Federal Emergency Management Agency’s
U.S. Fire Administration

Assistance to Firefighters
Grant Program

2003 Applicant Workshop

Prepared by the
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Purpose of grant

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.
THE BASICS

- Competitive grants *directly* to local fire departments (career & volunteer/combination)
  - 1 application per department
  - $750K maximum federal contribution
  - *Previous award recipients are eligible*
2002 – Applications and Awards

<table>
<thead>
<tr>
<th>Category</th>
<th>Applications</th>
<th>Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS</td>
<td>398</td>
<td>54</td>
</tr>
<tr>
<td>Fire Ops &amp; Safety</td>
<td>11,502</td>
<td>4,739</td>
</tr>
<tr>
<td>Prevention</td>
<td>496</td>
<td>216</td>
</tr>
<tr>
<td>Vehicles</td>
<td>7,140</td>
<td>316</td>
</tr>
</tbody>
</table>
2001 and 2002 Results

FEMA/USFA awarded

7,300+ grants
37,000+ applications

to local fire departments and fire service organizations totaling

$442+ million
2003 GRANT
GOALS

- Maximize applicant opportunity
- Collaborate and coordinate with fire service community
- Effectively expend the money
Rural/Urban/Suburban Determination

- Based on Community Characteristics
  - Population density
  - Water supply
  - Land use
  - Number of stations per square mile
  - # of buildings over 4 stories
  - Call volume
EVALUATION PROCESS

**First Step** – score answers to questions about project to establish which applications best meet the priorities of the grant program

**Second Step** – firefighter peer reviewers read narrative for the description of the program, cost/benefit, and financial need
Pros of Flexible Programs

- Encourages Fire Departments to strategically address their critical needs
- Gives Fire Departments flexibility to apply for simple, comprehensive solutions
- Results in best applications being funded, regardless of program
Program Options

FDs CAN AGAIN APPLY FOR ONE PROGRAM:

1. Fire Operations and Firefighter Safety Program
   Activities -- Training, Wellness & Fitness, Firefighting Equipment, Personal Protective Equipment, Modifications of Fire Facilities

2. Fire Prevention Program
   Activities -- Public Education, Public Awareness, Code Enforcement, Arson Prevention

3. Emergency Medical Services Program
   Activities -- Equipment, Training, Wellness and Fitness

4. Vehicle Acquisition Program
FIRE OPERATIONS AND FIREFIGHTER SAFETY PROGRAM
FIRE OPERATIONS AND FIREFIGHTER SAFETY PROGRAM

Training Activity

Examples:
- firefighting I and II, wildland fire, driver/operator, fire officer,
- hazardous materials response, incident command,
- supervision & safety

High Priorities:
- Direct delivery
- High percentage of targeted personnel
- Rural: basic training
- Suburban & Urban: specialized training
FIRE OPERATIONS AND FIREFIGHTER SAFETY PROGRAM

Wellness and Fitness Activity

High Priorities:

- Must already offer or be requesting
  - entry physicals, immunizations and periodic health screenings
- New programs vs. established
- Fitness, injury prevention, and mental health programs
- Programs that are mandatory or offer incentives vs. voluntary
FIRE OPERATIONS AND FIREFIGHTER SAFETY PROGRAM

Firefighting Equipment Activity

Examples:
hose, nozzles, compressor systems, SCBA refill systems, thermal imaging cameras (limited), wildland tools, radios, pagers, and integrated communications systems

High Priorities:

- Basic equipment to meet minimum codes and standards
- Never owned vs. replace used or obsolete equipment
- Replace old and obsolete vs. newer and functional
FIRE OPERATIONS AND FIREFIGHTER SAFETY PROGRAM

Personal Protective Equipment Activity

Examples:
clothing for structural and wildland fire suppression, shelters, and/or hazardous materials incidents, fire shelters, self-contained breathing apparatus, spare cylinders, and personal alert safety systems

High Priorities:

- Equip large percentage of active firefighters
- First time purchase vs. replacing old or substandard equipment

Will consider call volume based on community size
FIRE OPERATIONS AND FIREFIGHTER SAFETY PROGRAM

*Modifications to Fire Facilities Activity*

**Examples:**
installing sprinkler systems, vehicle exhaust extraction systems, smoke detectors and fire alarms to existing facilities

**High Priorities:**
- *Promoting fire and life safety*
- *Fire stations vs. training facilities*
- *High occupancy and frequent usage vs. low occupancy and intermittent use*
FIRE PREVENTION PROGRAM

SAFETY FIRST!

Test your Smoke Detectors Every Week!
FIRE PREVENTION PROGRAM

Examples:
Public education, public awareness, enforcing fire codes, inspector certification, purchase and installation of smoke alarms and fire suppression systems, arson prevention and detection, wildland fire risk mitigation actions and plans

High Priorities:
- **Start new programs**
- **Long-term, self-sustaining**
- **Target USFA high-risk group (firefighters, children under 14, seniors over 65)**
- **Community-wide benefit vs. limited project**
- **Projects vs. purchase of materials**
EMERGENCY MEDICAL SERVICES PROGRAM
EMERGENCY MEDICAL SERVICES PROGRAM

Training Activity
- Basic EMS certifications vs. advanced
- Consider call volume based on size of community
- Consider compliance with standards

Wellness and Fitness Activity
- Same priorities & requirements

Equipment Activity
- Same priorities & requirements
Some current codes, standards, and regulations to be considered when bringing your Department into compliance

NFPA 1977, 299, 295
OSHA (29 CFR) Fire Brigades 1910.156
FIREFIGHTING VEHICLE ACQUISITION PROGRAM
VEHICLE ACQUISITION PROGRAM

CAN REQUEST ONLY ONE VEHICLE!

Examples:

purchase a new, used or refurbished firefighting vehicle

High Priorities:

- Departments with few or no firefighting vehicles
- Replacing old/high mileage
- Primary response vehicle

Over two years -- 18,057 applications and only 524 awards
## 2003 Vehicle Priorities by Community Served

<table>
<thead>
<tr>
<th></th>
<th>Urban</th>
<th>Suburban</th>
<th>Rural</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Priority One</strong></td>
<td>Pumper</td>
<td>Pumper</td>
<td>Pumper</td>
</tr>
<tr>
<td></td>
<td>Quint</td>
<td>Quint</td>
<td>Tanker</td>
</tr>
<tr>
<td></td>
<td>Rescue-pumper</td>
<td>Rescue-pumper</td>
<td>Brush</td>
</tr>
<tr>
<td></td>
<td>Aerial</td>
<td></td>
<td>Rescue-pumper</td>
</tr>
<tr>
<td></td>
<td>Rescue</td>
<td></td>
<td>Pumper-pumper</td>
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<tr>
<td><strong>Priority Two</strong></td>
<td>Hazmat</td>
<td>Hazmat</td>
<td>Rescue</td>
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<tr>
<td></td>
<td>Light/Air</td>
<td>Brush</td>
<td>Light/Air</td>
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<tr>
<td></td>
<td>Rehab</td>
<td>Rescue</td>
<td>Quint</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aerial</td>
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Other 2003 Information

- Grant writer fees eligible, but can not be contingent on receiving an award

- Pre-award expenditures (other than grant writing fees) usually not allowed

- Encourage Fire Departments to consider opportunities for interoperability
GRANT REQUIREMENTS

- Report to NFIRS
- Maintain spending levels
- Pay 10% or 30% match
- Keep up with reporting
## Tentative 2003 Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Jan - Mar</td>
<td>Workshops</td>
</tr>
<tr>
<td>February</td>
<td>Publish Final Rule, NOFA and Program Guidance</td>
</tr>
<tr>
<td>March 3</td>
<td>Applications Available On-line</td>
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<tr>
<td>April 4</td>
<td>Deadline for Applications</td>
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<tr>
<td>Late-April</td>
<td>Begin Panel Reviews</td>
</tr>
<tr>
<td>Late-May</td>
<td>Begin Awarding Grants</td>
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</table>
Preparing a Competitive Grant

United States

Fire Administration
Steps to Follow to Develop a Competitive Grant

1. **Conduct** a community and fire department *needs assessment*

2. **Compare** your weaknesses to the *priorities* of the grant program

3. **Decide** what to apply for

4. **Complete** the application
   - Answer questions about your request
   - Write your narrative
A quick formula to help you determine your grant request

Situation

(plus)

Community or Department Assessment

(minus)

Capabilities

(equals)

Needs

Grant Request

Situation + Assessment – Capabilities = Needs

which leads to Request
Needs Assessment

How do your needs match the goals and priorities of the grant program?

- Analyze community
- Conduct a risk assessment
- Evaluate the capabilities of your fire department
- Identify department needs
WRITING A COMPETITIVE NARRATIVE

- Use *relevant information* gathered in the needs assessment
- Be *concise*
- Include *itemized list* (as necessary)
Some questions to help you write your narrative

- Why is this project/program important?
- Who will be benefited?
- What is going to be accomplished?
- How will these things be accomplished?
- Where will activity take place?
- When?
- How much will it cost?
COMPONENTS OF A COMPETITIVE NARRATIVE

- Project Description
- Financial Need
- Cost / Benefit
Determining what to request

- Determine your department’s and/or community’s needs
- Compare these needs to USFA priorities
- Identify which priorities fit into which grant program areas
- Select the needs which are also USFA priorities
Project Description

- Compare weaknesses *identified in needs assessment to funding priorities of the grant*

- Must have *identifiable goals and objectives*

- Have a beginning *(compelling statement)*
  - A middle *(cost/benefit)*
    - An end *(how grant will help alleviate weaknesses)*
Financial Need

Why can’t you purchase these items without federal assistance?

- Demonstrate attempts at other funding sources
- Describe current and past financial situation
  - Tax base eroding
  - Can’t keep up with community growth
  - Tax limitation legislation
  - Factory closed down
Cost/Benefit

- Demonstrate that your solution is provided at the lowest possible amount of funding
- Willingness to share with other communities if possible
- Collaborate/partner with other organizations
Goal and Objective
Statement
Exercises
Consider one condition or risk in your department or community that will be the focal point of your grant request.
A few important APPLICATION screens
**Applications**

**NAME**
- Must be 5 or more characters. No spaces
- Must be 5 or more letters. Something you will remember.

---

**PERSONAL INFORMATION**

- **Title**
- **First Name**
- **Last Name**
- **Date of Birth**

**LOGIN INFORMATION**

- **User Name**
- **Password** (minimum 7 characters)
- **Confirm Password**

**ADDRESS**

- **Address**
- **City**
- **State**
- **Zip Code** (e.g. 12345, or 12345-6789)

**CONTACT(S)**

- **Business Phone** (e.g. 123-456-7890) Ext
- **Home Phone** (e.g. 123-456-7890)
- **Mobile Phone/Pager** (e.g. 123-456-7890)
- **Email** (e.g. username@nbc.com)

**QUESTION TO ANSWER IF PASSWORD FORGOTTEN**

Please select a question and provide the answer to request your password if forgotten.

- **Question**
- **Answer**
- **Mother’s Maiden Name**
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.

<table>
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<tr>
<th>Application Area</th>
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<tbody>
<tr>
<td>Overview</td>
<td>Complete</td>
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<td>Contact Information</td>
<td>Complete</td>
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<tr>
<td>Applicant Information</td>
<td>Complete</td>
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<tr>
<td>Departmental Characteristics (1)</td>
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<tr>
<td>Departmental Characteristics (2)</td>
<td>Complete</td>
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<tr>
<td>Department Call Volume</td>
<td>Complete</td>
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<tr>
<td>Request Information</td>
<td>Complete</td>
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<tr>
<td>Request Details</td>
<td>Complete</td>
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<td>Project Budget</td>
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<tr>
<td>Narratives</td>
<td>Complete</td>
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<td>Assurances and Certifications</td>
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Continue
Submit Application

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PLEASE READ THE FOLLOWING STATEMENTS BEFORE YOU SUBMIT.

- YOU WILL NOT BE ALLOWED TO EDIT THIS APPLICATION ONCE IT HAS BEEN SUBMITTED. If you are not yet ready to submit this application, log out and save it until you feel that you have no more changes.
- When you submit this application, you, as an authorized representative of the fire department applying for this grant, are certifying that the following statements are true.

  To the best of my knowledge and belief, all data submitted in this application are true and correct.

  This application has been duly authorized by the governing body of the applicant and the applicant will comply with the Assurances and Certifications if assistance is awarded.

To sign your application, check the box below and enter your password in the space provided. To submit your application, click the Submit Application button below to officially submit your application.

Note: Fields marked with * are required.

* Password: _______

I, Ethelind Sheets, am hereby providing my signature for this application as of 15-Jan-2003.

Enter your password and check the box to complete your submission.
Submit Application Results

Congratulations, you have successfully submitted your application to FEMA. All references to this application should include the following application number: 03515. Please print and keep a copy of your completed application for your records.

What’s next?

The application period is open from March 1 through April 1, 2002. Once the application period ends, all applications will be scored according to the priorities established by FEMA for the Assistance to Firefighters Grant Program. Once the initial scoring is complete, the applications that are within the competitive range will be sent to panels for evaluation. The evaluation panels will review applications in April and May. The panelists will score the applications according to financial need and cost benefit criteria. Those applications that are recommended for award will then be sent to FEMA for a final review. Grant awards will begin in May and continue until all funds are awarded. Please remember that this is a competitive grant program. Therefore, all applicants may not be awarded a grant. We plan to notify all applicants of the final disposition of their applications by December 31, 2002.

If you have submitted an email address to us, and obtain an email in the next few months, please have no email address for you at the time of application.

Grant Requirements

Those applicants who are awarded a grant must satisfy both legal and regulatory requirements of the Assistance to Firefighters Grant Program. Some of the major requirements are:

1. Grantees must share in the cost of the grant activities. When a fire department submits their program narrative and budget information, the total project cost should include the federal portion and the fire department’s match. The required match percentage is based on the population served. The matching requirement for a fire department whose population is less than 60,000 is 10 percent. The matching requirement for a fire department whose population served is 60,000 or more is 30 percent. You should provide adequate information on the source of the matching funds and the match must be a cash match.

2. Grantees must report to an incident reporting system either through their State or at the Federal level through the United States Fire...
Most asked question:

HOW CAN I INCREASE MY CHANCES OF RECEIVING A GRANT?

Answer:

READ THE PROGRAM GUIDANCE CAREFULLY AND FOLLOW IT!

Coming on-line Feb 03
DEPARTMENTS THAT RECEIVE GRANTS

- Focus on *Grant Priorities*

- *Demonstrate Financial Need*

- Have clear proposal that provides good *Cost/Benefit*
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THANK YOU FOR PARTICIPATING

? QUESTIONS ?