

Assistance to Firefighters Grant Program (AFG)



FEMA

2017 Fire Prevention & Safety (FP&S) Grant Application Checklist

Completing this checklist will help you prepare your FP&S Grant application. Collecting this information beforehand will reduce the time and energy needed to complete your application when the next grant cycle opens.

SAM.gov Registration Status

Is your System for Award Management (SAM) registration current?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> Applicant registration in the System for Award Management (SAM) is free. To register, please visit https://www.sam.gov/portal/public/SAM/. SAM registration is only active for one year and must be renewed annually. Please enter the date your SAM registration expires: _____ If your organization's registration is expired or inactive, do <i>not</i> call AFG. The organization must get the registration reset by calling the Federal Service Help Desk managed by the General Services Administration (GSA) at (866) 606-8220. Please ensure that your organization's name, address, DUNS number, and EIN are up to date in SAM. Please note that the DUNS number in SAM is the same one used to apply for all FEMA Grants. Your organization's name in SAM.gov must also match the organization name provided on the 1199a. Payments are contingent on the information provided in SAM; therefore, it is imperative the information is correct. 	

Applicant Information Section

What is your Employer Identification Number (EIN)?	#
Is your organization using the DUNS number of your jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No, we have our own DUNS number separate from our jurisdiction
Can you certify that your organization is authorized to use the DUNS number of your Jurisdiction (if you answered Yes above)	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your 9 digit DUNS Number? <i>Note: Be prepared to describe your organization and/or the type of community you serve. You will have up to 4,000 characters of narrative space to do so.</i>	#
What is the permanent resident population of your Primary/First-Due Response Area or jurisdiction served?	#
Do you currently report to the National Fire Incident Reporting System (NFIRS)? <i>Note: If you are a fire department, you will be required to report to NFIRS for the entire period of the grant. If you are not a fire department, the NFIRS reporting requirement does not apply.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you do report to NFIRS, what is your FDIN/FDID Number?	#

If you are a new applicant, do you have your bank account information ready? This includes your account and routing numbers.

Note: If you are a past applicant to any of the AFG Grant programs, your banking information should pre-populate in your application.

Yes No

Do you know your current operating budget and your operating budget for the previous three fiscal years?

Yes No

Current Budget:

FY2014: _____

FY2015: _____

FY2016: _____

Other General Questions to Consider

- **Partnerships:** If you are partnering with another fire department(s) or organization(s), are you prepared to discuss the partnership(s) in relation to your project's scope of work?
- **Period of Performance:** Can your project be completed within the period of performance? Prepare a timeline to demonstrate your project can be completed on time.
- **Training/Educational Needs:** Does part of your project involve training for either staff or the community? If so, do you have approximate dates and locations for the training? Who will provide the training or education?
- **Cost Share:** Do you have a plan to match five percent of the total federal share of your budget per the FY2017 Notice of Funding Opportunity Announcement (NOFO), if awarded?
- **eGrants System Application Portal:** If you are a past applicant to any AFG Grant (AFG, SAFER or FP&S), do you have your organization's username and password?
- **Point of Contact:** Do you have a main point of contact for this grant? This will be especially important if you are awarded to streamline communication between FEMA and your organization throughout the period of performance.
- **Program Guidance:** Are you familiar with the FY2017 FP&S NOFO?

Important Information

- Call the Help Desk at (866) 274-0960 or e-mail firegrants@fema.dhs.gov for answers to your questions.
- Become familiar with the 2017 FP&S NOFO. The NOFO can be found at www.fema.gov/firegrants.
- Check for eligibility information in the 2017 FP&S NOFO at www.fema.gov/firegrants.
- Utilize the other application tools to assist in the development of your proposal, such as the Self-Evaluation and FAQ's, located on the website.
- Have a full understanding of what your department/organization has accomplished and what you need to accomplish for a safer community.

Web Browser Reminders

- For best results, use Internet Explorer when completing your online FP&S Grant application. Alternate browsers, such as Firefox and Safari, may have limited functionality in the application.
- Avoid opening multiple web browsers or multiple windows when completing and submitting your FP&S Grant application; this has caused technical problems for some users.