

Assistance to Firefighters Grant Program (AFG)



Fire Prevention & Safety Grants (FP&S)

2015 FP&S Frequently Asked Questions

What is the purpose of the FY2015 FP&S?

The purpose of the FP&S Grants is to fund FP&S and Safety Activities and Firefighter Safety Research and Development (R&D) Activities. FP&S Grant Activities are designed to reach high-risk target groups and mitigate incidences of deaths and injuries caused by fire and fire-related hazards. Firefighter R&D Grant Activities are aimed at improvements to firefighter health and safety.

How do I apply for a FP&S Grant?

The automated FY2015 FP&S Grant application is accessible from the AFG website (www.fema.gov/firegrants/). The automated application has been designed with “help screens” and “drop-down menus” to assist you throughout the application process.

Note: If you are using any Web browser other than Internet Explorer, such as Firefox or Netscape, you may have problems with the drop-down menus in the application. You can either access our application through Internet Explorer (which is preferred) or you can use the up and down keys on your keyboard to make the selection; then click enter.

Who is eligible to apply?

Eligible applicants for the FP&S Activity include fire departments, national, regional, state, and local organizations, Native American tribal organizations, and/or community organizations recognized for their experience and expertise in fire prevention and safety programs and activities. Private and public nonprofit organizations and Housing Authorities are eligible.

Eligible applicants for the Firefighter Safety R&D Activity include national, regional, state, local, or community organizations, such as academic institutions (e.g., universities), public health, occupational health, and injury prevention institutions, especially those recognized for experience and expertise in firefighter safety research and development programs or whose applications demonstrate strong research and development experience and expertise whose research has potential to improve firefighter safety. Private and public nonprofit organizations and non-Federal and non-governmental organizations are also eligible to apply for funding. Fire departments are not eligible to apply for funding under this activity.

For-profit organizations and other federal organizations are not eligible to apply for FP&S Grants.

What can I apply for?

FP&S Grants are separated into two activities. Projects that can be funded are:

1. Fire Prevention and Safety: Applicants can apply for up to three separate projects within one application. 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. Each application is limited to \$1.5 million Federal share. Examples of eligible projects include: Smoke Alarms, Sprinkler Awareness, Public Education campaigns, Code Enforcement/Awareness, Firefighter Safety, Training, Wildfire Prevention /Awareness, Arson Prevention/Awareness, Risk Assessments, and General Prevention/Awareness. Applicants requesting a Risk Assessment project are precluded from applying for additional projects. All applicants are subject to a five percent cost share.

2. Firefighter Safety Research and Development: Applicants can apply for up to three separate projects within one application. The period of performance is not to exceed 36 months. Each application, regardless of the number of projects, is limited to \$1.5 million federal share. For multi-year projects, they can divide the \$1.5 million over the period of performance however they deem necessary. Projects must address injury outcomes or provide a strong justification the proposed outcomes can be linked to injury outcomes. Behavioral, Clinical, and Social Science studies, Database/Data Collection and analysis projects/systems, Technology and Product Development Studies, and research regarding dissemination and implementation of effective programs and projects and preliminary studies are all examples of eligible projects.

Applicants must submit only one application during this application period and may include requests for either one or both activities.

All R&D applicants are subject to a five percent cost share.

How many projects can I apply for under FP&S?

Applicants may submit only one FP&S Grant application per FP&S Grant application period, but may request financial assistance for as many as three projects for each activity.

Does my project have to address children, seniors, or firefighters?

You have to determine the target population that is at risk in your community. You do not have to conform to national statistics in order to be eligible for funding. You need to justify how you determined the target population, how your proposed project will address the community's vulnerability and benefit the target population. In addition, you need to ensure your solution is age-appropriate for that target population.

Are sprinkler systems eligible for funding?

A sprinkler system installed for demonstration only purposes can be eligible for funding, but it must be part of a comprehensive sprinkler educational effort.

How much funding is available for the FY2015 FP&S?

There is \$34 million available for funding FP&S Grant Program Activities. Each applicant can submit a request for up to \$1.5 million federal share.

What is the maximum amount of funding an applicant can be awarded?

Each applicant can submit a request for up to \$1.5 million federal share and ultimately receive an award for that amount.

I have a federally approved Indirect Cost Rate Agreement, but am unsure where to send a copy

You do not need to submit a copy of your Indirect Cost Rate Agreement at the time of application. If you are awarded a grant, we will request a copy at that time. However, please ensure the request details budget portion of your application includes information pertaining to your Indirect Cost Rate Agreement.

I applied for a 2015 AFG Grant and I am unsure about how much I can request for my FY2015 FP&S Grant application due to funding limitations that have existed in the past.

The funding limitations that existed in FY2012 and prior regarding total amount of AFG Funds each applicant could receive based on population size ceased to be applicable starting in FY2013, therefore these limitations are also not applicable in FY2015. Therefore, you should apply for the amount you need to fund your FP&S Grant application, regardless of what you requested or what may be awarded to you for your FY2015 AFG Grant application.

I was recently awarded a FY2014 FP&S Grant. Can I still apply for a FY2015 FP&S Grant?

Yes. However, since the possibility exists that the period of performance on the FY2014 and the FY2015 Grants will overlap, you need to ensure that if you are awarded a FY2015 Grant, the start of your FY2015 grant does not depend on the completion of your FY2014 Grant. Additionally, you should determine whether receipt of a FY2015 Grant will not impact your ability to continue with and/or complete your FY2014 Grant.

What changes were made to the FP&S since last year?

- Micro Grants are now eligible for the FP&S Activity. The cumulative federal total of the request must be \$25,000 or less.
- Sustainability is no longer a scored evaluation criteria under the FP&S Activity, thus the evaluations criteria weights have changed under the FP&S Activity. Please refer to the Notice of Funding Opportunity Announcement (NOFO), Section E. Application Review Information, i. Evaluation for Criteria for Projects – FP&S Activity for more information.

How does an eligible applicant obtain help with the application?

Call the Help Desk at (866) 274-0960 with your questions. During the application period (April 04 – May 06, 2016), the Help Desk will be staffed between the hours of 8:00 a.m. and 4:30 p.m. Eastern Time, Monday through Friday. However, the hours may change as the application period progresses. The toll-free number also accepts voice mail messages after hours or if the lines are busy. Questions may also be faxed to (866) 274-0942 or e-mailed to FireGrants@dhs.gov.

What is the deadline for FY2015 FP&S Grant applications to be submitted?

All applications must be completed and submitted online by 5:00 p.m. Eastern Time on Friday, May 06, 2016.

How are the FP&S Grant applications reviewed?

The evaluation criteria are listed in the NOFO. Review the NOFO and focus on these criteria in order to develop a competitive application for panel reviews. All eligible FP&S Grant applications go to panel reviews.

When will the awards be announced?

Award announcements will be made beginning in the of Summer 2016 and on a continuous basis until all available funds have been awarded.

Is there a cost share for fire departments?

Yes. In general, all eligible applicants seeking an FP&S Grant to carry out an activity shall agree to make available non-federal funds to carry out such activity in an amount equal to and not less than five 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 above, as well as appropriate cost principles in the federal regulations applicable at the time a grant is awarded. Please see <http://www.fema.gov/frequently-asked-questions-0>.

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.

NOTE: The Administrator of FEMA may waive or reduce Cost Share requirements in cases of demonstrated economic hardship. For more information, please refer to the NOFO, Appendix C. Award Administration Information, I. Economic Hardship Waivers of Cost Share and Maintenance of Effort Requirements for the Fire Prevention & Safety (FP&S) Grant Program.

Types of Contributions

1. Cash

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

2. In-Kind

In-kind (soft; other than cash payments) cost share matches are allowable for FP&S Grants. Such matches include, but are not limited to, the valuation of in-kind services, complementary activities, 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 grantee 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 CFR § 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>.

Will there be a cost share requirement for national, regional, state, local or community organizations this year?

Yes, there is a cost share requirement of five percent for national, regional, state, local or community organizations applying under either the FP&S Activity or the R&D Activity. In general, all eligible applicants seeking an FP&S Grant to carry out an activity shall agree to make available non-federal funds to carry out such activity in an amount equal to and not less than five 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 above, as well as appropriate cost principles in the federal regulations applicable at the time a grant is awarded. <http://www.fema.gov/frequently-asked-questions-0>.

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Are multi-year projects eligible under the Firefighter Safety R&D Activity?

Yes. Applicants can propose projects (limited to \$1.5 million federal share) with up to three years of performance requirements. Greater detail should be given for the first year; and also describe specific goals and objectives for second (and third) year(s). With reference to the study's goals, objectives, and specific aims, provide a literature review that includes citations in the text and references at the end of the application. The review should make it clear that the proposed study is necessary, different from other current studies, offers a unique contribution or adds to an existing body of knowledge. Additional information provided should include:

A contingency plan with examples of what may be the key challenges and plans to address and overcome them.

A monitoring plan that identifies progress toward achieving established goals and that ensures costs are monitored.

A spending plan that corresponds with the overall project and specific-year goals and objectives.

I am applying for the Firefighter Safety R&D Activity and the Curriculum Vitae (CV) will not fit into the narrative section. Can I attach this as a file?

Yes, the CV must be included in the Appendix and each CV is limited to 2 pages. The system accepts attachments. R&D Activity applicants should upload their narrative in the space provided on the narrative screen. Applicants for the R&D Activity must comply with the following guidelines:

- 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 five 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 includes curriculum vitae and may include other items, such as data collection instruments, additional tables and figures, illustrations, specifications for product designs, and letters of commitment from partners. If this project is a resubmission, applicants may utilize up to two pages of the Appendix to address reviewer concerns from a previous year.
- 6.** Curriculum Vitae (CVs) 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 CV. Applicants are strongly encouraged to follow the biographical sketch sample (see Section IV. Other Eligible Project and Ineligible Projects and Costs, Section B. R&D Project Eligibility Information, Section ii. Biographical Sketch Sample for R&D Projects) in preparing CVs.
- 7. Font:** Times New Roman or Arial.
- 8. Font Size:** 11 points (11 pt) or larger.
- 9. Page Dimensions:** Page dimensions must be 8.5" x 11" (21.6 cm x 27.9 cm) or smaller.
- 10. Margins:** All margins (top, bottom, left, and right) must be at least 1" (2.54cm).
- 11. Header:** The header on each page of the Narrative Statement and the Appendix should contain:
 - PI (surname)
 - Institution name (abbreviated)
 - Project Short Title
 - Page Number