



# FEMA

## Fire Prevention & Safety Grants Grant Application Get Ready Guide 2013

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### Prepare for your grant application today

The Fire Prevention and Safety (FP&S) Grants application period will be opening soon! This handy guide will give you a kick-start in preparing your grant application to thoroughly answer all the grant application questions.

The primary goal of the FP&S Grants is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The Grant Programs Directorate administers the FP&S Grants as part of the AFG Program.

FP&S Grants are offered to support projects in two activity areas:

#### 1). Fire Prevention and Safety (FP&S) Activity

Activities designed to reach high-risk target groups and mitigate the incidence of death and injuries caused by fire and fire-related hazards.

#### 2). Research and Development (R&D) Activity

To learn more about how to prepare to apply for a project under this activity, please see the FP&S Research and Development Grant Application Get Ready Guide.

### Fire Prevention and Safety Activity

- General Education/Awareness
- Code Enforcement/Awareness
- Fire and Arson Investigation
- National/State/Regional Programs and Studies

**Be prepared to explain, document, and provide background information on the following areas regarding the Fire Prevention and Safety Activity projects:**

- Vulnerability Statement
- Implementation Plan
- Evaluation Plan
- Cost Benefit
- Sustainability
- Financial Need
- Experience and Expertise (additional consideration)
- Performance (additional consideration)
- Funding Priorities (additional consideration)
- Meeting the needs of people with disabilities (additional consideration)

The following questions can help you formulate comprehensive answers on your application.

### **Vulnerability Statement**

- What steps have you taken to identify the vulnerability in your community?
- Do you have statistics on “high risk” populations that support your project and target audience?

### **Implementation Plan**

- What are your specific goals you hope to achieve with the purpose of this project?
- Do you have a detailed implementation plan to assist you in achieving your project’s goals and objectives? Do you have any marketing plans to promote the project?
- What props or education tools are you requesting? What will be their frequency of use? How will their use help you reach your specific goals?
- Who will deliver the project and how will materials be distributed?
- What partnerships may be involved and how will they help you achieve your goals?

### **Evaluation Plan**

- How will you measure the effectiveness of your proposed goals?
- How will your project change the safety behavior of your audience?

### **Cost Benefit**

- Does your project demonstrate a high benefit for the cost incurred?
- How will you prove that costs associated with the project are reasonable for the target audience that will be reached?

### **Sustainability**

- Does your organization intend to continue this program after the grant performance period?
- If so, how will the overall activity be sustained without federal funds and what are the long-term benefits?

### **Financial Need**

- Why do you need financial assistance to carry out the project?
- What other attempts have been made for funding to supplement your budget?

### **Experience and Expertise**

- What successful experiences have you had with similar projects?

### **Performance**

- Do you have a proven track record for timely project completion and satisfactory performance?

### **Funding Priorities**

- Do you meet the stated funding priority for the applicable category?

### **Meeting the Needs of People with Disabilities**

- If you are conducting a comprehensive smoke alarm installation and education program, are you addressing the needs of people with disabilities (e.g., deaf/hard-of-hearing, etc.) in your community? If so, how?



## DUNS Number

Effective October 1, 2003, all federal grant applications must contain a Dun & Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number helps the Federal Government identify organizations that receive federal funding and ensures consistent name and address data for electronic grant applications. Additional information about DUNS numbers can be found on the Dun & Bradstreet Web site at <http://fedgov.dnb.com/webform/displayHomePage.do?sessionId=B9E740A165>.

There is no charge to obtain a DUNS number, and it is your organization's responsibility to obtain one. Extensions will not be granted for applicants who are unable to obtain a DUNS number prior to the end of the application period.

You are encouraged to apply for a DUNS number as soon as possible by calling 1-866-705-5711 or you can apply on-line; however, it may take several weeks to obtain the number on-line. The DUNS number must be entered in a special data field on the FP&S application.

## System for Award Management (SAM)

Per Office of Management and Budget (OMB) guidance from August 27, 2010, federal agencies must require prime recipients of federal grants to register in the System for Award Management (SAM). The SAM system is the primary registrant database for the US Federal Government. SAM collects, validates, stores, and disseminates data in support of agency acquisition missions. Registration is free and must be conducted on-line at <https://www.sam.gov/portal/public/SAM/>.

There is no charge to register in SAM and it is your organization's responsibility to register and have your account validated through the Internal Revenue Service (IRS) and have your CAGE (Commercial and Government Entity) code validated prior to submitting your application. **Please be advised that during peak activity periods, it may take more than 2 weeks to complete the registration process.**

For NEW registrations, go to <https://www.sam.gov/portal/public/SAM/>.

- A DUNS number is required to apply for a grant and to register in SAM.
- The new SAM registration is **required** to apply for a grant.
- If your city or governing organization has a DUNS number, check to see if it is already registered in SAM and if their SAM is current.
- SAM Registrants must revalidate their registration annually to maintain an active status.

**Step 1:** Access the SAM on-line registration through the SAM home page. Click **Start New Registration**. You must have a DUNS number to order to begin the registration process.

**Step 2:** Complete and submit the on-line registration. If you have the necessary information on hand (see below), the on-line registration takes approximately one hour to complete, depending upon the size and complexity of your organization.



The required information includes:

- 1. General Information** – Includes, but is not limited to, your DUNS number, Commercial And Government Entity (CAGE) Code, organization name, Federal Tax Identification Number (TIN), location, receipts, number of employees, and Web site address.
- 2. Corporate Information** – Includes, but is not limited to, your organization or business type and Small Business Association (SBA)-defined socioeconomic characteristics.
- 3. Goods and Services Information** – Includes, but is not limited to, your North American Industry Identification (NAICS) code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.
- 4. Financial Information** – Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, Automated Clearing House (ACH) information, and credit card information.
- 5. Point of Contact (POC) Information** – Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact.
- 6. Electronic Data Interchange (EDI) Information** – Includes, but is not limited to, the EDI point of contact, telephone, e-mail, and physical address.

Once a grantee has registered within SAM, the registration is valid for 12 months. The grantee must renew his/her registration each year. If a grantee's registration is expired or inactive, the user must get his/her registration reset by calling the SAM Helpline at 866-606-8220.

## Important Information

- Call the Help Desk at 866-274-0960 or e-mail [firegrants@dhs.gov](mailto:firegrants@dhs.gov) for answers to your questions.
- Become familiar with the 2013 FP&S Funding Opportunity Announcement (FOA). The FOA can be found at [www.fema.gov/firegrants](http://www.fema.gov/firegrants) when it becomes available.
- Check for eligibility information in the 2013 FP&S FOA at [www.fema.gov/firegrants](http://www.fema.gov/firegrants).
- Make sure all Fire Prevention and Safety projects can be completed in the one-year period of performance.
- Have a full understanding of what your department/organization has accomplished and what you need to accomplish for a safer community.

## Web Browser Reminders

- For best results in applying, use Internet Explorer when completing your online FP&S application. Alternate browsers, such as Firefox and Safari, may have limited functionality in the application.
- Avoid opening multiple web browsers or multiple windows when completing and submitting your AFG application; this has caused technical problems for some users.



Questions regarding the FP&S Grants can be directed to the Federal Emergency Management Agency's (FEMA) Grant Programs Directorate (GPD) AFG Program staff at (866) 274-0960 or e-mail [firegrants@dhs.gov](mailto:firegrants@dhs.gov).