



2004 Assistance to Firefighters Grant Program

Workshop for New Applicants

Office for Domestic Preparedness
U.S. Department of Homeland Security

About This Presentation

- ❖ Designed for New Applicants Who Are Not Familiar with the Assistance to Firefighters Grant Program, and
- ❖ Have Not Previously Filed an Online Application.
- ❖ View/Download Presentation from ODP Web Site: www.ojp.usdoj.gov/odp

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Purpose of the Assistance to Firefighters Grant Program

The purpose of the Assistance to Firefighters Grant Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards, and to provide assistance for fire prevention programs.

Grant Program Areas

Each Fire Department May Submit Only One Application in One of Three Grant Program Areas:

- ❖ Operations and Firefighter Safety
- ❖ Fire Prevention
- ❖ Firefighting Vehicle

Notes:

- ✓ EMS items are included in Operations and Firefighter Safety.
- ✓ Preparedness for CBRNE incidents has been always been eligible, but emphasized in the 2004 Grant Program.

Eligibility

Who May Apply for the \$750 Million Competitive Program?

- ❖ Local Fire Departments of a State, Tribal Community, or Territory
- ❖ Fire Departments: All Career, All Volunteer, or Combination
- ❖ Previous Grant Awardees

Who is Not Eligible?

- ❖ Private, For-Profit Fire Departments
- ❖ Federally Funded Fire Departments
- ❖ State Agencies, Independent Training Academies
- ❖ Organizations Not Providing Fire Suppression, e.g., Rescue Squads
- ❖ Airports, Port Authorities (Unless Formal Agreement Exists for First-Due Response to Adjacent Areas)

Questions? Call program help desk at 1-866-274-0960

What is Not Eligible for Funding?

❖ Operating Budgets

- ✓ May Not Replace Part of Annual Operating Budget
- ✓ Must Maintain Expenditure Level

❖ Indirect Costs

- ✓ Unless Applicant Has Preexisting Federally Approved Indirect Cost Rate Agreement

❖ Construction

- ✓ Building or Expanding Buildings Beyond Original Footprint

Online Grant Tutorial

www.ojp.usdoj.gov/odp

- ❖ **Explanation of Grant Program**
- ❖ **Guidance for Navigating Application Screens**
- ❖ **Success Stories and Illustrations**
- ❖ **Lessons Learned in FY 2003**
- ❖ **New in the 2004 Grant Program**

Grantee Requirements: Raise Matching Funds

- ❖ Maximum Federal Share: \$750,000**
- ❖ Match Not Required at Time of Application or Award**
- ❖ Required by End of Period of Performance**
- ❖ Must Be New Money**
- ❖ In-Kind Services Not Counted Toward Match**

Matching Funds: Population-Based

❖ **Departments Serving Pops. of 50,000 or Less Expected to Provide Min. 10% Cash Match of Amount Requested**

❖ **Departments Serving Pops. of More Than 50,000 Expected to Provide Match of at Least 30%**

Other Grantee Requirements

- ❖ **Start Reporting to National Fire Incident Reporting System for Period of Performance (NFIRS National Help Desk: 1-888-382-3827)**
- ❖ **File Progress Reports**
- ❖ **Maintain Documentation; Submit to Audit or Program Review**
- ❖ **Follow Established Procurement Procedures**

Program Area 1: Operations and Firefighter Safety

- ❖ **Requests May Be for One or All Five Activities**
 - ✓ **Training***
 - ✓ **Equipment***
 - ✓ **Personal Protective Equipment***

Note: Includes Items for Fire, Rescue, EMS, and CBRNE

Additional Activities

- ❖ **Wellness and Fitness Programs**
- ❖ **Modification of Facilities**

Training Priorities

Operations and Firefighter Safety

- ❖ Basic Firefighting**
- ❖ Emergency Medical Services Certification**
- ❖ Required Special Operations Skills**
- ❖ CBRNE Preparedness**

CBRNE Training Examples

Operations and Firefighter Safety

CBRNE Training Levels:

- ❖ Awareness
- ❖ Performance
- ❖ Planning and Management

Note: ODP offers a variety of CBRNE training courses free of charge; visit the ODP Web site for details

(www.ojp.usdoj.gov/odp/docs/coursecatalog.pdf) or call the ODP Helpline at 1-800-368-6498.

Training Priorities

- ❖ **Priorities tailored to community type:**
 - ✓ **Urban**
 - ✓ **Suburban**
 - ✓ **Rural**
- ❖ **Space Renovation for Training (up to \$10,000)**

Training Delivery Priorities

(In Order of Priority)

- ❖ Tested Training (Instructor-Led, Leading to State or National Certification)
- ❖ Instructor-Led or Guided But Not Including a Testing Component or Certification
- ❖ Other Training and Training-Related Equipment

Equipment Priorities

- ❖ Basic Tools
- ❖ Forcible Entry Tools
- ❖ Extrication Tools
- ❖ Ladders and Hoses
- ❖ CBRNE Response Equipment
- ❖ EMS Equipment

Note: First purchases or replacing obsolete/
substandard equipment are priorities.

More Equipment Priorities

- ❖ Radios and Pagers
- ❖ CAD and MDT Systems
- ❖ Thermal Imaging Cameras
- ❖ Breathing Air Compressors
- ❖ Industrial Washers/Extractors
- ❖ ATVs, Small Boats (13 ft. and under)

Personal Protective Equipment (PPE)

- ❖ **Structural, Wildland, HazMat, EMS, and CBRNE Ensembles**
- ❖ **Self-Contained Breathing Apparatus (SCBA)—Guideline is 1 Spare Cylinder**
- ❖ **Personal Alert Safety Systems (PASS)**
- ❖ **Fire Shelters**

***Note:* Condition rather than age of PPE items will be a priority consideration. All PPE should meet or exceed national and/or Federal regulations.**

Wellness and Fitness Programs

Emphasis on Programs Featuring

- ❖ **Periodic Physical Exams Combined With**
 - ✓ **Initial Physical Exams**
 - ✓ **Job-Related Immunization Programs**

Other Wellness and Fitness Programs

- ❖ Injury Prevention
- ❖ Critical Incident Stress Management
- ❖ Employee Assistance
- ❖ Injury and Illness Rehab
- ❖ Renovation of Space (Up to \$10,000)
- ❖ Physical Fitness Equipment

Modification of Facilities*

- ❖ **Vehicle Exhaust Systems**
- ❖ **Fire Alarm and/or Detection Systems**
- ❖ **Automatic Fire Sprinkler Systems**
- ❖ **Fixed Emergency Generators**
- ❖ **Priority Given to Facilities Staffed 24–7**

****Note:*** Environmental review may be required.

Program Area 2: Fire Prevention

- ❖ Public Education
- ❖ Fire Prevention Literature
- ❖ Code Enforcement
- ❖ Arson Awareness and Abatement
- ❖ Public CBRNE Awareness
- ❖ Smoke Alarm and/or Sprinkler Systems*

*Sprinkler systems are not eligible unless installed specifically as a critical element in a demonstration or awareness project.

Note: Priority given to programs based on a risk assessment.

Fire Prevention Priorities

- ❖ **Highest Priority Given to Prevention Programs Targeting**
 - ✓ **Children Ages 14 and Younger**
 - ✓ **Adults 65 and Older**
 - ✓ **Firefighters**
- ❖ **Space Renovation Supporting Fire Prevention (Up to \$10,000)**

Program Area 3: Firefighting Vehicle

- ❖ Vehicle Grantees in 2001, 2002, or 2003
Not Eligible for Another Vehicle in 2004**
- ❖ Vehicle Must Comply with NFPA Standards**
- ❖ Type of Community Served and Type of
Apparatus Requested Determine Priority**

Priority	Urban Communities	Suburban Communities	Rural Communities
1	Pumper Aerial Quint ^(Aerial <76') Quint ^(Aerial 76' or >) Fire Boat Rescue	Pumper Aerial Quint ^(Aerial <76') Quint ^(Aerial 76' or >) Fire Boat Brush/Attack	Pumper Brush/Attack Tanker/Tender Quint ^(Aerial <76')
2	Command HazMat Light/Air Rehab	Command HazMat Rescue Tanker/Tender	HazMat Rescue Light/Air Aerial Fire Boat Quint ^(Aerial 76' or >)
3	Foam Truck ARFFV Brush/Attack Tanker/Tender Ambulance	Foam Truck ARFFV Rehab Light/Air Ambulance	Foam Truck ARFFV Rehab Command Ambulance

Apparatus Priority Matrix

Online Application

- ❖ **Automated Grant Application to be Completed Online**
- ❖ **Built-In Help Screens, Glossary of Terms**
- ❖ **Will Not Allow Submission of Incomplete Application**
- ❖ **Sends Electronic Confirmation of Submittal (Print and Save)**
- ❖ **Paper Applications Discouraged**

What You Need to Get Started

- ❖ Username, Password, E-Mail Address
 - ✓ Do Not Create New Username or Password If Previous Ones Exist
 - ✓ Use Most Current
- ❖ Primary and Secondary Contacts
- ❖ Employer ID No.
- ❖ Applicant Type
- ❖ Routing No. and Bank Account No.
- ❖ DUNS No. (Call 1-866-705-5711 to Obtain; Dun & Bradstreet Web Site Takes Longer)

More of What You Need to Get Started

- ❖ **Population Size (Census Bureau link)**
- ❖ **First-Due Area of Response (Sq. Miles)**
- ❖ **No. of Active Members**
- ❖ **Call Volume**
- ❖ **Budget Information**
- ❖ **FDIN or FDID No.**
- ❖ **Match Awareness (10% or 30%)**

Application Screens

- ❖ Status
- ❖ Overview
- ❖ Contact Information
- ❖ Applicant Information
- ❖ Fire Department Characteristics (I)(II)
- ❖ Department Call Volume
- ❖ Request Information
- ❖ Request Details
- ❖ Budget
- ❖ Narrative Statement
- ❖ Assurances and Certifications
- ❖ Review
- ❖ Submit



Status

Logged in as Jim Edds Last Login Never

FY 2003 Fire Prevention and Safety Grant	▼
FY 2003 Fire Prevention and Safety Grant	
FY 2004 Assistance to Firefighters Grant Program	

Start Application

Logout





Application Status

Application **0%** complete

Please click on any of the following links to visit a particular section of your application, or you can choose to navigate through the application process by clicking on the sections marked in the menu on the left hand side. Once all areas of your application are complete, you may submit your application.

Application Area	Status
Overview	Not Started
Contact Information	Not Started
Applicant Information	Not Started
Department Characteristics (I)	Not Started
Department Characteristics (II)	Not Started
Department Call Volume	Not Started
Request Information	Not Started
Request Details	Not Started
Budget	Not Started
Narrative Statement	Not Started
Assurances and Certifications	Not Started

- [1. Overview](#)
- [2. Contact Information](#)
- [3. Applicant Information](#)
- [4. Department Characteristics \(I\)](#)
- [5. Department Characteristics \(II\)](#)
- [6. Department Call Volume](#)
- [7. Request Information](#)
- [8. Request Details](#)
- [9. Budget](#)
- [10. Narrative Statement](#)
- [11. Assurances and Certifications](#)
- [12. Review Application](#)
- [13. Submit Application](#)

[Print Application](#)

[Return to Status](#)

[Logout](#)

[Privacy Statement](#)

[Disclaimers](#)

Narrative Statement: What To Include Online Application

- ❖ Detailed Description of Project
- ❖ Explanation of Benefit to Community
(AKA Cost-Benefit Statement)
- ❖ Demonstration of Financial Need
- ❖ Justification for Additional Funding

Project Description

- ❖ **What is Condition or Problem?**
- ❖ **What is Purpose of Project?**
- ❖ **What Will Change Because of the Project?**
- ❖ **What Will You Do to Improve the Condition or Solve the Problem?**
- ❖ **How Will Your Department Support This Project in the Future?**

Cost-Benefit

- ❖ **Requests Must Be Frugal But Sufficient to Achieve Goals**
- ❖ **Projects Receiving Priority Will Request Least Amount of Federal Funds for Greatest Benefit (Cost-Benefit)**
- ❖ **Benefit Must Directly Correlate to the Grant Program Priorities**

***Note:* Community partnerships and sharing of resources encouraged**

Financial Need

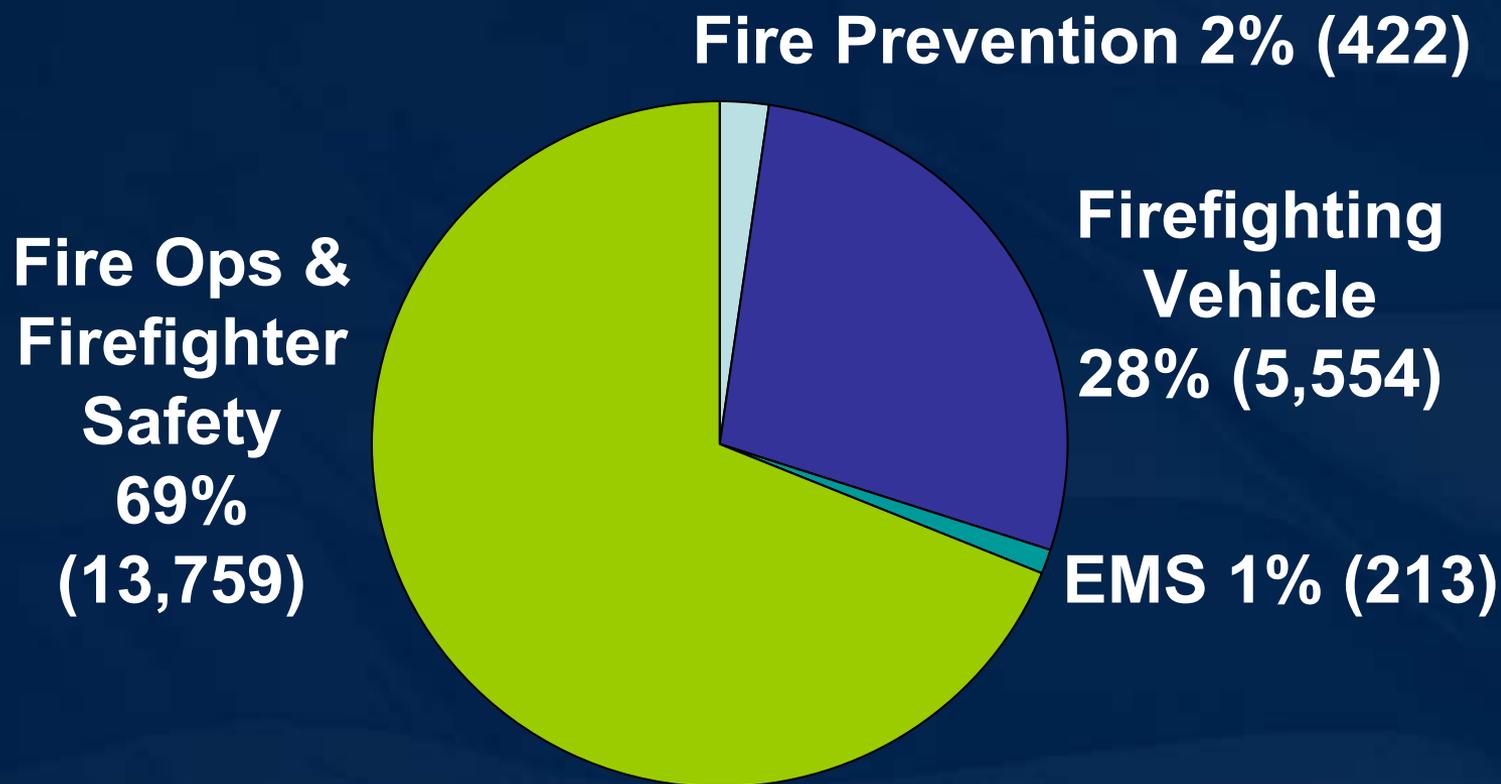
- ❖ **Projects Demonstrating Significant Financial Need Receive Additional Consideration**
- ❖ **Proper Justification Mandatory**
- ❖ **Show Fiscal Trends, Fund-Raising Strategies Used to Date**

***Note:* Details can be explained in the Narrative Statement.**

Lessons Learned in 2003

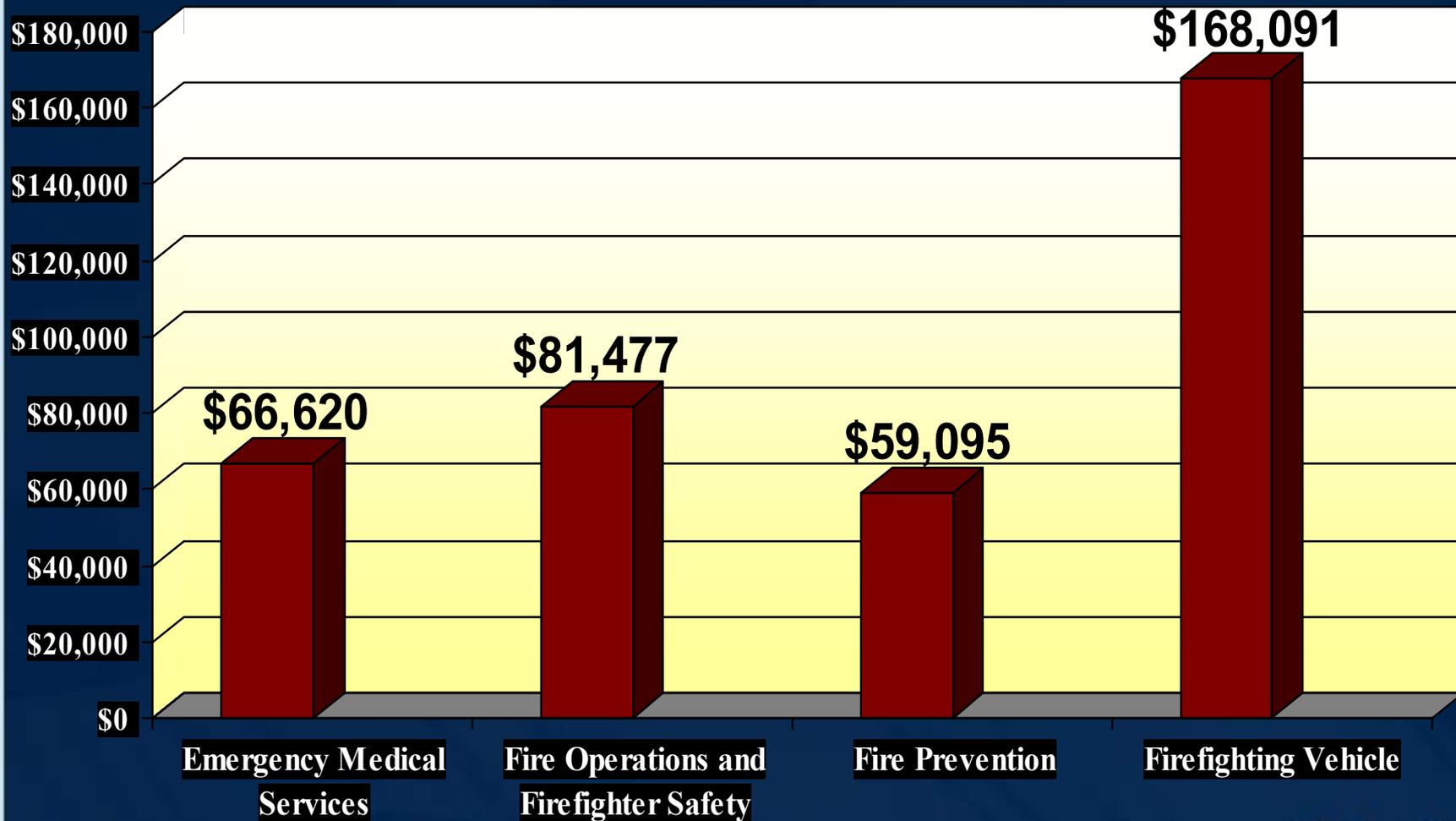
Applications by Program

Lessons Learned in 2003



Average Federal Share of Grant Requests

Lessons Learned in 2003



Grant Writers

Lessons Learned in 2003

- ❖ Fees Must Be Reasonable
- ❖ Fees Eligible But Cannot Be Contingent on Receipt of Award
- ❖ Fees Must Be Paid Before Receiving Award
- ❖ Read and Approve Grant Writer's Work Before Submission

Community Served Lessons Learned in 2003

- ❖ **Check Community Classification:**
 - ✓ **Urban, Suburban, or Rural**
- ❖ **Priorities Vary According to Community Type**
- ❖ **Verify Community Classification**

Additional Funding and EMS

- ❖ **Additional Funding Guidelines**
 - ✓ **Fully Explain and Justify**
 - ✓ **Avoid Excessive Requests**
- ❖ **Few EMS Requests**
 - ✓ **Only 1% of 2003 Requests**

Financial Need Justification

Lessons Learned in 2003

- ❖ Make the Case for Financial Need**
- ❖ Give Brief Picture of Local Economy, e.g., Job Market**
- ❖ Describe Other Fund-Raising Efforts and/or Funding Sources**

Top 10 Reasons Why Grant Applicants Fail

10. Request is for low priority items
9. Lack collaboration, partnerships
8. Don't check their work
7. Don't make a case for financial need
6. Don't shop around for lowest costs

Top 10 Reasons Why Grant Applicants Fail

5. Don't provide a problem statement
4. Fail to make a case for cost-benefit
3. Do not itemize costs
2. Request too many items ("shopping cart" proposal)
1. Don't follow directions

Key Points

- ❖ **Start Application Early**
- ❖ **Get DUNS No. NOW (Call 1-866-705-5711 to obtain)**
- ❖ **Write Down and Save Login Username and Password**
- ❖ **Ensure Application Is Complete and All Information Correct**

Key Points continued

- ❖ **Ask Someone to Proofread the Application Before Submission**
- ❖ **SAVE Frequently While Completing the Online Application**
- ❖ **Print and Save a Copy of Your Online Application—Get Application Number**
- ❖ **Application Deadline Is Firm—No Exceptions!**

Next Steps

- ❖ **Initial Computer Scoring of Applications**
- ❖ **Highest-Rated Applications Undergo Peer Review**
- ❖ **Technical Review and Report Are Completed for Final Award Decisions**
- ❖ **Awards Announced until All Available Funds Are Expended**
- ❖ **Keep E-Mail Address Current by Editing Profile on Application Web Site**

Timeframe

- ❖ **February** **Draft and Publish Fed. Rule, NOFA, Program Guidance**
- ❖ **February/March** **Workshops**
- ❖ **Late February** **Online Tutorial, CDs Available**
- ❖ **March 1–April 2, 2004** **Application Period (tentative)**

Timeframe

- ❖ **May/June** **Peer Panels Conducted**
- ❖ **May/June** **State Review of WMD Requests**
- ❖ **June/July** **Technical Review**
- ❖ **July** **Award Announcements Begin**



Questions?



ODP

Office for Domestic Preparedness