

**BURDEN DISCLOSURE NOTICE**  
**FEMA FORM 080-0-3a**

Public reporting burden for this form is estimated to average 2.5 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-1660-0054) **NOTE: Do not send your completed form to this address.**

**Request Details – Fire Prevention and Safety**

**You may apply for up to three projects.** You must answer all of the project specific questions and specify at least one budget item. The cost figures you provide do not have to be firm quotes from your vendors, but they should be estimated based on research of current prices (i.e., check with at least two vendors for your estimates) before you list your estimated costs. Only whole dollar amounts should be provided (no cents please).

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

*Select <b>one</b> of the choices listed below. You can apply for a <b>maximum</b> of 3 projects within the Fire Prevention activity. <b>For each additional project, you will need to answer another set of questions.</b>	
	<u>Category</u>
<input type="radio"/>	General Education Awareness (answer questions below)
<input type="radio"/>	Code Enforcement/Awareness (answer questions starting on page 17)
<input type="radio"/>	Fire & Arson Investigation (answer questions starting on page 22)
<input type="radio"/>	National/State/Regional Programs and Studies (answer questions starting on page 27)
In order to help identify what your organization's <b>current</b> fire prevention and life safety education capabilities are, please answer the following questions. Please be sure to only address your <b>current</b> capabilities; you will answer questions about the proposed project(s) that your application is requesting after completing this section.	
* 1. Do you currently have a fire prevention and life safety education program?	<input type="radio"/> Yes <input type="radio"/> No (skip questions below and proceed to page 10)
1a. If yes, check all that apply.	<input type="radio"/> Smoke alarm education <input type="radio"/> Smoke alarm distribution <input type="radio"/> Smoke alarm installation <input type="radio"/> Residential sprinklers <input type="radio"/> Fire extinguishers <input type="radio"/> Fire escape planning <input type="radio"/> Burn prevention <input type="radio"/> Juvenile firesetting <input type="radio"/> Disaster preparedness <input type="radio"/> In-school programming <input type="radio"/> Community CPR/first aid <input type="radio"/> Fall prevention <input type="radio"/> Home inspections <input type="radio"/> Other _____
2. For the above selected programs, how it is implemented? Check all that apply.	<input type="radio"/> Door to Door <input type="radio"/> Public advertisement (i.e., media) <input type="radio"/> School visits <input type="radio"/> Brochures/handouts <input type="radio"/> Open Houses <input type="radio"/> Fairs and festivals <input type="radio"/> Local civic organizations <input type="radio"/> Partnerships <input type="radio"/> Other _____
3. Is/are your program(s) targeted at a specific group?	<input type="radio"/> Yes <input type="radio"/> No

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3a. If yes, check all that apply.	<input type="radio"/> Adults over 65 <input type="radio"/> Children under 14 <input type="radio"/> College/university housing <input type="radio"/> People with disabilities <input type="radio"/> Low-income families, neighborhoods <input type="radio"/> Firefighters <input type="radio"/> Geographic area <input type="radio"/> Other _____
4. Does your program address a specific problem?	<input type="radio"/> Yes <input type="radio"/> No
4a. If yes, check all that apply	<input type="radio"/> Wildland <input type="radio"/> Community hazard <input type="radio"/> Residential fire issues <input type="radio"/> Arson/criminal activity <input type="radio"/> Carbon monoxide <input type="radio"/> Other _____
5. On average, what is the total number of hours of fire prevention and life safety education programs conducted <b>monthly</b> by your organization?	<input type="radio"/> Less than 20 hours <input type="radio"/> Between 20 – 29 hours <input type="radio"/> Between 30 – 39 hours <input type="radio"/> Between 40 – 49 hours <input type="radio"/> 50 hours or more
6. Do you evaluate your existing fire prevention and life safety education programs?	<input type="radio"/> Yes <input type="radio"/> No
6a. If yes, then how? Check all that apply.	<input type="radio"/> Count/contacts/outputs <input type="radio"/> Fire data analysis <input type="radio"/> Surveys <input type="radio"/> Pre and post testing <input type="radio"/> Injury/loss statistics <input type="radio"/> Other _____
7. Does your fire prevention and life safety education program have a dedicated coordinator?	<input type="radio"/> Yes <input type="radio"/> No
7a. If yes, is that person certified to a recognized state or national standard?	<input type="radio"/> Yes <input type="radio"/> No
7b. If no, will you be requesting funds to hire and/or certify a dedicated coordinator in your grant request?	<input type="radio"/> Yes <input type="radio"/> No

**General Education/Awareness (continued)**

You will now answer questions and provide a narrative statement based on your **proposed** General Education/Awareness project. Even if you answered No to question 1, answer the questions below.

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

<p>* 1. Project (select one):</p>	<p><input type="radio"/> Smoke Alarm <b>(skip questions below and answer questions on page 13)</b></p> <p><input type="radio"/> Sprinkler Awareness</p> <p><input type="radio"/> Public Education</p> <p><input type="radio"/> Training</p> <p><input type="radio"/> General Prevention/Awareness</p> <p><input type="radio"/> Wildland Fire Prevention Programs</p> <p><input type="radio"/> Risk Assessments</p> <p><input type="radio"/> Juvenile Firesetter Program</p> <p><input type="radio"/> Other</p>
<p>* If you selected Other, above, please specify</p>	
<p>* 2. Who is the target audience for the planned project?</p>	<p><input type="radio"/> Children under 14                      <input type="radio"/> Adults over 65</p> <p><input type="radio"/> Firefighters                                      <input type="radio"/> High risk group</p> <p><input type="radio"/> Other (explain) _____</p>
<p>* 3. What is your estimated size of the target audience?</p>	
<p>* 4. How was this target audience determined?</p>	<p><input type="radio"/> Formal Assessment</p> <p><input type="radio"/> Informal Assessment</p> <p><input type="radio"/> Will Be Conducting Assessment</p> <p><input type="radio"/> None of the above</p>
<p>If none of the above, briefly describe the method used to determine target audience. (maximum 800 characters, attach additional sheet if necessary)</p>	
<p>*5. In the space provided below, please explain your experience and ability in developing and conducting (i.e., timely and satisfactory project completion) past fire prevention and safety projects. Additionally, please demonstrate the experience and expertise you have in managing the type of project you are proposing: (maximum 2,000 characters, attach additional sheet if necessary)</p>	

6. The narrative portion of the application should contain supporting information that allows for evaluation of this project. If you are applying for a grant in the Fire Prevention and Safety Activity, your Narrative Statement must address the evaluation elements as outlined in the FY2011 Program Guidance.

Keep in mind that the evaluation of your application will also be based on a clear understanding of your proposal, your ability to meet the objectives of the program, and your probability of successfully delivering your project to the population targeted. You need to fully explain how the funds will be used to accomplish the goals of your project. To that end, be sure to include descriptions/justification for all budgeted items - items not justified may be disallowed.

Your narrative is broken out into 6 separate sections. Each section will address each of the criteria which your application will be evaluated and scored. Images and special characters of formatting (i.e.: quote marks, bold print, bullet points, symbols, etc.) are not allowed.

**\*6a. Vulnerability Statement:** What is the vulnerability in your community that you have identified? What statistics correspond with and support your project and target audience? Please describe the steps which were taken to determine the vulnerability and target audience and describe the methodology for determining all of the above. (maximum 5,000 characters, attach additional sheet if necessary)

**\*6b. Implementation Plan:** Provide details on the implementation plan which discusses the proposed project's goals and objectives. What are the methods and specific steps that will be used to achieve the goals and objectives? If applicable, what examples can you provide of marketing efforts to promote the project? Who will deliver the project and what partnerships may be involved? How will the materials or deliverables be distributed? (maximum 5,000 characters, attach additional sheet if necessary)

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**\*6c. Evaluation Plan:** Will the proposed project be periodically evaluated for its impact on the community? If yes, describe the methodology and steps you plan to take in order to conduct the evaluation.

(maximum 5,000 characters, attach additional sheet if necessary)

**\*6d. Cost Benefit:** Does your project demonstrate a high benefit for the cost incurred? Are the costs associated with the project are reasonable for the target audience that will be reached? If so, demonstrate the above in addition to the cost benefits and how you plan to maximize the level of funding that goes directly into the delivery of the project. (maximum 2,500 characters, attach additional sheet if necessary)

**\*6e. Sustainability:** Is it your organization’s intent to deliver this program after the grant performance period? If so, how will the overall activity be sustained and what are the long-term benefits? Examples of sustainable projects can be illustrated through the long-term benefits derived from the delivery of the project, the presence of non-federal partners likely to continue the effort, or the demonstrated long-term commitment of the applicant.

(maximum 2,500 characters, attach additional sheet if necessary)

**6f. Additional Comments:** If you have any additional comments about your project, please provide them here. (maximum 3,000 characters, attach additional sheet if necessary)





## Request Details – Fire Prevention and Safety – Smoke Alarm Campaign

**Only answer these questions if you are applying for a Smoke Alarm Campaign under General Education/Awareness. To add a Budget Item for General Education/Awareness, proceed to page 16.**

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

You will now answer questions and provide a narrative statement based on your <i>proposed</i> General Education/Awareness Smoke Alarm project.	
* 1. Project	Smoke Alarm Campaign
*2. Who is the target audience for the planned project?	<input type="radio"/> Children under 14 <input type="radio"/> Adults over 65 <input type="radio"/> Firefighters <input type="radio"/> High risk group <input type="radio"/> Other (explain) _____
* 3. What is your estimated size of the target audience? (whole numbers only)	
* 4. How was this target audience determined?	<input type="radio"/> Formal Assessment <input type="radio"/> Informal Assessment <input type="radio"/> Will Be Conducting Assessment <input type="radio"/> None of the above
If None of the above, briefly describe the method used to determine target audience. (maximum 800 characters, attach additional sheet if necessary)	
* 5. Will you install the alarms?	<input type="radio"/> Yes <input type="radio"/> No
If no, describe the plan to ensure the alarms will be installed: (maximum 800 characters, attach additional sheet if necessary)	
* 6. Describe the type of alarms that will be installed and the rationale for this selection: (maximum 800 characters, attach additional sheet if necessary)	
*7. In the space provided below, please explain your experience and ability in developing and conducting (i.e., timely and satisfactory project completion) past fire prevention and safety projects. Additionally, please demonstrate the experience and expertise you have in managing the type of project you are proposing: (maximum 2,500 characters, attach additional sheet if necessary)	

8. The narrative portion of the application should contain supporting information that allows for evaluation of this project. If you are applying for a grant in the Fire Prevention and Safety Activity, your Narrative Statement must address the evaluation elements as outlined in the FY2011 Program Guidance.

Keep in mind that the evaluation of your application will also be based on a clear understanding of your proposal, your ability to meet the objectives of the program, and your probability of successfully delivering your project to the population targeted. You need to fully explain how the funds will be used to accomplish the goals of your project. To that end, be sure to include descriptions/justification for all budgeted items - items not justified may be disallowed.

Your narrative is broken out into 6 separate sections. Each section will address each of the criteria which your application will be evaluated and scored. Images and special characters of formatting (i.e.: quote marks, bold print, bullet points, symbols, etc.) are not allowed.

**\*8a. Vulnerability Statement :** What is the vulnerability in your community that you have identified? What statistics correspond with and support your project and target audience? Please describe the steps which were taken to determine the vulnerability and target audience and describe the methodology for determining all of the above. (maximum 5,000 characters, attach additional sheet if necessary)

**\*8b. Implementation Plan:** Provide details on the implementation plan which discusses the proposed project's goals and objectives. What are the methods and specific steps that will be used to achieve the goals and objectives? If applicable, what examples can you provide of marketing efforts to promote the project? Who will deliver the project and what partnerships may be involved? How will the materials or deliverables be distributed? (maximum 5,000 characters, attach additional sheet if necessary)

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**\*8c. Evaluation Plan:** Will the proposed project be periodically evaluated for its impact on the community? If yes, describe the methodology and steps you plan to take in order to conduct the evaluation.

(maximum 5,000 characters, attach additional sheet if necessary)

**\*8d. Cost Benefit:** Does your project demonstrate a high benefit for the cost incurred? Are the costs associated with the project are reasonable for the target audience that will be reached? If so, demonstrate the above in addition to the cost benefits and how you plan to maximize the level of funding that goes directly into the delivery of the project. (maximum 2,500 characters, attach additional sheet if necessary)

**\*8e. Sustainability:** Is it your organization’s intent to deliver this program after the grant performance period? If so, how will the overall activity be sustained and what are the long-term benefits? Examples of sustainable projects can be illustrated through the long-term benefits derived from the delivery of the project, the presence of non-federal partners likely to continue the effort, or the demonstrated long-term commitment of the applicant.

(maximum 2,500 characters, attach additional sheet if necessary)

**8f. Additional Comments:** If you have any additional comments about your project, please provide them here. (maximum 3,000 characters, attach additional sheet if necessary)



## Add Budget item (Request Details) – General Education/Awareness

Please provide the following information about the program you want funded. **You must have at least one budget item for each project.**

**Note:** For each budget item, attach an additional sheet.

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

* Item:	
Select Object Class: (see page 6 for definitions)	<input type="radio"/> Personnel <input type="radio"/> Fringe Benefits <input type="radio"/> Travel <input type="radio"/> Equipment <input type="radio"/> Supplies <input type="radio"/> Contractual <input type="radio"/> Construction <input type="radio"/> Indirect Charges <input type="radio"/> Other
If you selected “Other” above, please specify:	
* Number of units: (whole number only)	
* Cost per unit: (whole dollar amounts only)	\$
Description The space to the right should be used to provide further clarification on the costs (i.e. personnel costs: number of hours/rate/staff; or meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative. (maximum 800 characters, attach additional sheet if necessary)	



## Request Details – Fire Prevention and Safety – Code Enforcement/Awareness

Please answer these questions only if you are applying for a Code Enforcement/Awareness project. For all other Fire Prevention projects, see page 8. For Research and Development projects, see page 33.

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

<u>Category</u>	
○	Code Enforcement/Awareness
<p>In order to help identify what your organization's <b>current</b> Code Enforcement/Awareness capabilities are, please answer the following questions. Please be sure to only address your <b>current</b> capabilities; you will answer questions about the proposed project(s) that your application is requesting after completing this section.</p>	
<p>* 1. What nationally recognized building and fire code(s) and editions has your community adopted? Check all that apply.</p>	<input type="radio"/> N/A (proceed to questions on page 17)
	<input type="radio"/> NFPA (cite editions):
	<input type="radio"/> ICC (cite editions):
	<input type="radio"/> State:
	<input type="radio"/> Local:
	<input type="radio"/> Other:
<p>2. What tools are used to support and enforce inspections? Check all that apply.</p>	<input type="radio"/> Code books <input type="radio"/> Regular inspection cycle <input type="radio"/> Educated staff <input type="radio"/> Other _____
<p>3. Does your jurisdiction enforce adopted building and/or fire codes on <b>new</b> construction?</p>	<input type="radio"/> Yes <input type="radio"/> No
<p>4. Does your jurisdiction enforce adopted building and/or fire codes on <b>existing</b> construction?</p>	<input type="radio"/> Yes <input type="radio"/> No
<p>5. Are those individuals assigned to conduct inspections certified?</p>	<input type="radio"/> Yes <input type="radio"/> No
<p>5a. If yes, to what level?</p>	
<p>5b. If no, will you be requesting funds for training in your grant request?</p>	<input type="radio"/> Yes <input type="radio"/> No
<p>6. Does your jurisdiction measure its code enforcement efforts?</p>	<input type="radio"/> Yes <input type="radio"/> No
<p>6a. If yes, then how? Check all that apply.</p>	<input type="radio"/> Count <input type="radio"/> Number of violations <input type="radio"/> Violations corrected <input type="radio"/> Fire data analysis <input type="radio"/> Other _____
<p>7. Does your jurisdiction inspect all commercial and high risk properties?</p>	<input type="radio"/> Commercial <input type="radio"/> High-risk <input type="radio"/> Both



	<input type="radio"/> Neither
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You will now answer questions and provide a narrative statement based on your **proposed** Code Enforcement/Awareness project. If you have multiple Code Enforcement/Awareness projects, use separate sheets of paper for each.

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

Code Enforcement/Awareness Project Information	
<b>* 1. Project</b>	Code Enforcement/Awareness
If you are submitting more than one Code Enforcement/Awareness project, please provide a project title (i.e.: commercial inspections, update code books, etc).	
<b>* 2. Who is the target audience for the planned project?</b>	<input type="radio"/> Children under 14 <input type="radio"/> Adults over 65 <input type="radio"/> Firefighters <input type="radio"/> High risk group <input type="radio"/> Other (explain) _____
<b>* 3. What is your estimated size of the target audience? (whole numbers only)</b>	
<b>* 4. How was this target audience determined?</b>	<input type="radio"/> Formal Assessment <input type="radio"/> Informal Assessment <input type="radio"/> Will Be Conducting Assessment <input type="radio"/> None of the above
Briefly describe method used (required if selected other than “None of the above” above) (maximum 800 characters, attach additional sheet if necessary)	
<b>*5. In the space provided below, please explain your experience and ability in developing and conducting (i.e., timely and satisfactory project completion) past fire prevention and safety projects. Additionally, please demonstrate the experience and expertise you have in managing the type of project you are proposing: (maximum 2,000 characters, attach additional sheet if necessary)</b>	

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6. The narrative portion of the application should contain supporting information that allows for evaluation of this project. If you are applying for a grant in the Fire Prevention and Safety Activity, your Narrative Statement must address the evaluation elements as outlined in the FY2011 Program Guidance.

Keep in mind that the evaluation of your application will also be based on a clear understanding of your proposal, your ability to meet the objectives of the program, and your probability of successfully delivering your project to the population targeted. You need to fully explain how the funds will be used to accomplish the goals of your project. To that end, be sure to include descriptions/justification for all budgeted items - items not justified may be disallowed.

Your narrative is broken out into 6 separate sections. Each section will address each of the criteria which your application will be evaluated and scored. Images and special characters of formatting (i.e.: quote marks, bold print, bullet points, symbols, etc.) are not allowed.

**\*6a. Vulnerability Statement :** What is the vulnerability in your community that you have identified? What statistics correspond with and support your project and target audience? Please describe the steps which were taken to determine the vulnerability and target audience and describe the methodology for determining all of the above. (maximum 5,000 characters, attach additional sheet if necessary)

**\*6b. Implementation Plan:** Provide details on the implementation plan which discusses the proposed project's goals and objectives. What are the methods and specific steps that will be used to achieve the goals and objectives? If applicable, what examples can you provide of marketing efforts to promote the project? Who will deliver the project and what partnerships may be involved? How will the materials or deliverables be distributed? (maximum 5,000 characters, attach additional sheet if necessary)

*(continued on next page)*

**\*6c. Evaluation Plan:** Will the proposed project be periodically evaluated for its impact on the community? If yes, describe the methodology and steps you plan to take in order to conduct the evaluation.

(maximum 5,000 characters, attach additional sheet if necessary)

**\*6d. Cost Benefit:** Does your project demonstrate a high benefit for the cost incurred? Are the costs associated with the project are reasonable for the target audience that will be reached? If so, demonstrate the above in addition to the cost benefits and how you plan to maximize the level of funding that goes directly into the delivery of the project. (maximum 2,500 characters, attach additional sheet if necessary)

**\*6e. Sustainability:** Is it your organization’s intent to deliver this program after the grant performance period? If so, how will the overall activity be sustained and what are the long-term benefits? Examples of sustainable projects can be illustrated through the long-term benefits derived from the delivery of the project, the presence of non-federal partners likely to continue the effort, or the demonstrated long-term commitment of the applicant.

(maximum 2,500 characters, attach additional sheet if necessary)

**6f. Additional Comments:** If you have any additional comments about your project, please provide them here. (maximum 3,000 characters, attach additional sheet if necessary)

**Add Budget item (Request Details) – Code Enforcement/Awareness**

Please provide the following information about the program you want funded. **You must have at least one budget item for each project.**

**Note:** For each budget item, attach an additional sheet.

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

* Item:	
Select Object Class: (see page 6 for definitions)	<input type="radio"/> Personnel <input type="radio"/> Fringe Benefits <input type="radio"/> Travel <input type="radio"/> Equipment <input type="radio"/> Supplies <input type="radio"/> Contractual <input type="radio"/> Construction <input type="radio"/> Indirect Charges <input type="radio"/> Other
If you selected “Other” above, please specify:	
* Number of units: (whole number only)	
* Cost per unit: (whole dollar amounts only)	\$
Description: The space to the right can be used to provide further clarification on the costs (i.e. personnel costs: number of hours/rate/staff; or meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative. (maximum 800 characters, attach additional sheet if necessary)	

## Request Details – Fire Prevention and Safety – Fire & Arson Investigation

Please answer these questions only if you are applying for a Fire & Arson Investigation project. For all other Fire Prevention projects, see page 8. For Research and Development projects, see page 33.

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

<u>Category</u>	
○	Fire & Arson Investigation Capabilities
In order to help identify what your organization’s <b>current</b> Fire & Arson Investigation capabilities are, please answer the following questions. Please be sure to only address your <b>current</b> capabilities; you will answer questions about the proposed project(s) that your application is requesting after completing this section.	
* 1. Do you investigate every fire beyond origin and cause?	<input type="radio"/> Yes <input type="radio"/> No (if no, skip to page 23)
2. Are those assigned to conduct fire investigations certified?	<input type="radio"/> Yes <input type="radio"/> No
2a. If yes, to what level?	
2b. If no, will you be requesting funds for training in your grant request?	<input type="radio"/> Yes <input type="radio"/> No
3. Does your jurisdiction measure its fire investigations/arson enforcement efforts?	<input type="radio"/> Yes <input type="radio"/> No
3a. If yes, then how? Check all that apply:	<input type="radio"/> Number of investigations <input type="radio"/> Number of prosecutions <input type="radio"/> Number of convictions <input type="radio"/> Other _____

## **Request Details – Fire Prevention and Safety – Fire & Arson Investigation**

You will now answer questions and provide a narrative statement based on your **proposed** Fire & Arson Investigation project.

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

Fire & Arson Investigation Project Information	
* 1. Project	Fire & Arson Investigation
If you are submitting more than one Fire & Arson Investigation project, please provide a project title (i.e.: commercial inspections, update code books, etc).	
* 2. Who is the target audience for the planned project?	<input type="radio"/> Children under 14 <input type="radio"/> Adults over 65 <input type="radio"/> Firefighters <input type="radio"/> High risk group <input type="radio"/> Other (explain) _____
* 3. What is your estimated size of the target audience? (whole numbers only)	
* 4. How was this target audience determined?	<input type="radio"/> Formal Assessment <input type="radio"/> Informal Assessment <input type="radio"/> Will Be Conducting Assessment <input type="radio"/> None of the above
Briefly describe method used (required if selected other than “None of the above” above) (maximum 800 characters, attach additional sheet if necessary)	
*5. In the space provided below, please explain your experience and ability in developing and conducting (i.e., timely and satisfactory project completion) past fire prevention and safety projects. Additionally, please demonstrate the experience and expertise you have in managing the type of project you are proposing: (maximum 2,000 characters, attach additional sheet if necessary)	

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6. The narrative portion of the application should contain supporting information that allows for evaluation of this project. If you are applying for a grant in the Fire Prevention and Safety Activity, your Narrative Statement must address the evaluation elements as outlined in the FY2011 Program Guidance.

Keep in mind that the evaluation of your application will also be based on a clear understanding of your proposal, your ability to meet the objectives of the program, and your probability of successfully delivering your project to the population targeted. You need to fully explain how the funds will be used to accomplish the goals of your project. To that end, be sure to include descriptions/justification for all budgeted items - items not justified may be disallowed.

Your narrative is broken out into 6 separate sections. Each section will address each of the criteria which your application will be evaluated and scored. Images and special characters of formatting (i.e.: quote marks, bold print, bullet points, symbols, etc.) are not allowed.

**\*6a. Vulnerability Statement :** What is the vulnerability in your community that you have identified? What statistics correspond with and support your project and target audience? Please describe the steps which were taken to determine the vulnerability and target audience and describe the methodology for determining all of the above. (maximum 5,000 characters, attach additional sheet if necessary)

**\*6b. Implementation Plan:** Provide details on the implementation plan which discusses the proposed project's goals and objectives. What are the methods and specific steps that will be used to achieve the goals and objectives? If applicable, what examples can you provide of marketing efforts to promote the project? Who will deliver the project and what partnerships may be involved? How will the materials or deliverables be distributed? (maximum 5,000 characters, attach additional sheet if necessary)

(continued on next page)

**\*6c. Evaluation Plan:** Will the proposed project be periodically evaluated for its impact on the community? If yes, describe the methodology and steps you plan to take in order to conduct the evaluation.

(maximum 5,000 characters, attach additional sheet if necessary)

**\*6d. Cost Benefit:** Does your project demonstrate a high benefit for the cost incurred? Are the costs associated with the project are reasonable for the target audience that will be reached? If so, demonstrate the above in addition to the cost benefits and how you plan to maximize the level of funding that goes directly into the delivery of the project. (maximum 2,500 characters, attach additional sheet if necessary)

**\*6e. Sustainability:** Is it your organization's intent to deliver this program after the grant performance period? If so, how will the overall activity be sustained and what are the long-term benefits? Examples of sustainable projects can be illustrated through the long-term benefits derived from the delivery of the project, the presence of non-federal partners likely to continue the effort, or the demonstrated long-term commitment of the applicant.

(maximum 2,500 characters, attach additional sheet if necessary)

6f. Additional Comments: If you have any additional comments about your project, please provide them here. (maximum 3,000 characters, attach additional sheet if necessary)

### Add Budget item (Request Details) – Fire & Arson Investigation

Please provide the following information about the program you want funded. **You must have at least one budget item for each project.**

**Note:** For each budget item, attach an additional sheet.

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

* Item:	
Select Object Class: (see page 6 for definitions)	<input type="radio"/> Personnel <input type="radio"/> Fringe Benefits <input type="radio"/> Travel <input type="radio"/> Equipment <input type="radio"/> Supplies <input type="radio"/> Contractual <input type="radio"/> Construction <input type="radio"/> Indirect Charges <input type="radio"/> Other
If you selected “Other” above, please specify:	
* Number of units: (whole number only)	
* Cost per unit: (whole dollar amounts only)	\$
Description: The space to the right can be used to provide further clarification on the costs (i.e. personnel costs: number of hours/rate/staff; or meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative. (maximum 800	

characters, attach additional sheet if necessary)	
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## Request Details – Fire Prevention and Safety – National/State/Regional Programs and Studies Project Information

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

National/State/Regional Programs and Studies Project Information	
* 1. Project	<input type="radio"/> Firefighter Safety <input type="radio"/> Other
* If you selected Other, above, please specify.	
* 2. Who is the target audience for the planned project?	<input type="radio"/> Children under 14 <input type="radio"/> Adults over 65 <input type="radio"/> Firefighters <input type="radio"/> High risk group <input type="radio"/> Other (explain) _____
* 3. What is your estimated size of the target audience? (whole numbers only)	
* 4. How was this target audience determined?	<input type="radio"/> Formal Assessment <input type="radio"/> Informal Assessment <input type="radio"/> Will Be Conducting Assessment <input type="radio"/> None of the above
Briefly describe method used (required if selected other than “None of the above” above) (maximum 800 characters, attach additional sheet if necessary)	
*5. In the space provided below, please explain your experience and ability in developing and conducting (i.e., timely and satisfactory project completion) past fire prevention and safety projects. Additionally, please demonstrate the experience and expertise you have in managing the type of project you are proposing: (maximum 2,000 characters, attach additional sheet if necessary)	

*(continued on next page)*

6. The narrative portion of the application should contain supporting information that allows for evaluation of this project. If you are applying for a grant in the Fire Prevention and Safety Activity, your Narrative Statement must address the evaluation elements as outlined in the FY2011 Program Guidance.

Keep in mind that the evaluation of your application will also be based on a clear understanding of your proposal, your ability to meet the objectives of the program, and your probability of successfully delivering your project to the population targeted. You need to fully explain how the funds will be used to accomplish the goals of your project. To that end, be sure to include descriptions/justification for all budgeted items - items not justified may be disallowed.

Your narrative is broken out into 6 separate sections. Each section will address each of the criteria which your application will be evaluated and scored. Images and special characters of formatting (i.e.: quote marks, bold print, bullet points, symbols, etc.) are not allowed.

**\*6a. Vulnerability Statement:** What is the vulnerability in your community that you have identified? What statistics correspond with and support your project and target audience? Please describe the steps which were taken to determine the vulnerability and target audience and describe the methodology for determining all of the above. (maximum 5,000 characters, attach additional sheet if necessary)

**\*6b. Implementation Plan:** Provide details on the implementation plan which discusses the proposed project's goals and objectives. What are the methods and specific steps that will be used to achieve the goals and objectives? If applicable, what examples can you provide of marketing efforts to promote the project? Who will deliver the project and what partnerships may be involved? How will the materials or deliverables be distributed? (maximum 5,000 characters, attach additional sheet if necessary)

(continued on next page)

**\*6c. Evaluation Plan:** Will the proposed project be periodically evaluated for its impact on the community? If yes, describe the methodology and steps you plan to take in order to conduct the evaluation.

(maximum 5,000 characters, attach additional sheet if necessary)

**\*6d. Cost Benefit:** Does your project demonstrate a high benefit for the cost incurred? Are the costs associated with the project are reasonable for the target audience that will be reached? If so, demonstrate the above in addition to the cost benefits and how you plan to maximize the level of funding that goes directly into the delivery of the project. (maximum 2,500 characters, attach additional sheet if necessary)

**\*6e. Sustainability:** Is it your organization's intent to deliver this program after the grant performance period? If so, how will the overall activity be sustained and what are the long-term benefits? Examples of sustainable projects can be illustrated through the long-term benefits derived from the delivery of the project, the presence of non-federal partners likely to continue the effort, or the demonstrated long-term commitment of the applicant.

(maximum 2,500 characters, attach additional sheet if necessary)

6f. Additional Comments: If you have any additional comments about your project, please provide them here. (maximum 3,000 characters, attach additional sheet if necessary)

### Add Budget item (Request Details) – National/State/Regional Programs and Studies

Please provide the following information about the program you want funded. **You must have at least one budget item for each project.**

**Note:** For each budget item, attach an additional sheet.

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

* Item:	
Select Object Class: (see page 6 for definitions)	<input type="radio"/> Personnel <input type="radio"/> Fringe Benefits <input type="radio"/> Travel <input type="radio"/> Equipment <input type="radio"/> Supplies <input type="radio"/> Contractual <input type="radio"/> Construction <input type="radio"/> Indirect Charges <input type="radio"/> Other
If you selected “Other” above, please specify:	
* Number of units: (whole number only)	
* Cost per unit: (whole dollar amounts only)	\$
Description: The space to the right can be used to provide further clarification on the costs (i.e. personnel costs: number of hours/rate/staff; or meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of	



items that you are requesting. Budget justification should be included in the project narrative. (maximum 800 characters, attach additional sheet if necessary)

## Fire Prevention Budget

Please total the individual budget items on the previous pages.

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

Budget Object Class	
	Budget Amount
Personnel	\$
Benefits	\$
Travel	\$
Equipment	\$
Supplies	\$
Contractual	\$
Construction	\$
Other	\$
Indirect Charges	\$
<b>Indirect Cost Details</b> (complete this section only if you have a Federally approved Indirect Cost Rate agreement). Please note you must add the Indirect Costs as a line item within the Request Details section as they are not automatically calculated.	
Agency Indirect Cost Agreement with	
Indirect Cost Rate (whole numbers only)	%
Agreement Summary (attach an additional sheet if necessary)	
<b>Total Federal and Applicant Share</b>	
Federal Share	\$
Applicant Share	\$ 0
Federal Rate Sharing (%)	100/0

*(continued on next page)*

*(continued from previous page)*

<b>* Non-Federal Resources</b> (The combined Non-Federal Resources must equal the Applicant Share)	
a. Applicant: (whole dollar amounts only)	\$
b. State: (whole dollar amounts only)	\$
c. Local: (whole dollar amounts only)	\$
d. Other Sources: (whole dollar amounts only)	\$
If you entered a value in Other Sources other than zero (0), include your explanation below. You can use this space to provide information on the project, cost share match, or if you have an indirect cost agreement with a federal agency.	
<b>Total Budget</b>	\$

If you are a Fire Department/District *or* you are not applying for any projects under Research and Development, please go directly to page 40.