hazmat operations)	472	H	H	H
NFPA 1581 (infection control)	1581	H	H	H
Confined space (awareness)	1670	H	H	H
Wildland firefighting (basic)	1143	H	H	H
Wildland firefighting certification (red card)	1051/1143	H	H	H
Rapid intervention training	1407	H	H	H
NFPA (officer)	1021	H	H	H
Emergency medical responder	1710	H	H	H
Firefighter safety and survival	1407	H	H	H
Safety officer	1521	H	H	H
Driver/operator	1002	H	H	H
Fire prevention	1/909/913/	H	H	H

Fire Department, Nonaffiliated EMS, and Regional Training Priorities				
	1035			
Fire inspector	1031	H	H	H
Fire investigator	1033	H	H	H
Fire educator	1041	H	H	H
NIMS/ICS	1561	H	H	H
Firefighter physical ability program	1583	H	H	H
Emergency scene rehab	1584	H	H	H
Critical Incident debriefing	1500/1583	H	H	H
Any training to a National/State or NFPA standards		H	H	H
Compliance with federal/state-mandated program		H	H	H
NFPA (rescue technician)	1006/1670	H	H	H
Paramedic (EMT-P)		H	H	H
EMT Advanced		H	H	H
Emergency Medical Technician (EMT)		H	H	H
Vehicle rescue	1670	H	H	H
Other officer	1021	H	H	M
NFPA (ARFF)	1003/402 403/408/ 409/410/ 412/414/ 415	H	H	M
Weapons of Mass Destruction (awareness, other/specialized)	472	H	H	L
Mass casualty		H	H	L

Fire Department, Nonaffiliated EMS, and Regional Training Priorities				
Weapons of Mass Destruction (operations)	472	H	H	L
Weapons of Mass Destruction (technician)	472	H	H	L
Hazmat (technician)	472	H	H	L
Training to address a local risk not elevated to a national or state standard		M	M	M
Maritime Firefighting		M	M	M
Instructor-led training that does not lead to certification		L	L	L
Self-taught courses		L	L	L
Training not elevated to a national or state standard		L	L	L
Training that addresses a specific operational capability		L	L	L

Nonaffiliated EMS – Additional Considerations for Training
Since training is a prerequisite to the effective use of EMS equipment, FEMA has determined that it is more cost-effective to enhance or expand an existing nonaffiliated EMS organization by providing training or equipment than it is to create a new service. Therefore, communities attempting to initiate nonaffiliated EMS services will receive the lowest competitive rating.

AFG provides training grants to meet the educational and performance requirements of nonaffiliated EMS personnel. Training should align with the US National Highway Traffic Safety Administration (NHTSA), which designs and specifies a National Standard Curriculum for EMT training and the National Registry of Emergency Medical Technicians (NREMT), a private, central certifying entity whose primary purpose is to maintain a national standard (NREMT also provides certification information for paramedics who relocate to another state).

A higher priority due to time and cost of upgrading an organization's response level is:

- Organizations seeking to elevate the response level from EMT Advanced (EMT-I) to Paramedic (EMT-P)
- Organizations seeking to elevate the response level from EMT (EMT-B) to EMT Advanced (EMT-I)

- Organizations seeking to train a high percentage of the active EMRs will receive additional consideration when applying under the Training activity

A lower priority due to time and cost of upgrading an organization's response level is:

- Organizations seeking to upgrade from Emergency Medical Responder (First Responder) to EMT (EMT-B)
- Organizations seeking to upgrade from EMT (EMT-B) to Paramedic (EMT-P)

NOTE: Organizations seeking training in rescue or Hazmat operations will receive lower consideration than organizations seeking training for medical services.

- The lowest priority is to fund Emergency Medical Responder (First Responders).

Additional Eligible Nonaffiliated EMS Training Activities include but are not limited to	
• Community Paramedics (EMT-Ps with Primary Care certification) • Emergency Medical Responder (First Responder) • EMT (EMT B) • EMT Advanced (EMT- I) • Paramedic (EMT-P)	• Attendance at formal training forums or conferences providing continuing education credits, etc. • Overtime expenses paid to career nonaffiliated EMS responders to attend training or to backfill positions for colleagues who are in training • Compensation to volunteers (Fire and nonaffiliated EMS) for wages lost to attend training; there is no overtime or backfill for volunteers • Those supplies or expendables or "one- time" use items essential to complete the Training activity of a nonaffiliated EMS award's scope of work

C. Equipment

Equipment Priorities

NOTE: Only Priority 1 activities are eligible under Micro Grants.,

Priority 1 – Basic Equipment, Communications, and EMS/Rescue	
Basic Equipment H	
• Appliance(s)/Nozzle(s) • Generator – Portable • Basic Hand Tools (Structural/Wildland) • Electric/Gas Powered Saws/Tools	• Hose (Attack/Supply) • RIT Pack with Cylinder • Flashlights

• Foam Eductors • Ropes, Harnesses, Carabineers, Pulleys, etc. • Air Compressor/Fill Station/Cascade System (Fixed or Mobile) for filling SCBA • PPE Washer/Extractor/Dryer • Computers used in support of Training • Simulators, trailers, mobile simulators, props	• Ladders • Thermal Imaging Camera (must be NFPA1801 Compliant) • Automatic Chest Compression Device (CPR) • Personal Accountability Systems (previously under PPE) • Mobile computing devices intended to be used on scene
Communications H	
• Base Station (must be P25 Compliant) • Headsets • Mobile Radios (must be P-25 Compliant) • Mobile Repeaters (must be P25 Compliant)	• Mobile Date Terminal (MDT) • Pagers • Portable Radios (must be P-25 Compliant)
EMS/Rescue H	
• Airway Equipment (Non-Disposable) • Vehicle Extrication Equipment • Power lift cots/stretchers • Monitor/Defibrillator-15 leads • Responder Rehab Equipment • Power Lift Cots/Stretchers • Automated External Defibrillators (AEDs) BLS Level	• EMS/Rescue Equipment • Cutter/Spreader • Pulse Oximeters • Stretchers, Backboards, Splint, etc. • Blood Pressure Cuffs • Stethoscopes

Priority 2 – Hazmat and Specialized	
Hazmat M	
• Decon, Clean-Up, Containment and Packaging Equipment • Basic Hazmat Response Equipment	• Monitoring and Sampling Devices
Specialized M	
• Portable Pump • Mobile Generator • Class One Boats (20 feet or less) • Class A Boats • Traffic signal preemption systems	• Skid Unit • Specialized Equipment (Other) • Ballistic PPE • Fixed Repeaters • Tow Vehicles

Priority 3 – Investigations and CBRNE	
Investigation L	
• Cameras • Investigation Tools	• Lights • Monitoring and Sampling Devices

CBRNE Equipment L	
• Non-Disposable Biological Detection	• CBRNE-related Equipment

Overview

AFG Grant funds for equipment shall enhance the safety and effectiveness of firefighting, rescue, and fire-based and nonaffiliated EMS emergency medical functions and for the training to support the proper use of grant funded equipment.

When requesting to replace obsolete or damaged equipment, the goal should be to increase the safety of the emergency responders. AFG-funded equipment should solve interoperability or compatibility problems as may be required by local jurisdictions. Equipment, particularly decontamination and Hazmat equipment, will only be funded to the current level of an organization's operational capabilities.

AFG-funded equipment must meet all mandatory requirements, as well as any voluntary consensus standards or national and/or state or DHS-Adopted Standards. The equipment should improve the health and safety of firefighters and protect the public.

Reminder: When requesting training for any items in this section, enter the request under "Other" in "Additional Funding" in the "Request Details" section.

NOTE:

- Accountability systems are now located under equipment (Moved from PPE).
- All simulators and all mobile or fixed fire/evolution props (e.g., burn trailers, forcible entry, rescue/smoke maze) are being moved from Training to Equipment.

NOTE: Nonaffiliated EMS organizations are eligible for Equipment activities that are not specific or unique to structural/proximity firefighting, such as but not limited to P25-compliant radios or traffic signal preemption systems. For more information, see Nonaffiliated EMS – Additional Considerations for Equipment below.

Eligible Fire Eligible Fire Department, Nonaffiliated EMS, Regional, and State Fire Training Academy Equipment Activities include but are not limited to:	
• Shipping, taxes, assembly, and installation of the requested equipment • Extended warranties and service agreements if acquired concurrent with initial acquisition • Foam and associated equipment • Training specific to the requested equipment • Automated external defibrillators • Rapid Intervention Packs (Not PPE) • Boats 20 feet or less in length	• Equipment for response to incidents involving CBRNE/WMD • Portable radios are limited to AFG-approved seated positions • Individual pagers are limited to operational members • Requested support activities for Equipment requiring supplies or expendables or "one-time" use items essential for an award's scope of work, such as breaching materials (e.g., wood or sheetrock) for ventilation or

Eligible Fire Eligible Fire Department, Nonaffiliated EMS, Regional, and State Fire Training Academy Equipment Activities include but are not limited to:	
• Maritime firefighting equipment (NFPA 1925: *Standard on Marine Fire-Fighting Vessels*) • Mobile computing devices intended to be used on scene • Minor interior alterations (requested under Additional Funding and limited to $10,000 total expenditure) to support the awarded Equipment activities (e.g., removal/construction of a non-weight bearing wall)	rescue props, or the amount of fuel required to sustain an awarded live fire training activity, or per NFPA1403 *Standard on Live Fire Training Evolutions*, reasonable safety mitigations to a structure acquired for training • Driver Training Simulators and Mobile Fire Evolution Props, e.g., Burn Trailers • Purchase of Tow Vehicles (if justified in the Narrative); Federal participation is limited to $6,000 per application

Ineligible Fire Department, Nonaffiliated EMS, Joint/Regional and State Fire Training Academy Equipment Activities include but are not limited to:	
• Construction of facilities, such as buildings, towers, sheds to house communications, or other equipment • Repeaters that will not be installed or attached to an existing vehicle • Sirens or other outdoor warning devices • Signage of any kind • Phones (telephone/satellite/cell) • New communications projects or expanding existing communications projects that operate on the 700 MHz public safety broadband spectrum • Personal Safety/Rescue Bailout Systems (PPE) • Computer assisted dispatch (CAD) systems • Flashover simulators	• Nonaffiliated EMS expendable supplies (including, but not limited to, medications, gloves, syringes, and cervical collars) • Vehicles and All-Terrain Vehicles (ATVs) • Bomb disposal equipment and robots • Mobile radios for personally owned vehicles (except chief fire officer's personal vehicle, if justified) • Interoperable communications equipment that is not P25 compliant • Those supplies or expendables or common "one-time" use items such as soaps, disinfectant wipes, medical gowns/gloves, bandages, any drug, intravenous bags/fluids, defibrillator pads/electrodes, syringes, cervical collars, batteries, exhaust system filters, and splints • Drones and other aerial surveillance devices

All of the following are considerations in prescoring and peer panelist review:

Fire Department, Nonaffiliated EMS, Regional, and State Fire Training Academy Equipment Priorities	
H	First-time purchase (never owned by applicant) to support existing mission and/or replace obsolete or damaged equipment

Fire Department, Nonaffiliated EMS, Regional, and State Fire Training Academy Equipment Priorities	
M	Increased capabilities within the department's existing mission or to meet a new risk
L	Requesting items for a new mission to meet an existing risk and/or request additional supplies or reserve equipment

Additional Considerations
• Equipment that has a direct effect on firefighters' health and safety • Age of equipment considered for replacement has changed from 10 to 15 years • Equipment that benefits other jurisdictions • Equipment that brings the department into compliance with a national recommended standard, (e.g., NFPA) or statutory compliance (e.g., Occupational Safety & Health Administration [OSHA]) will receive the highest additional consideration

Nonaffiliated EMS – Additional Considerations for Equipment
All of the following are considerations in prescoring and peer panelist review:

Nonaffiliated EMS Priorities	
H	Departments requesting to upgrade service from Basic Life Support (BLS) to Advanced Life Support (ALS)
M	Departments requesting to expand current service
L	Departments requesting new service or replacing obsolete or damaged equipment

Nonaffiliated EMS Level of Response	
H	Advanced Life Support (ALS)
H	Basic Life Support (BLS)
L	Hazmat operations/technicians
L	Rescue operations/technicians

D. Personal Protective Equipment (PPE)

Priority H (High)

Structural/Proximity

- Boots
- Coats

- Goggles
- Helmets
- Complete set of Firefighting turnout gear (NFPA1971, 1976, or 1977)
- Complete set of EMS turnout gear (NFPA 1999)
- Hoods
- Personal safety/Rescue bailout system
- Pants
- Gloves
- Suspenders
- PASS Device
- ANSI Traffic Vests

Wildland

- Jumpsuits/Coveralls
- Shelters
- Web Gear/Backpacks/Canteens
- Helmets
- Eye Protection
- Gloves
- Hoods
- ANSI Traffic Vests

Respiratory

- SCBA with Face Piece-with extra cylinder
- Air-line units
- SCBA spare cylinders
- Respirators
- Face pieces

Overview

AFG Funds may only be used to acquire PPE for firefighting and nonaffiliated EMS personnel, which meet OSHA, NFPA, or other applicable standards.

PPE requested should have the goal of increasing firefighter safety. When requesting to replace obsolete or damaged PPE (Turnout gear and SCBA), you will be asked to provide the age of the items being replaced. All PPE items in your current inventory should be accurately described and accounted for in your application narrative.

AFG Program Office policy, based in part on NFPA 1851: Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting, establishes that in order for PPE (to include SCBA) to be considered obsolete the items must be a minimum of two NFPA cycles **and** 10 years of age or older from the date they were manufactured.

This AFG Program policy of default obsolescence only applies to PPE (to include SCBA) and does not apply to Vehicles, Equipment, Training, Wellness and Fitness, or Modification to Facilities.

Requests for Ballistic Protective Equipment are now eligible as a new mission under PPE. A set of BPE is comprised of one vest, one helmet, one triage bag, and one pair of goggles.

Fire and EMS personnel should be properly trained and qualified in the use of the ballistic protection equipment and active shooter/mass casualty incident tactics and procedures. Interagency training and exercises are highly encouraged and should be fully explained as part of the applicant's narrative, if applicable.

Training for requested PPE
Applicants must certify that all grant-funded PPE will be used only by sufficiently trained personnel. Failure to meet this requirement will result in ineligibility of request for funding. If you are requesting training to support your requested PPE, it must be entered in the Additional Funding section of PPE under Training.

NOTES:

- A PPE item is something that is worn by firefighter/nonaffiliated EMS personnel for protection.
- AFG considers a complete set of Structural/Proximity PPE Turnout gear to be comprised of these NFPA 1971 or 1976 compliant components: one pair pants, one coat, one helmet, one hood, one pair boots, one pair gloves, and one pair suspenders, one pair goggles. In those AHJs where additional PPE, like Personal Safety/Rescue Bailout Systems are statutorily required, AFG will consider all statutorily required items to be part of a complete PPE set.
- AFG considers a "complete" set of EMS PPE Turnout gear to be comprised of these NFPA 1999 compliant components: one pair pants, one coat, one helmet, one pair boots, one pair gloves, one pair suspenders, and one pair goggles.
- AFG considers a "complete" set of Wildland PPE Turnout gear to be comprised of these NFPA 1977 compliant components: one pair pants, one coat, one jumpsuit, one helmet, one pair boots, one pair gloves, one pair suspenders, one pair goggles, one fire shelter, web gear, backpack, and canteen/hydration system.

NOTE: Nonaffiliated EMS organizations are eligible for PPE activities that are not specific or unique to structural/proximity firefighting, such as but not limited to, *NFPA1999: Standard on Protective Clothing for Emergency Medical Operations* or *NFPA 1981: Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA)* for Emergency Services. Please see Nonaffiliated EMS – Additional Considerations for Training.

Eligible Fire Department, Nonaffiliated EMS, Joint/Regional and State Fire Training Academy PPE Activities include but are not limited to	
• PPE for structural, proximity or Wildland firefighting American National Standards Institute (ANSI)-approved retro-reflective highway apparel • Training for requested PPE • Customized helmet shields	• SCBAs, spare cylinders, and individual face pieces • Nonaffiliated EMS PPE (coats, trousers, and jumpsuits must meet the NFPA or OSHA standards for blood borne pathogens) • Personal Safety/Rescue Bailout Systems

Personal Protective Equipment List	
Structural/Proximity H	
• Boots • Coats • Complete Set of Turnout Gear • Personal Safety/Rescue Bailout System • Gloves • Suspenders	• Goggles • Helmets • Hoods • Pants • Pass Devices • ANSI Traffic Vests
Respiratory H	
• Accountability Systems • Air-Line Unit • Respirators	• SCBA with Face Piece - with Extra Cylinder • SCBA Spare Cylinders • Face Pieces
Wildland H	
• Jumpsuits/Coveralls • Web Gear/Backpacks/Canteens/Hydration Systems	• Shelters
Specialized PPE M	
• PPE: Ballistic Protective Equipment (BPE, to include vest, helmet, and goggles) • Extrication Clothing/Rescue Clothing • Encapsulated Suites • Chemical/Biological Suits (Must conform to NFPA 2012 edition)	• Wet and Dry Suits • Proximity Suits • Splash Suits

Ineligible Fire Department, Nonaffiliated EMS, Regional, and State Fire Training Academy PPE Activities include but are not limited to	
• Three-quarter length rubber boots • Uniforms (formal/parade or station/duty)	• Bomb disposal suits • Any communications equipment (e.g., radios and pagers) in the PPE section

Ineligible Fire Department, Nonaffiliated EMS, Regional, and State Fire Training Academy PPE Activities include but are not limited to	
and uniform items (hats, badges, etc.) • Rapid Intervention Packs (Equipment) • Flashlights (Equipment) • Gear Bags (Equipment) • Personal Safety/Rescue Bailout Systems (PPE) for nonaffiliated EMS organizations	• Structural or Proximity Firefighting gear for nonaffiliated EMS organizations • Any decals, embroidery, logos, flags, vehicle lettering or graphics that customize awarded equipment

Reminder: When requesting training for PPE, enter the request under Other in Additional Funding in the Request Details section of the application.

All of the following are considerations in prescoring and peer panelist review:

Fire Department, Nonaffiliated EMS, Joint/Regional, and State Fire Training Academy Personal Protective Equipment (PPE) Priorities	
H	• Departments requesting new PPE for the first time • Departments replacing obsolete or damaged PPE Note: In order for PPE to be considered obsolete, it must be a minimum of two NFPA cycles **and** 10 years of age or older • Personal Safety/Rescue Bailout Systems • Members without gear (Member cannot be outfitted from current inventory)
M	• Departments requesting PPE for a new risk
L	• Worn but usable PPE that is compliant to the current edition of the NFPA standard; worn but usable PPE that is compliant but not to the current edition of the NFPA standard Replacing New PPE • New Mission • Departments requesting equipment to increase supplies

Fire Department, Nonaffiliated EMS, Regional, and State Fire Training Academy Self-Contained Breathing Apparatus (SCBA) Priorities	
Award will be based on number of seated riding positions in the department's vehicle fleet and age of existing SCBA, limited to one spare cylinder (unless justified otherwise in the Request Details Narrative for the PPE Activity). New SCBA must have automatic-on or integrated Personal Alert Safety System (PASS) devices, and be Chemical Biological Radiological Nuclear and Explosives (CBRNE) equipment compliant to current edition of the NFPA 1981 standard.	
H	Replacing SCBA compliant with NFPA 1981, 2002 Edition or prior • Replacing obsolete or damaged SCBA • In order for PPE to be considered obsolete, it must be a minimum of two

Fire Department, Nonaffiliated EMS, Regional, and State Fire Training Academy Self-Contained Breathing Apparatus (SCBA) Priorities	
	NFPA cycles **and** 10 years of age or older
M	Replacing SCBA compliant with NFPA 1981, 2007 Edition (must be justified in the PPE Narrative)
L	Replacing SCBA compliant with NFPA 1981, 2013 Edition (must be justified in the PPE Narrative)

Additional Considerations
• Applicants will be required to provide the age of the PPE being replaced. • Applicants with the oldest PPE and/or trying to bring the department into 100 percent NFPA compliance or the number of active members who will have compliant gear.

E. Wellness & Fitness

NOTE: The following applicant types are not eligible to apply under this activity:

- SFTA
- Joint/Regional

Overview

Wellness & Fitness activities are intended to strengthen First Responders so their mental, physical, and emotional capabilities are resilient enough to withstand the demands of emergency services response. In order to be eligible for FY 2014 AFG Funding in this activity, applicants must offer, or plan to offer, all four of the following Priority 1 (H) activities as discussed in the table below.

Fire Department and Nonaffiliated EMS Wellness and Fitness Priorities
Priority 1 - Below are the four activities required to offer a complete Wellness & Fitness Program. • Initial medical exams H • Job-related immunization H • Annual medical and fitness evaluation H • Behavioral health H **Priority 2** - You may only apply for Priority 2 Items if you offer or are requesting a combination of the four activities required under Priority 1. Departments that have some of the Priority 1 Programs in place must apply for funds to implement the missing Priority 1 Programs before applying for funds for any additional program or equipment. In addition, funded medical exams must meet current NFPA 1582, as

Fire Department and Nonaffiliated EMS Wellness and Fitness Priorities
required by DHS Standards. • Candidate physical ability evaluation • Formal fitness and injury prevention program/equipment • Injury/illness rehab • IAFF or IAFC peer fitness trainer program(s) • Formal fitness and injury prevention program/equipment • IAFF or IAFC peer fitness trainer program, (including transportation, travel, overtime/backfill, and reasonable expenses associated with member participation in Train-the-Trainer for IAFC/IAFF and implementation of a peer fitness trainer programs) **NOTE:** Simultaneous requests for Priority 1 and Priority 2 activity(ies) will receive a lower funding consideration than requests that complete the bundle of the four Priority 1 activities.

Fire Department and Nonaffiliated EMS Eligible Wellness and Fitness activities include but are not limited to	
• The four Priority 1 items, initial medical exams, job-related immunization, annual medical and fitness evaluation, and behavioral health • Behavioral health programs to include, but not limited to: Critical Incident Stress Management Programs or Employee Assistance Programs. • Transportation expenses related to a member's participation in offered Wellness & Fitness activities	• Contractual costs (non-hiring) for personnel, physical fitness equipment (including shipping charges and sales tax, as applicable), and supplies directly related to physical fitness activities • Minor interior alterations (requested under Additional Funding and limited to $10,000 total expenditure) to support the awarded Wellness and Fitness activities (e.g., removal/construction of a non-weight bearing wall)

Reminder: When requesting training for any items in this section, enter the request under Other in Additional Funding in the Request Details section.

Ineligible Fire Department and Nonaffiliated EMS Organizations Eligible Wellness and Fitness activities include but are not limited to	
• Fitness club memberships for participants or their families • Non-cash incentives (t-shirts or hats of nominal value and vouchers to local businesses or time-off) • Purchase of real estate • Cash incentives	• Purchase of medical equipment that is not used as part of the Wellness & Fitness Program • Contractual services with anyone other than medical professionals (e.g., health care consultants, trainers, and nutritionists) for programs such as smoking cessation

F. Modifications to Fire Facilities

NOTE: The following applicant types and applications are not eligible under this activity:

- Regional
- SFTA
- Micro Grants

Overview

FY 2014 AFG Grants may be used to modify fire stations and other facilities. New fire station construction is not allowed.

Requested activities may only retrofit existing structures built prior to 01/01/2003 that do not already have those AFG eligible safety features (being requested) in place. Structures built pre 01/01/2003, that have been expanded/added on to, may be eligible for an award to retrofit pre 01/01/2003 areas.

The January 1, 2003, benchmark for eligibility does not apply to minor interior alterations (requested under Additional Funding and limited to $10,000 total expenditure) to support Training, Equipment, or Wellness and Fitness activities (e.g., removal/construction of a non-weight bearing wall). However, the eligibility of certain minor interior alterations does not release the grantee from their EHP responsibilities resulting from those alterations.

In recognition of the risks posed by exposure to diesel fumes, Source Capture Exhaust Extraction Systems (SCES) are an AFG High H Priority for vehicle exhaust mitigation under Modification to Facilities.

An SCES is a system where exhaust gases from a vehicle are captured directly, via a conduit that attaches to/over the end of the vehicle's exhaust system at the tailpipe. The captured exhaust gases are expelled through the attached conduit via mechanical/pneumatic means to the exterior of the building.

No modification may change the structures footprint or profile. If requesting multiple items, such as a sprinkler system and exhaust system, the total funding for all projects and activities cannot exceed $100,000 per fire station. Eligible projects under this activity must have a direct effect on the health and safety of firefighters.

All of the following are considerations in prescoring and peer panelist review:

Fire Department and Nonaffiliated EMS Modifications to Facilities Priorities include but are not limited to:	
H	Departments requesting direct, source capture exhaust systems, sprinkler systems, or smoke/fire alarm notification systems for stations with sleeping quarters, including maritime/air operations facilities, that are occupied 24/7

Fire Department and Nonaffiliated EMS Modifications to Facilities Priorities include but are not limited to:	
M	Departments with or without sleeping quarters requesting Station Alerting Systems, Air Quality Systems (AQSs), and/or emergency generators
L	Departments requesting funding from the high or medium funding priorities list whose facilities are not occupied 24/7 and do not have sleeping quarters; departments requesting funding for training facilities

Level of Occupancy
Occupancy Definitions Full-time: coverage 24/7 Daily: part-time or selected coverage not on a regular basis Occasionally: no schedule coverage, volunteers respond to the station

Additional Considerations
Additional considerations will be given for the age of the building; older facilities receive a higher priority. If requesting multiple items in this activity, funding cannot exceed a maximum of $100,000 per station. **Type of Facility** • Level of occupancy (H Full-time, M Daily, L Occasionally) **Level of Occupancy** • Facilities with or without sleeping quarters • Training facilities are a low priority

Fire Department and Nonaffiliated EMS Ineligible Modifications to Facilities activities include but are not limited to:	
• Station maintenance • Resurfacing bay floors	• Interior remodeling not pertaining to the requested project(s)

G. Regional Program

A Regional Application is an opportunity for a fire department or a nonaffiliated EMS organization to act as a "host" applicant and apply for large-scale projects on behalf of itself and any number of other participating local AFG-eligible organizations. Eligible Regional program activities are Vehicle Acquisition and Operations and Safety (but only Training, Equipment, and PPE). Regional program activities should achieve cost effectiveness, support regional efficiency and resilience, and benefit more than one local

jurisdiction (county, parish, town, township, city, or village) directly from the activities implemented with the grant funds.

Any eligible fire department or a nonaffiliated EMS organization may act as a host applicant and apply for large-scale projects on behalf of itself and any number of local area AFG eligible organizations that will be participating partners in the award. Regional projects should achieve greater cost effectiveness and regional efficiency and resilience.

NOTE: The following applicant types and application choices are not eligible under this activity:

- SFTA
- Micro Grants

Overview

The host organization submits the Regional Application in its own name on behalf of itself and at least one other identified and AFG eligible participating entity.

Regional Applicants have restricted acquisition activities under Operations and Safety and may only apply for Training, Equipment, and PPE.

Regional Applicants may request all activities in the Vehicle Acquisition Program.

A Regional Applicant (the host organization) is not prevented from also submitting an application on behalf of their own organization for any of the AFG Component Programs (Vehicle Acquisition or Operations and Safety); however, duplicate requests for the same activities, submitted both as an applicant and as a host applicant, are not allowed.

In an applicant's application Narrative Statement, a Regional host *must* include a list of all the AFG eligible participating organizations benefitting from a proposed Regional project, and provide clear and detailed information on which activities are regional specific versus those that are specific to the host department. Host organizations should provide specific details in their application narrative, fully explaining the distribution of any grant-funded acquisitions or grant-funded contracted services between the host and the partner organizations.

In order to apply for a Regional project, the host organization must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to, accountability for the assets and all reporting requirements in the Regional Application; the host will be required to describe the characteristics of the entire region that will be affected by the project(s).

All participants of a Regional Applicant must be compliant with AFG requirements, including being current with past grants, closeouts, and other reporting requirements. Upon notification by the AFG Program Office, the host agency shall not distribute grant funded assets or provide grant funded contractual services to non-compliant partner organizations. The host organization will be supplied the list, by name only, of delinquent

participants. The agencies in question will be notified individually of their specific deficiency.

Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU) or equivalent document, signed by all parties participating in the award, prior to submitting an application under the Regional program activities. The agreement should specify the individual and mutual responsibilities of the participating partners, the participant's level of involvement in the project(s), and the proposed distribution of all grant funded assets. Successful Regional Applicants shall provide a copy of the signed MOU at the time of award. Any entity named in the application as benefiting from the award shall be a party the MOU or equivalent document.

The host organization never functions as a pass-through organization and the participating partners are never sub-grantees; the host *only* distributes grant funded assets or contracted services and *never* distributes grant funds to participating organizations.

Ownership or title of the distributed assets vest individually or mutually with the participating organization(s) that agree to accept them, but the host organization will always retain the responsibility for all programmatic and financial reporting for the award.

In completing the Department Characteristics section of the AFG Application, the Regional host applicant must include data that approximates the characteristics of all eligible organizations participating in the grant.

In completing the Request Details and Narrative sections of the application, the host applicant must list any non-AFG eligible third-party organizations that will benefit if the requested activities are approved.

H. Vehicle Acquisition

Overview

The purchase of a compliant vehicle using AFG Grant funds means the acquisition of such a vehicle.

Leasing or installment plans to obtain a vehicle are not eligible acquisition activities under the AFG Program and will not be reimbursed.

Beginning FY 2014, the acquisition of a Non-Transport Nonaffiliated EMS (Healthcare) vehicle for Community Paramedic services is High H priority.

Vehicle acquisition through a Regional Application has a limited and prioritized matrix. See matrix below:

Regional Vehicle Priorities	
Priority	**Vehicle Type**
H	• Aerial • Mobile Command Vehicle • Air/Light Utility • Bariatric Ambulance • Rehab Unit • Non-Transport Nonaffiliated EMS (Healthcare) - Community Paramedic
M	• Heavy Tech Rescue (including water rescue) • Highway safety unit
L	• Hazmat • Specialized Foam truck • Hybrid (Fire/Nonaffiliated EMS)

NOTE: Pursuant to an AFG Program Office review, FEMA reserves the right to modify or deny any vehicle request deemed excessive or without acceptable program cost benefits. Furthermore, a complete vehicle inventory must be provided as part of the vehicle application, to include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession.

In FY 2014, applicants that serve urban, suburban, or rural communities may apply for more than one vehicle. Requests cannot exceed the financial cap based on population listed in the application. If a department submits multiple types of applications, and more than one of those requests are approved, the department will be held to the same financial cap based on the population listed in the application. For additional information, see Appendix A, II. Allocations and Restrictions of Available Grant Funds by Organization Type.

- Applicants requesting fire vehicles that do not have drivers/operators trained to NFPA 1002 or equivalent, and are not planning to have a training program in place by the time the awarded vehicle(s) is delivered, will not receive any vehicle award.
- Applicants requesting Nonaffiliated EMS vehicles that do not have drivers/operators trained to the National Standard Emergency Vehicle Operator Curriculum (EVOC) developed by the United States Department of Transportation (DOT), or equivalent, and are not planning to have a training program in place by the time the awarded vehicle(s) is delivered, will not receive any vehicle award.
- All applicants may request funding for a driver training program in the Vehicle Acquisition section but must add the request in the Additional Funding area in the Request Details section of the Vehicle Application.
- All Driver training program(s) must be in place prior to the delivery of the awarded vehicle(s) or the grantee will be considered to be in violation of the grant agreement.

Performance Bond Strongly Recommended: Performance bonds are strongly recommended but not required by the AFG Program. This is for any organization that is going to advance its own funds to their vendor prior to receipt of the vehicle. The bond may be obtained through the vendor or your bank. The concept behind this is to ensure the applicant's funds are not lost in the event of a vendor's failure to perform, e.g., not finishing or delivering the vehicle or going out of business.

Prepayment Bond Required: FY 2014 AFG Vehicle Awardees are required to obtain a prepayment bond if the grantee plans to advance federal funds to their vendor. This is to safeguard the federal funds against loss if the vendor goes out of business or fails to deliver the vehicle. Prepayment bonds may be obtained through the vendor or your bank. The cost of a Prepayment Bond is a reimbursable activity under an AFG Vehicle Acquisition Award.

Penalty Clause: A contractual penalty clause is required for AFG Vehicle Acquisition when a partial payment is anticipated and/or a Prepayment Bond has been secured. The penalty clause must include a specific delivery date and vendor performance requirements.

Non-delivery by the contract's specified date, or other vendor nonperformance, will require a penalty that is no less than $100 per day until such time that the vehicle, compliant with the terms of the contract, has been accepted by the grantee.

A down payment for the purchase of a vehicle is allowable if required in the purchase contract, but FEMA will only allow up to 25 percent of the federal share to be drawn for this purpose.

No additional funds beyond the down payment will be provided in advance of the delivery of the vehicle. Any costs over-and-above the 25 percent limit, such as the cost of a chassis or any other fees or services, must be borne by the grantee or deferred until final payment is drawn.

Additional federal funds may *not* be requested for any other periodic or progress vehicle payments, including equipment acquisition for the awarded vehicle, except for the final vehicle payment, which should not be requested until after the vehicle is received, inspected, and accepted by the grantee.

NOTES:

- Vehicles purchased with AFG Funds must be compliant with NFPA 1901 (*Standard for Automotive Fire Apparatus*) or NFPA 1906 (*Standard for Wildland Fire Apparatus*).
- Used or refurbished apparatus are ineligible activities under Vehicle Acquisition.
- Converted vehicles not originally designed for firefighting are not eligible for refurbishment.
- When requesting more than one vehicle, you will be asked to fill out a separate line item and answer all the questions including a *separate* Narrative for each

vehicle. For example, if you are requesting to replace three ambulances, you must fill out the age and vehicle identification number (VIN) of each vehicle being replaced. You cannot use the same VIN in each line item.

- If the case(s) when an applicant is not replacing a vehicle but only changing the service status of a vehicle(s), such as from first due to reserve, a VIN number is still required for the Narrative and for the vehicle being reassigned.

IMPORTANT
AFG Vehicle Acquisition Awardees shall submit a copy of their vehicle purchase contract as soon as possible to their Regional Fire Program Specialist, please visit http://www.fema.gov/fireGrants-contact-information.

- You may scan document(s) into a PDF format and email them to your Regional Fire Programs Specialist for inclusion in your grant file.
- If requested by the Program Office, please fax Vehicle documents to (866) 274-0942. Include your organization's name, grant number, and a point of contact with a working phone number.

Submitting your vehicle purchase contract will assist in the programmatic monitoring of your award and help ensure your programmatic compliance with the *Improper Payments Information Act of 2002* (Pub. L. No. 107-300) and the *Improper Payments Eliminations and Recovery Act of 2010* (Pub. L. No. 111-204). If you do not submit your vehicle purchase contract, you will be unable to:

- Advance federal funds for partial vehicle payment or chassis payment; or,
- Submit an amendment requesting a Period of Performance extension for your project.

Reminder: When requesting training for any items in this section, enter the request under Other in Additional Funding in the Request Details section.

NOTE: Nonaffiliated EMS organizations are eligible for Vehicle acquisition activities that are not specific or unique to structural/proximity firefighting. For more information, please see Nonaffiliated EMS – Additional Considerations for Vehicle Acquisition.

Fire Department, Nonaffiliated EMS Organization, Regional, and State Fire Training Academy

Eligible Fire Department, Nonaffiliated EMS Organizations, Regional, and State Fire Training Academy Vehicle activities include but are not limited to	
• Cost of vehicle • Physicals to meet current NFPA 1582/US Department of Transportation (DOT) 649 F • Cost of associated equipment that is eligible under current NFPA 1901/1906	• Driver/operator training programs that meet applicable standards, current NFPA 1002 or Emergency Vehicle Operator Curriculum (EVOC), or equivalent • Transportation to inspect a requested vehicle during production (if justified in the Vehicles Narrative)

Ineligible Fire Department, Nonaffiliated EMS Organizations, Joint/Regional, and State Fire Training Academy Vehicle activities include but are not limited to	
• Leasing or installment purchase of any grant funded vehicle • Aircraft, bulldozers, and construction-related equipment • Using the vehicle being awarded as collateral for any financial loan	• Vehicles contracted for or purchased prior to end of established application period • Refurbished vehicles • Used vehicles

Example of vehicles types

- Pumper (an apparatus that carries a minimum of 300 gallons of water and has a pump with the capacity to pump a minimum of 750 gallons per minute)
- Urban interface vehicles (Type I) pumper (300 gallons and 750 GPM)
- Ambulance (vehicle used for transporting patients)
- Tanker-Tender (an apparatus that has water capacity in excess of 1,000 gallons and a pump with a pumping capacity of fewer than 750 gallons per minute)

Unsafe Vehicles

If applicants specify the vehicle(s) to be replaced are unsafe, they must certify that if awarded, the unsafe vehicle to be replaced will be permanently removed from emergency service response.

Permanently removed from emergency service response means the grantee cannot use the vehicle being replaced for *any* emergency service response, nor can the grantee sell or otherwise transfer title to any individual or emergency service response organization that will use the unsafe vehicle for emergency service response.

A grantee who certifies it will remove an unsafe vehicle from service but then sells/transfers the unsafe vehicle to another emergency service response organization, or otherwise does not remove the unsafe vehicle from emergency service response, is considered to be in violation of the grant agreement.

Acceptable dispositions of unsafe vehicles include farm, construction or nursery use, sale to a non-emergency service response entity for refurbishment, scrap metal, salvage, or foreign donation.

Nonaffiliated EMS Organizations – Additional Considerations for Vehicle Acquisition

All of the following are considerations in prescoring and peer panelist review:

Nonaffiliated EMS Vehicle Priorities	
H	Ambulances or transport units to support nonaffiliated EMS functions are capped at

Nonaffiliated EMS Vehicle Priorities	
	$150,000 Non-Transport Nonaffiliated EMS (Healthcare) - Community Paramedic
M	Non-transport (other than Community Paramedic) vehicles that do not transport a patient

Eligible Fire Department, and State Fire Training Academy Vehicle activities include but are not limited to the following Vehicle Priorities:			
Priority	**Urban Communities**	**Suburban Communities**	**Rural Communities**
H	• Pumper • Ambulance • Aerial • Rescue • Non-Transport Nonaffiliated EMS (Healthcare) - Community Paramedic	• Pumper • Ambulance • Aerial • Tanker-Tender • Rescue • Non-Transport Nonaffiliated EMS (Healthcare) - Community Paramedic	• Pumper • Ambulance • Brush-Attack • Tanker-Tender • Aerial • Non-Transport Nonaffiliated EMS (Healthcare) - Community Paramedic
M	• Command • Hazmat • Light/Air unit • Rehab	• Hazmat command • Command • Light/Air unit • Brush-Attack • Rehab unit	• Command • Hazmat • Rescue • Light/Air unit
L	• Aircraft Rescue and Firefighting Vehicle (ARFF) • Brush-Attack • Foam truck • Fire boat • Tanker-Tender • Highway safety unit • Hybrid (Fire/Nonaffiliated EMS)	• ARFF • Foam truck • Highway safety unit • Fire boat • Hybrid (Fire/Nonaffiliated EMS)	• Foam Truck • Highway safety unit • ARFF • Rehab • Fire boat • Hybrid (Fire/Nonaffiliated EMS)

Compliance with Standards
• New fire apparatus must be compliant with NFPA 1901 or 1906 for the year ordered/manufactured. • *Ambulances*, NFPA1917, *Edition 2013*, or GSA Federal Standard KKK-A-1822F

Compliance with Standards
• Applicants must certify that unsafe vehicles will be permanently removed from service if awarded a grant. Acceptable uses of unsafe vehicles include farm, nursery, scrap metal, salvage, construction, etc.

Additional Considerations (to include but not limited to)
• Departments that have automatic aid agreements, mutual aid agreements, or both • Population and call volume of primary first due response area or region • Replacement of open cab/jump seat configurations • Age of the vehicle being replaced; older equipment receive higher consideration • Age of the newest vehicle in the department's fleet that is like the vehicle to be replaced • Disclose vehicles on loan to the organization in the application narrative but not in the organization's inventory • Disclose damaged vehicles and out of service vehicles in the organization's inventory • Average age of the fleet; older equipment within the same class • Converted vehicles not designed or intended for use in the fire service

Eligible Regional Vehicle activities for Fire Departments and Nonaffiliated EMS organizations are limited to the following Vehicle Priorities for ALL Community Types:	
H	• Aerial • Air/Light • Bariatric Ambulance • Mobile Command • Rehab
M	• Heavy Rescue • Highway Safety Unit
L	• Hazmat • Specialized Foam Unit

APPENDIX C – Award Administration Information

Appendix C contains detailed information on AFG Award Administration. Reviewing this information may help grantees in the programmatic and financial administration of their award(s).

I. Cost Sharing and Maintenance of Effort Requirements

A. Cost Sharing

Cost Share Requirements Based on Population

In general, an eligible applicant seeking a grant to carry out an activity shall agree to make available non-federal funds to carry out such activity in an amount equal to and not less than 15 percent of the grant awarded, except for entities serving small communities:

- When serving a jurisdiction more than 20,000 residents, but not more than 1,000,000 residents, the applicant shall agree to make available non-federal funds in an amount equal to and not less than 10 percent of the grant awarded.
- When serving a jurisdiction of 20,000 residents or fewer, the applicant shall agree to make available non-federal funds in an amount equal to and not less than 5 percent of the grant awarded
- SFTA and Regional projects' Cost Share will be based on the total population of the State/territory, not the population of the host organization.

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

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

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

Types of Contributions

1. **Cash:** Cost share match (cash or hard match) is the only allowable grantee contribution for AFG component programs (Vehicle

Acquisition, Operations and Safety, and Regional), including non-federal cash spent for project-related costs.

2. **Trade-In Allowance/Credit:** On a case by case basis, FEMA may allow grantees already owning assets (equipment or vehicles) to use the trade-in allowance/credit value of those assets as cash for the purpose of meeting the Cost Share match obligation of their AFG Award.
3. **In-kind:** In-kind Cost Share matches are not allowable for AFG. In-kind (soft) matches include but are not limited to the valuation of in-kind services. In-kind is the value of something received or provided that does not have a cost associated with it. For example, if an in-kind match (other than cash payments) is permitted, then the value of donated services could be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements provided the grantee receiving the contributions expends them as allowable costs in compliance with provisions listed above.
4. **Overmatch:** A department may commit additional financial support toward the project cost in addition to their required cost share obligation as detailed in the FOA and required by law. Any stated commitment by the applicant to provide additional financial support of the project will be reflected in local share requirement in the offer of award. Over matching is not permitted if the Micro Grant option was selected.

For all other activities, there are no grantee restrictions on the type or amount of local support. All overmatch information should be entered *only* under Department Characteristics II of the application and *not entered* under "Additional Funding." FEMA will reflect an applicants' commitment to overmatch local funds as part of the offer of award.

B. Maintenance of Effort

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

NOTE: The Administrator of FEMA may waive or reduce Maintenance of Effort requirements in cases of demonstrated economic hardship (See Appendix C, I. Cost Sharing and Maintenance of Effort Requirements, B. Maintenance of Effort).

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

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

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

II. Other Allowable Costs

A. Administrative Costs

Management and Administration

Applicants may apply for administrative costs if the costs are directly related to the implementation of the program for which they are applying. Administrative costs are identifiable costs directly associated with the implementation and management of the grant.

No more than three percent of the federal share of AFG Funds awarded may be retained by the grantee for management and administration (M&A) purposes associated with the AFG Award.
If you are requesting administrative expenses, you must list the costs under the "Other" category in the budget and explain the purpose for the administrative costs in your Project Narrative. Administrative costs should be based on actual expenses only, not a percentage of the overall grant; each expense must be specific and detailed.

Examples of eligible administrative costs include shipping, office supplies, and computers and software associated with the National Fire Incident Reporting System (NFIRS) reporting requirements.

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

B. Indirect Costs

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

C. Audit Costs

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

Audit costs are considered administrative expenditures and may be treated as a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable OMB cost principles circulars or other applicable cost principles or regulations.

If the AFG Grantee is the recipient of *multiple* federal funding sources and spends in excess of $750,00,000 in their fiscal year, then *only* a pro rata share of the audit cost(s) may be chargeable to their AFG Award.

Example: Total Audit Costs of $1,000.00:
During their fiscal year, an organization expends $150,000 from an AFG Award and $600,000 from other federal sources for a total of $750,000.

The AFG pro rata share is ($150,000/$750,000 = 1/5 or twenty percent), of the $1,000 total audit costs; so only $200 (twenty percent of $1,000) would be an eligible A-133 cost that can be charged to the AFG Award.

AFG does *not* require any other audits; therefore, you cannot charge any audit expenses that are not directly related to such an audit.

D. Remodeling or Renovation Costs

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

To support eligible activities, remodeling/renovations to an existing facility are limited to minor interior alterations costing less than $10,000 and should be requested under the AFG component program Operations and Safety activity, Modification to Facilities.

In order to be eligible, renovations must be reasonable, justified, and essential to the successful completion of the grant's scope of work. Any request for modifications to facilities may require additional information for an EHP Review. Installation of fire suppression, fire alarms, vehicle exhaust/air quality, and detection systems are allowable activities, are not considered renovations, and are not subject to the cost limits identified above.

E. Pre-award Costs

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

- Fees for grant writers may be included as a pre-award expenditure. Fees payable on a contingency basis are not an eligible expense (See Appendix C, II. Other Allowable Costs, G, Grant Writer/Preparation Fees)
- The only costs or acquisitions that may be considered for pre-award are those costs obligated after an application's submission but prior to an offer of award.
- An applicant must notify FEMA in writing and in advance of their intent to spend local funds that will be requested as a pre-award expense. This notification shall be sent via email to the AFG Help Desk (FireGrants@fema.dhs.gov), so the request may be reviewed and entered into their eGrants application file.
- A grantee may only request pre-award costs after an offer of award has been made, via a Scope of Work Amendment to the AFG Program Office, using the online eGrants management system.
- All pre-award costs will be decided on a case-by-case basis. Pre-award costs are only permitted with the written approval of FEMA.
- Expenses incurred after the application deadline, but prior to award, may be eligible for reimbursement if the expenses were justified, unavoidable, consistent with the grant's scope of work, and specifically approved in writing by FEMA (Scope of Work Amendment) after an offer of award has been made and accepted. Pre-award purchases made for the purpose of convenience, to obtain more favorable pricing, or to replace equipment that is still operational are not considered to be unavoidable and will not be considered for reimbursement.
- Final approval will be given after all invoices and related procurement documents have been reviewed by FEMA to ensure the obligation occurred after the application submission, but prior to an offer of award, and is justified, unavoidable, and consistent with the grant's scope of work.

F. Pre-application Costs

Expenses, obligations, commitments, or contracts incurred or entered into prior to the application opening are not eligible as a grant expense with the exception of grant preparation costs.

G. Grant Writer/Preparation Fees

Fees for grant writers may be included as a pre-award expenditure. Fees payable on a contingency basis are not an eligible expense. For grant writer fees to be eligible as a pre-award expenditure, the fees must be specifically identified and listed in the Request Details section of the application. AFG only will consider reimbursements for application preparation, not administration, up to but not more than $1,500. Pursuant to 2 CFR Part 180, grantees may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is

a suspended or debarred party. Grantees must verify that the contractor is not suspended or debarred from participating in specified federal procurement or nonprocurement transactions pursuant to 2 CFR § 180.300.

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

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

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

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

H. Prepayments

A grantee may not use grant funds to prepay for any products or services in advance of delivery of the products or rendering of services. A down payment for the purchase of a vehicle is allowable if required in the purchase contract, but FEMA will only allow up to 25 percent of the federal share to be drawn for this purpose.

No additional funds beyond the down payment will be provided in advance of the delivery of the vehicle. Any costs over-and-above the 25 percent limit, such as the cost of a chassis or any other fees or services, must be borne by the grantee or deferred until final payment is drawn.

Federal funds may not be used for any other periodic, installment, or progress payments except the final payment, which should not be requested until after the vehicle is received, inspected, and accepted by the grantee.

See also, Performance Bond and Prepayment Bond information (Appendix B, X. AFG Program Priorities and Eligible/Ineligible Activities, H. Vehicle Acquisition).

I. Environmental Planning and Historic Preservation Compliance

As a federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grant-funded projects, comply with federal EHP regulations, laws, and Executive Orders, as applicable.

The Grants Program Directorate/EHP Branch will no longer be conducting EHP Reviews on projects that have already been initiated or completed, and such projects that are received for review will be recommended to not be funded, unless the project can be modified to eliminate those parts/elements that have already been completed/initiated.

FEMA Policy 108.024.4 (linked below) provides procedural guidelines for completing environmental reviews as required by the National Environmental Policy Act (NEPA) in cases where FEMA-funded projects require initiation or action prior to the completion of the environmental review.

Please see FEMA Environmental Planning and Historical Preservation Policy 108.024.4, dated December 18, 2013, at http://www.fema.gov/media-library-data/1388411752234-6ddb79121951a68e9ba036d2569aa488/18Dec13-NoNEPAReview.pdf.

NOTE: It is FEMA policy that actions initiated and/or completed without fulfilling the specific documentation and procedural requirements of NEPA may not be considered for funding.

EHP Assessment(s)/plan(s) are chargeable to the AFG Award but must be requested as part of the application.

Grantees must comply with all applicable EHP laws, regulations, and Executive Orders (EOs) in order to draw down FY 2014 AFG Grant funds. Any project with the potential to impact natural resources or historic properties cannot be initiated until FEMA has completed the required FEMA EHP Review. Grantees implementing projects prior to receiving EHP Approval from FEMA risk de-obligation of funds.

Furthermore, for those proposed renovation projects that are part of larger projects funded from a non-FEMA source (such as an emergency operation center that is part of a larger proposed public safety complex), a FEMA EHP Review must be completed before the larger project is initiated. For these types of projects, grantees must complete the FEMA EHP Screening Form (OMB Number 1660-0115/FEMA Form 024-0-01) and submit it with all supporting documentation to the GPD EHP Team at GPDEHPInfo@fema.gov.

Grantees should submit the FEMA EHP Screening Form for each project as soon as possible upon receiving the grant award. Refer to IBs 329, 345, and 356 located at http://www.fema.gov/government/grant/bulletins/index.shtm.

When requesting funding for FEMA EHP Review, enter the funding request under Other in Additional Funding in the Request Details.

The following activities would not require the submission of the FEMA EHP Screening Form:

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

AFG Projects that involve the installation of equipment not specifically excluded from a FEMA EHP Review per the GPD Programmatic Environmental Assessment (PEA), ground-disturbing activities, or modification/renovation of existing buildings or structures must undergo a FEMA EHP Review.

The Environmental and Historic Preservation Screening Form is designed to initiate and facilitate the EHP Compliance Review for your FEMA preparedness grant-funded project(s). This form may be found at http://www.fema.gov/media-library/assets/documents/90195.

All Modifications to Facility activities, and any renovation to facilities that would qualify as a modification to facility, that support activities under Training, Equipment, PPE, or Wellness and Fitness will require an EHP Review, to include but not limited to the installation of:

- air compressor/fill station/cascade system (Fixed) for filling SCBA
- air quality systems
- alarm/alerting systems
- antennas
- generators (fixed)
- sprinklers
- vehicle exhaust systems (fixed)
- washer/dryer/extractors

The EHP Screening Form and instructions are available at http://www.fema.gov/media-library/assets/documents/90195.

AFG Grantees requiring an EHP Review shall:

- Complete the EHP Screening Form; and
- Submit the form to the EHP Office at GPDEHPInfo@dhs.gov.

The grantee should not initiate any facility modification projects or activities that require EHP Review and approval. If a project is initiated, the project will be noncompliant and will not be eligible for FEMA funding.

No modification project 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 grantee.

Grantees are encouraged to initiate contact with their Regional Fire Program Specialists (RFPS). For a complete list of RFPSs please visit http://www.fema.gov/fireGrants-contact-information.

For additional information on FEMA's EHP Requirements, applicants should refer to:

Information Bulletin 329, Environmental Planning and Historic Preservation Requirements for Grants, available at http://www.fema.gov/pdf/government/grant/bulletins/info329.pdf

Information Bulletin 345, Programmatic Environmental Assessment, available at http://www.fema.gov/pdf/government/grant/bulletins/info345.pdf

Information Bulletin 356, Environmental Planning and Historic Preservation (EHP) Screening Form, available at http://www.fema.gov/pdf/government/grant/bulletins/info356.pdf

Environmental and Historic Preservation Screening Form available at http://www.fema.gov/media-library/assets/documents/90195

Environmental Planning and Historical Preservation Policy 108.024.4, dated December 18, 2013, at http://www.fema.gov/media-library-data/1388411752234-6ddb79121951a68e9ba036d2569aa488/18Dec13-NoNEPAReview.pdf

J. Taxes, Fees, Levies, and Assessments

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

NOTE: Any avoidable costs that result from the action or inaction of a grantee (or grantee's agent) or that prevent that grantee from enjoying any lawful exemption or reduction of any federal/state/local tax, fee, levy, or assessment

directly related to any eligible AFG Program acquisition activity *will not be chargeable* to any AFG 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/ or http://www.fcc.gov/document/regulatory-fee-exemption-fact-sheet[E1].*

III. Excess Funds

Overview

After completing performance on their grant award, to include the entire awarded scope of work, some grantees may have funds remaining in their Vehicle Acquisition, Operations and Safety, or Regional Awards.

Excess funds are cumulative and may result from any combination of under-budget acquisition activities or competitive procurement processes.

These cost-shared "excess funds" may be utilized to address an organization's local needs or to mitigate identified capability gaps. FEMA and AFG expect excess funds to be liquidated concurrent with an award's period of performance to address a known or critical need.

Excess Funds Restrictions

Excess funds for FY 2014 will be capped at $10,000 and will require no amendment, except when the use of excess funds for an eligible activity would normally require an EHP Review.

- The opportunity for excess funds is limited when the original uncompleted Scope of Work is changed via Amendment.

  Example: An award has a single activity (the acquisition of 50 SCBAs) which is reduced via Amendment (to 49 SCBAs). The federal participation and the grantee cost obligation are both reduced and any remaining unliquidated federal participation resulting from the reduction in quantity is *not allowable* as Excess funds.

- Excess funds cannot be used for grant writer/preparer fees.
- Excess Funds may only be used for allowable activities identified in this FOA.

Fire Prevention and Safety
No excess funds may be used to fund activities that are unique to the Fire Prevention and Safety (FP&S) Grant Program.

IV. Procurement Integrity

Through audits conducted by the Department of Homeland Security's Office of Inspector General (OIG) and the AFG Program Office grant monitoring, findings have shown that some AFG Recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement policies jeopardizes the integrity of the grant as well as the grant program. Below, we highlight the federal procurement requirements for fire department, SFTAs, and nonaffiliated EMS organization grantees when procuring goods and services with federal grant funds. DHS will include a review of grantees' procurement practices as part of the normal monitoring activities. All procurement activity must be conducted in accordance with applicable federal regulations in effect at the time a grant is awarded to a grantee.

Competition: All procurement transactions shall be conducted in a manner that:

- Provides open and free competition
- Promotes competition and ensures advantageous pricing

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

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

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

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

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

Documentation

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

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

The required documentation for federally funded purchases should include the following:

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

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

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

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

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

Grantees may not use the vehicle(s) being awarded as collateral for any type of financial loan(s). Any grantee activity that encumbers or clouds the title of an awarded vehicle may result in actions:

- By FEMA or other federal agencies to modify or revoke the award
- That may include federal actions to claim or seize awarded vehicle
- Of Debarment and Suspension*

** Executive Orders 12549 and 12689 provide protection from fraud, waste, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the Federal Government.*

Personal and Organizational Conflicts of Interest

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

The grantee must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent *Conflict of Interests*. Such *Conflicts of interests* would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the grantee.

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

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

NOTE: Help FEMA prevent fraud, waste, and abuse.

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

V. Notice of Award

Upon approval of an application, the award will be made in the form of a grant. The date the approval of award is entered in the system is the "award date." For the AFG Notification of Award, approval is made through an automatic e-mail from the eGrants system to the grantee point of contact listed in the initial application. Once an award has been approved and recorded in the system, a notice is sent to the authorized grant official. Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under federal awards.

VI. Amendments

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

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

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

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

*A grantee may deobligate (return) unused funds (those remaining funds drawn down via payment request and/or remaining award funding that was never requested) to DHS prior to the end of an award's Period of Performance. To exercise this option, a grantee must submit a cost over/under run Amendment via the eGrants system and state in their amendment that the unliquidated funds (funds to be returned) are not necessary for the fulfillment or success of the grant's obligations or mission. The grantee must also indicate that it is understood that the returned funds will be deobligated and unavailable for any future award expenses. Deobligation of funds will decrease the federal portion of

the grant and the amount of the grantee's Cost Share obligation. The AFG Program Office will confirm deobligation amendments with all points of contact; after confirmation of the grantee's intent to deobligate, the Program Office will hold the approved deobligation request for 14 calendar days as a period for grantee reconsideration before processing the deobligation request.

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

VII. No Sub-Grants Under AFG

AFG Programs do not allow for sub-grantees or sub-recipients. All activities of the AFG Award recipients supporting the Scope of Work shall only be on a contractual basis.

VIII. CFO Authority for Financial Assistance and Oversight

Please see http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf.
The grant recipient must, in addition to the assurances made as part of the application, comply with all applicable statutes, regulations, executive orders, OMB Circulars, terms and conditions of the award, and the approved application. A non-exclusive list of requirements commonly applicable to DHS Grants include the following:

A. Financial Assistance Award Standard Terms and Conditions
DHS requires standard terms and conditions approved by the Division of Financial Assistance Policy and Oversight (FAPO) to be applied to all financial assistance awards.

For the complete listing of DHS Standard Administrative Terms and Conditions, please contact the AFG Help Desk at (866) 274-0960 or by email at firegrants@fema.gov.

B. Administrative Requirements
Please reference 2 CFR Part 25 – Universal Identifier and Central Contractor Registration, Subpart B-Policy.

C. Audit Requirements and other Assessments
The recipient must comply with the following laws that were enacted to ensure the correct use of federal funds and to avoid improper or erroneous payments:

- Audit Requirements and other Assessments Improper Payments Information Act (IPIA) of 2002, as amended (Public Law 107-300)

- Improper Payments Elimination and Recovery Act of 2010 (IPERA) (P.L. 111-204)

IX. Payments/Drawdown/Rebates

AFG Payment/Drawdown Requests are generated using the eGrants system.

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

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

Grant recipients should 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.

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

Although advance drawdown requests are permissible, grantees remain subject to applicable federal law in effect at the time a grant is awarded to the grantee governing interest requirements, including the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 CFR Part 205. Interest under CMIA will accrue from the time federal funds are credited to a grantee's account until the time the grantee pays out the funds for program purposes.

Grantees must follow applicable federal regulations governing interest earned on payment advances in effect at the time a grant is awarded to the grantee.

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

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

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

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

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

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

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

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

X. Equipment Marking

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

XI. Extensions to the Grant Period of Performance

Extensions to the initial period of performance identified in the award will only be considered through formal requests, via the eGrants award management system, and must contain specific and compelling justifications as to why an extension is required. All extension requests must address the following:

1. Grant Program, Fiscal Year, and award number
2. Reason for delay—this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline
3. Current status of the activity/activities
4. Approved period of performance termination date and new project completion date

5. Amount of funds drawn down to date
6. Remaining available funds, both federal and non-federal
7. Budget outlining how remaining federal and non-federal funds will be expended
8. Plan for completion, including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA

An award's period of performance must be active for a grantee to submit a proposed extension request to FEMA.

To be eligible for consideration, requests must be submitted via the eGrants award management system. Requests should be submitted no earlier than 120 days but no later than 60 days prior to the end of the award's period of performance.

In accordance with GPD policy, extensions are typically granted for no more than a six-month time period. Extension requests will be granted only due to compelling legal, policy, or operational challenges.

- Only formal POP extension requests, submitted to FEMA as an Amendment, via AFG's online eGrants award management system will be considered.
- Extension requests should be submitted prior to the expiration of the awardee's current POP but no earlier than 60 days prior to the end of that POP.
- Extension requests shall contain specific, detailed timelines and compelling justification as to why an extension is required; requests are considered on a case-by-case basis.
- Agencies should request extensions sparingly and only under exceptional circumstances. Approval is not guaranteed.
- 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.

For example, grantees may request an extension to the deadlines outlined above for discretionary grant funds when not adjusting the timeline for spending would constitute a verifiable legal breach of contract by the grantee with vendors or sub-recipients; or where a specific statute or regulation mandates an environmental review that cannot be completed within this timeframe; or where other exceptional circumstances warrant a discrete waiver.

XII. Disposition of Grant Funded Equipment/Vehicles

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