

Assistance to Firefighters Grant Program (AFG)



FEMA

Grant Application Get Ready Guide 2014

Assistance to Firefighters Grants

Prepare for Your Grant Application Today

The Assistance to Firefighters Grants (AFG) Program application period will be opening soon. This handy guide will give you a kick-start in preparing your grant application. It will also better prepare you to thoroughly answer the application questions.

The primary goal of the AFG Program is to meet the firefighting and emergency response needs of fire departments and nonaffiliated emergency medical service organizations and State Fire Training Academies (SFTA). Since 2001, AFG has helped firefighters and other first responders to obtain critically needed equipment, protective gear, emergency vehicles, training, and other resources to protect the public and emergency personnel from fire and related hazards.

Getting started you will need to be registered with Dun & Bradstreet. You will also need to have an "ACTIVE" System for Award Management (SAM) account.

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 Website at <http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=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 866-705-5711 or you can apply online; however, it may take several weeks to obtain the number online. The DUNS number must be entered in a special data field on the AFG application.

System for Award Management (SAM) (replaced Central Contractor Registration (CCR))

What is SAM?

The System for Award Management (SAM) is a Federal Government owned and operated free website that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS. Future phases of SAM will add the capabilities of other systems used in federal procurement and awards processes.

Per 2 CFR Part 25, all grant applicants must have an active current SAM registration status at the time of application and throughout the duration of any federal award.

Therefore, **in order to receive an AFG Grant award**, you *must* be registered and have up-to-date information in the online **System for Award Management or SAM (SAM.gov)**. SAM registration is FREE of charge and is required of all federal awardees.

Former CCR Registrants

If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires a change in SAM in order for you to be paid or to receive an award. Also, banking information, EIN number, organization/entity name, address, and DUNS number provided in your AFG application must match the information that you provided in SAM.gov and your 1199A Banking Information Form. You can search for registered entities in SAM by typing the DUNS number or business name into the search box.

The AFG application process requires an updated and current registration by the applicant, which must be confirmed at <https://www.sam.gov/portal/public/SAM/>

- A DUNS number is required to apply for a grant and to register in SAM.
- SAM registration is required to be awarded a grant.
- If you're using a DUNS number provided by the city or a governing organization, check to see if it is registered in SAM and if the SAM number is current.
- Again, banking information, EIN number, organization/entity name, address, and DUNS number provided in your AFG application must match the information that you provided in SAM.gov and on your 1199a form.
- **Important: SAM registrants must renew their registration annually to maintain an active status.** SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the record.

Step 1: Access the SAM online registration at <https://www.sam.gov/portal/public/SAM/>

Click *Create Individual Account*. You must have a DUNS number to begin the registration process.

Step 2: Complete and submit the online registration. If you have the necessary information (see below), the online 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, Taxpayer Identification Number (TIN), location, receipts, number of employees, and website address.
2. **Corporate Information** – Includes, but is not limited to, your organization or business type and SBA-defined socioeconomic characteristics.
3. **Goods and Services Information** – Includes, but is not limited to, your North American Industry Classification System (NAICS) code, Product Service Code (PSC), 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.

**Note: EDI information is optional and may be provided only for those businesses interested in conducting transactions through EDI.*

Once a grantee has registered within CCR, the registration is valid for 12 months and must be renewed annually.

If a grantee's registration is expired or inactive, the user must get the registration reset by calling the CCR Helpline at 866-606-8220.

Basic Information

- Attend or host a Federal Emergency Management Agency (FEMA) regional fire program workshop in your area.
- Call the Help Desk at 866-274-0960 or e-mail firegrants@dhs.gov for answers to your questions, or contact your Regional Fire Program Specialist at <http://www.fema.gov/firegrants/program/contact.shtm>.

- Locate your e-Grants system username and password established from previous grant years. Use the same username and password on your new application.
- Decide on a main point of contact (preferably someone who will see the grant all the way through to closeout).
- Become familiar with the AFG Funding Opportunity Announcement (FOA). The FOA will be available one week prior to the start of the application period at <http://www.fema.gov/firegrants>.

Department Information

- Does your organization protect critical infrastructure?
- Is your department currently compliant with the National Incident Management System (NIMS) requirements?
- Do you currently report to the National Fire Incident Reporting System (NFIRS)?
- What is your Fire Department Identification Number (FDIN)?
- Are you current in SAM?

Financial Information

- What are your state taxes? What is your department's tax rate?
- What is the source of your matching funds?
- Do you have permission from your Authority Having Jurisdiction (AHJ)?
- Do you have an indirect cost agreement?
- Has your banking information changed? Is it updated in SAM?

Equipment/Vehicle Information

- What is the age of the Personal Protective Equipment (PPE) you are requesting to replace?
- What is the NFPA 1981 edition of all Self Contained Breathing Apparatus (SCBA) you are requesting to replace?
- What is the age of the vehicle(s) you are requesting to replace? You will need to know the age of all vehicles in your fleet.

- What are the specifications for the vehicle being requested?
- Have you completed your vehicle specifications?
- Have you spoken with any vendors yet?
- Will you require training to use the equipment requested?
- Will you require 1582 physicals?

Regional Information

- Start talking to your regional partners now.
- Begin open discussions with potential new regional partners.
- Gather the necessary information from regional partners to add to your grant application.
- Begin letters of Mutual Understanding (MOU).

Other Information

- For training grant requests, start looking for training centers/classrooms and dates.
- Make sure all projects can be completed in the one-year period of performance.
- For Wellness & Fitness grant requests, note behavioral health programs were added in 2011.
- Have a full understanding of what your department has and what your department needs.

Check your department's needs assessment against the funding priorities in the FOA. All items are listed by priority in the FOA as **H High**, **M Medium**, or **L Low**.



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Questions regarding your grant award can be directed to FEMA's Grant Programs Directorate (GPD) AFG Program staff at 866-274-0960 or e-mail firegrants@dhs.gov.