

Fiscal Year (FY) 2018 SAFER OVERVIEW



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Civil Rights Requirements

- Entities that receive grants or other types of financial assistance from DHS/FEMA must comply with applicable civil rights authorities.
- When a recipient provides programs and services, and carries out activities, it cannot discriminate against the program beneficiaries based on race, color, national origin (including language), disability, age, sex, or religion.



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NEW! DHS Civil Rights Evaluation Tool

DEPARTMENT OF HOMELAND SECURITY
CIVIL RIGHTS EVALUATION TOOL

OMB Control No. 1601-0024
Expiration Date 01/31/2021

Section 1: Instructions

Entities selected to receive a grant, cooperative agreement, or other award of Federal financial assistance from the U.S. Department of Homeland Security (DHS) or one of its Components must complete this form and submit required data within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of this form from DHS or its awarding component. Recipients are required to provide this information once every two (2) years, not every time a grant is awarded.

Submit the completed form, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This form clarifies the recipient's civil rights obligations and related reporting requirements contained in the [DHS Standard Terms and Conditions](#).

For recipients who have previously submitted this form in the last two (2) years, if the information provided in response to any of the items below has not changed since the last submission, and there are no additional updates, please indicate "no change" under each applicable item; do not re-submit information previously submitted.

Subrecipients are not required to complete and submit this form to DHS. However, subrecipients have the same obligations as their primary recipients to comply with applicable civil rights requirements and should follow their primary recipient's instructions for submitting civil rights information to those recipients.

Section 2: Organization Information

Organization Name:	Unique Entity Identifier:
Address (Street, City, State, Zip code):	
Contact Person / Title:	
Email / Telephone:	
Grant Agreement Number:	Federal Award Identification Number:

Section 3: Civil Rights Requirements

As a condition of receipt of Federal financial assistance, the recipient is required to comply with applicable provisions of laws and policies prohibiting discrimination, including but not limited to:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin (including limited English proficiency).
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability.
- Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities.
- Age Discrimination Act of 1975, which prohibits discrimination based on age.
- U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social service programs.

Section 4: Required Information

1. Provide the total number of complaints or lawsuits against the recipient during the past three (3) years alleging discrimination on the basis of race, color or national origin (including limited English proficiency), sex, age, disability, religion, or alleging retaliation. For each complaint or lawsuit, state the following:
 - a. Employment or non-employment related;
 - b. Basis (race; color; national origin, including limited English proficiency; sex; age; disability; religion); or alleging retaliation; and
 - c. Status (pending, closed with findings, closed with no findings).

Additionally, if a court or administrative agency made a finding of discrimination in a non-employment complaint for the above three (3) years, forward a copy of the complaint and findings to DHS.

Responses should not include personally identifiable information (PII) that is outside of public record. PII is any information that permits the identity of an individual to be directly or indirectly inferred, including any information which is linked or linkable to an individual.
2. Provide a brief description of any civil rights compliance reviews regarding the recipient conducted during the two (2) year period before this award of DHS Federal financial assistance.
3. Provide a statement affirming that staff has been designated to coordinate and carry out the responsibilities for compliance with civil rights laws, and a description of the responsibilities of any such staff.
4. Provide a copy of the recipient's nondiscrimination policy statement referencing the laws and regulations in Section 3.
5. Provide a copy of the recipient's discrimination complaints process.
6. Provide a copy of the recipient's plan to ensure compliance in subrecipient programs (only applies to state administering agencies and other recipients that provide assistance to subrecipients). The plan should describe the process for conducting reviews of subrecipients.
7. Provide copies of the recipient's policy and procedures used to ensure nondiscrimination and equal opportunity for persons with disabilities to participate in and benefit from the recipient's programs and services.
8. Provide copies of the recipient's policy and procedures regarding the requirement to provide meaningful access to programs and services to individuals with limited English proficiency (LEP).

Section 5: Additional Information

Resources for recipients related to the above requirements: <http://dhs.gov/resources-recipients-dhs-financial-assistance>

For questions and assistance with this form, please contact:

DHS Office for Civil Rights and Civil Liberties
Email: CivilRightsEvaluation@hq.dhs.gov
Phone: 202-401-1474
Toll Free: 1-866-644-8360
TTY: 202-401-0470
Toll Free TTY: 1-866-644-8361

Federal Emergency Management Agency, Office of Equal Rights (for FEMA recipients):
Email: fema-civil-rights-form@fema.dhs.gov
Phone: 202-646-3535

Paperwork Reduction Act

The public reporting burden to complete this information collection is estimated at 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and the completing and reviewing the collected information. The collection of information is mandatory. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number and expiration date. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

ATTN: PRA [OMB Control No. 1601-NEW]
Office for Civil Rights and Civil Liberties
U.S. Department of Homeland Security
Building 410, Mail Stop #0190
Washington, D.C. 20528



Homeland Security

DHS Civil Rights Evaluation Tool

Purpose:

- To remind recipients of important civil rights requirements
- To assist recipients in meeting their obligations
- To connect recipients with resources and technical assistance as needed to ensure compliance



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DHS Civil Rights Evaluation Tool

Implementation:

- Primary recipients will complete the form and submit to DHS within 30 days of award. Subrecipients are not required to complete the form.
- Recipients will provide the information once every two years, not every time a grant is awarded.
- DHS will provide technical assistance and resources to recipients to address gaps and operationalize requirements.



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DHS Civil Rights Evaluation Tool

Required Information:

- Overview of Civil Rights Complaints
- Compliance Reviews (if applicable)
- Responsible Staff
- Nondiscrimination Policy
- Discrimination Complaints Process
- Subrecipient Compliance Plan (if applicable)
- Disability Access and Language Access Policy & Procedures



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Contact Us

For questions or technical assistance on meeting your civil rights obligations, please contact:

- DHS Office for Civil Rights and Civil Liberties (CRCL)
Email: CivilRightsEvaluation@hq.dhs.dhs.gov
Website: <https://www.dhs.gov/resources-recipients-dhs-financial-assistance>



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SAFER Goal

The **goal** of SAFER is to assist local fire departments with staffing and deployment capabilities in order to respond to emergencies, and assure that communities have adequate protection from fire and fire-related hazards



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FY 2018 SAFER Funding

- Application opens February 15, 2019 at 8:00am ET
- Application will close on March 22, 2019 at 5:00pm ET
- \$350 million available in funding
- Approximately 300 awards
- All awards will be announced by September 30, 2019
- Additional funding details can be found in the FY 2018 Notice of Funding Opportunity (NOFO)



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SAFER Activities

SAFER is composed of two activities:

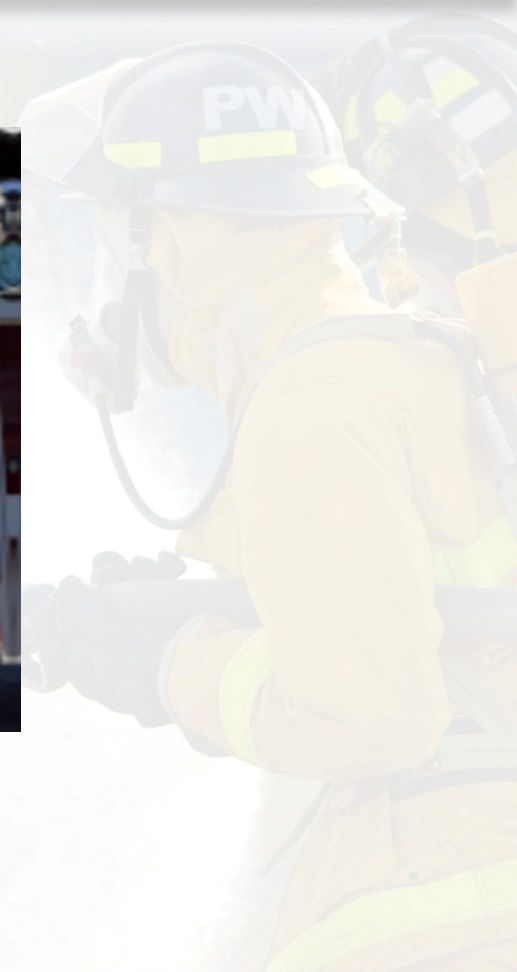
- Hiring of Firefighters
 - Career, combination, and volunteer fire departments are eligible to apply (interest orgs cannot apply)
- Recruitment and Retention (R&R) of Volunteer Firefighters
 - Combination fire departments, volunteer fire departments, and national, state, local, or federally recognized tribal organizations that represent the interests of volunteer firefighters are eligible to apply (career fire departments cannot apply)
- If you want to apply for both activities, you will need to submit two separate applications



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SAFER Hiring Grants



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Hiring - Priorities

- FEMA prioritizes bringing non-compliant (NFPA 1710 or 1720) departments into compliance in the most cost-effective manner
- Applications resulting in the largest percentage increases in compliance with NFPA 1710 or 1720 receive higher consideration
 - NFPA 1710 Assembly Requirements (Section 5.2.4.1 – Single-Family Dwelling Initial Full Alarm Assignment Capability)
 - NFPA 1720 Assembly Requirements (Section 4.3 – Staffing and Deployment)



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Hiring – Period of Performance (POP)

- POP is 3 years / No extensions will be permitted
- 180-day recruitment period after grant is approved for award
- POP **automatically starts** after the recruitment period regardless of whether the SAFER Firefighters have been hired
- The period of performance **cannot** start later than 180 days after award
- You can only charge the grant for firefighter salary and benefits incurred within the period of performance
- If you hire within the 180-day period, you may request to start the POP early through an amendment



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Hiring – Only New Hires

- Grant funds may only be used to hire **new, additional firefighters** or changing the status of part-time or paid-on-call firefighters
 - Above and beyond current budgeted staffing levels
 - Hired after the date of grant award
- Grant funds only cover salary and benefits (actual payroll costs) for SAFER positions
 - Overtime costs that an employer routinely pays as a part of a firefighter's regularly scheduled and contracted shift hours to comply with the Fair Labor Standards Act (FLSA) are eligible
 - “Benefits” defined on page 29 of the NOFO and 2 CFR § 200.431



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Hiring – Only New Hires

- Only full-time positions are eligible
 - Full-time positions are those scheduled for at least 2,080 hours per year (e.g., 40 hours per week, 52 weeks per year)
- The primary assignment (more than 50 percent of time) of all SAFER-funded positions must be on an **operational fire suppression vehicle**, regardless of collateral duties
- Grant funds may not be used to supplant funds that would otherwise be available from State or local sources, or the Bureau of Indian Affairs



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Hiring – Important Information!

- Only apply for the number of positions that you can hire **and** start training on or before the start of the POP
 - The application will ask you for information on your hiring practices and timeline



<p>* 4. Describe the department's step-by-step hiring process (application period, written test, physical, approval). The timeline for each step must be included and you must discuss how long, after award, you will be able to start a recruit class. If you are requesting more positions than can be trained in one recruit class, please discuss when you will be able to hold the second class. (2000 characters) .</p>	<div data-bbox="956 799 1439 971" style="border: 1px solid black; height: 120px;"></div> <p>2000 characters left</p>
<p>* 5. How many recruits can be trained in one academy class?</p>	<input data-bbox="956 992 1062 1028" type="text"/>
<p>* 6. Does the department need governing body approval to accept the award and hire the positions?</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>6a. If yes, provide details on the timeline needed for acceptance. (1000 characters)</p>	<div data-bbox="956 1078 1439 1185" style="border: 1px solid black; height: 75px;"></div> <p>1000 characters left</p>



Hiring – Ineligible Costs

- Salaries and benefits of full-time firefighters employed **at time of grant award**
- Non-FLSA overtime (e.g., overtime for shift holdovers, training)
- Costs to train and equip firefighters (e.g., PPE/Turnout Gear)
 - Does not include salary and benefits while in training
- Costs associated with hiring
 - Background checks / Physicals / Payroll fees
- See page 41 of NOFO for full list of ineligible costs



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Hiring – New Hires / Supplanting

- Grant funds can **supplement** your organization’s existing funds but cannot be used to **supplant** (or replace) them.
- In the application, you will need to provide your Department’s budgeted operational staffing level at the time of application (including all budgeted positions, even if not currently filled).
 - For Example: Your budget at the time of application is 55 positions. You only have 50 of those positions filled and you want to apply for 5 SAFER positions
 - If awarded a SAFER grant, you must fill to your budgeted level of 55 positions and then hire the 5 SAFER positions
- You can apply to waive the “no supplanting” requirement



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Hiring – More Important Information!

- Recipients of Hiring grants are required to contribute non-federal funds through:
 - Position Cost Limit (waiver available) **AND**
 - Cost Share (waiver available)
- Please ensure that the department, governing body, finance department, etc. are thoroughly familiar with the position cost limit and cost sharing requirements identified on pages 6 – 8 of the NOFO
- We will be discussing these requirements on the next few slides



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Hiring – Position Cost Limit (Waiver Available)

- If you do not receive a waiver of the Position Cost Limit, Federal funds will be limited to:
 - In the first year of the grant, 75 percent of the **usual annual cost** of a first-year (i.e., entry-level) firefighter in that department at the time the grant application was submitted
 - In the second year of the grant, 75 percent of the **usual annual cost** of a first-year (i.e., entry-level) firefighter in that department at the time the grant application was submitted
 - in the third year of the grant, 35 percent of the **usual annual cost** of a first-year (i.e., entry-level) firefighter in that department at the time the grant application was submitted



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Hiring – Position Cost Limit (Waiver Available)

- “Usual annual costs” includes:
 - base salary (exclusive of non-FLSA overtime)
 - standard benefits package (including the **average** health cost, dental, vision, FICA, life insurance, retirement/pension, etc.) offered by fire departments to first-year (i.e., entry-level) firefighters
 - Reference Appendix B on pages 29 – 47 of the NOFO
- Single vs. Family Benefit plan
 - Difference in plans will affect the overall award amount



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Hiring – Position Cost Limit Example

- At the time the application is submitted, the usual annual cost of one first year (i.e. entry-level) firefighter in your department is \$100,000
- Without a waiver, the **MAXIMUM** federal funding you will receive per position, per year is:
 - Year 1 = \$75,000
 - Year 2 = \$75,000
 - Year 3 = \$35,000
- The Position Cost Limit is automatically calculated by the eGrants system in the Budget section of the application



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Hiring – Cost Share (Waiver Available)

- Cost Share is based on payment requests for salary and benefits
- The Federal funds received cannot not exceed:
 - 75 percent of the **actual (payroll) costs** incurred in year 1
 - 75 percent of the **actual (payroll) costs** incurred in year 2
 - 35 percent of the **actual (payroll) costs** incurred in year 3
- The Position Cost Limit and the Cost Share requirements overlap!
 - Unless you receive a waiver, you will always be limited by the Position Cost Limit per position, per year regardless of the total annual salary and benefits
 - Waiving the Cost Share also waives the Position Cost Limit



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Hiring – Cost Share Example

- Remember in our example the Position Cost Limit was \$75,000, \$75,000, and \$35,000 in years 1, 2, and 3 respectively. (This assumed no waiver)
- The grant is awarded and the department accrues the following **actual costs**:
 - Year 1 = \$80,000
 - Year 2 = \$95,000
 - Year 3 = \$110,000
- If the cost share is **not waived**, the federal portion will be limited to:
 - \$60,000 in year 1 (less than the Position Cost Limit of \$75,000)
 - \$71,250 in year 2 (less than the Position Cost Limit of \$75,000)
 - \$35,000 in year 3 (because of the Position Cost Limit of \$35,000)
- Please remember that without a waiver, the Position Cost Limit and the Cost Share requirements will **both** apply.



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Hiring – Minimum Budget Requirement

- At the time of application, the applicant's budget for fire-related programs and emergency response must **not** be below 80 percent of the applicant's average funding level in the 3 years prior to the date of application.
 - Applicants will be asked in the application to provide their current (at time of application) operating budget and the operating budget for the previous three fiscal years

* What is your department's operating budget (e.g., personnel, maintenance of apparatus, equipment, facilities, utility costs, purchasing expendable items, etc.) related to fire-related programs and emergency response for the current (at time of application) fiscal year?	Fiscal Year: <input type="text"/> Budget: \$ <input type="text"/> (Whole dollar amount only)
* What was your department's operating budget (e.g., personnel, maintenance of apparatus, equipment, facilities, utility costs, purchasing expendable items, etc.) related to fire-related programs and emergency response for the previous three fiscal years?	Fiscal Year: <input type="text"/> Budget: \$ <input type="text"/> (Whole dollar amount only)
Please indicate in the text box next to each of the budget figures what fiscal year that amount pertains to.	Fiscal Year: <input type="text"/> Budget: \$ <input type="text"/> (Whole dollar amount only)
	Fiscal Year: <input type="text"/> Budget: \$ <input type="text"/> (Whole dollar amount only)



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Hiring – Economic Hardship Waivers

- Applicants experiencing economic hardship may apply one or more of the following waivers:
 - Restriction on Supplanting;
 - Position Cost Limit;
 - Cost Share Requirement; and
 - Minimum Budget Requirement



Hiring – Economic Hardship Waivers

- Applicants must indicate their interest for an Economic Hardship Waiver within the online application and attach their waiver request prior to submitting the application
- Applicants should carefully review Information Bulletin (IB) 427 posted to: <https://www.fema.gov/media-library/assets/documents/176664> for guidance on requesting waivers



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Hiring – Request Details



Request Details

Please answer the questions below and then click Add Hiring Activity to begin.

You must answer all of the project specific questions and specify at least one budget item. Once you have added your project, the list of the budgeted line items and the costs for each line item will be listed in the table below. You can come back and modify this section at any point before you submit your application to FEMA.

You may update or delete the information by clicking the appropriate link under the Action column.

When you have finished, press the Return to Summary button below.

* In cases of demonstrated economic hardship, and upon the request of the grant applicant, the FEMA Administrator may waive or reduce a SAFER Hiring grant recipient's position cost limit, cost share requirement, the minimum budget requirement, and/or the restriction on supplanting.

Is it the department's intent to apply for any of the available waivers?

Yes No



* If yes, which type of waiver will be applied for?

Position Cost Limit Cost Share Minimum Budget Supplanting



You indicated that the department intends to apply for an Economic Hardship Waiver, please attach your request for a waiver.

For detailed instructions and requirements on the eligibility for an Economic Hardship Waiver, conditions which constitute economic hardship, and the process and mechanism for requesting an Economic Hardship Waiver, review the Grant Programs Directorate Information Bulletin No. 427 at <https://www.fema.gov/media-library/assets/documents/158776>. (Note: only .doc and .pdf files will be accepted).

If you are not able to attach your request for a waiver at this time, you must submit your request by email for a waiver to fema-saferwaivers@fema.dhs.gov no later than **TBD (e.g. 12/31/2018)**. Failure to provide the information at time of application or by **TBD (e.g. 12/31/2018)** may result in your request for a waiver being denied.

Attach File



due date to submit waiver request is April 5, 2019

No line items are currently specified for this activity.



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Hiring – Request Details

Add Budget Item



Please provide the following information.

As a reminder, only new, additional firefighters are eligible for funding. Grant funds can no longer be used for the purpose of retaining firefighters currently employed who are facing imminent layoffs.

Note: Fields marked with an asterisk (*) are required.

<p>* How many full-time firefighter positions, including positions that will be job-shared, are you requesting?</p> <p>"Full-time" is considered 2,080 hours or more worked per year and entitles the employee to receive benefits earned by the other full-time employees in the organization. "Job-share" is the term used to describe the hiring of more than one person to fill one full-time position. Part-time positions are less than 2,080 hours per year. Often part-time employees do not earn benefits or do not earn them at the same rate or level as full-time employees</p>	<input type="text"/> (Whole Numbers only)										
<p>If you are requesting to fund a full-time position(s) that will be "job-shared" by more than one individual you must indicate how many individuals will fill the position(s), how they will be used and scheduled to fill the position(s), and provide an explanation as to why the position will be shared. (1000 characters)</p>	<input type="text"/> 1000 characters left										
<p>* What are the current usual annual costs of a first-year firefighter in your department?</p> <p>"Usual annual costs" includes the base salary (exclusive of non-FLSA overtime) and the standard benefits package (including the average health cost, dental, vision, FICA, life insurance, retirement/pension, etc.) offered by the fire departments to first-year (i.e. entry-level) firefighters.</p>	<table><tr><td>Annual Salary:</td><td>\$</td><td><input type="text"/></td><td>(Whole Numbers only)</td><td>Help</td></tr><tr><td>Annual Benefits:</td><td>\$</td><td><input type="text"/></td><td>(Whole Numbers only)</td><td></td></tr></table>	Annual Salary:	\$	<input type="text"/>	(Whole Numbers only)	Help	Annual Benefits:	\$	<input type="text"/>	(Whole Numbers only)	
Annual Salary:	\$	<input type="text"/>	(Whole Numbers only)	Help							
Annual Benefits:	\$	<input type="text"/>	(Whole Numbers only)								
<p>* What costs are included in the standard benefits package your department provides to first-year firefighters? You must provide details on the dollar amounts or percentages for each benefit being provided (health costs (family, employee only, employee plus one), dental, vision, FICA, life insurance, retirement/pension, etc.). (2000 characters)</p> <p>NOTE: Failure to provide this information may results in reductions to the requested amounts.</p>	<input type="text"/> 2000 characters left										



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Hiring – Budget Page

Budget

Select section to review Select section to review



Hiring of Firefighters:

There is a three-year period of performance for grants awarded under the Hiring of Firefighters Activity. The amount of Federal funding provided to a recipient for hiring a firefighter in any fiscal year may not exceed -

- Year One: 75 percent of the usual annual costs of a first-year firefighter as provided in the Request Details section;
- Year Two: 75 percent of the usual annual cost of a first-year firefighter as provided in the Request Details section;
- Year Three: 35 percent of the usual annual cost of a first-year firefighter as provided in the Request Details section.

Review and confirm the budget information below. If you need to change any of the budget amounts on the matrix, you will need to update the information on the previous Request Details screen.

When you are finished, press the *Save and Continue* button below.

	First 12-Month Period	Second 12-Month Period	Third 12-Month Period	Total
Personnel	900,000	900,000	900,000	2,700,000
Benefits	600,000	600,000	600,000	1,800,000
Total:	1,500,000	1,500,000	1,500,000	4,500,000
Total Applicant Share	375,000	375,000	975,000	1,725,000
Total Federal Share	1,125,000	1,125,000	525,000	2,775,000



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Hiring – After Award Requirements

- No lay-offs permitted during the period of performance
- Operational staffing levels must be maintained at the level that existed at the time of award, in addition to SAFER-funded positions
 - Applies to all 3 years of the grant period of performance
 - Must take active and timely steps to backfill any operational vacancies
 - Ensure governing body or whoever has the hiring authority is aware of this staffing requirement
- No obligation to retain the SAFER-funded positions after POP ends



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Application Scoring

- PHASE 1: Computer will score all complete and eligible applications
 - Answers to activity-specific questions as well as information submitted under the Department Characteristics section of the application will determine an application's standing relative to stated priorities
 - Applications most consistent with the SAFER grant funding priorities score higher in the automated (pre-score) evaluation.
- PHASE 2: Panel of peer reviewers score the Narrative Statement and make funding recommendations
- Each phase is 50% of total score



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Application Scoring (continued)

- **Technical Review**
 - FEMA conducts technical reviews of the highest-scoring applications, including evaluation of project budgets to determine if costs are reasonable
- **Referral for Award**
 - Applications are rank-ordered starting with the highest-scoring application and combined with the statutory allocation requirements
 - Applications are sent to FEMA award administration, which conducts additional review



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Applicant Characteristics II

Applicant Characteristics (Part II)

Application 10% complete

Please provide the following additional information regarding your Fire Department.

If you are applying for a Regional Project under the Recruitment and Retention of Volunteer Firefighters Activity the information provided in this section must be the combined information for all departments that will have a direct benefit from the grant award. Direct benefit means that other fire departments will receive a portion of the grant awarded funds or the department will receive items purchased with the grant funds.

Note: Fields marked with an asterisk (*) are required.

correct year is 2018

correct year is 2017

correct year is 2016

	2019 (Whole numbers only)	2018 (Whole numbers only)	2017 (Whole numbers only)
* What is the total number of fire-related civilian fatalities in your jurisdiction over the last three calendar years?	<input type="text"/>	<input type="text"/>	<input type="text"/>
* What is the total number of fire-related civilian injuries in your jurisdiction over the last three calendar years?	<input type="text"/>	<input type="text"/>	<input type="text"/>
* What is the total number of line of duty member fatalities in your jurisdiction over the last three calendar years?	<input type="text"/>	<input type="text"/>	<input type="text"/>
* What is the total number of line of duty member injuries in your jurisdiction over the last three calendar years?	<input type="text"/>	<input type="text"/>	<input type="text"/>



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How to Apply



- Submit the application in the eGrants system at <https://portal.fema.gov>
 - Use the same username and password that you used for any Assistance to Firefighters Grant Programs (AFGP) applications previously submitted
 - If you are not sure, call the Help Desk at 1-866-274-0960.
 - **Do NOT create a new username.**
 - **If your passwords contain special characters (@, !, #, etc.), you may have issues applying.**
 - You will need to change your password if it contains special characters and you are unable to submit the application
 - **If your username has the @ symbol, you may have issues applying.**
 - **Contact the help desk if you experience any issues with the application or applying; do not start a new application if you have already started one**
- Access eGrants only through Internet Explorer (IE 6 or higher)
 - The eGrants system is compatible up to Internet Explorer 11, which should be used if available.
- Have only one browser tab open when entering information



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Application Tips

- Do not wait!
- Double and triple check information being submitted
 - Work with finance or other departments in your organization to ensure all facts and figures are accurate throughout the entire application
 - If you included any "filler" or placeholder text while filling out your application, update the application fields with your final and complete answers
 - Once the application has been submitted, it cannot be changed
- Register or update your SAM registration at <http://www.sam.gov>
 - SAM registration is only active for one year and must be renewed annually
 - Applications cannot be awarded if SAM is not active



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Application Tips

- Review FY 2018 SAFER Technical Assistance Tools
 - Notice of Funding Opportunity (NOFO)
 - Frequently Asked Questions (FAQs)
 - Applicant Checklist
- Use the Self-Evaluation Sheets
 - Developed to help you understand the criteria that you must address in your Narrative Statement
 - The Peer Reviewers will use these to score your application

<https://www.fema.gov/media-library/assets/documents/176664>



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Application Resources

- SAFER Program Help Desk
 - 1-866-274-0960 or via email at firegrants@fema.dhs.gov
 - Help Desk is open Monday through Friday from 8:00 a.m. to 4:30 p.m. ET
- SAFER Program Officers
 - Julia.Barron@fema.dhs.gov 202-786-0929
 - Yesenia.Diaz@fema.dhs.gov 202-212-7314
 - Tina.Godfrey@fema.dhs.gov 202-786-9785
 - Naomi.Johnson@fema.dhs.gov 202-786-9981
 - Danielle.Shelton@fema.dhs.gov 202-786-0819
 - Kenyata.Hankerson@fema.dhs.gov 202-826-5712



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Questions?

Thank you!



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