

Fire Prevention and Safety Grant Program: FP&S Activity Application Checklist

Completing this checklist will help you prepare your Fire Prevention and Safety (FP&S) Grant Program application under the FP&S Activity. This document is for planning purposes only and collecting this information beforehand will reduce the time and level of effort needed to complete your online application when the next grant cycle opens.

FP&S Grant Program Application Checklist Table 1: Application and Submission Information

UEI, SAM and FEMA GO	
Applicants must provide a valid Unique Entity Identifier (UEI) to apply. All entities wishing to do business with the federal government must have a UEI. Requesting a UEI using Sam.gov can be found at: https://sam.gov/content/entity-registration . What is your organization’s UEI number?	
Is your System for Award Management (SAM) registration current? Search the SAM.gov website to confirm this UEI number matches your SAM.gov registration. You will also find your SAM expiration date through this search.	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the expiration date for your SAM registration? SAM registration is only active for one year and must be renewed annually. An applicant’s SAM registration must be active at the time of application, during the application review period, and when FEMA is ready to make a federal award.	
Are you registered in the FEMA Grants Outcomes (FEMA GO) System?	<input type="checkbox"/> Yes <input type="checkbox"/> No

FP&S Grant Program Application Checklist Table 2: Applicant information

Applicant Characteristics	
Which activity are you applying for?	<input type="checkbox"/> Fire Prevention and Safety (FP&S) <input type="checkbox"/> Research and Development (R&D) (if yes, please reference the Research



FEMA

Applicant Characteristics	
	and Development Tips for Proposal Development)
If you selected the FP&S Activity, what is your applicant type?	<input type="checkbox"/> Fire Department/Fire District <input type="checkbox"/> National, Regional, State, Local, Tribal, and Nonprofit Interest Organizations
If you selected Fire Department/Fire District, what kind of organization do you represent?	<input type="checkbox"/> All Paid/Career <input type="checkbox"/> All Volunteer <input type="checkbox"/> Combination (Majority Volunteer) <input type="checkbox"/> Combination (Majority Paid/Career)
If you selected Fire Department/Fire District, do you currently report to the National Fire Incident Reporting System (NFIRS)? You will be required to report to NFIRS for the entire period of the grant.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you report to NFIRS, what is your Fire Department Identification Number (FDIN/FDID) Number?	

Operating Budget	
What is your organization's operating budget for programs that enhance the safety of the public and firefighters with respect to fire and fire-related hazards (including fire prevention, fire code enforcement, fire/arson investigation, wildfire prevention, and firefighter health and safety research and development)? Please include costs (e.g., personnel, maintenance of apparatus, equipment, facilities, utility costs, purchasing expendable items) for the current (at the time of application) fiscal year, as well as the previous two fiscal years.	Current (Fiscal Year) FY 20__ \$
	FY 20__ \$
	FY 20__ \$
Please explain your need for financial assistance to carry out the proposed project(s). Provide detail about the total operating budget, including a high-level breakdown of the budget. Describe your inability to address financial needs without federal assistance. Discuss other actions taken to meet your needs. Include information on efforts to obtain funding elsewhere and how similar projects have been funded in the past.	4,000 total characters maximum
In cases of demonstrated economic hardship, and upon the request of the grant applicant, the FEMA Administrator may	<input type="checkbox"/> Yes <input type="checkbox"/> No

Operating Budget	
grant an Economic Hardship Waiver. Is it your organization's intent to apply for an Economic Hardship Waiver? Note that only fire department applicants are eligible for a waiver.	
If yes, which type of waiver will you be applying for?	<input type="checkbox"/> Cost Share <input type="checkbox"/> Maintenance of Effort <input type="checkbox"/> Both
If yes, you must attach your request for a waiver within the FEMA GO application. Guidance for requesting waivers can be found at GPD Information Bulletin Number 427 (fema.gov) .	
This fiscal year, are you receiving federal funding from any other grant program for the same purpose for which you are applying for this grant? If yes, please provide an explanation for other funding sources.	<input type="checkbox"/> Yes <input type="checkbox"/> No
This fiscal year, are you receiving federal funding from any other grant program regardless of purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Community Description	
If you selected Fire Department/Fire District, what type of community does your organization serve?	<input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural
What is the permanent resident population of your first due response zone/jurisdiction served?	
Please describe your organization and/or community that you serve.	4,000 total characters maximum

FP&S Grant Program Application Checklist Table 3: Grant Request Details

Grant Request Details	
Choose up to three projects to add to your FP&S Grant Program application under the FP&S Activity.	<p>Project Categories Include</p> <ul style="list-style-type: none"> ▪ Community Risk Reduction <ul style="list-style-type: none"> ○ Smoke Alarm Installations (door to door with home safety inspection) ○ Smoke Alarms (all other projects)

Grant Request Details

- Sprinkler Awareness
- Risk Assessment (note that if you apply for this, this is the only project that can be awarded)
- Public Education
- Training
- Juvenile Fire Setter Projects
- General Prevention/Awareness
- Other
- Wildfire Risk Reduction
 - Wildland Urban Interface (WUI) Education and Awareness
 - WUI Education and Awareness, including Wood Chipper Program
 - External Home Sprinkler Kits
 - Other
- Code Enforcement/Awareness;
 - First Time or Reinstatement of Code Adoption/Enforcement
 - Adoption or Awareness of Building Codes
 - Support for Conducting Inspections or Pre-Planning
 - Improve Engineering and/or Enacting Ordinances for New Construction
 - Other
- Fire & Arson Investigation
 - Arson Investigation Trailer
 - Arson Investigator Training
 - Arson Prevention Training
 - Fire & Arson Investigation Education
 - Fire & Arson Investigation Equipment (including Personal Protective Equipment)
 - Arson-related Surveillance Equipment
 - Fire & Arson Investigation Personnel
 - Fire & Arson Investigation Media Equipment
 - Other
- National/State/Regional Programs and Projects.
 - Firefighter Safety and Wellness
 - Residential Fire Issues
 - National Strategic Projects
 - Other
- Grant Writer Fee

Grant Request Details	
What is the unique project name?	
Is this a national-level project, with a national impact and national dissemination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If a regional request, please explain how this request benefits other organizations.	1,000 total characters maximum
If a regional request, please 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 (NOFO).	Participating organization name: POC first name: POC last name: Phone number: Phone number extension: Employer Identification Number:
If a regional request, you must attach the Memorandum of Understanding (MOU) to the FEMA GO application.	<input type="checkbox"/> Yes, attached <input type="checkbox"/> N/A
Who is the target audience for the planned project?	<input type="checkbox"/> Children under 14 <input type="checkbox"/> Adults over 65 <input type="checkbox"/> Firefighters <input type="checkbox"/> People with disabilities (e.g., deaf/hard-of-hearing) <input type="checkbox"/> College/university housing <input type="checkbox"/> Low-income families/neighborhoods <input type="checkbox"/> Geographic area <input type="checkbox"/> Other
What is the estimated size of the target audience?	
How was this target audience determined?	<input type="checkbox"/> Formal Assessment <input type="checkbox"/> Informal Assessment <input type="checkbox"/> Will Be Conducting Assessment <input type="checkbox"/> None of the above

Grant Request Details	
<p>Please provide a brief synopsis of the proposed project and then identify the specific goals and objectives of your project.</p>	<p>1,000 total characters max</p>
<p>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.</p>	<p>2,000 total characters max</p>
<p>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.</p> <p>Please make sure you include your cost share in the list. FEMA has developed a cost-share calculator tool in order to assist applicants with determining their cost share. The cost-share tool is available at Fire Prevention & Safety Documents FEMA.gov.</p> <p>Note that you can add costs for the second year of the project if you apply for a complex FP&S Activity project, such as those under the National/State/Regional Programs and Projects category.</p>	<ul style="list-style-type: none"> ▪ First 12 months <ul style="list-style-type: none"> ○ Type of cost ○ Number of units ○ Cost per unit ○ Description ▪ Second 12 months <ul style="list-style-type: none"> ○ Type of cost ○ Number of units ○ Cost per unit ○ Description
<p>Prepare specific and unique narrative responses to each of the narrative evaluation criteria outlined in the FP&S Grant Program NOFO. For the FP&S Activity, the narrative evaluation criteria include the financial need criteria (Fire Departments-10%; Interest Organizations-0%) noted above as well as:</p> <ul style="list-style-type: none"> ▪ 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%) 	

FP&S Grant Program Application Checklist Table 4: Budget Summary

Non-federal Resources		
<p>All eligible applicants shall agree to make available non-federal funds to carry out an FP&S Grant Program award in an amount equal to and not less than 5% of the grant awarded. Both cash and in-kind are eligible types of contributions. You will be required to provide details of your non-federal resources.</p>	Applicant	\$
	State	\$
	Other Sources	\$
Program Income		
<p>Although not common, recipients may generate income in the course of carrying out grant-supported activities during the period of performance under the FEMA grant award. This is referred to as program income. This income can be used to defray program costs, where appropriate, consistent with 2 CFR § 200.307. This response should be \$0 unless the recipient anticipates generating program income during the period of performance.</p>	\$	