



Assistance to Firefighters Grant Program - COVID-19 Supplemental (AFG-S) 2020 Grant Guidance

The objectives of the AFG-S program are to provide critically needed resources that equip personnel to respond to the COVID-19 public health emergency and support community resilience.

To learn more about the AFG-S application process click [here](#). You will find resources to assist you in preparing your application, including:

- [FY 2020 Assistance to Firefighters Grant Program - COVID-19 Supplemental \(AFG-S\) Notice of Funding Opportunity \(NOFO\)](#)
- [FY 2020 COVID-19 Supplemental \(AFG-S\) Cost Share Calculator](#)
- [FEMA GO Account Creation User Guide](#)

For FY2020 there is \$100 million available for funding through the AFG-S Grant Program with a maximum award of \$1 million per jurisdiction.

There is a cost share or match required:

- Jurisdictions of 20,000 residents or fewer is 5 percent of the grant awarded
- Jurisdictions of more than 20,000 residents, but not more than 1 million residents, is 10 percent of the grant awarded
- Jurisdiction of more than 1 million residents is 15 percent of the grant awarded

Eligible Activities for AFG-S:

AFG-S has three activities:

- Operations and Safety – Personal Protective Equipment
- Regional Projects
- Micro Grants (under \$3,000 request)

All activities under this program are limited to the purchase of Personal Protective Equipment (PPE) and supplies to prevent, prepare for, and respond to the COVID-19 public health emergency. This includes reimbursement for expenditures made since January 1, 2020.

Funding Priorities

Operations and Safety - Personal Protective Equipment (PPE) Overview

- **Eye Protection** - Appropriately fitted, indirectly vented goggles or single use disposable face shield that fully covers the front and sides of the face
- **Isolation Gowns** – Nonsterile, single use fluid-resistant and impermeable disposable patient isolation gown
- **Protective Coveralls** - 360-degree protection of whole body, including the back, lower legs and feet
- **Gloves** – single use, disposable patient examination gloves
- **Footwear Covers** – Single use, disposable medical footwear covers
- **Respirators** - Any NIOSH-approved particulate respirator (i.e., N-95 or higher-level respirator). Includes the purchase of filters appropriate for use
- **Surgical Type Face Masks** - loose-fitting, single use disposable physical barrier between the mouth and nose of the wearer to allow fire and EMS personnel to meet CDC recommendations and/or state mandates for face covering when in a public setting other than direct patient contact

- Other supplies are also eligible, however will be considered a lower priority than items listed above. Examples include:
 - Decontamination supplies and services for PPE, station-quarters, and vehicles.
 - Replacement High-Efficiency Particulate Air filters and other types of disposable filtration supplies used on EMS respiratory and/or ventilator equipment.
 - Personally-issued antiseptic hand washes, antiseptic hand rubs such as alcohol-based hand sanitizers, foams or gels, and reasonable refill supply

- Applicants must certify that all grant-funded PPE will only be used by sufficiently trained personnel (failure to meet this requirement will result in the request for funding deemed ineligible).

- Applicants must certify that when using PPE optimization strategies, training on PPE use, including proper donning and doffing procedures, must be provided to Health Care Professionals before they carry out patient care activities.

Once you access the online application for the AFG program, you will begin by completing sections of the applications with demographic information specific to your department. ***It is recommended that you review these sections as soon as possible so you can begin to gather the required information.***

We recommend typing your Narratives in a Word Document outside of the application, then copying and pasting it into the written narrative sections. ***Otherwise, the application will time out and you will lose what you have written.***

- After pasting your narratives in each section, we recommend fixing any formatting issues.
- When typing your narratives, it is best to use small paragraphs.

The AFG Application:

The first sections of the application are about your organization.

Applicant characteristics: includes a narrative section where you must describe your critical infrastructure.

Discuss:

- Schools and Universities
- Health Care Facilities
- Chemical or Manufacturing Facilities
- Transportation Infrastructure – Roads, Bridges, Ports, Rail
- Large Commercial or Industrial Sites
- Power plants, water / sewer treatment, dams, etc.
- If we ever have anything at that place – Look Out!

Operating budget: includes a narrative section where you must describe your organization's need for Federal financial assistance. There is a *4,000-character limit* to this narrative.

“Applicants should describe their financial need and how consistent it is with the intent of the AFG-S Program. The Financial Need statement should include details describing the applicant’s financial distress such as summarizing budget constraints, unsuccessful attempts to secure other funding, and proving the financial distress is out of their control.”

Your Financial Need narrative (25% of score) should address why your organization has been unable to fund your request locally, including such details as:

- Describe why you can’t complete this project without the assistance of federal funds.
- Compare your income to expenses in order to illustrate current funding deficiencies.
- Show other attempts you have made to fund department needs.
- Describe your community/agency budgets including:
 - Where money comes from
 - Where money goes
- What are your funding challenges?
- Describe funding reductions or expenses due to the pandemic.
- Provide attempts to acquire funding from other sources.

- Describe operating budget limitations.
- What does the future look like? Are revenues likely to increase or decrease and why?
- List primary sources of revenue, average annual operating budget over the last several years, how much is dedicated to personnel costs etc.?
- What are the consequences for not receiving the award?
- Will this place fire fighter lives at risk?
- Describe financial stressors:
 - Other capital projects
 - Unemployment rate
 - Loss of tax base
 - Non-tax paying entities
 - Any deficit spending from previous years that must be paid this year.
 - Anything putting a strain on your budget.
- What has your department done to control costs? Has the union offered concessions?
 - If so, state, "IAFF local ## has provided concessions..."
 - Have fire prevention or other staff been moved to front line positions to reduce overtime?
- Define and explain local terms.
 - For example, explain any tax levy limiting legislation that you may have in place in terms that someone not familiar with your area will understand.
- Has your department had large expenditures which limited your ability to pay for the requested equipment?
 - Perhaps you recently added personnel or are playing catch-up after years of neglecting the capital budget because all funding was directed to keeping fire stations open.
- If you have shown budget increases for prior years, or have a large reserve, explain where funds are directed and why they can't be used.
 - For example, station or apparatus replacement, pension obligation increases, etc.
- Provide an itemized budget breakdown.

Applicant and community trends: include statistics on injuries and apparatus information.

Community description: includes a narrative section where you must describe your organization and/or community that you serve. There is a *4,000-character limit*.

Discuss:

- Number of residents served
- Number of square miles protected

- Number and types of responses
- Describe the area you protect
- Critical infrastructure protected by your organization
- Firefighter I and II training and certification – Remember, this is a high priority for the AFG program. If your organization has not trained all firefighters to this level and you are not requesting funds to do so, you will need to discuss your plans for doing so.
- What are your community’s greatest needs, risks and challenges and how does your request address these?

Call volume: Department Specific Call Volume Data

Grant request details: This is where you begin to complete the information specific to your grant request.

- Click the “**Add Activity**” button

Grant request details

Are you requesting a Micro Grant? A Micro Grant is limited to \$5,000 in federal resources.

Yes
 No

Instructions

If you intend to request funds for an activity, you must answer all of the activity specific questions and specify at least one budget item [budget object class information](#). The cost figures you provide do not have to be firm quotes from your vendors, but they should be estimated based on research of current prices (i.e., check with at least two vendors for your estimates). If you do not have these estimates, you can come back and modify this area at any point before you submit your application to DHS. The Assistance to Firefighters Grant Program does not allow for any grant funds to be used for construction. Select grant writer fee when adding an activity if there is a grant-writing fee associated with the preparation of the request.

Grand total: \$0

Add activity

■ There has to be at least one activity

■ Total charges **MUST** be greater than \$0

Grant request summary

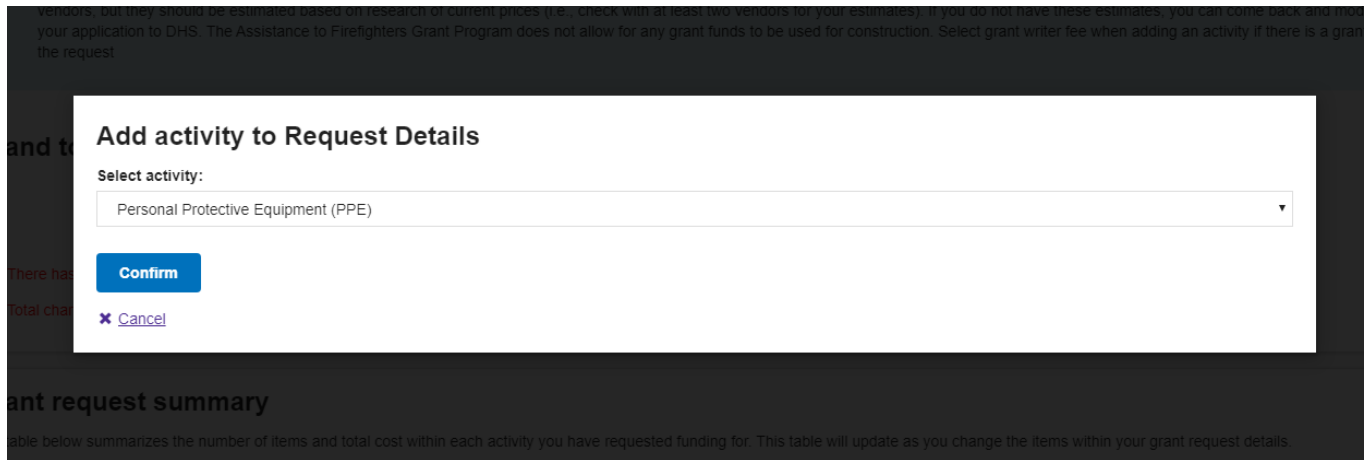
The table below summarizes the number of items and total cost within each activity you have requested funding for. This table will update as you change the items within your grant request details.

Grant request summary

| Activity | Number of items | Total cost |
|----------|-----------------|------------|
| Total | | |



- Select “**Personal Protective Equipment (PPE)**” from the list



- This adds the Narrative Fields to the application that will be addressed later in this guide

In the Request Information Section click the “**Add Item to Personal Protective Equipment (PPE)**” button.

Program area: Operations and safety

Total requested for Personal Protective Equipment (PPE) activity: \$0

[Remove activity](#) [Add item to Personal Protective Equipment \(PPE\)](#)

Below is a list of items included in your application for personal protective equipment (PPE). For each item you want funded, provide the requested information. Note the unit price amount should reflect any volume discounts, rebates, etc. The option to select additional funding is available when adding items to support your request.

Narrative

The narrative statements must provide all the information necessary for you to justify your needs and for FEMA to make an award decision. A panel of peer reviewers will perform the second phase of the applications' evaluations by using the narrative statements below to determine the worthiness of the request for an award. Please ensure that your narrative clearly addresses each of the following evaluation criteria elements to the best of your ability with detailed but concise information.

You may either type your narrative statements in the spaces provided below or create the text in your word processing system and then copy it into the appropriate spaces provided below. Please note the narrative block does not allow for formatting. Do not type your narrative using only capital letters. Additionally, do not include tables, special fonts (i.e., quote marks, bullets, etc.), or graphs.

Project description and budget: The Project Description and Budget statement should clearly explain the applicant's project objectives and its relationship to the applicant's budget and risk analysis. Applicants should link the proposed expenses to operations and safety, as well as to the completion of the project's goals. Applicants should describe how their current response capabilities are impacted by COVID-19 as well as the overall rate of COVID-19 in their community. Applicants can reference data supported by the Centers for Disease Control and Prevention (CDC) through referencing state level data from the following website <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html>. This data will be taken into consideration when prioritizing funding.

Cost benefit: Applicants should describe how they plan to address the operations and personal safety needs of their organization, including cost effectiveness and sharing assets. The Operations and Safety/Cost Benefit statement should also include details about gaining the maximum benefits from grant funding by citing reasonable or required costs, such as specific overhead and administrative costs.

- Select the PPE you are requesting from the list

- You will need to provide a description to the items you are requesting. (2,000 characters max)
- Most requests in the “**Budget Class**” should be under the supplies category

After Selecting the PPE you will need to select the purpose of the request:

- Reimbursement
- Immediate Use of PPE
- Future Response Capabilities

Item: Eye Protection

QUANTITY: [] UNIT PRICE: \$ [] TOTAL: [] Budget class: [Select]

Description: []

What is the purpose of this request?

- Select
- Reimbursement
- immediate use of PPE
- Future response capabilities

Yes
 No

Total charges MUST be greater than \$0

You should answer yes to the following questions:

- Are you requesting for members that currently do not have above-mentioned item?
- Is your department trained in the proper use of the PPE being requested?

What is the purpose of this request?

[Select]

Are you requesting for members that currently do not have above-mentioned item?

Yes
 No

Is your department trained in the proper use of the PPE being requested?

Yes
 No

Total charges MUST be greater than \$0

Go Back and Fill in the Main Narrative Sections:

Project Description and Budget (25 percent)

The Project Description and Budget statement should clearly explain the applicant's project objectives and its relationship to the applicant's budget and risk analysis. Applicants should link the proposed expenses to operations and safety, as well as to the completion of the project's goals. Applicants should describe how their current response capabilities are

impacted by COVID-19 as well as the overall rate of COVID-19 in their community. Applicants can reference data supported by the Centers for Disease Control and Prevention (CDC) through referencing state level data from the following website <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html>. This data will be taken into consideration when prioritizing funding. You are limited to *4,000 characters max*.

Clearly identify all aspects of the project and project budget.

- Identify the problem, solution, and cost.
- Describe how project aligns with program priorities.
- Demonstrate that the project will be completed within the 1-year period of performance.
- Mention that the grant is combined effort of management and labor.
 - **Include IAFF local # and the city/town**

Cost Benefit (25 percent)

Applicants should describe how they plan to address the operations and personal safety needs of their organization, including cost effectiveness and sharing assets. The Operations and Safety/Cost Benefit statement should also include details about gaining the maximum benefits from grant funding by citing reasonable or required costs, such as specific overhead and administrative costs. You will be limited to *4,000 characters max*.

- Provide a Breakdown per capita. (i.e. Cost / resident / firefighter)

Statement of Effect on Operations (25 percent)

The Statement of Effect on Operations statement should explain how this funding request will enhance an organization’s overall effectiveness. It should address how an award will impact the daily operations and reduce an organization’s risk(s). Applicants should include how frequently the requested item(s) will be used and in what capacity. Applicants should detail whether award funding will seek reimbursement of pre-award expenses related to the acquisition of eligible PPE, acquire PPE for immediate use, or acquire PPE resources to strengthen future response capabilities. Applicants will be evaluated on the current inventory of supplies, response usage of requested supplies, and anticipated future needs (i.e. actual or anticipated burn rate percentage of PPE resources). You will be limited to *4,000 characters max*.

Grant request summary: This section will fill in automatically

- Review for accuracy and mistakes

Budget summary: This section will fill in automatically

- Review for accuracy and mistakes

For additional information on applying for grants, contact the IAFF Grants Department at FireGrants@iaff.org or (202) 737-8484.