

**The U.S. Department of Homeland Security
Notice of Funding Opportunity
FY 2018 Fire Prevention and Safety**

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/register.html>. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

A. Program Description

Issued By

U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)/Grant Programs Directorate (GPD)

Catalog of Federal Domestic Assistance (CFDA) Number

97.044

CFDA Title

Assistance to Firefighters Grant (AFG)

Notice of Funding Opportunity (NOFO) Title

Fiscal Year (FY) 2018 Fire Prevention and Safety (FP&S)

NOFO Number

DHS-18-GPD-044-000-98

Authorizing Authority for Program

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

Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2018 (Pub. L. No. 115-141)

Program Type

New

Program Overview, Objectives, and Priorities

Program Overview

The Department of Homeland Security (DHS) Federal Emergency

Management Agency's (FEMA) Grant Programs Directorate is responsible for the implementation and administration of the Assistance to Firefighters Grant (AFG) Program. The Grant Programs Directorate administers the Fire Prevention and Safety (FP&S) Grant Program as part of the AFG Program.

The FY 2018 Fire Prevention and Safety (FP&S) Program is set against the backdrop of a year in which the United States faced numerous and unprecedented homeland security challenges. These included the three major hurricanes that devastated parts of Texas, Florida, and much of Puerto Rico and the U.S. Virgin Islands, as well as massive wildfires across California. In addition to these natural disasters, the Nation also responded to multiple incidents as part of the evolving threat landscape, including witnessing the first known terrorist attack executed against mass transportation on our soil; cyberattacks against critical port infrastructure; and mass casualty events involving both vehicles and active shooters.

The National Preparedness Goal (the Goal) defines what it means to be prepared for such diverse and complicated events. The National Preparedness System is the instrument the Nation employs to build, sustain, and deliver the core capabilities needed to achieve the goal of a more secure and resilient Nation. The development and sustainment of these core capabilities is not exclusive to any single level of government or organization, but rather requires the combined effort of the whole community. To that end, the FY 2018 FP&S Program represents one part of a comprehensive set of measures authorized by Congress and implemented by the Administration. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, the FP&S Program supports the goal to Strengthen National Preparedness and Resilience.

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

Program Objectives

The purpose of the FP&S Grant Program is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards by assisting fire prevention programs and supporting firefighter health and safety research and development.

The objective of the FY 2018 FP&S Grant Program is for grantees to carry out fire prevention education and training, fire code enforcement, fire/arson investigation, firefighter safety and health programming, prevention efforts, and research and development.

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

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

Activities

FP&S Grants are offered to support projects in two activities. This NOFO provides potential eligible applicants with application requirements and details for processing and evaluating applications for financial assistance for both of these activity areas.

- **Fire Prevention and Safety Activity (FP&S):** The FP&S Activity is designed to reach high-risk target groups and mitigate the incidence of death, injuries, and property damage caused by fire and fire-related hazards.

Accordingly, the four project categories eligible for funding under this activity are:

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

Each category within this activity has specific priorities. For additional details, please see [Appendix B – Programmatic Information and Priorities](#), Section II. Funding Priorities.

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

The six project categories eligible for funding under this activity are:

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

Performance Metrics

Performance metrics for this program are as follows:

- **FP&S Activity**
 - Community Risk Reduction:
 1. Decrease in fire incidents per 100 residents in target population
 2. Decrease in fire deaths per 1000 residents in target population

3. Percent of whole community population trained
 4. Percent of target population trained
 5. Local number of lives saved
 6. Local number of Quality-adjusted life years (QALY)
- Code Enforcement/Awareness:
 1. Decrease in percentage of total fire losses occurring in inspectable occupancies
 2. Decrease in number of structural fires/1000 residents of inspectable occupancies
 3. Decrease in fire deaths/1000 residents of inspectable occupancies
 4. Decrease in inspectable property structure fires with at least \$25,000 in loss
 - Fire and Arson Investigation:
 1. Increase in percentage of fires where cause is determined
 2. Increase in arson arrest and conviction rates
 - National/State/Regional Programs and Studies:
 1. Number of firefighters trained
- **R&D Activity (All Categories)**
 1. Number of Training Academies adopting training materials developed through FP&S Research (breakout by Career and Volunteer)
 2. Number of firefighters trained with materials developed through FP&S Research (breakout by Career and Volunteer)
 3. Industry standards influenced, changed, or added through FP&S Research

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

Program Priorities

For information on program priorities and objectives for the FY 2018 FP&S Grant Program, refer to [Appendix B – Programmatic Information and Priorities](#). The FP&S Program also addresses the following “Core Capabilities” of the National Preparedness Goal:

- Fire Management and Suppression
- Planning
- Public Information and Warning
- Environmental Response/Health and Safety
- Threats and Hazards Identification
- Public Health, Healthcare, and Emergency Medical Services
- Risk and Disaster Resilience Assessment
- Community Resilience
- Long-Term Vulnerability Reduction

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: \$35,000,000

Projected Number of Awards: 150

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

- **FP&S Activity:** The period of performance for projects funded under the FP&S Activity is generally 12 months. Eligible applicants who propose complex projects, such as those under the National/Regional/State Programs and Studies project category, may apply for up to a 24-month period of performance from the date of award.
- **R&D Activity:** The period of performance for projects proposed under the R&D Activity is 12, 24, or 36 months from the date of award.

Projected Period of Performance Start Date(s): 06/01/2019

Projected Period of Performance End Date(s): 05/31/2020 – 05/31/2022

Funding Instrument: Grant

C. Eligibility Information

Eligible Applicants

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

1. Fire Prevention and Safety Activity (FP&S)

Fire departments; and national, regional, state, local, federally recognized tribal, and non-profit organizations that are recognized for their experience and expertise in fire prevention and safety programs and activities. Both private and public non-profit organizations are eligible to apply for funding in this activity.

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

2. Firefighter Safety Research and Development Activity (R&D)

National, state, local, federally recognized tribal, and non-profit organizations, such as academic (e.g., universities), public health, occupational health, and injury prevention institutions. Both private and public non-profit organizations are eligible to apply for funding in this activity.

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

Eligibility Criteria

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

- **Fire Prevention and Safety Activity:** FP&S Projects are designed to reach high-risk target groups and mitigate the incidence of death and injuries caused by fire and fire-related hazards.
- **Firefighter Safety Research and Development Activity:** R&D Projects are aimed at improving firefighter safety, health, or wellness through research and development that reduces firefighter fatalities and injuries.

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

Other Eligibility Criteria

National Fire Incident Reporting System (NFIRS)

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

National Incident Management System (NIMS) Implementation

FP&S Grant Program applicants are not required to comply with the [National Incident Management System](#) (NIMS) to apply for funding under this NOFO or to be awarded a grant under this NOFO. However, any applicant that receives an FY 2018 FP&S Grant Program award must achieve the level of [NIMS compliance](#) required by the authority having command and control jurisdiction over the applicant's emergency service operations (e.g., a local government), prior to the end of the grant's period of performance.

Maintenance of Effort

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

For more information on waiver eligibility, please see [Appendix C – Award Administration Information](#), Section I. Economic Hardship Waivers of Cost Share and Maintenance of Effort Requirements for the FP&S Grant Program for more information.

Cost Share or Match

An eligible applicant seeking an FP&S Grant Program award to carry out an activity shall agree to make available non-federal funds to carry out such activity in an amount equal to and not less than 5 percent of the grant awarded. The cost share is automatically calculated by the eGrant system in the Budget section of the application.

All recipients should ensure that they are thoroughly familiar with FEMA's cost sharing requirements identified below, as well as the appropriate cost principles as identified at 2 C.F.R. § 200.101(b)(1).

The recipient is not required to have the cost share at the time of application. However, before a grant is awarded, FEMA may contact potential awardees to determine whether the recipient has the funding in hand or if the recipient has a viable plan to obtain the funding necessary to fulfill the cost sharing requirement.

Types of Cost Share

1) Cash

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

2) In-Kind

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

- Complimentary activities (such as providing additional smoke alarms for installation or education materials for public education); and
- Provision of staff, facilities, services, material, or equipment.

In-kind is the value of something received or provided that does not have a cost associated with it. For example, where an in-kind match is permitted, then the value of donated services could be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements, provided the recipient receiving the contributions expends them as

allowable costs in compliance with provisions listed above.

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

For more information on 2 C.F.R. Part 200, please visit <https://www.fema.gov/media-library/assets/documents/101236>.

Economic Hardship Waivers

The Administrator of FEMA may waive or reduce cost share requirements in cases of demonstrated economic hardship. Please see [Appendix C – Award Administration Information](#), Section I. Economic Hardship Waivers of Cost Share and Maintenance of Effort Requirements for the FP&S Grant Program for more information.

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov:	11/12/2018
Application Start Date:	11/12/2018
Application Submission Deadline:	12/21/2018 at 5:00 p.m. EST
Anticipated Funding Selection Date:	03/01/2019
Anticipated Award Date:	06/01/2019

In general, DHS/FEMA will not review applications received after the deadline or consider them for funding. DHS/FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant’s control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If applicants experience technical issues, they must notify the FEMA Help Desk as soon as possible. The AFG Help Desk can be reached at 1-866-274-0960 or by e-mail: firegrants@dhs.gov. The Help Desk is open Monday – Friday, 8:00am – 4:00pm EST.

Other Key Dates

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

Address to Request Application Package

The online FY 2018 FP&S Grant Program application is available through the Assistance to Firefighters Grant (AFG) Program's eGrants system application portal at <https://portal.fema.gov/>. There are several ways to access application information:

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

Hard copies of the application are not available.

In addition, the Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585.

Application tutorials and Frequently Asked Questions (FAQs) explain the current FP&S Grant Program, assist with the online grant application, and highlight lessons learned and changes for FY 2018. For more details, please visit the AFG website at <http://www.fema.gov/firegrants>.

Content and Form of Application Submission

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

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

The automated application is designed with help screens and drop-down lists to assist the applicant throughout the process. Applicants can save, retrieve, update, and revise their work through the end of the application period. Applicants should save their work often as the electronic application includes a time-out feature. The automated system does not allow an applicant to submit an incomplete application. The system alerts the applicant when required information has not been entered.

Technological Note: The application system and related websites may have issues with any other browser other than Internet Explorer (IE 6 or higher). The eGrants system is compatible up to Internet Explorer 11, which should be used if available to the applicant. Do not have multiple browser tabs open when entering information, even when using Internet Explorer. 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.

The eGrants system will allow an authorized representative to log in and create a user name and password. This user name and password is specific to the authorized user and must not be shared with other personnel. If the applicant has submitted other Assistance to Firefighters Grants Program applications (AFG, Staffing for Adequate Fire and Emergency Response (SAFER), FP&S, and/or Station Construction Grants (SCG)) in a previous grant cycle, they must continue to use the same username, password, and DUNS number for any FY 2018 application(s).

If the applicant has forgotten the password or primary point of contact has changed, please visit <http://www.fema.gov/assistance-firefighters-grant-program-most-frequently-asked-questions> for instructions on how to update and correct the organization's information.

Prior to final submission, an online application may be saved, retrieved, or edited, up to the application deadline.

NO APPLICATION WILL BE RELEASED BACK TO THE APPLICANT AFTER FINAL SUBMISSION

After an application has been completed and submitted, no changes can be made. There is no appeal process for inaccurate or incomplete information retained by the system due to improper or multiple browser usage by the applicant.

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

Unique Entity Identifier and System for Award Management (SAM)

All applicants for this award must:

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

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

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

System for Award Management (SAM)

Applicant registration in SAM is free. All applicants must register in order to apply online. Step-by-step instructions for registering with SAM can be found here: <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with->

[sam.html](#). Please remember that SAM registration is only active for one year and must be renewed annually.

Existing SAM.GOV account holders should check their account to make sure it is “ACTIVE.” SAM registration should be completed at the very beginning of the application period, and renewed annually to avoid being "INACTIVE."

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

FEMA may not make an award to an entity until the entity has complied with the requirements to provide a valid DUNS number and maintain an active SAM registration with current information. If the applicant is noncompliant with this requirement at the time of award offer, then FEMA may determine the applicant is not qualified to receive an award.

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

Help with SAM

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

How to Get a Commercial and Government Entity (CAGE) Code

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

Timely Receipt Requirements and Proof of Timely Submission

All applications must be received by 12/07/2018 at 5:00:00 PM ET. Proof of timely submission is automatically recorded by the AFG eGrants System. An electronic

date/time stamp is generated within the system when the application is successfully received by AFG eGrants. The applicant with the Point of Contact role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from AFG eGrants with the successful transmission of their application.

AFG eGrants will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the POC role who submitted the application. Again, proof of timely submission shall be the official date and time that AFG eGrants receives your application. Applications received by AFG eGrants after the established due date for applications will be considered late and will not be considered for funding by DHS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before AFG eGrants receives your application. Again, AFG eGrants will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the POC role. The eGrants Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (see <http://www.fws.gov/policy/library/rgeo12372.pdf>).

Funding Restrictions

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal government or any other government entity. Failure to adhere to the award conditions will cause the recipient to be considered in default of the grant agreement, and may require the return of all federal funds disbursed under the grant.

Applicants may only submit one application, but may submit up to three projects under each activity (FP&S and R&D). Any applicant that submits more than one application may have *all* applications deemed ineligible. Applicants who request funding to conduct a risk assessment, may not request funding for any additional projects under the FP&S Activity.

For more information on restrictions on use of award funds, please see [Appendix B – Ineligible Projects](#) and [Appendix C – Award Administration Information](#).

Construction or Remodeling/Renovation Costs

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

Environmental and Historic Preservation (EHP) Compliance

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

Recipients proposing projects that have the potential to impact the environment, including, but not limited to modification or renovation of existing buildings, structures, and facilities, must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a screening form that includes a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, DHS/FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. DHS/FEMA may not fund projects that are initiated without the required EHP review.

Additionally, all recipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FEMA Policy (FP) 108-023-1, [Environmental Planning and Historic Preservation Policy Guidance](#).

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

No facilities modification 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 recipient.

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

The AFG EHP Screening form and instructions are available at: <https://www.fema.gov/media-library/assets/documents/90195>. Complete the AFG EHP Screening form prior to the initiation of the project and submit to the EHP Office at GPDEHPInfo@fema.dhs.gov. Further EHP guidance can be found at <https://www.fema.gov/media-library/assets/documents/85376>.

Pre-Award Costs

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

Award Limits

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

Management and Administration

Management and administrative (M&A) expenses are not operational costs but are necessary costs incurred in direct support of the grant or as a consequence of it. As such, these costs can be itemized in financial reports. M&A expenses should be based only on actual expenses or known contractual costs; requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement. Salaries and fringe benefits for personnel directly supporting the grant are not required to be included in the M&A budget line item.

No more than 3 percent of the federal share of FP&S funds awarded may be expended by the recipient for M&A associated with the FP&S award.

Indirect (Facilities & Administrative [F&A]) Costs

Indirect F&A costs are those costs incurred for a common or joint purpose benefitting more than one cost objective. These costs are not readily assignable to the costs objectives specifically benefitted, without effort disproportionate to the results achieved. Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this award. 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, and must be provided to FEMA before indirect costs are charged to the award. Copies of the indirect cost rate agreements, along with the FP&S application number, must be submitted electronically, upon request, to FireGrants@fema.dhs.gov.

Indirect costs will be evaluated as part of the application for federal funds, and must be included as a line item in the Request Details section of the application, to determine

if they are allowable, reasonable, or disproportionately impact an application's cost benefit.

Multiple Projects

Eligible applicants (identified by unique federal tax identification numbers) may only submit one application. Applicants may submit an application for up to three projects under each activity (FP&S and R&D). Applicants applying for funding under both the FP&S and R&D Activities must do so within the same application. Each project within an application must be presented separately as a free-standing proposal. Any applicant that submits more than one application may have *all* applications deemed ineligible. Risk assessments are eligible for funding under the FP&S Activity; however, if selected as an activity project, no other projects may be eligible for funding under the FP&S Activity in the 2018 FP&S Grant Application year.

Example 1

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

The applicant plans to:

- Launch a public education project
- Strengthen code enforcement activities

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

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

Example 2

A community or organization may have more than one strategic goal depending on its audience or risk.

For example, a national organization may have a goal to reduce firefighter fatalities through a national outreach project. It may also have a goal studying the effectiveness of public education messages. The organization would create one project for firefighter safety initiatives and a second project for national public education efforts.

E. Application Review Information

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

The **nine fire service organizations** represented on the panel are:

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

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

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

1. Supplemental Financial Integrity Review

If the anticipated federal share of a federal award will be greater than the simplified acquisition threshold, currently \$250,000 (see 2 C.F.R. § 200.88¹):

- Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance

¹ Pursuant to its authority at 2 C.F.R. § 200.102, the Office of Management and Budget (OMB) increased the simplified acquisition threshold to \$250,000 on June 20, 2018. See OMB memorandum M-18-18 at <https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>.

system accessible through SAM (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)).

- An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered within the designated integrity and performance system accessible through SAM.
- FEMA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, when making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205, "Federal Awarding Agency Review of Risk Posed by Applicants."

2. Review and Selection Process

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

a. Peer Review Panels

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

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

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

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

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

Fire Service Panel Review

All eligible project applications will first be reviewed and scored by a panel of fire service experts to assess the need for the research results and the likelihood that the results would be implemented by the fire service in the United States. The projects that are determined most likely to be implemented to enable

improvement in firefighter safety, health, or wellness will be deemed to be in the “competitive range” and will be forwarded to the second level of project review, which is the scientific panel review process. This panel will be comprised of scientists and technology experts who have expertise pertaining to the subject matter of the proposal. A consensus is not required.

Science Panel Review

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

b. Technical Evaluation Panel (TEP)

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

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

c. Narrative Evaluation Criteria

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

The Narrative Statement of the application must provide specific details about the activity for which applicants seek funding, including budget details. The relative weight of the evaluation criteria used by the peer reviewers in the determination of the grant award, makes up the Narrative.

Applicants should save their work often as the electronic application includes a time-out feature. If no save activity is detected for a period of time, the application will time-out and all information that is not saved could be lost. Therefore, it is recommended that applicants type the Narrative Statement information offline using a word processing program to avoid losing any information.

Once the Narrative Statement is complete, applicants can then cut-and-paste the text into the appropriate sections within the Narrative Statement section of the online application.

Please note the Narrative Statement blocks do not allow for formatting. Do not type the Narrative Statement using only capital letters. Additionally, do not include tables, special

fonts (e.g., quotation marks, bullets), or graphs.

Space for the Narrative Statement is limited. While each element must have a minimum of 200 characters, each element will have a character limit which varies based on the questions being asked. Once the Narrative Statement is saved to the online application, log-out and then log back in to the application to verify that the information was successfully saved.

Peer Review Panelists will evaluate and score each activity based on the following narrative elements within each activity:

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

- **Financial Need (10%):** Applicants must provide details in the Applicant Information section of the application on the need for financial assistance to carry out the proposed project(s). Applicants may include other unsuccessful attempts to acquire financial assistance. Applicants should: provide detail about the applicant’s operating budget, including a high-level breakdown of the budget; describe the applicant’s inability to address financial needs without federal assistance; and discuss other actions the applicant has taken to meet their needs (e.g., state assistance programs or other grant programs).
- **Vulnerability Statement (25%):** The assessment of fire risk is essential in the development of an effective project goal, as well as meeting FEMA’s goal to reduce risk by conducting a risk assessment as a basis for action. Vulnerability is a “weak link,” demonstrating high-risk behavior, living conditions, or any type of high-risk situation. The Vulnerability Statement should include a description of the steps taken to determine the vulnerability (weak link) and identify the target audience. The methodology for determination of vulnerability (i.e., how the weak link was found) should be discussed in-depth in the application’s Narrative Statement.
 - The specific vulnerability (weak link) that will be addressed with the proposed project can be established through a formal or informal risk assessment. FEMA encourages the use of local statistics, rather than national statistics, when discussing the vulnerability.
 - In a clear, to-the-point statement, the applicant should summarize the vulnerability (weakness) the project will address, including who is at risk, what the risks are, where the risks are, and how the risks can be prevented, reduced, or mitigated.
 - For the purpose of the FY 2018 FP&S NOFO, formal risk assessments consist of the use of software programs or recognized expert analysis that assess risk trends.
 - Informal risk assessments could include an in-house review of available data (e.g., National Fire Incident Reporting System [NFIRS]) to determine fire loss, burn injuries or loss of life over a period of time, and the factors that are the cause and origin for each occurrence.

- **Implementation Plan (25%):** Each project should provide details on the implementation plan which discusses the proposed project’s goals and objectives. The following information should be included to support the implementation plan:
 - Goals and objectives
 - Details regarding the methods and specific steps that will be used to achieve the goals and objectives
 - Timelines outlining the chronological project steps (this is critical for determining the likeliness of the project’s completion within the period of performance)
 - Where applicable, examples of marketing efforts to promote the project, who will deliver the project (e.g., effective partnerships), and the manner in which materials or deliverables will be distributed
 - Requests for props (i.e., tools used in educational or awareness demonstrations), including specific goals, measurable results, and details on the frequency for which the prop will be utilized as part of the implementation plan. Applicants should include information describing the efforts that will be used to reach the high risk audience and/or the number of people reached through the proposed project (examples of props include safety trailers, puppets, or robots)

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

- **Evaluation Plan (25%):** Projects should include a plan for evaluation of effectiveness and identify measurable goals. Applicants seeking to carry out awareness and educational projects, for example, should identify how they intend to determine that there has been an increase in knowledge about fire hazards, or measure a change in the safety behaviors of the audience. Applicants should demonstrate how they will measure risk at the outset of the project in comparison to how much the risk decreased after the project is finished. There are various ways to measure the knowledge gained about fire hazards, including the use of surveys, pre- and post-tests, or documented observations. Applicants are encouraged to attend training on evaluation methods, such as the National Fire Academy’s [“Demonstrating Your Fire Prevention Program’s Worth.”](#) Note: In addition to a detailed evaluation plan as described above, if awarded, grant recipients are required to report on specific performance metrics through performance reports and at closeout (see page 3-4 for required [performance metrics](#)).
- **Cost-Benefit (10%):** Projects will be evaluated and scored by the Peer Review Panelists based on how well the applicant addresses the fire prevention needs of the department or organization in an economic and efficient manner. The applicant should show how it will maximize the level of funding that goes directly

into the delivery of the project. The costs associated with the project must also be reasonable for the target audience that will be reached and a description should be included of how the anticipated project benefit(s) (quantified if possible) outweighs the cost(s) of the requested item(s). The application should provide justification for all costs included in the project in order to assist the Technical Evaluation Panel with their review.

- **Funding Priorities (5%):** Applicants will be evaluated and scored by the Peer Review Panelists on whether the proposed project meets the stated funding priority (listed below) for the applicable category.
 - **Community Risk Reduction:** Comprehensive home fire safety campaign with door-to-door smoke alarm installations and/or sprinkler awareness and/or community risk assessments.
 - **Fire/Arson Investigation Priority:** Projects that aim to aggressively investigate every fire.
 - **Code Enforcement/Awareness Priority:** Projects that focus on first time or reinstatement of code adoption and code enforcement, including Wildland Urban Interface (WUI) codes for communities with a WUI-wildfire risk.
 - **National/State/Regional Programs and Studies Priority:** Projects that focus on residential fire issues and/or firefighter safety and wellness by dissemination and implementation of programs, policies, or products from previous studies that used rigorous scientific methods to determine effectiveness or development of new projects that do not include a research component. Firefighter safety and wellness projects should aim to measurably change firefighter behavior and decision-making. Research to determine effectiveness of programs, policies, or products should be applied for under the Research and Development Activity. Fire departments that wish to carry out internal, local, firefighter safety and wellness projects should apply for this activity under the Assistance to Firefighters Grant Program.
 - **NOTE:** Applicants in the National/State/Regional Programs and Studies project category will be required to list in the Narrative Section any proposed or in place partnerships that would support the project.
 - **Additional Considerations**
 - **Meeting the needs of people with disabilities:** Applicants in the Community Risk Reduction category will receive additional consideration if, as part of their comprehensive smoke alarm installation and education program, they address the needs of people with disabilities (e.g., deaf/hard-of-hearing) in their community.
 - **Experience and Expertise:** Applicants who demonstrate their experience and ability to conduct fire prevention and safety activities, and to execute the proposed or similar project(s), will receive additional consideration.

ii. Evaluation Criteria for Projects - Research and Development Activity

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

1. Fire Service Panel Evaluation Criteria:

- **Purpose (25%):** Applicants should clearly identify the benefits of the proposed research project to improve firefighter safety, health, or wellness, and identify specific gaps in knowledge that will be addressed.
- **Implementation by Fire Service (25%):** Applicants should discuss how the outcomes/products of this research, if successful, are likely to be widely/nationally adopted and accepted by the fire service as changes that enhance firefighter safety, health, or wellness.
- **Potential Impact (15%):** Applicants should discuss the potential impact of the research outcome/product on firefighter safety by quantifying the possible reduction in the number of fatal or non-fatal injuries or on the projected wellness by significantly improving the overall health of firefighters.
- **Barriers (15%):** Applicants should identify and discuss potential fire service and other barriers to successfully completing the study on schedule, including contingencies and strategies to deal with barriers if they materialize. This may include barriers that could inhibit the proposed fire service participation in the study, barriers that could inhibit the adoption of successful results by the fire service when the project is completed, or project components most likely to cause delay in successful completion.
- **Partners (20%):** Applicants should recognize that participation of the fire service as a partner in the research from development to dissemination is regarded as an essential part of all projects. Describe the fire service partners and contractors that will support the project to accomplish the objectives of the study. The specific roles and contributions of the partners to the project should be described. Partnerships may be formed with local and regional fire departments and also with national fire-related organizations. Letters of support and letters of commitment to actively participate in the project should be included in the Appendix of the application. Generally, participants of a diverse population, including both career and volunteer firefighters, are expected to facilitate acceptance of results nationally. In cases where this is not practical, due to the nature of the study or other limitations, these circumstances should clearly be explained.

2. Science Panel Evaluation Criteria

- **Project goals, objectives, and specific aims (15%):** Applicants should address how the purpose, goals, objectives, and specific aims of the proposal will lead to results that will improve firefighter safety, health, or wellness. For multi-year projects, greater detail should be given for the first year. Also, describe the specific goals and objectives for the second and third year.
- **Literature Review (10%):** Applicants should provide a literature review that is relevant to the project's goals, objectives, and specific aims. The citations are placed in the narrative text and references listed at the end of the Narrative Statement (and not in the Appendix) of the application. The review should be in sufficient depth to make it clear that the proposed project is necessary, adds to an existing body of knowledge, is different from current and previous studies, and offers a unique contribution.
- **Project Methods (20%):** Applicants should provide a description of how the project will be carried out, including demonstration of the overall scientific and technical rigor and merit of the project. This includes the operations to accomplish the purpose, goals, and objectives, and the specific aims of the project. Plans to recruit and retain human subjects, where applicable, should be described. Where human subjects are involved, describe plans for submission to the Institutional Review Board (IRB) (for further guidance and requirements, see the Human Subjects Research section on pages 26-27 of this NOFO).
- **Project Measurements (20%):** Applicants should provide evidence of the technical rigor and merit of the project, such as data pertaining to validity, reliability, and sensitivity (where established) of the facilities, equipment, instruments, standards, and procedures that will be used to carry out the research. The applicant should discuss the data to be collected to evaluate the performance methods, technologies, and products proposed to enhance firefighter safety, health, or wellness. The applicant should demonstrate that the measurement methods and equipment selected for use are appropriate and sufficient to successfully deliver the proposed project objectives.
- **Project Analysis (20%):** The applicant should indicate the planned approach for analysis of the data obtained from measurements, questionnaires, or computations. Specify within the plan what will be analyzed, the statistical methods that will be used, the sequence of steps, and interactions as appropriate. It should be clear that the Principal Investigator (PI) and research team have the expertise to perform the planned analysis and defend the results in a peer review process.
- **Dissemination and Implementation (15%):** Applicants should indicate dissemination plans for scientific audiences (e.g., plans for submissions to specific peer review publications) and for firefighter audiences (e.g., via websites, magazines, and conferences). Also, assuming positive results and where applicable, indicate future steps that would support dissemination and

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

- **Additional Considerations**

- **Cost vs. Benefit:** Cost vs. benefit in this evaluation element refers to the costs of the grant for the research and development project vs. the benefits that are projected for firefighters who would have improved safety, health, or wellness. Applicants should demonstrate a high benefit for the cost incurred and effective utilization of federal funds for research activities.
- **Financial Need:** In the Applicant Information section of the application, applicants should provide details on the need for federal financial assistance to carry out the proposed project(s). Included in the description might be other unsuccessful attempts to acquire financial assistance. Applicants should provide details about the organization's operating budget, including a high-level breakdown of the budget; describe the department's inability to address financial needs without federal assistance; and discuss other actions the department has taken to meet their staffing needs (e.g., state assistance programs, other grant programs).
- **Mentoring (for Early Career Investigator Projects Only):** An important part of Early Career Investigator projects is the integration of mentoring for the principal investigator by experienced researchers in areas appropriate to the research project, including exposure to the fire service community as well as support for ongoing development of knowledge and skills. Mentoring is regarded as critical to the research skills development of early career principal investigators. As part of the application Appendix, the applicant should identify the mentor(s) that have agreed to support the applicant and the expected benefit of their interaction with the researcher. A biographical sketch and letter of support from the mentor(s) are encouraged and should be included in the Appendix materials.

- d. **Research and Development (R&D) Activity Formatting Requirements**

1. Applications must include one Narrative Statement and one Appendix document (per project).
2. The Narrative Statement for the R&D Activity is limited to 25 pages per project. The first page of the Narrative Statement must include an abstract of about 250 words that addresses purpose and aims, relevance, methods, and anticipated outcomes. Additionally, the fire service evaluation criteria should be addressed at the beginning of the narrative utilizing no more than 5 pages.

All narrative text, including pertinent references and footnotes must be in the Narrative Statement. It must include which selected R&D category type the project is addressing. Also, the contact information (e-mail address and telephone number) for the principal investigator must be provided on the first page of the Narrative Statement.

3. It may be useful to organize the Narrative Statement to follow the R&D Evaluation Criteria listed within this announcement, including the Fire Service criteria first followed by the Science criteria.
4. All references and footnotes pertaining to the Narrative Statement must be in the Narrative Statement. Tables and figures may be included in either the Narrative Statement or the Appendix document.
5. The Appendix is limited to 25 pages per project. It may include, as appropriate, data collection instruments, additional tables and figures, illustrations, specifications for product designs, and letters of commitment and role description from partners. Additionally, if this project is a resubmission, applicants may use the Appendix to address how they adapted the proposal to address reviewer concerns from a previous year.
6. A biographical sketch (biosketch) for the PI and lead scientists, as well as other key research personnel listed in the budget, are to be included in the Appendix, but are limited to a maximum of two pages per biosketch. Applicants are strongly encouraged to follow the biographical sketch sample (see Section e. Biographical Sketch Sample for Research and Development Projects) in preparing the biosketch.
7. **Font:** Times New Roman or Arial.
8. **Font Size:** 11 point (11 pt) or larger.
9. **Page Dimensions:** Page dimensions must be 8.5" x 11" or smaller.
10. **Margins:** All margins (top, bottom, left, and right) must be at least 1".
11. **Header:** The header on each page of the Narrative Statement and the Appendix must contain:
 - PI (surname)
 - Institution name (abbreviated)
 - Project Short Title
 - Page Number

e. Biographical Sketch Sample for Research and Development Projects

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

- **Font Size:** Minimum 11pt
- **Font Type:** Times New Roman or Arial
- **Page Count:** Two (maximum)
- **Must be completed by PI and Co-PI(s)**

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

Each CV should include:

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

3. Human Subjects Research

The information in this section pertains only to those studies that include human subjects. Human subjects may be, for instance, firefighters who participate in laboratory or field

testing. As it would be standard practice for such research in the clinical sciences, all PI's with studies involving human subjects must submit their protocols to their local IRB. IRB approval must precede any research activities involving human subjects.

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

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

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

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

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

F. Federal Award Administration Information

Notice of Award

Once an award has been approved and recorded in the system, an award package is sent to the grant official authorized by the recipient. The award package and email notification will be made within the eGrants system. 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, whether there has been an adjustment to the award, and to become familiar with the terms, conditions and responsibilities of federal awards.

The offered award will remain on hold and be available for a maximum of 30 days until the recipient either accepts the award via the online AFGP eGrants system, or declines the award. The awardee should follow the directions in the notification to confirm acceptance of the award.

Failure to accept the grant award within 30 days of an offer of Award may result in a loss of funds. Recipients may request additional time to accept the award if needed.

Differences Between Application Request and Award

During the offer of an FP&S award, the application request(s) may have been modified during the review process, or awarded activities may require EHP review.

If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the grant recipient shall only be responsible for completing the activities actually funded by FEMA. The grant recipient is under no obligation to start, modify, or complete any activities requested but not funded by the award. Any differences will be identified in the award package, under the Negotiation section.

Turndown Notifications

All applicants who do not receive an FY 2018 FP&S award will receive a decision notification from FEMA within the eGrants system. Due to the historical volume of applications and turndowns, a detailed debrief for each applicant will not be possible.

Administrative and National Policy Requirements

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

The applicable DHS Standard Terms and Conditions will be those in effect at the time in which the award was made.

Before accepting the award, the Authorized Organizational Representative (AOR) should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under federal Awards.

Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program.

Financial and Programmatic Reporting

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

Federal Financial Reporting Requirements

Federal Financial Reports (SF-425)

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

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

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

Financial and Compliance Audit Report

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

Program Performance Reporting Requirements

The recipient is responsible for completing and submitting a programmatic Performance Report using the eGrants system. The programmatic Performance Report is due every six months after the grant's award date, and thereafter until the period of performance ends.

Closeout Reporting Requirements

Within 90 days after the end of the period of performance, recipients must submit a final SF-425 and final performance report (within the closeout module in the eGrants system) detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

After these reports have been reviewed and approved by FEMA, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final SF-425.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

Information on how to return funds to FEMA is available at:

<http://www.fema.gov/media-library/assets/documents/31261?id=7080>.

Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335. At any time after accepting the award, if the recipient learns that any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

Monitoring

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

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

The recipient is responsible for monitoring all subaward activities to ensure compliance with federal and state laws, regulations, and guidance. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining of adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring, or other assessments and reviews.

G. DHS Awarding Agency Contact Information and Resource Information

Resources are available to:

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

AFG/FP&S Help Desk

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

eGrants System Information

For technical assistance with the eGrants system or FP&S Application or Award questions, please email the AFG/FP&S Help Desk at: FireGrants@fema.dhs.gov, the Help Desk can also be contacted at (866) 274-0960.

Environmental and Historical Preservation (EHP)

- EHP Screening forms and instructions are available at <http://www.fema.gov/media-library/assets/documents/90195>
- FP&S recipients requiring EHP assistance should contact the GPD EHP Team at: GPDEHPInfo@fema.dhs.gov.

H. Additional Information

Extensions to the Grant Period of Performance

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

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

All extension requests must contain:

1. Grant Program, Fiscal Year, and award number;
2. Reason for delay—this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both federal and non-federal;
7. Budget outlining how remaining federal and non-federal funds will be expended;
8. Plan for completion, including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and

9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Requirements for Extension Consideration

To be eligible for consideration, extension requests must be submitted via the eGrants system. Requests can 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 FEMA policy, extensions are reviewed on a case-by-case basis, and 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. The review process can take up to 30 days or longer. This review period should be factored into the timing of when to submit a request for an extension.

Example: Recipients may request an extension, when not adjusting the timeline for liquidating obligations would constitute a verifiable legal breach of contract by the recipient with vendors or subrecipients; 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.

Appendix A – Application Updates

Appendix A contains detailed information on changes between FY 2017 and FY 2018 to the FP&S Grant Program.

New for FY 2018

- Under the FP&S Activity, clarification has been provided that Risk Assessments can include Wildland and Wildland Urban Interface Risk Assessments.

Appendix B – Programmatic Information and Priorities

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

I. Application Instructions/Tips

IMPORTANT

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

NO APPLICATION WILL BE RELEASED BACK TO THE APPLICANT AFTER FINAL SUBMISSION

The applicant with the point of contact role listed in the application will automatically be notified via email from the eGrants award management system, once the application is received.

Application Notes

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

II. Funding Priorities

A. Activity Eligibility Overview

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

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

B. Category Eligibility Overview

The following tables list the eligible categories under each activity:

Eligible Project Categories for FP&S Activity	
<ul style="list-style-type: none"> • Community Risk Reduction • Fire & Arson Investigation 	<ul style="list-style-type: none"> • Code Enforcement/Awareness • National/State/Regional Programs and Studies

Eligible Project Categories for R&D Activity	
<ul style="list-style-type: none"> • Clinical Studies • Technology and Product Development 	<ul style="list-style-type: none"> • Database System Development • Dissemination and Implementation Research • Preliminary Studies • Early Career Investigator

C. FP&S Activity Priorities

FEMA desires to provide flexibility to applicants to design innovative strategies and/or unique proposals that reach for a higher level of safety for the public with respect to fire and fire-related hazards. All proposals, as part of the vulnerability statement, will be evaluated on how well the applicant demonstrates the understanding of their actual community fire and safety risks. A community risk assessment should be used to document the “risk” as a basis for mitigation. If the applicant has evidence of a community risk, the application should be based on solving the problem that will reduce the risk. A risk analysis should be the foundation of the application. Risk assessments are eligible for funding; however, if selected as activity project, no other projects may be eligible for funding under the FP&S Activity in the 2018 FP&S Grant Application year.

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

1. Comprehensive Fire and Life Safety Education Program

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

Note: More information on the 5-step planning process can be found at www.usfa.fema.gov in their document titled “Public Fire Education Planning, a Five-Step Process” <https://www.usfa.fema.gov/downloads/pdf/publications/fa-219.pdf>.

EXAMPLE

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

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

2. Category Priorities and Eligible Projects
a. Community Risk Reduction Category

Community Risk Reduction Category Priority

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

- 1. Smoke Alarm Installations: Priority** will be given to programs that target a specific high-risk population to conduct both door-to-door smoke alarm installations and provide home safety inspections, as part of a comprehensive home fire safety campaign. The comprehensive home fire safety campaign must also include an educational program that is delivered to the occupant at the time of the installation and inspection.

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

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

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

- 2. Sprinkler Awareness: Priority** will also be given to programs that include sprinkler awareness that affect the entire community in this effort, such as educating the public about residential sprinklers, promoting residential sprinklers, and demonstrating working models of residential sprinklers. Installation of sprinkler systems is only eligible if proposed as part of a sprinkler demonstration/educational effort.
- 3. Risk Assessments: Priority** will also be given to community-appropriate comprehensive risk assessments and risk reduction planning. These assessments and planning should focus on the whole community (versus individual home risk reduction/mitigation). This can include [Wildland or Wildland Urban Interface risk assessments](#).

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

Examples of Other Community Risk Reduction Eligible Projects (NOTE: these projects will not receive a priority rating per the evaluation criteria)

<p>Smoke Alarms: Applicants who are unable to meet the above stated funding priority (door-to-door installations and home safety inspections) for this category are still eligible to apply for smoke alarms, but will not receive a priority rating. This includes projects that encompass educational components that teach how smoke alarms work to provide early warning in case of a fire, while promoting the installation of smoke alarms and/or inspections to assure that previously installed smoke alarms are operational. Applicants who will not perform installation of the alarms should discuss in their Narrative Statement the methodology for ensuring that the alarms will be properly installed. FP&S Grants promote the use of smoke alarms that are powered by non-removable, non-replaceable batteries that power the smoke alarm for a minimum of 10 years and are enclosed within a tamper-resistant housing. Applicants that do not plan on using these types of alarms should address the rationale for using alternatives.</p>	<p>Public Education: National or local projects that promote the reduction of injury due to fire or other safety hazards are eligible under this activity. Projects may include burn prevention, media/public relations campaigns, injury prevention, or other community risk reductions that could be justified in the Narrative Statement. Educational props (educational tools), including fire extinguisher trainers, must be part of a comprehensive and detailed public safety education campaign. Eligible items include escape planning, model homes, safety trailers, or curriculum delivery tools. Projects that will deliver training to the public in the area of automatic external defibrillators (AEDs), Cardio-Pulmonary Resuscitation (CPR), or age-appropriate fire extinguisher training will be considered. However, if the projects are for fire department operational staff, these projects should be requested under the Assistance to Firefighters Grant Program.</p>
<p>Training: Local or regional projects to educate or train personnel in the area of public education are eligible under this activity.</p>	<p>Juvenile Firesetter Projects: Projects that are designed to mitigate the instances of fire set by children are eligible under this activity. Projects may have treatment and intervention components. The intervention components should be age appropriate.</p>
<p>General Prevention/Awareness: Projects that include general prevention initiatives, including studies, lock-box installation, Carbon-Monoxide (CO) detectors, address markers, cooking range technologies, etc., will be eligible under this activity.</p>	<p>Wildland Fire Prevention Programs: Education and awareness programs that protect lives, property, and natural resources from fire in wildland/urban interface, including Community Wildfire Protection Plans (CWPP) or programs supporting fire adapted community initiatives, should be applied for under this activity. Fuel reduction demonstrations, in a targeted location as part of an awareness and education effort, are considered.</p>

Examples of Other Community Risk Reduction Eligible Projects (NOTE: these projects will not receive a priority rating per the evaluation criteria)

	Prescribed burns and fuel reduction equipment, and other equipment or contracting services for vegetation removal, to include community chipper programs are not eligible.
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b. Code Enforcement/Awareness Category

Code Enforcement/Awareness Category Priority

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

Examples of Other Code Enforcement/Awareness Eligible Projects (NOTE: these projects will not receive a priority rating per the evaluation criteria)

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

c. Fire & Arson Investigation Category

Fire & Arson Investigation Category Priority

Priority will be given to projects that aim aggressively to investigate every fire.

Examples of Other Fire & Arson Investigation Eligible Projects (NOTE: these projects will not receive a priority rating per the evaluation criteria)

Arson investigation trailers	Equipment
Arson investigator training	Arson-related surveillance equipment
Arson prevention training	Personnel costs

Examples of Other Fire & Arson Investigation Eligible Projects (NOTE: these projects will not receive a priority rating per the evaluation criteria)

Educational materials	Media equipment
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d. National/State/Regional Programs and Studies Category

National/State/Regional Programs and Studies

Priority is given to projects that focus on residential fire issues and/or firefighter safety and wellness by dissemination and implementation of programs, policies, or products from previous studies that used rigorous scientific methods to determine effectiveness or develop new projects that do not include a research component. Firefighter safety and wellness projects should aim to measurably change firefighter behavior and decision-making.

Research to determine effectiveness of programs, policies, or products should be applied for under the Research and Development Activity.

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

Fire departments that wish to carry out internal, local, firefighter safety and wellness projects should apply for this activity under the Assistance to Firefighters Grant Program.

3. Ineligible Projects and Items

The following table describes the projects and items that are **ineligible** under the FP&S Activity:

Ineligible Projects and Items for FP&S Activity

- | | |
|--|--|
| <ul style="list-style-type: none"> • Educational props (i.e., tools that are used in educational or awareness demonstrations) that are not a part of a comprehensive educational program, a planned educational effort, or lack description of these elements • Costumes and/or puppets that are not part of a comprehensive educational program. • AED, CPR, or fire extinguisher training for operational staff • Fire hydrants/dry hydrants, supplies, labor, and installation costs • Wildland fire fuel reduction projects that are prescribed burns or fuel reduction equipment • Weather/disaster notification devices (e.g., sirens) | <ul style="list-style-type: none"> • Fire suppression equipment, supplies, and vehicles • Fire extinguishers • Firefighting training tools or equipment, personal protective gear, fitness equipment, or immunizations • Installation of sprinkler systems that do not include an educational/demonstration component • Suppression-related training including Firefighter I, Firefighter II, wildland firefighting, training exercises, or drills for suppression or disasters activities • Communication equipment, including portable radios or computer-aided dispatch (CAD) systems |
|--|--|

Ineligible Projects and Items for FP&S Activity	
<ul style="list-style-type: none"> • Driver simulator training tools that are not part of a state or national education effort that leads to driver certifications compliant to NFPA 1002 or its equivalent • Sprinkler head caps • Development of Administrative Documents (e.g., SOPs, manuals) • Live animals • Firearms • Equipment that is considered entertainment as opposed to educational tools that are part of a comprehensive program • Fire extinguisher training for children under 14 years old and adults over the age of 65 • Fire extinguisher training that is not part of a comprehensive prevention/ education program • Vehicles (not including tow vehicles, which are limited to \$6,000 per application) 	<ul style="list-style-type: none"> • Community projects that include the use of tot finder/child finder, seniors, or pet finder decals • Hydrant poles or markers • Fire-retardant house gel(s) • Fire safety equipment (e.g., smoke alarms, carbon monoxide detectors, surge protectors) that does not adhere to a fire service recognized standard (e.g., non-UL, listed, ANSI fire safety equipment) • Alarm system and alarm system installation • Equipment that has no intrinsic fire prevention or life safety education application • Command Center Packages on fire safety trailers • Prescribed burns • Fuel reduction equipment • Vegetation removal equipment • Contract services for fuel reduction or vegetation removal

4. Micro Grants

Micro grants are eligible for projects under the FP&S Activity and are designed to assist applicants with a limited need and provide additional awards through this funding opportunity. Micro Grants are a voluntary funding limitation choice (within the application) for any FP&S activity project. Micro Grant awards have a federal share *not exceeding* \$25,000. Micro Grant recipients still have a 5-percent cost match. Projects will only be eligible for Micro Grants if they meet the priority for the categories listed above.

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

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

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

Projects that meet the intent of this research agenda with respect to firefighter health and safety, as identified by the NFFF working group, will be given consideration. However, the applicant is

not limited to these specific projects. All proposed projects, regardless of whether they have been identified by this working group, will be evaluated.

1. R&D Activity Project Eligibility Information

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

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

Cost effectiveness analysis is encouraged, in clinical, technology and product development, and dissemination and implementation research projects. The World Health Organization's [Guide to Cost-Effectiveness Analysis](#) provides information on how to evaluate and utilize cost-effectiveness analysis.

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

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

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

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

a. Clinical Studies Category

Clinical Studies
<p>The clinical studies R&D category include projects that address behavioral, social science, and cultural research as well as physiological and medical research activities.</p>
<p>Such studies must address the relevant aspects of reducing fatal and non-fatal injuries among firefighters and, where possible, have rigorous design that permits attribution of results to the intervention.</p>
<p>In addition to being relevant and rigorous, each study should target the appropriate level of investigation, based on the state of the science.</p>

Clinical Studies

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

These may include the following:

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

Where evidence exists to progress to more applied research, the study should emphasize intervention development and testing for effectiveness, including in the field setting. For instance, if certain tests in clinical care settings are known to identify those at risk for cardiovascular events, then the study may focus on modification of, if necessary, and implementation of such tests in fire service settings. To ensure study rigor, the study's design would use a randomized control trial, with comparison to usual care. Inclusion of a cost-effectiveness analysis is strongly encouraged.

Where the effectiveness of an intervention has been established in the field setting, the final level of study aims to facilitate adoption of the research results in the fire service by conducting dissemination and implementation research. Such study may investigate the impact of strategies for widespread implementation with fidelity (see Dissemination and Implementation Research R&D category).

b. Technology and Product Development

Technology and Product Development

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

Projects shall address the safety of firefighters for all types of fire incidents including residential, commercial, industrial, and wildland fires. Technology and product development projects can address fire and firefighting hazards by making use of technology transfer opportunities in which existing technologies can be adapted to enhance firefighter safety.

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

Technology and product development projects need to assess the ultimate practicality of deployment and use of the results by firefighters during actual firefighting operations. In making a selection of local fire department and/or national fire service organization partners,

Technology and Product Development

consideration should be given to the capabilities of the partners to assist in the evaluation of the project outcomes.

c. Database System Development

Database System Development

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

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

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

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

d. Dissemination and Implementation Research

Dissemination and Implementation Research

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

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

e. Preliminary Studies

Preliminary Studies

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

f. Early Career Investigator

Early Career Investigator

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

2. Special Emphasis Topics

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

Special Emphasis Topic #1. Behavioral Health

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

Special Emphasis Topic #2. Situational Awareness

Firefighting is hazardous work. Knowledge of the potential hazards present in the operational environment is critical to making decisions that minimize the risk of injury and life loss. Information that contributes to situational awareness involves information that is gathered at the incident, but can be supplemented by information data collected in advance as part of pre-planning. Situational awareness also involves knowledge of physiological stressors that can be hazardous to firefighters. The AFG Program Office encourages project proposals for the development of tools and methods facilitating the collection and use of information to improve

situational awareness for all types of incidents involving fire service response.

Special Emphasis Topic #3. Wildland and WUI

In recent years, there has been an increase in the frequency of large, uncontrollable wildland fires including those that impact communities in the wildland-urban interface (WUI). The physical demands and fire environment, as well as the tactics and equipment associated with wildland fire fighting differ from structural firefighting. Research directed at mitigating the safety and health hazards associated with wildland fire fighting is needed. Firefighter safety, health and wellness research issues range from vehicle crashes to respiratory challenges, from personal protective equipment (PPE) to physical fitness. The FP&S program encourages research proposals to improve wildland firefighter safety, health and wellness through applicable technology and product development; behavioral, clinical, and social research; and dissemination and implementation research.

3. Ineligible Projects and Items

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

Ineligible Projects and Items for R&D Activity	
<ul style="list-style-type: none">• Projects that focus primarily on curriculum development and delivery of education or training materials• A descriptive study about the fire service or any study without reduced firefighter injury or enhanced firefighter safety aims• Projects with local emphasis and little or no indication of application to the broader fire service	<ul style="list-style-type: none">• Projects that emphasize funding for service delivery• Applications that include violations of intellectual property

Appendix C – Award Administration Information

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

Help FEMA Prevent Fraud, Waste, and Abuse

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

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

In cases of demonstrated economic hardship, and upon the request of the recipient, the Administrator may waive or reduce an AFG cost share or maintenance of effort requirement for certain recipients. (15 U.S.C. § 2229(k)(4)(A)). As required by statute, the Administrator of FEMA is required to establish guidelines for determining what constitutes economic hardship. FEMA has issued [Information Bulletin No. 427, Economic Hardship Waivers: AFG Grant Program, FP&S Grant Program, and SAFER Grant Program](#). FP&S applicants for FY 2018 must indicate at the time of application whether they are requesting a waiver and whether the waiver is for the cost share requirement, for the maintenance of effort requirement, or both.

II. Grant Writer/Preparation Fees

Fees for grant writers may be included as a pre-award expenditure. Grant writer fees that are contingent on a successful application are not an eligible expense. For grant writer fees to be eligible as a pre-award expenditure, the fees must be specifically identified and listed in the Request Details section of the application. FP&S only will consider reimbursements for application preparation, not administration, up to but not more than \$1,500. As permitted under 2 C.F.R. Part 180, grant recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is a suspended or debarred party, and the suspension or debarment occurred prior to the time in which the grant recipient contracted with the contractor. Grant recipients must verify that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions as permitted under 2 C.F.R. § 180.300.

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

Office of the Inspector General (OIG).

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

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

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

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

III. Maintenance and Sustainment for FP&S Grant Program

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

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

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

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

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

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

IV. Taxes, Fees, Levies, and Assessments

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

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

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

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

V. Subscription, Access, Membership, or User Fees

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

VI. Vehicle Costs

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

Otherwise, vehicles are not eligible for funding.

VII. Excess Funds

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

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

VIII. Procurement Integrity

Through audits conducted by DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement policies jeopardizes the integrity of the grant as well as the grant program. Noncompliance with the federal procurement rules may result in FEMA imposing specific conditions as described in 2 C.F.R. § 200.207 or other remedies for noncompliance under 2 C.F.R. § 200.338.

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

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

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

Competition and Conflicts of Interest

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

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

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

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

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

Pursuant to 2 C.F.R. § 200.318(c)(1), non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct

must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity.

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

Supply Schedules

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

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

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

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

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

Documentation

Non-federal entities are required to maintain and retain the following:

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

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

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

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks for verification.

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

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

IX. Payments and Amendments

Payments

FP&S Payment/Drawdown Requests are generated using the eGrants system.

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

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

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

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

Advances

Recipients shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of the funds and their disbursement by the recipient, and financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. Part 200.

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

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

Reimbursement

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

Program Income, Rebates, and Other Revenue

Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with applicable federal regulations at 2 C.F.R. Part 200.

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

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

Payment Requests During Closeout

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

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

Amendments

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

- Extension of the period of performance in order to complete the scope of work
- Changes to the activity, mission, retroactive approval [pre-award], closeout issues, some excess funds requests
- Cost over/under run (adding funds to award/non-closeout de-obligation of funds)

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

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

NOTE: A recipient may de-obligate (return) unused funds (those remaining funds drawn down via payment request and/or remaining award funding that was never requested) to FEMA prior to the end of an award's Period of Performance. To exercise this option, a recipient must submit a cost over/under run amendment via the eGrants system and state in its amendment that the unliquidated funds (funds to be returned) are not necessary for the fulfillment or success of the grant's obligations or mission. The recipient must also indicate that it understands that the returned funds will be de-obligated and unavailable for any future award expenses.

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

X. Disposition of Grant Funded Equipment

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

funded equipment, including vehicles.