City Clerk's Office
Records Management

CONTRACTS & AGREEMENTS
ECM INDEX DATA

INTRLOC_00 — File Location

DEPT OF HOMELAND SECURITY (DHS) — Vendor Name

DEPT OF HOMELAND
12/31/2099

Document Type: Interlocal New
Vendor Name: DEPT OF HOMELAND SECURITY (DHS)
PO# Location: INTRLOC-000
Effect Date: 5/2/2011
Term Date: 12/31/2099
CR#: 48767
Related CR#:
Ordinance: 5997
Resolution:
Leg Date: 5/2/2011
Vendor #:
Description: GRANT FUNDS (FEMA) TO PURCHASE BREATHING APPARATUS FOR FIREFIGHTERS & FIVE INCH FIRE HOSE NO PO ISSUED

Notes:

INTRLOC_00
INTERLOCAL AGREEMENTS
12/31/2099
$0017685

May 22, 2012 FSU: M JDE: M SI: M ECM: M

U.S. Department of Homeland Security
Washington, D.C. 20472

FEMA

Mr. Kieron Gillmore
Bellevue Fire Department
PO Box 90012
Bellevue, Washington 98009-9012

Re: Grant No.EMW-2010-FO-04515

Dear Mr. Gillmore:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2010 Assistance to Firefighters Grant has been approved. FEMA's Grant Programs Directorate (GPD), in consultation with the U.S. Fire Administration (USFA), carries out the Federal responsibilities of administering your grant. The approved project costs total to $97,050.00. The Federal share is 80 percent or $77,640.00 of the approved amount and your share of the costs is 20 percent or $19,410.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the Articles as they outline the terms and conditions of your grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the grant and Grant Agreement Articles when you request and receive any of the Federal grant funds awarded to you.** By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval from FEMA.

If your SF 1199A has been reviewed and approved, you will be able to request payments online. Remember, you should request funds when you have an immediate cash need.

If you have any questions or concerns regarding the awards process or how to request your grant funds, please call the helpdesk at 1-866-274-0960.

Elizabeth M. Harman

Elizabeth M. Harman
Assistant Administrator
Grant Programs Directorate

Agreement Articles GR# 48767 DATE 5-22-12 LOC INTRLOC
ORL 5997

FEMA

U.S. Department of Homeland Security
Washington, D.C. 20472

AGREEMENT ARTICLES

ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety program

GRANTEE: Bellevue Fire Department

PROGRAM: Operations and Safety

AGREEMENT NUMBER: EMW-2010-FO-04515

AMENDMENT NUMBER:

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Article I - Project Description

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application - including budget information - is consistent with the program's purpose and worthy of award. Therefore, the grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval from FEMA.

Article II - Grantee Concurrence

By requesting and receiving Federal grant funds provided by this grant program, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. By receiving funds under this grant, grantees agree that they will use the funds provided through the Fiscal Year 2010 Assistance to Firefighters Grant Program in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2010 Assistance to Firefighters Grant program guidance. All documents submitted as part of the application are made a part of this agreement by reference.

Article III - Period of Performance

The period of performance shall be from **12-MAR-11 to 11-MAR-12.**

Article IV - Amount Awarded

The amount of the award is detailed on the Obligating Document for the Award attached to these articles. Following are the budgeted estimates for each object class of this grant (including Federal share plus grantee match):

Personnel	$0.00
Fringe Benefits	$0.00
Travel	$0.00
Equipment	$97,050.00
Supplies	$0.00
Contractual	$0.00
Construction	$0.00
Other	$0.00
Indirect Charges	$0.00
Total	$97,050.00

NEGOTIATION COMMENTS IF APPLICABLE (max 4000 characters)

The Program Office has made the following reductions to the grant:

The approved number and cost for Spare Cylinders - 45 minutes is 55 @ $900 not 55 @ $1,314.

Therefore, they have recommended the award at this level:

Total budget $ 97,050
Federal share $ 77,640
Applicant Share $ 19,410

All costs appear reasonable after reductions.

Article V - Financial Guidelines

The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to FEMA grants are listed below:

A. Administrative Requirements

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (OMB Circular A-110)

B. Cost Principles

1. 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)

3. 2 CFR Part 230, Cost Principles for Nonprofit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

C. *Audit Requirements*

1. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations

Article VI - Prohibition on Using Federal Funds

Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.

Article VII - GPD Allocations

The recipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2010 Assistance to Firefighters Grant Program guidance and application kit.

Article VIII - Financial Reporting

Recipients of any AFG grants will be required to submit a semi-annual Federal Financial Report (FFR) via the automated system on the Standard Form 425. The FFR is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements throughout the government. The FFR, to be submitted using the online e-grant system, will be due semi-annually based on the calendar year beginning with the period after the award is made. Grant recipients will be required to submit a FFR throughout the entire period of performance of the grant.

The reporting periods for the FFR are January 1 through June 30 (Report due by July 31), and July 1 through December 31 (Report due by January 30).

At the end of the grant's period of performance, all grantees are required to produce a final report on how the grant funding was used and the benefits realized from the award. Grantees must submit a final financial report and a final performance report within 90 days after the end of the period of performance.

Article IX - FEMA Officials

Program Officer: Catherine Patterson is the Program Officer for the Assistance to Firefighters Grant Program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application.

Grants Assistance Officer: Marketa Graham is the Assistance Officer for this grant program. The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters.

Grants Management Division POC: The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT

1a. AGREEMENT NO.	2. AMENDMENT NO.	3. RECIPIENT NO.	4. TYPE OF ACTION	5. CONTROL NO.
EMW-2010-FO-04515	0	91-6007020	AWARD	W494324N

6. RECIPIENT NAME AND ADDRESS	7. ISSUING OFFICE AND ADDRESS	8. PAYMENT OFFICE AND ADDRESS
Bellevue Fire Department 450 110th Ave NE Bellevue Washington, 98004-9012	Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC: Marketa Graham	FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472

9. NAME OF RECIPIENT PROJECT OFFICER	PHONE NO.	10. NAME OF PROJECT COORDINATOR	PHONE NO.
Kieron Gillmore	4254526954	Catherine Patterson	1-866-274-0960

11. EFFECTIVE DATE OF THIS ACTION	12. METHOD OF PAYMENT	13. ASSISTANCE ARRANGEMENT	14. PERFORMANCE PERIOD
12-MAR-11	SF-270	Cost Sharing	From:12-MAR-11 To:11-MAR-12 Budget Period From:29-OCT-10 To:30-SEP-11

15. DESCRIPTION OF ACTION
a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON-FEDERAL COMMITMENT
AFG	97.044	2011-M0-3120GF-25000000-4101-D	$0.00	$77,640.00	$77,640.00	$19,410.00
		TOTALS	$0.00	$77,640.00	$77,640.00	$19,410.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Assistance to Firefighters Grant recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)
N/A

DATE
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)
Marketa Graham

DATE
04-MAR-11

Go Back

Martyn, Stacie L.

From: Cannon, Nancy [Nancy.Cannon@dhs.gov]
Sent: Monday, January 24, 2011 8:20 AM
To: Martyn, Stacie L.; Gillmore, Kieron
Subject: FW: R - Bellevue Fire Department, Washington: EMW-2010-FO-04515

Thank you for the quick responses, Ms. Martyn.

Approved as Pre-Award (re-imburseable) cost are the following:

Hose – large diameter, 50' section et. al
Hose – large diameter, 5" Supply Line et. al

The paperwork has been forwarded to the next phase of the process.

Best,

Nancy Cannon, Grants Management Specialist
DHS/FEMA/GPD/Grants Management Division
Operations Branch - Eastern Region
202-786-9834 - desk

****

From: SLMartyn@bellevuewa.gov [mailto:SLMartyn@bellevuewa.gov]
Sent: Thursday, January 20, 2011 8:46 PM
To: Cannon, Nancy
Subject: RE: R - Response Requested - Bellevue Fire Department, Washington: EMW-2010-FO-04515

Ms. Cannon,

Thank you very for considering our application for a Firefighters' Assistance Grant. Per your request, I have provided answers to questions below. Please contact me if you have any additional questions.

Sincerely,

Stacie Martyn, Fiscal Manager
Bellevue Fire Department
425.452.7670
slmartyn@bellevuewa.gov

From: Cannon, Nancy [mailto:Nancy.Cannon@dhs.gov]
Sent: Wednesday, January 12, 2011 2:20 PM
To: Gillmore, Kieron
Subject: R - Response Requested - Bellevue Fire Department, Washington: EMW-2010-FO-04515

Bellevue Fire Department, Washington: EMW-2010-FO-04515

Dear 2010 Assistance to Firefighters Grant Program Applicant:

I am the Grants Management Specialist from the Federal Emergency Management Agency (FEMA) Grant Programs Directorate, assigned to review your Fiscal Year (FY) 2010 Assistance to Firefighters Grant Application. *Your application was favorably reviewed by a panel of your peers.* As such, I have a few matters to discuss/verify with you prior to processing your application any further.

Please be advised, **this is not a notification of award; it is only a preliminary discussion of your application. If the Program Office has made reductions to your original request, please maintain a copy of your E-mail accepting the reductions to your original application for your official records.**

The Program Office has made the following reductions to the grant:

The approved number and cost for Spare Cylinders - 45 minutes is 55 @ $900 not 55 @ $1,314.

The Bellevue Fire Department is okay with this reduction. We have confirmed that we will be able to purchase the requested cylinders for approximately $900 per cylinder.

Therefore, they have recommended the award at this level:

Total budget $ 97,050
Federal share $ 77,640
Applicant Share $ 19,410

1) If you are selected for a grant award, would you accept? **Yes**

2a) If you are selected for a grant award, can your department meet the required cost share? **Yes**

2b) How are you planning to meet the required cost-share? **Sufficient equipment funding exists within our 2011 General Fund Budget to meet the required match.**

3) *If you are selected for an award,* do you understand that the grant funds can only be used to purchase the number and types of items listed in the Request Details section of the approved grant application and that you have to complete the project (i.e., order the goods or services, receive the goods or services, and accept the goods or services) within the grant's one-year period of performance? **Yes**

4). *If you are selected, do you understand that your department will be required to report to National Fire* Incident Reporting System (NFIRS) for one year commencing at your earliest convenience during the performance period of the grant? Nonaffiliated EMS organizations do not have to comply with the NFIRS reporting requirement. **Yes**

If you need assistance reporting to NFIRS, you may call the support center toll free number 1-888-382-3827.

5) Is your department fully compliant with the National Incident Management System (NIMS) directives issued by your State and your local jurisdiction? **Yes**

If you have any questions on National Incident Management System (NIMS), please call the Incident Management System Integration Division at (202) 646-3850 or E-mail them at FEMA-NIMS@dhs.gov.

6a) Since submitting the application referenced herein, has your department had an urgent need to purchase any of the items requested in the application? **Yes,** If so, what was purchased, when was it purchased, and why? **In the fall of 2010, the department purchased some of the 5" supply line and adapters requested in our AFG grant application. We proceeded with a purchase prior to receiving word on our application *because the we continued to experience delamination issues to the inner liner of our supply hose,* and**

in 2009, we had submitted an AFG request for fire hose and did not receive an award. To preserve firefighter safety, we proceeded with purchasing some of the hose and adapters requested in our application.

The chart below shows our original equipment request, the amount purchased last fall and our remaining need. As a result of our purchase, the amount needed to fund our equipment request has been reduced from $47,550 to $14,566. It is anticipated that if we receive a 2010 grant, our award would be reduced to reflect this purchase.

Bellevue Fire Department, Washington: EMW-2010-FO-04515
Revised Equipment Request for 2010 AFG
Grant

		# of Units				
Equipment Categories	Equipment Details	Grant Application	Purchased	Remaining Need	Cost / Unit	Grant Applicat
Hose-Large Diameter	50' section of 5" supply line	63	45	18	$ 594	$ 37,4
Hose-Large Diameter	5" supply line, 25' section (ponies)	12	8	4	$ 455	$ 5,4
Adapters, Wyes & Siamese	6" to Storz Adapters	3	3	0	$ 189	$ 5
Adapters, Wyes & Siamese	4" Hydrant Adapters	12	8	4	$ 197	$ 2,3
Adapters, Wyes & Siamese	2 1/2" to Storz Adapters	6	0	6	$ 134	$ 8
Adapters, Wyes & Siamese	4" to Storz Adapters	3	3	0	$ 157	$ 4
Adapters, Wyes & Siamese	5" to Storz Adapters	3	0	3	$ 154	$ 4
				Total Cost		$ 47,5

We have not purchased any of the SBCA cylinders included in our grant application.

6b) If you used a grant writer and included the grant writer's fee in your budget, please fax a copy of the bank statement and canceled check (front and back) that was paid to the grant writer to **202-786-9905**, to the attention of Nancy Cannon. Please use a cover sheet. Please include the following information: Grant Number, FD name, city and state. **No grant writer was used.**

7) Do you have any changes to your contact information provided in your application, such as the names of the individuals, phone numbers, or email addresses? **No changes.**

If the primary point of contact has a new email address, please follow the instructions below:

Using the same user name and id when you applied for the grant, log into https://portal.fema.gov. Once you are into the ***Status*** screen, you will select ***Edit Profile*** located in the top of the screen. Your next screen will reveal your personal information where you will see your current email address listed. Once you have edited the email address you will click on the ***Save*** button. You will then receive a confirmation screen that your profile has been updated but you are NOT finished – you must click near the top left ***Authorized Applications***. You will then click on ***Firefighters Grant*** link near the top left to ensure that all updated profile information is transferred through the system.

8a) Do you have any changes to your DUNS number, EIN number or your banking information listed in your application? **No**

8b). Have you verified the EIN submitted 91-6007020 is correct? **Yes**

8c). Are you sharing an EIN with your city and/or county? If so, please name the parent entity. **Yes, City of Bellevue, Washington**

8d). Do you have authorization to use this EIN#? **Yes**

9) Do you have any previous AFG grants that are past their period of performance and have not been closed out? (Performance on prior awards is taken into consideration when processing new applications. Closing out overdue AFG grants may further facilitate processing of your FY2010 application.) **No.**

10) Have you received any other Federal funding this Fiscal Year? **Yes**

10a) If yes, please indicate the name of the agency that awarded you federal funding and a brief summary of the items that were awarded.

- **$1.1 M from DHS/Urban Area Strategic Initiative (UASI) Grant for Network Resiliency for Fiber Optic Cable Hardening; BSC Fiber Optic Cable Hardening; Eastside Fusion Center Analyst; UASI Grant Coordinator sustainment; WebEOC management tool; and Community Preparedness**
- **$99,753 from DHS/UASI Grant Amendment for Chemical, Biological, Radiation, Nuclear event (CBRNE) equipment and training.**
- **$96,631 from DHS/FEMA via the Washington State Military Department emergency management program grant (EMPG).**
- **$78,511 from the DHS/ via Washington State for Canberra personal radiation detectors and handheld hydraulic tools for firefighter personnel in Zone 1 Region.**
- **$31,356 from the Department of Homeland Security / Fire Prevention Safety grant to retrofit *stovetop cooking elements in two apartment buildings* targeted because represented high risk population and experiencing high incidents of emergency responses related to stovetop fires.**
- **$19,689 from DHS/via Washington State to upgrade the Regional Zone 1 Hazardous Materials Cache Storage.**

****

FOR VEHICLE APPLICANTS ONLY

11a) **VEHICLE Applicants only:** Do you understand that vehicle awardees will be required to include a **Pre-payment Bond** if you provide your vendor with an advance of funds prior to receipt of the vehicle? Also, we require vehicle grantees to include in their contracts with vehicle manufacturers: 1) a specific date for delivery of the vehicle, and 2) a penalty clause whereby the manufacturer is penalized no less than $100 per day for every day delay beyond the contracted delivery date.

Note: Extensions to a grant's period of performance may not be considered if a **penalty clause** is not included in the purchase contract.

11b) Do you certify that you currently have a comprehensive driver/operator training program (compliant with NFPA 1002) already in place or, if you do not have a comprehensive driver/operator training program and you

are awarded a grant, do you certify that your Department will have a program in place within one year of the award?

11c) If awarded, do you certify that you will develop and/or enforce standard operating policies/procedures that require: 1) all occupants of fire apparatus will use seatbelts, and 2) all drivers of fire apparatus will obey all traffic signals and signage, and 3) all drivers of fire apparatus will adhere to the posted speed limit?

11d) If you've indicated in your application that your unsafe vehicle will be permanently removed from service, do you certify that the vehicle identified in your application as unsafe will be completely removed from service? ***In order to comply with this requirement, you may NOT donate, sell, give, or transfer your unsafe vehicle to any other emergency response organization.***

Again, this is not a notification of award; it is only a preliminary discussion of your application. Once I complete my review and receive your favorable email reply to this message, I will forward your application to the next phase. If your department is selected you will be notified by E-mail through our on-line grants system. In that E-mail, you will be directed to a website to print the award forms and other pertinent information.

Best,

Nancy Cannon, Grants Management Specialist
DHS/FEMA/GPD/Grants Management Division
Operations Branch - Eastern Region
202-786-9834 - desk

Entire Application

Overview

***Did you attend one of the workshops conducted by DHS's regional fire program specialist?**
No, I have not attended workshop
***Are you a member, or are you currently involved in the management, of the fire department or non-affiliated EMS organization applying for this grant with this application?**
Yes, I am a member/officer of this applicant

If you are a grant writer or otherwise not affiliated with this applicant, please **complete** the information below.
Fields marked with an * are required.
If you are a member/officer of this applicant, please do **not** complete the information requested below.

Preparer Information

* Preparer's Name
* Address 1
Address 2
* City
* State
* Zip

Contact Information

	Alternate Contact Information Number 1
* Title	Fire Chief
Prefix	Mr.
* First Name	Michael
Middle Initial	
* Last Name	Eisner
* Business Phone	425-452-6895 Ext.
*Home Phone	425-985-5905 Ext.
Mobile Phone/Pager	
Fax	
*Email	meisner@bellevuewa.gov

	Alternate Contact Information Number 2
* Title	Fiscal Manager
Prefix	Mrs.
* First Name	Stacie
Middle Initial	L
* Last Name	Martyn
* Business Phone	425-452-7670 Ext.
*Home Phone	425-359-4235 Ext.
Mobile Phone/Pager	
Fax	
*Email	slmartyn@bellevuewa.gov

Applicant Information

EMW-2010-FO-04515
Originally submitted on 05/27/2010 by Kieron Gillmore (Userid: kgillmore)

Contact Information:

Address: 450 110th Ave NE
City: Bellevue
State: Washington
Zip: 98004
Day Phone: 4254526954
Evening Phone:
Cell Phone:
Email: kgillmore@bellevuewa.gov

Application number is EMW-2010-FO-04515

* Organization Name	Bellevue Fire Department
* Type of Applicant	Fire Department/Fire District
* Type of Jurisdiction Served	City
If other, please enter the type of Jurisdiction	
* Employer Identification Number	91-6007020
* What is your organization's DUNS Number?	071842611 (call 1-866-705-5711 to get a DUNS number)
Headquarters or Main Station Physical Address	
* Physical Address 1	450 110th Ave NE
Physical Address 2	
* City	Bellevue
* State	Washington
* Zip	98004 - 9012 Need help for ZIP+4?
Mailing Address	
* Mailing Address 1	PO Box 90012
Mailing Address 2	
* City	Bellevue
* State	Washington
* Zip	98009 - 9012 Need help for ZIP+4?
Account Information	
* Type of bank account	Checking
* Bank routing number - 9 digit number on the bottom left hand corner of your check	026009593
*Your account number	105000006954
Additional Information	
* For this fiscal year (Federal) is your organization	

receiving Federal funding from any other grant program that may duplicate the purpose and/or scope of this grant request?	No
* If awarded the AFG grant, will your organization expend more than $500,000 in Federal funds during your organization's fiscal year in which this AFG grant was awarded?	Yes
* Is the applicant delinquent on any Federal debt?	No

If you answered yes to any of the additional questions above, please provide an explanation in the space provided below:

With the acceptance of this grant, it is likely that the Bellevue Fire Department will expend more than $500,000 in Federal Funds during our 2011 fiscal year. In addition to the monies for this grant, it is anticpated that we will expend additional federal funds in 2011 in the following areas:
2009 - Emergency Management Planning Grant - $95,000
2009 - SHSP Regional Catastrophic Collapse Rescue Plan - $100,000
2008 - UASI Regional Communication Agency Equipment and Planning and UASI Program Manager - $600,000

2009 – UASI Projects – Community Preparedness and Web EOC - $150,000
2009 – Fire Prevention and Safety - $31,000

Department Characteristics (Part I)

* Are you a member of a Federal Fire Department or contracted by the Federal government and solely responsible for suppression of fires on Federal property?	No
* What kind of organization do you represent?	All Paid/Career
If you answered combination, above, what is the percentage of career members in your organization?	%
If you answered volunteer or combination or paid on-call, how many of your volunteer Firefighters are paid members from another career department?	
* What type of community does your organization serve?	Urban
* What is the square mileage of your first-due response area?	37
* What percentage of your response area is protected by hydrants?	93 %
* In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?	King County
* Does your organization protect critical infrastructure of the state?	Yes
* How much of your jurisdiction's land use is for agriculture, wild land, open space, or undeveloped properties?	13 %
* What percentage of your jurisdiction's land use is for commercial, industrial, or institutional purposes?	15 %
* What percentage of your jurisdiction's land is used for residential purposes?	72 %
* How many occupied structures (commercial, industrial, residential, or institutional) in your jurisdiction are more than four stories tall?	148
* What is the permanent resident population of your Primary/First-Due Response Area or jurisdiction served?	140251
* How many active firefighters does your department have who perform firefighting duties?	210
* How many ALS level trained members do you have in your department/organization?	40
* How many stations are operated by your organization?	9
* Do you currently report to the National Fire Incident Reporting System (NFIRS)?	Yes
If you answered yes above, please enter your FDIN/FDID	17M02

Fire Department Characteristics (Part II)

	2009	2008	2007
* What is the total number of fire-related civilian fatalities in your jurisdiction over the last three years?	2	0	1
* What is the total number of fire-related civilian injuries in your jurisdiction over the last three years?	2	5	17
* What is the total number of line of duty member fatalities in your jurisdiction over the last three years?	0	0	0
* What is the total number of line of duty member injuries in your jurisdiction over the last three years?	91	103	101
* Over the last three years, what was your organization's average operating budget?	34859000		
* What percentage of your TOTAL budget is dedicated to personnel costs (salary, overtime and fringe benefits)?	83 %		
* What percentage of your annual operating budget is derived from: Enter numbers only, percentages must sum up to 100%			
Taxes?	87 %		
EMS Billing?	0 %		
Grants?	0 %		
Donations?	0 %		
Fund drives?	0 %		
Fee for Service?	13 %		
Other?	0 %		
If you entered a value into Other field (other than 0), please explain			

* How many vehicles does your organization have in each of the types or class of vehicle listed below? **You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession.** (Enter numbers only and enter 0 if you do not have any of the vehicles below.)

Type or Class of Vehicle	Total Number	Total Number of Riding Positions
Engines or Pumpers (pumping capacity of 750 gpm or greater and water capacity of 300 gallons or more): Pumper, Pumper/Tanker, Rescue/Pumper, Foam Pumper, CAFS Pumper, Quint (Aerial device of less than 76 feet), Type I or Type II Engine Urban Interface	13	52
Tankers (pumping capacity of less than 750 gallons per minute (gpm) and water capacity of 1,000 gallons or more): Tanker, Tender, Tanker/Tender	0	0
Aerial Apparatus: Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint (Aerial device of 76 feet or greater)	3	15
Brush/Quick attack (pumping capacity of less than 750 gpm and water carrying capacity of at least 300 gallons): Brush Truck, Patrol Unit (Pick up w/ Skid Unit), Quick Attack Unit, Mini-Pumper, Type III Engine, Type IV Engine, Type V Engine, Type VI Engine, Type VII Engine	0	0

Department Call Volume

	2009	2008	2007
* How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, enter 0)			
Working Structural Fires	119	108	112
False Alarms/Good Intent Calls	2139	2088	1978
Vehicle Fires	63	67	50
Vegetation Fires	150	96	133
EMS-BLS Response Calls	6356	6571	6235
EMS-ALS Response Calls	3250	3070	3165
EMS-BLS Scheduled Transports	3	4	8
EMS-ALS Scheduled Transports	19	24	14
Vehicle Accidents w/o Extrication	382	404	384
Vehicle Extrications	1	0	0
Other Rescue	4	3	2
Hazardous Condition/Materials Calls	210	255	313
Service Calls	450	405	443
Other Calls and Incidents	58	110	76
Total	13204	13205	12913
What is the total acreage of all vegetation fires?	2	11	16
In a particular year, how many times does your organization receive mutual/automatic aid?	1046	1179	1085
In a particular year, how many times does your organization provide mutual/automatic aid? (Please indicate the number of times your department provides or receives mutual aid. Do not include first-due responses claimed above.)	3954	3809	3964

Request Information

* 1. Select a program for which you are applying. If you are interested in applying under both Vehicle Acquisition and Operations and Safety, and/or regional application **you will need to submit separate applications.**

Program Name

Operations and Safety

* 2. Will this grant benefit more than one organization?

Yes

If you answered Yes to Question 2 above, please explain.

Four out of five of our neighboring jurisdictions use 5" supply line. This grant will allow Bellevue to complete the transition to 5" supply line much sooner. This early transition will improve interoperability with our mutual and automatic aid partners.

* 3. Enter Grant-writing fee associated with the preparation of this request. Enter 0 if there is no fee.

$0

Request Details

The activities for program **Operations and Safety** are listed in the table below.

Activity	Number of Entries	Total Cost	Additional Funding
Equipment	7	$ 47,550	$ 0
Modify Facilities	0	$ 0	$ 0
Personal Protective Equipment	1	$ 49,500	$ 0
Training	0	$ 0	$ 0
Wellness and Fitness Programs	0	$ 0	$ 0

Grant-writing fee associated with the preparation of this request. $0

Equipment

	Equipment Details
1*. What percent of your active firefighters are trained to the level of Firefighter I?	100 % (whole number only)
2. What percentage of your active firefighters are trained to the level of Firefighter II?	100 % (whole number only)
3. If you answered less than 100% to either question above, are you requesting for training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001? If you've indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds in this application, please describe in the narrative section of this application your training program and your plans to bring your membership up to Firefighter II.	
4*. What equipment will your organization purchase with this grant?	Hose-Large Diameter (LDH 4 inches or larger)

Please provide further description of the item selected above or if you selected Other above, please specify.	50 foot sections of 5 inch supply line
5*. Number of units	63 (whole number only)
6*. Cost per unit	$ 594 (whole dollar amounts only)
7*. Generally the equipment purchased under this grant program is:	

The equipment will replace old, obsolete, or substandard equipment currently owned by your organization

If you selected "replacing equipment" (from Q7) above, please specify the age of equipment in years.	Over 10 Years
8*. Generally the equipment purchased under this grant program:	
Will bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc. Please explain how this equipment will bring the organization into voluntary compliance in the space provided to the right.	NFPA 1962, Standard for the Inspection, Care and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose, 2008 Edition.
9*. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.	Yes
10*. Will the item requested benefit other organizations or otherwise be available for use by other organizations?	Yes
If you answered Yes in the question above, please explain:	Four out of the five neighboring jurisdictions use 5" supply lines. This grant will allow Bellevue to complete the transition to 5" supply lines much sooner. This transition will improve interoperability with our mutual and automatic aid partners.
11*. Will this equipment be used for wildland firefighting purposes?	No
12*. Is your department trained in the proper use of the equipment being purchased with grant funds?	Yes
If not, will you be asking for training funds for this purpose with this application or will you obtain the appropriate training through other sources?	No

Equipment

	Equipment Details
1*. What percent of your active firefighters are trained to the level of Firefighter I?	100 % (whole number only)
2. What percentage of your active firefighters are trained to the level of Firefighter II?	100 % (whole number only)
3. If you answered less than 100% to either question above, are you requesting for training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001?	
If you've indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds in this application, please describe in the narrative section of this	

application your training program and your plans to bring your membership up to Firefighter II.	
4*. What equipment will your organization purchase with this grant?	Hose-Large Diameter (LDH 4 inches or larger)
Please provide further description of the item selected above or if you selected Other above, please specify.	5" supply line, 25 foot section (ponies)
5*. Number of units	12 (whole number only)
6*. Cost per unit	$ 455 (whole dollar amounts only)
7*. Generally the equipment purchased under this grant program is:	
The equipment will replace old, obsolete, or substandard equipment currently owned by your organization	
If you selected "replacing equipment" (from Q7) above, please specify the age of equipment in years.	Over 10 Years
8*. Generally the equipment purchased under this grant program:	
Will bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc. Please explain how this equipment will bring the organization into voluntary compliance in the space provided to the right.	NFPA 1962, Standard for the Inspection, Care and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose, 2008 Edition.
9*. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.	Yes
10*. Will the item requested benefit other organizations or otherwise be available for use by other organizations?	Yes
If you answered Yes in the question above, please explain:	Four out of the five neighboring jurisdictions use 5" supply lines. This grant will allow Bellevue to complete the transition to 5" supply lines much sooner. This transition will improve interoperability with our mutual and automatic aid partners.
11*. Will this equipment be used for wildland firefighting purposes?	No
12*. Is your department trained in the proper use of the equipment being purchased with grant funds?	Yes
If not, will you be asking for training funds for this purpose with this application or will you obtain the appropriate training through other sources?	No

Equipment

	Equipment Details
1*. What percent of your active firefighters are trained to the level of Firefighter I?	100 % (whole number only)
2. What percentage of your active firefighters are trained to the level of Firefighter II?	100 % (whole number only)
3. If you answered less than 100% to either question above, are you	

requesting for training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001?	
If you've indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds in this application, please describe in the narrative section of this application your training program and your plans to bring your membership up to Firefighter II.	
4*. What equipment will your organization purchase with this grant?	Adapters, Wyes & Siamese
Please provide further description of the item selected above or if you selected Other above, please specify.	6" to Storz Adapters
5*. Number of units	3 (whole number only)
6*. Cost per unit	$ 189 (whole dollar amounts only)
7*. Generally the equipment purchased under this grant program is:	
The equipment is necessary for the organization's basic mission, but has never been owned before	
If you selected "replacing equipment" (from Q7) above, please specify the age of equipment in years.	Over 10 Years
8*. Generally the equipment purchased under this grant program:	
Will bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc. Please explain how this equipment will bring the organization into voluntary compliance in the space provided to the right.	NFPA 1962, Standard for the Inspection, Care and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose, 2008 Edition.
9*. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.	Yes
10*. Will the item requested benefit other organizations or otherwise be available for use by other organizations?	Yes
If you answered Yes in the question above, please explain:	Four out of the five neighboring jurisdictions use 5" supply lines. This grant will allow Bellevue to complete the transition to 5" supply lines much sooner. This transition will improve interoperability with our mutual and automatic aid partners.
11*. Will this equipment be used for wildland firefighting purposes?	No
12*. Is your department trained in the proper use of the equipment being purchased with grant funds?	Yes
If not, will you be asking for training funds for this purpose with this application or will you obtain the appropriate training through other sources?	No

Equipment

	Equipment Details
1*. What percent of your active firefighters are trained to the level of	100 % (whole number only)

Firefighter I?	
2. What percentage of your active firefighters are trained to the level of Firefighter II?	100 % (whole number only)
3. If you answered less than 100% to either question above, are you requesting for training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001?	
If you've indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds in this application, please describe in the narrative section of this application your training program and your plans to bring your membership up to Firefighter II.	
4*. What equipment will your organization purchase with this grant?	Adapters, Wyes & Siamese
Please provide further description of the item selected above or if you selected Other above, please specify.	4" hydrant adapters
5*. Number of units	12 (whole number only)
6*. Cost per unit	$ 197 (whole dollar amounts only)
7*. Generally the equipment purchased under this grant program is:	
The equipment is necessary for the organization's basic mission, but has never been owned before	
If you selected "replacing equipment" (from Q7) above, please specify the age of equipment in years.	Over 10 Years
8*. Generally the equipment purchased under this grant program:	
Will bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc. Please explain how this equipment will bring the organization into voluntary compliance in the space provided to the right.	NFPA 1962, Standard for the Inspection, Care and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose, 2008 Edition.
9*. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.	Yes
10*. Will the item requested benefit other organizations or otherwise be available for use by other organizations?	Yes
If you answered Yes in the question above, please explain:	Four out of the five neighboring jurisdictions use 5" supply lines. This grant will allow Bellevue to complete the transition to 5" supply lines much sooner. This transition will improve interoperability with our mutual and automatic aid partners.
11*. Will this equipment be used for wildland firefighting purposes?	No
12*. Is your department trained in the proper use of the equipment being purchased with grant funds?	Yes
If not, will you be asking for training funds for this purpose with this application or will you obtain the appropriate training through other sources?	No

Equipment

Equipment Details	
1*. What percent of your active firefighters are trained to the level of Firefighter I?	100 % (whole number only)
2. What percentage of your active firefighters are trained to the level of Firefighter II?	100 % (whole number only)
3. If you answered less than 100% to either question above, are you requesting for training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001?	
If you've indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds in this application, please describe in the narrative section of this application your training program and your plans to bring your membership up to Firefighter II.	
4*. What equipment will your organization purchase with this grant?	Adapters, Wyes & Siamese
Please provide further description of the item selected above or if you selected Other above, please specify.	2 1/2" to Storz Adapters
5*. Number of units	6 (whole number only)
6*. Cost per unit	$ 134 (whole dollar amounts only)
7*. Generally the equipment purchased under this grant program is:	
The equipment is necessary for the organization's basic mission, but has never been owned before	
If you selected "replacing equipment" (from Q7) above, please specify the age of equipment in years.	Over 10 Years
8*. Generally the equipment purchased under this grant program:	
Will bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc. Please explain how this equipment will bring the organization into voluntary compliance in the space provided to the right.	NFPA 1962, Standard for the Inspection, Care and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose, 2008 Edition.
9*. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.	Yes
10*. Will the item requested benefit other organizations or otherwise be available for use by other organizations?	Yes
If you answered Yes in the question above, please explain:	NFPA 1962, Standard for the Inspection, Care and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose, 2008 Edition.
11*. Will this equipment be used for wildland firefighting purposes?	No
12*. Is your department trained in the proper use of the equipment being purchased with grant funds?	Yes
If not, will you be asking for training funds for this purpose with this application or will you obtain the appropriate training through other sources?	No

Equipment

	Equipment Details
1*. What percent of your active firefighters are trained to the level of Firefighter I?	100 % (whole number only)
2. What percentage of your active firefighters are trained to the level of Firefighter II?	100 % (whole number only)
3. If you answered less than 100% to either question above, are you requesting for training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001? If you've indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds in this application, please describe in the narrative section of this application your training program and your plans to bring your membership up to Firefighter II.	
4*. What equipment will your organization purchase with this grant?	Adapters, Wyes & Siamese
Please provide further description of the item selected above or if you selected Other above, please specify.	4" to Storz Adapters
5*. Number of units	3 (whole number only)
6*. Cost per unit	$ 157 (whole dollar amounts only)
7*. Generally the equipment purchased under this grant program is:	
The equipment is necessary for the organization's basic mission, but has never been owned before	
If you selected "replacing equipment" (from Q7) above, please specify the age of equipment in years.	Over 10 Years
8*. Generally the equipment purchased under this grant program:	
Will bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc. Please explain how this equipment will bring the organization into voluntary compliance in the space provided to the right.	NFPA 1962, Standard for the Inspection, Care and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose, 2008 Edition.
9*. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.	Yes
10*. Will the item requested benefit other organizations or otherwise be available for use by other organizations?	Yes
If you answered Yes in the question above, please explain:	Four out of the five neighboring jurisdictions use 5" supply lines. This grant will allow Bellevue to complete the transition to 5" supply lines much sooner. This transition will improve interoperability with our mutual and automatic aid partners.
11*. Will this equipment be used for wildland firefighting purposes?	No
12*. Is your department trained in the proper use of the equipment being purchased with grant funds?	Yes
If not, will you be asking for training funds for this purpose with this application or will you obtain the appropriate training through other	No

sources?

Equipment

	Equipment Details
1*. What percent of your active firefighters are trained to the level of Firefighter I?	100 % (whole number only)
2. What percentage of your active firefighters are trained to the level of Firefighter II?	100 % (whole number only)
3. If you answered less than 100% to either question above, are you requesting for training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001?	
If you've indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds in this application, please describe in the narrative section of this application your training program and your plans to bring your membership up to Firefighter II.	
4*. What equipment will your organization purchase with this grant?	Adapters, Wyes & Siamese
Please provide further description of the item selected above or if you selected Other above, please specify.	5" to Storz Adapters
5*. Number of units	3 (whole number only)
6*. Cost per unit	$ 154 (whole dollar amounts only)
7*. Generally the equipment purchased under this grant program is:	
The equipment is necessary for the organization's basic mission, but has never been owned before	
If you selected "replacing equipment" (from Q7) above, please specify the age of equipment in years.	Over 10 Years
8*. Generally the equipment purchased under this grant program:	
Will bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc. Please explain how this equipment will bring the organization into voluntary compliance in the space provided to the right.	NFPA 1962, Standard for the Inspection, Care and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose, 2008 Edition.
9*. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.	Yes
10*. Will the item requested benefit other organizations or otherwise be available for use by other organizations?	Yes
If you answered Yes in the question above, please explain:	Four out of the five neighboring jurisdictions use 5" supply lines. This grant will allow Bellevue to complete the transition to 5" supply lines much sooner. This transition will improve interoperability with our mutual and automatic aid partners.
11*. Will this equipment be used for wildland firefighting purposes?	No

12*. Is your department trained in the proper use of the equipment being purchased with grant funds?	Yes
If not, will you be asking for training funds for this purpose with this application or will you obtain the appropriate training through other sources?	No

Personal Protective Equipment

Personal Protective Equipment Details

1. What percent of your active firefighters are trained to the level of Firefighter I?	100 % (whole number only)
2. What percentage of your active firefighters are trained to the level of Firefighter II?	100 % (whole number only)
3. If you answered less than 100% to either question above, are you requesting for training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001? If you've indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds in this application, please describe in the narrative section of this application your training program and your plans to bring your membership up to Firefighter II.	
4*. Select the PPE that you propose to acquire	Spare Cylinders--45 minutes
Please provide further description of the item selected above or if you selected Other above, please specify.	MSA 45 minute rated Stealth Carbon Wrapped SCBA Cylinders
5*. Number of units	55 (whole number only)
6*. Cost per unit	$900 (whole dollar amounts only)
7 *. • For turnout requests, what percentage of your on-duty active members ***will have*** PPE that meets applicable NFPA and OSHA standards if this grant is awarded? • If you are requesting new SCBA, what percentage of your seated riding positions ***will have*** complaint SCBA assigned to it if this grant is awarded? • If you are asking for specialized PPE (e.g., HazMat), what percentage of applicable members ***will have*** specialized PPE that meets established standards if this grant is awarded?	100%
8*. What is the purpose of this request?	to replace old/obsolete equipment
If you have indicated you are requesting PPE (any PPE other than SCBA) in the Question 1 above, what are the specific ages of your equipment in years? If requesting SCBA, click on "n/a", do not provide PPE ages here but continue on to the next question. **Please assure that you've accounted for ALL gear for ALL members declared in Department Characteristics - not just the gear you wish to replace.**	☑ n/a

Age (in Years)	# of Items
Less than 1	
1	
2	
3	

4
5
6
7
8
9
10
11
12 or more
# of members with no gear

If you have indicated you are requesting SCBA in the Question above, to which edition(s) of NFPA are your SCBA compliant? If not requesting SCBA, please click on "n/a" and continue on to the next question. **Please account for ALL SCBA currently in your department's inventory - not just the equipment you wish to replace .**

☐ n/a

Year	# of NFPA compliant SCBA
2007 Standard	
2002 Standard	
1997 Standard	117
Older Standards	

9*. Is this PPE : For protection use against fire

If you selected Other above, please specify.

10*. Will this equipment be used for wildland firefighting purposes? No

11*. Is your department trained in the proper use of the equipment being purchased with grant funds? Yes

If not, will you be asking for training funds for this purpose with this application or will you obtain the appropriate training through other sources? No

Budget

Budget Object Class	
a. Personnel	$ 0
b. Fringe Benefits	$ 0
c. Travel	$ 0
d. Equipment	$ 97,050
e. Supplies	$ 0
f. Contractual	$ 0

g. Construction	$ 0
h. Other	$ 0
i. Indirect Charges	$ 0
Federal and Applicant Share	
Federal Share	$ 77,640
Applicant Share	$ 19,410
Federal Rate Sharing (%)	80/20
* Non-Federal Resources *(The combined Non-Federal Resources must equal the Applicant Share of $ 19,410)*	
a. Applicant	$ 19,410
b. State	$ 0
c. Local	$ 0
d. Other Sources	$ 0

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.

Total Budget	**$ 97,050**

Narrative Statement

Project Description

* Please indicate which of these Target Capabilities your request outlined in this application will satisfy. Check all that apply:

Firefighting Operations/Support

* Please provide your narrative statement in the space provided below. Include in your narrative, details regarding (1) your project's description and budget, (2) your organization's financial need, (3) the benefit to be derived from the cost of your project, and (4) how the activities requested in your application will help your organization's daily operations and how this grant will protect life and property.

The Bellevue Fire Department (BFD) is a municipal career department of 210 Firefighter/EMT's and Firefighter/Paramedics trained to the NFPA 1001 Firefighter II standard. Bellevue, Washington is the 5th largest city in the State of Washington. Bellevue is the transportation, geographical, commercial and cultural epicenter of the Eastside, located 4.5 miles from Seattle on the east side of Lake Washington. Bellevue houses 22 of the State's largest national corporations, such as; Microsoft, Expedia, PACCAR, and Costco.

The Bellevue Fire Department is seeking grant funds to replace 55, MSA Stealth Carbon Wrapped, 45 minute rated SCBA Cylinders. These cylinders are being sought to replace equipment which reaches the end of the Manufacturer's functional life (15 years) in 2011. All Bellevue Fire Department SCBA's meet the requirements of NFPA 1981 (Standard on Open-Circuit Self-Contained Breathing Apparatus for Emergency Services), 1997 Edition and purchase of these cylinders will ensure continued compliance with the standard.

Additionally, the Bellevue Fire Department is requesting funds to replace 63, fifty foot sections of 5" large diameter supply hose (LDH), 12 Pony sections (25') of 5" LDH and related adapters. This equipment is needed to replace the growing inventory of Bellevue FD hose that has outlived its useful service life. Hose failures due to age and inner liner delamination have significantly depleted the Department's stock of LDH. Firefighter safety and service to the community is affected by running short of standard hose complements on our apparatus. If this grant is approved 100% of our fire hose will meet the NFPA 1962, Standard for the Inspection, Care, and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose, 2008 Edition. The estimated cost of purchasing SCBA tanks, hose and adapters is $119,820.

Bellevue conducts annual hose testing on both our fire attack and supply hose as outlined in NFPA Pamphlet 1962 Chapter 7 (2008 edition). In 2008, approximately 20% of, this hose failed annual testing and was removed from service. Additional testing of our LDH was conducted in March 2009. This testing determined significant inner liner delamination had occurred in 40% of our 4" supply hose, resulting in condemnation of over 90 sections. This condemnation resulted in the redistribution of supply lines for our first-line apparatus, effectively reducing the allocation from 1000' to 750' per engine. The remaining supply hose was over 10 years old and should be replaced.

Due to the delamination and interoperability needs with our mutual and automatic aid partners, the Department made the decision to start transitioning all supply line to 5". The Department is currently transitioning to 5" supply line and approval of this grant will allow for completion of this transition years earlier.

Financial Need

The Pacific Northwest has been trailing the national economic downturn. Regional economists are projecting that the Seattle/Bellevue area will remain in recession well into 2013. Despite national trends, a recent construction boom has resulted in the addition of 13.5 million square feet of additional building space in Bellevue. Because of the economic downturn, the commercial and multi-family vacancy rates have risen substantially, and property values have continued to fall. The City's main revenue sources are Property, Sales and Business & Occupation Taxes. The economic downturn and subsequent drop in property values has resulted in revenue shortfalls of over $20 million for the next budget cycle. The City is responding with budget cuts.

Our annual operating budget is $35 million. In 2009, 82% of our budget was spent on Salaries & Benefits; 11% on interfund charges for vehicle operations & maintenance, information technology, and insurance; 2% for dispatch fees; and the remaining 5% for all other expenses such as, supplies, equipment, PPE, utilities, facility

maintenance, and training. The Department's adopted 2010 budget has been reduced by $730,000. In order to minimize the impact on staffing levels, the majority of the cuts have come from the 5% used for other operating expenditures. Due to continued declining economic conditions, the City is now working on additional reduction for the 2011-2012 budget.

Over the past two years, we have been able to replace a portion of our hose; however, the department lacks sufficient funding to replace the balance. With additional budget reductions, it will take us up to five more years to fund our remaining hose needs.

The SCBA cylinders reach the end of their recommended life (15 years) next year, and need to be replaced to ensure firefighter safety. Without this grant funding, this replacement would occur to the detriment of essential training and equipment purchases.

Cost Benefit

To address the need to replace nearly all of our supply line in a short period of time, the department formed a committee to determine if a move from 4" to 5" hose was prudent given its increased volume and the improvement to its high pressure capability. The 5" hose increases interoperability with our automatic and mutual aid partners. In light of our current 4" hose delaminating issues, interoperability and increased pressure capabilities of new 5" hose; it was determined a complete transition to 5" hose would be the best approach. With this proposed grant purchase we will complete a transition to 5".

If this award is not received, the SCBA cylinders would have to be purchased. This would further reduce the monies available for the proposed hose replacement. Without grant funds it could take us over 5 years to complete the proposed hose replacements. In the mean time, the condition of our current hose will continue to deteriorate and be removed from service as failures are discovered. Further hose removal will reduce our inventories below operating standards and represent a significant safety hazard to our firefighters and community.

Effect on Daily Operations

The proposed SCBA cylinder and hose replacement will result in increased firefighter safety, increased water volumes, ensure that we are interoperable with our mutual/automatic aid partners, and provide our pumpers with a complete hose complement. Currently, 93% of our suppression response area has a hydrant within 500 feet; however, the other 7%, due to travel distances, is located in areas where a second in unit could be delayed. This additional funding will enable us to return all of our pumpers to a full complement of LDH, sufficient to take a hydrant and flow water at any incident within our service area.

Additionally, replacement of all delaminated or suspect hose will provide much safer working conditions for our firefighters by ensuring water flow capabilities at the fire scene.

Fully functioning, compliant SCBA Cylinders and adequate supply hose are essential to the safety of our firefighters, citizens and the protection of life and property.

* Please describe all grants that you have received from DHS including any AFG grants received from DHS or FEMA, for example, 2002 AFG grant for vehicle or 2003 ODP grant for exercises. (Enter "N/A" if Not Applicable)

The Bellevue Fire Department has received the follow grant funding directly or indirectly from the Department of Homeland Security. Grants marked with an asterisk (*) were for regional activities where Bellevue Fire was a participant or lead agency for the grants:

Emergency Preparedness Planning Grants (WA State Military Dept/FEMA):
2005 – EMPG - $81,776
2006 – EMPG - $71,766
2007 – EMPG - $78,619
2007 – Hazard Mitigation Plan Grant - $20,000
2008 – EMPG Supplemental -$20,313
2008 – EMPG – $95,179

State Homeland Security Program (SHSP) Grants:
*2006 - Hazardous Materials Equipment - $157,901

*2006 – SCBA Unit Upgrades -$157,901
*2006 – Haz Mat Team Training - $10,000
*2007 –Train the Trainer Structural Collapse Rescue Awareness - $8,900
*2007 – King County Zone 1 Holmatro Rescue tools and Tyvek suits - $140,200
*2008 – CBRNE HazMat Technician Training for member of Eastside HazMat Response Consortium - $25,000
*2008 – Regional Catastrophic Structural Collapse Rescue Plan - $225,000

Urban Area Security Initiative (UASI) Grants:
*2006 - Hazardous Materials Equipment - $121,911
*2007 - Heavy Rescue Training, UASI Program Manager, Police SWAT Vehicle and Utilities Temporary Water Supply
*2007 – UASI Citizen Preparedness Grant - $49,500
*2008 – NORCOM (Regional Communication Agency) equipment & planning, sustainment of UASI Program Manager, and Community Preparedness - $1,764,344
*2009 – Public Education Outreach $49,500
2009 – UASI Grant Coordinator - $124,196
2009 – UASI WebEOC - $100,000
2009 – UASI Community Preparedness - $100,000

Homeland Security Pass-Through Grants From King County Office of Emergency Management:
*2006 - Metro Transit Police/Fire Tabletop Drill – $10,000
*2006 - Metro Transit Police/Fire Drill – $18,000
*2007 - Mass Casualty Incident Management Tabletop Exercise – $8,284
2007 –Advance Haz Mat Life Support Provider - $3,400

Assistance for Firefighters Grant (AFG):
2007 - 06 AFG – PPE (turnouts), Operations Level Structural Collapse Training and Technician Level Technical Rescue Training - $412,999
2008 – 08 AFG Officer Development Training - $146,376
2009 – Fire Prevention and Safety - $31,000

Assurances and Certifications

Form 20-16A

You must read and sign these assurances. These documents contain the Federal requirements attached to all Federal grants including the right of the Federal government to review the grant activity. You should read over the documents to become aware of the requirements. The Assurances and Certifications must be read, signed, and *submitted as a part of the application.*

Note: Fields marked with an * are required.

Assurances Non-Construction Programs

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a- 7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for Federally assisted construction sub agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

Form 20-16C

You must read and sign these assurances.

Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements.
Note: Fields marked with an * are required.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 44 CFR Part 17, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Homeland Security (DHS) determines to award the covered transaction, grant, or cooperative agreement.

1. Lobbying

A. As required by the section 1352, Title 31 of the US Code, and implemented at 44 CFR Part 18 for persons (entering) into a grant or cooperative agreement over $100,000, as defined at 44CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement and extension, continuation, renewal amendment or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all the sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements and sub contract(s)) and that all sub recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

A. As required by Executive Order 12549, Debarment and Suspension, and implemented at 44CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A, the applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification: and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees other than individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44CFR Part 17, Subpart F, for grantees, as defined at 44 CFR part 17, Sections 17.615 and 17.620:

(A) The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
(b) Establishing an on-going drug free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;
(2) The grantees policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);
(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement and
(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable DHS awarding office, i.e. regional office or DHS office.
(f) Taking one of the following actions, against such an employee, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

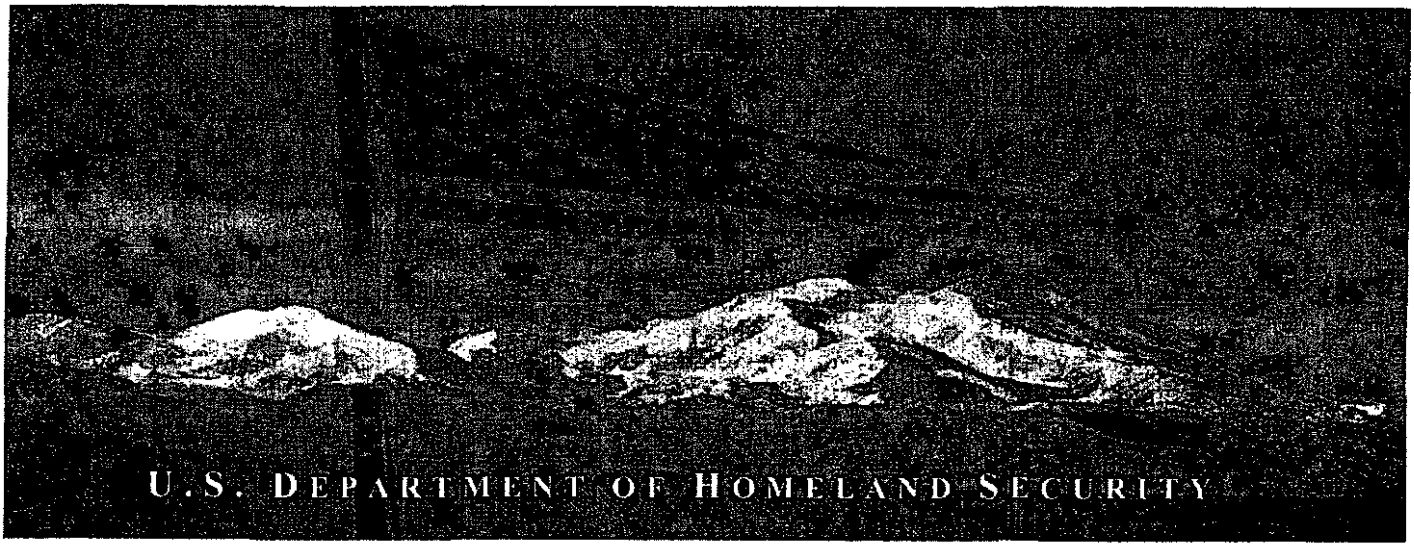
Place of Performance

Street	City	State	Zip	Action

If your place of performance is different from the physical address provided by you in the Applicant Information, press *Add Place of Performance* button above to ensure that the correct place of performance has been specified. You can add multiple addresses by repeating this process multiple times.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for DHS funding. States and State agencies may elect to use a Statewide certification.

Signed by **Kieron Gillmore** on **05/27/2010**



FISCAL YEAR 2010

Assistance to Firefighters Grants

GUIDANCE AND APPLICATION KIT

APRIL 2010

U.S. DEPARTMENT OF HOMELAND SECURITY

Title of Opportunity: Assistance to Firefighters Grants

Federal Agency Name: Department of Homeland Security (DH$), Federal Emergency Management Agency (FEMA)

Announcement Type: Initial

Dates: Completed applications may be submitted as early as Monday, April 26, 2010, but must be submitted **no later than 5:00 p.m., Eastern Time on Friday, May 28, 2010.**

Additional overview information: The Fiscal Year (FY) 2010 Assistance to Firefighters Grants (AFG) remains largely unchanged from the previous year's program. In FY 2010, the program will remain focused on firefighter life and safety as well as the safety of the public the firefighters serve. Applicants who demonstrate that their request will have a direct effect on life and safety will receive the highest consideration.

Procurement Integrity

Through audits conducted by the Department of Homeland Security's Office of Inspector General (OIG) and through the Assistance to Firefighters Program Office grant monitoring, it has become apparent that some Assistance to Firefighters Grant (AFG) recipients have not adhered, or are not totally adhering, to the proper procurement requirements when spending grant funds. Anything less than full compliance with Federal procurement policies jeopardizes the integrity of the grant as well as the grant program. Below, we have reiterated the Federal procurement requirements for fire departments and emergency medical service (EMS) organizations grantees when buying goods and services with Federal grant funds. DHS will include a review of grantees' procurement practices as part of the normal monitoring activities.

Competition: All procurement transactions shall be conducted in a manner that provides, to the maximum extent practical, open and free competition. Grantees are expected to promote competition and ensure advantageous pricing by soliciting bids from multiple vendors. Purchases shall be made from the vendor whose bid is responsive to the solicitation and is most advantageous to the grantee when price, quality, and other factors are considered. Grantees may use their own procurement procedures, which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal laws and standards. Grantees who fail to adhere to their own procurement policy, or otherwise fail to fully "compete" any purchase involving Federal funds, may find that their expenditures will be questioned and subsequently disallowed.

Documentation: Grantees are required to maintain and retain backup documentation such as bids, quotes, and cost/price analyses on file for review by Federal personnel. The required documentation for federally funded purchases should include specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders or contracts, invoices, and cancelled checks. Grantees who fail to fully document their purchases may find that their expenditures will be questioned and subsequently disallowed.

Specifications: Specifications developed for solicitations shall clearly set forth all requirements that the bidder shall fulfill in order for the bid or offer to be evaluated by the recipient. However, those specifications may not be so narrowly constructed or contain features which unduly limit, restrict, or eliminate competition unnecessarily. Grantees may, when developing their solicitations, list factors that will be used in their evaluation of proposals that are submitted, as long as those evaluation factors are not found to limit competition. Finally, grantees cannot impose in-State or local geographical preferences in the evaluation of bids or proposals.

Applicants and grantees are encouraged to obtain product information from vendors in order to be more informed about the items they plan to purchase. However, grantees may not use specifications obtained from vendors for any solicitation with Federal grant funds if the specifications would be found to be restrictive. It is the grantee's

responsibility to assure that vendor specifications are not used in a manner which would result in restricting or limiting competition from other vendors of similar products. Additionally, if a vendor or manufacturer drafts, writes, edits, critiques, or provides any direct consultation on a grant application, that vendor or manufacturer cannot submit a bid for that purchase. Likewise, if a vendor or manufacturer drafts, writes, edits, critiques, or provides any direct consultation on a specification to be used for the solicitation for the purchase of a specific product, that vendor or manufacturer cannot submit a bid for that purchase. *See* Conflicts of Interest below.

Grantees shall, on request, make available to DHS pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, *etc.*, if 1) the purchase specifies a "brand name" product or 2) the proposed award is to be awarded to other than the apparent low bidder under a sealed bid process. Grantees found to be using proprietary, or otherwise limiting specifications, may find their expenditures *questioned and* subsequently disallowed.

Personal and Organizational Conflicts of interest: In order to ensure objective vendor performance and eliminate a real or apparent unfair competitive advantage, vendors who develop or write bid specifications, requirements, statements of work (including the grant application), and/or requests for proposals (RFP) shall be excluded from competing for such procurements. Vendors may provide product information to grantees for consideration and use during the grantees' product evaluation and drafting of solicitation specifications. However, it is the grantees' responsibility to assure that the specifications used are not proprietary or unduly limit competition. Additionally, no employee, officer, or agent of the grantee shall participate in the selection, award, or administration of a procurement supported by Federal funds if a real or an apparent conflict of interest would be involved. A conflict of interest could arise when any of the following conditions exists:

a) An officer, employee, or agent of the grantee has a financial or other interest in the vendor selected for the procurement.
b) Any member of the grantee's officers', employees', or agents' immediate family has a financial or other interest in the vendor selected for the procurement.
c) An organization which employs a grantee's officer, employee, or agent is a vendor or has a financial or other interest in the vendor selected for the procurement.

For the purposes of this program, we consider volunteers of an organization and grant writers to be employees, officers, and/or agents of the grantee. As such, no volunteer or member of an organization or anyone involved in the application for funding can participate in, or benefit from, the procurement if Federal funds are involved. Grantees that purchase items with grant funds from vendors who employ any of their volunteers/members will have to document how they avoided a conflict of interest during the procurement process (*i.e.,* specific details regarding how the members/volunteers removed themselves, or how they were prevented from participating in the process). Grantees who fail to fully document their purchases may find that their expenditures will be questioned and subsequently disallowed.

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PART I.
FUNDING OPPORTUNITY DESCRIPTION

Assistance to Firefighters Grants (AFG) provide financial assistance directly to fire departments and nonaffiliated EMS organizations to enhance their capabilities with respect to fire and fire-related hazards. The authority for AFG is derived from the *Federal Fire Prevention and Control Act of 1974* (15 U.S.C. §§ 2229 *et seq.*), as amended. Congress appropriated a total of $390 million for the FY 2010 AFG (Public Law 110-329). Our primary goal is to help fire departments and nonaffiliated EMS organizations meet their firefighting and emergency response needs. AFG seeks to support organizations that lack the tools and resources necessary to more effectively protect the life and safety of the public and their emergency response personnel with respect to fire and all other hazards.

The purpose of this package is to provide an overview of the AFG, the formal grant guidance, and the application materials needed to apply for funding under this program. Also included is an explanation of DHS requirements for implementation of a successful application. Our job at DHS is to provide clear guidance and application tools to assist applicants. Our customers are entitled to effective assistance during the application process and transparent, disciplined management controls to support grant awards. We intend to be good stewards of Federal resources and common-sense partners with our first responder colleagues.

A. Federal Strategy

The AFG Program is an important part of the Administration's larger, coordinated effort to strengthen homeland security preparedness. Of particular significance are the National Preparedness Guidelines and their associated work products. The National Preparedness Guidelines are an all-hazards vision regarding the Nation's four core preparedness objectives: prevent, protect, respond and recover from both terrorist attacks and catastrophic natural disasters.

The National Preparedness Guidelines define a vision of what to accomplish and a set of tools to forge a unified national consensus about what to do and how to work together at all levels of government to effectively respond to all hazards. First responder participation is integral to the Guidelines' success. DHS expects its first responder partners to be familiar with these national preparedness guidelines and to consider these guidelines when assessing their needs and developing their grant requests.

B. Priority Development Process

Each year, DHS brings together a panel of fire service professionals representing nine major fire service organizations to recommend funding priorities and other implementation criteria for AFG. This criteria development panel is charged with making recommendations to DHS regarding the creation and/or modification of previously established funding priorities, as well as developing criteria for awarding grants. The nine organizations are:

- Congressional Fire Services Institute (CFSI);
- International Association of Arson Investigators (IAAI);
- International Association of Fire Chiefs (IAFC);
- International Association of Fire Fighters (IAFF);
- International Society of Fire Service Instructors (ISFSI);
- National Association of State Fire Marshals (NASFM);
- National Fire Protection Association (NFPA);
- National Volunteer Fire Council (NVFC); and
- North American Fire Training Directors (NAFTD).

The Department considers each recommendation made to it by the criteria development panel and this document reflects the Department's implementation of those recommendations with respect to the priorities, direction, and criteria for awarding grants. All of the funding priorities for the FY 2010 AFG are designed to address the following: first responder safety, enhancing national capabilities, risk, and/or interoperability.

The specific criteria for our highest priorities for each of the funding areas are set forth in *Part I. Section C. Funding Priorities* of this guidance. No one funding area is considered a priority over the others; therefore, the lists are not in any particular order.

C. Funding Priorities

AFG funding priorities differ for fire departments and nonaffiliated EMS organizations. Please read the guidance document with this in mind, and make sure that you are researching the appropriate sections for your organization.

1. Fire Department Priorities

The AFG governing legislation requires DHS to take into account the benefit to be derived from the costs of the grant activity when considering each application for award. DHS has determined that a risk-based focus achieves this cost-benefit consideration and that an applicant's probable frequency of need and use (of the items or materials being requested) as well as the level of population protected by the applicant are both measures of risk as well as indicators of the benefit that could be derived from an award. Therefore, for each activity below, DHS will provide a higher level of consideration to

applicants with significant levels of incidents and to applicants who protect large populations relative to other applicants, regardless of the type of community served.

The criteria development panel has recommended that DHS make a distinction between "new missions" and "new risks." A department or organization takes on a "new mission" when it expands services into areas not previously offered such as a fire department seeking funding to provide emergency medical services for the first time. A "new risk" presents itself when a department or organization must address risks that have materialized in the department's area of responsibility, for example, the construction of a chemical plant. A department or organization taking on "new risks" will be afforded higher consideration than departments or organizations taking on a "new mission."

The criteria development panel recommended that the AFG continue to emphasize the importance of training in the FY 2010 program with respect to fire departments. As such, the FY 2010 application for fire departments will contain questions regarding the applicant's current training level and interest in attaining higher levels of proficiency. The questions will not affect the preliminary screening of an application (the screening process is discussed fully under Part V of this guidance) for the FY 2010 program, but the questions and answers will be available for consideration by the peer review panelists in their evaluation of the application.

Requests for Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) equipment and/or training will be evaluated by the peer review panelists relative to the critical infrastructure the applicant protects. Critical infrastructure includes any system or asset that, if attacked, would result in catastrophic loss of life or catastrophic economic loss. Critical infrastructure includes the following: public water and power systems, major business centers, chemical facilities, nuclear power plants, major rail and highway bridges, petroleum and/or natural gas transmission pipelines and storage facilities, telecommunications facilities, and facilities that support large public gatherings, such as sporting events or concerts.

Additionally, training, equipment, or other initiatives that would have an immediate impact on the life and safety of firefighters and the public will be provided higher consideration than initiatives whose benefits will not be realized in the near-term. Specific rating criteria and funding priorities for the FY 2010 AFG Grant activities are provided below following the descriptions of this year's eligible program areas. The rating criteria, in conjunction with the program area description, will provide you with an understanding of what information we are seeking about your proposed projects.

a. Fire Operations and Firefighter Safety

Five different fundable activities are included in this program area: firefighter training, firefighting equipment acquisition, firefighter Personal Protective Equipment (PPE), firefighter wellness and fitness, and modifications to fire stations and facilities. You may apply for as many of the activities within this program area as you deem necessary. There are no bonuses or penalties for applying for only one activity or for multiple

activities; however, applicants requesting multitude activities may have a more difficult time providing a succinct justification for all the projects. Among other considerations iterated below, all applications submitted under Fire Operations and Firefighter Safety will be assessed based on the frequency of use (call volume), the effect on the community (population protected), and the effect on firefighter safety. Applicants that demonstrate that their requests will have an immediate effect on life and safety of the firefighters or the community will receive the highest consideration.

All fire department activities must be applied for under the Fire Operations and Firefighter Safety program area, including fire-based EMS training or equipment. Fire-based EMS training and equipment are eligible under the appropriate activity, *e.g.*, firefighter training, firefighter equipment, *etc.* – NOT under EMS.

Equipment requested under AFG must meet all mandatory regulatory requirements, as well as any national and/or DHS-adopted standards, in order to be eligible for purchase with grant funds. The Responder Knowledge Base (RKB), which can be accessed at http://www.rkb.us, includes relevant information on first responder standards and allows "guest users" to ask any questions they may have on applicable standards.

Equipment/technology requests should have the goal of achieving compliance with nationally applicable standards and of solving interoperability or compatibility problems. Therefore, applicants should describe in their narrative sections how the purchase of equipment would comply with standards and/or facilitate solving interoperability or compatibility problems.

i. Firefighter Training

Assistance to Firefighter Grants (AFG) are available to train firefighting personnel. Examples of training activities include, but are not limited to the following: Firefighter I and II certifications; First Responder EMS; driver/operator; fire officer; HAZMAT (hazardous materials) response; alternative fuel firefighting; incident command; supervision and safety; CBRNE awareness, performance, planning and management; or train-the-trainer courses in any of these areas.

In implementing the fire service's recommendations concerning AFG, DHS has determined that the most benefit is derived from training that is instructor-led and hands-on and that leads to a nationally sanctioned or State certification. Therefore, applications focused on national or State certification training, including train-the-trainer initiatives, will receive a higher competitive rating. Training that involves instructors, that requires the students to demonstrate their grasp of knowledge of the training material via testing, and that is integral to a certification, will receive a high competitive rating. Instructor-led training that does not lead to a certification and any self-taught courses are of lower benefit and, therefore, will not be a high priority.

A high competitive advantage is provided to proposed training projects that benefit the highest percentage of applicable personnel (such as the hazardous materials handling

team) within a fire department or that will be open to other departments in the region. Large departments with a high number of active firefighters will receive additional consideration when applying under the Firefighter Training Activity. Training designated to enhance multi-jurisdictional capabilities will receive a higher rating.

Training that brings the department into statutory or Occupational Safety and Health Administration (OSHA) compliance or compliance with federally mandated initiatives (such as knowledge and understanding of the National Incident Management System (NIMS) and/or Incident Command Systems (ICS)) or training that would bring an applicant into compliance with national standards would provide the highest benefit relative to training that is not required. Therefore, requests to meet federally mandated or national standard compliance would receive the highest consideration. Training that is meant to address a local risk is secondary to training that leads to departments meeting statutory compliance or compliance with national standards. Training that does not have statutory compliance or does not meet a national standard will receive a low competitive rating.

Due to the inherent differences among urban, suburban, and rural firefighting conventions, there are different priorities under the Training Activity for departments servicing the different types of communities. However, CBRNE awareness training and Improvised Explosive Device (IED) response awareness training have a high benefit and will receive the highest consideration regardless of the type of community served.

For departments serving rural communities, requests for basic operational-level firefighting training; safety officer training; operational-level rescue; driver training; or first responder EMS, Emergency Medical Technician-Basic (EMT-B), and Emergency Medical Technician-Intermediate (EMT-I) (*i.e.*, training in basic firefighting or EMS duties) has greater benefit than funding officer training, airport rescue and firefighting (ARFF), or other specialized training. In rural communities, after basic training, officer training and ARFF training will receive a lower cost-benefit rating. The lowest consideration will be provided to departments that serve rural communities but are seeking assistance for other specialized types of training, such as mass-casualty, HAZMAT, advance rescue and EMT, or inspector training.

With respect to AFG training priorities for departments serving urban or suburban communities, the criteria development panel recommended that any training requested by an urban or suburban department should be given the highest level of consideration. When considering the relative merit of applications for training from departments serving urban and suburban communities, DHS will give higher priority to training proposals that improve coordination capabilities across first responder disciplines (fire, EMS, and law enforcement) and jurisdictions (local, State, and Federal). Training such as NIMS and ICS related to coordinated incident response (*e.g.*, weapons of mass destruction (WMD) awareness and incident operations, chemical or biological operations, or bomb threats), tactical emergency communications procedures, or similar types of inter-disciplinary, inter-jurisdictional training will receive the highest competitive rating.

ii. Firefighting Equipment Acquisition

AFG funds are available for equipment to enhance the safety or effectiveness of firefighting, rescue, and fire-based EMS functions. Grants also are available for equipment necessary for response to CBRNE incidents.

DHS has determined that the greatest benefits of AFG funding will be achieved by enabling fire departments to purchase firefighting equipment (including rescue, EMS, and CBRNE) that supports a department's existing mission or that replaces used or obsolete firefighting equipment. Our second priority will be to fund departments seeking to expand their functional capabilities within their existing mission areas or to appropriately equip themselves to meet a new risk. The lowest priority is funding equipment to increase a department's reserve supply or to expand a department's services into new mission areas. For departments replacing old or damaged equipment, departments with the oldest equipment will receive the highest priority, and departments with the newest equipment will receive a low priority.

For the FY 2010 AFG, the purchase of equipment that brings the department into compliance with nationally recommended standards (such as the NFPA) or statutory compliance (such as OSHA) will provide the highest benefit to the applicant and, therefore, will receive the highest consideration. The purchase of equipment that brings a department into voluntary compliance with OSHA standards will also receive a high competitive rating but secondary to equipment that leads to a department's statutory compliance. Equipment that brings a department up to a State or local standard or that does not have an effect on statutory compliance or voluntary compliance with a national standard will receive a lower competitive rating. Applicants should designate which compliance standards would be achieved with this activity.

Training is of critical importance to any first responder organization. DHS believes that equipment is of no use if the operator is not trained to use it. As such, applicants must demonstrate that users of equipment purchased with the grant either are, or will be, sufficiently trained to use the equipment. Inability to demonstrate and fulfill this training requirement will result in ineligibility for equipment funding.

AFG's purpose is to protect the life and safety of the public and firefighters from fire and fire-related hazards; therefore, equipment that has a direct effect on firefighters' lives and safety will receive a higher competitive rating over equipment that has no such effect. Equipment promoting interoperability with neighboring jurisdictions will receive additional consideration in the cost-benefit assessment.

iii. Firefighter Personal Protective Equipment (PPE)

AFG funds are available to acquire primarily OSHA-required PPE for firefighting personnel. The primary purpose of AFG is to protect the life and safety of the public and

of firefighters. To achieve this goal and maximize the benefit to the firefighting community, the FY 2010 AFG will give higher priority to funding applicants who need to purchase PPE for the first time (*i.e.*, for new firefighters) over departments replacing old, obsolete, or substandard equipment (*e.g.*, equipment not meeting current NFPA and OSHA standards). In applications that request funding to replace equipment, the age and condition of the PPE that is to be replaced will be the primary consideration with the replacement of older or worn-out equipment receiving higher consideration than requests for replacement of newer equipment.

For departments replacing equipment such as "turnout gear," the condition of the equipment to be replaced will be factored into the score with a higher priority given to replacing equipment that is damaged, torn, or contaminated over equipment that is worn but usable. For departments replacing old or damaged equipment, departments with the oldest equipment will receive the highest priority, and departments with the newest equipment will receive a low priority.

For departments replacing Self Contained Breathing Apparatus (SCBA), the specific Edition of NFPA 1981 (*Standard on Open-Circuit Self-Contained Breathing Apparatus for Emergency Services*) to which the existing equipment is compliant (2007 Edition, 2002 Edition, 1997 Edition, *etc.*) will be factored into the score with a higher priority given to replacing equipment that is older. For departments replacing old or damaged equipment, departments with the oldest or most worn-out equipment will receive the highest priority, and departments with the newest, most functional equipment will receive a low priority.

The criteria development panel recommended that DHS only consider replacing old, inoperable SCBA and/or upgrading older SCBAs to the new standard within a region if proper justification was provided. Specifically, they recommended that DHS not consider replacement of SCBA that is compliant to the 1997 Edition of NFPA 1981 or the 2002 Edition of NFPA 1981. The criteria development panel also recommended, and DHS agreed, that due to the limited funding available for grants and the recent change in SCBA standards (the 2007 Edition of NFPA 1981), DHS will not consider requests for regional projects that involve wholesale replacement of SCBA within a region.

In concurrence with the recommendations of the criteria development panel, large departments with a high number of firefighters will receive additional consideration. We will also give a high competitive rating to departments that want to purchase enough PPE to bring their compliance up to 100 percent. If the request is for SCBA, the percentage of compliance should be determined from the number of seated positions rather than the number of firefighters. Departments seeking to purchase PPE for a new mission will receive a low rating. Departments seeking to purchase PPE to have for an extra reserve supply will receive the lowest priority.

DHS believes that training is of critical importance to any first responder organization. Applicants who are not, or will not be, sufficiently trained to use the equipment requested under this activity will be ineligible for funding.

iv. Firefighter Wellness and Fitness

For the FY 2010 AFG, fire department wellness/fitness activities must offer periodic health screenings, entry physical examinations, and immunizations. Applicants for grants in this activity must currently offer, or plan to use grant funds to provide ***all three benefits*** in order to receive consideration for funding for any other initiatives under this activity.

In accordance with the recommendations of the criteria development panel, the greatest benefit will be realized by supporting applications for new wellness/fitness programs. Therefore, higher competitive ratings will be given to applicants who lack wellness/ fitness programs. Applicants who already provide the three requisite benefits and wish to expand their wellness/fitness program will receive lower consideration than departments who are seeking to initiate a wellness/fitness activity. Because participation is critical to achieving any benefits from a wellness/fitness activity, we will give higher competitive ratings to departments whose wellness/fitness activities mandate participation and are open to all personnel.

After the provision of the three requisite benefits, the criteria development panel recommended providing the highest consideration to candidate physical agility evaluations. Lower priority is given to formal fitness and injury prevention projects, behavioral health management, injury/illness rehabilitation, and employee assistance.

v. Modifications to Fire Stations and Facilities

The American Recovery and Reinvestment Act of 2009 (Public Law 111-5) provided $210 million in funding to DHS to construct new fire stations or modify existing fire stations. The construction of fire stations is ***NOT*** eligible under AFG. Additionally, modifications to fire stations not specifically listed in this section as eligible (*see list below*) are ***NOT*** eligible under AFG.

FY 2010 AFG Grants may be used to modify fire stations and other facilities to protect the life and safety of firefighting personnel. Eligible projects under this activity must have a direct effect on the life and safety of firefighters. Therefore, we will ***NOT*** fund any requests for modifications other than those listed below:

1) Installation of sprinkler systems;
2) Installation of smoke and fire alarm notification systems;
3) Installation of vehicle exhaust evacuation systems;
4) Installation of vehicle mounted exhaust filtration systems;
5) Installation of air improvement systems; and/or
6) Installation of emergency power generators.

From the list of eligible activities above, the highest priority has been assigned to sprinkler systems and fire/smoke alarm systems. DHS does not distinguish between the many

technologies for vehicle exhaust extraction systems. Source capture exhaust extraction systems (vehicle mounted and hose-connected systems) are afforded the same consideration as air quality improvement systems or any other vehicle exhaust extraction system under the 2010 grant opportunity.

Grant funds are to be used only to retrofit existing structures that do not have the eligible safety features or to upgrade facilities whose features are outdated. Grant funds under this funding opportunity may not be used for new construction including new additions to existing structures. When requesting funds for modifications to facilities, older structures will receive the highest consideration for funding.

More benefit would be derived from modifying fire stations than from modifying dispatch centers, fire training facilities, or other fire department facilities. The frequency of use would have a direct bearing on the benefits to be derived from grant funds. In addition, the frequency and duration of a facility's occupancy have a direct relationship to the benefits to be realized from awards made under this activity. As such, facilities occupied or otherwise in use, 24-hours-per-day and 7-days-per-week will receive the highest competitive rating. Requests involving facilities that have sleeping quarters will receive a higher competitive rating. Facilities that do not have sleeping quarters and facilities that are used less than full time will receive lower consideration. Facilities used only occasionally, or on an irregular or part-time basis, will receive the lowest consideration.

Activities involving modifications to facilities are subject to all applicable environmental and historic preservation requirements. Applicants seeking assistance to modify their facilities may undergo additional screening. DHS is required to ascertain to what degree the proposed modifications to fire stations or facilities might affect an applicant's structures relative to the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. No project can proceed – except for project planning – prior to formal DHS approval. Noncompliance with this provision may jeopardize an applicant's award and subsequent funding.

b. Firefighting Vehicle Acquisition

AFG provides grants for new firefighting vehicles, used fire apparatus originally designed for firefighting, or refurbished apparatus originally designed for firefighting. Funds may also be used to refurbish a vehicle the department currently owns, but only if it is a vehicle originally designed for firefighting. Converted vehicles not originally designed for firefighting are not eligible for refurbishment. New vehicles purchased with AFG funds must be compliant with NFPA 1901 (*Standard for Automotive Apparatus*) or NFPA 1906 (*Standard for Wildland Fire Apparatus*). Used apparatus must be compliant with NFPA 1901 or 1906 for the year the vehicle was manufactured. Refurbished apparatus must meet NFPA 1912 (*Standard for Fire Apparatus Refurbishing*).

In FY 2010, applicants that serve urban or suburban communities may apply for more than one vehicle. However, awards will be limited to only one vehicle per station.

Applicants that serve rural communities are limited to one vehicle per application. If a rural applicant submits an application requesting more than one vehicle, the application will be deemed ineligible. Applicants awarded vehicle grants under AFG in previous years are eligible for another vehicle award this program year.

As required in the two previous grant years, FY 2010 AFG vehicle awardees are required to obtain a prepayment-bond if the grantee advances funds to a manufacturer. Also, the grantee must include in their vehicle purchase contract specific performance requirements and penalties for noncompliance with the requirements. Extensions to a grant's period of performance may not be considered if the requisite prepayment-bond is not obtained and/or if the performance penalties are not included in the purchase contract. Also, extensions to a grant's period of performance will not be considered if the grantee is not diligent in their implementation of the grant activities.

Due to inherent differences among urban, suburban, and rural firefighting conventions, AFG has different priorities in the vehicle program area for departments that serve different types of communities. As stated above, applications from departments that serve urban and suburban communities may submit an application for multiple vehicles. The urban or suburban application may include requests for vehicles from any or all of the three priorities; however, applications that include lower priority vehicles will receive lower consideration. The following table lists the funding priorities for this program area by each type of community.

Firefighting Vehicle Program Priorities			
Priority	**Urban Communities**	**Suburban Communities**	**Rural Communities**
Priority One	Pumper Aerial Quint (Aerial < 76') Quint (Aerial > 76') Rescue	Pumper Aerial Quint (Aerial < 76') Quint (Aerial >76')	Pumper Brush/Attack Tanker/Tender Quint (Aerial < 76')
Priority Two	Command HAZMAT Light/Air Rehab Foam Truck	Command HAZMAT Rescue Tanker/Tender Brush/Attack Foam Truck	HAZMAT Rescue Aerial Quint (Aerial > 76')
Priority Three	ARFFV[1] Brush/Attack Fire Boat Tanker/Tender Ambulance	ARFFV[1] Rehab Light/Air Fire Boat Ambulance	Foam Truck ARFFV[1] Command Rehab Fire Boat Ambulance Light/Air

The vehicles listed in this matrix will appear on a dropdown menu in the automated application. Included in the menu is an option "other" which is to be used if the type of vehicle to be requested is not on the list. All vehicles requested under "other" will receive the lowest priority.

As with any request, DHS reserves the right to reduce any vehicle request for assistance, in whole or in part, that DHS deems to be excessive or otherwise contrary to the best interests of this program. AFG funding is meant to supplement, rather than replace, an organization's funding. Grantees must maintain their level of operating expenditures during the grant period at a level equal to, or greater than, the average of their operating expenditures in the two years preceding the year in which assistance is received. (*See Part VI. Section B. Grantee Responsibilities.*) This means that if an organization has a vehicle replacement program where it purchases three new vehicles every year, and that organization is awarded a vehicle grant, that organization will have to maintain its practice of purchasing three new vehicles in the year of the grant in addition to the vehicle(s) awarded under the grant. The vehicle grantee CANNOT use AFG funding as a substitute for its vehicle replacement budget. In order to assure that this requirement is met, DHS may require detailed documentation regarding an applicant's or grantee's vehicle purchasing practices and policies.

[1] ARFFV is an Airport Rescue Firefighting Vehicle.

As with other eligible AFG activities, the primary goal in the Firefighting Vehicle Acquisition program is firefighter safety. Applicants seeking to replace unsafe vehicles (i.e., open cab engines or converted tankers) will receive higher consideration than applicants seeking to replace vehicles that have these safety features. The highest consideration is provided to applicants wanting to replace vehicles that have been converted for use as firefighting vehicles, but were not originally designed for firefighting. However, replacement of an unsafe vehicle will still have to be justified in the narrative. Converted vehicles not originally used, nor intended to be used, in emergency operations will not be favorably reviewed merely because they are converted. We will give high consideration to applicants with firefighting vehicles that had an "open-cab" configuration in their original design.

Applicants wanting to benefit from this consideration must certify that the unsafe vehicle will be permanently removed from emergency service if awarded a grant. "Permanently removed from emergency service" means that the grantee cannot use the vehicle for emergency service, nor may the grantee sell or otherwise transfer title to any individual or organization that will use the unsafe vehicle for emergency service. The grantee may NOT sell an unsafe vehicle to another fire department under any circumstances. A grantee that certifies that it will remove the unsafe vehicle from service but then sells the unsafe vehicle to another fire department, or otherwise does not remove the unsafe vehicle from service, is considered to be in default of the grant agreement. Acceptable uses of unsafe vehicles include farm or nursery use, scrap metal, salvage, construction, *etc.*

DHS believes that a greater benefit will be derived from funding an additional vehicle(s) to departments that own few vehicles like the type requested. As such, DHS assigns a higher competitive rating in the apparatus category to fire departments that own fewer firefighting vehicles relative to other departments serving similar types of communities (*i.e.*, urban, suburban, and rural). DHS assesses all vehicles with similar functions when assessing the number of vehicles a department possesses within a particular type. For example, the "pumper" category includes: pumpers, engines, pumper/tankers (apparatus that carries a minimum of 300 gallons of water and has a pump with a capacity to pump a minimum of 750 gallons per minute), rescue-pumpers, quints (with aerials less than 76 feet in length), and urban interface vehicles (Type I). Apparatus that has water capacity in excess of 1,000 gallons and a pump with pumping capacity of less than 750 gallons per minute are considered to be a tanker/tender.

DHS will evaluate the marginal value derived from an additional vehicle of any given type on the basis of call volume. As a result, departments with fewer vehicles of a given type than other departments that service comparable call volumes are more likely to score competitively than departments with more vehicles of that type and comparable call volume unless the need for an additional vehicle of similar type is made apparent in the application.

Urban and suburban applicants may submit requests for more than one vehicle; however, application requests are limited to one vehicle per station as well as by the statutory

funding limits. Applicants must supply sufficient justification for each vehicle included in the request. For those applications with multiple vehicles, the panelists will be instructed to evaluate the marginal benefit to be derived from funding the additional vehicle(s) given the potential use and the population protected. DHS anticipates that the panels will only recommend an award for a multiple vehicles application when the cost-benefit justification is adequately compelling.

DHS assigns a higher competitive rating to departments possessing an aged fleet of firefighting vehicles. In evaluating the age of an applicant's fleet, DHS will take into account the oldest vehicle in the class requested as well as the youngest vehicle in the class requested. DHS will also take into account the average age of the applicants' fleet. In each of these instances, applicants with older vehicles or with an aging fleet will receive higher consideration than applicants with relatively younger vehicles.

DHS will also assign a higher competitive rating to departments that respond to a high volume of incidents. DHS will give higher priority to departments that are seeking vehicles to support existing missions. Conversely, a lower priority will be given to departments that are seeking apparatus with the goal of expanding into new mission areas.

No competitive advantage will be given for the purchase of standard model commercial vehicles relative to custom vehicles or the purchase of used vehicles relative to new vehicles in the preliminary evaluation of applications. DHS has noted that given the size of the department and the size of the community that the department serves, the peer review panelists often prefer low-cost vehicles when evaluating the cost-benefit section of the project narratives. DHS also reserves the right to consider current vehicle costs within the fire service vehicle manufacturing industry when determining the level of funding that will be offered to the potential grantee, particularly if those current costs indicate that the applicant's proposed purchase costs are excessive.

Departments that have formal automatic aid agreements with neighboring departments will receive additional consideration. Departments with formal mutual aid agreements will receive more consideration than departments without formal agreements, but not as much consideration as departments with automatic aid agreements.

Finally, due to the inherent safety benefits to be realized in departments using a comprehensive driver training program meeting NFPA standard 1002 (*Standard for Fire Apparatus Driver/Operator Professional Qualifications*) or its equivalent, we will provide a competitive advantage to requests where the applicant has a comprehensive driver training program. Applicants seeking driver training with their vehicle request will receive a slightly lower competitive rating than departments with a driver training program already in place. Applicants without a comprehensive driver training program that will not implement appropriate driver training in conjunction with their AFG awards or through other resources will ***NOT*** be considered for a vehicle award.

For the FY 2010 program year, vehicle grantees will be required to certify that they have in place, or that they will adopt policies and standard operating procedures (SOPs) that comply with Chapter 6 of NFPA 1500 (*Standard on Fire Department Occupational Safety and Health Program*). Specifically, the SOPs should require at a minimum: 1) all occupants of the grantee's apparatus to use seatbelts or restraints and 2) all drivers of the grantee's apparatus adhere to all traffic signs, signals, and laws.

2. Nonaffiliated EMS Organization Priorities

AFG funding priorities differ for fire departments and nonaffiliated EMS organizations. Please read the guidance document with this in mind and make sure you are researching the appropriate sections for your organization. Equipment requested under AFG must meet all mandatory regulatory requirements, as well as any national and/or DHS-adopted standards in order to be eligible for purchase with grant funds. The RKB, which can be accessed at http://www.rkb.us, includes relevant information on first responder standards and allows "guest users" to ask any questions they may have regarding applicable standards.

AFG may be used to enhance emergency medical services provided by nonaffiliated EMS organizations. EMS funding is limited to no more than 2 percent of the AFG appropriation.

The AFG authorizing legislation requires DHS to take into account the benefit to be derived from the costs of the grant activity when considering each application for award. DHS has determined that the frequency of use and the size of population protected are both a measure of benefit that could be derived from an award. Therefore, for each activity below, DHS will provide a higher level of consideration to organizations with significant levels of incidents and to organizations that protect large populations relative to other applicants, regardless of the type of community served. Organizations with low call volume and/or that serve small communities will receive lower consideration.

The criteria development panel recommended that it is more cost-effective to enhance or expand an existing EMS organization by providing training or equipment than it would be to create a new service. As such, communities that are attempting to initiate EMS services will receive the lowest competitive rating.

Equipment/technology requests should have the goal of solving interoperability or compatibility problems. Therefore, applicants should describe in their narrative sections how the purchase of equipment would comply with standards and/or facilitate solving interoperability or compatibility problems.

Requests for equipment and training to prepare for response to incidents involving CBRNE are available under the applicable equipment and training activities. Applications that include requests for CBRNE equipment or training will be evaluated by the peer review panelists relative to the critical infrastructure the applicant protects. Critical infrastructure includes any system or asset that, if attacked, would result in catastrophic

loss of life or catastrophic economic loss. Critical infrastructure includes the following: public water and power systems, major business centers, chemical facilities, nuclear power plants, major rail and highway bridges, petroleum and/or natural gas transmission pipelines and storage facilities, telecommunications facilities, and facilities that support large public gatherings, such as sporting events or concerts.

Specific rating criteria and funding priorities for AFG FY 2010 grant activities are provided below following the descriptions of eligible program areas. The rating criteria, in conjunction with the program area description, will provide you with an understanding of what information we are seeking about your proposed projects.

a. EMS Operations and Safety

Five different activities are available for funding under this program area: EMS training, EMS equipment acquisition, EMS PPE, EMS wellness and fitness, and modifications to EMS stations and facilities. You may apply for as many of the activities within this program area as you deem necessary. There are no bonuses or penalties for applying for only one activity or for multiple activities; however, we believe that applicants requesting multiple activities have a more difficult time providing a succinct justification for all the projects. Among the other considerations iterated below, all applications submitted under EMS Operations and Safety will be assessed based on the frequency of use (call volume), the affect on the community (population protected), and the affect on the safety of the first-responders. Applicants that demonstrate that their requests will have an immediate effect on life and safety of the first-responders or the community will receive the highest consideration.

If you are a fire-based EMS, you are ***NOT*** eligible to apply as a nonaffiliated EMS organization.

Applicants should ensure that all projects applied for under the grant program are consistent with national standards and address the goals of interoperable communications and equipment compatibility.

i. EMS Training

AFG provides grants to train EMS personnel. Examples of training activities include, but are not limited to, first responder, basic life support, advanced life support, Paramedic, HAZMAT Operations, or Rescue Operations.

Because training is a prerequisite to the effective use of EMS equipment, organizations whose requests are more focused on training activities will receive a higher competitive rating than organizations whose requests are more focused on equipment. A higher competitive rating will be given to nonaffiliated EMS organizations that are planning to upgrade services to ALS level of response. Specifically, organizations that are seeking to elevate their response level from EMT-B to EMT-I will receive the highest priority and organizations that are seeking to elevate their response level from EMT-I to Emergency

Medical Technician-Paramedic (EMT-P) will receive a high priority. Our second priority is to elevate emergency responders' capabilities from first responder to a BLS level of response (*i.e.* EMT-B). Due to the time and cost, upgrading an organization's response level from EMT-B to EMT-P is a lower priority. Organizations seeking training in rescue or HAZMAT operations will receive lower consideration than organizations seeking training for medical services. Our lowest priority is to fund first responder training. Organizations that are seeking to train a high percentage of their active first responders will receive additional consideration when applying under the EMS Training Activity.

ii. EMS Equipment Acquisition

Because training is a prerequisite to the effective use of EMS equipment, organizations whose requests are more focused on training activities will receive a higher competitive rating than organizations whose requests are more focused on equipment. Training is of critical importance to any first responder organization. DHS believes that equipment is of no use if the operator is not trained to use it. As such, applicants must demonstrate that users of equipment purchased with the grant either are, or will be, sufficiently trained to use the equipment. Inability to demonstrate and fulfill this training requirement will result in ineligibility for equipment funding.

Organizations that are seeking ALS-level capability are the AFG's highest priority. However, organizations that request ALS-support equipment but that are not trained to the ALS level or are not requesting training to the ALS level of response will receive a low priority. Requests seeking assistance to purchase equipment to support BLS level of response are a secondary priority. Organizations seeking equipment for rescue or HAZMAT operations will receive lower consideration than organizations seeking equipment used to provide medical services. Our lowest priority is to fund first responder training.

DHS makes a distinction between "new missions" and "new risks." According to the criteria development panel, an organization takes on a "new mission" when it expands services into areas not previously offered, such as an EMS organization seeking funding to provide water rescue capability for the first time. A "new risk" is when an organization is forced to address risks that have materialized in the organization's area of responsibility; for example, construction of a chemical plant could constitute a "new risk."

Organizations upgrading their equipment for existing services will receive the highest consideration. Organizations taking on "new risks" will be considered the second priority. Organizations taking on a "new mission" will receive a lower priority, due to the risk that an applicant will not be able to financially support and sustain the "new mission" beyond the grant performance period. Organizations that are replacing used or obsolete equipment will receive lower consideration compared to organizations that are upgrading their equipment for existing services. This is because the criteria development group believes that an organization that is merely replacing equipment is not improving their services when compared to organizations that are upgrading their equipment. The lowest priority is funding equipment to increase an applicant's available supply (reserve equipment) or to expand an applicant's services into new mission areas. Finally,

equipment that will bring an organization into compliance with State or Federal regulations will receive higher consideration than equipment that has no statutory basis.

iii. EMS Personal Protective Equipment

AFG allows grant funds to be used to acquire PPE for active EMS first responder personnel, particularly PPE required by OSHA. One of AFG's goals is to protect the life and safety of the public and first responders. To achieve this goal and to maximize the benefit to the EMS community, in FY 2010 AFG will prioritize funding for organizations needing to purchase PPE for the first time. We also will give very high consideration to organizations replacing obsolete or substandard equipment. In these cases, the condition of the equipment to be replaced will be factored into the score, with a higher priority given to replacing equipment that is damaged, torn, or contaminated over equipment that is worn but usable. For organizations replacing old or damaged equipment, those organizations with the oldest equipment will receive the highest priority, and organizations with the newest equipment will receive the lowest priority. In addition, we will give a high competitive rating to EMS organizations with a large percentage of active staff without compliant EMS PPE. However, large organizations with a high number of first responders will receive additional consideration irrespective of their percentage of noncompliant PPE. We will also give a high competitive rating to organizations that want to purchase enough PPE to bring their compliance up to 100 percent. Organizations seeking to purchase PPE for a new mission or to have equipment for a reserve supply will receive the lowest funding priority.

DHS believes that training is of critical importance to any first responder organization, and that equipment is of no use if the operator is not trained to use it. As such, applicants who are not, or will not be, sufficiently trained to use the equipment requested under this activity will not be eligible for funding.

iv. EMS Wellness and Fitness

For the FY 2010 AFG, effective EMS wellness/fitness activities must offer periodic health screenings, entry-level physical examinations, and immunizations. Applicants for grants in this activity must currently offer, or plan to use grant funds to provide ***all three benefits*** in order to receive consideration and funding for any other initiatives under this activity.

After the provision of the three requisite benefits, the criteria development panel recommended providing the highest consideration to candidate physical agility evaluations. Lower priority is given to formal fitness and injury prevention projects, behavioral health management, injury/illness rehabilitation, and employee assistance.

We will afford higher competitive ratings to applicants lacking wellness/fitness programs over applicants who already employ a wellness/fitness program. Applicants already providing the three requisite benefits that wish to expand their wellness/fitness program will receive a slightly lower consideration than applicants seeking to initiate a

wellness/fitness program. Finally, since participation is critical to achieving any benefits from a wellness/fitness program, we will give higher competitive ratings to organizations whose wellness/fitness programs mandate participation and are open to all personnel.

v. Modifications to EMS Stations and Facilities

The American Recovery and Reinvestment Act of 2009 (Public Law 111-5) provided $210 million in funding to DHS to construct new fire stations or modify existing fire stations. The construction of EMS stations or facilities is ***NOT*** eligible under AFG. Additionally, modifications to EMS stations or facilities not specifically listed in this section as eligible (*see list below*) are ***NOT*** eligible under AFG.

FY 2010 AFG Grants may be used to modify EMS stations and other facilities to protect the life and safety of first responder personnel. Eligible projects under this activity must have a direct effect on the life and safety of first-responders. Therefore, we will ***NOT*** fund any requests for modifications other than the initiatives listed below:

1) Installation of sprinkler systems;
2) Installation of smoke and fire alarm notification systems;
3) Installation of vehicle exhaust evacuation systems;
4) Installation of vehicle mounted exhaust filtration systems;
5) Installation of air improvement systems; and/or
6) Installation of emergency power generators.

From the list of eligible activities above, the highest priority has been assigned to sprinkler systems and fire/smoke alarm systems. DHS does not distinguish between the many technologies for vehicle exhaust extraction systems. Source capture exhaust extraction systems (vehicle mounted and hose-connected systems) are afforded the same consideration as air quality improvement systems or any other vehicle exhaust extraction system under the 2010 grant opportunity.

Grant funds are to be used only to retrofit existing structures that do not have the eligible safety features or to upgrade facilities whose features are outdated. Grant funds under this funding opportunity may not be used for new construction including new additions to existing structures. When requesting funds for modifications to facilities, older structures will receive the highest consideration for funding.

More benefit would be derived from modifying EMS stations than from modifying dispatch centers, training facilities, or other EMS facilities. The frequency of use would have a direct bearing on the benefits to be derived from grant funds. In addition, the frequency and duration of a facility's occupancy have a direct relationship to the benefits to be realized from awards made under this activity. As such, facilities occupied or otherwise in use 24-hours-per-day and 7-days-per-week will receive the highest competitive rating. Requests involving facilities that have sleeping quarters will receive a higher competitive rating. Facilities that do not have sleeping quarters and facilities that are used less than

full time will receive lower consideration. Facilities used only occasionally, or on an irregular or part-time basis, will receive the lowest consideration.

Activities involving modifications to facilities are subject to all applicable environmental and historic preservation requirements. Applicants seeking assistance to modify their facilities may undergo additional screening. DHS is required to ascertain to what degree the proposed modifications to stations or facilities might affect an applicant's structures relative to the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and Executive Orders. No project can proceed – except for project planning – prior to formal DHS approval. Noncompliance with this provision may jeopardize an applicant's award and subsequent funding.

b. EMS Vehicle Acquisition

FY 2010 AFG may be used to acquire new, used, or refurbished EMS vehicles. Funds may also be used to refurbish a vehicle the organization currently owns. New vehicles purchased with AFG funds must be compliant with current General Services Administration standards, specifically KKK-A-1822E (*Guide for Emergency Medical Services and Systems*), found at http://apps.fss.gsa.gov/vehiclestandards/assocDocs.cfm#.

Used apparatus must be compliant with Federal or industry standards for the year the vehicle was manufactured. Refurbished apparatus must also meet applicable standards.

In FY 2010, applicants who serve urban or suburban communities may apply for more than one vehicle. However, awards will be limited to only one vehicle per station. Applicants serving rural communities are limited to one vehicle per application. If a rural applicant submits an application requesting more than one vehicle, we will deem the application ineligible. Applicants awarded vehicle grants under AFG in previous years are eligible for another vehicle award this program year.

Due to the inherent benefits of an ambulance, or any transport vehicle, to an EMS service provider, these types of vehicles are the highest priority compared to non-transport vehicles. Due to the costs associated with obtaining and outfitting non- transport rescue vehicles, non-transport rescue vehicles will receive a lower competitive rating than transport vehicles. Because of the very limited funding for EMS vehicle awards, we anticipate that this program will be very competitive. Therefore, it is unlikely we would fund any vehicles not listed as a "Priority One" this year. Priorities in this year's EMS vehicle program are the same for all communities. The following chart lists priorities in this program area.

EMS Vehicle Program Priorities		
Priority One	**Priority Two**	**Priority Three**
• Ambulances or transport units to support EMS functions	• First responder non-transport vehicles • Operations vehicles (HAZMAT, rescue)	• Command vehicles • Hovercraft • Other specialty vehicles

As with any request, DHS reserves the right to reduce any vehicle request for assistance, in whole or in part, that DHS deems to be excessive or otherwise contrary to the best interests of this program. AFG funding is meant to supplement, rather than replace, an organization's funding. Grantees must maintain their level of operating expenditures during the grant period at a level equal to, or greater than, the average of their operating expenditures in the two years preceding the year in which assistance is received. (*See Part VI. Section B. Grantee Responsibilities.*) This means that if an organization has a vehicle replacement program where it purchases three new vehicles every year, and that organization is awarded a vehicle grant, that organization will have to maintain its practice of purchasing three new vehicles in the year of the grant in addition to the vehicle(s) awarded under the grant. The vehicle grantee CANNOT use AFG funding as a substitute for its vehicle replacement budget. In order to assure that this requirement is met, DHS may require detailed documentation regarding an applicant's or grantee's vehicle purchasing practices and policies.

As with other eligible AFG activities, one priority of the vehicle acquisition program is the safety of first responders. Therefore, we will give the highest consideration to applicants wanting to replace vehicles that have been converted to use as EMS vehicles, but were not originally designed for EMS and to replace vehicles that did not include seatbelts in their original design. Applicants with these unsafe vehicle characteristics will receive higher consideration over applicants seeking to replace vehicles having these safety features.

Applicants wanting to benefit from this consideration must certify that the unsafe vehicle will be permanently removed from emergency service if awarded a grant. By "permanently removed from emergency service," we mean that the grantee cannot use the vehicle for emergency service, nor may the grantee sell or otherwise transfer title to any individual or organization that will use the unsafe vehicle for emergency service. The grantee may NOT sell an unsafe vehicle to another first responder organization under any

circumstances. A grantee that certifies that it will remove the unsafe vehicle from service but then sells the unsafe vehicle to another response organization or otherwise does not remove the unsafe vehicle from service, is considered to be in default of the grant agreement. Acceptable uses of unsafe vehicles include farm or nursery use, scrap metal, salvage, construction, *etc.*

In addition, more benefit will be realized by funding applicants owning few or no vehicles of the type they are seeking than there would be by providing vehicle funding to an organization with numerous vehicles of the type they are seeking. In assessing the number of vehicles an organization has within a particular class, we will include all vehicles with similar functions. For example, we will include transport vehicles in the same class as ambulances. We will also give a higher competitive rating to applicants who have an aged fleet of emergency vehicles. DHS also reserves the right to consider current vehicle costs within the fire service vehicle manufacturing industry when determining the level of funding that will be offered to the potential grantee, particularly if those current costs indicate that the applicant's proposed purchase costs are excessive.

This grant program will achieve the greatest benefits if we provide vehicles to EMS organizations purchasing basic response vehicles (categorized above in priority order) to meet their existing missions. The highest consideration will be given to EMS organizations that have never owned the vehicles they are requesting or to organizations seeking to replace used or obsolete vehicles. A secondary priority will be to fund EMS organizations seeking to add more vehicles to their existing fleets within their existing mission areas. The lowest priority is funding new apparatus to expand an applicant's services into "new mission" areas. An organization takes on a "new mission" when it expands its services into areas not previously offered, such as an EMS organization seeking funding to create a HAZMAT response team for the first time.

A higher competitive rating will be given to an EMS organization owning few or no response vehicles relative to other organizations serving similar types of communities. A higher competitive rating is also given to organizations that have an aged fleet of vehicles and to organizations with high-mileage vehicles. Organizations with a newer fleet of vehicles, or with vehicles that are not driven extensively, will receive lower consideration. EMS organizations that have formal automatic aid agreements with neighboring departments will receive additional consideration. Organizations with formal mutual aid agreements will receive more consideration than organizations without such arrangements, but not as much consideration as organizations with automatic aid agreements.

Finally, due to the inherent safety benefits to be realized in organizations that utilize a comprehensive driver training program meeting NFPA 1002 or equivalent, we provide a high competitive advantage for applicants who have an established comprehensive driver training program. Applicants seeking driver training with their vehicle request will receive a slightly lower competitive rating. Applicants without a comprehensive driver training program who are not seeking funding for driver training in this application or through other resources will ***NOT*** be considered for a vehicle award.

PART II.
AWARD INFORMATION

This section identifies the award period of performance and the total amount of funding available under the FY 2010 Assistance to Firefighters Grants (AFG). It also describes the basic distribution method used to determine final grants awards, and identifies all eligible applicants for FY 2010 funding.

Authorizing Statutes

The authority for AFG is derived from the *Federal Fire Prevention and Control Act of 1974* (15 U.S.C. §§ 2229 *et seq.*), as amended.

Period of Performance

The period of performance of an AFG award is 12 months from the date of award. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications as to why an extension is required. Extensions will be considered on a case-by-case basis.

Available Funding

Congress appropriated a total of $390 million for the FY 2010 AFG. From this amount, $339.4 million will be made available for AFG grants. We have allocated $35 million for Fire Prevention and Safety and $15.6 million for administrative costs. Funds appropriated for the FY 2010 AFG (via P.L. 111-83) are available for obligation and award until September 30, 2011. DHS anticipates that between 20,000 and 22,000 applications for assistance will be received during the FY 2010 AFG application period. DHS also anticipates that it will receive over $3.0 billion in requests. Finally, DHS anticipates that it will award approximately 4,000 grants with the funding available for grants.

Specific Funding Parameters

This section describes departments and organizations that are eligible to apply for funding under the FY 2010 AFG, the total available funding in FY 2010, and how those funds are allocated. Congress appropriated a total of $390 million to carry out the activities of the FY 2010 AFG Program. Congress directed DHS to administer these funds as indicated below:

- Up to 5 percent of appropriated funds may be used for program administration; however, FEMA will use only 4 percent of the funds for administration of the grant program ($15.6 million).

- Up to 2 percent of appropriated funds ($7.8 million) may be used for awards to nonaffiliated EMS organizations.

- No more than 25 percent of appropriated funds ($97.5 million) may be used for vehicle awards.

- No less than 3.5 percent of appropriated funds ($13.65 million) must be awarded for equipment and training grants for both fire-based EMS and nonaffiliated EMS.

- No less than 5 percent of appropriated funds ($19.5 million) must be made available to make grants that support the conduct of eligible fire prevention activities (Fire Prevention and Safety (FP&S) Grants) and the conduct of research and development activities that improve firefighter safety. However, due to the importance of mitigation activities, the FY 2010 FP&S will be allocated $35 million for grants. The FP&S program is not part of this AFG solicitation. The FP&S program's application period is expected to commence in the fall of 2010.

When making awards, FEMA must assure that the combined percentage of awards to combination and volunteer departments is equal to, or greater than, the percentage of the Nation's population that these types of departments serve. The National Fire Protection Association has reported (*U.S. Department Profile Through 2008*, issued October 2009[2]) that combination departments protect 33 percent of the Nation's population and volunteer departments protect 22 percent. As such,

- No more than 45 percent of the $339.4 million available for AFG awards ($152,730,000) may be granted to career organizations and departments.

- No less than 33 percent of the $339.4 million available for AFG awards ($112,002,000) must be granted to combination organizations (organizations and departments with both paid career and volunteer active duty members).

- No less than 22 percent of the $339.4 million available for AFG awards ($74,668, 000) must be granted to all-volunteer organizations (organizations and departments with no active duty paid career members).

Awards will be limited based on population protected by the applicant, as indicated below.

- Applicants who serve a jurisdiction with a population of 500,000 people or less may not receive grant funds in excess of $1,000,000 for any fiscal year.

[2] At the time of this writing, the 2009 figures were not available from NFPA.

- Applicants who serve a jurisdiction with more than 500,000, but not more than 1,000,000, people may not receive grant funds in excess of $1,750,000 for any fiscal year.

- Applicants who serve a jurisdiction of more than 1,000,000 people may not receive grant funds in excess of $2,750,000 for any fiscal year.

The cumulative total of the Federal share of awards in Operations and Safety, Vehicle Acquisition, and Fire Prevention and Safety will be factored when assessing award amounts and any limitations thereto. Applicants may request funding up to the statutory limit on each of their applications (*i.e.*, an applicant that serves a population of less than 500,000 may request up to $1,000,000 on their Operations and Safety application and up to $1,000,000 on their vehicle request); however, the applicant would have to choose which application to accept, if the cumulative value of both applications would exceed the statutory limits if awarded.

For the purposes of this program, applications for regional projects will not be included in the host applicant's funding limitations detailed above. Regional applications will be considered independent of, and unrelated to, any other applications that the host applicant may submit and thus will not be included when assessing the host applicant's Federal funding limits. Regional applications, however, will be subject to their own limitation based on the total population that the regional project will serve. For example, a regional project that serves a population of fewer than 500,000 people will be limited to $1,000,000.

DHS will also continue to separate FP&S Grants from AFG, and will have a separate application period devoted solely to FP&S Grants. The FP&S application period is planned for fall 2010.

PART III.
ELIGIBILITY INFORMATION

This section provides information and summaries on the eligibility of applicants, the cost sharing requirements that are connected with each grant award, and the eligible costs under each activity funded by the grants

A. Eligible Applicants

Eligible applicants for AFG are limited to fire departments and nonaffiliated EMS organizations. Fire departments or nonaffiliated EMS organizations operating in any of the 50 States plus the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, and Puerto Rico are eligible for funding.

A "fire department" is defined as an agency or organization that has a formally recognized arrangement with a State, territory, local, or tribal authority (city, county, parish, fire district, township, town, or other governing body) to provide fire suppression to a population within a fixed geographical area on a first-due basis.

A "nonaffiliated EMS organization" is defined as a public or private nonprofit emergency medical services organization that provides direct emergency medical services, including medical transport, to a specific geographic area on a first-due basis but is not affiliated with a hospital and does not serve a geographic area where emergency medical services are adequately provided by a fire department.

In making the determination regarding "adequately provided," DHS will conclude that any nonaffiliated EMS organization would be eligible if it is "adequately providing" direct emergency medical services at the time of application submission and is in good standing with the community, (*i.e.*, licensed and/or chartered to provide EMS services to the community). Rescue squads that provide direct emergency medical services, including medical transport, to the community they serve are eligible to apply as a nonaffiliated EMS organization.

By "affiliated" we mean an EMS organization that is receiving any kind of direct support from a hospital in the form of funding, facilities, staff, equipment, or apparatus. Contracting with a hospital on a fee-for-service basis would not constitute an "affiliation" in the context of AFG. Also, for the purpose of these grants, a "hospital" is defined as an organization, clinic, medical center, medical college or university, infirmary, surgery center, or any other institution, association, or foundation that provides medical, surgical, or psychiatric care and/or treatment for the sick or injured.

A municipality (such as a fire district) may submit an application on behalf of a fire or EMS organization when the organization, defined as a fire department or nonaffiliated EMS organization, lacks the legal status to do so, e.g., when the organization falls within the auspices of the municipality or district. The Alaska Village Initiative, a nonprofit organization incorporated in the State of Alaska, will also be considered eligible for purposes of receiving assistance under this program on behalf of any Alaskan Native village.

For the FY 2010 program year, each eligible applicant may submit one application for each of the program areas, (*i.e.*, one application for the Vehicle Acquisition program area, one application for Operations and Safety program area, and one application for a regional project). However, if an eligible applicant submits multiple applications in a single program area (for example two regional project applications for which they are a host or two Operations and Safety applications) we will deem all of the applications in that same program area to be ineligible.

For the purposes of these grants, we consider two or more separate fire departments or nonaffiliated EMS organizations that share facilities as being one organization. This determination is designed to avoid duplication of benefits. For example, it would not be cost-beneficial to purchase two firefighting vehicles for two fire departments that share a facility to serve the same community when so many other communities need new apparatus; nor would it be cost-beneficial to buy two sets of equipment for the same firefighters. We believe that two or more organizations that share facilities should be able to satisfy all of their operational needs with one program area application. Thus, if two or more organizations that share facilities each submit an application in the same program area, we will deem all of those program area applications as ineligible.

A fire department can apply for assistance for its EMS unit, provided the unit falls organizationally under the auspices of the fire department. Fire departments may NOT apply for assistance as a "nonaffiliated EMS organization" under the AFG Program. Fire departments that apply as a nonaffiliated EMS organization will have their application deemed ineligible. Likewise, a nonaffiliated EMS organization may NOT apply for assistance as a fire department. If a nonaffiliated EMS organization submits an application as a fire department, we will deem that application to be ineligible.

Non-Federal airport and/or port authority fire or EMS organizations are eligible only if they have a formally recognized arrangement with the local jurisdiction to provide fire suppression or emergency medical services on a first-due basis outside the confines of the airport or port facilities. Airport or port authority fire and EMS organizations whose sole responsibility is suppression of fires or EMS response on the airport grounds or port facilities are not eligible for funding under AFG.

B. Ineligible Applicants

- Fire departments that are Federal, or contracted by the Federal Government, and are solely responsible under a formally recognized agreement for suppression of fires on Federal installations or land are ineligible for funding.

- Fire stations that are not independent entities, but are part of, controlled by, or under the day-to-day operational direction of a larger fire department or agency are not eligible for funding.

- Fire departments that are for-profit departments (*i.e.*, do not have specific nonprofit status or are not municipally based) are not eligible for funding.

- Auxiliaries, fire service organizations or associations, and State/local agencies such as a forest service, fire marshals, hospitals, and training offices are not eligible for funding.

- Dive teams and search and rescue teams, or any similar organizations that do not provide medical transport, are not eligible for assistance as nonaffiliated EMS organizations.

C. Cost Sharing

Cost sharing under AFG is based on the population protected by the grantee. The cost-share breakdown is as follows:

- Fire departments and nonaffiliated EMS organizations serving populations of over 50,000 or more must match the Federal grant funds with an amount of non-Federal funds equal to 20 percent of the total project cost.

- Fire departments and nonaffiliated EMS organizations serving populations between 20,000 and 50,000 must agree to match the Federal grant funds with an amount of non-Federal funds equal to 10 percent of the total project cost.

- Fire departments and nonaffiliated EMS organizations serving areas with a population of 20,000 or fewer must match the Federal grant funds with an amount of non-Federal funds equal to 5 percent of the total project cost.

Regional projects' cost-share will be based on the total population and demographics of the entire region – not the population of the host applicant. All non-Federal match funds must be in cash; in-kind contributions are not acceptable. No waivers of this requirement will be granted except for applicants located in Insular Areas as provided for in 48 U.S.C. § 1469a (which limits the waiver to grants under $200,000).

The grantee is not required to have the cash match in hand at the time of application, nor at the time of award. But, before a grant is awarded, DHS will contact potential awardees

to determine whether the grantee has the funding in hand or if the grantee has a viable plan to obtain the funding necessary to fulfill the matching requirement.

FEMA administers cost sharing requirements in accordance with 44 CFR §13.24. To meet matching requirements, the grantee contributions must be reasonable, allowable, allocable and necessary under the grant program and must comply with all Federal requirements and regulations.

D. Allowable Expenses and Cost Restrictions for Fire Departments

1. Firefighter Training

For FY 2010, eligible uses of training funds include, but are not limited to, tuition, exam and course fees, certification and/or recertification expenses, purchase of training curricula, training equipment (including training trailers and other mobile simulators), training props, and training services (such as instructors). Tow-vehicles may be eligible as an expense under this activity if adequately justified; however, we will limit such expenses to $6,000 per year per application. Compensation to volunteer firefighters for wages lost due to attending training under this activity is an eligible expense if reasonable and justified in the narrative. Overtime expenses paid to career firefighters to attend training, or overtime expenses paid to career firefighters to cover for colleagues who are in training, are eligible expenses if reasonable and justified in the narrative. Although compensation and overtime/backfill expenses are eligible, proposals that contain these costs may be scored less favorably than similar proposals without compensation expenses, due to the cost-benefit element in the evaluation process. Applicants are encouraged to take this into account when formulating their application budget, as it may be better to have a more competitive application than to cover every last expense.

Ineligible activities in this area include the following:

- Construction of facilities, such as classrooms, buildings, towers *etc.*;
- Video-conferencing equipment;
- Firefighting equipment or PPE such as SCBA (for use in training exercises);
- Modular training units that are not trailer-mounted or are otherwise immobile;
- Site preparation to accommodate any training activity, facility, or prop;
- Purchase or lease of real estate; or
- Remodeling that is not directly related to other grant activities.

The necessary remodeling or renovation of an existing facility to accomplish training activities is allowable, if the remodeling or renovation is minor in nature (*e.g.*, limited to minor interior alterations costing less than $10,000), justified in the narrative, and integral to the completion of the training activities funded by the grant. Remodeling or renovation expenses should be included in the application as an "Other" line-item expense and clearly explained in the narrative.

DHS funds the direct delivery of a variety of classes that can be requested through the State to meet first responders' training needs. These classes are listed in the course catalog found at http://www.firstrespondertraining.gov/odp_webforms.

2. Firefighting Equipment Acquisition

Eligible expenses include expenses necessary to acquire, assemble, and install the requested equipment. Foam and associated equipment used to fight conventional fuel and alternative fuel fires are eligible. Hazardous materials response equipment is eligible. The cost of training department personnel on the use of the new equipment is eligible, but should be requested under the Training Activity. Compressor systems, cascade systems, or similar SCBA refill systems are eligible expenditures in this area. Remodeling or renovation to an existing facility to accommodate equipment purchased with grant funds are allowable if justified in the narrative, and if the remodeling or renovation is minor in nature (*i.e.*, limited to minor interior alterations costing less than $10,000). Remodeling that is not directly related to other grant activities is not eligible. Traffic signal preemption systems are eligible. The costs of shipping equipment purchased under this program and applicable sales taxes are also eligible expenses.

Individual communications equipment (portable radios) and mobile communications equipment (including mobile repeaters) are eligible, but telephones and cell phones are not eligible. Under the AFG, DHS will limit funding for portable radios to the number of seated positions based on the applicant's firefighting vehicle fleet unless otherwise justified in the narrative, and will only fund the number of mobile radios required to equip the vehicle inventory listed in the application. We will not fund mobile radios for personally owned vehicles, with the exception of the chief fire officer's personal vehicle if adequately justified in the application. Mobile data systems (MDTs) are eligible. Integrated communications systems such as base stations, computer-aided dispatch, fixed-site repeaters, and wireless and broadband mobile data systems are eligible under this activity.

The purchase of any communications systems or equipment under this activity should have the intent or goal of solving interoperability problems, as applicable. Each State will have the opportunity to review requests for communications equipment, with respect to conformity with the State Communications Interoperability Plan (SCIP). The State representative will certify that such requests are consistent with the State Homeland Security Strategy and do not duplicate or conflict with assistance already provided or imminent. If a State representative determines that an application is either inconsistent with the State strategy or duplicates the State's assistance, that portion of the AFG application will not be funded. Further, applicants within States that have not submitted their SCIP to DHS for review and approval will not be eligible for interoperable communications funding. Any applicant seeking funding for eligible equipment should provide details in the narrative section of the application regarding their local plan to enable or enhance interoperable communications within their jurisdiction as well as their efforts to ensure consistency with their State's interoperability plan.

Equipment used in response to CBRNE incidents is also eligible. Equipment exclusively designed for use in CBRNE incidents is eligible this year and includes special monitoring equipment (biological, radioactive, *etc.*) and CBRNE-related pharmaceuticals for first responders, such as auto-injectors.

Requests for EMS equipment are eligible under this Equipment Acquisition Activity. Eligible expenses for EMS equipment in this activity may include, but are not limited to, defibrillators, basic and advanced life support equipment, universal precaution supplies (*i.e.*, personal protective equipment), computers, and infectious disease control and decontamination systems.

Items NOT eligible for funding under Firefighter Equipment Acquisition include the following:

- Construction of facilities, such as buildings, sheds to house communications, towers, or other equipment;
- Repeaters that will not be installed or attached to existing infrastructure;
- Sirens or other outdoor warning devices;
- Signage of any kind;
- Telephones, satellite phones, and cell phones;
- Video-conferencing equipment;
- Bomb disposal equipment and robots;
- Vehicles;
- Vehicle exhaust extraction systems (These systems are only eligible when applied for under Modifications to Fire Stations and Facilities below.);
- ATVs;
- Boats that do not have firefighting capability;
- Personal watercraft;
- Medication, and disposable or otherwise expendable supplies (such as gloves, syringes, and cervical collars); or
- PPE, including clothing for structural and wildland fire suppression, such as "turnout gear" or "bunker gear" (including boots, pants, coats, gloves, hoods, goggles, vests, helmets, coveralls, and fire shelters), SCBAs, spare cylinders, and Personal Alert Safety Systems (PASS).

The purchase of PPE is not eligible under Firefighting Equipment Acquisition. The purchase of Personal Protective Equipment is an eligible grant expense, but only when requested under the Personal Protective Equipment Activity. *See* below.

3. Firefighter Personal Protective Equipment

Application requests for PASS devices will only be considered if the equipment requested meets current national standards, *i.e.*, integrated and/or automatic or auto-on PASS. This is because of the safety benefits automated PASS devices provide firefighters. Eligible PPE includes clothing for structural or wildland fire suppression, such as "turnout gear" or "bunker gear" (including boots, pants, coats, gloves, hoods, goggles, retro-reflective

highway apparel, vests, helmets, coveralls, and fire shelters), SCBAs, spare cylinders, and PASS (within the limits noted above).

If awarded, SCBA replacement will be based on the number of seated positions in the applicant's fleet (unless the applicant can adequately justify more than one ensemble per seat) and the age of the applicant's SCBA inventory. Specifically, the criteria development panel recommended that DHS not consider replacement of SCBA that is compliant to the 1997 Edition of NFPA 1981 nor the 2002 Edition of NFPA 1981. Applicants requesting replacement of newer SCBA will have to provide justification for such a request. If awarded, DHS will limit the number of spare cylinders funded to one spare cylinder for each SCBA requested, unless the applicant can adequately justify more than one spare per unit.

In addition to "turnout gear" and SCBA, protective clothing for response to hazardous materials incidents and other specialized incidents is eligible under this activity. Protective clothing designed for EMS activities or for response to CBRNE incidents is also eligible in this activity. Eligible PPE for EMS activities includes PPE ensembles (coats and trousers) that afford universal precautions against exposure to infectious diseases, *etc.*

Ineligible expenditures under the PPE Activity include the following:

- Three-quarter length rubber boots;
- Bomb disposal suits;
- Uniforms (formal/parade or station/duty) and uniform items (hats, badges, *etc.*); or
- Firefighting equipment or personal communications equipment such as radios, cell phones, and pagers (*See* Firefighting Equipment Acquisition above).

4. Firefighter Wellness and Fitness

Eligible expenditures in the Firefighter Wellness and Fitness Activity include the following:

- Procurement of medical services from trained medical professionals (MDs or RNs); to ensure the firefighting personnel are physically able to carry out their duties
- Medical examinations that meet NFPA 1582 (*Standard on Comprehensive Occupational Medical Program for Fire Departments*) as adopted by DHS or that meet the IAFC/IAFF wellness and fitness initiative;
- Implementation of IAFC/IAFF peer fitness trainer programs; or
- Costs for personnel, medical physicals, physical fitness equipment (including shipping charges and sales tax as applicable), and supplies directly related to performance of physicals or physical fitness activities.

Ineligible expenditures include the following:

- Transportation expenses;

- Contractual services with anyone other than medical professionals listed above (*e.g.*, health-care consultants, trainers, and nutritionists);
- Fitness club memberships for firefighters or their families;
- Cash incentives;
- Non-cash incentives (t-shirts or hats of nominal value, vouchers to local businesses, or time-off);
- Purchase of medical equipment;
- Purchase of medical examinations that do not meet NFPA 1582 requirements or the IAFC/IAFF wellness and fitness initiative;
- Construction of facilities to house a fitness activity, such as exercise or fitness rooms, showers, *etc.*; or
- Purchase of real estate.

Minor remodeling or renovation to an existing facility are allowable if justified in the narrative, if minor in nature (*i.e.*, limited to minor interior alterations costing less than $10,000), and integral to the completion of the Wellness and Fitness Activity (*See Part III, Section F. Other Allowable Costs* for more details). Remodeling that is not directly related to other grant activities is not eligible. Remodeling expenses should be included in the budget as an "Other" line-item expense and explained in the narrative.

5. Modifications to Fire Stations and Facilities

Grant funds are to be used only to retrofit existing structures that do not have the eligible safety features or to upgrade facilities whose features are outdated. Under no circumstances may grant funds be used to supplement new construction. Additionally, no modification may change the footprint or the profile of a structure.

When requesting funds for modifications to facilities, older structures will receive the highest consideration for funding. NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, was first adopted in 1987. In the 2002 Edition of NFPA 1500 (1500 §§ A.9.1.6), NFPA provided extensive guidance concerning exposures to potential carcinogens. Therefore, it is the position of the criteria development panel that fire departments should have taken the standard into consideration when planning the construction of new facilities; as such they recommend that requests to upgrade any structures that were built subsequent to 2003 receive the lowest consideration. Under no circumstances may grant funds be used to supplement new construction.

When requesting funding for emergency power generators, it is the AFG Program's expectation that departments will request generators sufficient to provide power for ***only*** those functions that are operationally imperative (*i.e.*, bay doors, communications equipment, emergency lighting, heat, *etc.*) and no more (*i.e.*, banquet facilities).

There are no monetary limits on the individual initiatives under this activity, but no applicant can request more than $100,000 per fire station under its authority. Applicants may request funding for modifications for each station if they have multiple stations, up to

the $100,000 per station limit, as long as the entire request does not exceed the Federal share limit (*see* Part II Section C).

The necessary remodeling or renovation of an existing facility to accomplish modification activities is allowable if the remodeling or renovation is minor in nature (*i.e.*, limited to minor interior alterations costing less than $10,000 and/or requisite activities associated with installation of equipment when 1) occurring immediately adjacent to the facility and 2) the project area has been previously disturbed), justified in the narrative, and integral to the completion of the requested activities. Remodeling or renovation expenses should be included in the application as an "Other" line-item expense and clearly explained in the narrative. Maintenance expenditures such as cleaning or painting of apparatus bays are not eligible under the AFG. Modifications are also effected by environmental and historic laws and regulations, see page 67 for more information on these requirements.

6. *Firefighting* Vehicle Acquisition

Eligible expenditures under this program include the cost of the vehicle and associated equipment necessary to conform to applicable national standards (NFPA 1901 or 1906). New, used, or refurbished vehicles are eligible; however, any used or refurbished vehicles must conform to the national standards that were in effect the year the vehicle was manufactured. DHS also reserves the right to consider current vehicle costs within the fire service vehicle manufacturing industry when determining the level of funding that will be offered to the potential grantee, particularly if those current costs indicate that the applicant's proposed purchase costs are excessive.

An allowance for transportation to inspect a vehicle under consideration or during a vehicle's production would be eligible if reasonable and justified in the grant narrative. Any additional costs associated with the purchase and installation of a vehicle-mounted exhaust filtration system for any vehicle purchased with grant funds would also be eligible. The costs associated with driver-operator training may be eligible for any vehicle award if justified in the narrative.

Applicants will NOT be allowed to modify the scope of work of a vehicle award (*i.e.*, change the type of vehicle to be purchased after the application is submitted). Vehicles contracted for or otherwise purchased prior to the end of the established application period are not eligible for funding. Vehicles contracted for prior to award are not eligible. However, if an applicant is forced, due to unforeseen circumstances, to purchase the same vehicle requested in an application and that vehicle is *placed into service* prior to award, that expense may be eligible if the purchase meets all the conditions of a pre-award expense (*See* the section on Pre-award Costs under "Other Allowable Costs" on page 42 below). ATVs and other specialty access vehicles are eligible, but must be requested as an "other" vehicle in the application's drop-down menu. Aircraft, bulldozers, and construction-related equipment are not eligible for purchase with AFG funds.

E. Allowable Expenses and Cost Restrictions for Nonaffiliated EMS Organizations

1. EMS Training

Eligible uses of EMS training funds include, but are not limited to:

- Tuition, exam, and course fees;
- Certification or recertification expenses;
- Purchase of training curricula, training equipment, training props, and training services (such as instructors); and
- Attendance at formal training forums or conferences that provide continuing-education credits.

Compensation to volunteer emergency responders for wages lost due to attending training under this activity is an eligible expense if reasonable and justified in the grant narrative. Overtime expenses paid to emergency responders to enable them to attend training, or overtime expenses paid to emergency responders to cover for colleagues in training, are eligible expenses if reasonable and justified in the grant narrative. Although compensation and overtime/backfill are eligible expenses, proposals containing this type of compensation expense may be scored less favorably than similar proposals without compensation expenses due to the cost-benefit element in the evaluation process.

Ineligible activities in this area include the following:

- Construction of facilities, such as classrooms, buildings, and towers;
- Site preparation to accommodate any training activity, facility, or prop; or
- Purchase or lease of real estate.

The necessary remodeling or renovation of an existing facility to accomplish training activities funded by the grant is allowable if the remodeling or renovation is minor in nature (e.g., limited to minor interior alterations costing less than $10,000), justified in the narrative, and integral to the completion of the training activities funded by the grant. Remodeling that is not directly related to other grant activities is not eligible under this program (See *Part III, Section F. Other Allowable Costs*). Remodeling expenses should be included in the application as an "Other" line-item expense and clearly explained in the narrative.

DHS funds the direct delivery of a variety of classes that can be requested through the State to meet first responders' training needs. These classes are listed in the course catalog found at http://www.firstrespondertraining.gov/odp_webforms.

2. EMS Equipment Acquisition

Eligible expenses for equipment acquisition include basic and advanced life support equipment (ALS) to support first responders through paramedics, with higher priority given to organizations requesting equipment to support service at the advance life

support level. Examples of eligible items available under this section include, but are not limited to the following:

- Basic life-support equipment;
- Advanced life-support equipment;
- Rescue tools;
- Communications equipment (mobile and portable radios);
- HAZMAT and decontamination equipment;
- Computers;
- Automated external defibrillators; or
- Infectious disease control and decontamination systems.

Items that are eligible for funding, but a lower priority, include tents, shelters, generators, lights, and heating and cooling units.

Protective clothing is NOT eligible under this equipment category, but is eligible under the PPE Activity below.

For FY 2010, individual communications equipment (portable radios) and/or mobile communications equipment (including mobile repeaters) are eligible; but, telephones, cell phones, satellite phones, repeaters that will not be installed or attached to existing infrastructure are not eligible. Sirens or other outdoor warning devices are not eligible. Signage of any kind is not eligible.

We will only fund the number of mobile radios required to equip the vehicle inventory listed in the application. We will not fund mobile radios for personally owned vehicles under EMS. Mobile data systems are eligible. Integrated communications systems such as base stations, computer-aided dispatch, fixed-site repeaters, and wireless and broadband mobile data systems are eligible under this activity. The purchase of any communications systems or equipment under this activity should have the intent or goal of solving interoperability problems. Each State will have the opportunity to review requests for communication systems to ensure compliance with statewide interoperable communications plans and the State Homeland Security Strategy. Applicants seeking funding for EMS equipment should provide details in the application's narrative section regarding their local plan to enable jurisdiction-wide interoperable communications.

Any equipment requested under this section, particularly decontamination and HAZMAT equipment, is fundable to the current level of your capabilities (*i.e.*, we will not fund level-A equipment for organizations only trained to the HAZMAT operations level, unless the application also includes a request for training compatible with the equipment request). The costs of shipping any equipment purchased under this program and applicable sales taxes are also eligible expenses.

Other items that are not eligible under the EMS Equipment Acquisition Activity include: vehicles (such as ambulances), vehicle exhaust extraction systems (these systems are only eligible when applied for under Modifications to Fire Stations and Facilities below), ATVs, boats, personal watercraft, equipment used for firefighting, medications, disposable

or otherwise expendable supplies (such as gloves, syringes, and cervical collars), body armor, uniforms, and new construction such as communications towers or facilities. The purchase of Personal Protective Equipment is not eligible under EMS Equipment Acquisition. The purchase of PPE is an eligible grant expense, but only when requested under the Personal Protective Equipment Activity. *See* below.

3. EMS Personal Protective Equipment

Examples of eligible clothing include EMS "turnout gear," non disposable universal precautionary supplies (*i.e.*, medical PPE), extrication jumpsuits, rescue helmets, gloves, and boots. Protective clothing must meet national standards or local EMS protocols. The purchase of SCBA may also be eligible if the EMS organization has a formally adopted standard operating procedure that requires SCBA availability and adequately justifies the request. If you apply for funding for SCBA, you may be required to submit documentation to support the eligibility of SCBA.

Any equipment requested under this section, particularly decontamination and HAZMAT suits, are fundable to the current level of your training (*i.e.*, we will not fund level-A suits for organizations only trained to the HAZMAT operations level unless the application also includes a request for training compatible with the equipment request). Uniforms (formal/parade or station/duty) and uniform items (hats, badges, *etc.*) are not eligible expenses under this activity. In addition, nonaffiliated EMS organizations may not apply for non-EMS PPE such as body armor, wildland firefighting gear, and firefighting "turnout gear." Personal communications equipment, such as radios and pagers, are not eligible under this activity, but are eligible under the EMS Equipment Acquisition Activity.

4. EMS Wellness and Fitness

Eligible expenditures in the Wellness and Fitness Activity for EMS personnel may include the procurement of medical services from trained medical professionals (MDs or RNs) to ensure that EMS personnel are physically able to carry out their duties. The purchase of medical equipment is not an eligible expenditure under this category. Eligible expenditures to carry out wellness/fitness activities may include costs for personnel physicals, physical fitness equipment (including shipping charges and sales tax, as applicable), and supplies directly related to the performance of physicals or physical fitness activities.

Ineligible expenses include the following:

- Transportation expenses;
- Contractual services with anyone other than medical professionals listed above (*e.g.*, health care consultants, trainers, and nutritionists);
- Fitness club memberships for EMS personnel and their families;
- Cash incentives;
- Non-cash incentives (t-shirts or hats of nominal value, vouchers to local businesses, or time-off);

- Construction of facilities to house a fitness program (exercise or fitness rooms, showers, *etc.*); or
- Purchase of real estate.

Minor remodeling or renovation to an existing facility are allowable if justified in the narrative if the remodeling or renovation is minor in nature (*i.e.*, limited to minor interior alterations costing less than $10,000), and if the remodeling is integral to the completion of the wellness and fitness activities funded by the grant. Remodeling that is not directly related to other grant activities is not eligible. Remodeling expenses should be included in the budget as an "Other" line-item expense and explained in the narrative.

5. Modification to EMS Stations and Facilities

When requesting funding for emergency power generators, it is the AFG Program's expectation that EMS organizations will request generators sufficient to provide power for ***only*** those functions that are operationally imperative (*i.e.*, bay doors, communications equipment, emergency lighting, heat, *etc.*) and no more (*i.e.*, banquet facilities).

There are no monetary limits on individual initiatives under this activity. However, no applicant may request more than $100,000 in modifications per station under its authority. If you have multiple stations, you may request funding for modifications for each station up to this $100,000 per station limit, as long as the entire request does not exceed the Federal share limit.

The necessary remodeling or renovation of an existing facility to accomplish modification activities is allowable, if the remodeling or renovation is minor in nature (*i.e.*, limited to minor interior alterations costing less than $10,000 and/or requisite activities associated with installation of equipment when 1) occurring immediately adjacent to the facility and 2) the project area has been previously disturbed); justified in the narrative; and integral to the completion of the requested activities. Remodeling or renovation expenses should be included in the application as an "Other" line-item expense and clearly explained in the narrative. Maintenance expenditures such as cleaning or painting of apparatus bays are not eligible under the AFG. Modifications are also effected by environmental and historic laws and regulations; see page 67 for more information on these requirements.

6. EMS Vehicle Acquisition

EMS vehicle awardees will be required to obtain a bond if funds are advanced to the manufacturer and include specific performance requirements and penalties for noncompliance with the requirements as part of the contract with the vehicle manufacturer. Extensions to a grant's period of performance may not be considered if the requisite bond is not included in the purchase contract.

Eligible expenses under this program area would include ONLY the cost of the vehicle and requested driver training. We will NOT provide funding for associated equipment. New, used, or refurbished vehicles are eligible; however, all used or refurbished vehicles

must conform to the national standards that were in effect the year the vehicle was manufactured. ATVs, Gators™, and similar equipment are NOT vehicles and are not eligible under this category. DHS also reserves the right to consider current vehicle costs within the fire service vehicle manufacturing industry when determining the level of funding that will be offered to the potential grantee, particularly if those current costs indicate that the applicant's proposed purchase costs are excessive.

An allowance for transportation to inspect a vehicle under consideration, or during a vehicle's production, would be eligible if reasonable and justified in the grant narrative. Additionally, operator training may be eligible for any vehicle award if reasonable and justified in the narrative.

Applicants will not be allowed to modify the scope of work of a vehicle award, (*i.e.*, change the type of vehicle requested after award). Vehicles contracted for, or otherwise purchased, prior to the end of the established application period are not eligible for funding. Vehicles contracted for prior to award are not eligible. However, if an applicant is forced, due to unforeseen circumstances, to purchase the same vehicle requested in an application and that vehicle is *placed into service* prior to award, that expense may be eligible if the purchase meets all the conditions of a pre-award expense (*See* the section on Pre-award Costs under "Other Allowable Costs" on page 42 below). Aircraft, bulldozers, and construction-related equipment are not eligible.

F. Other Allowable Costs

This section describes additional costs that may be paid using AFG Grant funds.

1. Administrative Costs: Administrative costs are allowable under any of the program areas listed above in accordance with 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87) or 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122), as applicable. Applicants may apply for administrative costs if the costs are directly related to the implementation of the program for which they are applying. Administrative costs are identifiable costs directly associated with the implementation and management of the grant and cannot exceed 3 percent of the award.

If you are requesting administrative expenses, you must list the costs under the "Other" category in the budget, and explain the purpose for the administrative costs in your project narrative. Administrative costs should be based on actual expenses, not a percentage of the overall grant. We will reimburse actual expenses only. Examples of eligible administrative costs include shipping, office supplies, and computers associated with the National Fire Incident Reporting System (NFIRS) reporting requirements. Grant funds may not be used for insurance, Internet service provider fees, or any similar monthly service fees. The cost of a grant writer (if specifically listed on your application) is eligible and can be charged to the grant as administrative costs in accordance with the provisions outlined in Item 7. below. We will assess the reasonableness of the

administrative costs requested in each application and determine if they are reasonable and in the best interest of the program.

2. Indirect Costs: Indirect costs are those incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. A cost may not be allocated to an award as an indirect cost, if any other cost incurred for the same purpose, in like circumstances, has been assigned to an award as a direct cost. Typical examples of indirect costs include depreciation or use allowances on buildings and equipment; the costs of operating and maintaining facilities; general administration; and other general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.

If you have an approved indirect cost rate, you may charge indirect costs to the grant. If you are charging indirect costs to the grant, you must submit documentation supporting the indirect cost rate to us for review *prior* to submitting any claims for reimbursement of indirect costs. Appropriate documentation for an approved *indirect rate* is a federally approved indirect cost rate agreement. We will allow the rate to be applied as long as it is consistent with its established terms. For example, some indirect cost rates may not apply to capital procurements; in these cases, indirect cost rates would not be applicable for an equipment or vehicle grant.

3. Audit Costs: Grantees must comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, which states that recipients of Federal funding that expend more than $500,000 in Federal funds (from all Federal sources) in their fiscal year are required to have a single audit. (For more information about OMB Circulars, go to www.whitehouse.gov/omb/circulars.) If a single audit is required, a portion of the audit cost would be allowable, if included in the application budget. We will allow you to charge a prorated share of the costs of the single audit to the grant. For example, if you expend $100,000 from the AFG and $400,000 from the Forest Service during your fiscal year, we will allow you to charge one-fifth of the audit cost to the AFG Grant. We do not require any other audits; therefore, you cannot charge any other audit expenses to the grant.

4. Remodeling or Renovation Costs: Remodeling or renovation to an existing facility are allowable only if minor in nature *(i.e.*, limited to minor interior alterations costing less than $10,000 and/or requisite activities associated with installation of equipment when 1) occurring immediately adjacent to the facility and 2) the project area has been previously disturbed). To be eligible, the remodeling must be essential to the successful completion of the grant's scope of work. The purchase of real estate and construction costs are not eligible. Construction includes major alterations to a building and/or changes to the profile or footprint of the structure. Enhancements to existing structures such as the installation of apparatus bay ventilation systems and retrofitting fire stations with sprinkler systems are eligible for application under the appropriate fire department or EMS organization Modification to Facilities Activity. *See* page 67 for more information on environmental and historic considerations and requirements.

5. Pre-award Costs: Generally, grantees cannot use grant funds to pay for products and services contracted for or purchased prior to the effective date of the grant. However, expenses incurred after the application deadline, but prior to award, may be eligible for reimbursement if the expenses were justified, unavoidable, consistent with the grant's scope of work, and specifically approved in writing by DHS. We will consider requests for reimbursement for pre-award costs on a case-by-case basis.

6. Pre-application Costs: Expenses, obligations, commitments, or contracts incurred or entered into prior to the application deadline are not eligible to be included as a grant expense with the exception of grant preparation costs [*See* G. below].

7. Grant Writer Fees: Fees for grant writers may be included as a pre-award or pre-application expenditure. Fees payable on a contingency basis are not an eligible expense. For grant writer fees to be eligible as a pre-award expenditure, the fees must be specifically identified and listed in the "Request Details" section of the application. In addition, the fees must have been paid prior to any contact with grants management staff or an award (*i.e.*, paid within 30 days of the end of the application period). Applicants may be required to provide documentation to support these pre-award expenditures.

Hiring a grant writer, or use of any other third party in preparing the application, does not eliminate the applicant's responsibility for ensuring that information contained in the application is true and correct. Applicants who submit false information with their applications, or misrepresent their organizations in any material manner, will have their applications deemed ineligible by the AFG Program Office and referred to DHS OIG for further action, as appropriate.

8. Prepayments: A grantee may not use grant funds to prepay for any products or services in advance of delivery of the products or rendering of services. A down payment for the purchase of a vehicle is allowable if required in the purchase contract, but we will only allow up to 25 percent of the Federal share to be drawn for this purpose. No additional funds beyond the down payment will be provided in advance of the delivery of the vehicle. Any costs over-and-above the 25 percent limit such as the cost of a chassis or any other fees or services must be borne by the grantee or deferred until final payment is drawn. Federal funds may not be used for any other periodic or progress payments, except the final payment, which should not be requested until after the vehicle is received, inspected, and accepted by the grantee.

G. Other Funding Restrictions

DHS grant funds may only be used for the purpose set forth in the grant, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

Pre-award costs are allowable only with the written consent of DHS and if they are included in the award agreement.

Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award.

H. Reasonableness of a Request

The peer review panelists will review all of the applications in the competitive range and judge each application on its own merits. The panelists will consider all expenses budgeted, including administrative and indirect costs, as part of the cost-benefit determination, and may recommend appropriate adjustments. Regardless of the eligibility of any costs requested, DHS reserves the right to reduce any requests for assistance, in whole or in part, that DHS deems to be excessive or otherwise contrary to the best interests of this program.

Applicants who submit false information with their applications, or misrepresent their organizations in any material manner, will have their applications deemed ineligible by the AFG Program Office and referred to the DHS OIG for further action, as appropriate.

I. National Incident Management System Implementation Compliance

In accordance with Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the adoption of the National Incident Management System (NIMS) is a requirement to receive Federal assistance, through grants, contracts, and other activities. The NIMS provides a consistent nationwide template to enable all levels of government, tribal nations, nongovernmental organizations, and private sector partners to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity.

Federal FY 2009 NIMS implementation must be considered prior to allocation of any Federal awards in FY 2010. The primary grantee/administrator of FY 2010 AFG award funds is responsible for determining if sub-awardees have demonstrated sufficient progress in NIMS implementation to disburse awards.

PART IV.
APPLICATION AND SUBMISSION INFORMATION

This section summarized the process for applying for the FY 2010 AFG Grant.

A. Automated Grant Application

Applications under the FY 2010 AFG will be accessible at https://portal.fema.gov. The application will also be accessible from the U.S. Fire Administration's (USFA) Website (www.usfa.fema.gov), and grants.gov Website (www.grants.gov). We have designed the automated application with many built-in "help screens" and "drop-down menus" to assist applicants throughout the application process. The application can be saved and retrieved as many times as needed to complete it - up to the application deadline or the submittal of the application.

However, once you have submitted your application, you cannot change it. You will not be allowed to update your application to correct errors discovered after submission or to reflect changes in your organization's circumstances regardless of severity. You will be automatically notified via e-mail once we have received your application.

An applicant tutorial will be available from the program office. The tutorial explains the grant program, helps applicants with the online grant application, provides tips for navigating the application screens, and summarizes FY 2010 program changes. The tutorial also provides a review of lessons learned during previous grant periods.

You may decide to hire or engage a grant writer to assist you in the application process. However, as the applicant, you are responsible not only for the cost associated with using outside assistance but also for all information contained in your application. By submitting the application, you are certifying that all of the information contained therein is true and is an accurate reflection of your organization. Therefore, prior to submission, please review all work produced by grant writers, or other third parties, on your behalf. Applicants who falsify their applications or misrepresent their organizations in any material manner will have their applications deemed ineligible by the AFG Program Office and referred to the DHS OIG for further action, as appropriate.

Paper applications will be accepted, but are discouraged due to the inherent delays associated with processing them. Also, successful applicants who submit paper applications must continue to manage their grants via paper, including payment requests, requests for modifications, reporting, *etc.*; whereas, applicants who apply online can perform all of these functions online. In addition, paper applications do not provide the

built-in help that is available to online applicants. Finally, there is no assurance that your paper application is complete when submitted. If you do not have access to the Internet, contact us at 1-866-274-0960 to request a paper copy of the application via regular mail. We will not send paper applications via overnight delivery, fax, or e-mail.

The only eligible paper application is the application that we send you. Do not use any paper application that you did not receive directly from us. Do not print the screens from this year's online application and submit them as a paper application. Do not use a previous year's application. Any paper application that is not in the correct format will be deemed ineligible.

Applications for the FY 2010 AFG will be accepted starting on or about Monday, April 26, 2010, at 8:00 a.m. Eastern Time. Up-to-date application information will be posted on the AFG and USFA Websites. Completed applications must be received by 5:00 p.m. Eastern Time on Friday, May 28, 2010. Applications submitted by mail must be postmarked by May 26, 2010. Applications not submitted electronically must be mailed to:

Fire Grant Program Technical Assistance Center
U.S. Fire Administration, Room I-207
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998

We will not be responsible for applications mailed to any address other than the address listed above. Late, incomplete, or faxed applications will NOT be accepted. No electronically submitted applications other than those submitted online via the automated grant application system will be accepted.

B. Content and Form of Application

Eligible applicants apply for AFG funding online via the "e-grants" application. The system will allow an authorized representative of an applicant to log in and create a username and password for the applicant. The selection of the authorized representative is at the discretion of each applicant. If your organization submitted an application in previous years, we advise you to use the same username and password used for previous applications. If your organization is submitting more than one FY 2010 application, you must use the same username and password used for prior year applications, as well as for each FY 2010 application.

When filling out the on-line application, applicants are required to provide general information regarding the applicant and the community they serve. The applicant will provide detailed information regarding the items or activities for which they are seeking funding. The applicant will also have to provide a narrative description of their project including the cost of the project, their financial needs, and the benefits that the project will have on the applicant's operations. Finally, the applicants will have to fill out Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to

engage in lobbying activities) and FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.

The program title listed in the CFDA is *"Assistance to Firefighters Grant Program."* The CFDA number is 97.044.

C. DUNS Number

Effective October 1, 2003, all Federal grant applicants 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 the applicant's responsibility to obtain one. Extensions may not be granted for applicants who were unable to obtain a DUNS number prior to the end of the application period. Applicants are encouraged to apply for a DUNS number as soon as possible by calling 1-866-705-5711; as 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.

D. Project Period

The project period for any award under AFG will be 12 months from the date of the award.

E. Application Details

As in previous years, the AFG application includes general questions about your organization and community, as well as specific questions about the proposed project. The answers to these questions will be used to evaluate your application and to determine whether your organization serves an urban, suburban, or rural community. Characteristics such as population, water supply, land use, number of stations, call volume, and the number of inhabitable structures over four-stories tall in the jurisdiction indicates the type of community served. For the purpose of AFG Grants, a "story" is the habitable or occupiable space between a floor and a ceiling of a structure. We will allow you to self-declare the type of community you serve; however, we will also use these characteristics to assist us in determining the type of community you serve. If your declaration and our determination differ, you will be prompted to justify your declaration in the narrative section of the application.

The designation of community type is important because we have established different funding priorities in some of the activity areas, depending on the type of community served. These funding priorities are delineated in each program area below, if applicable.

The community designation (*i.e.*, urban, suburban, or rural) may also affect the ranking of your application, depending on the program area or activity for which you are applying. This is why you must justify your designation in the narrative of the application if your designation is different from ours.

After completing the general questions, you will be asked a series of activity-specific questions relative to the program area selected and the activities for which you plan to apply. Answer the questions for each of the activities that support your project. Lastly, you will be required to provide a written narrative describing the planned project. The narrative portion of the application should provide details of the activities for which you are seeking funding, including budget details for each activity. The narrative should also describe your organization's financial need and elaborate on the benefits your community and/or organization will gain from the expenditure of the grant funds. Applications should particularly note how the grant would enhance your department's ability to protect critical infrastructure. Finally, the narrative should explain the extent to which the grant would enhance your daily operations and/or how the grant will positively impact your ability to protect life and property.

We recommend that you type your narrative offline in any word processing software, such as Word, Word Perfect, or Notepad. Once the narrative is complete, you can copy it or "cut-and-paste" it from the word processing document into the narrative block of the application. Space for the narrative is limited and cannot exceed five pages. Any narrative beyond the five-page limit will be cut off by the electronic system and will not be a part of your application submission. Do **NOT** type the narrative using only capital letters. For more specific information regarding the application and the narrative section, we advise you to review the applicant tutorial.

F. Project Development

As in previous years, the AFG Program allows applicants to formulate a very comprehensive grant proposal. Depending on the program area for which you apply, your grant proposal may include a number of related "activities" to address all of your needs within a programmatic or functional area. This approach provides you with the opportunity to develop a more comprehensive grant project that addresses a broader range of your organization's needs. Be advised that your application should include only activities that can be completed within a 1-year period of performance.

In FY 2010, ***you may submit one application per application period in each of the program areas***, (*i.e.*, one application under Operations and Safety, one under Vehicle Acquisition, and/or a separate application as a regional host). If multiple applications are submitted on behalf of one organization within one of these program areas, either intentionally or unintentionally, we will deem all of that organization's applications in that program area to be ineligible. For example, if any applicant submits two applications for Operations and Safety, both applications will be deemed ineligible.

When formulating your grant proposal(s), keep in mind the legislative funding limits (*See* Part II.). If an applicant receives awards under both the Operations and Safety and Vehicle Acquisition program areas, the total of both awards cannot exceed the legislatively established funding limit.

1. Fire Department Projects

Fire departments may submit applications for either or both of the following program areas. AFG awards are subject to the statutory funding limitations discussed above. Under Operations and Safety, you may include as many activities within the program area as necessary to meet your needs. The eligible program areas and associated activities for the FY 2010 AFG are listed below.

- ***Firefighter Operations and Safety.*** Eligible activities for fire departments under this program area are limited to training, equipment, PPE, wellness and fitness, and modifications to fire stations and facilities. If an EMS unit falls organizationally under the auspices of a fire department, the fire department may submit requests for EMS training and equipment on behalf of their department's EMS unit under the appropriate functional area (*i.e.*, training or equipment, respectively). However, a fire department CANNOT apply as a nonaffiliated EMS organization, even if its application is solely for EMS equipment or training. Requests for equipment, PPE, and training to prepare for response to incidents involving CBRNE are eligible under the appropriate activities in this program area. Applicants should ensure that all projects applied for under AFG are consistent with national standards and address interoperable communications and equipment compatibility.

- ***Firefighter Vehicle Acquisition.*** Eligible apparatus available to fire departments under this program area include, but are not limited to, pumpers, brush trucks, tankers/tenders, rescue vehicles, ambulances, quints, aerials, foam units, and fire boats. Urban and suburban departments may apply for multiple vehicles on one application; however, urban and suburban applications will be limited to one vehicle per station (at the time of the application). Rural fire departments may apply for only **one** vehicle per year. Applications from fire departments that serve rural communities and are requesting more than one vehicle will be deemed ineligible. For FY 2010, there is no restriction on vehicle requests based on previous AFG vehicle awards. Applicants who received vehicles under prior year AFG awards are eligible to receive a vehicle grant in FY 2010. Activities related to a vehicle grant such as driver/operator training and equipment for a vehicle should be included in the vehicle request, not as part of an Operations and Safety request.

As stated above, for FY 2010 you may submit one application for assistance in each of these two program areas. Within your selected program area (Operations and Safety or Vehicle Acquisition), you may develop a comprehensive project to

address all of your needs by applying for as many of the eligible activities that you determine are necessary. For example, if you determine that your needs are in the Operations and Safety program area, you could apply for any one of the activities under that program area, any combination of activities, or all of the activities listed within that area. If you need a vehicle, you must apply under the Vehicle Acquisition program area. You may not apply for a vehicle under the Operations and Safety program area. Any equipment or training requested in a vehicle application must be specifically relevant to the requested vehicle and consistent with applicable NFPA standards (1002, 1901, 1961, *etc.*).

2. Nonaffiliated EMS Organizations

Nonaffiliated EMS organizations are eligible to apply for assistance during the FY 2010 AFG application period. The nonaffiliated EMS portion of AFG mirrors what *is available to fire* departments. EMS applicants may apply for assistance under either the Operations and Safety program area or the Vehicle Acquisition program area, or both using separate applications. EMS awards are subject to the statutory funding limitations, as discussed in Part 1 of this guidance. The EMS Operations and Safety program area provides a range of eligible activities that enable applicants to formulate a very comprehensive grant proposal to meet all operational needs. The EMS Vehicle Acquisition area allows applicants to apply for a vehicle to enhance emergency response capabilities and may include operator training, as necessary.

For the FY 2010 application period, you may submit ***one application per program area***; however, you are limited to only **one** application in each of the two program areas listed below. Your application should include only activities that can be completed within the 1-year period of performance. EMS program areas and associated activities eligible under the FY 2010 AFG are listed below.

- ***EMS Operations and Safety.*** *Eligible activities* available to nonaffiliated EMS organizations under this program area are limited to EMS training, EMS equipment, including PPE, wellness and fitness, and modifications to stations and facilities. Requests for equipment, PPE, and training to prepare for responding to incidents involving CBRNE are eligible for funding under the appropriate activities in this program area. Applicants should ensure that all projects applied for under the grant program are consistent with national standards and address interoperable communications and equipment compatibility.

- ***EMS Vehicle Acquisition.*** Eligible apparatus available to nonaffiliated EMS organizations under this area include, but are not limited to, ambulances, transport units, and rescue squads. Small specialty access equipment such as ATVs, snowmobiles, and Gators™, or other similar vehicles are not eligible under the vehicles acquisition category or under the EMS Operations and Safety program area. Urban and suburban

organizations may apply for multiple EMS vehicles on one application; however, urban and suburban applications will be limited to one vehicle per station in operation (at the time of the application). Rural organizations may apply for only **one** vehicle per year. You may not include equipment for your EMS vehicle in your request; however, your request may include driver/operator training. Applications from EMS organizations that serve rural communities that request more than one vehicle will be deemed ineligible. Previous AFG vehicle grant recipients are eligible to receive a vehicle grant in FY 2010.

3. Regional Projects

Any eligible applicant, whether a fire department or a nonaffiliated EMS organization, may act as a "host applicant" and apply for large-scale or regional projects on behalf of itself and any number of organizations in neighboring jurisdictions. A regional project is one in which multiple organizations serving more than one local jurisdiction benefit directly from the activities implemented with the grant funds. A county fire department applying for a countywide communications system is NOT a regional project because it does not benefit multiple "seats-of-government." Regional projects are designed to facilitate interoperability and efficiency among the participating jurisdictions. As such, the only activities available for application under a regional project are training and equipment acquisition (such as communications equipment) that positively affect interoperability between jurisdictions. Purchase of turnouts, SCBA, wellness and fitness, modification to facilities, and vehicle acquisition activities are not eligible as regional projects.

Regional projects require one eligible applicant to act as the "host" for the project. Regional applications may only include activities that are meant to address the identified regional risk. Regional applications cannot include the purchase of resources or any activities meant solely for the host applicant. As in last year's program, host applicants in FY 2010 may apply for funding to address their own needs beyond the scope of the regional project in a separate application(s). The "host" will be responsible for fulfilling all grant requirements such as reporting to NFIRS, control of and accounting for the funds, and distribution and control of the property. Additionally, the host is responsible for assuring that the cost share is met. The cost share for regional projects is based on the total population and demographics of the entire region.

DHS has the discretion to waive the legislatively established funding limits under AFG. In order to encourage interest and participation in this critical strategy to address interoperability, DHS may exercise that discretion if the funding of a regional application is at risk of exceeding statutory funding caps, (*i.e.*, the funding of the regional request combined with other AFG awards would cause the host applicant to exceed the legislatively established funding limits).

In general, equipment purchased as a result of a regional project will be physically distributed to all the departments that are beneficiaries of the project. This physical distribution of the equipment to other first responder organizations is the single characteristic that distinguishes eligible regional projects from projects that are not regional in nature but may have an impact on a region via mutual aid. For example, a project that would not be considered to have an effect on interoperability (and thus would not be considered a regional project) would be an application for an air compressor or a hazardous materials (HAZMAT) response vehicle. In this example, the assets would be shared with neighboring departments under mutual or automatic aid agreements, but physically located in the awardee's department and not disseminated among the participants; as such, this project would not qualify as a regional project.

Examples of viable regional projects would be a multi-jurisdictional communications system or standardization of training. As stated above, regional projects should be designed to address issues of communications or equipment interoperability among multiple jurisdictions.

In order to apply for a regional project, the host organization must:

1) be an eligible applicant, (*i.e.*, either a fire department or a nonaffiliated EMS organization – a county, county association, city, or an emergency management organization is ***not*** eligible and could not apply for a regional project), and

2) agree, if awarded, to be responsible for all aspects of the grant including, but not limited to, accountability for the assets and all reporting requirements.

In the regional application, the host organization will be required to describe the characteristics of the entire region that will be affected by the project (*i.e.*, the population of the affected region, not the applicant's "first-due" population). The applicant must provide detailed information in the project narrative describing the nature of the project including the project's budget, the effect the project will have on the region, and the need for the project. This includes a detailed description of the following:

- The proposed project and the project budget.
- The financial need for the project.
- The benefits that would result.
- The extent to which the grant would enhance daily operations.
- How the grant will positively impact the regional ability to protect life and property.

In addition, the applicant must include a list of all the participating organizations that will benefit from the regional project, if the project is approved. Fire departments or nonaffiliated EMS organizations that will benefit from a regional project may also apply for funding under AFG, as long as they are not requesting the same items as the host applicant for the regional project. For example, if a host applicant applies for a multi-jurisdictional communications project, a participating organization that will receive some of the communications equipment can apply for other needs as long as it does not apply for duplicative communications equipment. Host applicants MAY NOT apply for items to address other needs beyond the regional project on the regional application; but, as indicated above, a host applicant may submit a request to meet its own, non-regional needs in a separate application.

When evaluating the benefits of any regional project, we will take into account the other partners that will be involved in the project, whether they are other fire departments, nonaffiliated EMS organizations, or other public service organizations. We will also take into consideration the extent to which the non-fire/EMS partners will contribute to the overall costs of the regional project.

PART V.

APPLICATION REVIEW AND EVALUATION PROCESS INFORMATION

This section summarizes the multi-level review and evaluation process used to select applications for AFG funding.

A. Prescreening Process

As explained earlier, funding priorities and criteria for evaluating AFG applications are established based on recommendations from the criteria development panel. We will rank all submitted applications based on the substance of the application relative to the established funding priorities for the type of community served. Answers to the application's activity-specific questions provide information used to determine each application's ranking relative to the stated priorities.

If you apply for more than one activity in your selected project, each activity will be scored separately. Then the scores will be prorated based on each individual activity's funding level, compared to the total requested funding in your application. For example, under the Operations and Safety program area, if you apply for $9,000 in training and $1,000 in equipment, the training portion of the proposal will represent 90 percent of the score and the equipment will represent 10 percent of the score. The number of activities included in the application will not affect the application - negatively or positively.

B. Peer Review Process

Applications that best address the grant funding priorities (as outlined below) will score higher than applications that are inconsistent with the priorities. Applications scoring the highest will be determined to be within the "competitive range" and will undergo further evaluation through a peer review process. It has been DHS practice to review a sufficient number of applications to assure that the AFG Program's goals and objectives will be met. To achieve this, the number of applications reviewed each year is the number of applications whose cumulative requests total 200 percent of the appropriated funding for AFG. As such, with $390 million appropriated for AFG in FY 2010, DHS will consider approximately $800 million in applications to be in the competitive range and reviewed by a panel of peers.

A panel of at least three peer review panelists will evaluate each application in the competitive range using the project narrative, along with answers to the general questions and the activity-specific questions. During the panel review process, panelists will provide a subjective but qualitative judgment on the merits of each request.

Applications that include requests for equipment and/or training will be evaluated by the panelists relative to the critical infrastructure within the applicant's area of first-due

response. Critical infrastructure includes any system or asset that, if attacked or impacted by a hazardous event, would result in catastrophic loss of life or catastrophic economic loss. Critical infrastructure includes the following: public water or power systems, major business centers, chemical facilities, nuclear power plants, major rail and highway bridges, petroleum and natural gas transmission pipelines or storage facilities, telecommunications facilities, or facilities that support large public gatherings, such as sporting events or concerts. Panelists will assess such infrastructure and the hazards confronting the community, as explained in the narrative, to determine the benefits that will be realized from a grant to the applicant.

Panelists will evaluate and score the following project elements:

1) The clarity of your proposed project, including the project's budget detail.

2) The organization's financial need.

3) The benefits that would result from an award relative to the cost.

4) The extent to which the grant would enhance daily operations.

Each of these four elements carries equal weight when factored into the panelists' scores (*i.e.*, one-fourth).

Each application will be judged on its own merits, not compared to other applications. As part of the cost-benefit review, the panelists will consider all expenses budgeted, including the individual costs of the items requested as well as the extraneous costs such as warranties or maintenance costs, administrative costs, and/or indirect costs. Panelists may object to costs that are requested but not fully explained in the application. Panelists will review each application in its entirety and rate the application according to the established evaluation criteria.

Keep in mind that we will use the answers to the activity-specific questions when conducting our initial assessment. The answers to these questions are the primary basis for determining whether an application warrants further evaluation through peer review. Applicants whose answers indicate that their project is consistent with the established priorities (as outlined below) will have a better chance of reaching the competitive range and the second level, *e.g.*, the peer review, than those applicants whose projects do not reflect the established priorities. Applicants who submit false information with their applications or misrepresent their organizations in any material manner will have their applications deemed ineligible by the AFG Program Office and referred to the DHS OIG for further action, as appropriate.

Each application that scores high under the peer review process will be deemed in the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a subject matter specialist as well as a Program Office review prior to being recommended for award. In the Technical Review, the subject matter specialists will

assess the technical feasibility of the application addressing the needs of the applicant. After the Technical Review, the Program Office will conduct an additional review to assess the request with respect to costs and quantities and eligibility prior to recommending the application for award.

C. State Strategy and Communications Technical Review

Each State will provide a representative to the AFG Program Office to conduct a technical review of peer-reviewed applications from the State's perspective. This State review will focus on requests for CBRNE-related equipment or training and/or interoperable communications equipment or training. After the panel review process is complete, the designated State homeland security official will review the application to ensure that requests for communications systems conform to the State's SCIP. The State representative will further certify that such requests are consistent with the State Homeland Security Strategy and do not duplicate or conflict with assistance already provided or imminent. If a State representative determines that an application is either inconsistent with the State strategy or duplicates the State's assistance, that portion of the AFG application will not be funded.

D. Anticipated Announcement and Award Dates

DHS will commence the panel review process within 60 days of the end of the application period. Award decisions for the FY 2010 program will be completed on or before September 30, 2011.

PART VI.
AWARD ADMINISTRATION INFORMATION

This section summarizes the administration of awards including award procedures and grantee responsibilities.

A. Award Procedure

Upon approval of an application, FEMA will provide an award package to the applicant through the automated AFG application system. An email notice of award will also be sent to the applicant's primary point of contact. The grantee should carefully read the award and special condition documents. If there are any questions or concerns, please contact the Help Desk at (866) 274-0960.

Awards will be made using the results of peer-reviewed applications as the primary basis for our decisions, regardless of program. However, there are some exceptions to strictly using the peer review results. For example, the AFG authorizing legislation restricts how the funds may be used. Grant awards for vehicles may not exceed 25 percent of the total appropriated funding, and nonaffiliated EMS organizations may not receive more than 2 percent of appropriated funding. Once we reach these limits, we must deviate from the rank order with respect to the remaining vehicle requests or nonaffiliated EMS requests.

Additionally, career organizations are limited to 45 percent of the available funding and volunteer and combination organizations are required to receive no less than 22 percent and 33 percent of the available funding, respectively. Achieving this delineation may also require deviating from the peer review results.

To fulfill our obligations under the law, we may also make funding decisions using the size and nature of the community served (urban, suburban, or rural), the type of organization (career, combination, or volunteer), and the geographic location of the organization. In these instances where we are making decisions based on geographic location, we will use States as the basic geographic unit. The geographic location of an applicant will be used primarily as a final discriminator, (*e.g.*, in cases where applicants have similar qualifications, we may use the geographic location of the applicants to maximize the diversity of the awardees).

Fire departments that have received funding under the AFG in previous years are eligible to apply for funding in the current year. However, due to our responsibilities under the authorizing statute to assure adequate distribution of awards among certain types of organizations (career, combination, and volunteer) and certain types of communities

(urban, suburban, or rural), we reserve the right to fund or not to fund previous grant recipients under this program in order to fulfill statutory requirements. We may also take into account an applicant's performance on prior grants when making funding decisions on current applications.

As stated earlier, each application will be evaluated based on the answers to the activity-specific questions. The applications that best address the established funding priorities will be deemed to be in the "competitive range" and subject to a second-level review. This second-level review is conducted via a panel of peer reviewers who will assess the application's merits with respect to the detail provided in the narrative on the activity, the applicant's financial need, and the purported benefit to be derived for the cost. The peer reviewers will independently score each application, discuss the merits and shortcomings of the application, and reconcile any major discrepancies, if necessary. A consensus is allowed but not required.

Once every application in the competitive range has been through the panel review, the applications will be ranked according to the average score awarded by the panel. The ranking will be summarized in a Technical Report prepared by the AFG Program Office. The AFG Program Office will then make award recommendations to the grants management specialists in the Grants Management Division of the Grants Programs Directorate. The grants management specialists will then contact the applicant to discuss and/or negotiate the content of the application before making final award decisions.

We will select a sufficient number of awardees from this one application period to obligate all of the FY 2010 funding available. Awards will be announced over several months as decisions are made. Awards will not be made in any specified order, (*i.e.*, not by State, program, or any other characteristic).

Award amounts are limited based on the population of the jurisdiction. Specifically, an applicant that serves a jurisdiction with a population of 500,000 or less may not receive grant funds in excess of $1,000,000 for any fiscal year. An applicant that serves a jurisdiction with more than 500,000, but not more than 1,000,000, people may not receive grant funds in excess of $1,750,000 for any fiscal year. Finally, an applicant that serves a jurisdiction of more than 1,000,000 people may not receive grant funds in excess of $2,750,000 in any fiscal year.

B. Grantee Responsibilities

AFG award recipients (grantees) must agree to:

(1) Perform, within the designated period of performance, all tasks (scope of work) as outlined in the grantee's application and approved by the AFG Program Office in accordance with the Articles of Agreement. Failure to adhere to the policies, terms, and conditions of the award as set forth in this document, as well as the award package and all references, including clarifications provided in the AFG Program's frequently asked questions, may result in loss of the current award as well as future eligibility.

(2) Share in the costs of the projects funded under this grant program. Fire departments and nonaffiliated EMS organizations serving populations of over 50,000 or more must match the Federal grant funds with an amount of non-Federal funds equal to 20 percent of the total project cost. Fire departments and nonaffiliated EMS organizations serving populations between 20,000 and 50,000 must agree to match the Federal grant funds with an amount of non-Federal funds equal to 10 percent of the total project cost. Fire departments and nonaffiliated EMS organizations serving areas with a population of 20,000 or fewer must match the Federal grant funds with an amount of non-Federal funds equal to 5 percent of the total project cost. Regional project cost-share will be based on the total population and demographics of the entire region. All non-Federal match funds must be in cash; in-kind contributions are not acceptable. No waivers of this requirement will be granted except for applicants located in Insular Areas as provided for in 48 U.S.C. § 1469a.

The grantee is not required to have the cash match in hand at the time of application, nor at the time of award. But, before a grant is awarded, DHS will contact potential awardees to determine whether the grantee has the funding in hand or if the grantee has a viable plan to obtain the funding necessary to fulfill the matching requirement.

(3) Maintain operating expenditures for the 1-year grant period of performance in the areas funded by this grant activity at a level equal to, or greater than, the average of their operating expenditures in the 2 years preceding the year in which this assistance is received. This program is meant to supplement rather than replace an organization's funding.

(4) Retain grant files and supporting documentation for 3 years after the conclusion and closeout of the grant or any audit subsequent to closeout.

(5) Ensure all procurement transactions are conducted in a manner to provide, to the maximum extent practical, open and free competition. Grantees are expected to promote competition and ensure advantageous pricing by soliciting bids from multiple vendors and to select the lowest bidder able to meet the requirements. Procurements shall be made from the bidder whose offer is responsive to the solicitation and is most advantageous to the grantee when price, quality, and other factors are considered. The grantee must follow its established procurement processes when purchasing vehicles, equipment, and services with AFG funds. If the grantee has no established procedures, it should obtain at least two quotes/bids for the items being procured and document the process used in the grant files. Sole-source purchasing is not an acceptable procurement method except in unusual circumstances. Grantees who fail to adhere to their own procurement policy or otherwise fail to fully "compete" any transaction involving Federal funds may find that their expenditures will be questioned and subsequently disallowed.

Specifications developed for solicitations shall clearly set forth all requirements that the bidder shall fulfill in order for the bid or offer to be evaluated by the recipient. However, those specifications may not be so narrowly constructed or contain features which unduly

limit, restrict, or eliminate competition unnecessarily. *See also* Item 7 below regarding conflicts of interest.

Grantees shall, on request, make available to DHS, pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, *etc.*, if a) the procurement specifies a "brand name" product, or b) the proposed award is to be awarded to other than the apparent low bidder under a sealed bid process. Grantees found to be using proprietary specifications may find that their expenditures will be questioned and subsequently disallowed.

(6) Conduct all bidding activities (solicitation, receipt, and evaluation) after award, i.e., during the period of performance. Quotes obtained prior to submittal of the application - for the purposes of applying for this grant - are not considered to be sufficient to satisfy the requirements for competition as outlined at 44 CFR Part 13. Grantees may be jeopardizing their awards if they do not adhere to the requirements set forth herein.

(7) Avoid conflicts of interest in order to ensure objective vendor performance and eliminate a real or an apparent unfair, competitive advantage. Grantees must assure that anyone that develops or drafts specifications, requirements, statements of work *(including the grant application),* invitations for bids and/or requests for proposals are excluded from competing for such procurements. Grantees must assure that no employee, officer, or agent of their organization participates in the selection, award, or administration of any procurement supported by Federal funds if a real or an apparent conflict of interest would be involved. A conflict of interest could arise when any of the following conditions exists:

a) An officer, employee, or agent of the grantee has a financial or other interest in the vendor selected for the procurement.
b) Any member of the grantee's officers', employees', or agents' immediate family has a financial or other interest in the vendor selected for the procurement.
c) An organization which employs a grantee's officer, employee, or agent, is a vendor or has a financial or other interest in the vendor selected for the procurement.
d) An officer, employee, or agent of the grantee is a Federal employee.

For the purposes of this program, we consider volunteers of an organization and grant writers to be employees, officers and/or agents of the grantee. As such, grantees must assure that no volunteer or member of their organizations or anyone involved in the application for funding participates in, or benefits from, the procurement if Federal funds are involved. Grantees who select vendors that employ volunteers or members of the organization will have to document how they avoided a conflict of interest during their procurement process. Grantees who fail to fully document their purchases may find that their expenditures will be questioned and subsequently disallowed. Grantees who have membership who are also Federal employees must take appropriate steps to assure that the Federal employees are not involved in any portion of the grant process and do not benefit from the grant in any fashion.

(8) Submit a performance report to DHS after 6 months as well as a final performance closeout report. If a grant's period of performance is extended for any reason, the grantee must submit performance reports every 6 months until the grant is closed out. At grant closeout, the grantee must report how the grant funding was used and the benefits realized from the award in a detailed final report. An accounting of the funds must also be included. Applicants should be aware that prior performance including timely submission of performance and closeout reports will be taken into consideration in evaluating future awards.

(9) Make grant files, books, and records available, if requested, for inspection to ensure compliance with any requirement of the grant program. Grantees are required to maintain and retain backup documentation such as bids, quotes, and cost/price analyses on file for Federal auditors. The required documentation for federally funded purchases should include specifications, solicitations, purchase orders, invoices, cancelled checks, copies of competitive quotes or proposals, and basis for selection. Grantees who fail to fully document their purchases may find that their expenditures will be questioned and subsequently disallowed.

(10) If the grantee is a fire department, agree to provide information through established reporting channels to the USFA NFIRS for the period covered by the assistance. Nonaffiliated EMS organizations do not have to comply with the NFIRS reporting requirement. If a fire department does not participate in the incident reporting system and does not have the capacity to report at the time of the award, that grantee must agree to provide information to the NFIRS system for a 12-month period commencing as soon as they develop the capacity to report. We expect non-reporting grantees to pursue the capacity to report immediately after notification of award, and for these non-reporting grantees to be actively reporting to NFIRS within the approved period of performance. AFG Program grantees from previous years will not be allowed to closeout their grants until they demonstrate that they are complying with this requirement. Failure to close out previous years' grants may affect the consideration of future awards.

(11) Follow the audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Grantees who expend $500,000 or more in Federal funds during the year they were awarded (from all Federal sources) must have a single audit performed in accordance with the Circular. (For more information about the Circulars, go to www.whitehouse.gov/omb/circulars.)

(12) Comply with Homeland Security Presidential Directive-5 (HSPD-5). Starting October 1, 2004, HSPD-5 requires all recipients of Federal preparedness funding – including recipients of Federal grants and contracts – to adopt NIMS as a condition for receipt of Federal funds. Recipients of FY 2010 AFG funds must comply with this directive. AFG recipients will be considered in compliance with this NIMS requirement if the grantee: 1) has an operational knowledge of ICS; 2) has an understanding of NIMS' principles and policies; and 3) agrees to adopt and/or comply with all directives, ordinances, rules, orders, edicts, *etc.*, passed down by local or State authorities with respect to incident management. Organizations already trained in ICS do not need

retraining if the previous training was consistent with DHS standards. In order for us to document compliance, grantees will be required to certify their recognition of NIMS/ICS as part of the grant closeout process.

(13) Vehicle awardees are required to obtain a prepayment bond if they advance any funding to the vehicle manufacturer. Vehicle awardees may be required to submit documentation regarding their purchase as a condition of receiving payment.

(14) Vehicle awardees are required to include a performance clause in their contract. The clause will specify a delivery date for the vehicle under contract and include a provision for penalty for non-delivery on the specified date. Non-delivery by the contract's guaranteed date will require a penalty for nonperformance that is no less than $100 per day until the date that the vehicle is delivered. Delivery is not acceptable unless the vehicle is operational, functioning, and ready to be placed in service.

C. Monitoring

Grant recipients will be monitored periodically by DHS staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based reviews and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, performance and administrative issues relative to each project and will identify areas where technical assistance and other support may be needed.

D. Grant Closeout Process

Within 90 days after the end of the period of performance, grantees must submit a final closeout report detailing all accomplishments throughout the project. The grantee is responsible for returning any funds that have been drawn down but remain as unliquidated in grantee financial records. After the closeout report has been reviewed and approved by DHS, a closeout notice will be completed to close out the grant.

E. Financial Reporting Requirements

Recipients of any AFG grants awarded on or after October 1, 2009, also will be required to submit a semi-annual Federal Financial Report (FFR) via the automated system on the Standard Form 425. The FFR is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements throughout the government. The FFR, to be submitted using the online e-grant system, will be due semi-annually based on the calendar year beginning with the period after the award is made. Grant recipients will be required to submit a FFR throughout the entire period of performance of the grant.

Reporting Periods for the FFR:

January 1 through June 30 (Report due by July 31)
July 1 through December 31 (Report due by January 30)

At the end of the grant's period of performance, all grantees are required to produce a final report on how the grant funding was used and the benefits realized from the award. Grantees must submit a final financial report and a final performance report within 90 days after the end of the period of performance. After these reports have been reviewed and approved by DHS, grantees receive an official notice the closeout has been accepted and completed. Any remaining grant funds are deobligated. The grantee is responsible for returning any funds that have been drawn down but remain unliquidated.

F. Standard Financial Requirements

The grantees must, in addition to the assurances made as part of the application, comply with all applicable statutes, regulations, executive orders, OMB Circulars, terms and conditions of the award, and the approved application.

1. **Standard Financial Requirements.** The grantee shall comply with all applicable laws and regulations. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:

1.1 – Administrative Requirements.

- 44 CFR Part 13, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*
- 2 CFR Part 215, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations* (OMB Circular A-110)

1.2 – Cost Principles.

- 2 CFR Part 225, *Cost Principles for State, Local, and Indian tribal Governments* (OMB Circular A-87)
- 2 CFR Part 220, *Cost Principles for Educational Institutions* (OMB Circular A-21)
- 2 CFR Part 230, *Cost Principles for Non-Profit Organizations* (OMB Circular A-122)
- 48 CFR 31.2, Federal Acquisitions Regulations (FAR), *Contracts with Commercial Organizations*

1.3 – Duplication of Benefits. There may not be a duplication of any Federal assistance by governmental entities, per 2 CFR Part 225, Basic Guidelines Section C.3 (c), which states: Any cost allocable to a particular Federal award or cost objective under the principles provided for in this Authority may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by law or terms of the Federal awards, or for other reasons. However, this prohibition would not preclude governmental units from shifting costs that are allowable under two or more awards in accordance with existing program

agreements. Non-governmental entities are also subject to this prohibition per 2 CFR Parts 220 and 230 and 48 CFR 31.2.

2. **Payment.** DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. Requests for payment are submitted via the automated AFG grant system.

   2.1 – Advance Payment. In accordance with Treasury regulations at 31 CFR Part 205, the Recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds (See 44 CFR Part 13.21(i)) regarding payment of interest earned on advances. In order to request an advance, the Recipient must maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds from DHS and expenditure and disbursement by the Recipient. When these requirements are not met, the Recipient will be required to be on a reimbursement for costs incurred method.

   NOTE: FUNDS WILL NOT BE AUTOMATICALLY TRANSFERRED UPON ISSUANCE OF THE GRANT. GRANTEES MUST SUBMIT A REQUEST FOR ADVANCE/REIMBURSEMENT (SF-270) IN ORDER FOR THE FUNDS TO BE TRANSFERRED TO THE GRANTEE'S ACCOUNT.

   2.2 – Cash Management. In accordance with 44CFR13.21(3)(i) grantees and sub-grantees shall promptly, but at least quarterly, remit interest earned on advances to the Federal agency, except for interest exempt under the Intergovernmental Cooperation Act (31USC 6501 et seq.) and the Indian Self-Determination Act (23 USC 450). The grantee or sub-grantee may keep interest amounts up to $100 per year for administrative expenses.

3. **Non-supplanting Requirement.** Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or grantees may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

4. **Administrative Requirements.**

   4.1 – Compliance with Federal civil rights laws and regulations. The grantee is required to comply with Federal civil rights laws and regulations. Specifically, the grantee is required to provide assurances as a condition for receipt of Federal funds that its programs and activities comply with the following:

   - *Title VI of the Civil Rights Act of 1964,* as amended, 42. U.S.C. §2000 et seq. – Provides that no person on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity receiving

Federal financial assistance. Title VI also extends protection to persons with Limited English Proficiency (LEP). (42 U.S.C. §2000d et seq.)

- *Title IX of the Education Amendments of 1972*, as amended, 20 U.S.C. §1681 et seq. – Provides that no person, *on the basis of sex*, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance.

- *Section 504 of the Rehabilitation Act of 1973*, as amended, 29 U.S.C. §794 – Provides that no otherwise qualified individual with a disability in the United States, shall, *solely* by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or subject to discrimination in any program or activity receiving Federal financial assistance.

- *The Age Discrimination Act of 1975*, as amended, 20 U.S.C. §6101 et seq. – Provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

Grantees must comply with all regulations, guidelines, and standards adopted under the above statutes. The grantee is also required to submit information, as required, to the DHS Office for Civil Rights and Civil Liberties concerning its compliance with these laws and their implementing regulations.

4.2 – Services to Limited English Proficient (LEP) persons. Recipients of FEMA financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, natural origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of limited English proficiency. To ensure compliance with Title VI, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The grantee is encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. For additional information, see http://www.lep.gov.

4.3 – Certifications and Assurances. Certifications and assurances regarding the following apply:

- *Lobbying. – 31* U.S.C. §1352, *Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.* – Prohibits the use of Federal funds in lobbying members and employees of Congress, as well as employees of Federal agencies, with respect to the award or amendment of any Federal grant, cooperative agreement, contract, or loan. FEMA and DHS have codified restrictions upon lobbying at 44 CFR Part 18 and 6 CFR Part 9. (Refer to form included in application package.)

- *Drug-free Workplace Act,* as amended, 41 U.S.C. §701 et seq. – Requires the recipient to publish a statement about its drug-free workplace program and give a copy of the statement to each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out. Also, place(s) where work is being performed under the award (i.e., street address, city, state and zip code) must be maintained on file. The recipient must notify the Grants Officer of any employee convicted of a violation of a criminal drug statute that occurs in the workplace. For additional information, see 44 CFR Part 17.

- *Debarment and Suspension.* – Executive Orders 12549 and 12689 provide protection from fraud, waste, and abuse by debarring or suspending those persons that deal in an irresponsible manner with the Federal government. The recipient must certify that they are not debarred or suspended from receiving Federal assistance. For additional information, see 2 CFR Part 3000.

- *Federal Debt Status.* – The recipient may not be delinquent in the repayment of any Federal debt. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129) (Refer to SF-424, item number 17.)

- *Hotel and Motel Fire Safety Act of 1990.* – In accordance with section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. §2225a, the recipient agrees to ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds, complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, 15 U.S.C. §2225.

Grantees must comply with all regulations, guidelines, and standards adopted under the above statutes.

4.4 – Integrating individuals with disabilities into emergency planning. Section 504 of the *Rehabilitation Act of 1973*, as amended, prohibits discrimination against people with disabilities in all aspects of emergency mitigation, planning, response, and recovery by entities receiving financial funding from FEMA. In

addition, Executive Order 13347, *Individuals with Disabilities in Emergency Preparedness* signed in July 2004, requires the Federal government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. Executive Order 13347 requires the Federal government to encourage consideration of the needs of individuals with disabilities served by State, local, and tribal governments in emergency preparedness planning.

4.5 – Whistleblower Protection. Each recipient or sub-recipient awarded funds made available under the ARRA shall promptly refer to the FEMA Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-recipient, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds (ARRA Sec. 1553). The DHS Office of Inspector General can be reached at http://www.oig.Department.gov/fraud/hotline/.

4.6 – Environmental Planning and Historic Preservation Compliance. FEMA is required to consider the potential impacts to the human and natural environment of projects proposed for FEMA grant funding. FEMA, through its Environmental Planning and Historic Preservation (EHP) Program, engages in a review process to ensure that FEMA-funded activities comply with various Federal laws including: *National Environmental Policy Act*, *National Historic Preservation Act*, *Endangered Species Act*, the *Clean Water Act*, and Executive Orders on Floodplains (11988), Wetlands (11990), Environmental Justice (12898). The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural, historical, and cultural resources, as well as to minimize potential adverse effects to low-income and minority populations.

The grantee shall provide all relevant information to FEMA to ensure compliance with applicable Federal EHP requirements. Any project with the potential to impact natural or biological resources or historic properties cannot be initiated until FEMA has completed the required EHP review. In addition to a detailed project description that describes what is to be done with the grant funds, how it will be done, and where it will be done, grantees shall provide detailed information about the project (where applicable), including, but not limited to, the following:

- Project location (i.e., exact street address or map coordinates)
- Total extent of ground disturbance and vegetation clearing
- Extent of modification of existing structures
- Construction equipment to be used, staging areas, etc.
- Year that any affected buildings or structures were built
- Natural, biological, and/or cultural resources present within the project area and vicinity, including wetlands, floodplains, geologic resources, threatened or endangered species, or National Register of Historic Places listed or eligible properties, etc.

- Visual documentation such as good quality, color and labeled site and facility photographs, project plans, aerial photos, maps, etc.
- Alternative ways considered to implement the project (not applicable to *procurement* of mobile and portable equipment)

For projects that have the potential to impact sensitive resources, FEMA must consult with other Federal, State, and tribal agencies such as the U.S. Fish and Wildlife Service, State Historic Preservation Offices, and the U.S. Army Corps of Engineers, as well as other agencies and organizations responsible for the protection and/or management of natural and cultural resources, including Federally-recognized Indian tribes, Tribal Historic Preservation Offices, and the Department of the Interior, Bureau of Indian Affairs. For projects with the potential to have adverse effects on the environment and/or historic properties, FEMA's EHP review process and consultation may result in a substantive agreement between the involved parties outlining how the grantee will avoid the effects, minimize the effects, or, if necessary, compensate for the effects. Grantees who are proposing communication tower projects are encouraged to complete their Federal Communications Commission (FCC) EHP process prior to preparing their EHP review materials for FEMA, and to include their FCC EHP materials with their submission to FEMA. Completing the FCC process first and submitting all relevant EHP documentation to FEMA will help expedite FEMA's review.

Because of the potential for adverse effects to EHP resources or public controversy, some projects may require an additional assessment or report, such as an Environmental Assessment, Biological Assessment, archaeological survey, cultural resources report, wetlands delineation, or other document, as well as a public comment period. Grantees are responsible for the preparation of such documents, as well as for the implementation of any treatment or mitigation measures identified during the EHP review that are necessary to address potential adverse impacts. Grantees may use grant funds toward the costs of preparing such documents. The use of grant funds for mitigation or treatment measures that are not typically allowable expenses will be considered on a case-by-case basis. Failure of the grantee to meet Federal, State, local and territorial EHP requirements, obtain required permits, and comply with any conditions that may be placed on the project as the result of FEMA's EHP review may jeopardize Federal funding.

Recipients shall not undertake any project without the prior approval of FEMA, and must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project description will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify their FEMA Program Office, and the appropriate State Historic Preservation Office. Any

projects that have been initiated prior to approval will result in a non-compliance finding and will not be eligible for funding.

For more information on FEMA's EHP requirements, Grantees should refer to FEMA's Information Bulletin #329, *Environmental Planning and Historic Preservation Requirements for Grants*, available at http://ojp.usdoj.gov/odp/docs/info329.pdf. Additional information and resources can also be found at http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm.

PART VII.
FEMA CONTACTS

This section describes several resources that may help applicants in completing an AFG Grant application.

AFG Help Desk. AFG staffs a help desk throughout the application period. The help desk can provide assistance with navigation through the automated application as well as provide programmatic assistance with respect to questions of eligibility. The help desk can be contacted at 1-866-274-0960 or via email at firegrants@dhs.gov. The help desk hours of operation during the application period are from 8:00 a.m. to 8:00 p.m., Monday through Friday; and 9:00 a.m. to 4:00 p.m., on Saturday. All times listed are eastern times.

DHS Regional Fire Program Specialists. Each of the DHS Regions has specialists that can assist applicants with the application process. Interested parties may contact the AFG helpdesk for information on the nearest regional specialists.

PART VIII.
OTHER INFORMATION

Excess Funds

Occasionally, due to successful competitive bid processes, some grantees have funds remaining after the completion of the obligations outlined above. Fire department grantees have four options for the use of the excess funds if they complete the approved scope of work prior to the end of the performance period. Requests for use of excess funds must be submitted for consideration prior to the end of the approved period of performance, and any initiatives requested must be completed within the approved period of performance or within a reasonable extension to the period of performance (*e.g.*, 3 to 4 months after the period of performance). The four options are as follows:

(1) Grantees may use the greater of 1 percent of their award amount or $5,000 to continue or expand the activities for which they received the award. For example, if a grantee has funds remaining after completion of the activities listed in their grant agreement, the grantee may use excess funds (subject to the above limitation) to purchase other eligible items without seeking DHS approval.

(2) Grantees may use excess funds to create or expand a fire or injury prevention project. Excess funds above the amounts discussed in paragraph (1) above must be used for fire or injury prevention activities or returned to DHS [*See* option (3) below]. In order to use excess funds for fire or injury prevention activities, a grantee must submit an amendment to their grant. The amendment request should explain the following:

   i) Fire or injury prevention efforts currently underway in your organization.

   ii) Where the use of excess funds would fit within your existing efforts, if applicable.

   iii) What fire or injury problem you are trying to address with these funds.

   iv) The target audience for your fire or injury prevention project(s), and how this audience was identified.

   v) How you will implement/deliver your project(s).

   vi) How you will evaluate the effectiveness of the requested fire or injury prevention project(s).

(3) Grantees may use up to 50 percent of their excess funds for training and/or wellness/fitness activities. In order to implement this option, the grantee must submit

an amendment and explain the proposed project and the timeframe to complete the project.

(4) Grantees may return excess funds to DHS. To exercise this option, a grantee must closeout their grant and state in the final performance report that the remaining funds are not necessary to fulfill grant obligations. The grantee must also indicate that they understand that the funds will be deobligated and unavailable for future expenses. Deobligation of excess funds will decrease the Federal portion of the grant and the amount of the grantee's match.

Fire department grantees that complete the approved scope of work prior to the end of the performance period and still have grant funds available may use the excess funds in a combination of activities from the options above. Nonaffiliated EMS organizations that have excess funds may exercise the same options as a fire department; however, EMS organizations may not expend grant funds for fire prevention activities. Rather, EMS organizations are restricted to uses that only involve injury prevention projects and initiatives.

1216-ORD
04/27/11

ORIGINAL

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 5997

AN ORDINANCE authorizing acceptance of 2010 Assistance to Firefighters Grant funds from the Department of Homeland Security (DHS), Federal Emergency Management (FEMA), of up to $77,640 for the purchase of Self-Contained Breathing Apparatus bottles and five-inch fire hose; establishing a project within the Operating Grants, Donations and Special Reserve Fund; appropriating unanticipated and future revenues to that fund; and authorizing expenditures of said grant funds.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. The City Manager or his designee is authorized to accept the 2010 Assistance to Firefighter Grant from DHS, FEMA, of up to $77,640 for the purchase of Self-Contained Breathing Apparatus bottles and five-inch fire hose, a copy of which Grant Agreement Articles is given Clerk's Receiving No. 48767.

Section 2. The appropriate administrative officials of the City are hereby authorized to receive monies and to expend the same as authorized in said Grant Agreement Articles.

Section 3. At the time of acceptance of said Grant Award and funds, a project shall be established within the Operating Grants, Donations and Special Reserve Fund into which all said monies shall be deposited.

Section 4. The City Manager or his designee shall have responsibility for the administration of said grant monies and shall have all authority necessary to enter into agreements regarding the use thereof including purchase agreements to expend funds as provided in Grant Award.

Section 5. The approximate amount and anticipated source of revenue for the grant proposal and acceptance is:

Department of Homeland Security (DHS), FEMA $77,640

Section 6. Upon acceptance of said Grant Award, the budget for the Operating Grants, Donations and Special Reserve Fund shall be amended by appropriating revenues in the amount of the grant and acceptance herein authorized.

ORIGINAL

1216-ORD
04/27/11

Description	Amount Appropriated
Operating Grants, Donations, and Special Reserves Fund	$77,640

Provided, however, if the actual revenue received from the anticipated source specified in said Grant Award should be more or less than the anticipated amount set forth herein, the appropriation shall be adjusted to be equal to the amount actually received.

Section 7. This ordinance shall take effect and be in force five (5) days after passage and legal publication.

Passed by the City Council this 2nd day of May, 2011, and signed in authentication of its passage this 2nd day of May, 2011.

(SEAL)

Don Davidson, DDS
Mayor

Approved as to form:

Lori M. Riordan, City Attorney

Monica A. Buck, Assistant City Attorney

Attest:

Myrna L. Basich, City Clerk

Published May 5, 2011

Item No. 8(d)
May 2, 2011

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Ordinance No. 5997, authorizing acceptance of 2010 Assistance to Firefighters Grant funds from the Department of Homeland Security (DHS), Federal Emergency Management (FEMA), up to $77,640 for the purchase of Self-Contained Breathing Apparatus bottles and five-inch fire hose; establishing a project within the Operating Grants, Donations and Special Reserves Fund; appropriating unanticipated revenues to that fund; and authorizing the expenditure of said grant funds.

FISCAL IMPACT

This is a reimbursement grant for equipment from FEMA. Adopting this Ordinance will amend the 2011-2012 budget by appropriating up to $77,640 to the Operating Grants, Donations and Special Reserves Fund to reflect federal grant funds to be received from FEMA. The total estimated cost for the projects included in this award is $97,050. There is a 20% City match requirement of $19,410 and the City has received authorization from the granting authority to apply this match to a purchase of five-inch fire hose that was completed last year. Therefore there is no additional financial impact to the Fire Department's adopted operating budget. The items being purchased will replace existing equipment that is beyond its useful life, as a result there will be no additional ongoing maintenance and operations (M&O) costs associated with these expenditures.

STAFF CONTACTS

Michael A. Eisner, Fire Chief	452-6895
Lou Faehnrich, Battalion Chief	452-7836
Fire Department	

POLICY CONSIDERATION

Should the City of Bellevue accept grant funds that would reimburse the City for the purchase of self-contained breathing apparatus (SCBA) bottles and five-inch fire hose?

BACKGROUND

In May 2010 the Fire Department submitted a grant application for the 2010 Assistance to Firefighters Grant program. The primary goal of the Assistant to Firefighters Grants (AFG) is to meet the firefighting and emergency response needs of fire departments and nonaffiliated emergency medical services organizations.

Since 2001, AFG has helped firefighters and other first responders to obtain critically needed equipment, protective gear, emergency vehicles, training, and other resources needed to protect the public and emergency personnel from fire and related hazards. The National Preparedness Directorate in the Federal Emergency Management Agency administers the grants in cooperation with the U.S. Fire Administration. For fiscal year 2005, Congress reauthorized the Assistance to Firefighters Grants for an additional 5 years through 2010.

This is an extremely competitive grant process and over the years the Fire Department has applied for this grant numerous times and was successful in 2006 and 2008 which allowed for the purchase of personal protective gear and provided structural collapse rescue equipment and training for firefighters. This is the third time the Fire Department has been selected to receive an AFG award and this grant will provide funding that addresses two critical needs of the Department:

- Replacement of 55, MSA Stealth Carbon Wrapped, 45 minute rated SCBA bottles. These bottles are being sought to replace equipment which reaches the end of the Manufacturer's functional life (15 years) in 2011. All Bellevue Fire Department SCBA's meet the requirements of National Fire Protection Association (NFPA) 1981: Standard on Open-Circuit Self-Contained Breathing Apparatus for Emergency Services, 1997 Edition and purchase of these bottles will ensure continued compliance with the standard.
- Replacement of 63 fifty foot sections of five-inch large diameter supply hose (LDH), 12 Pony sections (25') of five-inch LDH, and related adapters. This equipment is needed to replace the growing inventory of hose that has outlived its useful service life. Fire hose failures due to age and inner liner de-lamination have significantly depleted the Department's stock of LDH. Firefighter safety and service to the community is affected by running short of standard hose complements on our apparatus. If this grant is approved, 100% of our fire hose will meet NFPA 1962: Standard for the Inspection, Care, and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose, 2008 Edition.

The purchase of five-inch hose was completed in 2010 and the expenditures incurred for this equipment is being utilized to offset the City's match for this grant award.

EFFECTIVE DATE

If approved, this Ordinance becomes effective on: May 10, 2011.

OPTIONS

1. Move to adopt Ordinance No. 5997, authorizing acceptance of 2010 Assistance to Firefighters Grant funds from the Department of Homeland Security (DHS), Federal Emergency Management (FEMA), up to $77,640 for the purchase of Self-Contained Breathing Apparatus bottles and five-inch fire hose; establishing a project within the Operating Grants, Donations and Special Reserves Fund; appropriating unanticipated revenues to that fund; and authorizing the expenditure of said grant funds.
2. Do not adopt Ordinance No. 5997 and provide alternative direction to staff.

MOTION

Move to adopt Ordinance No. 5997, authorizing acceptance of 2010 Assistance to Firefighters Grant funds from the Department of Homeland Security (DHS), Federal Emergency Management (FEMA), up to $77,640 for the purchase of Self-Contained Breathing Apparatus bottles and five-inch fire hose; establishing a project within the Operating Grants, Donations and Special Reserves Fund; appropriating unanticipated revenues to that fund; and authorizing the expenditure of said grant funds.

ATTACHMENTS

Proposed Ordinance No. 5997

AVAILABLE IN COUNCIL OFFICE
Grant Application
Notice of Award

1216-ORD
04/27/11

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 5997

AN ORDINANCE authorizing acceptance of 2010 Assistance to Firefighters Grant funds from the Department of Homeland Security (DHS), Federal Emergency Management (FEMA), of up to $77,640 for the purchase of Self-Contained Breathing Apparatus bottles and five-inch fire hose; establishing a project within the Operating Grants, Donations and Special Reserve Fund; appropriating unanticipated and future revenues to that fund; and authorizing expenditures of said grant funds.

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Section 6. Upon acceptance of said Grant Award, the budget for the Operating Grants, Donations and Special Reserve Fund shall be amended by appropriating revenues in the amount of the grant and acceptance herein authorized.

Description	Amount Appropriated
Operating Grants, Donations, and Special Reserves Fund	$77,640

Provided, however, if the actual revenue received from the anticipated source specified in said Grant Award should be more or less than the anticipated amount set forth herein, the appropriation shall be adjusted to be equal to the amount actually received.

Section 7. This ordinance shall take effect and be in force five (5) days after passage and legal publication.

Passed by the City Council this _____ day of _____, 2011, and signed in authentication of its passage this _____ day of _____, 2011.

(SEAL)

_____
Don Davidson, DDS
Mayor

Approved as to form:

Lori M. Riordan, City Attorney

_____
Monica A. Buck, Assistant City Attorney

Attest:

_____
Myrna L. Basich, City Clerk

Published _____