

# 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.





# 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](mailto: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](mailto: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](mailto: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



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# 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 applicantsr civil rights obligations, please contact:

- DHS Office for Civil Rights and Civil Liberties (CRCL)  
Email: [CivilRightsEvaluation@hq.dhs.dhs.gov](mailto: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 applicants want to apply for both activities, they will need to submit two separate applications



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# Recruitment & Retention Category





# R & R –Priorities

- The highest priority is to assist departments experiencing a high rate of turnover and with staffing levels significantly below the ideal staffing level required to comply with NFPA 1710 or 1720
- Organizations that currently have the lowest recruitment and retention rates are given a higher consideration for funding
- SAFER grant funds may only be used for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response.
- Review pages 36 – 40 of the FY 2018 SAFER Notice of Funding Opportunity (NOFO)



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# R & R – Period of Performance (POP)

- Between 12 and 48 months
- 90-day recruitment period after grant is approved for award
- **POP automatically starts after the recruitment period regardless of whether the recipient has begun implementing its grant award.**
- The period of performance **cannot** start later than 90 days after the award date
- Applicants may start the POP early through an amendment
- Extensions to the POP are unallowable except in extenuating circumstances only



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# R & R – Eligible Activities and Costs

- Activities and costs must be correlated to the identified recruitment or retention needs or issues to be addressed in the application
- All grant-related purchases and activities must be **incurred, received, and completed** within the period of performance
- The period of coverage and/or service delivery on all contracts, and agreements may not begin prior to/extend beyond the period of performance of the grant
- All grant funded activities must be governed by formally adopted Standard Operating Procedures (SOPs)



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# R & R – Eligible Activities and Costs

- Costs are categorized as High, Medium, Low, and Non-Prioritized
- All activities/costs, regardless of priority, must have detailed and specific justification for the need and how it will help the recruitment and retention issues identified
- Examples of High Priority Costs:
  - R&R Coordinator, Program Manager, Grant Administrator and Marketing Program
- Examples of Medium Priority Costs:
  - Nominal stipends and New Length of Service Award Programs (LOSAP) or Retirement Program
- Examples of Low Priority Costs:
  - Station duty uniforms and Awards/Incentive program



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# R & R – Ineligible Activities and Costs

- Projects, activities, or line items that are **already covered** under a department's normal operating budget are **not eligible**
  - Federal funding may not be used to supplant (i.e., replace) an existing activity or program
- Payments or recognition for operational (firefighting) activities/services such as operational training and/or responding to incidents **prior to the grant award** are **not eligible**
- Costs incurred outside of the period of performance except for grant writer fees are **not eligible**
- Refer to pages 46 – 47 of the NOFO for list of ineligible items/activities



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# R&R – 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 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

<p>* 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) <b>fiscal</b> year?</p>	Fiscal Year: <input type="text"/> Budget: \$ <input type="text"/> (Whole dollar amount only)
<p>* 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?</p>	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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# R & R – Economic Hardship Waiver

## Request Details

Please answer the questions below and then click Add Recruitment and Retention 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 Recruitment and Retention (R&R) grant applicant's minimum budget requirement.

Is it your department's intent to apply to waive this requirement?

Yes  No

\* Is there a grant-writing fee associated with the preparation of this request? (if yes, you must add the cost as a budget item below in order to be reimbursed with grant funds)

Yes  No

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](mailto: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**



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# R&R – Request Details



## Add Budget Item

Please provide the following information by first selecting the "category", which is used to indicate the main budget item for which funds are being requested. Next you will select the "sub-category" which further breakdowns the budget item. For example, a Marketing Program is the category and a sub-category would be either Media Marketing (TV/Radio/Internet, etc.) or Print Marketing (Newspaper/Signs/Banners/Flyers/Brochures, etc.)

The drop down menus correlate to the list of eligible costs as indicated on pages **39 - 44** of the Notice of Funding Opportunity (NOFO) and are organized by Category and Sub-Category. **correct pages of the NOFO are 41 - 46**

You may select the same category and sub-category more than once. You should combine like items **ONLY IF** the category and sub-category are the same. For example, you can combine costs for newspapers advertisements and brochures under the Marketing Program (category) and a sub-category for Print Marketing (Newspaper/Signs/Banners/Flyers/Brochures, etc.) but you would not combine Personnel Protective Equipment and NFPA 1582 Entry-Level Physicals since they fall under different categories.

For more information on the categories, sub-categories, and details needed, please see review the Request Detail Instructions document at <https://www.fema.gov/media-library/assets/documents/160035> **correct link is <https://www.fema.gov/media-library/assets/documents/176664>**

You may request additional line items by clicking on the "Add Budget Item" link.

**NOTE:** The cost figures you provide do not have to be firm quotes from your vendors, but they should be estimated based on research of current prices (i.e., check with at least two vendors for your estimates) before you submit your estimated costs. If you do not have these estimates, you can come back and modify this area at any point before you submit your application to FEMA. Only whole dollar amounts should be provided (no cents please).

Fields marked with an asterisk (\*) are required.

* Category	<input type="text"/>
If you selected Other, above, please specify:	<input type="text"/>
* Sub-Category	<input type="text"/>
If you selected Other, above, please specify:	<input type="text"/>
* Select Object Class:	Select Object Class <input type="text"/> <a href="#">Help</a>
If you selected Other, above, please specify:	<input type="text"/>
* Cost At least one 12-month period must have values greater than zero. (Whole numbers and whole dollar amounts only)	Quantity: <input type="text"/> Cost per Unit: \$ <input type="text"/> Total Cost First 12 months: \$ <input type="text"/> Quantity: <input type="text"/> Cost per Unit: \$ <input type="text"/> Total Cost Second 12 months: \$ <input type="text"/> Quantity: <input type="text"/> Cost per Unit: \$ <input type="text"/> Total Cost Third 12 months: \$ <input type="text"/> Quantity: <input type="text"/> Cost per Unit: \$ <input type="text"/> Total Cost Forth 12 months: \$ <input type="text"/> Total Quantity: <input type="text"/> Total Unit Cost: \$ <input type="text"/> Grand Total: \$ <input type="text"/>
* Description Use the space to the right to provide specific details on the items/activities requested under this budget line item. Provide a simple, yet descriptive explanation of the costs. For more information on the details needed, please see <a href="https://www.fema.gov/staffing-adequate-fire-emergency-response-grants-documents">https://www.fema.gov/staffing-adequate-fire-emergency-response-grants-documents</a>	<input type="text"/> 2000 characters left

[Go back](#) [Save and Continue](#)



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# R&R – Request Details

* Category	Marketing Program	<input type="text"/>
If you selected Other, above, please specify:	Recruitment & Retention Coordinator	<input type="text"/>
* Sub-Category	Program Manager	<input type="text"/>
If you selected Other, above, please specify:	Grant Administrator	<input type="text"/>
* Select Object Class:	Personal Protective Equipment (PPE)	<input type="text"/>
If you selected Other, above, please specify:	Training	<input type="text"/>
*Cost	New Member Costs	<input type="text"/>
At least one 12-month period must have values greater than zero. (Whole numbers and whole dollar amounts only)	Nominal Stipend	<input type="text"/>
	Length of Service Award Program (LOSAP) or Retirement Program	<input type="text"/>
	Insurance packages	<input type="text"/>
	Awards/Incentives for Operational Activities	First 12 months: \$ <input type="text"/>
	Tuition assistance for higher education	Second 12 months: \$ <input type="text"/>
	Grant Writer Fee	<input type="text"/>
	Staffing Needs/Risk Assessment	<input type="text"/>
	Remodeling/Renovation of Existing Facilities	<input type="text"/>
	Explorer/Cadet/Mentoring Programs	<input type="text"/>
	Other not listed above (explain)	<input type="text"/>
	Quantity: <input type="text"/> Cost per Unit: \$ <input type="text"/> Total Cost Third 12 months: \$ <input type="text"/>	
	Quantity: <input type="text"/> Cost per Unit: \$ <input type="text"/> Total Cost Forth 12 months: \$ <input type="text"/>	
	Total	
	Quantity: <input type="text"/> Total Unit Cost: \$ <input type="text"/> Grand Total: \$ <input type="text"/>	
* Description	<input type="text"/>	
Use the space to the right to provide specific details on the items/activities requested under this budget line item. Provide a simple, yet descriptive explanation of the costs. For more information on the details needed, please see <a href="https://www.fema.gov/staffing-adequate-fire-emergency-response-grants-documents">https://www.fema.gov/staffing-adequate-fire-emergency-response-grants-documents</a>	2000 characters left	

Go back Save and Continue







# R&R – Request Details



* Category	Marketing Program <input type="button" value="v"/>
If you selected Other, above, please specify:	<input type="text"/>
* Sub-Category	<div style="border: 1px solid black; padding: 2px;"><input type="button" value="v"/> Media Marketing (TV/Radio/Internet, etc.) Print Marketing (Newspaper/Signs/Banners/Flyers/Brochures, etc.) LED Sign Other not listed above (explain)</div>
If you selected Other, above, please specify:	<input type="text"/>
* Select Object Class:	<input type="text"/> <a href="#">Help</a>
If you selected Other, above, please specify:	<input type="text"/>
* Cost At least one 12-month period must have values greater than zero. (Whole numbers and whole dollar amounts only)	Quantity: <input type="text"/> Cost per Unit: \$ <input type="text"/> Total Cost First 12 months: \$ <input type="text"/> Quantity: <input type="text"/> Cost per Unit: \$ <input type="text"/> Total Cost Second 12 months: \$ <input type="text"/> Quantity: <input type="text"/> Cost per Unit: \$ <input type="text"/> Total Cost Third 12 months: \$ <input type="text"/> Quantity: <input type="text"/> Cost per Unit: \$ <input type="text"/> Total Cost Forth 12 months: \$ <input type="text"/> Total Quantity: <input type="text"/> Total Unit Cost: \$ <input type="text"/> Grand Total: \$ <input type="text"/>
* Description Use the space to the right to provide specific details on the items/activities requested under this budget line item. Provide a simple, yet descriptive explanation of the costs. For more information on the details needed, please see <a href="https://www.fema.gov/staffing-adequate-fire-emergency-response-grants-documents">https://www.fema.gov/staffing-adequate-fire-emergency-response-grants-documents</a>	<input type="text"/> <input type="button" value="v"/> <input type="button" value="v"/> 2000 characters left





# R&R – Request Details Instructions



Category	Sub Category	Description Details	Important Notes and Considerations:
Marketing Program	Media Marketing (TV/Radio/Internet, etc.)	Types of media marketing (television, radio, social media, etc.). How the costs were determined (market research, etc.). How this will enhance recruitment and retention.	Applicants must have must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. § 200.317 – 200.326.
	Print Marketing (Newspaper/Signs/Banners/Flyers/Brochures, etc.)	Types of print marketing (newspapers, billboards, signs, banners, brochures, flyers, etc.). How the costs were determined (market research, etc.). How many recruitment events per year. How will this enhance recruitment.	Applicants must have must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. § 200.317 – 200.326.
	LED Sign	Type of sign and costs included with sign (electrical, etc.). How the costs were determined (market research, etc.). How the sign will tie into current (or requested) marketing plan. How the sign will tie into and enhance recruitment goals and objectives. Confirmation that 75 percent of usage must be dedicated to Recruitment and Retention activities.	Only one LED/electronic sign is allowed per applicant and 75 percent of usage must be dedicated to Recruitment and Retention activities. Any request for LED/Electronic signs may require Environmental and Historic Preservation (EHP) review. The EHP Review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP Review.  Applicants must have must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. § 200.317 – 200.326.
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above.



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# R & R – Standard Operating Procedures

- All funded activities must be governed by formally adopted Standard Operating Procedures (SOPs)
  - On department letterhead
  - Signed by authorizing official (chief, board of directors, etc.)
- At a minimum, SOPs should specify who qualifies for each of the incentives, specific requirements for earning the incentives, and the disposition of the awarded incentives if an individual fails to fulfill the stipulations
- Copies of SOPs will be required before funds will be reimbursed



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# R & R – Hiring Policies and Procedures

- If applicants will be hiring a Recruitment and Retention Coordinator, Program Manager, Grant Administrator, or any employee who will be receiving a salary and/or benefits from SAFER grant funds, the employee must be appointed, or hired, in the same manner in which the department/organization would have hired an employee whose salary is paid with non-federal funds
- Applicants **must** have documented hiring policies and procedures before hiring the position
- Copies of applicants hiring policies and procedures will be required before funds will be reimbursed



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# R & R – Procurement

- Applicants **must** have a written procurement policy in place
- **All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. § 200.317 – 200.326**
- Applicants must maintain written standards of conduct covering conflicts of interest and actions of employees engaged in the selection, award, and administration of contracts
- Applicants must provide full and open competition
- Applicants must verify that applicants contractors are not suspended or debarred
- We highly recommend that applicants do not enter into any contracts prior to the start date of the grant period of performance



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# R&R - Regional Requests

- Applicants can apply for a Regional grant if the items/activities in the application will have a direct benefit beyond the immediate boundaries of their first due
- The applicant will act as a “host applicant”
- The application can support both the department’s own internal needs and the regional initiative.
- The host department (i.e., applicant) must agree, if awarded, to be responsible for all aspects of the grant.
- This includes, but is not limited to, accountability for the assets and all reporting requirements
- Prior to submitting application, host applicant and participating fire departments must execute a Memorandum of Understanding (MOU) or equivalent document, signed by all parties participating in the award



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# R&R - Regional Requests

- The Request Details section of the application must include a list of all participating fire departments, including a point of contact, phone number, and Employer Identification Number (EIN) for each department that will directly benefit from the regional project if they receive the grant
- Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities
  - the fire departments participating in this regional application may also apply for funding under SAFER as long as the departments do not apply for a project that could conflict with or duplicate the regional grant
- All participants of a Regional application must be compliant with SAFER requirements, including being an eligible entity, and being current with past grants, closeouts, and other reporting requirements.



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# R & R - Interest Organizations

National, State, Local, or Federally Recognized Tribal Organizations that Represent the Interests of Volunteer Firefighters

- The purpose of these grants is to assist national, state, local, or federally recognized tribal organizations that represent the interests of volunteer firefighters with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response
- Intended to create an *aggregate* increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies on behalf of the fire departments being represented
- Projects that are comprehensive in nature and based on a clear needs assessment, implementation plan, evaluation plan, and have, or will establish, fire service partnerships will receive higher consideration



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# R & R - Interest Organizations

National, State, Local, or Federally Recognized Tribal Organizations that Represent the Interests of Volunteer Firefighters

- The Request Details and Narrative Statement sections of the application must include data that approximates the characteristics of the **entire region or all fire departments** affected by the grant
- Recipients may be required to provide documentation of each fire department's consent to participate in the application
- Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities



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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 1 is 30% of total score**
- PHASE 2: Panel of peer reviewers score the Narrative Statement and make funding recommendations
  - Establish a link between the activities being requested and applicants department's needs

**Phase is 70% 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 <a href="#">member injuries</a> 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 applicants used for any Assistance to Firefighters Grant Programs (AFGP) applications previously submitted
    - If applicants are not sure, call the Help Desk at 1-866-274-0960.
    - **Do NOT create a new username.**
    - **If applicants passwords contain special characters (@, !, #, etc.), applicants may have issues applying.**
      - applicants will need to change applicants password if it contains special characters and applicants are unable to submit the application
    - **If applicants username has the @ symbol, applicants may have issues applying.**
    - **Contact the help desk if applicants experience any issues with the application or applying; do not start a new application if applicants 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 their organization to ensure all facts and figures are accurate throughout the entire application
  - If applicants included any "filler" or placeholder text while filling out the application, update the application fields with the final and complete answers
  - Once the application has been submitted, it cannot be changed
- Register or update applicants 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
  - **Request Details Instructions**
- Use the Self-Evaluation Sheets
  - Developed to help applicants understand the criteria that applicants must address in their Narrative Statement
  - The Peer Reviewers will use these to score the 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](mailto: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](mailto:Julia.Barron@fema.dhs.gov) 202-786-0929
  - [Yesenia.Diaz@fema.dhs.gov](mailto:Yesenia.Diaz@fema.dhs.gov) 202-212-7314
  - [Tina.Godfrey@fema.dhs.gov](mailto:Tina.Godfrey@fema.dhs.gov) 202-786-9785
  - [Naomi.Johnson@fema.dhs.gov](mailto:Naomi.Johnson@fema.dhs.gov) 202-786-9981
  - [Danielle.Shelton@fema.dhs.gov](mailto:Danielle.Shelton@fema.dhs.gov) 202-786-0819
  - [Kenyata.Hankerson@fema.dhs.gov](mailto:Kenyata.Hankerson@fema.dhs.gov) 202-826-5712



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Questions?

Thank applicants!



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