Staffing fo**r** Adequat**e** Fir**e** an**d** Emergenc**y** Respons**e** (SAFER**)** Gran**t** Informatio**n**

2011 SAFER Grants

HOW TO APPLY

Eligible fire departments interested in applying for Staffing for Adequate Fire and Emergency Response (SAFER) grant funding can submit an application through the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) E-Grant system.

[Application instructions are available on the Assistance to Firefighters (FIRE Act) grant program web site](http://www.fema.gov/firegrants/) http://www.fema.gov/firegrants/.

FEMA also offers a toll-free Help Line for applicants and grantees at 1-866-274-0960 or firegrants@dhs.gov.

Prior to submitting an application, your fire department must:

1. **Obtain a D-U-N-S Number:** If your fire department does not already have a Dunn & Bradstreet (D-U-N-S) Number, contact Dunn & Bradstreet at 1-866-705-5711. Effective October 1, 2003, all federal grant recipients are required to have a D-U-N-S number. It's important to request a D-UN-S number as soon as possible as it can take up to two weeks to receive your number.

2. Set Up a FEMAE-Grant Account: Visit http://www.fema.gov/firegrants/ or https://portal.fema.gov to setup a FEMA E-Grant account for your fire department. If your fire department has applied for or received a FIRE Act grant in the past, it should already have a username and password for logging in and developing your application. For questions, usernames and passwords, contact the FEMA Help Desk at 1-866-274-0960.

3. Central Contractor Registration (CCR): Effective August 27,2010, federal agencies require recipients of federal grants to register in the Central Contractor Registration (CCR) system. The CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. Registration is FREE and must be conducted online at:www.CCR.gov.

It is your organization's responsibility to register during the application period. The CCR is not required *prior* to application, but will be required if you are selected for a grant award. For NEW registrations go to: www.bpn.gov/ccr/grantees.aspx.

- o A DUNS number is required to apply for a grant and to register in CCR
- o The new CCR registration is NOT a requirement to apply for a grant but as a potential grantee, you should register
- o CCR registration is required to be awarded a grant
- o If your city or governing organization has a DUNS number, check to see if it is registered in CCR and if the CCR is current
- o CCR registrants must renew their registration annually to maintain an active status.

3. Gather Key Information and Develop Your Application: In order to make a good case for funding your request for staffing, you will need to include some key information in the SAFER grant application and narrative. Prior to beginning your application, be sure you have available information on:

PROJECT DESCRIPTION

- What type of "hiring" are you requesting? Rehire, retention, attrition, and/or new hires?
- If applying for rehire, retention, or attrition, when and why did the vacancies occur? How have the vacancies affected the service to the community?
- How will the requested positions be used within the department?
- What is the specific benefit these firefighters provide to your department(s) or community?
- How will the grant enhance the department's ability to protect critical infrastructure?

IMPACT ON DAILY OPERATIONS

- What effect does your current staffing level have on fireground operations and/or safety? How are your community and firefighters at risk without the requested firefighters?
- What effects will the increased staffing/retention, if funded, have on future fireground operations and/or safety?
- What impact will the newly funded positions have on NFPA and/or OSHA compliance?

FINANCIAL NEED

- Why do you need Federal financial assistance?
- What is your current organizational budget?
- What are your current and future, if any, funding issues?
- What other funding actions have you taken to meet your staffing needs?

COST BENEFIT

- What benefit(s) will your department and/or your community gain if the project described is funded (e.g., anticipated savings and/or efficiencies)?

PERFORMANCE

- If applicable, do you have a proven track record for timely project completion and satisfactory performance in other AFG, FP&S, and SAFER awards?

NFPA Standards- SAFER grants were developed to help fire departments meet NFPA Standards 1710 and 1720. Fire departments will be asked to explain how successful they have been in meeting the standards and how additional staffing through SAFER funding can help improve compliance with 1710 and 1720.

For more information on these standards, click here or call 1-800-344-3555. The IAFF also offers an online learning module on NFPA Standards 1710 and 1720.

REQUEST IAFF REVIEW ASSISTANCE

Many IAFF affiliates are responsible for or involved in developing grant applications for their fire departments. The IAFF can assist affiliates with department-specific questions and concerns. Contact the IAFF Grants Administration Department at (202) 824-8631 or grants@iaff.org.

Fire departments requesting that the IAFF review applications or grant narratives can send *completed* applications and draft narratives to grants@iaff.org. The IAFF cannot write narratives or grant applications for fire departments, but can provide guidance on how to strengthen the case for funding to improve the department's chances at receiving a grant.

IAFF assistance does not guarantee that your department will receive a grant. FIRE Act grants are competitive; each year, thousands of fire departments compete for a limited amount of resources.

The IAFF Grants Administration Department will assign a number to your application to be reviewed on a first-come basis. The IAFF encourages affiliates and their fire departments to send applications as soon as possible to avoid the crunch at the end of the application period.

Narratives and applications must be received seven days prior to the end of the application period to ensure that it will be reviewed and feedback provided in time for submission to FEMA.