

PAPERWORK BURDEN DISCLOSURE NOTICE

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Staffing for Adequate Fire and Emergency Response Recruitment and Retention of Volunteer Firefighters Questions

**Recruitment and Retention of Volunteer Firefighters Activity**

Please provide the following additional information regarding your fire department or volunteer firefighter interest organization. **Career fire departments are not eligible for this activity. If you are not applying for a Recruitment and Retention of Firefighters Activity, please go directly to page 24.**

**Note:** Fields marked with an \* are required.

Recruitment and Retention of Volunteer Firefighters	
* 1. What is the ideal number of active volunteer firefighters needed by your department or organization to adequately comply with NFPA 1710 (Section 5.2.4.2 - Initial Full Alarm Assignment Capability) or NFPA 1720 (Section 4.3 - Staffing and Deployment)?	
* 2. What is the current number of active volunteer firefighters in your department or organization?	
* 3. How many active volunteer firefighters joined your department or organization over the last three years?	
* 4. How many active volunteer firefighters left your department or organization over the last three years?	
* 5 Will your department or organization periodically evaluate your proposed program's impact?	<input type="radio"/> Yes <input type="radio"/> No
If Yes, please provide an explanation of how the evaluation will be conducted.	

<p>*6. Do you currently have a recruitment and/or retention volunteer coordinator's position?</p>	<p><input type="radio"/> Yes  <input type="radio"/> Included in this request  <input type="radio"/> No</p>
<p>* 7. Do you currently have a marketing plan as part of your recruitment and/or retention program?</p>	<p><input type="radio"/> Yes  <input type="radio"/> Included in this request  <input type="radio"/> No</p>
<p>*8. Does your department currently offer AD&amp;D (accidental death/dismemberment) and disability (loss of wages) protection for active volunteer firefighters?</p>	<p><input type="radio"/> Yes  <input type="radio"/> Included in this request  <input type="radio"/> No</p>

*(continued on next page)*

(continued from previous page)

<p>*9. Will your program have a regional impact?</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>If Yes, please explain the extent of impact on the communities/population.</p>	
<p>*10. Do you currently provide entry-level physicals in accordance with NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments 2003 Edition, Chapter 6?</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>*11. Will the personnel recruited meet the minimum local or State fire and EMS training and certification requirements for firefighters within 12 months of appointment?</p>	<p><input type="radio"/> Both fire and EMS <input type="radio"/> Fire only <input type="radio"/> Neither <input type="radio"/> N/A (Requesting assistance in retention only)</p>
<p>* 12. Does your organization seek, recruit, and hire members of racial and ethnic minority groups and women to increase their ranks within your department?</p> <p>If so, explain in your narrative what efforts your organization has instituted and how successful those efforts have been.</p> <p>If not, explain in your narrative what policies and procedures you will implement to assure that, to the extent possible, you will seek, recruit, and hire minorities and women.</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>

## Budget Object Class Definitions

The following definitions will allow you to complete your budget items appropriately.

<b>Personnel</b>	The costs in this area will cover personnel costs within your department, if they are allowed. (The program narrative should list the employee title, hours x hourly rate.)
<b>Fringe Benefits</b>	<p>Fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as vacation leave, sick leave, military leave, and the like, are allowable, provided such costs are absorbed by all organization activities in proportion to the relative amount of time or effort actually devoted to each.</p> <p>Fringe benefits in the form of employer contributions or expenses for social security, employee insurance, workmen's compensation insurance, pension plan costs and the like, are allowable, provided such benefits are granted in accordance with established written organization policies. Such benefits, whether treated as indirect costs or as direct costs, shall be distributed to particular awards and other activities in a manner consistent with the pattern of benefits accruing to the individuals or group of employees whose salaries and wages are chargeable to such awards and other activities.</p>
<b>Travel</b>	The costs in this area are for any allowed travel, for example airfare, mileage, lodging, etc. The rates must be in accordance with your written department policy and cannot exceed the government-authorized rates.
<b>Equipment</b>	"Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5000.
<b>Supplies</b>	The costs of materials and supplies necessary to carry out an award are allowable. Such costs should be charged at their actual prices after deducting all cash discounts, trade discounts, rebates, and allowances received by the organization. Incoming transportation charges may be a proper part of material cost. Materials and supplies charged as a direct cost should include only the materials and supplies actually used for the performance of the contract or grant, and due credit should be given for any excess materials or supplies retained, or returned to vendors.
<b>Contractual</b>	The costs in this area should cover any contracts that you issue that are not already covered under equipment or supplies, for example, the costs incurred if you hire a grant writer or contractor to handle your Fire Prevention Program.
<b>Other</b>	This area is for a cost that will not fit into the other areas, (e.g., administrative costs). If you put a cost in this category you must describe it in your program narrative.
<b>Indirect Costs</b>	Organizational costs incurred for common or joint objectives that cannot

	be readily and specifically identified with a particular grant project or other institutional activity.
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## Add Budget Item

Please provide the following information. **Please use an additional page for each new item.**

**Note:** Fields marked with an \* are required.

<b>Recruitment and Retention of Volunteer Firefighters – Add Budget Item</b>	
* Item Name: (select one)	<ul style="list-style-type: none"> <li><input type="radio"/> Accidental death and dismemberment (AD&amp;D) and disability insurance</li> <li><input type="radio"/> College education cost reimbursement</li> <li><input type="radio"/> Reimbursement for costs associated with attending required training (i.e., mileage, lodging, per diem, compensation for lost wages)</li> <li><input type="radio"/> Marketing program costs to recruit new volunteer members</li> <li><input type="radio"/> Staffing needs assessment</li> <li><input type="radio"/> Explorer, cadet and/or mentoring programs</li> <li><input type="radio"/> Tuition assistance for higher education and professional certifications (Note: Coursework or certifications in this category should be above and beyond what the department typically funds for required minimum-staffing firefighter certification)</li> <li><input type="radio"/> Length of service awards and other retirement benefits</li> <li><input type="radio"/> Other (explain)</li> </ul>
If you selected Other, above, please specify:	
Select Object Class:	<ul style="list-style-type: none"> <li><input type="radio"/> Personnel</li> <li><input type="radio"/> Fringe Benefits</li> <li><input type="radio"/> Travel</li> <li><input type="radio"/> Equipment</li> <li><input type="radio"/> Supplies</li> <li><input type="radio"/> Contractual</li> <li><input type="radio"/> Indirect Charges</li> <li><input type="radio"/> Other</li> </ul>
If you selected Other above, please specify:	
* Cost	<p>_____ First 12-Month Period of Your Grant (required)</p> <p>_____ Second 12-Month Period of Your Grant</p> <p>_____ Third 12-Month Period of Your Grant</p> <p>_____ Fourth 12-Month Period of Your Grant</p>
* <b>Description</b> The description should provide details about the expenditures to be made in each period of the grant. Your estimate should include a description of the budget plan for each period, explaining fully what will be accomplished each year. The numbers provided in each of the four boxes should total the entire budget for the Recruitment and Retention of Volunteer Firefighters project (attach additional sheet if necessary).	

## Budget

### Recruitment and Retention of Volunteer Firefighters:

There is no local match requirement for this activity and there are no maximum Federal share limits. Therefore, any items requested under Recruitment and Retention will be 100% federally funded.

Using the information you entered for your item(s) please enter and review the budget information below. Include totals in the right-hand column and bottom row.

	First 12-Months	Second 12-Months	Third 12-Months	Fourth 12-Months	<b>Total</b>
Personnel					Sum of all Personnel blocks
Fringe Benefits					Sum of all Fringe Benefit blocks
Travel					Sum of all Travel blocks
Equipment					Sum of all Equipment blocks
Supplies					Sum of all Supplies blocks
Contractual					Sum of all Contractual blocks
Other					Sum of all Other blocks
Indirect Costs					Sum of all Indirect Charges blocks

Federal Share					Sum of all Federal Share blocks
Applicant Share	0	0	0	0	0
<b>Total</b>	Federal Share + Applicant Share	Federal Share + Applicant Share	Federal Share + Applicant Share	Federal Share + Applicant Share	Sum of all Total blocks to the left

Staffing for Adequate Fire and Emergency Response Volunteer Recruitment and Retention Activity Narrative

**Narrative Statement for Volunteer Recruitment and Retention Activity**

In addition to the elements described below, the Narrative Statement (project description) should clearly explain how all budgeted funds are to be used. If your department is applying for both activities, you have a choice of dividing your narrative into two separate parts and addressing each activity or combining your requests into one narrative statement. If you choose to combine your requests into one narrative, you should be sure to discuss all items required for both the Hiring of Firefighters Activity and the Recruitment and Retention of Volunteer Firefighters Activity (listed on page 20).

**The Narrative Statement (project description) for the Volunteer Recruitment and Retention Activity must include the following:**

- A statement that describes why the applicant needs the grant funds, i.e., how the recruitment of new volunteer firefighters and retention of current volunteer firefighters will be used within the department or organization and a description of the specific benefit these firefighters will provide for the fire department(s) or community. Your description should include whether you are seeking to comply with NFPA 1710 or 1720 as identified in the 2008 SAFER Program Guidance. This statement should also include specifics about the recruitment and/or retention plan and what specific benefit the efforts would provide the surrounding community or communities.
- A statement regarding how the community and current firefighters (or geographic area of concern for an eligible organization) are at risk without the needed firefighters, and to what extent that risk will be reduced if the applicant is awarded.

- An explanation of the applicant’s inability to address the need without Federal assistance.
- A statement relating to how the applicant will ensure, to the extent possible, that they will seek, recruit, and hire members of racial and ethnic minority groups and women to increase their ranks within their department.

Your narrative should be detailed but concise. Your narrative may **not** exceed **six** pages of text. Create the text in your word processing system and attach a printout to your application. If possible, provide a floppy disk with an electronic copy of your narrative. Images are **not** allowed.

**Note:** Fields marked with an \* are required.

<b>Volunteer Recruitment and Retention Activity Narrative</b>
* Please attach your narrative statement using no more than six single-spaced pages.
* Please describe any grants that your department has received from DHS including the AFG. For example: 2002 AFG Fire Engine, 2003 UASI Equipment... (Enter "N/A" if Not Applicable).

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