



Fire Prevention and Safety (FP&S) Grant Guidance

The purpose of this grant program is to fund **Fire Prevention and Safety (FP&S) Activities** and **Firefighter Safety Research and Development (R&D) Activities**.

The objectives of the FP&S Program are to provide critically needed resources to carry out fire prevention education and training, fire code enforcement, fire/arson investigation, firefighter safety and health programming, prevention efforts, and research and development.

For FY 2020 there is \$35 million available for funding FP&S Grant Program Activities. Each applicant can submit a request for up to \$1.5 million federal share.

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

- [FY 2020 Fire Prevention & Safety Notice of Funding Opportunity \(NOFO\)](#)
- [FY 2020 Fire Prevention & Safety Application Checklist](#)
- [FY 2020 Fire Prevention & Safety FAQs](#)
- [FY 2020 Fire Prevention & Safety Research & Development \(R & D\) FAQs](#)
- [FY 2020 Fire Prevention & Safety Self-Evaluation Sheet](#)
- [FY 2020 Fire Prevention & Safety Cost Share Calculator](#)
- [FEMA GO Account Creation Guide](#)

Who is eligible to apply?

Eligible applicants for the FP&S Activity include fire departments and national, regional, state, local, tribal, and non-profit organizations that are recognized for their experience and expertise in fire prevention and safety programs and activities. Both private and public non-profit organizations are eligible to apply for funding in this activity. For-profit organizations, federal agencies, and individuals are not eligible under the FP&S Activity.

Eligible applicants for the Firefighter Safety R&D Activity include national, state, local, federally recognized tribal, and non-profit organizations, such as academic (e.g., universities), public health, occupational health, and injury prevention institutions. Both private and public non-profit organizations are eligible to apply for funding in this activity. Fire departments are not eligible to apply for funding in the R&D Activity. Additionally, for-profit organizations, federal agencies, and individuals are not eligible to receive a grant award under the R&D Activity.

What projects can I apply for?

The FP&S Grant Program is separated into the following two activities:

- **Fire Prevention and Safety (FP&S) Activity:** Applicants can apply for up to three separate projects within this activity. The period of performance for projects funded under the FP&S Activity is generally 12 months. Eligible applicants who propose complex projects, such as those under the National/State/Regional Programs and Studies project category, may apply for up to a 24-month period of performance from the date of award. Eligible project categories include: Community Risk Reduction (Smoke Alarms, Sprinkler Awareness, Risk Assessments, Public Education, Training, General Prevention/Awareness, Juvenile Fire setter Projects), Wildland Risk Reduction, Code Enforcement/Awareness, Fire & Arson Investigation, and National/State/Regional Programs and Studies. Applicants requesting a Risk Assessment project are precluded from applying for additional projects. All applicants are subject to a five percent cost share.
- **Firefighter Safety Research and Development (R&D) Activity:** Applicants can apply for up to three separate projects within this activity. The period of performance is 12, 24, or 36 months from the date of award. Proposed projects must address the potential for a successful research outcome to be implemented in the fire service and reduce firefighter fatalities or injuries. Eligible project categories include: Clinical Studies, Technology and Product Development, Database System Development, Dissemination and Implementation Research, Preliminary Studies, and Early Career Investigators. All applicants are subject to a five percent cost share.

Applicants may submit only one FP&S grant application per FP&S grant application period but may request financial assistance for as many as three projects under each activity (FP&S and R&D). A total of six projects may be included in the grant application (up to three under the FP&S Activity and up to three under the R&D activity). Each application is limited to a maximum federal share of \$1.5 million dollars.

What changes were made to the FP&S Grant Program since last year?

The FY 2020 FP&S Grant Program Notice of Funding Opportunity (NOFO) contains some changes to definitions, descriptions, and priority categories. Changes to the FY 2020 FP&S Grant Program NOFO include:

- Under section E – Application Review Information
 - Fire Department applicants that can demonstrate their commitment and proactive posture to reducing fire risk will receive higher consideration.
 - New Research Terms and Conditions added.
- Under sections D – Application and Submission Information, E – Application Review Information, F – Federal Award Administration Information, G – DHS Awarding Agency Contact and Resource Information, and H – Additional Information:
 - Various grants management changes due to recent Office of Management and Budget (OMB) revisions to 2 C.F.R., particularly regarding the System for Award Management (SAM) registration, performance measures, procurement, closeout and termination.
- Under Supporting Definitions:
 - Definitions added for Authority Having Jurisdiction, Career Fire Department, Combination Fire Department, Human Subject, Interest Organizations, Primary First Due, Research, and Volunteer Fire Department.
- Under National/State/Regional Programs and Projects:
 - Guidance regarding human subjects added.
- Under Regional Projects:
 - Guidance regarding regional projects added.
- Under Environmental and Historical Preservation (EHP)
 - Updated process for EHP added.
- Under Ineligible Costs and Items for FP&S Activity
 - Intruder alerting systems and deployment notification systems were added as ineligible.
- Under Award Administration Information (Appendix C):
 - Updated process for Economic Hardship Waiver added.
- List of supporting documentation is added for advance and reimbursement payment requests.

Once you access the online application for the FP&S program, you will begin by completing sections 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 FP&S 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.
- Other high-consequence infrastructure that is not listed above

Operating budget: includes a narrative section where you must describe your organization's need for Federal financial assistance.

Financial Need (Fire Departments -10%, Interest Organizations-0%) (4,000 characters max)

“Please explain the applicant's need for financial assistance to carry out the proposed project(s). Provide detail about the applicant's total operating budget, including a high-level breakdown of the budget. Describe the applicant's inability to address financial needs without federal assistance. Discuss other actions the applicant has taken to meet their needs. Include information on efforts to obtain funding elsewhere and how similar projects have been funded in the past.”

Applicants must provide details in the Applicant Information section of the application on the need for financial assistance to carry out the proposed project(s). Applicants may include other unsuccessful attempts to acquire financial assistance. Applicants should: provide detail about the applicant's operating budget, including a high-level breakdown of the budget; describe the applicant's inability to address financial needs without federal assistance; and discuss other actions the applicant has taken to meet their needs (e.g., state assistance programs or other grant programs).

While interest organizations do not receive points for their financial need, they must provide all details listed above in their application regarding their financial need to be considered for funding.

Your Financial Need narrative should address why your organization has been unable to fund your request locally, including such details as:

- Describe why you cannot 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?
- 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 you be able to provide this critical training without this award?
- Will this place firefighter 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

Community description: includes a narrative section where you must describe your organization and/or community that you serve. (4,000-character max)

"Please describe your organization and/or community that you serve."

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
- What are your community's greatest needs, risks and challenges and how does your request address these?

Grant request details: FP&S Activity: This is where you begin to complete the information specific to your request in the Fire Prevention and Safety program.

Choose up to three projects to add to your Fire Prevention and Safety grant application under the FP&S Activity.

See Appendix B of the FP&S NOFO for specific program priorities

Project categories include:

1. Community Risk Reduction:
 - a. Smoke Alarm Installations (door to door with home safety inspection)
 - b. Smoke Alarms (all other projects)
 - c. Sprinkler Awareness
 - d. Risk Assessment (note that if you apply for this, this is the only project that can be awarded)
 - e. Public Education
 - f. Training
 - g. Juvenile Fire setter Projects
 - h. General Prevention/Awareness
 - i. Other (explain)
2. Wildfire Risk Reduction:
 - a. WUI Education and Awareness
 - b. WUI Education and Awareness including Wood Chipper Program
 - c. External Home Sprinkler Kits
 - d. Other
3. Code Enforcement/Awareness:
 - a. First Time or Reinstatement of Code Adoption/Enforcement
 - b. Adoption or Awareness of Building Codes
 - c. Support for Conducting Inspections
 - d. Improve Engineering and/or Enacting Ordinances for New Construction
 - e. Other
4. Fire & Arson Investigation:
 - a. Arson Investigation Trailer
 - b. Arson Investigator Training
 - c. Arson Prevention Training
 - d. Fire & Arson Investigation Education
 - e. Fire & Arson Investigation Equipment (including PPE)
 - f. Arson-related Surveillance Equipment
 - g. Fire & Arson Investigation Personnel
 - h. Fire & Arson Investigation Media Equipment
 - i. Other
5. National/State/Regional Programs and Studies.
 - a. Firefighter Safety and Wellness
 - b. Residential Fire Issues
 - c. Other

Is your grant project a regional request? A regional request provides a direct regional and/or local benefit beyond your organization. You may apply for a regional request on behalf of your organization and any number of other participating eligible organizations within your region.

- If yes, explain how this request benefits other organizations.
- If yes, list each participating agency by name along with a point of contact (POC), to include a phone number. All regional participants must be eligible as defined by the Notice of Funding Opportunity.
- If yes, do you have a Memorandum of Understanding (MOU) in place? Please attach your MOU to FEMA GO where indicated.

Who is the target audience for the planned project?

- Children under 14
- Adults over 65
- Firefighters
- People with disabilities (e.g., deaf/hard-of-hearing)
- College/university housing
- Low-income families/neighborhoods
- Geographic Area
- Other:

What is the estimated size of the target audience? How was this target audience determined?

- Formal Assessment
- Informal Assessment
- Will Be Conducting Assessment
- None of the above

You will be asked to provide a brief synopsis of the proposed project and then identify the specific goals and objectives of your project. (*1,000 characters max*)

You will be asked to explain your experience and ability in developing and conducting (i.e., timely and satisfactory project completion) past fire prevention and safety projects. Additionally, please demonstrate the experience and expertise you have in managing the type of project you are proposing. (*2,000 characters max*)

What budget line items are needed to complete your project? List each cost required to complete the project, including number of units, cost per unit, a budget object class, and a cost description.

- Please make sure you include your cost share in the list.
- Note that you can add costs for the second year of the project if you apply for a complex FP&S project, such as those under the National/State/Regional Programs and Studies category.

- First 12 months
 - Type of cost
 - Number of units
 - Cost per unit
 - Description
 - Second 12 months
 - Etc.
- To add an FP&S Activity Click the “**Add Activity**” button

Grant request details

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. Select grant writer fee when adding an activity if there is a grant-writing fee associated with the preparation of the request. Note that an eligible applicant may submit up to three projects under the FP&S Activity.

Grand total: \$0

Review and make changes to the recipient's activity below. Then, enter justifications for each change.

Add activity

There has to be at least one activity

Total charges MUST be greater than \$0

- Select the Activity you are requesting from the list

Add activity to Request Details

Select activity:

Select

Community Risk Reduction

Wildfire Risk Reduction

Code Enforcement/Awareness

Fire & Arson Investigation

National/State/Regional Programs and Projects

Grant writer fee

Total charges MUST be greater than \$0

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

In the Grant Request Details Section click the “**Add Project to**” button to add details about your project.

The screenshot shows a web interface for a grant request. At the top, it says 'Grand total: \$0' and 'Add activity'. Below that, it says 'Program area: Fire prevention and safety'. Then, 'Total requested for Community Risk Reduction activity: \$0' and 'Remove activity'. A red arrow points to the 'Add project to Community Risk Reduction' button. Below the button, it says 'Below is a list of project(s) included in your application for Community Risk Reduction.' and 'An activity must contain at least one project. You must add a project or remove this activity.' At the bottom, it says 'Total charges MUST be greater than \$0'.

- Select the project activity you are requesting from the list.

The screenshot shows a form titled 'Add project to Community Risk Reduction'. It has a dropdown menu labeled 'Select project:' with a list of options: 'Select', 'General Prevention/Awareness', 'Juvenile Fire Setter projects', 'Other (Explain)', 'Public Education', 'Risk Assessments', 'Smoke Alarm Installations (door to door with home safety inspection)', 'Smoke Alarms (all other projects)', 'Sprinkler Awareness', and 'Training'. The 'Select' option is currently selected.

After Selecting your activity, several other questions will appear on the application.

You will be asked to “Please provide a brief synopsis of the proposed project and then identify the specific goals and objectives of your project.” (1,000 characters max)

You will also be asked “Please explain your experience and ability in developing and conducting (i.e., timely and satisfactory project completion) past fire prevention and safety projects. Additionally, please demonstrate the experience and expertise you have in managing the type of project you are proposing.” (2,000 characters max)

Depending on the project you selected there may be additional questions asked.

Next you will need to add an “**Item**” to your project. This is where you add item costs to your request.

Total requested for Smoke Alarm Installations (door to door with home safety inspection) project: \$0 Remove project

[Add item to Smoke Alarm Installations \(door to door with home safety inspection\)](#)

Please provide the following information about the project you want funded.

Project name

Is this a national-level project, with a national impact?

☐ Yes

☐ No

This opens another window that allows you to add budget items to your request as well as a brief description of the item (*250 characters max*) and a more detailed description of the requested item (*2,000 characters max*)

Add item to Smoke Alarm Installations (door to door with home safety inspection)

Item

Other (Explain)

Other description

Budget class

Select

YEAR	QUANTITY	UNIT PRICE	TOTAL
1		\$	
2		\$	
TOTAL			

Description

Confirm

Cancel

To add additional **Budget Class** Items for the same project: Click the add an “**Item**” to your project.

Total requested for Smoke Alarm Installations (door to door with home safety inspection) project: \$0

Please provide the following information about the project you want funded.

Is this project a regional request? A regional request provides a direct regional and/or local benefit beyond your organization. You may apply for a regional request on behalf of your organization and any number of other participating eligible organizations within your region.

☐ Yes
☐ No

Who is the target audience for the planned project?

☐ Children under 14
☐ Adults over 65
☐ Firefighters
☐ People with disabilities (e.g., deaf/hard-of-hearing)
☐ College/university housing
☐ Low-income families/neighborhoods
☐ Geographic Area
☐ Other

Add item to Smoke Alarm Installations (door to door with home safety inspection)

Remove project

Add item to Smoke Alarm Installations (door to door with home safety inspection)

Item

Other (Explain) ▾

Other description

Budget class

Select ▾

Personnel

Fringe benefits

Travel

Equipment

Supplies

Contractual

Construction

Other

Indirect charges

UNIT PRICE

TOTAL

UNIT PRICE

TOTAL

TOTAL

To add another activity to your grant, click the “**Add Activity**” button and follow the above directions for each activity. Each FP&S grant can have up to 3 different projects.

Grand total: \$0

Review and make changes to the recipient's activity below. Then, enter justifications for each change.

Program area: Fire prevention and safety

Total requested for Community Risk Reduction activity: \$0

Below is a list of project(s) included in your application for Community Risk Reduction.

Total requested for Smoke Alarm Installations (door to door with home safety inspection) project: \$0

Please provide the following information about the project you want funded.

Project name

[Add activity](#)

[Remove activity](#)

[Add project to Community Risk Reduction](#)

[Remove project](#)

[Add item to Smoke Alarm Installations \(door to door with home safety inspection\)](#)

Go Back and Fill in the Main Narrative Sections:

FP&S Activity:

Prepare narrative responses to each of the narrative evaluation criteria outlined in the FY 2020 Notice of Funding Opportunity (NOFO). For the **FP&S Activity**, the narrative evaluation criteria include the financial need criteria noted above as well as:

- Commitment to Mitigation (**Fire Departments only**–5%)
- Vulnerability Statement (Fire Departments-15%, Interest Organizations-25%)
- Project Description (Fire Departments-20%, Interest Organizations-25%)
- Implementation Plan (Fire Departments-25%, Interest Organizations-30%)
- Evaluation Plan (Fire Departments-15%, Interest Organizations-15%)
- Cost-Benefit (Fire Departments-10%, Interest Organizations-5%)

Commitment to Mitigation (Fire Departments Only-5%) (3,000 characters max)

Fire Department applicants that can demonstrate their commitment and proactive posture to reducing fire risk will receive higher consideration. Applicants must explain their code adoption and enforcement (to include Wildland Urban Interface [WUI] and commercial/residential sprinkler code adoption and enforcement) and mitigation strategies (including whether or not the jurisdiction has a FEMA-approved mitigation strategy). Applicants can also demonstrate their commitment to reducing fire risk by applying to implement fire mitigation strategies (code adoption and enforcement) via this application.

Vulnerability Statement (Fire Departments -15%, Interest Organizations-25%)
(5,000 characters max)

The assessment of fire risk is essential in the development of an effective project goal, as well as meeting FEMA's goal to reduce risk by conducting a risk assessment as a basis for action. Vulnerability is a "weak link," demonstrating high-risk behavior, living conditions, or any type of high-risk situation. The Vulnerability Statement should include a description of the steps taken to determine the vulnerability and identify the target audience. The methodology for determination of vulnerability (i.e., how the vulnerability was found) should be discussed in-depth in the application's Narrative Statement.

- The specific vulnerability that will be addressed with the proposed project can be established through a formal or informal risk assessment. FEMA encourages the use of local statistics, rather than national statistics, when discussing the vulnerability.
- In a clear, to-the-point statement, the applicant should summarize the vulnerability the project will address, including who is at risk, what the risks are, where the risks are, and how the risks can be prevented, reduced, or mitigated.
- For the purpose of the FY 2020 FP&S NOFO, formal risk assessments consist of the use of software programs or recognized expert analysis that assess risk trends.
- Informal risk assessments could include an in-house review of available data (e.g., National Fire Incident Reporting System [NFIRS]) to determine fire loss, burn injuries or loss of life over a period of time, and the factors that are the cause and origin for each occurrence, including a lack of adoption and enforcement of certain codes.

Project Description (Fire Departments -20%, Interest Organizations-25%)
(5,000 characters max)

Applicants must describe in detail not only the project components but also how the proposed project addresses the identified capability gap, due to financial need and/or the vulnerabilities identified in the vulnerability statement. The following information should be included:

- Project Components
- Review of any existing programs or models that have been successful
- Detailed description of how the proposed project components fill the identified capability gap
- If working with Fire Service Partners/Organizations, identify each partner/organization and the role(s) they will fill in the successful completion of the proposed project

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 or 2 year period of performance.
- Mention that the grant is combined effort of management and labor.
 - **Include IAFF local # and the city/town**

Implementation Plan (Fire Departments -25%, Interest Organizations-30%)
(5,000 characters max)

Each project proposal should include details on the implementation plan which discusses the proposed project's goals and objectives. The following information should be included to support the implementation plan:

- Goals and objectives
- Details regarding the methods and specific steps that will be used to achieve the goals and objectives
- Timelines outlining the chronological project steps (this is critical for determining the likeliness of the project's completion within the period of performance)
- Where applicable, examples of marketing efforts to promote the project, who will deliver the project (e.g., effective partnerships), and the manner in which materials or deliverables will be distributed
- Requests for props (i.e., tools used in educational or awareness demonstrations), including specific goals, measurable results, and details on the frequency for which the prop will be utilized as part of the implementation plan. Applicants should include information describing the efforts that will be used to reach the high-risk audience and/or the number of people reached through the proposed project (examples of props include safety trailers, puppets, or robots)

NOTE: For applicants proposing a complex project that may require a 24-month Period of Performance, please include significant justification and details in the implementation plan that justify the applicant's need for a Period of Performance of more than 12 months.

Evaluation Plan (Fire Departments -15%, Interest Organizations-15%)
(5,000 characters max)

Projects should include a plan for evaluation of effectiveness and identify measurable goals. Applicants seeking to carry out awareness and educational projects, for example, should identify how they intend to determine that there has been an increase in knowledge about fire hazards, or measure a change in the safety behaviors of the audience. Applicants should demonstrate how they will measure risk at the outset of the project in comparison to how much the risk

decreased after the project is finished. There are various ways to measure the knowledge gained about fire hazards, including the use of surveys, pre- and post-tests, or documented observations. Applicants are encouraged to attend training on evaluation methods, such as the National Fire Academy's "[Demonstrating Your Fire Prevention Program's Worth](#)".

Note: In addition to a detailed evaluation plan as described above, if awarded, grant recipients are required to report on specific performance metrics through performance reports and at closeout.

Cost Benefit (Fire Departments -10%, Interest Organizations-5%)
(2,500 characters max)

Projects will be evaluated and scored by the Peer Review Panelists based on how well the applicant addresses the fire prevention needs of the department or organization in an economic and efficient manner. The applicant should show how it will maximize the level of funding that goes directly into the delivery of the project. The costs associated with the project also must be reasonable for the target audience that will be reached, and a description should be included of how the anticipated project benefit(s) (quantified if possible) outweighs the cost(s) of the requested item(s). The application should provide justification for all costs included in the project in order to assist the Technical Evaluation Panel with their review.

Sustainability (2500 characters): Is it your organization's intent to deliver this program after the grant performance period? If so, how will the overall activity be sustained and what are the long-term benefits? Examples of sustainable projects can be illustrated through the long-term benefits derived from the delivery of the project, the presence of non-federal partners likely to continue the effort, or the demonstrated long-term commitment of the applicant.

Additional Comments (3000 characters): If you have any additional comments about your project, please provide them here.

R&D Activity:

Prepare narrative responses to each of the narrative evaluation criteria outlined in the FY 2020 Notice of Funding Opportunity (NOFO). For the **R&D Activity**, the narrative evaluation criteria include the financial need criteria noted above as well as:

Fire Service Panel Evaluation Criteria:

- Purpose (25%)
- Implementation by Fire Service (25%)

- Potential Impact (15%)
- Barriers (15%)
- Partners (20%)
- Fire Service Criteria responses will need to be entered into text boxes directly into the FEMA GO system application.

Science Panel Evaluation Criteria:

- Project goals, objectives, and specific aims (15%)
- Literature Review (10%)
- Project Methods (20%)
- Project Measurements (20%)
- Project Analysis (20%)
- Dissemination and Implementation (15%)
- Responses to the Science Panel Evaluation Criteria will need to be provided via two attachments in FEMA GO:
 - Narrative attachment (*20-page max*)
 - Appendix attachment (*25-page max*)
- Research and Development (R&D) Activity has very specific formatting requirements found in the NOFO (page 29)

Character limitations for text boxes in FEMA GO for R&D activity

The Project Name field is limited to *100 characters max*.

The abstract field is limited to *5,000 characters max*.

Under the Fire Service Panel Evaluation Criteria:

- Purpose (25%) - *5,000 characters max*
- Implementation by Fire Service (25%) - *5,000 characters max*
- Potential Impact (15%) - *3,000 characters max*
- Barriers (15%) - *3,000 characters max*
- Partners (20%) - *4,000 characters max*

1. Fire Service Panel Evaluation Criteria:

- **Purpose (25%):** Applicants should clearly identify the benefits of the proposed research project to improve firefighter safety, health, or wellness, and identify specific gaps in knowledge that will be addressed. (*5,000 characters max*)
- **Implementation by Fire Service (25%):** Applicants should discuss how the outcomes/products of this research, if successful, are likely to be widely/nationally adopted and accepted by the fire service as changes that enhance firefighter safety, health, or wellness. (*5,000 characters max*)
- **Potential Impact (15%):** Applicants should discuss the potential impact of the research outcome/product on firefighter safety by quantifying the possible reduction

in the number of fatal or non-fatal injuries or on projected wellness by significantly improving the overall health of firefighters. (3,000 characters max)

- **Barriers (15%):** Applicants should identify and discuss potential fire service and other barriers to successfully completing the study on schedule, including contingencies and strategies to deal with barriers if they materialize. This may include barriers that could inhibit the proposed fire service participation in the study, barriers that could inhibit the adoption of successful results by the fire service when the project is completed, or project components most likely to cause delay in successful completion. (3,000 characters max)
- **Partners (20%):** Applicants should recognize that participation of the fire service as a partner in the research from development to dissemination is regarded as an essential part of all projects. Describe the fire service partners and contractors that will support the project to accomplish the objectives of the study. The specific roles and contributions of the partners to the project should be described. Partnerships may be formed with local and regional fire departments and also with national fire-related organizations. Letters of support and letters of commitment to actively participate in the project should be included in the Appendix of the application. Generally, participants of a diverse population, including both career and volunteer firefighters, are expected to facilitate acceptance of results nationally. In cases where this is not practical, due to the nature of the study or other limitations, these circumstances should clearly be explained. (4,000 characters max)

2. Science Panel Evaluation Criteria:

Applications must include one Narrative Statement and one Appendix document (per project).

The Narrative Statement for the R&D Activity is limited to 20 pages per project. The first page of the Narrative Statement must include an abstract of approximately 250 words that addresses purpose and aims, relevance, methods, and anticipated outcomes. All narrative text, including pertinent references and footnotes, must be in the Narrative Statement.

- **Project goals, objectives, and specific aims (15%):** Applicants should address how the purpose, goals, objectives, and specific aims of the proposal will lead to results that will improve firefighter safety, health, or wellness. For multi-year projects, greater detail should be given for the first year. Also, describe the specific goals and objectives for the second and third years.
- **Literature Review (10%):** Applicants should provide a literature review that is relevant to the project's goals, objectives, and specific aims. The citations are placed in the narrative text and references listed at the end of the Narrative Statement (and not in the Appendix) of the application. The review should be of

sufficient depth to make it clear that the proposed project is necessary, adds to an existing body of knowledge, is different from current and previous studies, and offers a unique contribution.

- **Project Methods (20%):** Applicants should provide a description of how the project will be carried out, including demonstration of the overall scientific and technical rigor and merit of the project. This includes the operations to accomplish the purpose, goals, and objectives, and the specific aims of the project. Plans to recruit and retain human subjects, where applicable, should be described. Where human subjects are involved, describe plans for submission to the Institutional Review Board (IRB) (for further guidance and requirements, see the Human Subjects Research section on page 27 of the NOFO).
- **Project Measurements (20%):** Applicants should provide evidence of the technical rigor and merit of the project, such as data pertaining to validity, reliability, and sensitivity (where established) of the facilities, equipment, instruments, standards, and procedures that will be used to carry out the research. The applicant should discuss the data to be collected to evaluate the performance methods, technologies, and products proposed to enhance firefighter safety, health, or wellness. The applicant should demonstrate that the measurement methods and equipment selected for use are appropriate and sufficient to successfully deliver the proposed project objectives.
- **Project Analysis (20%):** The applicant should indicate the planned approach for analysis of the data obtained from measurements, questionnaires, or computations. Specify within the plan what will be analyzed, the statistical methods that will be used, the sequence of steps, and interactions as appropriate. It should be clear that the Principal Investigator (PI) and research team have the expertise to perform the planned analysis and defend the results in a peer review process.
- **Dissemination and Implementation (15%):** Applicants should indicate dissemination plans for scientific audiences (e.g., plans for submissions to specific peer review publications) and for fire fighter audiences (e.g., via websites, magazines, and conferences). Also, assuming positive results and where applicable, indicate future steps that would support dissemination and implementation throughout the fire service. These are likely to be beyond the current study, so those features of the research activity that will facilitate future dissemination and implementation should be discussed. All applicants should specify how the results of the project, if successful, might be disseminated and implemented in the fire service to improve firefighter safety, health, or wellness.

It is expected that successful R&D Activity Projects may give rise to future programs including FP&S Activity Projects.

Additional Considerations:

The following considerations are not scored but may impact the evaluation of the application as a whole. This information may be used by application reviewers or by FEMA during technical review prior to making funding decisions.

- **Cost vs. Benefit:** Cost vs. benefit in this evaluation element refers to the costs of the grant for the research and development project vs. the benefits that are projected for firefighters who would have improved safety, health, or wellness. Applicants should demonstrate a high benefit for the cost incurred and effective utilization of federal funds for research activities.
- **Financial Need:** In the Applicant Information section of the application, applicants must provide details on the need for federal financial assistance to carry out the proposed project(s). Included in the description might be other unsuccessful attempts to acquire financial assistance. Applicants should provide details about the organization's operating budget, including a high-level breakdown of the budget; describe the department's inability to address financial needs without federal assistance; and discuss other actions the department has taken to meet their staffing needs (e.g., state assistance programs, other grant programs).
- **Mentoring (for Early Career Investigator Projects Only):** An important part of Early Career Investigator projects is the integration of mentoring for the principal investigator by experienced researchers in areas appropriate to the research project, including exposure to the fire service community as well as support for ongoing development of knowledge and skills. Mentoring is regarded as critical to the research skills development of early career principal investigators. As part of the application Appendix, the applicant should identify the mentor(s) that have agreed to support the applicant and the expected benefit of their interaction with the researcher. A biographical sketch and letter of support from the mentor(s) are encouraged and should be included in the Appendix materials.

Grant request details: R & D Activity: This is where you begin to complete the information specific to your request in the Research and Development program.

Choose up to three projects to add to your Fire Prevention and Safety grant application under the R&D Activity. Project categories include:

- Clinical Studies
- Technology and Product Development
- Database System Development
- Dissemination and Implementation Research
- Preliminary Studies

- Early Career Investigator (Note that applicants applying under the Early Career Investigator category are limited to a maximum federal share of \$75,000 per project year)

Provide a name for your project. (100 characters max)


Provide an abstract that includes the following headings: Purpose and Aims, Relevance, Methods, and Anticipated Outcomes. (4,000 characters max)

Provide the Principal Investigator's name, phone number, and email address.

What budget line items are needed to complete your project? Be prepared to list each cost required to complete the project, including number of units, cost per unit, a budget object class, and a cost description.

- Please make sure you include your cost share in the list.
 - First 12 months
 - Type of cost
 - Number of units
 - Cost per unit
 - Description
 - Second 12 months
 - Etc.
- To add an **R&D Activity** Click the "**Add Activity**" button

Grant request details


**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. Select grant writer fee when adding an activity if there is a grant-writing fee associated with the preparation of the request. Note that an eligible applicant may submit up to three projects under the R&D Activity.

Grand total: \$0

Review and make changes to the recipient's activity below. Then, enter justifications for each change.

[Add activity](#)



- Select the **Research and Development** form the list

Add activity to Request Details

Select activity:

Select

Select

Research and Development

Grant writer fee

✕ Cancel

There has to be at least one activity

In the Grant Request Details Section click the **"Add Project to"** button to add details about your project.

Grand total: \$0

Review and make changes to the recipient's activity below. Then, enter justifications for each change.

Program area: Research and development

Total requested for Research and Development activity: \$0

Below is a list of project(s) included in your application for Research and Development.

An activity must contain at least one project. You must add a project or remove this activity.

Add activity

Remove activity

Add project to Research and Development

- Select **"Other (Explain)"**

Add project to Research and Development

Select project:

Select

Select

Other (Explain)

Confirm

✕ Cancel

After Selecting **Other (Explain)**, several other questions will appear on the application.

You will need to provide the Principal Investigators contact info.

You will be asked to Provide a Project Name. (100 characters max)

You will need to select a “Project Category”.

- Project categories include:
 - Clinical Studies
 - Technology and Product Development
 - Database System Development
 - Dissemination and Implementation Research
 - Preliminary Studies
 - Early Career Investigator (Note that applicants applying under the Early Career Investigator category are limited to a maximum federal share of \$75,000 per project year)
- You can choose up to three projects to add to your Fire Prevention and Safety grant application under the R&D Activity, but you must complete 3 separates requests using the “**Add Project to**” button in the initial request details section.

You will be asked to Provide an Abstract for your project. (4,000 characters max)

The screenshot shows a web form for adding a project to a grant application. At the top, it states 'Total requested for Research and Development activity: \$0' with a 'Remove activity' button and an 'Add project to Research and Development' button. Below this, it says 'Below is a list of project(s) included in your application for Research and Development.' The form then asks for 'Total requested for Other (Explain) project: \$0' with a 'Remove project' button and an 'Add item to Other (Explain)' button. The main section is titled 'Please provide the following information about the project you want funded.' and includes fields for 'Project name', 'Project category (select the most relevant)' (with a dropdown menu), and a large text area for an abstract. Below the abstract, there are fields for 'PI name', 'PI phone', and 'PI email'. A note states: 'Note: additional contact information for CO-PI's can be listed within the narrative.' The bottom section is titled 'Narrative Statement' and contains a paragraph of instructions about the narrative portion of the application.

Total requested for Research and Development activity: \$0 [Remove activity](#) [Add project to Research and Development](#)

Below is a list of project(s) included in your application for Research and Development.

Total requested for Other (Explain) project: \$0 [Remove project](#) [Add item to Other \(Explain\)](#)

Please provide the following information about the project you want funded.

Project name

Project category (select the most relevant)

Select

Provide an abstract that includes the following headings: Purpose and Aims, Relevance, Methods, and Anticipated Outcomes

PI name

PI phone

PI email

Note: additional contact information for CO-PI's can be listed within the narrative.

Narrative Statement

The narrative portion of the application should contain supporting information that allows for evaluation of your project(s). If you are applying for a grant in the Research and Development program area, your Narrative Statement must address the evaluation elements outlined in the Notice of Funding Opportunity. Please see the Notice of Funding Opportunity for details regarding the R&D program area formatting requirements and page number maximums for the Narrative and Appendix documents.

Next Select “**Add Item to Other**” button to add items to your request. This is where you add the costs for your project.

This opens another window that allows to add budget items to your request as well as a brief description of the item (*250 characters max*) and a more detailed description of the requested item (*2,000 characters max*)

Add item to Other (Explain)

Item
Other (Explain) ▼

Other description

Budget class
Select ▼

YEAR	QUANTITY	UNIT PRICE	TOTAL
1	<input type="text"/>	\$ <input type="text"/>	TOTAL
2	<input type="text"/>	\$ <input type="text"/>	TOTAL
3	<input type="text"/>	\$ <input type="text"/>	TOTAL
TOTAL			

Description

[Confirm](#)

[Cancel](#)

For **Fire Service Panel Review** fill out the Narrative Sections in FEMA GO:

- Purpose (25%) (5,000 characters max)
- Implementation by Fire Service (25%) (5,000 characters max)
- Potential Impact (15%) (3,000 characters max)
- Barriers (15%) (3,000 characters max)
- Partners (20%) (4,000 characters max)

The screenshot shows a web form titled "Fire service panel evaluation criteria". It includes a detailed instruction paragraph and five text input areas for the following sections: Purpose, Implementation by fire service, Potential impact, Barriers, and Partners. Each section has a specific prompt describing what the applicant should discuss. At the bottom, a red error message states: "A project must contain at least one item. You must add an item or remove this project."

Fire service panel evaluation criteria

A panel of fire service peer reviewers will evaluate the applications 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. Please review the Notice of Funding Opportunity for additional narrative details.

Purpose: Please clearly identify the benefits of the proposed research project to improve firefighter safety, health, or wellness, and identify specific gaps in knowledge that will be addressed.

Implementation by fire service: Please discuss how the outcomes/products of this research, if successful, are likely to be widely/nationally adopted and accepted by the fire service as changes that enhance firefighter safety, health, or wellness.

Potential impact: Please discuss the potential impact of the research outcome/product on firefighter safety by quantifying the possible reduction in the number of fatal or non-fatal injuries or on the projected wellness by significantly improving the overall health of firefighters.

Barriers: Please identify and discuss potential fire service and other barriers to successfully completing the study on schedule, including contingencies and strategies to deal with barriers if they materialize. This may include barriers that could inhibit the proposed fire service participation in the study, barriers that could inhibit the adoption of successful results by the fire service when the project is completed, or project components most likely to cause delay in successful completion.

Partners: Participation of the fire service as a partner in the research from development to dissemination is regarded as an essential part of all projects. Describe the fire service partners and contractors that will support the project to accomplish the objectives of the study. The specific roles and contributions of the partners to the project should be described. Partnerships may be formed with local and regional fire departments and also with national fire-related organizations. Letters of support and letters of commitment to actively participate in the project should be included in the Appendix of the application. Generally, participants of a diverse population, including both career and volunteer firefighters, are expected to facilitate acceptance of results nationally. In cases where this is not practical, due to the nature of the study or other limitations, these circumstances should clearly be explained.

A project must contain at least one item. You must add an item or remove this project.

For the **Science Panel Review** portion, attach the required documents in the FEMA Go upload panel in the application:

- Project goals, objectives, and specific aims (15%)
- Literature Review (10%)
- Project Methods (20%)
- Project Measurements (20%)
- Project Analysis (20%)
- Dissemination and Implementation (15%)

- Narrative attachment (20 page max)
- Appendix attachment (25 page max)

Narrative Statement

The narrative portion of the application should contain supporting information that allows for evaluation of your project(s). If you are applying for a grant in the Research and Development program area, your Narrative Statement must address the evaluation elements outlined in the Notice of Funding Opportunity. Please see the Notice of Funding Opportunity for details regarding the R&D program area formatting requirements and page number maximums for the Narrative and Appendix documents.

Narrative attachment

You are required to upload an attachment.

[Attach a document](#) Maximum file size: 1 GB

Filename	Date uploaded	Uploaded by	File size	Description
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Appendix attachment

You are required to upload an attachment.

[Attach a document](#) Maximum file size: 1 GB

Filename	Date uploaded	Uploaded by	File size	Description
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Fire service panel evaluation criteria

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 Administration Department at FireGrants@iaff.com or (202) 824-1575.