August 14, 2017
Council Meeting

Mayor Bryan Hough
Mayor Pro-Tem David Moore
Councilman Jerry Bishop
Councilwoman Carolyn Breyare
Councilman Jim Hope
Councilman Jeff Meadows
Councilman Perry Toomey
Kemp Michael, City Attorney
Danny Jackson, City Manager

CITY OF MOUNT HOLLY
MOUNT HOLLY CITY COUNCIL

August 14, 2017
7:00 P.M.

CALL TO ORDER BY THE MAYOR

INVOCATION

Reverend Mike Carr, First Methodist Church of Mount Holly

PLEDGE OF ALLEGIANCE

Boy Scout Troop 59

SET THE AGENDA

CONSENT AGENDA

1. Approval of Budget Amendment for Linear Park
2. Approval of Budget Amendment for Strategic Visioning Plan
3. Approval of a Resolution for Surplus Property
4. Release of Letter of Credit for Westland Farm Phase I Map 4
5. Approval of the minutes of the July 10, 2017 Council Meeting

PRESENTATIONS

1. Swearing In and Pinning Ceremony for Captain David Sisk — *Mayor Hough*

PUBLIC HEARING

PUBLIC COMMENT – Three (3) Minute Limit

OLD BUSINESS

NEW BUSINESS

1. Consideration and Approval of the Bids for the Renovations to Administration Offices — *Miles Braswell*
2. Consideration and Approval of the Safer Grant — *Chief Ryan Baker*
3. Discussion of CDBG Infrastructure Grant for Globe Mill Neighborhood Water & Sewer — *Brian DuPont*

OTHER BUSINESS

CLOSED SESSION

1. Closed Session - pursuant to N.C.G.S 143-318.11 (a)(3 and 5)

ADJOURN

CONSENT AGENDA

City of Mount Holly
Action Agenda Item

To: City Council	**Date:** 8/14/17
From: Africa Otis	**Meeting Date:** 8/14/17

Agenda Item to be considered: Re-appropriate funding for Linear Park Project

Will this require a public hearing? ☐ YES ☒ NO

Background/Purpose of Request: To re-appropriate funding for the Linear Park Project that rolled into fund balance at FYE.

Fiscal Impact:

Will Item affect current budget	☒ YES	☐ NO	☐ N/A
Reviewed by Finance Director	☒ YES	☐ NO	☐ N/A
Preaudit Certification required	☐ YES	☒ NO	☐ N/A
E-Verify Compliance Statement required	☐ YES	☒ NO	☐ N/A
Capital Project Ordinance required	☒ YES	☐ NO	☐ N/A
Budget Amendment/Transfer required	☐ YES	☒ NO	☐ N/A
Total City Dollars:	*$44,906*		
Budget Code	***10-40-4910-550***		
Reviewed by City Attorney	☐ YES	☐ NO	☒ N/A

Manager/Staff Recommendation:
Approve Capital Project Ordinance

Result of City Council Decision:

Attachments:
1. Budget amendment form.

CITY OF MOUNT HOLLY
FY 17-18 Budget Amendment

Account Number	Description	Debit	Credit
10-40-4910-550	Capital - Linear Park	$ 44,906.00	
10-00-3991-000	Fund Balance Appropriated		44,906.00
	TOTAL	$ 44,906.00	$ 44,906.00

Date Submitted: ____________________

Finance Officer: ____________________

City Manager: ____________________

Department Comments:

To re-appropriate fund balance for the completion of the Linear Park Project.

City of Mount Holly
Action Agenda Item

To: City Council	**Date:** August 9, 2017
From: Greg Beal, Planning Director	Meeting Date: August 14, 2017

Agenda Item to be considered: **Consideration and Approval of a Budget Amendment for the Strategic Vision Plan Update Project.**

Will this require a public hearing? ☐ **YES** ☒ **NO**

Background/Purpose of Request: At the October 10, 2016 City Council meeting, Mr. Aaron Arnett with Arnett Muldrow & Associates, the chosen firm for the Strategic Vision Plan Update, covered the Scope of Work that their firm and their subcontractors would undertake as part of the project. The feedback from Council, after Mr. Arnett's presentation and after hearing his responses to your questions, was very positive. It was at that point that I began working with the City Attorney's Office to incorporate the approved Scope of Work into a contract for services for the Strategic Vision Plan Update. At the June 12th meeting, Council approved the contract with Arnett Muldrow & Associates for the Strategic Vision Plan Update. Having an approved Scope of Work and contract leads to the final requirement of allocating funds. Since no work was proposed for June 2017, the end of the fiscal year, the budget amendment for the proposed 8-month project would need to be approved in the 2017-18 fiscal year.

Fiscal Impact:

Will Item affect current budget	☒ YES	☐ NO	☐ N/A
Reviewed by Finance Director	☒ YES	☐ NO	☐ N/A
Preaudit Certification required	☒ YES	☐ NO	☐ N/A
Capital Project Ordinance required	☐ YES	☐ NO	☒ N/A
Budget Transfer required	☒ YES	☐ NO	☐ N/A
Total City Dollars:	$ 131,000 from Fund Balance		
Budget Code	Planning Project		
Reviewed by City Attorney	☒ YES	☐ NO	☐ N/A

Manager/Staff Recommendation: Staff recommends approval of the budget amendment for the Strategic Vision Plan Update project with Arnett Muldrow & Associates.

Result of City Council Decision:

Attachments: Approved Contract
Council-approved Scope of Services

AGREEMENT FOR PLANNING SERVICES

THIS AGREEMENT is entered into between the City of Mount Holly, North Carolina, a North Carolina Municipal Corporation, (Client) and Arnett Muldrow & Associates Ltd. (Planner), for the following reasons:

1. The Client intends to conduct a Strategic Vision Plan Update.

2. The Client requires certain planning, economic development, marketing and urban planning services in connection with the Project; and,

3. The Planner is prepared to provide the Services.

In consideration of the promises contained in this Agreement, the Client and the Planner agree as follows:

ARTICLE 1 - EFFECTIVE DATE
The effective date of this Agreement shall be the date the parties sign the Agreement, below.

ARTICLE 2 - GOVERNING LAW
This Agreement shall be governed by the laws of the State of North Carolina..

ARTICLE 3 - SCOPE OF SERVICES
The Planner shall provide the Services described in Attachment A, Scope of Services, and Attachment B, Request for Qualifications, included herewith and made part of this agreement. In the event that there is a conflict between the terms of this Agreement and the terms of the Scope of Services or Request for Qualifications, the Scope of Services or Request for Qualifications shall control.

ARTICLE 4 - SCHEDULE
The Planner shall exercise its reasonable efforts to perform the Services according to the Schedule set forth in Attachment A, Scope of Services.

ARTICLE 5 - COMPENSATION
The Client shall pay The Planner in accordance with Attachment A, Scope of Services.

Invoices shall be due and payable upon receipt. The Client shall give prompt written notice of any disputed amount and shall pay the remaining amount. Invoice amounts not paid within 30 days after receipt shall accrue interest at the rate of 1.5% per month (or the maximum rate permitted by law, if less), with payments applied first to accrued interest and then to unpaid principal. Upon order of a court of competent jurisdiction, the Client shall pay The Planner's reasonable attorneys' fees incurred in connection with any litigation instituted to recover invoice amounts.

ARTICLE 6 – CLIENT'S RESPONSIBILITIES
The Client shall be responsible for all matters described as Client responsibilities in Attachment A, Scope of Services.

ARTICLE 7 - STANDARD OF CARE
The same degree of care, skill, and diligence shall be exercised in the performance of the Services as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this Agreement or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the Services.

ARTICLE 8 - INDEMNIFICATION AND LIABILITY
General. Having considered the potential liabilities that may exist during the performance of the Services, the relative benefits and risks of the Project, and the Planner's fee for the Services, and in consideration of the promises contained in

this Agreement, The Client and The Planner agree to allocate and limit such liabilities in accordance with this Article. Indemnification. The Planner agrees to indemnify and hold harmless the Client and its successors and assigns, from and against any and all claims, demands, actions, charges, losses, liabilities, judgments, damages, and expenses, (including, specifically, the Client's reasonable attorneys' fees)(collectively "Claims") to the extent such Claims are caused by the Planner's willful or intentional misconduct, negligent acts, errors, or omissions arising out of its performance of the Services. In the event Claims are caused by the joint or concurrent negligence of The Planner and The Client, they shall be borne by each party in proportion to its own negligence. Limitation of Liability. To the fullest extent permitted by law, the total aggregate liability of The Planner and its subconsultants to the Client for all Claims resulting in any way from the performance of the Services shall not exceed the insurance limits set forth in Article 9 of this Agreement. Consequential Damages. To the fullest extent permitted by law, The Planner shall not be liable to the Client for any consequential damages resulting in any way from the performance of the Services. Survival. The terms and conditions of this Article shall survive completion of the Services, or any termination of this Agreement.

ARTICLE 9 - INSURANCE

During the performance of the Services under this Agreement, The Planner shall maintain the following insurance:

(a) General Liability Insurance, with a combined single limit of $1,000,000 per occurrence and $2,000,000 aggregate.

(b) Professional Liability Insurance, with a limit of $1,000,000 annual aggregate.

The Planner shall, upon written request, furnish the Client certificates of insurance which shall include a provision that such insurance shall not be canceled without at least thirty days' written notice to the Client.

The Planner and the Client waive all rights against each other and their directors, officers, partners, commissioners, officials, agents, and employees for damages covered by property insurance during and after the completion of the Services.

ARTICLE 10 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Except as otherwise provided herein, The documents, drawings, and specifications prepared by the Planner and furnished to the Client as part of the Services shall become the property of the Client; provided, however, that the Planner shall have the unrestricted right to their use in marketing material. The Planner shall assign Copyright of all final design material developed for this project to the Client. The Planner shall retain its copyright and ownership rights in its databases, computer software, and other proprietary property. Intellectual property developed, utilized, or modified in the performance of the Services shall remain the property of the Planner.

ARTICLE 11 - TERMINATION AND SUSPENSION

This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement; provided, however, the nonperforming party shall have 14 calendar days from the receipt of the termination notice to cure or to submit a plan for cure acceptable to the other party.

The Client may terminate or suspend performance of this Agreement for the Client's convenience upon written notice to the Planner. The Planner shall terminate or suspend performance of the Services on a schedule acceptable to the Client, and the Client shall pay the Planner for all the Services that have been performed in accordance with this Agreement as of the date of termination or suspension. Upon restart of suspended Services, an equitable adjustment shall be made to the Planner's compensation and the Project schedule.

ARTICLE 12 - DELAY IN PERFORMANCE
Neither the Client nor The Planner shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and delay in or inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either the Client or the Planner under this Agreement. The Planner shall be granted a reasonable extension of time for any delay in its performance caused by any such circumstances.

Should such circumstances occur, the nonperforming party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

ARTICLE 13 - RELATIONSHIP OF PARTIES

The Planner and the Client hereby agree that their relationship is that of independent contractors, and nothing in this Agreement shall create nor be deemed to create a joint venture, partnership, principal/agent, employer/employee, or any other form of relationship other than that of independent contractors.

ARTICLE 14 - NOTICES
Any notice required by this Agreement shall be made in writing to the address specified below:

The Client:
City of Mount Holly
Danny Jackson, City Manager
P. O. Box 406
Mount Holly, NC 28120
Phone (704) 827-3931
Email: dannyjackson@mtholly.us

The Planner:
Arnett Muldrow & Associates, Ltd.
Tripp Muldrow, AICP
President
Post Office Box 4151
Greenville, SC 29608
Phone 864.233.0950
Email: tripp@arnettmuldrow.com

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of the Client and the Planner.

ARTICLE 15 - DISPUTES
In the event of a dispute between the Client and The Planner arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.

Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution of the dispute by arbitration; provided, however, in the event the parties are unable to reach agreement to arbitrate under terms reasonably acceptable to both parties, either party may pursue resolution in any court having jurisdiction.

During the pendency of any dispute, work stop would occur until all disputes were resolved.

ARTICLE 16 - WAIVER
A waiver by either the Client or the Planner of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 17 - SEVERABILITY
The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

ARTICLE 18 - INTEGRATION
This Agreement, including Attachment A incorporated by this reference, represents the entire and integrated agreement between the Client and The Planner. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement.

ARTICLE 19 - SUCCESSORS AND ASSIGNS
The Client and the Planner each binds itself and its successors, executors, administrators, permitted assigns, legal representatives and, in the case of a partnership, its partners, to the other party to this Agreement and to the successors, permitted assigns, legal representatives, and partners of such other party in respect to all provisions of this Agreement.

ARTICLE 20 - ASSIGNMENT
Neither the Client nor the Planner shall assign any rights or duties under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld; provided, however, The Planner may assign its rights to payment without the Client's consent. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this Article shall prevent the Planner from engaging independent consultants, associates, and subcontractors to assist in the performance of the services.

ARTICLE 21 - NO THIRD PARTY RIGHTS
The Services provided for in this Agreement are for the sole use and benefit of the Client and the Planner. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Client and the Planner.

IN WITNESS WHEREOF, the Client and the Planner have executed this Agreement.

City of Mount Holly (The Client)	Arnett Muldrow & Associates, Ltd. (The Planner)
By ____________________ Title: Danny Jackson, City Manager	By____________________ Tripp Muldrow, President
Date ______________	Date ______________

PRE-AUDIT CERTIFICATE ATTACHED ON FOLLOWING PAGE.

APPROVED SCOPE OF WORK: MOUNT HOLLY, NORTH CAROLINA
STRATEGIC VISION PLAN UDPATE

PROJECT UNDERSTANDING

- In 2008 the City of Mount Holly completed a Strategic Vision Plan that outlined a broad community vision, underpinned by a market study, and supported with specific policy and plan concepts.

- This plan has served the City of Mount Holly well. Since the completion of the plan, the City has enjoyed a revitalized downtown, implementation of extensive park and greenway improvements, and thrived through the economic recession of 2008.
- The 2016 Strategic Vision Plan Update is designed to revisit the original plan and accomplish several things.

- First, the Update is to serve as a celebration of accomplishments since the 2008 plan noting the many significant achievements of the plan while exploring the reasons why other recommendations were either partially completed or not implemented.

- Second, the Update does not seek to "reinvent the wheel" of the original vision, but does seek to explore practical recommendations for the ongoing expansion and success of downtown, integrate existing plan efforts such as the Bike and Trail Master Plan by Alta Planning, and the current Market Study by Buxton, and explore new development opportunities outside of downtown including land at the Beatty Drive/Interstate 85 intersection (Exit 27), and areas north of downtown that are experiencing residential development.

- The Update should include creative illustrative plans, sketches, and before and after renderings for key areas in the City of Mount Holly that are grounded in market realities.

- While being creative, the Update should also be accompanied by an action oriented implementation strategy that engages many partners and is clear, concise, and goal oriented.

- The Update should, from start to finish, incorporate a robust public engagement process that reaches key stakeholders in the City of Mount Holly alongside residents, business owners, and partner groups.

Task One: Document Review and Base Map Preparation

The Arnett Muldrow team will review the work of Buxton on the market assessment, Alta Planning on the Mount Holly Riverfront Greenway, and other plans as indicated by Mount Holly. Simultaneously, the Arnett Muldrow team will coordinate with staff at the City of Mount Holly to prepare base maps of the City that will be used throughout the process. We will rely on the City to provide GIS data layers and aerial photography.

Deliverables:

- Document review write up.
- Base maps for the project.

Task Two: Project Management and Kick Off Meeting (Trip One - One Day)

Arnett Muldrow & Associates will come to Mount Holly to meet with a steering committee established by the City to guide the process of the Strategic Vision Plan Update. We suggest a committee of between 10 and 15 people representative of key partner groups. Since Mount Holly has already established a working group to select firms, this may form the core of the Steering Committee.

We also recommend that the City of Mount Holly form a small Technical Committee comprised of City Staff that will provide direct coordination with the Arnett Muldrow team throughout the project.

During this initial visit we will meet with both the Steering and Technical Committee to develop a project management plan with a master project schedule with distinct milestones and deliverables. We will also develop a public engagement strategy that uses social media, innovative outreach techniques including online surveys, "pop up" public input stations, and other techniques to gather input from a wide cross section of Mount Holly residents and stakeholders.

Deliverables:

- Master Project Schedule for Mount Holly along with milestones and expected deliverables.
- Project Management Plan and monthly reporting schedule detailing progress-to-date, percent complete.
- Draft Public Survey.

Task Three: Reconnaissance and Input Visit (Trip Two - Three Days)

The Arnett Muldrow team will return to Mount Holly for an intensive three-day reconnaissance and input visit. During the visit, the team will conduct up to 30 individual and/or small group meetings as well as a facilitated public input meeting. This visit will allow us to complete a detailed reconnaissance of Mount Holly. After this visit we will prepare a brief community assessment report for Downtown Mount Holly detailing achievements, major projects, future projects, assets, and challenges. We will also prepare a summary of the public input survey to share with the community.

Deliverable
- Community Assessment Report for Mount Holly
- Existing Conditions and Opportunities Map
- Public Input Survey Results

Task Four: Market Study Update

The market study update for Mount Holly will be a key component of the plan recognizing that Buxton has already completed a detailed retail market study of the community. Using the Buxton model alongside Arnett Muldrow's own research we will determine the current and future demand for retail/commercial uses, office, hotel, and residential uses in Mount Holly, examine the composition of the Downtown shopping customer, track and interpret national economic trends that will impact development in the community, and evaluate opportunities for the community based on sound market data.

This task will include:
- A report examining the existing retail, office and housing mix in Mount Holly.
- A trade area definition defining the primary and secondary geographies that feed the market.
- Tourism/local market study (zip code survey) defining the local versus visitor traffic.
- An overview of office and housing market potential with recommendations for new opportunities.
- Demographic and psychographic composition of the market.
- Key retention and recruitment opportunities to include potential space demand scenarios for business categories identified as opportunities
- Individual business reports detailing market definition for each business that participates in the zip code survey

All of this data will be summarized using easy to understand infographics that clearly articulate the market position of Mount Holly.

Deliverable

- Annotated Market Study Presentation
- Graphically Rich Market Study Report

Task Five: Strategic Vision Plan Update Work Session (Trip Three – Three and a Half Days)

Arnett Muldrow is committed high level of transparency and community participation for this project. As a result, the Arnett Muldrow team will conduct an intensive 3.5 day work session and community charrette/workshop in Mount Holly allowing the community to see the project team in action. The visit will include the following: briefing and follow up meetings, public input session open to all interested stakeholders, follow-up meetings with key property/business owners, implementation site visits with key property/business owners, and strategic sessions with key partners on implementation techniques. Arnett Muldrow will facilitate the meetings during the process. The Strategic Vision Plan update will develop the following:

The physical plan will include an illustrative plans that serves as a graphical table of contents for the plan's physical recommendations that addresses the following elements: land use, urban design, housing, gateways, transportation (circulation and streets improvements), parking, infill development and rehabilitation opportunities, public spaces, utilities and infrastructure. This plan will also include the development of conceptual designs for targeted development and redevelopment sites, public infrastructure improvements focusing on the streetscape, roads and traffic design, parking strategies for downtown, and other public/private improvements and redevelopments identified through the planning process (understanding that NC DOT plans are underway for the widening of 273 from A & E Drive to Tuckaseege Road as a complete street.)

Arnett Muldrow will work closely with private sector stakeholders/land owners to identify development and redevelopment sites, generate plans for these sites that correspond to both City and private sector goals, and draft strategies for implementation. The plan will include graphics that powerfully capture the public's imagination and generate enthusiasm. The graphics will include artist renderings, before and after photo renderings, and SketchUp computerized visual simulations that will be critical to creating the vision that provides a tangible target for the future.

At the conclusion of the visit, Arnett Muldrow will present the concepts to both the Technical and Steering Committee.

Deliverables

- Before and after photo-renderings of selected buildings and sites
- Before and after hand-renderings of selected buildings and sites
- Architectural assessment of selected buildings with recommendations
- Redevelopment site plans for targeted development sites
- Streetscape improvement recommendations
- Open space/park recommendations
- Overall illustrative plan that addresses the following elements: land use, urban design, gateways, transportation (circulation and streets improvements), parking, infill development and rehabilitation opportunities, public spaces, utilities and infrastructure.
- Three dimensional modeling of the district or sites as needed
- All presentation material, maps, drawings, etc. in jpeg format and native editable file format

Task Six: Plan Refinement and Public Presentation (Trip Four – One Day)

Arnett Muldrow will seek on site and follow up feedback from the Technical and Steering Committee to be used to create plan refinements, additions, and changes as needed. We will return to Mount Holly to share the presentation in an open public meeting. Because the original plan included design guidelines for both the Downtown Area, Voluntary Annexation Areas, and the South Gateway (and since the North Carolina Legislature amended the ability of local governments to regulate design through guidelines), we will explore techniques available to ensure quality development in the community as it continues to grow.

Deliverables

- Plan refinements.
- Design guidance and updates.
- Updated Presentation (annotated)

Task Seven: Implementation Workshop and Follow-up (Trip Five – One Day)

Arnett Muldrow will return to Mount Holly for an implementation meeting with both the Technical and Steering Committees after the draft plan is complete and reviewed. Arnett Muldrow will create an implementation "strategy board" for Mount Holly during this workshop that outlines the first, next, and long-term steps needed to implement the recommendations of the plan while acknowledging the successes already achieved. The strategy board will delineate responsible parties, time frames, goals, and themes on one page. The implementation workshop will also explore funding strategies for the proposed objectives, projects and strategies through analysis of existing tools and development resources, as well as recommendations for the type and structure of future financing tools and development incentives.

Task Seven: Deliverable:
Implementation Strategy Board

Task Eight: Draft Report
Arnett Muldrow will prepare a draft Strategic Vision Plan Update document and implementation program that will address the expectations identified in tasks one and two while incorporating the input, market analysis, plans, and detailed recommendations developed throughout the Update process. We will deliver the draft plan to the Technical Committee for a preliminary review, take edits, then deliver a revised draft to the Steering Committee.

Task 5: Deliverable:
- Draft Strategic Vision Plan for Mount Holly.

Task 7: Final Report and Executive Summary Poster

Task seven will incorporate the implementation strategy board, funding strategies, and revisions to the draft report into a final document. Arnett Muldrow will also create an executive summary/implementation poster that showcases the plan's recommendations and desired outcomes in a user-friendly, graphically rich illustrative manner to share with potential investors, business owners, grant providers, and the tourist industry.

Task 7: Deliverables
- Implementation Strategy Board
- Poster Size Illustrative Executive Summary
- Final report

Time Frame and Fee Proposal

Arnett Muldrow can complete the project in eight months from notification of start to completion based on an aggressive schedule determined in partnership with the City of Mount Holly.

This project can be completed for a lump sum fee of $130,000 plus expenses billed at cost *not to exceed* $6,500. This fee is negotiable based on revisions of the scope.

The following breakout provides a task by task itemization of project costs.

	Tasks		
1	Document Review and Base Map Preparation	39.0	
			$4,875
2	Kick Off Trip	28.0	
			$3,750
3	Reconnaissance Visit and Input	222.0	
			$26,050
4	Market Study Update	76.0	
			$8,900
5	Vision Plan Work Session	276.0	
			$35,100
6	Refinement and Public Presentation	176.0	
			$21,850
7	Implementation Workshop	29.0	
			$3,825
8 and 9	Draft and Final Report	185.0	
			$23,900
	Subtotal Hours	**289.0**	
	Subtotal Fee		**$131,000**

City of Mount Holly
Action Agenda Item

To:	Mayor and City Council	**Date:**	August 09, 2017
From:	Miles Braswell, Asst. City Manager	**Meeting Date:**	August 14, 2017

Agenda Item to be considered:

Surplus Property

Will this require a public hearing? ☐ YES ☒ NO

Background/Purpose of Request:

The following attachment contains three (3) items that needs to be considered surplus.

Fiscal Impact:			
Will Item affect current budget	☐ YES	☒ NO	☐ N/A
Reviewed by Finance Director	☒ YES	☐ NO	☐ N/A
Preaudit Certification required	☐ YES	☒ NO	☐ N/A
Capital Project Ordinance required	☐ YES	☒ NO	☐ N/A
Budget Transfer required	☐ YES	☒ NO	☐ N/A
Total City Dollars:			
Budget Code			
Reviewed by City Attorney	☐ YES	☒ NO	☐ N/A

Manager/Staff Recommendation: Declare property surplus per the attachment

Result of City Council Decision:_____

Attachments: Resolution and Surplus Property List

RESOLUTION OF THE CITY OF MOUNT HOLLY, NORTH CAROLINA FOR DECLARATION OF SURPLUS PROPERTY AND SALE OF PROPERTY VIA PUBLIC OR ELECTRONIC AUCTION OR BY MEANS OF EXCHANGE OF PROPERTY

WHEREAS, G.S. 160A-267 authorizes the City Council to dispose of surplus property, and authorizes the sale of surplus property by means of private sale, public auction, electronic auction or exchange of property, and

WHEREAS, the City Manager has reviewed the attached list "Attachment A" and declared the items surplus and unusable personal property; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Mount Holly does hereby authorize the City Manager to conduct a sale of the surplus and unusable City personal property by means of a private sale, public or electronic auction, or an exchange of property.

Adopted on this 14th day of August, 2017.

SIGNED:

____
Mayor Bryan Hough

ATTEST:

____
Amy R. Miller, City Clerk

Department	Qty	Equipment/ Vehicle Year	Equipment/ Vehicle Make	Model	VIN or Serial #	Description	Known problems
Parks	1	1999	Ford	Explorer	1FMZU34X3XZB38721	4 Door	Transmission
Police	1	1998	Dodge	Dakota	1B7GL22XXWS532915	Extended Cab	Unknown
Utilities	1	2001	Chevrolet	Malibu	1G1ND52J91M661929	4 Door	None

City of Mount Holly
Action Agenda Item

To: Mayor and City Council	**Date:** August 8, 2017
From: David E. Johnson, PE	**Meeting Date:** August 14, 2017

Agenda Item to be considered:

Release of the Irrevocable Standby Letter of Credit posted by Mattamy Carolina Corp. for Westland Farms Phase 1 Map 4.

Will this require a public hearing? ☐ **YES** ☒ **NO**

Background/Purpose of Request :

Westland Farms Phase 1 Map 4 $88,212 letter of credit was posted by Mattamy Homes Carolina Corp on May 14, 2013. Mattamy Homes Carolina was the builder in Map 4 and the LOC was for the sidewalks, HC ramps and trees.

Sidewalk, HC ramps and street trees have been completed by Mattamy Homes Carolina Corp. in accordance with City standards and criteria.

The City has inspected the right-of-way infrastructure and worked with Faison and Mattamy address and correct all defects. Based upon our final inspection of the infrastructure, all infrastructure punch list items have been to our satisfaction. We are recommending to the Council that the LOC be released and the roads accepted for City maintenance.

Fiscal Impact:

Will Item affect current budget	☐ YES	☒ NO	☐ N/A
Reviewed by Finance Director	☐ YES	☒ NO	☐ N/A
Preaudit Certification required	☐ YES	☒ NO	☐ N/A
Capital Project Ordinance required	☐ YES	☐ NO	☒ N/A
Budget Transfer required	☐ YES	☐ NO	☒ N/A
Total City Dollars:	***$***		
Budget Code			
Reviewed by City Attorney	☐ YES	☒ NO	☐ N/A

Manager/Staff Recommendation: *Recommend release of the Letter of Credit to* ***Mattamy Homes Carolina Corp*** *and accept the Westland Farms Phase 1, Map 4 right-of-way infrastructure for maintenance.*

Result of City Council Decision:

Attachments: LOC documents

Mattamy Homes
Charlotte Division
2127 Ayrsley Town Boulevard, Suite 201, Charlotte, NC 28273
T (704) 375-9373
www.mattamyhomes.com

July 7, 2017

RE: Westland Farms Bond/Letter or Credit Release Phase 1, Map 4

Dear Mr. Derek Dixon:

Mattamy Homes formally requests the release of all bonds/Letter of Credit's for the Westland Farms Community. We have completed our phases of construction & had a final walk through to review all punch out items with the City of Mount Holly Inspector.

We have fully satisfied the Sidewalk & Tree requirements per the City of Mount Holly's ordinance, & thus formally request the release of the Letter of Credits held by the City.

The phases & maps are as follows:
Phase 1, map 4; in the amount of $88,212.00

Please let me know if there is anything else that you require from Mattamy Homes in order to release these letter of Credits.

Best Regards,

Jeanine Hay

Jeanine Hay
Land Project Coordinator
Mattamy Carolina Corp
980-219-2043
Jeanine.hay@mattamycorp.com

Attachments: maps

Cc: Derek Dixon
David Johnson

MOUNT HOLLY
Connecting Community & Nature

MEMO

TO: David Johnson

FROM: Derek Dixon

DATE: 07/19/17

RE: Westland Farms Phase 1 Map 4 sidewalk and street tree.

David,

I have performed my final inspection on Westland Farms Phase 1 Map 4 sidewalk and street trees. Mattamy homes have completed all necessary repairs and replacements I found deficient in previous inspections. I recommend the bond held for Phase 1 Map 4 of the Westland Farms subdivision for release.

Royal Bank of Canada

3 World Financial Center
200 Vesey Street
New York, NY 10281-8098
Telephone: (212) 428-6200

Irrevocable Standby Letter of Credit No.:	10117/S25149
Date of Issue:	May 14, 2013
Currency and Amount:	USD88,212.00
Expiry Date:	May 12, 2014
Place of Expiry:	At our office

BENEFICIARY:	APPLICANT:
City of Mount Holly 131 South Main Street Mount Holly, NC 28120	Mattamy Carolina Corporation 2401 Whitehall Park Drive, Suite 700 Charlotte, NC 28273

At the request of Mattamy Carolina Corporation, we hereby issue this Irrevocable Standby Letter of Credit No. 10117/S25149 (this "Letter of Credit") in favor of City of Mount Holly, up to an aggregate amount of USD88,212.00 (United States Dollar Eighty Eight Thousand Two Hundred Twelve and 00/100) available with us by payment against presentation of the following:

Beneficiary's dated and signed written demand for payment, specifying amount claimed and certifying that the amount claimed is due and payable by Mattamy Carolina Corporation to you in connection with sidewalks, HC ramps, required trees.

Partial drawings are permitted. The amount of this Letter of Credit shall be reduced by the amount of any payments made by us under this Letter of Credit.

This Letter of Credit will expire at our office at Three World Financial Center, 5th Floor, 200 Vesey Street, New York, NY 10281-8098 on May 12, 2014. It is a condition of this Letter of Credit that it shall be deemed to be automatically extended without amendment for one year from the present expiry date hereof or any future expiry date, unless at least forty five (45) days prior to any such expiry date, we shall notify you in writing by courier or registered mail that we elect not to consider this Letter of Credit extended for any such additional period.

Upon receipt of your dated and signed written demand in conformity with the terms and conditions of this Letter of Credit we will pay you in accordance with your instructions.

This Letter of Credit is issued subject to International Standby Practices ISP 98, ICC Publication No. 590.

ROYAL BANK OF CANADA

Chandran Panicker
AUTHORIZED SIGNATORY

Charleen Tran
AUTHORIZED SIGNATORY

Westland Farms				Merrick & Company
JOB NO.:	7221	BY:	JBM	
DATE:	4/23/13	T.L.:		Phase 1, Map 4 Bond Estimate
REVISED:		P.M.:	BCM	

Phase 1, Map 4	*UOM*	*UNITS*	*$/UNIT*	*TOTAL*
Sidewalks Lots 91-115, 159-167	SY	1,332	$30.00	$39,960.00
HC Ramps	EA	4	$450.00	$1,800.00
Required Trees (4 per lot, 3 per cul-de-sac lot)	EA	127	$250.00	$31,750.00
TOTAL				***$73,510.00***
		Contingency	20%	$14,702.00
			TOTAL	$88,212.00

City of Mount Holly
Mount Holly City Council Meeting
Monday, July 10, 2017
Council Chambers
7:00 pm

Call to Order
Mayor Bryan Hough called the meeting to order at 7:00 pm. The following were present:

Mayor Bryan Hough	Danny Jackson, City Manager
Mayor Pro Tem David Moore	Greg Beal, Planning Director
Councilman Jerry Bishop	Ryan Baker, Fire Chief
Councilwoman Carolyn Breyare	Ray Clemmer, Assistant Director of Utilities
Councilman Jeff Meadows	Dave Johnson, Utilities Director/City Engineer
Councilman Jim Hope	Don Roper, Chief of Police
Councilman Perry Toomey	Miles Braswell, Assistant City Manager
Kemp Michael, City Attorney	Africa Otis, Finance Officer

Invocation

Reverend Kendall Cameron from the First Baptist Church in Mount Holly gave the invocation.

Pledge of Allegiance

Boy Scout Troop 59 of the First United Methodist Church in Mount Holly led attendees in the Pledge of Allegiance.

SET THE AGENDA

With no changes to the agenda Councilman Toomey made a motion to approve the agenda a submitted. Councilwoman Breyare seconded the motion. All Council Members voted in favor. Motion carried.

CONSENT AGENDA

1. Approval of the minutes of the June 12, 2017 Council Meeting
2. Approval of the minutes of the June 26, 2017 Council Work Session Meeting

Mayor Pro Tem Moore made a motion to approve the consent agenda. Councilman Meadows seconded the motion. All Council Members present voted in favor. (Motion carried)

PRESENTATIONS

1. Presentation of a Resolution Honoring Captain Jim Benfield upon his Retirement

   Mayor Hough and the City Council presented Captain Jim Benfield with a proclamation honoring his retirement with the City. Mayor Hough also presented Captain Benfield with the customary retirement watch. The Chief Roper and the Mount Holly Police Department presented Captain Benfield with a Commander Coin. Chief Roper also presented Captain Benfield with a plaque that quoted scripture from Romans 13:4 "*For the one in authority is God's servant for your good. But if you do wrong, be afraid, for rulers do not bear the sword for no reason. They are God's servants, agents of wrath to bring punishment on the wrongdoer*"

   Captain Benfield thanked the Mayor and Council for all they have done for the City and employees over the years. He also thanked his wife and his sons for putting up with the long hours and missed holidays over the years. He also thanked the Mount Holly Police Department.

2. Recognition of Noah Empson for receiving the Young Entrepreneur Award

   Mr. Reeves McGlohon recognized Master Noah Empson for receiving the Young Entrepreneur Award at the Chamber's Small Business Awards. Wendy Foster with the Foundation and Angie Saunders with a framed Gaston Gazette article. Noah explained that he started a business in his community rolling trash containers back to houses on trash collection days. His business has expanded with the help of his parents.

3. Presentation of Students at Work Program

Mr. Reeves McGlohon presented City Staff with a Certificate of Recognition for the Students at Work Program. Mr. McGlohon advised that this is an annual event that was expanded to 2300 8th graders in Gaston County that are part of the Career Technical Education. These 8th graders visit businesses throughout the County for a short orientation of each business.

4. Recognition of Ransom Hunter for receiving the MHHS Historian Award

The Mount Holly Historical Society this year created an award called the Historic Man of the Year Award. This award was presented to Ransom Hunter. Ms. Mary Smith, chairperson of the Mount Holly Historical Society, presented the descendants of Ransom Hunter with the award. Mr. Hunter was a former slave and successful business owner.

PUBLIC HEARING

1. Public Hearing on Holly Springs Subdivision for Rezoning

Mr. Wilson advised that an application was received by staff for a rezoning request for parcels equaling approximately 130 acres. Four (4) of these parcels are in the Mount Holly ETJ and three (3) are in Gaston County's jurisdiction. The Planning Commission met and make the recommendation that the Council table the rezoning request and directed the applicant to come back with a plan that meets more of the City's standards.

Mr. Thomas Springs III addressed the Council. He advised that this property is long time family property. He has been very picky as to whom to sell this property. He advised that after much research and soul searching he decided to sell the property to C2 Design Development. C2 has been in the business for over 20 years and has won national awards. They are seeking relief on the requirement on the front porch standard and modification on the front facing garages. He advised that this is not a starter home community. All homes will be energy star certified with the average home being 2200-2800 square feet.

At this time, Councilman Bishop made a motion to enter into the public hearing on Holly Springs Subdivision for Rezoning. Councilwoman Breyare seconded the motion. All Council Members voted in favor. (Motion carried) With no one signed up to speak, Councilman Toomey made a motion to close the public hearing and return to open session. Councilwoman Breyare seconded the motion. All Council Members voted in favor. (Motion carried)

Mayor Hough advised that the new information brought forward tonight will go back to the Planning Commission at their next meeting for a Council recommendation.

2. Public Hearing on the Annexation of the Property located at Tax Parcel ID #s 199264, 225889, 202122, 202690, 181227, 181214, and 180092 (Holly Springs)

At this time, Councilman Toomey made a motion to enter into the public hearing on Holly Springs Subdivision request for annexation. Councilman Hope seconded the motion. All Council Members voted in favor. (Motion carried)

Nate James
706 West Catawba
Mount Holly, NC 28120

Mr. James advised that he feels like this subdivision is a great opportunity for the community. He feels like the developers are getting ahead of the curb with the amenities they are offering and he is a fan of this type development.

Mayor Pro Tem Moore made a motion to close the public hearing and return to open session. Councilman Hope seconded the motion. All Council Members voted in favor. (Motion carried)

Mayor Hough advised that a decision will be made after it comes back from the Planning Commission.

3. Public hearing for an application to rezone Tax Parcel #221727 & #221729 totaling 50.67-acres in the extraterritorial jurisdiction off of West Catawba Avenue from Light Industrial (L-1) and R-12 Single Family (R-12 SF) to Office/Institutional (O-I)

Mr. Wilson advised that the Roman Catholic Diocese of Charlotte has submitted an application to rezone two (2) parcels located in the City ETJ form Light Industrial (L-1) and R-12 Single Family (R-12 SF) to Office/Institutional (O-I). The Diocese intends to develop a college referred to St. Joseph's College.

At this time, Councilman Bishop made a motion to enter into the public hearing to rezone Tax Parcel #221727 & #221729 totaling 50.67-acres in the extraterritorial jurisdiction off of West Catawba Avenue from Light Industrial (L-1) and R-12 Single Family (R-12 SF) to Office/Institutional (O-I) Councilwoman Breyare seconded the motion. All Council Members voted in favor. (Motion carried)

John and Karen Jacob

Mr. and Mrs. Jacob commented that they are neighbors of the property and if the Diocese do what they say they are going to do it will be a great thing. They shared their concern regarding the wildlife on the property but in the end hope that Council will vote in favor of the rezoning.

Mayor Pro Tem Moore made a motion to close the public hearing and return to open session. Councilman Meadows seconded the motion. All Council Members voted in favor. (Motion carried)

Councilman Meadows made a motion to approve the rezoning request of Tax Parcel #221727 & #221729 totaling 50.67-acres in the extraterritorial jurisdiction off of West Catawba Avenue from Light Industrial (L-1) and R-12 Single Family (R-12 SF) to Office/Institutional (O-I). Councilman Bishop seconded the motion. All Council Members present voted in favor. (Motion carried)

4. Public hearing, on an application for a text amendment to the Zoning Ordinance regarding Short-term uses in Article 6

Mr. Wilson advised that a group of citizens recently requested a text amendment for short term rental uses in residential districts. These short term rentals are conducted through online website like VRBO or FlipKey. The applicant, Ms. Turneabe, spoke with Council regarding the popularity of this program and the number of hits these locations get per month on the websites.

At this time, Councilman Bishop made a motion to enter into the public hearing on an application for a text amendment to the Zoning Ordinance regarding Short-term uses in Article 6. Mayor Pro Tem Moore seconded the motion. All Council Members voted in favor. (Motion carried)

Dennis Brown
2160 south Ridge Drive
Belmont, NC

Mr. Brown advised that he became familiar with this area through this type rental. He is now a local resident and has made valuable friendships. He advised that this type rental would bring people to downtown which in turn is beneficial to Mount Holly.

Councilman Bishop made a motion to close the public hearing and return to open session. Mayor Pro Tem Moore seconded the motion. All Council Members voted in favor. (Motion carried)

Councilman Bishop made a motion to approve the text amendment to the Zoning Ordinance regarding Short-term uses in Article 6. (Resolution #07102107A) Mayor Pro Tem Moore seconded the motion. (Motion carried)

ADJOURN

With no additional items for discussion, Mayor Hough entertained a motion to adjourn. Councilman Bishop made the motion to adjourn the July 10, 2017 Council Meeting. Councilwoman Breyare seconded the motion. All Council members present voted in favor. (Motion carried)

The meeting adjourned at 8:36 p.m.

PRESENTATIONS

City of Mount Holly
Action Agenda Item

To:	City Council	**Date: 8-8-17**	
From:	Chief Roper	**Meeting Date:**	8-14-17

Agenda Item to be considered: Swearing in of Captain David Sisk

Will this require a public hearing? ☐ YES ☒ NO

Background/Purpose of Request: Mayor is requested to conduct a swearing in ceremony for new Captain David Sisk. Captain Sisk will have a family member pin his badge on his uniform following the ceremony.

Fiscal Impact:

Will Item affect current budget	☐ YES	☐ NO	x N/A
Reviewed by Finance Director	☐ YES	☐ NO	x N/A
Preaudit Certification required	☐ YES	☐ NO	x N/A
Capital Project Ordinance required	☐ YES	☐ NO	x N/A
Budget Transfer required	☐ YES	☐ NO	x N/A
Total City Dollars:			
Budget Code			
Reviewed by City Attorney	☐ YES	☐ NO	x N/A

Manager/Staff Recommendation:

Result of City Council Decision:

Attachments:

1. Oath of office

NC General Statutes - Chapter 11 6
Law Enforcement Officer

I, David Sisk, do solemnly swear, that I will be alert and vigilant to enforce the criminal laws of this State; that I will not be influenced in any matter on account of personal bias or prejudice; that I will faithfully and impartially execute the duties of my office as a law enforcement officer according to the best of my skill, abilities, and judgment; so help me, God.

PUBLIC HEARINGS

OLD BUSINESS

NEW BUSINESS

City of Mount Holly
Action Agenda Item

To:	Mayor and City Council	**Date:**	August 09, 2017
From:	Miles Braswell, Asst. City Manager	**Meeting Date:**	August 14, 2017

Agenda Item to be considered:

Municipal Complex Office Expansion Project – Award two (2) contracts

Will this require a public hearing? ☐ **YES** ☒ **NO**

Background/Purpose of Request:

On Wednesday, April 19, 2017, the Construction Committee convened to discuss the proposed new offices in the Municipal Complex's 2nd floor open administration area. Two options were presented to the Construction Committee a couple months prior to the April 19th meeting, with one option constructing four (4) offices and another option that created six (6) new offices. The Construction Committee approved pursuing the 6 new offices option. These new offices are to be constructed against the windows that stretch between Brian Dupont's and Africa Otis' current offices. These new offices will be constructed in the same manner as the surrounding offices in this area, which include a glass storefront, sheet rock walls and an open ceiling concept.

Milligan Architecture, Inc. was contracted to prepare the construction documents and the project went out to bid on June 7, 2017. Bids were due on June 28, 2017, but no bids were received at this time to construct the entire project. One quote was received on June 27, 2017 to supply and install the storefronts (windows and doors) in the amount of $15,982.00 by Glass & Mirror Unlimited, Inc.

A second bid date was set for August 4, 2017 and two (2) bids were received at this time. The below table lists the bid results:

Item	Description	BowerTraust Construction LLC.	Miles McClellan Construction Co. , Inc.	Glass & Mirror Unlimited, Inc.
Base Bid	All work associated w/ plans and specs provided by Milligan Architecture dated 5/25/17 except storefront glass walls and doors	$45,000.00	$81,000.00	No Bid
Contingency	15 % Owner's Contingency	$6,750.00	$12,150.00	No Bid
Total Bid	Base bid plus Contingency	$51,750.00	$93,150.00	No Bid
Alternate 1	Materials and installation of Storefront glass walls and doors per plans and specs provided by Milligan Architecture dated 5/25/17	$36,000.00	$39,000.00	$15,982.00

It is my recommendation to award the base bid construction to Bower Traust Construction LLC in the amount of $51,750.00, including the 15% contingency to cover unforeseen conditions during construction. The contingency may only be used by the contractor upon written instructions from the City's Project Manager. Any contingency amount remaining at contract completion will revert to the City. Bower Traust will be responsible for permitting, constructing and finishing the partition walls and all required electrical components.

It is also my recommendation to accept Glass & Mirror Unlimited, Inc.'s bid to provide and install the storefront glass walls and doors in the amount of $15,982.00.

By using this informal bid method, the total project is $67,732.00 which is within the Fiscal Year 2017-2018 budget of $70,000.

The contract period is fifty (50) calendar days and will begin upon contract executions and issuance of the Notice to Proceed.

Fiscal Impact:

Will Item affect current budget	☐ YES	☒ NO	☐ N/A
Reviewed by Finance Director	☒ YES	☐ NO	☐ N/A
Preaudit Certification required	☐ YES	☒ NO	☐ N/A
Capital Project Ordinance required	☐ YES	☒ NO	☐ N/A
Budget Transfer required	☐ YES	☒ NO	☐ N/A
Total City Dollars:	$ 67,732.00		
Budget Code	10-00-4120-550		
Reviewed by City Attorney	☐ YES	☒ NO	☐ N/A

Manager/Staff Recommendation: Approval to award the Municipal Complex Office Expansion Project to Bower Traust Construction LLC in the amount of $51,750.00 and Glass & Mirror Unlimited, Inc. in the amount of $15,982.00.

Result of City Council Decision: _____

Attachments: None

City of Mount Holly
Action Agenda Item

To: Mayor and City Council	**Date:** 8/9/2017
From: Fire Department	**Meeting Date:** 8/14/2017

Agenda Item to be considered:

Consideration and Approval of FY2016 Staffing for Adequate Fire and Emergency Response (SAFER)

Will this require a public hearing? ☐ YES X NO

Background/Purpose of Request :

SAFER Grant - Chief Baker is asking for permission to accept the SAFER Grant from FEMA on behalf of the City. We have 30 days to accept or deny the grant. The grant amount is $551,169.00 to be dispersed over 3 years. The grant is for 6 firefighter positions that will be used to staff the North Fire Station. The grant covers the salaries and benefits for the firefighters, 75% for the first 2 years and 35% for the final year.

Fiscal Impact:

Will Item affect current budget	☒ YES	☐ NO	☐ N/A
Reviewed by Finance Director	☒ YES	☐ NO	☒ N/A
Preaudit Certification required	☐ YES	☐ NO	☒ N/A
Capital Project Ordinance required	☐ YES	☐ NO	☒ N/A
Budget Transfer required	☐ YES	☐ NO	☒ N/A
Total City Dollars:	*$* 0		
Budget Code			
Reviewed by City Attorney	☐ YES	☐ NO	☒ N/A

Manager/Staff Recommendation:

Result of City Council Decision:

Attachments: Yes

Assistance to Firefighters Grant Program (AFGP)

FY 2016 Staffing for Adequate Fire and Emergency Response (SAFER)

Frequently Asked Questions (FAQs)

What's new for FY 2016?

The following changes to FY 2016 SAFER Grant reflects DHS's implementation of Section 34 of the Federal Fire Prevention and Control Act of 1974, as amended (15 U.S.C. § 2229a). Under this authority, the FY 2016 SAFER grant program requires the following:

- **Period of Performance:** The period of performance has been increased from two to three years for SAFER <u>Hiring of Firefighter Activity</u> grants. Extensions to the period of performance are not available for Hiring of Firefighter Activity grants.

- **Position Cost Limit:** SAFER <u>Hiring of Firefighters Activity</u> grant funds may not exceed a certain percentage of the usual annual cost of a first-year firefighter in that department at the time of the grant application. There is no waiver available for this requirement.

- **Cost Share:** SAFER <u>Hiring of Firefighters Activity</u> grant recipients are now required to contribute a Cost Share toward the actual cost of hiring firefighters under this program. Grant recipients can apply to waive this requirement.

- **No Supplanting Allowed:** SAFER <u>Hiring of Firefighter Activity</u> grant funds may only be used to hire <u>new, additional firefighters</u> and may not be used to supplant funds that would otherwise be available from State or local sources, or the Bureau of Indian Affairs. Grant recipients can apply to waive this requirement.

    - The Hiring of Firefighters Activity is no longer sub-divided into "Rehire," "Retention," "Attrition," and "New" positions.

- **Minimum Budget Requirement:** At the time of application, both SAFER Hiring of Firefighter Activity and Recruitment and Retention of Volunteer Firefighters Activity grant applicants are required to certify that their annual budget for fire-related programs and emergency response has not been reduced below 80% of the average funding level in the three years prior to November 24, 2003. Grant recipients can apply to waive this requirement.

- **Economic Hardship Waiver of Cost Share or Minimum Budget Requirement:** In cases of demonstrated economic hardship, and upon the request of the recipient, the Administrator may waive or reduce the Cost

Share requirement, the Minimum Budget Requirement, and/or the restriction on supplanting. Applicants must indicate their interest in a waiver within the FY 2016 SAFER application.

SAFER Hiring of Firefighter Activity grant recipients may apply for one, two, or all three of the available waivers.

SAFER Recruitment and Retention of Volunteer Firefighters Activity grant applicants may only apply to waive or reduce the minimum budget requirement.

- **Recruitment and Retention of Volunteer Firefighters Activity Eligible Costs:** Under the FY 2016 program, eligible costs are organized according to priority (High, Medium, Low, and Non-Priority). Non-prioritized costs include M&A, Indirect costs, grant writer fees, and audit costs.

What is the purpose of SAFER?
The purpose of SAFER Grants is to provide funding directly to fire departments and national, state, local, or tribal organizations representing the interests of volunteer firefighters to assist them in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate protection from fire and fire related hazards, and to fulfill traditional missions of fire departments.

To achieve this purpose, SAFER is a competitive/discretionary grant program comprised of two categories:

1) **Hiring of Firefighters Activity** grants provide financial assistance to help fire departments hire new firefighters. The goal is to assist departments to improve staffing levels to ensure they have adequate personnel to respond and safely perform at incident scenes, providing protection from fire and fire-related hazards in their communities. **This activity provides three-year grants to assist fire departments by paying the salaries and benefits of the SAFER-funded positions.**

2) **Recruitment and Retention of Volunteer Firefighters Activity** grants assist fire departments and national, state, local, or tribal organizations with the recruitment and/or retention of volunteer firefighters. The goal is to create a net increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies likely to occur within the fire department's geographic response area. **Recruitment and Retention of Volunteer Firefighters Activity grants can have a period of performance of up to four years.**

How much funding is available for the FY 2016 SAFER Grant Program?
A total of $345,000,000 has been appropriated for the FY 2016 SAFER Grants.

The appropriated funds are to be administered as indicated below as the result of a recommendation via the Criteria Development Panel (CDP) or as required by Section 34 of the Federal Fire Prevention and Control Act of 1974 (Pub. L. No. 93-498, as amended) (15 U.S.C. § 2229a):

- 10 percent is set aside for the recruitment and retention of volunteer firefighters activity (15 USC § 2229a(a)(2))
  - No more than 33 percent of the total amount allocated for the recruitment and retention of volunteers can be awarded to national, state, local, or tribal organizations that represent the interests of volunteer firefighters (CDP)

- 10 percent is set aside for grants awarded to volunteer or majority volunteer departments for hiring of firefighters. A majority volunteer fire department is made up of more than 50 percent of personnel who do not receive financial compensation for their services, other than life, health, and worker's compensation insurance, or a nominal stipend payment, including certain paid-on-call personnel. It may be necessary to go out of rank

[redacted]

order to select a sufficient number of applications in order to meet the 10 percent requirement. (15 USC § 2229a(a)(1)(H))

If less than 10 percent of the funds available for the hiring of firefighters are awarded to volunteer and majority volunteer fire departments, the remaining funds must be transferred to provide grants for the recruitment and retention of volunteer firefighters (15 USC § 2229a(a)(1)(H))

What is the maximum amount of funding an applicant can be awarded?
There is no maximum award amount for grant awards made under the FY 2016 appropriations.

Can a department apply for both SAFER Grant categories - Hiring of Firefighters Activity and Recruitment and Retention of Volunteer Firefighters Activity?
Yes. However, departments interested in applying for both a Hiring of Firefighters Activity grant and a Recruitment and Retention of Volunteer Firefighters Activity grant must submit **two separate applications, one for each activity**. Each application will require its own unique narrative statement.

Are SAFER Grants "renewable" after the period of performance?
No. SAFER is a competitive/discretionary grant program. Program funds are not renewable and funding is only available to grant recipients during the period of performance associated with the award. Current or former grant recipients do not have a competitive advantage over applicants who have not previously received a SAFER Grant award.

Hiring of Firefighters Activity

Who is eligible to apply for funding in the Hiring of Firefighters Activity?
Career, combination, and volunteer fire departments may apply for funding in the Hiring of Firefighters Activity.

(UPDATED) What are eligible expenses in the Hiring of Firefighters Activity?
The only allowable costs under the Hiring of Firefighters Activity are salary and associated benefits (actual payroll expenses) for the SAFER-funded positions. Costs are reimbursable if they are included as part of the standard new hire package, available to all operational firefighter positions, and contractually obligated.

(NEW) Will the SAFER hiring grant pay for raises or increases to firefighter pay or benefits in years two and three?
No. The federal portion of grant funds for years one, two, and three is based on the usual annual cost of a first-year firefighter in your department at the time the grant application was submitted.

What are some ineligible expenses in the Hiring of Firefighters Activity?

- Pre-application costs, such as grant writer fees, administrative costs, and indirect costs associated with hiring of firefighters
- Costs to train and equip firefighters (however, the salaries and benefits of firefighters hired under the SAFER grants funding while engaged in training are eligible if the firefighter is employed by the department)
- Payments to vendors for uniforms and physicals
- Overtime costs (except overtime costs routinely paid as a part of the base salary or the firefighter's regularly scheduled and contracted shift hours in order to comply with the Fair Labor Standards Act [FLSA])
- Salaries and benefits of firefighters who are current employees or were hired prior to the award date
- Costs to fund promotions (e.g., pay a current member a higher salary by placing them in a new SAFER-funded position)

(UPDATED) What type of firefighter positions will be funded?
Funds may only be used to hire new, additional firefighters under the FY 2016 SAFER grant program. The Hiring of Firefighters Activity is no longer sub-divided into "Rehire," "Retention," "Attrition," and "New" positions.

Additionally, only full-time firefighter positions will be funded. Full-time positions are those funded for at least 2,080 hours per year (e.g., 40 hours per week, 52 weeks per year). The grant program will consider funding job-share positions if sufficient justification is provided.

As the goal of SAFER Grants is to enhance incident scene safety, all applicants must certify that the primary assignment (more than 50 percent of time) of all SAFER-funded positions will be assigned to an operational fire suppression vehicle, regardless of collateral duties.

Volunteer and mostly volunteer fire departments may hire individuals to fill officer-level positions (e.g., chief, fire inspector, training officer, safety officer, etc.) in addition to their primary operational assignment.

What is a job-share position?
A job-share position is a full-time position occupied by more than one person. For FY 2016, there is no cap on the number of employees who may share a single job-share position.

(NEW) Is there a waiver that would allow us to retain firefighters facing layoff??
No. The SAFER grant may only be used to hire new, additional firefighters. There is no waiver for this option.

How much time does a department have to hire the SAFER-funded positions?
For all grant recipients awarded under the Hiring of Firefighters activity, a default 180-day recruitment period begins when the application is <u>approved</u> for award (i.e. award date).

The three year period of performance automatically starts after the 180-day recruitment period, regardless of whether the grant recipient has successfully hired the awarded positions.

If a grant recipient is able to hire their SAFER-funded firefighters during the 180-day recruitment period, the period of performance may begin at that time. However, grant recipients must submit an amendment requesting that the period of performance start before the end of the 180-day recruitment period.

Can the start date of the period of performance be delayed if a department is unable to hire the SAFER-funded positions during the 180-day recruitment period?
No. The period of performance cannot be delayed or started later than 180 days after the award date.

What is the Period of Performance under the Hiring of Firefighters Activity?
The FY 2016 SAFER Period of Performance for the Hiring of Firefighters Activity has increased to three years.

Are firefighters hired prior to an offer of award eligible under the Hiring of Firefighters Activity?
No. Firefighters hired prior to an offer of award are not eligible under the Hiring of Firefighters Activity.

(NEW) May we fill our awarded SAFER-funded positions with our current part-time employees? What about our current volunteers?
The FY 2016 SAFER program defines a <u>new hire</u> as a firefighter hired after the SAFER grant offer of award and is not an employee at the time of award. Part-time employees are considered employees.

Part-time employees are different than "volunteers." Volunteers do not receive salary or wages, but may receive life/health insurance, workers' compensation insurance, and/or a nominal stipend per call.

You must follow your department's hiring policies and procedures to fill a SAFER-funded positon. If allowed by your local hiring policy, you could open an FY 2016 SAFER position to someone who was a volunteer on the date of grant award.

How does SAFER define the "date of an award offer?" Is this the first day of the period of performance?
The SAFER Program defines the "date of an award offer" as the date that the award notification letter is sent to the applicant in the eGrants system.

What are the requirements for the matching funds in the Hiring of Firefighters Activity?
Hiring of Firefighters Activity grants are required to contribute non-Federal funds as described below.

Position Cost Limit (No Waiver Available):
The amount of Federal funding provided to a recipient for hiring a firefighter in any fiscal year may not exceed—

- in the first year of the grant, 75 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted;
- in the second year of the grant, 75 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted; and
- in the third year of the grant, 35 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted.

  "Usual annual costs" includes the base salary (exclusive of overtime) and standard benefits package (including the **average** health, dental, and vision costs, FICA, life insurance, retirement/pension, etc.) offered by fire departments to first-year firefighters.

Cost Share (Wavier Available):
In addition to the Position Cost Limit, the Federal portion of the costs of hiring new firefighters under this grant may not exceed:

- 75 percent of the actual costs incurred in the first year of the grant;
- 75 percent of the actual costs incurred in the second year of the grant; and
- 35 percent of the actual costs incurred in the third year of the grant.

What is a waiver?
In cases of demonstrated economic hardship, and upon the request of the recipient, the
Administrator may waive or reduce the Cost Share requirement, the Minimum Budget Requirement, and/or the restriction on supplanting. SAFER Hiring of Firefighters Activity grant recipients may apply for one, two, or all three of the available waivers.

How do I apply for a waiver?
Applicants must indicate their interest in a waiver within the FY 2016 SAFER application. Upon receipt of the waiver request in the submitted SAFER application, the applicant will be contacted by the SAFER program office with detailed instructions as to how to submit all required supporting documentation. Only submitted applications that select a waiver option will be contacted by the SAFER program office.

Does a department have to retain the SAFER-funded positions after the grant concludes?
No. Awarded recipients have no obligation to retain the SAFER-funded positions after the conclusion of the period of performance for FY 2016 SAFER Awards.

How much time does a department have to fill an operational position that becomes vacant?
The SAFER Program considers six months to be a reasonable time to fill an operational position that becomes vacant during the period of performance. Departments must demonstrate that they are taking active and timely steps to fill any operational positions vacated during the grant period of performance.

Is an extension to the SAFER period of performance allowable under the Hiring of Firefighters Activity?
No. Extensions to the period of performance are not allowable under the FY 2016 Hiring of Firefighter Activity grants.

If you are also applying for a Recruitment and Retention of Volunteer Firefighters Activity grant, please see the question regarding extensions under the Recruitment and Retention of Volunteer Firefighters Activity section.

Can grant recipients submit a payment request for pre-award expenditures?
Pre-award expenditures are not reimbursable in the Hiring of Firefighters Activity. Only costs incurred during the grant period of performance are allowable. **Firefighters hired prior to the date of award are not eligible for SAFER Funding.** If you are also applying for a Recruitment and Retention of Volunteer Firefighters Activity grant, please see the question regarding pre-award expenditures under the Recruitment and Retention of Volunteer Firefighters Activity section.

The 2016 SAFER Notice of Funding Opportunity (NOFO) states that grant recipients cannot layoff any firefighters during the period of performance. If the department loses positions to retirement or other attrition, must it fill those vacancies?
Yes. During the grant period of performance, recipients of the FY 2016 SAFER Hiring of Firefighters Activity grant are required to maintain their staffing at the level that existed on the date of the award offer, in addition to the SAFER-funded positions.

Once awarded, grant recipients under the Hiring of Firefighters Activity must submit a current (pre-SAFER) roster listing all paid operational/firefighting personnel in support of NFPA 1710 or NFPA 1720, who are in full-time or job share positions on the date of the award offer. The program office will work with a grant recipient to establish the correct staffing maintenance number which combines the number of pre-SAFER and SAFER-funded positions. Once this is established, grant recipients must agree to maintain this number throughout the grant period of performance by taking active and timely steps to fill any vacancies.

Grant recipients who are unable to fill firefighting positions (due to documentable economic hardship) that are vacated through attrition (e.g., resignation, retirement) may petition FEMA for a waiver of staffing maintenance requirements. An approved waiver allows a grant recipient to decrease and reestablish the staffing maintenance number agreed to at the time of award by the number of positions that a grant recipient is unable to fill. In order to qualify for this waiver, the economic hardship must affect the entire public safety sector in a grant recipient's jurisdiction, not solely the fire department. **Waivers will not be granted for SAFER-funded positions. Grant recipients who fail to maintain this level of staffing risk losing the federal funds awarded under this grant.**

Will there be an option for veteran's funding in the FY 2016 SAFER Hiring grant program?
No. There is no option for veteran's funding in the FY 2016 SAFER Program.

Recruitment and Retention of Volunteer Firefighters Activity

Who is eligible to apply for funding in the Recruitment and Retention of Volunteer Activity?
Combination fire departments, volunteer fire departments, and national, state, local, or tribal organizations that represent the interests of volunteer firefighters may apply for funding in the Recruitment and Retention of Volunteer Firefighters Activity. Career fire departments are not eligible to apply for funding in this activity.

What are examples of eligible costs under the Recruitment and Retention of Volunteer Activity?
Applicants must correlate the activities for which funding is being requested with the identified recruitment or retention problems or issues being addressed. Additionally, FEMA will not fund a budget line item if an applicant does not provided sufficient information detailing how it will enhance recruitment and retention.

For specific examples of eligible costs, please refer to Appendix B – Programmatic Information and Priorities in the FY 2016 SAFER NOFO.

What are some ineligible expenses in the Recruitment and Retention of Volunteer Activity?
Examples of ineligible expenses include but are not limited to the following:
- Costs incurred outside of the period of performance except for grant writer fees
- Computers in common areas or individual computers for training/education
- Salary and benefits for firefighters

- Fire suppression equipment
- Vehicles
- Fire simulators, fire evolution, or fire training props (e.g., burn trailers, forcible entry, rescue/smoke maze, flashover simulator, etc.)
- Retroactive payments or recognition for non-operational activities (including payments, gift cards, recruitment bonuses, or stipends for recruiting firefighters)
- Annual medical exams (not including NFPA 1582 physicals for new recruits) for any member
- Costs for training currently covered under the department's operating budget, such as tuition or instructor fees for department-mandated, basic-level training
- "Giveaways," such as pencils, pens, t-shirts, cups, mugs, or balloons for recruitment events

For the full list of ineligible costs, please refer Appendix B – Programmatic Information and Priorities in the FY 2016 SAFER NOFO.

What is a waiver?
In cases of demonstrated economic hardship, and upon the request of the recipient, the Administrator may waive or reduce the Minimum Budget Requirement under the Recruitment and Retention of Volunteer Firefighters Activity.

How do I apply for a waiver?
Applicants must indicate their interest in a waiver within the FY 2016 SAFER application. Upon receipt of the waiver request in the submitted SAFER application, the applicant will be contacted by the SAFER program office with detailed instructions as to how to submit all required supporting documentation. Only submitted applications that select a waiver option will be contacted by the SAFER program office.

How is "new recruit" defined according to the SAFER Program?
SAFER defines a "new recruit" to be a volunteer firefighter who **joins** the department after the date of the award offer.

Is communications equipment eligible under FY 2016 SAFER?
No. All communications equipment including cell phones, pagers, portable radios, or Computer-Aided Dispatch systems are ineligible under FY 2016 SAFER.

Can Personal Protective Equipment (PPE) be purchased under the Recruitment and Retention of Volunteer Firefighters Activity? What are the requirements?
Yes. OSHA-required and NFPA-compliant PPE is eligible only for **new recruits only**, and reimbursement will be limited to the number of new recruits who have successfully passed an NFPA 1582-compliant physical exam and are certified as "fit for duty." Only actual costs are allowed and will be paid on a reimbursable basis; costs may be limited to reasonable amounts as determined by FEMA based on current market research. Grant recipients will be required to provide documentation of completed NFPA 1582 physicals as well as documentation, including invoices and receipts, to support the purchase of the PPE.

Please refer to Appendix B – Programmatic Information and Priorities in the FY 2016 SAFER NOFO for additional details on eligible PPE expenditures and requirements.

What activities are allowable under the Recruitment and Retention of Volunteer Firefighters Activity for new recruits only?
PPE, station duty uniforms, and physicals are only eligible for new recruits.

What types of tuition reimbursement are ineligible?
The FY 2016 SAFER Grant does not limit the type of tuition reimbursement one can apply for, and it does not have to be related to fire science or related fields.

Do Recruitment and Retention of Volunteer Firefighters Activity grant recipients need to submit training certificates?
While grant recipients are not required to submit these documents, training certificates, as well as any grant-related documents, must be retained by the grant recipient for a minimum of three years after the submission of the final expenditure report. Please note that FEMA can ask to review your grant file.

Can a grant recipient submit a payment request for pre-award expenditures?
Generally, except for grant writer fees, pre-award expenditures are not reimbursable in the Recruitment and Retention of Volunteer Firefighters Activity. Only costs incurred during the grant period of performance are allowable.

See the Pre-award Cost section in the FY 2016 NOFO for the specific requirements pertaining pre-award costs

Is there a matching funds requirement for the Recruitment and Retention of Volunteer Firefighters Activity?
No. There is no matching funds requirement for this activity and no maximum federal share limit.

Is an extension to the SAFER period of performance allowable under the Recruitment and Retention of Volunteer Firefighters Activity?
Extensions to the period of performance may be granted when, due to circumstances beyond the control of the grant recipient, activities associated with the award cannot be completed within the stated performance period. Extensions are not guaranteed and are not automatically approved.

Extensions will only be considered through formal requests, via the eGrants system, and must contain specific and compelling justifications as to why an extension is required.

Are administrative or indirect costs eligible?
Administrative or indirect costs are allowable but are limited to a **combined total** of three percent of the total awarded amount, unless a grant recipient has a previously negotiated and approved Indirect Cost Rate Agreement.

This indirect cost rate is established by a federal department or agency for the grant recipient's organization that the grant recipient uses to compute the dollar amount they can charge to the grant for indirect costs incurred during the execution of the grant agreement. (Information about Indirect Cost Rate Agreements can be found at http://rates.psc.gov/.)

Prior to submitting any claims for reimbursement of indirect costs, applicants must first submit a copy of their negotiated and approved Indirect Cost Rate Agreement to FEMA for review and approval. The indirect cost rate is applicable as long as it is consistent with the established terms of the agreement.

What is a "nominal stipend?"
Nominal stipends are eligible for firefighters where the primary duty is an operational assignment (fire suppression), regardless of collateral duties. A stipend is nominal if it does not exceed 20 percent of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. The nominal stipend may include reimbursements to volunteer firefighters for approximate out-of-pocket expenses they incur. Whether a stipend falls above or below the 20 percent threshold may be determined in one of two ways. Departments that maintain paid full time firefighters on their payrolls may compare the stipend to the salary they pay a full time firefighter who performs similar services to determine whether the stipend is more or less than 20 percent of that salary. Departments that do not maintain full time firefighters on their payrolls may make the determination based on a comparison to the salary paid to a full time firefighter in a neighboring jurisdiction, elsewhere in the state, or ultimately the nation. They may also utilize data from the Department of Labor's Bureau of Labor Statistics.

If a stipend paid exceeds 20 percent of the prevailing wage, then the firefighter receiving compensation would not qualify as a volunteer and is considered an employee who may be covered by the FLSA minimum wage and overtime provisions. Therefore they would not be eligible to receive a stipend under the grant.

How do you define a paid-on-call firefighter?
Paid-on-call firefighters are paid a stipend for each event to which they respond. Paid-on-call firefighters may be considered paid firefighters or volunteer firefighters, depending on whether the stipend they receive is nominal. A department whose membership is comprised of all volunteer firefighters, including any paid-on-call firefighters who receive only a nominal stipend, will be considered a volunteer fire department for purposes of this SAFER Program. A department whose membership is comprised of any paid-on-call firefighters who receive more than a nominal stipend will be considered a combination fire department for the purposes of this SAFER Program.

Eligibility

Who is eligible for SAFER Funding?
Eligible departments or organizations are limited to one application for Recruitment and Retention of Volunteer Firefighters Activity and/or one application for Hiring of Firefighters Activity per application period. Your organization type determines your eligibility for SAFER application categories.

Entity	Volunteer Fire Departments	Combination Fire Departments	Career Fire Departments	National, state, local, or tribal volunteer firefighter interest organizations
Hiring of Firefighters Activity	✓	✓	✓	
Recruitment and Retention of Volunteer Firefighters Activity	✓	✓		✓

Can a career fire department apply under the Recruitment and Retention of Volunteer Firefighters Activity?
No. Career fire departments are not eligible for funds in the Recruitment and Retention of Volunteer Firefighters Activity. They are only eligible for funding in the Hiring of Firefighters Activity.

I represent a volunteer firefighter interest organization that received a Fire Prevention and Safety (FP&S) Grant. Are we eligible for a SAFER Grant also?
Yes. National, state, local, or tribal volunteer firefighter interest organizations that represent the interests of volunteer firefighters are eligible to receive funding under the Recruitment and Retention of Volunteer Firefighters Activity regardless of whether they received a FP&S Grant. However, these organizations are not eligible for funding in the Hiring of Firefighters Activity.

If my fire department was recently awarded an AFG Grant, can we still apply for SAFER?
Yes. While the SAFER Grants and the Assistance to Firefighters Grants (AFG) are administered by the same office, there are no restrictions with respect to having concurrent awards. However, the SAFER award should supplement the AFG award and cannot be for the same activities for the same members.

Is an independent rescue squad or emergency medical services unit eligible for SAFER Funding?
No. Independent rescue squads or emergency medical services unit are not eligible for SAFER Funding. Only fire

departments and national, state, local, or tribal volunteer firefighter interest organizations are eligible for SAFER Grants.

If my department was awarded a prior-year SAFER Grant that still has an active performance period, is it eligible to apply for a SAFER Grant this year?
Yes. Applicants are eligible to receive more than one SAFER Award. Applicants wishing to apply for additional grants are subject to the same guidelines and requirements as discussed in the FY 2016 SAFER NOFO and must indicate if the activities they are requesting are new initiatives or if they are building upon the previously awarded program. The grant activities requested in the new application should supplement the current award and cannot be for the same activities for the same members as the currently awarded SAFER Grant.

Definition of Applicant Types

How do I determine whether I represent a volunteer, combination, or career fire department?

- A **volunteer fire department** has an all-volunteer force of firefighting personnel. For a fire department to have an all-volunteer force, no member may receive financial compensation (in the form of salary or wages) for their services other than life and health insurance, workers' compensation insurance, and/or a nominal stipend per call. FEMA considers a department to be majority volunteer if more than 50 percent of its membership is made up of personnel who do not receive financial compensation for services.

- A **career department** has an all-paid force of firefighting personnel other than paid-on-call firefighters (fire departments that provide reimbursement on a paid-on-call basis are considered to be a combination fire department for the purposes of this program).

- A **combination department** has paid firefighting personnel and volunteer firefighting personnel. At a minimum, a combination fire department must have at least one active firefighter who receives financial compensation for services (including paid-on-call) and at least one active firefighter who does not receive financial compensation for services other than life, health, and workers' compensation insurance. Additionally, a department whose membership is comprised of paid-on-call firefighters is considered a combination fire department for the purposes of this program.

How do you define a national, state, local, or tribal volunteer firefighter interest organization?
These are defined as organizations that support or represent the interests of firefighters in front of legislative bodies at the local, state, tribal, and federal level. Such organizations include, but are not limited to, state or local firefighter and/or fire chiefs' associations, volunteer firefighter relief organizations, and associations. FEMA shall make the final determination as to whether an applicant is an appropriate volunteer firefighter interest group.

The SAFER Grants prohibit "for-profit" organizations from applying for grant funding. How do I determine if my department is for-profit?
If you are a municipally-based organization, (i.e., an organization providing services on behalf of a governmental entity), or if you are registered with the IRS as a 501(c)(3) corporation, you are NOT a for-profit organization and are therefore eligible to receive SAFER Funding.

Completing the Application

When can I apply?
Applications will be accepted only from 8:00 a.m. Monday, January 9, 2017 until 5:00 p.m. Eastern Time (ET) on Friday, February 10, 2017.

When is the grant application due?
The application deadline is Friday, February 10, 2017. Applications must be received by 5:00 p.m. ET. Applications received after the close of the application period will not be accepted.

How do I access the FY 2016 SAFER eGrant application?
Applications under the FY 2016 SAFER will only be accessible at https://portal.fema.gov. The application will also be linked via the US Fire Administration's (USFA) Website http://www.usfa.fema.gov and the Grants.gov Website http://www.grants.gov.

Can I apply for the FY 2016 SAFER Grant using a paper application process?
No. All FY 2016 SAFER applications must be completed online through the eGrants system.

Regional Applications

Who may apply for a regional grant?
Eligible volunteer and combination fire departments may apply for regional grants in the Recruitment and Retention Activity if their request will have an impact beyond the immediate boundaries of the applicant's first-due area. An eligible applicant will serve as the "host applicant" and apply on behalf of the other fire departments benefitting from the grant.

Note: The Hiring of Firefighters activity is not eligible as a regional project.

I'm planning to submit an application as the host department for a regional project. How do I answer the questions in the Applicant Characteristics sections of the online application?
When completing the Request Details and Narrative Statement sections of the application, the applicant must include a list of participating third-party organizations that will benefit if awarded. In completing the Applicant Characteristics sections of the application, the regional applicant must include data that approximates the characteristics of all fire departments affected by the grant.

I'm applying as the host for a regional project, but I also have needs in my own department. Can I include my own department needs in the application?
Yes. An eligible applicant may act as a "host applicant" and apply for support of both a regional initiative and its own department's internal needs on one application.

A regional host must include a list of all the participating organizations benefitting from a proposed regional project, and provide clear and detailed information on which activities are regional specific versus those that are host specific.

If awarded, the host applicant must agree to be responsible for all aspects of the grant. This includes, but is not limited to, accountability for the assets and all reporting requirements. Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU) or equivalent document, signed by all parties participating in the award, prior to submitting an application under the Regional Program activities.

Technical Assistance to Applicants

Where can I obtain technical assistance in filling out the application?
The SAFER Program Help Desk at 866-274-0960 will be available to provide technical assistance with completing your SAFER Application.

Normal business hours for the Help Desk are Monday through Friday from 8:00 a.m. to 4:30 p.m. Eastern Time. During the application period, **January 9, 2017 – February 10, 2017**, the Help Desk will be staffed between the hours of 8:00 a.m. and 4:30 p.m. ET, Monday through Friday; and until 5:00 p.m. ET on **February 10, 2017**. However, these hours may change as the application period progresses. The toll-free number also accepts voicemail messages after hours or if the line is busy. In addition, questions may be faxed to 866-274-0942 or e-mailed to FireGrants@fema.dhs.gov.

What is the "Request Details" section of the application?
The Request Details section is where applicants answer activity specific questions and enter the budget details of their grant proposal.

Do I need to register in SAM.gov?
Yes. Per 2 CFR § 25.205, SAM registration is required to receive a SAFER Grant Award. SAM registration is only active for one year and must be renewed annually; therefore, please ensure that your entity has a valid and active registration in SAM.gov prior to submitting your application.

Payments and amendments are also contingent on the information provided in SAM, so it is imperative that the information in the application is correct, current, and matches the information in SAM.gov. Please ensure that your organization's name, address, DUNS number, and EIN are up to date in SAM, and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards.

Please also refer to the SAM.gov Get Ready Guide available on the AFG Website at http://www.fema.gov/welcome-assistance-firefighters-grant-program for additional assistance.

National Standards for SAFER

What standards does SAFER involve?
The industry minimum standards to be addressed by SAFER are the staffing and deployment sections of: **NFPA 1710, Section 5.2.4.1 (Single Family Dwelling Initial Full Alarm Assignment Capability),** which primarily applies to all-career fire departments and at the combination department's election; and **NFPA 1720 Section 4.3 (Staffing and Deployment),** which primarily applies to all-volunteer fire departments and combination departments that do not elect to comply with NFPA 1710. The NFPA established a link providing information regarding these standards: www.nfpa.org/SAFERActGrant

NFPA 1001
Standard for Firefighter Professional Qualifications (FFI and II)
This standard identifies the minimum job performance requirements for career and volunteer firefighters whose duties are primarily structural in nature. The purpose of this standard is to specify the minimum job performance requirements for firefighters. It is not the intent of the standard to restrict any jurisdiction from exceeding these requirements.

NFPA 1582
Standard on Comprehensive Occupational Medical Program for Fire Departments
To help fire departments ensure that personnel are medically capable of performing their required duties, the 2013 NFPA 1582 incorporates current research and knowledge to present the latest provisions for a comprehensive occupational medical program. The Standard provides separate chapters for the medical evaluation of candidates/prospective employees and for the occupational medical and fitness evaluations for fire department members. Requirements are equated against the essential job tasks based on several NFPA Professional Qualification Standards and apply to career, volunteer, private, industrial, governmental, and military fire departments. For specific physical requirements, Recruitment and Retention applicants should refer to **NFPA 1582 Chapter 6, Medical Evaluations**

of Candidates 6.1 and **Chapter 9, Essential Job** Tasks — Specific Evaluation of Medical Conditions in Members (http://www.nfpa.org/freeaccess).

National Fire Incident Reporting System (NFIRS)

Do applicants who apply for a SAFER Grant have to report to the National Fire Incident Reporting System (NFIRS)?
No. FEMA does not require FY 2016 SAFER Applicants to report to NFIRS.

National Incident Management Systems (NIMS)

Do fire departments that receive SAFER Grants have to comply with the requirements of the National Incident Management System (NIMS)?
Yes. Any applicant who receives an FY 2016 SAFER Award must achieve the level of NIMS compliance required by the authority having command and control jurisdiction over the applicant's emergency service operations, prior to the end of the grant's period of performance. SAFER applicants are not required to be in compliance with the National Incident Management System (NIMS), either to apply for SAFER Funding or to receive a SAFER Award.

For Regional applications, are all of the benefiting fire departments required to be NIMS compliant or just the host applicant?
All departments receiving equipment or services from a regional SAFER Grant must be compliant with all local edicts regarding NIMS.

The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
FY 2016 Staffing for Adequate Fire and Emergency Response (SAFER)

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/web/grants/register.html. Detailed information regarding DUNS and SAM is also provided in Section D. Application and Submission Information.

A. Program Description

Issued By
U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

Catalog of Federal Domestic Assistance (CFDA) Number
97.083

CFDA Title
Staffing for Adequate Fire and Emergency Response (SAFER)

Notice of Funding Opportunity Title
Fiscal Year (FY) 2016 Staffing for Adequate Fire and Emergency Response (SAFER)

NOFO Number
DHS-16-GPD-083-000-99

Authorizing Authority for Program
Section 34 of the *Federal Fire Prevention and Control Act of 1974* (Pub. L. No. 93-498, as amended) (15 U.S.C. § 2229a)

Appropriation Authority for Program
Department of Homeland Security Appropriations Act, 2016 (Pub. L. No. 114-113)

Program Type
New

Program Overview, Objectives, and Priorities

The Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) Grant Programs Directorate (GPD) is responsible for the implementation and administration of the Staffing for Adequate Fire and Emergency Response (SAFER) grant program.

The SAFER grant program is composed of two activities:

- **Hiring of Firefighters**
    - Career, combination, and volunteer fire departments are eligible to apply
- **Recruitment and Retention of Volunteer Firefighters**
    - Combination fire departments; volunteer fire departments; and national, state, local, or tribal organizations that represent the interests of volunteer firefighters are eligible to apply

The goal of the SAFER grant program is to assist local fire departments with staffing and deployment capabilities in order to respond to emergencies, and assure that communities have adequate protection from fire and fire-related hazards. Local fire departments accomplish this by improving staffing and deployment capabilities so they may more effectively and safely respond to emergencies. With enhanced staffing levels, recipients should experience a reduction in response times and an increase in the number of trained personnel assembled at the incident scene.

While not required for a SAFER grant, it is preferable that the enhanced staffing levels of all SAFER recipients should ensure that all first-arriving apparatus are staffed with a minimum of four qualified personnel (to meet National Fire Protection Association (NFPA) 1710/1720 standards) who are capable of initiating the suppression response. Ultimately, SAFER recipients should achieve more efficient responses and safer incident scenes; thereby ensuring communities have improved protection from fire and fire-related hazards.

In awarding grants, the Administrator of FEMA shall consider the following:

- The findings and recommendations of the Technical Evaluation Panel (TEP)
- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire related and other hazards
- The extent of an applicant's need for a SAFER grant and the need to protect the United States as a whole

The National Preparedness System is the instrument the nation employs to build, sustain, and deliver core capabilities in order to achieve the National Preparedness Goal (Goal) of a secure and resilient nation. Complex and far-reaching threats and hazards require a collaborative and whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes, and systems that support each component of the National Preparedness System allow for the integration of preparedness efforts that build, sustain, and deliver core capabilities and achieve the desired outcomes identified in the Goal while maintaining the civil rights of individuals.

The FY 2016 SAFER grant program plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the Goal of a secure and resilient nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government.

The FY 2016 SAFER grant program's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas. Examples of desired outcomes for the FY 2016 SAFER grant program include building and sustaining core capabilities, such as Fire Management and Suppression, and Public Health and Medical Services.

Additional details on the National Preparedness Goal can be found at https://www.fema.gov/national-preparedness-goal

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO:	$345,000,000
Projected number of Awards:	300
Period of Performance:	12-48 Months

Hiring of Firefighters Activity: The period of performance will be 36 months for all grants awarded under the Hiring of Firefighters Activity. An extension to the period of performance is not permitted.

Recruitment and Retention of Volunteer Firefighters Activity: The period of performance will be between 12 and 48 months for all grants awarded under the Recruitment and Retention of Volunteer Firefighters Activity. An extension to the period of performance for Recruitment and Retention of Volunteer Firefighters Activity grants may be granted when, due to circumstances beyond the control of the recipient, activities associated with the award cannot be completed within the stated performance period. For details on the requirements for requesting an extension to the period of performance, please refer to Section H. Additional Information.

Projected Period of Performance Start Date(s): *07/01/2017*

Projected Period of Performance End Date(s): *06/30/2020-06/30/2021*

Funding Instrument

Grant

C. Eligibility Information

Eligible Applicants

- Volunteer fire departments and combination fire departments may apply for funding under both the Hiring of Firefighters Activity and the Recruitment and Retention of Volunteer Firefighters Activity. Separate applications must be completed for each activity. Applicants are limited to one application per activity, per application period. If an applicant submits two applications for the same activity during a single application period, both applications will be disqualified.
- Career fire departments may only apply for funding under the Hiring of Firefighters Activity. Applicants are limited to one application per application period. If an applicant submits two applications, both applications will be disqualified.
- Municipalities and fire districts may submit applications on behalf of fire departments lacking the legal status to do so, such as those under the support of the municipality or district. The municipality or fire district may submit only one application for hiring per application period for each eligible fire department within the municipality or fire district.
- National, state, local, or tribal organizations representing the interests of volunteer firefighters and individual fire departments (volunteer or combination) may only apply for funding under the Recruitment and Retention of Volunteer Firefighters Activity. Applicants are limited to one application per application period. If an applicant submits two applications, both applications will be disqualified.

Table 1 identifies, in general, eligible entities that can apply for FY 2016 SAFER funding within each activity.

Table 1: Eligible Entities

Entity / Activity	Volunteer Fire Departments	Combination Fire Departments	Career Fire Departments	National, state, local, or tribal volunteer firefighter interest organization
Hiring of Firefighters	✓	✓	✓	
Recruitment and Retention of Volunteer Firefighters	✓	✓		✓

The following entity types are **NOT** eligible to apply under this announcement:

- Federal fire departments and fire departments under contract to the Federal Government whose sole responsibility is the suppression of fires on federal installations or lands;
- For-profit fire departments and organizations (e.g., fire departments that do not have specific nonprofit status or that are not municipally based);
- Ambulance services, emergency medical service organizations, rescue squads, auxiliaries, dive teams, and urban search and rescue teams;
- Non-federal airport or port authority fire departments whose sole responsibility is suppression of fires on the airport grounds or port facilities, unless the airport/port fire department has a formally recognized arrangement with the local jurisdiction to provide fire suppression on a first-due basis outside the confines of the airport or port facilities;
- Fire stations that are part of, controlled by, or under the day-to-day operational direction of a larger fire department or agency, or that are not otherwise independent;
- State and local agencies, such as forest service, fire marshals, emergency management offices, hospitals, and training offices;

Eligibility Criteria

Minimum Budget Requirement

At the time of application, the applicant's budget for fire-related programs and emergency response must not be below 80 percent of the applicant's average funding level in the 3 years prior to November 24, 2003.

Applicants experiencing economic hardship may apply for a waiver of this requirement. Please see Appendix A: FY 2016 SAFER Program Updates for additional information.

Other Eligibility Criteria

National Incident Management System (NIMS) Implementation

SAFER applicants are not required to be in compliance with the National Incident Management System (NIMS) to apply for funding or to receive an award. However, any applicant who receives an FY 2016 SAFER award must achieve the level of NIMS compliance required by the Authority Having Jurisdiction (AHJ) over the applicant's emergency service operations (e.g., a local government), prior to the end of the grant's period of performance.

Maintenance of Effort (MOE)

There is no maintenance of effort requirement for the FY 2016 SAFER grant program.

Cost Share or Match

Recipients of SAFER Recruitment and Retention of Volunteer Firefighters Activity grants are not required to contribute non-federal funds.

Recipients of SAFER Hiring of Firefighters Activity grants are required to contribute non-federal funds subject to a Position Cost Limit and a Cost Share, as described below.

Position Cost Limit (No Waiver Available):

The amount of federal funding provided to a recipient for hiring a firefighter in any fiscal year may not exceed—

- in the first year of the grant, 75 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted;
- in the second year of the grant, 75 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted; and
- in the third year of the grant, 35 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted.

"Usual annual costs" includes the base salary (exclusive of overtime) and standard benefits package (including the **average** health cost, dental, vision, FICA, life insurance, retirement/pension, etc.) offered by fire departments to first-year firefighters. Please refer to Appendix B regarding eligible and ineligible costs for SAFER Hiring of Firefighter Activity grants.

The Position Cost Limit is automatically calculated by the eGrant system in the Budget section of the application.

Cost Share (Waiver Available):
In addition to the Position Cost Limit, the Federal portion of the costs of hiring new firefighters under this grant may not exceed:

- 75 percent of the actual costs incurred in the first year of the grant;
- 75 percent of the actual costs incurred in the second year of the grant; and
- 35 percent of the actual costs incurred in the third year of the grant.

Therefore, the recipient is required to contribute at least the following in non-Federal funds:

- 25 percent of the actual costs incurred in the first year of the grant;
- 25 percent of the actual costs incurred in the second year of the grant; and
- 65 percent of the actual costs incurred in the third year of the grant.

A Cost Share of non-federal cash is the only allowable recipient contribution.

Example:

The applicant submits a SAFER Hiring of Firefighter Activity grant application for one (1) new firefighter. At the time the application is submitted, the usual annual cost of a first year firefighter in that department is $100,000. The federal funding, due to the Position Cost Limit, will be limited to:

- Year 1 = $75,000
- Year 2 = $75,000
- Year 3 = $35,000

The grant is awarded and the department accrues the following actual costs during the term of the grant:

- Year 1 = $80,000
- Year 2 = $95,000
- Year 3 = $110,000

In this case, the federal portion will be:

- Year 1
  - If the Cost Share requirement is <u>not</u> waived
    - Federal funds will be limited to $60,000, or 75% of actual costs incurred ($80,000)
  - If the Cost Share requirement is waived
    - Federal funds will cover no more than $75,000, or 75% of the usual cost of a firefighter at the time of application ($100,000)
- Year 2
  - If the Cost Share requirement is <u>not</u> waived
    - Federal funds will be limited to $71,250, or 75% of actual costs incurred ($95,000)
  - If the Cost Share requirement is waived
    - Federal funds will cover no more than $75,000, or 75% of the usual cost of a firefighter at the time of application ($100,000)
- Year 3
  - If the Cost Share requirement is <u>not</u> waived
    - Federal funds will be limited to $35,000 due to the Position Cost Limit of 35% of the usual cost of a firefighter at the time of application ($100,000).
  - If the Cost Share requirement is waived
    - Federal funds will cover no more than $35,000, or 35% of the usual cost of a firefighter at the time of application ($100,000).

Economic Hardship Waiver:
Applicants experiencing economic hardship may apply to waive or reduce the Cost Share requirement. There is no waiver available for the Position Cost Limit. Please see Appendix A: FY 2016 SAFER Program Updates for additional information.

D. <u>Application and Submission Information</u>

Key Dates and Times

Date Posted to Grants.gov:	*12/22/2016*
Application Start Date:	*01/09/2017 at 8:00 AM Eastern Time*
Application Submission Deadline:	*02/10/2017 at 5:00 PM Eastern Time*

In general, DHS/FEMA will not review applications received after the deadline or consider them for funding. DHS/FEMA may, however, extend the application deadline on request for any applicant who can demonstrate good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If applicants experience technical issues, they must notify the FEMA Help Desk as soon as possible.

Anticipated Funding Selection Date: *05/01/2017*

Anticipated Award Date: *06/01/2017*

Address to Request Application Package

The online FY 2016 SAFER application is available through the Assistance to Firefighters Grant Program's (AFGP) eGrants system application portal at https://portal.fema.gov/. There are several ways to access application information:

- AFGP website (http://www.fema.gov/firegrants)
- Grants.gov (http://www.grants.gov)
- U.S. Fire Administration (http://www.usfa.fema.gov)

Hard copies of the application are not available.

In addition, the Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585.

Application tutorials and Frequently Asked Questions (FAQs) explain the current SAFER grant program, assist with the online grant application, and highlight lessons learned and changes for FY 2016. For more details, please visit the AFGP website at http://www.fema.gov/firegrants.

Content and Form of Application Submission

DHS makes all funding opportunities available through Grants.gov, accessible on the Internet at http://www.grants.gov. If applicants experience difficulties accessing information or have any questions, please call the Grants.gov Contact Center at (800) 518-4726.

The Grants.gov website will direct applicants to the eGrants system application portal at https://portal.fema.gov/, which contains the online SAFER application. All required forms have been incorporated into the online SAFER application. The eGrants system will allow an authorized representative to log in and create a user name and password. This user name and password is specific to the authorized user and must not be shared with other personnel. If the applicant has submitted any AFGP applications (including Assistance to Firefighters Grant (AFG), Staffing for Adequate Fire and Emergency Response (SAFER), Fire Prevention and Safety (FP&S), or Station Construction Grant (SCG)) in a previous grant cycle, they must continue to use the same username, password, and DUNS number for any FY 2016 application(s).

If the applicant has forgotten the password or the primary point of contact has changed, please visit http://www.fema.gov/assistance-firefighters-grant-program-most-frequently-asked-questions for instructions on how to update and correct the organization's information.

The automated application is designed with help screens and drop-down lists to assist the applicant throughout the process. Applicants can save, retrieve, update, and revise their work through the end of the application period. Applicants should save their work often as the electronic application includes a time-out feature. The automated system does not allow an applicant to submit an incomplete application. The system alerts the applicant when required information has not been entered.

NO APPLICATION WILL BE RELEASED AFTER FINAL SUBMISSION
After an application has been completed and submitted, no changes can be made. There is no appeal process for inaccurate or incomplete information retained by the system due to improper or multiple browser usage by the applicant. Therefore, please:

- Do not use any other browsers than Internet Explorer (IE 6 or higher). The eGrants system can run up to Internet Explorer 11, which should be used if available to the applicant.
- Do not have multiple browser tabs open when entering information, even when using Internet Explorer (IE 6 or higher). There are several known problems entering application information using non-IE browsers or having multiple browsers open, including but not limited to:
    - System failure to recognize correct information
    - System failure to capture and retain correct information
    - System functions like "cut and paste" being disabled

The primary point of contact listed in the application will automatically be notified via email, via the eGrants system, once the application is received.

Unique Entity Identifier and System for Award Management (SAM)

DHS is participating in the Grants.gov initiative that provides the grant communities a single site to find grant funding opportunities. Before applying for a DHS grant, applicants must have a DUNS number and must be registered in SAM.

Please allow plenty of time before the grant application submission deadline to obtain a DUNS number and then to register in SAM. It may take four weeks or more after the applicant submits the SAM registration before the registration is active in SAM, then an additional 24 hours for Grants.gov to recognize the information.

FEMA may not make an award to an entity until the entity has complied with the requirements to provide a valid DUNS number and maintain an active SAM registration with current information. If the applicant is noncompliant at the time of award offer, then FEMA may determine the applicant is not qualified to receive an award, and award another applicant.

IMPORTANT: Please ensure that applicant organization's name, address, DUNS number, and Employer Identification Number (EIN) are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA applications. The applicant organization's name in SAM must also match the organization name provided on the applicant's SF-1199a Direct Deposit Form. Future payments will be contingent on the information provided in SAM; therefore, it is imperative that the information is correct.

DUNS number. Instructions for obtaining a DUNS number can be found at the following website: http://www.grants.gov//web/grants/applicants/organization-registration/step-1-obtain-duns-number.html. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Forms (SF)-424 forms submitted as part of this application.

System for Award Management.
Applicant registration in SAM is free. All applicants must register with SAM in order to apply online. Step-by-step instructions for registering with SAM can be found here: http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html. Please remember that SAM registration is only active for one year and must be renewed annually.

Existing SAM.gov account holders should check their account to make sure it is "active." SAM registration should be completed at the very beginning of the application period, and renewed annually to avoid being "inactive."

Help with SAM. SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at https://www.fsd.gov/fsd-gov/home.do or call toll free (866) 606-8220.

Commercial and Government Entity (CAGE) Code. To get a CAGE code, applicants must first be registered in SAM, which is a requirement for doing business with the Federal Government. Applicants will be assigned a CAGE code as part of the SAM validation process, and as soon as the registration is active, applicants can view the CAGE code online by logging in to the SAM account.

Funding Restrictions

Federal funds made available through this program may only be used for the purpose set forth in the award package and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity. Failure to adhere to the award conditions will cause the recipient to be considered in default of the grant agreement, and may require the return of all federal funds disbursed under the grant.

Program Specific Funding Restrictions. Details on eligible and ineligible costs are included in Appendix B: Programmatic Information and Priorities – Funding Priorities.

Construction or Remodeling/Renovation Costs. Construction costs are not eligible under the SAFER grant program. Construction includes major alterations to a building that changes the profile or footprint of the structure.

Under the SAFER Recruitment and Retention of Volunteer Firefighters Activity, remodeling/renovations to an existing facility are limited to minor interior alterations costing less than $10,000 and should be requested under Modification to Facilities. IMPORTANT: Some of these activities may require an Environmental and Historical Preservation (EHP) review; certain costs associated with an EHP Review are eligible for reimbursement.

Environmental and Historic Preservation (EHP). As a federal agency, FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Recipients proposing projects that have the potential to impact the environment, including, but not limited to modification or renovation of existing buildings, structures and facilities, must participate in the FEMA EHP Review process. The EHP Review process involves the submission of a screening form that includes detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA also is required to consult with other regulatory agencies and the public in order to complete the review process. The EHP Review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP Review.

Additionally, all recipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FEMA Policy (FP) 108-023-1, Environmental Planning and Historic Preservation Policy Guidance, and FP 108-24-4, Environmental Planning and Historical Preservation Policy.

SAFER projects that involve the installation of equipment not specifically excluded from a FEMA EHP Review per the GPD Programmatic Environmental Assessment (PEA); ground-disturbing activities; or modification/renovation of existing buildings or structures must undergo a FEMA EHP Review.

No facilities modification project can proceed, with the exception of project planning, prior to formal FEMA approval.

The following activities would not require the submission of the FEMA EHP Screening Form:

- Planning and development of policies or processes;
- Management, administrative, or personnel actions;
- Classroom-based training; and
- Acquisition of mobile and portable equipment (not involving installation) on or in a building.

The EHP Screening form and instructions are available at:
http://www.fema.gov/media-library-data/1431970163011-80ce3cd907072a91295b1627c56d8fd2/gpd_ehp_screening_form_51815.pdf

Complete the EHP Screening form and submit to the EHP Office at GPDEHPInfo@fema.dhs.gov.

Pre-award Costs. Only costs incurred during the period of performance are allowable (see Section F: Federal Award Administration Information, Period of Performance Guidance). However, recipients under the Recruitment and Retention of Volunteer Firefighters Activity may request to be reimbursed for grant writer fees (see Appendix C: Award Administration Information, Section I. Grant Writer/Preparation Fees; see also Appendix B: Programmatic Information and Priorities, Section IV. Eligible and Ineligible Projects and Costs).

Management and Administration (M&A) Costs. No more than three (3) percent of the federal share of SAFER Recruitment and Retention of Volunteer Firefighters Activity funds may be expended by the recipient for management and administration (M&A) purposes associated with the SAFER award. M&A are not operational costs but are necessary costs incurred in direct support of the grant or as a consequence of it. As such, these costs can be itemized in financial reports. M&A expenses should be based only on actual expenses or known contractual costs; requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement. Salaries and fringe benefits for personnel directly supporting the grant are not required to be included in the M&A budget line item. M&A costs under the Hiring of Firefighters Activity are not eligible.

Indirect Facilities & Administrative (F&A) Costs. Indirect F&A costs are those costs incurred for a common or joint purpose benefitting more than one cost objective. These costs are not readily assignable to the costs objectives specifically benefitted, without effort disproportionate to the results achieved.

Indirect costs are allowable under the Recruitment and Retention of Volunteer Firefighters Activity, as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application, and must be provided to FEMA before indirect costs are charged to the award. Copies of the indirect cost rate agreements, along with the SAFER application number, must be submitted electronically to FireGrants@fema.dhs.gov.

Indirect costs will be evaluated as part of the application for federal funds to determine if they are allowable, reasonable, or disproportionally impact an application's cost benefit.

E. Application Review Information

Application Evaluation Criteria

Prior to making a federal award, the federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

FEMA will rank all complete and submitted applications based on how well they match the program priorities. Answers to the application's activity specific questions provide information used to determine each application's ranking relative to the stated program priorities.

Funding priorities and criteria for evaluating SAFER applications are established by FEMA based on the recommendations from the Criteria Development Panel (CDP). Each year, FEMA convenes a panel of fire service professionals to develop funding priorities for the SAFER grant program. The panel makes recommendations about funding priorities as well as developing criteria for awarding grants. For details on the funding priorities, please refer to Appendix B: Programmatic Information and Priorities, Section III. Funding Priorities.

The nine major fire service organizations represented on the panel are:

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Service Institute

The CDP is charged with making recommendations to FEMA regarding the creation or modification of previously established funding priorities as well as developing criteria for awarding grants. The content of this NOFO reflects implementation of the CDP's recommendations with respect to the priorities, direction, and criteria for awards.

Review and Selection Process

SAFER applications are reviewed through a multi-phase process. First, applications are electronically pre-scored and ranked based on how well they align with the funding priorities outlined in this notice; then applications are scored competitively by (no less than three) members of the Peer Panel Review process. Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, and anticipated effectiveness of the proposed project(s). Below is the process by which applications will be reviewed:

i. Pre-scoring Process

In the application, fire departments applying for SAFER grants will be asked general questions about their organization and community, as well as questions specific to the proposed project. National, state, local, or tribal organizations that represent the interests of volunteer firefighters will be asked a number of general questions regarding their organizations and a series of activity-specific questions relative to the recruitment and retention projects they propose and the activities selected. Answers to activity-specific questions as well as information submitted throughout the application will determine an applicant's standing relative to SAFER grant funding priorities. Application narratives are not reviewed during pre-score. Applications most consistent with the SAFER grant funding priorities score higher in the automated evaluation. Automated evaluation scores represent 50 percent of the total application score.

ii. Peer Review Panel Process

A panel of at least three Peer Review Panelists performs the second phase of an application's evaluation. The panel is composed of fire service representatives recommended by the national organizations from the CDP. These panelists evaluate the application using the Narrative Statement, answers to the general questions, and answers to the activity-specific questions. Each application is evaluated on its own merits against established criteria and is not compared to other applications. The peer review evaluation score represents 50 percent of the total application score.

iii. Technical Evaluation Process (TEP)

The highest ranked applications will be deemed in the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a Subject Matter Expert (SME) as well as a SAFER Program Office review prior to being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility prior to recommending any application for award.

Once the TEP is complete, each application's cumulative score will be determined and a final ranking of applications will be created. FEMA will award grants based on this final ranking and the ability to meet statutorily required funding limitations outlined in Appendix B, III. Statutorily Required Funding Limitations.

Simplified Acquisition Threshold (currently $150,000)

i. Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).

ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

iii. DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 federal awarding agency review of risk posed by applicants.

Narrative Evaluation Criteria

The Narrative Statement of the application must provide specific details about the activity for which applicants are seeking funding, including budget details. The applicant must explain how the proposed activity is related to the hiring or recruitment and retention program.

In applications for the Recruitment and Retention of Volunteer Firefighters Activity, applicants must also provide details regarding how volunteers will qualify for the incentives (who is eligible for initiatives funded under the grant and discuss any prerequisites). For example, an organization might withhold paying nominal stipends until members participate in a minimum number of operational activities.

Applicants should save their work often as the electronic application includes a time-out feature. If no-save activity is detected for a period of time, the application will time-out and all information that is not saved could be lost. Therefore, it is recommended that applicants type the Narrative Statement information offline using a word processing program to avoid losing any information.

Once the Narrative Statement is complete, applicants can then cut-and-paste the text into the appropriate sections within the Narrative Statement section of the online application.

Please note the Narrative Statement blocks do not allow for formatting. Do not type the narrative using only capital letters. Additionally, do not include tables, special fonts (e.g., quotation marks, bullets), or graphs.

Space for the Narrative Statement is limited. Each element must have a minimum of 200 characters and each element will have a character limit; the limit varies based on the questions being asked. The character count is listed below. Once the Narrative Statement is saved to the online application, log-out and then log back in to the application to verify that the information was successfully saved.

Peer Review Panelists will evaluate and score each activity based on the following narrative elements within each activity:

i. Hiring of Firefighters Activity

The Narrative Statement for applications requesting this funding must include Elements 1 through 4. Each element will be evaluated independently by a Peer Review Panelist. The relative weight of each element in the determination of the grant award is listed below.

1) **Project Description (30%):**
    a) Why does the department need the positions requested in this application? If the request is based on a needs assessment or Insurance Services Office rating, provide details of those outcomes. (3000 character limit)
    b) Describe how the positions requested in this application will be used within the department (e.g., fourth firefighter on engine, open a new station, eliminate browned out stations, reduce overtime). What are the specific benefits that the positions requested in this application will provide to the fire department and community? (2000 character limit)
    c) Describe how the awarding of this grant would enhance the department's ability to protect critical infrastructure. (1000 character limit)

2) **Impact on Daily Operations (30%):**
    a) Explain how the community and the current firefighters employed by the department are at risk without the positions requested in this application. How will that risk will be reduced if awarded? (2000 character limit)
    b) Discuss the impact the positions requested in this application will have on the department's NFPA compliance. (2000 character limit)

3) **Financial Need (30%):**
    a) Provide additional details about the department's current operating budget, including an income versus expenses breakdown of the current annual budget. (2000 character limit)
    b) Describe the department's budget shortfalls and the inability to address the financial needs without federal assistance. What other actions has the department taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs)? (2000 character limit)
    c) Discuss how the critical functions of the department are affected without this funding. (2000 character limit)

4) **Cost Benefit (10%):**
    Describe the benefits (e.g., quantifying the anticipated savings and/or efficiencies) the department and community will realize if

awarded the positions requested in this application. (3000 character limit)

ii. Recruitment and Retention of Volunteer Firefighters Activity (Fire Departments)

The Narrative Statement for applications requesting this funding must include Elements 1 through 4. Each element will be evaluated independently by a Peer Review Panelist. The relative weight of each element in the determination of the grant award is listed below:

1) **Project Description (30%):**
    a) Describe the problems and/or issues the department is experiencing in recruiting new volunteer firefighters. What are the problems and/or issues the department is experiencing in retaining current members? (3000 character limit)
    b) Describe the implementation plan to directly address the identified problems or issues. What are the methods and specific steps that will be used to achieve this plan? (3000 character limit)
    c) Describe how the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters will impact the department's operational needs or capabilities. (1500 character limit)
    d) Describe the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide for the fire department(s) and community. (1000 character limit)
    e) If the grant request will have a regional impact, identify the activities that are part of the regional request and explain which activities are exclusive to the host applicant, if applicable. (2000 character limit)

2) **Impact on Daily Operations (30%):**
    a) Describe how the community and current volunteer firefighters in the department are at risk without the items or activities requested in this application. How will the risk be reduced if awarded? (2000 character limit)
    b) Provide details on how often the department currently complies with the applicable NFPA 1710 or NFPA 1720 standards. Explain the impact the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will have on the department's NFPA compliance, if awarded. (2000 character limit)

3) **Financial Need (30%):**

a) Provide additional details about the department's current operating budget, including an income versus expenses breakdown of the department's current annual budget. (2000 character limit)
b) Describe the department's budget shortfalls and the inability to address financial needs without federal assistance. What other actions has the department taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs)? How have similar projects have been funded in the past? (2000 character limit)
c) Discuss how the critical functions of the department are affected without this funding. (1000 character limit)

4) Cost Benefit (10%):

Describe the benefits (e.g., quantifying the anticipated savings and/or efficiencies) the department and community will realize if awarded the items or activities requested in this application. (3000 character limit)

iii. Recruitment and Retention of Volunteer Firefighters Activity (national, state, local, or tribal volunteer firefighters interest organizations)

The Narrative Statement for applications requesting this funding must include Elements 1 through 4. Each element will be evaluated independently by a Peer Review Panelist. The relative weight of each element in the determination of the grant award is listed below:

1. Project Description (30%):

a) Describe the problems and/or issues the fire departments, who the organization will be reaching with this grant, are experiencing in recruiting new volunteer firefighters. What are the problems and/or issues the same departments are experiencing in retaining current members? (3000 character limit)
b) Describe the organization's implementation plan to directly address the problems or issues identified. What are the methods and specific steps that will be used to achieve this plan? (3000 character limit)
c) Describe how the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters will impact the operational needs or capabilities of the fire departments participating in this application. (1500 character limit)
d) Describe the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide for the fire departments participating in this application and their respective communities. (1000 character limit)

e) Describe the organization's procurement practices and the timelines outlining the chronological steps to complete the activities requested in this application. (2000 character limit)

2. **Impact on Daily Operations (30%):**
   a) Describe how the fire departments participating in this application and their current volunteer firefighters and communities are at risk without the items or activities requested in this application. How will that risk be reduced if awarded? (2000 character limit)
   b) Describe the impact that the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will have on the NFPA compliance of the fire departments participating in this application, if awarded. (2000 character limit)

3. **Financial Need (30%):**
   a) Provide detail about the organization's operating budget for the current (at time of application) fiscal year, including an income versus expenses breakdown of the current annual budget. Provide details of the organization's annual operating budget for the 2001, 2002, and 2003 fiscal years. (2000 character limit)
   b) Describe the organization's budget shortfalls and the inability to address the financial needs without federal assistance. What other actions has the organization taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs)? How have similar projects have been funded in the past? (2000 character limit)
   c) Discuss how the critical functions of the organization are affected without this funding. (1000 character limit)

4. **Cost Benefit (10%):**
   Describe the benefits (e.g., quantifying the anticipated savings and/or efficiencies) the fire departments participating in this application and their communities will realize if awarded the items or activities requested in this application. (3000 character limit)

F. Federal Award Administration Information

Notice of Award

Awards will be announced on a rolling basis until all grant funds are allocated. Once an award has been approved and recorded in the system, an award package is sent to the authorized representative. The award package and email notification will be made within the eGrants system. The authorized representative should follow the directions in the notification to accept the award documents. The authorized representative should carefully read the award package for instructions on administering the grant, whether there has been an adjustment to the award, and to become familiar with the terms, conditions and responsibilities of federal awards.

The offered award will be available for a maximum of 30 days until the recipient either accepts or declines the award via the online AFGP eGrants system. The recipient should follow the directions in the notification to confirm acceptance of the award. Failure to accept the grant award within 30 days of an offer of award may result in a loss of funds. Recipients may request additional time to accept the award if needed.

Negotiation of Award. During the review process for a SAFER award, the application request(s) may have been modified. These modifications will be identified in the award package, which is provided upon the offer of an award.

If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be responsible for completing the activities actually funded by FEMA. The recipient is under no obligation to start, modify, or complete any activities requested but not funded by the award.

Turndown Notifications. All applicants who do not receive an FY 2016 SAFER award will receive a turndown notification within the eGrants system. Turndown notifications will briefly describe why the application was not recommended for funding. Due to the historical volume of applications and turndowns, detailed debriefs for each applicant will not be possible.

Period of Performance Guidance

i. Hiring of Firefighters Activity
   - The period of performance is 36 months for all grants awarded under this activity.
   - A default 180-day recruitment period begins when an application is approved for award under this activity.
   - The 36 month period of performance automatically starts after the 180-day recruitment period, regardless of whether the recipient has successfully hired the requested firefighters. The period of performance cannot be started later than 180 days after the award date.
   - If a recipient is able to hire SAFER-funded firefighters during the 180-day recruitment period, the period of performance may begin at that time. However, recipients must submit an amendment requesting that the period of performance start before the end of the 180-day recruitment period.
   - An extension to the period of performance is not permitted.

ii. Recruitment and Retention of Volunteer Firefighters Activity

- The period of performance will be between 12 and 48 months for all grants awarded under this activity.
- A default 90-day recruitment period begins when the application is approved for award. This period allows each recipient time to gather resources, initiate processes, and to finalize contracts needed to implement SAFER grant activities before the start of the period of performance in order to maximize the availability of the funding.
- If a recipient is able to begin their recruitment or retention activities during the 90-day recruitment period, the period of performance may begin at that time. However, recipients must submit an amendment requesting that the period of performance start before the end of the 90-day recruitment period.
- The period of performance automatically starts after the 90-day recruitment period, regardless of whether the recipient has begun implementing their grant award. The period of performance cannot be started later than 90 days after the award date.
- Extensions to the period of performance are permitted.

Administrative and National Policy Requirements

DHS Standard Administrative Terms and Conditions

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at:

https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions

The applicable DHS Standard Terms and Conditions will be those in effect for the year in which the award was originally made.

Before accepting the award, the Authorized Organizational Representative (AOR) should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

On December 26, 2014, DHS adopted the Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* in 2 C.F.R. Part 200, which establishes a uniform set of mandatory requirements for federal awards to non-federal entities. These requirements apply to all awards made after December 26, 2014, including FY 2016 SAFER awards. This regulation (also commonly referred to as the

"Super Circular" or "Omni Circular") is available at: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

A crosswalk that highlights policy changes, clarifications, and updates to policy provisions, is available at:
https://www.whitehouse.gov/sites/default/files/omb/fedreg/2013/uniform-guidance-crosswalk-from-predominate-source-in-existing-guidance.pdf

Reporting

Recipients are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

Federal Financial Reporting Requirements

Federal Financial Reports (SF-425). Recipients of SAFER grants awarded on or after October 1, 2009, are required to submit semi-annual Federal Financial Reports (FFR) (SF-425). The FFR is to be submitted using the online eGrants system based on the calendar year beginning with the period after the start of the period of performance. Recipients are required to submit an FFR throughout the entire period of performance of the grant. Reports are due:

- **July 30** (for period January 1 – June 30)
- **January 31** (for period July 1 – December 31)
- Within 90 days after the end of the Period of Performance

The Federal Financial Reporting Form (FFR) and instructions are available at the following sites:

http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf

https://www.whitehouse.gov/sites/default/files/omb/grants/standard_forms/SF-425_instructions.pdf

Financial and Compliance Audit Report. For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of the Government Accountability Office's (GAO) Government Auditing Standards, located at http://www.gao.gov/govaud/ybk01.htm, and the requirements of Subpart F of 2 C.F.R. Part 200, located at http://www.ecfr.gov/cgi-bin/text-idx?SID=876f827f6fae2c4bce610e9427a6d229&node=sp2.1.200.f&rgn=div6.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend $500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at http://www.gao.gov/govaud/ybk01.htm, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at:
http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012.

Program Performance Reporting Requirements

Quarterly Performance Reports. SAFER grant recipients are responsible for submitting quarterly programmatic performance reports through the eGrants system. The programmatic performance report is due every three months after the start of the grant's period of performance, and thereafter until the end of the period of performance.

Monitoring. Recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or onsite monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and will identify areas where technical assistance, corrective actions, and other support may be needed.

The recipient is responsible for monitoring all sub-award activities to ensure compliance with federal and state laws, regulations, and guidance. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining of adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring, or other assessments and reviews.

Close Out Reporting Requirements

Within 90 days after the end of the period of performance, recipients must submit a final SF-425 and a final performance report (within the closeout module in eGrants system) detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

After these reports have been reviewed and approved by FEMA, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final SF-425.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

G. DHS Awarding Agency Contact Information

Contact and Resource Information

SAFER Help Desk

The SAFER Help Desk provides technical assistance to applicants for the online completion and submission of applications into the eGrant system, answers questions concerning applicant eligibility and recipient responsibilities, and offers assistance in the programmatic administration of award. The Help Desk can be contacted at (866) 274-0960 or by email at FireGrants@fema.dhs.gov. Normal hours of operation are from 8:00 a.m. to 4:30 p.m., Monday through Friday. All times listed are Eastern Time.

eGrants System Information

For technical assistance with the eGrants system or SAFER application or award questions, please email the SAFER Help Desk at: FireGrants@fema.dhs.gov. The Help Desk can also be contacted at (866) 274-0960.

H. Additional Information

Extensions to SAFER Hiring of Firefighters Activity Grants

Extensions to the period of performance are not permitted.

Extensions to SAFER Recruitment and Retention of Volunteer Firefighters Activity Grants

Extensions to the period of performance are permitted.

An award's period of performance must be active for a recipient to submit a proposed extension request to FEMA. Recipients should request extensions sparingly and only under exceptional circumstances. **Approval is not guaranteed.**

Extensions to the initial period of performance identified in the award will only be considered through formal requests, via the eGrants system, and must contain specific and compelling justification as to why an extension is required.

All extension requests must contain:

1. Grant Program, Fiscal Year, and award number;
2. Justification for the extension—this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;

5. Amount of funds drawn down to date;
6. Remaining available funds, both federal and non-federal;
7. Budget outlining how remaining federal and non-federal funds will be expended;
8. Plan for completion, including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

To be eligible for consideration, extension requests must be submitted via the eGrants system. Requests should be submitted no earlier than 120 days but no later than 60 days prior to the end of the award's period of performance.

In accordance with FEMA policy, extensions are reviewed on a case-by-case basis, and typically granted for no more than a six-month time period. Extension requests will be granted only due to compelling legal, policy, or operational challenges. The review process can take up to 30 days or longer. This review period should be factored into the timing of when to submit a request for an extension.

Example: Recipients may request an extension, when not adjusting the timeline for liquidating obligations would constitute a verifiable legal breach of contract by the recipient with vendors or sub-recipients; or where a specific statute or regulation mandates an environmental review that cannot be completed within this timeframe; or where other exceptional circumstances warrant a discrete waiver.

Appendix A: FY 2016 SAFER Program Updates

Appendix A contains detailed information on changes to SAFER between FY 2015 and FY 2016

I. New For FY 2016

The content of this NOFO reflects DHS's implementation of Section 34 of the *Federal Fire Prevention and Control Act of 1974*, as amended (15 U.S.C. § 2229a). Under this authority, the FY 2016 SAFER grant program requires the following:

- **Position Cost Limit:** SAFER Hiring of Firefighters Activity grant funds may not exceed a certain percentage of the usual annual cost of a first-year firefighter in that department at the time of the grant application. There is no waiver available for this requirement.

- **Cost Share**: SAFER Hiring of Firefighters Activity grant recipients are now required to contribute a Cost Share toward the actual cost of hiring firefighters under this program. Grant recipients can apply to waive this requirement.

- **Minimum Budget Requirement**: At the time of application, both SAFER Hiring of Firefighter Activity and Recruitment and Retention of Volunteer Firefighters Activity grant applicants are required to certify that their annual budget for fire-related programs and emergency response has not been reduced below 80% of the average funding level in the three years prior to November 24, 2003. Grant recipients can apply to waive this requirement.

- **No Supplanting Allowed:** SAFER Hiring of Firefighter Activity grant funds may only be used to hire new, additional firefighters and may not be used to supplant funds that would otherwise be available from State or local sources, or the Bureau of Indian Affairs. Grant recipients can apply to waive this requirement. The Hiring of Firefighters Activity is no longer sub-divided into "Rehire," "Retention," "Attrition," and "New" positions.

- **Period of Performance:** The period of performance has been increased from two to three years for SAFER Hiring of Firefighter Activity grants. Extensions to the period of performance are not available for Hiring of Firefighter Activity grants.

Economic Hardship Waiver of Cost Share or Minimum Budget Requirement
In cases of demonstrated economic hardship, and upon the request of the recipient, the Administrator may waive or reduce the Cost Share requirement, the Minimum Budget Requirement, and/or the restriction on supplanting. SAFER Hiring of Firefighter Activity grant recipients may apply for one, two, or all three of the available waivers.

SAFER Recruitment and Retention of Volunteer Firefighters Activity grant applicants may only apply to waive or reduce the minimum budget requirement.

Applicants must indicate their interest in a waiver within the FY 2016 SAFER application. If the SAFER grant is awarded and accepted, recipients will be directed to submit an amendment request documenting the waiver within the online eGrants system.

For complete requirements concerning these waivers, including a description of how a recipient may demonstrate economic hardship and apply for a waiver, please refer to the SAFER Economic Hardship Waiver policy, which will be posted at: https://www.fema.gov/staffing-adequate-fire-emergency-response-grants-documents.

Appendix B – Programmatic Information and Priorities

Appendix B contains more detailed information on SAFER Program Information and Priorities. Reviewing this information may help applicants make their application(s) more competitive.

I. Supporting Definitions for this NOFO

Attrition: A gradual reduction in work force without laying off of personnel, as when workers resign or retire and are not replaced.

Authority Having Jurisdiction (AHJ): (Per NFPA101-2015 Edition: Life Safety Code) is that person or office charged with enforcing the Life Safety Code.

Automatic Aid: (Per NFPA 1710, 3.3.2.1 - 2010 edition and NFPA 1720 - 2009) is a plan developed between two or more fire departments for immediate joint response on first alarms.

Benefits: Includes regular compensation paid to employees during periods of authorized absences from the job, e.g., vacation leave, sick leave, military leave. These costs are absorbed by all organization activities in proportion to the relative amount of time or effort actually devoted to each. Employer contributions or expenses for social security, employee insurance, workmen's compensation, pension plan costs, and the like, whether treated as indirect costs or as direct costs, are also eligible and shall be distributed to particular awards and other activities in a manner consistent with the pattern of benefits accruing to the individuals or group of employees whose salaries and wages are chargeable. Overtime expenses, other than those meeting the Fair Labor Standards Act (FLSA) requirements, are not eligible as benefits costs under the Hiring of Firefighters Activity. Please also reference 2 CFR §200.431 Compensation—fringe benefits.

Career Fire Department: A fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters (fire departments that provide reimbursement on a paid-on-call basis are considered to be a combination fire department for the purposes of this program).

Combination Fire Department: A fire department that has paid firefighting personnel and volunteer firefighting personnel. At minimum, a combination fire department must have at least one active firefighter who receives financial compensation for services (including paid-on-call) and at least one active firefighter who does not receive financial compensation for services, other than life, health, and workers' compensation insurance.

Emergency Medical Services Organization: A public or private organization that provides direct emergency medical services, including medical transport.

Fire Department: An agency or organization that has a formally recognized arrangement with a state, territory, local government, or tribal authority (city, county, parish, fire district, township, town, or other governing body) to provide fire suppression on a first-due basis to a fixed geographical area. Fire departments may be comprised of members who are volunteer, career, or a combination of volunteer and career.

Firefighter: An individual having the legal authority and responsibility to engage in fire suppression; employed by a fire department of a municipality, county, fire district, or state, engaged in the prevention, control, and extinguishing of fires; and/or responding to emergency situations in which life, property, or the environment is at risk. This individual must be trained in fire suppression, but may also be trained in emergency medical care, hazardous materials awareness, rescue techniques, and any other related duties provided by the fire department.

Formal Layoff Notice: Any layoff notice should align with the local rules and regulations that govern civil service employment in the jurisdiction. In order to be reasonable to employees, and to provide employees facing layoff actions a clear understanding of the impending action, any notice of layoff should be in writing and delivered to a specific employee affected by the action. The notice should identify a specific date employment will cease or specific event that would trigger the termination of employment. The notice should be delivered or otherwise presented directly to the affected employee in advance of the layoff action in accordance with the civil service provisions or union agreement in force in the jurisdiction taking action, e.g., 60 days prior to the effective date of the layoff action. The notice should specify whether the action is permanent or temporary, as well as provide the anticipated schedule of layoffs. For the purposes of the SAFER Program, a notice that is not executed within the specified terms will be considered void unless an additional notice is provided within 14 days of the original action date.

Initial Full Alarm Assignment: Personnel, equipment, and resources ordinarily dispatched upon notification of a structural fire.

Majority Career: A department is considered majority career if 50 percent or more of the active firefighting membership is salaried staff.

Majority Volunteer: A department is considered majority volunteer if more than 50 percent of the active firefighting membership is NOT compensated for service other than a nominal stipend and/or insurance.

Mutual Aid: (Per NFPA 1710, 3.3.2.1 - 2010 edition and NFPA1720 - 2009) is a written intergovernmental agreement between agencies and/or jurisdictions stating that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

National, State, Local, or Tribal Organizations that Represent the Interests of Volunteer Firefighters: Organizations that support or represent the interests of firefighters in front of legislative bodies at the local, state, tribal, and federal level. Such organizations include, but are not limited to, state or local firefighter and/or fire chiefs' associations, volunteer firefighter relief organizations, and associations. FEMA shall make the final determination as to whether an applicant is an appropriate volunteer firefighter interest group.

Nominal Stipend: A stipend is nominal if it does not exceed 20 percent of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. Whether a stipend falls above or below the 20 percent threshold may be determined in one of two ways. Departments that maintain paid full time firefighters on their payrolls may compare the stipend to the salary they pay a full time firefighter who performs similar services to determine whether the stipend is more or less than 20 percent of that salary. Departments that do not maintain full time firefighters on their payrolls may make the determination based on a comparison to the salary paid to a full time firefighter in a neighboring jurisdiction, elsewhere in the state or ultimately the nation, and may also utilize data from the Department of Labor's Bureau of Labor Statistics. A nominal stipend may also include reimbursements to volunteer firefighters for approximate out-of- pocket expenses they incur.

If a stipend paid exceeds 20 percent of the prevailing wage calculated as described above, then the firefighter receiving compensation would not qualify as a volunteer and is considered an employee who may be covered by the FLSA minimum wage and overtime provisions.

Operational Budget: The budget supporting fire-related programs and/or emergency response activities (e.g., salaries, maintenance, equipment, apparatus).

Operational Position: A position with a primary assignment (more than 50 percent of duties) of fire suppression, which includes staffing a fire suppression vehicle, regardless of collateral duties, in support of the department's NFPA 1710 or NFPA 1720 compliance.

Paid-on-Call: Firefighters who are paid a stipend for each event to which they respond. Paid-on-call firefighters may be considered paid firefighters or volunteer firefighters, depending on whether the stipend they receive is a nominal stipend. For the purposes of this SAFER Program, a department whose membership is comprised of all volunteer firefighters, including any paid-on-call firefighters who receive only a nominal stipend, will be considered a volunteer fire department. Also, for the purposes of this SAFER Program, a department whose membership is comprised of any paid-on-call firefighters who receive more than a nominal stipend will be considered a combination fire department. Also refer to the definition of a nominal stipend.

Part-Time Firefighter: A firefighter who works less than 40 hours per week. When more than one part-time firefighter shares a position that results in work in excess of 40 hours per week, FEMA considers that shared assignment to be a Full-time Equivalent (FTE) position that must be accounted for in the staffing information provided in the application.

Salary: A fixed payment made by an employer to an employee to compensate for a regular work schedule. Typically the payment is made on a monthly, biweekly, or weekly basis but often expressed as an annual sum. See also 2 C.F.R. § 200.430 compensation—personal services. The salary structure should be documented in writing by the employer. Only costs for overtime that an employer routinely pays as a part of the base salary or a firefighter's regularly scheduled and contracted shift hours in order to comply with the Fair Labor Standards Act (FLSA) are eligible salary costs under the Hiring of Firefighters Activity.

State: Any of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Staffing and Deployment: The minimum staffing requirements to ensure a sufficient number of members are available to operate safely and effectively as defined in NFPA 1710 and 1720.

Volunteer Fire Department: A fire department that has an all-volunteer force of firefighting personnel. For a fire department to have an all-volunteer force, no member may receive financial compensation (in the form of salary or wages) for their services other than life and health insurance, workers' compensation insurance, and/or a nominal stipend per call. FEMA considers a department to be majority volunteer if more than 50 percent of its membership is made up of personnel who do not receive financial compensation for services.

II. Funding Limitations

Specific funding parameters are either required by law or are the outcome of recommendations from the Criteria Development (CDP). The source of each requirement is identified with a parenthetical that follows each requirement below.

- 10 percent of the funding appropriated for FY 2016 SAFER awards is set aside for the recruitment and retention of volunteer firefighters (15 U.S.C. § 2229a (a)(2))
    - No more than 33 percent of the total amount allocated for the recruitment and retention of volunteers can be awarded to national, state, local, or tribal organizations that represent the interests of volunteer firefighters (CDP)
- 10 percent of the funding appropriated for FY 2016 SAFER awards is set aside

for grants awarded to volunteer or majority volunteer departments for hiring of firefighters.

- A majority volunteer fire department is made up of more than 50 percent of personnel who do not receive financial compensation for their services, other than life, health, and worker's compensation insurance, or a nominal stipend payment, including certain paid-on-call personnel. It may be necessary to go out of rank order to select a sufficient number of applications in order to meet the 10 percent requirement. (15 U.S.C. § 2229a (a)(1)(H))
- If less than 10 percent of the funds available for the hiring of firefighters are awarded to volunteer and majority volunteer fire departments, the remaining funds must be transferred to provide grants for the recruitment and retention of volunteer firefighters (15 U.S.C. § 2229a (a)(1)(H))

III. Funding Priorities

Program Priorities Description
This section summarizes the program priorities used to determine grant awards. Program priorities are listed as High H, Medium M, or Low L. Within each identified program priority, all the proposed activities have an equal value.

There are separate evaluation criteria for the following applications:

- Hiring of Firefighters
- Recruitment and Retention of Volunteer Firefighters – Fire Departments
- Recruitment and Retention of Volunteer Firefighters – National, State, Local, or Tribal Volunteer Firefighter Interest Organizations

A. Hiring of Firefighters Activity

Grants awarded under the Hiring of Firefighters Activity enable volunteer, combination, and career fire departments to improve staffing levels to attain a more effective level of response and a safer incident scene. Grants are awarded directly to volunteer, combination, and career fire departments to help fire departments increase their cadre of frontline firefighters. Hiring of Firefighter grants provide fire departments with funds to pay new firefighter salaries and benefits (exclusive of overtime).

1. Meeting the National Standards

FEMA prioritizes bringing non-compliant (NFPA 1710 or 1720) departments into compliance in the most cost-effective manner.

Applicants will be asked general questions about the NFPA standard they are attempting to meet as well as their current ability to meet that standard (without the use of overtime). Applicants will also be asked to indicate what their ability will be to meet that same standard if awarded grant funds.

Having additional firefighters on staff should improve a local fire department's ability to comply with the staffing, response, and operational standards that enhance community and firefighter safety.

Applications resulting in the largest percentage increases in compliance with the relevant section of NFPA 1710 (for career departments) or 1720 (for volunteer departments) receive higher consideration than applications resulting in smaller percentage increases in compliance.

Note: SAFER grants focus only on the Deployment or Staffing and Deployment sections of these two standards, respectively.

- NFPA 1710 Assembly Requirements: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Department (Section 5.2.4.1 – Single-Family Dwelling Initial Full Alarm Assignment Capability). This standard applies primarily to all-career fire departments and combination departments if the combination department chooses it.

- NFPA 1720 Assembly Requirements: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments (Section 4.3 – Staffing and Deployment). This standard applies primarily to all-volunteer fire departments, but it may also apply to combination departments if the combination department does not choose to comply with the NFPA 1710 standard.

National Fire Protection Association (NFPA) – "FREE ACCESS" - As part of its commitment to enhancing public safety and supporting the emergency responder, the NFPA makes its codes and standards available online for free. Please visit: http://www.nfpa.org/freeaccess

The tables below identify the priority levels for current and new compliance with the NFPA 1710/1720 standard.

Current 1710/1720 Compliance Priorities	
H Never or 0%	M Half the time or 40-59%
H Rarely or 1-19%	L Very often or 60-79%
M Sometimes or 20-39%	L Most of the time or 80-99%

New 1710/1720 Compliance Priorities	
H Always or 100%	M Half the time or 40-59%
H Most of the time or 80-90%	L Sometimes or 20-39%
M Very often or 60-79%	L Rarely or 1-19%

2. **Call Volume and Population Served**
   Department call volume and population served are both factors in the initial application evaluation. Departments responding to a higher number of incidents and departments who protect a larger jurisdiction will receive higher consideration than those departments responding to fewer incidents and protecting smaller jurisdictions.

3. **Firefighter Health Measures**
   The health and wellbeing of firefighters is of paramount importance. Therefore, applicants who indicate newly recruited firefighters will undergo an entry-level physical and receive immunizations and who indicate they will provide annual medical exams receive higher consideration than applicants who do not specify these benefits will be provided. To qualify for this higher consideration, the physicals must be consistent with those required under NFPA 1582 Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members.

4. **Training Requirements**
   Applicants will receive higher consideration if the personnel funded under the grant will meet the minimum EMS certification requirements prescribed by the locality or state having jurisdiction.

B. **Recruitment and Retention of Volunteer Firefighters Activity – Fire Departments**
The purpose of these grants is to assist fire departments with the recruitment

and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. The grants are intended to create a net increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies within the recipient's response area. The following identifies the elements that the applications will be evaluated on during the pre-scoring process.

1. **Meeting Staffing Standards**
The highest priority is to assist departments experiencing a high rate of turnover and that have staffing levels significantly below the ideal staffing level required to comply with NFPA standards 1710 or 1720 (for details, see section 1(c) Meeting National Standards).

2. **Volunteer Membership**
Departments or organizations with the highest percentage of volunteers should benefit the most from the recruitment and retention of volunteer firefighters. Therefore, applicants whose membership is comprised of mostly volunteer members, or have a significant number of volunteer firefighters, receive higher consideration.

Percentage of Volunteers	
H 91-100%	M 41-50%
H 81-91%	M 31-40%
H 71-80%	L 21-30%
H 61-70%	L 11-20%
M 51-60%	L 1-10%

3. **Recruitment/Retention Plan**
It is critical to have a plan for recruitment and/or retention activities. Applications requesting funding for recruitment and/or retention programs should be based on formal plans. Applicants must summarize the departments' recruitment and/or retention plans in the Narrative Statement and explain how the projects/activities will fulfill the plans and meet organizational goals.

4. **Call Volume**
Department call volume is a factor in the initial evaluation. Departments responding to a higher number of incidents receive higher consideration.

5. **Firefighter Health Measures**

Applicants who indicate the newly recruited firefighters will undergo an entry-level physical and receive immunizations, who indicate they will provide annual medical exams, and who provide worker's compensation/Accidental Death & Dismemberment (AD&D) benefits to their members receive higher consideration than applicants who do not specify these benefits will be provided.

Entry-Level Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA-compliant physicals

Annual Medical Exams	
H NFPA 1582-compliant physicals	M Non-NFPA-compliant physicals

6. **Training Requirements**

Training and Certification	
H FF II/EMT	M FF I
H FF II	L First Responder
M FF I/EMT	

7. **Recruitment and Retention (R&R) Coordinator**

R&R Coordinator	
H Applicants who currently have a coordinator in place	
M Applicants who will request grant funding for a coordinator's position	L Applicants who do not have, or are not requesting, an R&R Coordinator

8. Evaluation Plan

Evaluation Plan	
H Applicants who will perform a periodic evaluation of the program's impact	L Applicants who will not perform a period evaluation of the program's impact

9. Marketing Plan

Marketing Plan	
H Applicants who currently have a marketing plan in place	L Applicants who do not have, or will not request funding for, a marketing plan
M Applicants who will request grant funding for a marketing plan	

10. Regional Requests

Requests for recruitment or retention that have a regional impact (i.e., an impact beyond the immediate boundaries of the applicant's first-due area) will receive higher consideration.

An eligible applicant, which can include a fire department, may act as a "host applicant" and apply for support of both a regional initiative and its own department's internal needs on one application. In order to apply for a regional project, the host fire department must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to, accountability for the assets and all reporting requirements.

Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU) or equivalent document, signed by all parties participating in the award, prior to submitting an application under the Regional Program activities. The agreement should specify the individual and mutual responsibilities of the participating partners, the participant's level of involvement in the project(s), the participating partners' EIN numbers, and the proposed distribution of all grant-funded assets or contracted services. Successful regional applicants shall provide a copy of the signed MOU at the time of award. Any entity named in the application as benefiting from the award shall be a party the MOU or equivalent document.

In completing the Request Details and Narrative Statement sections of the application, the applicant must include a list of participating third-party organizations that will benefit from the regional project if the project is approved. The third-party organizations that will benefit from the recruitment and retention project may also apply for funding under SAFER as long as the third-party organizations do not apply for a project that could conflict with or duplicate the host applicant's project. Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities.

All participants of a Regional application must be compliant with SAFER requirements, including being current with past grants, closeouts, and other reporting requirements. The host shall not distribute grant-funded assets or provide grant-funded contractual services to non-compliant partner organizations.

Note: Only applications submitted under the Recruitment and Retention of Volunteer Firefighters Activity qualify for regional project requests. Regional projects are not eligible under the Hiring of Firefighters Activity.

C. Recruitment and Retention of Volunteer Firefighters Activity – National, State, Local, or Tribal Volunteer Firefighter Interest Organizations

The purpose of these grants is to assist national, state, local, or tribal organizations that represent the interests of volunteer firefighters with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. The grants are intended to create an aggregate increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies on behalf of the fire departments being represented. For this reason, projects that are comprehensive in nature and based on a clear needs assessment, implementation plan, evaluation plan, and have, or will establish, fire service partnerships will receive higher consideration.

In completing the Request Details and Narrative Statement sections of the application, the applicant must include data that approximates the characteristics of the entire region and/or all fire departments affected by the grant. If awarded, recipients may be required to provide documentation of each fire department's consent to participate in the application. Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities. The following identifies the elements that the applications will be evaluated on during the pre-scoring process.

1. **Meeting Staffing Standards**
   The goal under this SAFER activity is to assist departments experiencing a high rate of turnover that have staffing levels significantly below the ideal staffing level required to comply with NFPA standards 1710 or 1720 (for details, see Section 1c. Meeting National Standards). Organizations that currently have the lowest recruitment and retention rates among the entire region and/or all fire departments benefiting from the grant funds are given a higher consideration for funding.

2. **Recruitment/Retention Plan**
   It is critical to have a plan for recruitment and retention activities. Applications requesting funding for recruitment or retention programs should be based on formal plans. Applicants must summarize the organization's recruitment and retention plans in the Narrative Statement and explain how the projects/activities applied will fulfill the plans and meet organizational goals.

3. **Recruitment and Retention (R&R) Coordinator/Program Manager**

R&R Coordinator	
H Applicants who currently have a coordinator or program manager in place	L Applicants who do not have, or are not requesting, a coordinator or program manager
M Applicants who will request grant funding for a coordinator or program manager's position	

4. **Evaluation Plan**

Evaluation Plan	
H Applicants who will perform a periodic evaluation of the program's impact	L Applicants who will not perform a period evaluation of the program's impact

5. Marketing Plan

Marketing Plan	
H Applicants who currently have a marketing plan in place	L Applicants who do not have, or will not request funding for, a marketing plan
M Applicants who will request grant funding for a marketing plan	

6. Needs Assessment

Needs Assessment	
H Applicants with projects based on a needs assessment	L Applicants with projects that are not based on a needs assessment

7. Fire Service Partnerships

Fire Service Partnerships	
H Applicants who have, or will establish, fire service partnerships as part of this project	L Applicants who will not have, or establish, fire service partnerships as part of this project

IV. Eligible and Ineligible Projects and Costs

Regardless of the eligibility of any costs requested or the panelists' determination, FEMA reserves the right to reduce any requests for funding, in whole or in part, that it deems excessive or otherwise contrary to the best interests of the program.

Hiring of Firefighters Activity – Eligible Costs
• Funds may only be used to hire new, additional firefighters and shall not be used to supplant funds. The Hiring of Firefighters Activity is no longer sub-divided into "Rehire," "Retention," "Attrition," and "New" positions. • SAFER grant funds must be used to increase the amount of funds that would, in the absence of federal funds received under this grant, be made available from State or local sources, or in

Hiring of Firefighters Activity – Eligible Costs

the case of Indian tribal governments, from funds supplied by the Bureau of Indian Affairs. Recipients may apply for a waiver of this restriction on supplanting. Note that firefighters hired after the SAFER grant offer of award and are not employees at the time of award will be considered new hires.

- Salary and associated benefits (actual payroll expenses) for the positions funded under the SAFER grant are eligible. Costs are reimbursable if they are included as part of the standard new hire package, available to all operational firefighter positions, and contractually obligated. Refer also to the definitions in Section I of this Appendix.
- Only full-time positions are eligible for funding. A full-time position is one position that is funded for at least 2,080 hours per year, e.g., 40 hours per week, 52 weeks per year. However, recognizing many departments have shifts exceeding a 40-hour workweek, FEMA also will consider funding the job-sharing of a full-time position if the grant recipient has sufficient justification. A job-share position is a full-time position occupied by more than one person. Example: A department may hire two part-time staff persons at 28 hours each to fulfill the scheduled work hours of one 56-hour shift position.
- Salaries and benefits of firefighters hired under SAFER funding while they are engaged in training are eligible.
- Costs for overtime that fire departments routinely pay as a part of the base salary or the firefighter's regularly scheduled and contracted shift hours in order to comply with the Fair Labor Standards Act (FLSA) are eligible.
- SAFER grant funds will only pay for operational positions whose primary assignment (more than 50 percent of duties) is fire suppression, which includes staffing a fire suppression vehicle, regardless of collateral duties.
- Volunteer and mostly volunteer fire departments may also hire individuals to fill officer-level positions (e.g., chief, fire inspector, training officer, safety officer) in addition to their primary operational assignment.

Hiring of New Firefighters Activity – Ineligible Costs

- The salaries and benefits of firefighters who are employees at the time of grant award are ineligible to be funded under this grant.
- The SAFER grant may not be used to fund promotions (e.g., pay a current member a higher salary by placing them in a new SAFER-funded position).
- Pre-application costs, such as grant writer fees, administrative costs, and indirect costs associated with hiring firefighters are ineligible.
- Costs to train and equip firefighters are ineligible (this does not include the salaries and benefits of firefighters hired under SAFER Funding while they are engaged in training).
- Payments to vendors for uniforms and physicals are ineligible.
- Overtime costs are ineligible (except as noted in "eligible costs" above).

Recruitment and Retention of Volunteer Firefighters Activity – Eligible Costs

Overview

Applicants must correlate the activities for which funding is being requested and the identified recruitment or retention problems or issues being addressed. FEMA will not fund a budget line item if an applicant does not provided sufficient information detailing how it will enhance recruitment and retention.

Applicants who propose to focus on retention of volunteers will receive equal consideration as applicants focusing on recruitment of volunteers. A focus on retention may include providing incentives for volunteer firefighter members to continue service in a fire department.

SAFER grant funds may only be used for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response.

FEMA recommends that Departments consult their jurisdiction to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters (e.g., stipends, Length of Service Award Program [LOSAP]).

All grant-related purchases and activities must be incurred, received, and completed within the period of performance. The period of coverage and/or service delivery on all contracts, and agreements may not begin prior to and/or extend beyond the period of performance of the grant.

All funded activities under Recruitment and Retention must be governed by formally adopted Standard Operating Procedures (SOPs). Minimally, these SOPs should specify who qualifies for each of the incentives, specific requirements for earning the incentives, and the disposition of the awarded incentives if an individual fails to fulfill the stipulations.

FEMA will not fund any projects, activities, or line items that are covered under a department's normal operating budget. Federal funding should not be used to supplant an existing activity or program.

Applicants should use the Request Details portion of the grant application to provide detailed information on how each proposed cost was determined or calculated. As much as possible, costs should be based on reliable market research (for example, earnings information is published by the U.S. Bureau of Labor Statistics). The costs may also be justified in the Narrative Statement section.

Applications for funding in the Recruitment and Retention of Volunteer Firefighters Activity could include projects requiring up to four years to complete (with proper justification)

Recruitment and Retention of Volunteer Firefighters Activity – Eligible High Priority Costs

Examples of high priority initiatives that may receive funding include:

High Priority

Recruitment and Retention of Volunteer Firefighters Activity – Eligible High Priority Costs

- Costs to support a staffing needs assessment identifying the operational staff that are required to safely and effectively carry out fire department responsibilities (e.g. supplies for data collection, contractors or personnel to collect and analyze data, software programs, etc.)
    - NOTE: If a staffing needs assessment is requested and the application is selected for funding, the staffing needs assessment will be the only activity that will be funded.
- Costs to support a Recruitment and/or Retention Coordinator, a Program Manager, and/or a Grant Administrator (including reasonable salary, fringe benefits, contract support, supplies, travel, etc.). Note that computers for these positions are low priority items.
- Marketing Program to recruit new volunteer firefighters, such as:
    - Media advertising (e.g. television, radio, social media)
    - Print advertising (e.g. newspapers, billboards, signs, banners, brochures, flyers)
    - LED/electronic sign (NOTE: This is a high priority item only when included as part of a comprehensive marketing program. Only one LED/electronic sign is allowed per applicant and 75 percent of usage must be dedicated to Recruitment and Retention activities – additional restrictions apply; see Section D: Application and Submission Information - Environmental Planning and Historic Preservation [EHP]).
- New Member Costs - Only one entry-level physical per new recruit. Physicals for existing members are not eligible. All grant-funded physicals (except those for explorers) must meet NFPA 1582 standards (Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members). The cost of physicals should be based on local physician or health center prices.
- New recruit basic (minimum) training that is not covered under a department's normal operating budget (e.g. CPR, First Responder, EMT, Firefighter 1, Firefighter 2)
    - Reimbursement to members for lost wages, mileage/transportation, lodging, and/or per diem while attending required basic training are also eligible. Note that costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
- Leadership/career development training that is not covered under a department's normal operating budget
    - Reimbursement to members for lost wages, mileage/transportation, lodging, and/or per diem while attending leadership/career development training are also eligible. Note that costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
- Instructor/train-the-trainer training that is not covered under a department's normal operating budget
    - Reimbursement to members for lost wages, mileage/transportation, lodging, and/or per diem while attending instructor/train-the-trainer training are also eligible. Note that costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.

Recruitment and Retention of Volunteer Firefighters Activity – Eligible High Priority Costs
- Tuition assistance for higher education (including books, lab fees, and student fees)   - Coursework or certifications in this category should be more advanced than what departments typically fund for required minimum-staffing requirements.   - Courses are not limited to firefighter training or education.   - Computers for individual students are not eligible for funding.   - Payments for student loans are not eligible for funding.   - Only tuition payments for classes offered during the period of performance are allowable.   - Personal Protective Equipment (PPE)/Turnout Gear   - PPE may only be funded for new firefighters that are recruited after the date of grant award, that successfully pass an NFPA 1582 compliant physical, and that are certified as "fit for duty". PPE purchased with SAFER grant funding must be utilized by adequately trained staff.   - Funds are available to acquire OSHA-required and NFPA-compliant PPE for firefighting personnel. In addition, PPE must meet any national or state standards and increase firefighter safety. Failure to meet these requirements may result in ineligibility for PPE funding. Copies of NFPA standards may be reviewed at http://www.nfpa.org/.   - Only actual costs for PPE are allowed and will be paid on a reimbursable basis. Allowable costs may be limited to reasonable amounts, as determined by FEMA.   - In order to receive reimbursement, recipients will be required to provide the following documentation to support the purchase of PPE: - Invoices/proof of payment for PPE   - Proof that the firefighter(s) have passed an NFPA 1582 compliant physical and are certified as "fit for duty".   - Eligible PPE Expenditures: - One set of PPE for structural or wildland firefighting per new recruit.   - SAFER considers a complete set of structural PPE to be comprised of one SCBA mask/face piece, one pair of pants, one coat, one helmet, two hoods, one pair of boots, one pair of gloves, one pair of suspenders, and one pair goggles. In those jurisdictions where additional PPE, like Personal Safety/Rescue Bailout Systems are statutorily required, SAFER will consider all statutorily required items to be part of a complete PPE set.   - SAFER considers a complete set of wildland PPE to be comprised of: one pair pants, one coat, one jumpsuit, one helmet, one pair boots, one pair gloves, one pair suspenders, one pair goggles, one fire shelter, web gear, backpack, and canteen/hydration system.   - American National Standards Institute (ANSI)-approved retro-reflective highway apparel

Recruitment and Retention of Volunteer Firefighters Activity – Eligible Medium Priority Costs

Examples of medium priority initiatives that may receive funding include:
Medium Priority
• Nominal stipends for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response (e.g. Pay-per-Call, Points Based System, etc.). Stipends may only be provided for participation in operational (firefighting) activities, such as duty shifts, operational training, and/or responding to incidents.
• Costs to support explorer, cadet, and mentoring programs, such as:
    o One set of station duty uniforms (SAFER considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots)
    o Training (Non-Immediate Danger to Life and Health or IDLH)
    o One set of structural or wildland PPE as defined above, with the following two exceptions: 1) SCBA mask/face pieces are not eligible because PPE for explorers/cadets may not be used in an IDLH atmosphere, and 2) physicals for explorers/cadets are not required to meet NFPA 1582.
    o Insurance
    o One introductory physical exam per explorer/cadet
• New Length of Service Award Programs (LOSAP) or Retirement Program.
• Insurance packages (e.g., Accidental Death and Dismemberment (AD&D), workers compensation, disability, health, dental, life)
• Exercise equipment and gym memberships limited to no more than $10,000 (total per grant award).

Recruitment and Retention of Volunteer Firefighters Activity – Eligible Low Priority Costs
Examples of low priority initiatives that may receive funding include: **Low Priority** • New Member Costs - One set of station duty uniforms for each new recruit only (SAFER considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots) • Costs for advanced training not currently covered under the department's operating budget (e.g. extrication training, specialized equipment training, swift water rescue, etc.). Training requests must be detailed in the Request Details and Narrative Statement sections of the application and must closely correlate to the applicant's recruitment and/or retention goals.   o Reimbursement to members for lost wages, mileage/transportation, lodging, and/or per diem while attending advanced training are also eligible. Note that costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate. • Individual desk computer or printer for Recruitment and/or Retention Coordinator, Program

Recruitment and Retention of Volunteer Firefighters Activity – Eligible Low Priority Costs

Manager, and/or Grant Administrator
• Awards/Incentive program for participation in operational (firefighting) activities, such as operational training and/or responding to incidents (e.g., length of service plaques, gift cards for top responders, non-uniform clothing)
  o Non-uniform clothing (limited to shirts, jackets, or pullovers) as part of an award program only
• LED/electronic sign when it is not included as part of a comprehensive marketing program
• Fire service association membership fees
• Projector and/or screen to support classroom training
• Payments for housing or rent
• Station Modifications/Remodeling/Renovation of Existing Facilities
  o Remodeling/renovations to an existing facility are allowable (e.g., converting space into bunkroom). The renovations must be minor interior alterations not to exceed $10,000 (total per grant award).
  o Remodeling/renovations may not change the footprint or profile of the building.
  o Any request for modifications to facilities may require Environmental and Historic Preservation (EHP) review (see Section D: Application and Submission Information - Environmental Planning and Historic Preservation [EHP]). Recipients are encouraged to have completed as many steps as possible for a successful EHP Review in support of their proposal for funding (i.e., coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects; compliance with all state and EHP laws and requirements).
  o Written approval must be provided by FEMA prior to the use of any SAFER Funds for remodeling or renovation. If awarded funds for remodeling or renovation, recipients may be required to submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of interest.

Recruitment and Retention of Volunteer Firefighters Activity – Eligible Non-Prioritized Costs
Examples of non-prioritized initiatives that may receive funding include: **Non-prioritized Costs** • Management and Administrative (M&A) costs up to three percent of the total awarded amount in accordance with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Administrative costs must be identifiable and directly related to the implementation and management of the SAFER grant program. Salaries and fringe benefits for personnel directly supporting the grant are not required to be included in the M&A budget line item. • Indirect costs for national, state, local, or tribal volunteer firefighter interest organizations that are expended pursuant to Section D: Application and Submission Information – Indirect

Recruitment and Retention of Volunteer Firefighters Activity – Eligible Non-Prioritized Costs

Costs. Recipients must have an approved indirect cost rate agreement with their cognizant federal agency.

- Up to $1,500 in grant writer fees for application preparation, but not grant administration. The fee must have been paid within 30 days of the end of the application period and prior to any contact with SAFER Program Office staff or an Offer of Award (see Appendix C: Award Administration Information, Section I. Grant Writer/Preparation Fees).
- Audit costs proportional to the total SAFER grant award. Recipients of multiple federal funding sources can only charge a pro rata share of the audit cost(s) to the SAFER Award.

- Salary and benefits for firefighters
- Retroactive payments or recognition for operational services rendered prior to the grant award are ineligible.
- Costs incurred outside of the period of performance except for grant writer fees; see Appendix C: Award Administration Information, Section I. Grant Writer/Preparation Fees
- Fire suppression equipment
- Vehicles
- Fire simulators, fire evolution, or fire training props (e.g., burn trailers, forcible entry, rescue/smoke maze, flashover simulators)
- Sirens, warning lights for private vehicles, or other outdoor warning devices
- Communication equipment including cell phones, pagers, portable radios, or Computer-Aided Dispatch (CAD) systems
- Retroactive payments or recognition for non-operational activities (including payments, gift cards, recruitment bonuses, or stipends for recruiting firefighters)
- Payments for travel to or participation in leisure or social activities such as theatre tickets, entertainment tickets, and trips (e.g., professional sporting events)
- Costs associated with award banquets, such as food, photographers, refreshments, entertainment, or rental facilities. Reimbursement for actual awards (e.g., plaques and trophies) is eligible.
- Costs for food or refreshments
- Costs for training currently covered under the department's operating budget, e.g., tuition or instructor fees for department-mandated, basic-level training.
- Services at a member's personal residence (e.g., internet access, plowing of driveways)
- Furniture (except for newly converted bunkrooms), televisions, fixtures, appliances (e.g., refrigerators), and entertainment equipment
- "Giveaways," such as pencils, pens, t-shirts, cups, mugs, or balloons, for recruitment events
- Fees for courses and training that are available free of charge on the internet or at a state/local training facilities (e.g., NIMS 100, 700, 800)
- Costs to fuel firefighting vehicles

Recruitment and Retention of Volunteer Firefighters Activity – Ineligible Costs

- Annual medical exams (not including NFPA 1582 physicals for new recruits) for any member
- Payments for student loans
- Mileage reimbursement for responding to incidents or periodic operational training at the fire house (mileage reimbursement is allowed for other types of training as explained under eligible costs)
- Station internet access/user fees and equipment to install internet (such as routers)
- Computers in common areas or individual computers for training/education
- Copiers/printers
- Additional ineligible costs for Explorer/Cadet/Mentoring Programs:
    - SCBA, including mask/face piece
    - Anything involving the IDLH atmosphere
    - Any activities precluded by the authority having jurisdiction
- Ineligible PPE expenditures:
    - Three-quarter length rubber boots
    - Self-Contained Breathing Apparatus (SCBAs) (not including SCBA masks/face pieces)
    - PASS Devices
    - Spare cylinders
    - Bomb disposal suits
    - PPE for hazardous materials and other specialized incidents
    - More than one set of PPE per member
    - PPE for existing members

Appendix C: Award Administration Information

Appendix C contains detailed information on SAFER Award Administration. Reviewing this information may help grant recipients in the programmatic and financial administration of their award(s).

Help FEMA Prevent Fraud, Waste, and Abuse

If applicants or recipients have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, they should contact the DHS OIG Hotline at (800) 323-8603, by fax at (202) 254-4297, or email DHSOIGHOTLINE@dhs.gov

I. Grant Writer/Preparation Fees (Recruitment and Retention of Volunteer Firefighters Activity Only)

Applicants under the Recruitment and Retention of Volunteer Firefighters Activity are allowed to hire and reimburse a grant writer to assist in the application process.

Fees for grant writers may be included as a pre-award expenditure. Fees payable on a contingency basis are not an eligible expense. For grant writer fees to be eligible as a pre-award expenditure, the fees must be specifically identified and listed in the Request Details section of the application. FEMA will only consider reimbursements for application preparation, but not administration, up to but not more than $1,500. Pursuant to 2 CFR Part 180, recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by the Federal Government from receiving funding under federally funded grants or contracts. Recipients must verify, through SAM.gov, that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to 2 CFR § 180.300.

By submitting the application, applicants are certifying all of the information contained therein is true and an accurate reflection of the organization and, regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to, the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the Office of the Inspector General.

Prior to submission of the application, please review all work produced by grant writers or other third parties for accuracy. In addition, the fees must have been paid within 30 days of the end of the application period and prior to any contact with SAFER Program Office staff or an offer of award. The following documentation shall be provided upon request:

- A copy of the grant writer's contract for services
- A copy of the invoice or purchase order
- A copy of the cancelled check (front and back) and bank statement

Applicants will be required to provide documentation to support these pre-award expenditures. Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

NOTE: FEMA requires that all grant writer or preparer information must be entered into the Overview section of the SAFER application, whether that person, entity, or agent is compensated or not.

II. Maintenance and Sustainment for SAFER Programs

The use of FEMA preparedness grant funds for the costs of repairs or replacement, as well as maintenance contracts, warranties, and user fees may be allowable.

The intent of eligible Maintenance and Sustainment activities is to provide direct support to the critical capabilities developed using FEMA and other DHS grants and support activities. Routine upkeep and the supplies, expendables, or one-time use items that support routine upkeep (e.g., gasoline, tire replacement, routine oil changes, monthly inspections, or grounds and facility maintenance) are the responsibility of the recipient and may not be funded with SAFER funding.

Generally, when purchasing a maintenance agreement, service contract, or extended warranty for systems or equipment, the period of coverage provided under such a plan may not extend beyond the period of performance of the grant with which the agreement, warranty, or contract is purchased.

The duration of an extended warranty purchased incidental to the original purchase of the equipment may exceed the period performance as long as the coverage purchased is consistent with that which is typically provided for, or available through, these types of agreements, warranties, or contracts. When purchasing a stand-alone warranty, or extending an existing maintenance contract on an already-owned piece of equipment or system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty. As with warranties and maintenance agreements, this policy extends to licenses and user fees as well.

Even if purchased incidental to the original purchase of the equipment, the duration of an extended maintenance agreement or warranty must also be reasonable for the type of equipment or system being purchased. For example, if a vendor offers a 10-year extended warranty incidental to the purchase of a piece of equipment, but the useful life of that equipment being purchased is five years, the purchase of a 10-year extended warranty would not be a reasonable cost and may not be charged to the grant.

III. Taxes, Fees, Levies and Amendments

Taxes, fees, levies, or assessments that the recipient is legally required to pay and is directly related to any eligible SAFER program acquisition activity may be charged to an SAFER award pursuant to 2 C.F.R. § 200.470. These charges shall be identified and enumerated in the application's Narrative and the Request Details section of the acquisition activity.

Any avoidable and unreasonable costs that result from the action or inaction of a recipient (or recipient's agent), or that prevent that recipient from enjoying any lawful exemption, waiver, or reduction of any tax, fee, levy, or assessment directly related to any eligible SAFER Program acquisition activity, are not chargeable to any SAFER Award.

Example: Governmental entities and Public Safety Agencies are exempt from some Federal Communications Commission (FCC) fees, but only if the eligible organization submits an exemption or waiver request to the FCC.

Government entities are not required to pay FCC regulatory fees. Non-profit entities (exempt under Section 501 of the Internal Revenue Code) also may be exempt. The FCC requires that any entity claiming exempt status submit, or have on file with the FCC a valid IRS Determination Letter documenting its nonprofit status or certification from a governmental authority attesting to its exempt status. For more information, please visit http://www.fcc.gov/.

IV. Excess Funds

After completing the initial projects proposed in the recipient's application, some recipients may have unexpended funds remaining in their budget. These excess funds may result from any combination of hiring delays, under-budget acquisition activities, or competitive procurement processes.

With prior approval of the SAFER Program Office, these excess funds may be utilized to enhance or continue the approved project(s). FEMA expects excess funds to be obligated concurrent with an award's period of performance to address a known or critical need related to the awarded project(s).

V. Procurement Integrity

Through audits conducted by the Department of Homeland Security's Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some SAFER recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement policies jeopardizes the integrity of the grant as well as the grant program. Below we highlight the federal procurement requirements for SAFER recipients when procuring goods and services with federal grant funds. DHS will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326**. Select requirements under these standards are listed below. The recipient must comply with all requirements of these standards, even if they are not listed below.

With the exception of State governments, which must comply with the terms of 2 C.F.R. § 200.317, the non-federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200.

When drafting bid specifications recipients (other than States) must ensure that all procurement transactions are conducted in a manner providing full and open competition. Pursuant to 2 C.F.R. § 200.319 (a), in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business
- Requiring unnecessary experience and excessive bonding
- Noncompetitive pricing practices between firms or between affiliated companies
- Noncompetitive contracts to consultants that are on retainer contracts
- Organizational *Conflicts of Interest*
- Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement
- Any arbitrary action in the procurement process

Generally, a recipient may seek to procure goods or services from prequalified lists of persons, firms, or products which are used in acquiring goods and services, e.g., Government Services Administration (GSA) schedule, a State schedule, or co-operative or group purchasing, as having satisfied AFG Program requirements for competition. In order for such procurements by entities other than State governments to be permissible, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the recipient complies with state and local law, regulations, and written procurement procedures
- The state or other entity that originally procured the original contract or purchasing schedule with the express purpose of making it available to the recipient and other similar types of entities; the contract or purchasing schedule specifically allows for such use and the work to be performed for the local

government falls within the scope of work under the contract as to type, amount, and geography

- The procurement of the original contract or purchasing schedule complied with all of the procurement standards applicable to a local government at 2 C.F.R. §§ 200.318 to 326
- With respect to the use of a purchasing schedule, the recipient must follow ordering procedures that adhere to state and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200

If a recipient other than a State government seeks to use such a prequalified list, purchasing schedule, or other similar type of arrangement, it must first contact the SAFER Program Office.

To the greatest extent possible, FEMA recommends that federal grant funds be used for the purchase of goods and services manufactured, assembled, and distributed in the United States.

Pursuant to 2 C.F.R. § 200.319 (b), the recipient (other than States) must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Pursuant to 2 C.F.R. § 200.318(c)(1), the recipient (other than States) is required to maintain written standards of conduct covering *Conflicts of Interest* and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent *Conflict of Interest*. Such a *Conflict of Interest* would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non- federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity.

If the recipient (other than States) has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-federal entity must also maintain written standards of conduct covering organizational *Conflicts of Interest*. Organizational *Conflicts of Interest* means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. In accordance with FEMA's Grant Programs Directorate Information Bulletin No. 400, the non-federal entity must disclose in writing any potential *Conflicts of Interest* to FEMA. The Information Bulletin can be found at https://www.fema.gov/media-library/assets/documents/101236

NOTE: For the purposes of *Conflicts of Interest* under procurements executed by the recipient, FEMA considers volunteers of an organization and grant writers to be employees, officers, and/or agents of the recipient. As such, no volunteer or member of an organization or anyone involved in preparing the application for funding can participate in, or benefit from, the procurement if federal funds are involved.

Recipients who purchase items with grant funds from vendors who employ any of their volunteers/members will have to document how they avoided a *Conflict of Interest* during the procurement process (i.e., provide specific details regarding how the members/volunteers removed themselves or how they were prevented from participating in the process). Recipients may be required to provide this documentation upon request. Recipients who fail to fully document their purchases may find their expenditures questioned and subsequently disallowed. Remember that FEMA reserves the right to request and review any and all bids or specifications prior to purchase. Recipients may be subject to an audit after award.

Documentation

Recipients are required to maintain and retain the following:

- Backup documentation, such as bids and quotes
- Cost/price analyses on file for review by federal personnel
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient

FEMA requires that the recipient maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Cancelled checks

Recipients who fail to fully document their purchases may find their expenditures questioned and subsequently disallowed.

VI. Payments and Amendments

Payments
SAFER payment/drawdown requests are generated using the eGrants system.

SAFER payment/drawdown requests from state, local, or tribal government entities will be governed by applicable federal regulations in effect at the time a grant is awarded to the recipient and may be either advances or reimbursements.

Recipients should not expend funds or request drawdowns until all special conditions listed on the grant award document have been met and request for payment in the eGrants system has been approved.

Recipients should draw down funds based upon immediate disbursement requirements; however, FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

Advances
Recipients shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of the funds and their disbursement by the recipient, and financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. Part 200.

Although advance drawdown requests are permissible, recipients remain subject to applicable federal law in effect at the time a grant is awarded to the recipient governing interest requirements, including the *Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards* at 2 C.F.R. Part 200 and the *Cash Management Improvement Act* (CMIA) and its implementing regulations at 31 C.F.R. Part 205. Interest under CMIA will accrue from the time federal funds are credited to a recipient's account until the time the recipient pays out the funds for program purposes.

Recipients must follow applicable federal regulations governing interest earned on payment advances in effect at the time a grant is awarded to the recipient, including 2 C.F.R. § 200.305. For the rate to use in calculating interest, please visit Treasury Current Value rate at: http://www.fms.treas.gov/cvfr/index.html.

Reimbursement
Payment by reimbursement is the preferred method when the requirements to be paid in advance, pursuant to 2 C.F.R. § 200.305, cannot be met. In accordance with U.S. Department of Treasury regulations at 31 CFR Part 205, if applicable, the recipient shall

maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds.

Rebates

Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with pursuant to 2 C.F.R. § 200.305.

The reduction of federal financial participation via rebates/refunds *may* generate excess funds for the recipient, if the recipient had already obligated their Cost Share match based upon the original award figures. If the recipient had already obligated their original Cost Share *prior* to the rebate, then the recipient may have minimum excess funds equal to the difference between the original Cost Share less the rebate adjusted Cost Share.

Payment Requests During Closeout

Up to 90 days after the expiration of the period of performance, during an award's closeout reconciliation, a recipient may only submit reimbursement payment requests.

Reimbursement payments are the only eligible type of requests to be submitted after a grant's period of performance has expired. The expenditure must have been obligated during the period of performance of the award. The recipient's request should contain clear and specific information certifying that the liquidation of federal funds is reimbursement for an obligation properly incurred during the active period of performance; FEMA may request documentation supporting the reimbursement for review.

Amendments

SAFER award amendments may be approved, on a case-by-case basis, for the following reasons:

- Extension of the period of performance in order to complete the scope of work under the Recruitment and Retention of Volunteer Firefighters Activity
- Changes to the activity, mission, and retroactive approval [pre-award] under Recruitment and Retention of Volunteer Firefighters Activity
- Closeout issues and some excess funds requests under both the Hiring of Firefighters Activity and Recruitment and Retention of Volunteer Firefighters Activity
- Staffing Maintenance Level Waivers under the Hiring of Firefighters Activity
- Cost over/under run (adding funds to award/non-closeout deobligation* of funds) under both the Hiring of Firefighters Activity and Recruitment and Retention of Volunteer Firefighters Activity
- Economic Hardship Waiver under both the Hiring of Firefighters Activity and Recruitment and Retention of Volunteer Firefighters Activity

Amendments will only be considered when submitted via the online eGrants system.

These requests must contain specific and compelling justifications for the requested change.

FEMA strongly encourages the timely expenditure of grant funds by recipients to be consistent with the goals and objectives outlined in this NOFO.

A recipient may deobligate (return) unused funds (those remaining funds drawn down via payment request and/or remaining award funding that was never requested) to DHS prior to the end of an award's Period of Performance. To exercise this option, a recipient must submit a cost over/under run Amendment via the eGrants system and state in their amendment that the unliquidated funds (funds to be returned) are not necessary for the fulfillment or success of the grant's obligations or mission. The recipient must also indicate that it understands that the returned funds will be deobligated and unavailable for any future award expenses.

Deobligation of funds will decrease the federal portion of the grant and the amount of the recipient's Cost Share obligation. FEMA will confirm deobligation amendments with all points of contact; after confirmation of the recipient's intent to deobligate, FEMA will hold the approved deobligation request for 14 calendar days as a period for recipient reconsideration before processing the deobligation request.

VII. Recipient Responsibilities Post Award

SAFER grant recipients must agree to the following:
Recipients must perform all tasks (scope of work) as outlined in the application approved by FEMA within the period of performance, comply with the terms of this NOFO, comply with all the terms and conditions of their grant award, including any special conditions in accordance with the articles of agreement, and comply with all applicable Federal statutory and regulatory requirements. Recipients that do not fulfill their obligations under their SAFER grant will be considered in default and may be required to return the federal funds disbursed under the grant award.

Recipients under the Hiring of Firefighters Activity who lay off any operational personnel during the three- year period of performance will be considered in default of their grant and the award will be terminated. Recipients may be required to return the federal funds disbursed under the grant award.

Recipients under the Hiring of Firefighters Activity must agree to maintain operational staffing at the level that existed at the time of award and must also retain all SAFER-funded positions throughout the grant's full three year period of performance unless the grant recipient has been afforded a waiver of this requirement. At the time of award, recipients under the Hiring of Firefighters Activity must submit a current (pre-SAFER) roster listing paid operational/firefighting personnel, in support of NFPA 1710 or NFPA

1720, who are in full-time or job share positions. The program office will work with a recipient to establish the correct staffing maintenance number which combines the number of pre-SAFER and SAFER-funded operational positions. Once this is established, recipients must agree to maintain this number throughout the period of performance by taking active and timely steps to fill any vacancies.

Recipients who are unable (due to documentable economic hardship) to backfill non-SAFER operational positions that are vacated through attrition (e.g., resignation, retirement) after award may petition FEMA for a waiver of staffing maintenance requirements. An approved waiver allows a recipient to decrease and reestablish the staffing maintenance number agreed to at the time of award by the number of positions that a recipient is unable to fill. In order to qualify for this waiver, the economic hardship must affect the entire public safety sector in a recipient's jurisdiction, not only the fire department. Waivers will not be granted for SAFER-funded positions. Recipients who fail to maintain this level of staffing risk losing the federal funds awarded under this grant.

Since the goal of the SAFER grant program is to enhance incident scene safety, the primary assignment (more than 50 percent of duties) of all SAFER-funded firefighters must be an operational assignment (fire suppression) regardless of collateral duties, which includes staffing a fire suppression vehicle.

Recipients must retain grant files and supporting documentation in a manner consistent with 2 C.F.R. § 200.333 – no less than for three years after submission of the closeout report (see below), and in some cases longer pursuant to 2 C.F.R. § 200.333. FEMA may require access to any pertinent books, documents, papers, or records belonging to a recipient. The DHS Office of Inspector General or the Comptroller General of the United States may also require access to a recipient's books and records. The required documentation for federally-funded purchases should include specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders or contracts, invoices, and cancelled checks. Recipients who fail to document purchases may find their expenditures will be questioned and disallowed.

A recipient must use, manage, and dispose of SAFER-funded equipment in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. § 200.313. With the exception of State governments, when original or replacement equipment acquired under an AFGP award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the recipient must request disposition instructions from FEMA. FEMA strongly recommends contacting a Fire Program Specialist or the SAFER Help Desk prior to the disposition of SAFER-funded equipment.

Recipients must provide periodic performance reports to FEMA. In all years of the grant's period of performance, for both the Hiring of Firefighters and the Recruitment and Retention of Volunteer Firefighters Activities, recipients must submit quarterly performance reports as well as a final performance report at grant closeout. Payments are requested online using the automated system and payments are based on actual expenses incurred during the period covered by the payment request. Quarterly performance reporting is required even if the recipient has not requested funding within the quarter.

At the end of the grant's period of performance, all recipients are required to produce a final report on how the grant funding was used and the benefits realized from the award. Recipients must submit a final financial report and a final performance report (e.g., closeout report) within 90 days after the end of the period of performance. After these reports have been reviewed and approved by FEMA, recipients are given an official notice that the closeout has been accepted and completed. Any remaining grant funds are de-obligated. The recipient is responsible for returning any funds that have been drawn down but remain unspent.

Notwithstanding any provision of other laws, firefighters hired under these grants shall not be discriminated against, or be prohibited from, engaging in volunteer firefighting activities in another jurisdiction during off-duty hours.

To the extent possible, recipients should seek, recruit, and appoint women and members of racial and ethnic minority groups within the applicant's department.

FEMA strongly encourages applicants, to the extent practicable, to seek, recruit, and hire military veterans to increase their ranks within their departments.

FY 2016 SAFER Hiring Grant User Guide

Table of Contents

Introduction

The purpose of this guide is to help you effectively manage your Staffing for Adequate Fire and Emergency Response (SAFER) hiring grant. This guide explains how to complete required grant reports, request reimbursement, and comply with grant requirements. Anyone involved in administering this grant should read this guide.

If you have not already done so, please review the Notice of Funding Opportunity (NOFO) and the Frequently Asked Questions (FAQs) for your grant award. These documents are available at http://www.fema.gov/staffing-adequate-fire-emergency-responseGrants-documents.

Please also review the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* in the Code of Federal Regulations (C.F.R.) at 2 C.F.R. Part 200. This is a set of mandatory requirements that apply to all federal awards to non-federal entities, including FY 2016 SAFER grants. This regulation (also commonly referred to as the "Super Circular" or "Omni Circular") is available at: http://www.ecfr.gov/cgi-bin/text-idx?SID=99467092f4efd4f51b40e8ab9ba52d04&mc=true&node=pt2.1.200&rgn=div5.

This user guide is for technical assistance purposes only, and does not represent the terms and conditions of your SAFER award. Please note that in case of any discrepancy, the terms of your award package, including the SAFER NOFO and 2 C.F.R. Part 200, are the terms and conditions that govern your SAFER award.

If you still have questions after reading the NOFO and this guide, you should first contact the Help Desk at 866-274-0960 or send an email to fireGrants@fema.dhs.gov. If the Help Desk cannot answer your question, you will then be referred to a SAFER Program Office Point of Contact (POC). Please be ready to provide your grant number if you contact either the Help Desk or your SAFER POC.

This guide is arranged in chronological order. Please use the Table of Contents to find a topic.

Grant File

Pursuant to 2 C.F.R. Part 200, including 2 C.F.R. § 200.302 – Financial Management, and the Record Retention and Access requirements at 2 C.F.R. §§ 200.333 – 200.337, your department is required to maintain a file, notebook, or binder for this SAFER grant. The following documents should be kept in the file:

- NOFO and FAQs;
- grant application;
- award document;
- advertisements for SAFER-funded positions;
- documentation of hiring practices or procedures;
- payroll records used to request reimbursement;
- documentation that medical physicals were given or certifications achieved; and
- paper copies of important communications regarding the grant.

Note that 2 C.F.R Part 200 includes several rules about how to properly use and document federal funds used for funding the salaries and fringe benefits of personnel. In particular, please read 2 C.F.R. §200.430 *Compensation—personal services* and 2 C.F.R. §200.431 *Compensation—fringe benefits.*

Your department must retain grant files and supporting documentation for three years after receipt of the official notification that the grant has been closed. See the Record Retention and Access requirements at 2 C.F.R. §§ 200.333 – 200.337.

Please note that FEMA can ask to review your grant file.

eGrant Application Portal Access

You may access your SAFER grant through the eGrant application portal link at http://www.fema.gov/eGrant-application-access. Select "Continue to the eGrant Application Portal."

Each department should have one main user ID and password to access all Assistance to Firefighters Grant Program (AFGP) awards and applications. This user ID and password is specific to the authorized user and must not be shared with other personnel.

All individuals who will have access to the grant must have their own unique user id and password. To grant access to other individuals, please see the section entitled "Linking Another User within eGrants".

If you forgot your user ID and/or password, please follow the directions at: https://www.fema.gov/assistance-firefighters-grant-program-most-frequently-asked-questions

Please note that the eGrant system only supports Internet Explorer browsers 6.0 or higher. You will not be able to access the system using any other browser. To prevent issues, you should not have multiple windows open when accessing the eGrant system.

If at any time you experience an issue with the eGrant system or it does not appear to work as explained in this guide, please contact the Help Desk at 866-274-0960.

Award Package

Follow these steps to access your SAFER grant award package:

- Log into the eGrant application portal.
- On the "Status" screen, scroll down until you find your SAFER grant.
- Select "View Award Packages" from the drop-down menu in the "Action" column, and click "Go."
- You will arrive at the "Award Status" page, which provides links to "View Award Package" and "Print Award Package". The "Award Status" page also contains your SAFER grant number, award amount, and award notification date.
- Be sure to carefully read your entire Award Package as it contains valuable information pertaining to proper management of your grant. In particular, make sure to read the "negotiation comments" section, which may include special conditions or adjustments to your grant award.

Points of Contact

Profile POC

There is only one Profile Point of Contact (POC) for your department in the eGrants system. Updating the Profile POC on one grant will cause the Profile POC to be changed on all other department grants submitted under the same user ID. If you do not wish to do this, consider changing the Primary POC or one of the Alternate Contacts instead (see below). The Profile POC will receive automated e-mail messages from eGrants, so this individual should be able to check and respond to messages frequently.

Follow these steps to update the information for the Profile POC:

- Log into the eGrant application portal.
- On the "Status" screen, select the "Edit Profile" link at the top right side of the screen.
- Update any of the following fields:
    - Personal Information (Title, First Name, Last Name)
    - Address (Street, City, State, Zip code)
    - Additional Address (Street, City, State, Zip code)
    - Contact (Organization, Business Phone, Home phone, Mobile Phone, Email)
    - Identity Confirmation Information (Date of Birth, Mother's Maiden Name)
- Click "Submit."
- You will receive a confirmation screen that your profile has been updated.
- If you would like to update the password associated with the user Id, you can click on "password" on the left side of the screen. After updating the password, click "Submit."
- To update the system with your changes, click on the "Authorized Applications" link on the upper left-hand side of the "Thank You" page, and then click on "Firefighter's Grants."

Primary POC and Alternate Contacts

While there is only one Profile POC for your department, you can assign different contacts to different AFGP grants. In the SAFER application, your department was required to list a Primary POC and two Alternate Contacts. The Primary POC should be an officer, member, or employee of your department that has the authority to make decisions on and to act upon this grant. Alternate Contacts must be familiar with the grant and must be able to answer any questions relative to the grant in the event that Primary Point of Contact is unavailable. All information (i.e., email address, phone number, etc.) must be specific to the contact person listed. Please note that SAFER Program Office POC's are only able to speak with official grant points of contacts that are listed within eGrants.

Follow these steps to change or update the Primary POC or Alternate Contacts:

- Log into the eGrant application portal.
- On the "Status" screen, scroll down until you find your SAFER grant.
- Select "Manage Grant" from the drop-down menu in the "Action" column, and click "Go."
- Click on "Update Alternate Contacts" on the menu bar on the left side of the screen.
- Click on "Create New Request."
- Use the text box to explain which contact you would like to replace or what contact information you would like to update. Be sure to follow the instructions listed on the screen and provide the name, title, primary and secondary phone numbers as well as the email address for the new contact person.
- At the bottom of the page, enter your password, check the box, and select "Save and Continue."
- Review your information and select "Submit Request."

- Once submitted, this request can take several weeks to process because it must be entered manually into the application by grants management staff. You can check to see if the change is made by looking at the application. To access the application, select "View Application" from the pull down menu in the "Action" column of the grant status page.

Please note that you will not be able to submit any payment requests, performance reports, or amendments while this revision request is pending.

Payment Request POC
You can list a unique POC in connection with each Payment Request (refer to that section below). This POC will not receive automated e-mails from eGrants.

Quarterly Performance Report POC
You can list a unique POC in connection with each Quarterly Performance Report (refer to that section below). This POC will not receive automated emails from eGrants.

Linking Another User within eGrants

As stated above, there is one Profile Point of Contact (POC) for your department. However, the Profile POC must grant other users permission to access a grant application or manage a grant. All individuals who will have access to the grant must have their own unique user id and password.

Example: A Fire Chief may be the Profile POC for the department and the individual that is authorized to sign the application and reports. He can give his administrative assistant permission to access the grant. The administrative assistant would need to create a new account and password, and then request permission to link to the main account. After the Fire Chief grants access, the administrative assistant can re-enter the system, fill out the application or reports, and then sign out. The Fire Chief can then log in under his username and password in order to review the information and submit the application or report.

The new user should follow these steps to create a new account and link it to the main account:

- Start at the eGrant application portal and click on "New Non-PIV User".
- On the next page, complete all required fields, including:
  - Personal Information
  - Login Information
    - Remember to note your username
  - Address
  - Additional address (if necessary)
  - Contact(s)
    - You must enter the organization information **exactly** how it appears in your grant application/award
  - Identity Confirmation Information
- On the next page, create your personal password
- On the next page, select "Click Here to Request New Privileges"
- On the next page, select "Request Access" under "Fire Grants"
- You will land on the "Status" Page. Click on "check to see if someone has already started an application for your organization." If an application has been started, you can request access

from the application owner or, if you feel that this person is not an appropriate representative of your organization, you should call the Help Desk at 1-866-274-0960.

- On the next page, search for your organization, making sure to spell the name exactly as it appears in your grant application/award. Click "Request Access" next to the organization you would like to be linked to.
    - The eGrants system will send an e-mail to the Profile POC asking them to give you access. You will not have access to the application until the Profile POC officially grants you access.
- Next, the Profile POC should login to the main account using their username and password. On the "Status" page, they will need to find the grant and select "Grant/Revoke Access" from the dropdown in the "Action" column.
- They will land on the "Approve Users" page, which will have a list of the individuals that requested access to the grant application. They should select "Update" in the "Action" column next to the new user.
- The Profile POC should review the information on the next page and click either "approve" or "deny" and then "save and continue."
- If the Profile POC selected "approve," the new user will then have access to the application after logging into the eGrants system under their personal username and password.

eGrants Mail Center

The Profile POC will receive automated e-mails from the eGrants system. All system-generated e-mails are stored in the eGrants Mail Center. If you receive an e-mail directly from your SAFER Program Office POC, that e-mail will not be stored in the eGrants Mail Center.

After you log into eGrants, select "Mail Center" in the upper right corner of the "Status" page. You will arrive at the "New Messages" page. This page shows messages that have not yet been read. You can access messages that have been read by selecting "Old Messages" on the top left side of the screen. Next to the "Old Messages" link, you will find a "Sent Messages" link. The "Sent Messages" screen contains a record of all the e-mails that your department has sent to AFGP staff through the eGrants system.

All three pages in the Mail Center contain a "Compose Message" link. You may use this feature to send the SAFER Program Office staff a message about your grant. If you do so, please make sure you specify the number of your SAFER grant in the message. Your message will be forwarded to your SAFER Program Office POC. You may also contact your POC directly by telephone or e-mail, if you already have their contact information.

If you are the Profile POC and you are not receiving automated e-mails from the eGrants system, please follow the instructions at: http://www.fema.gov/assistance-firefighters-grant-program-most-frequently-asked-questions. To prevent blocked e-mails, you can update your computer's browser security settings to receive email from FireGrants@dhs.gov, FireGrants@fema.dhs.gov, afg@dhs.gov, and EOPS@dhs.gov. Please note, however, that email addresses with a ".ci" extension may not accept system-generated emails.

SAM.gov Registration

System for Award Management (SAM) is an official government registration system that is required for all recipients of federal funding. Registration with SAM is free and active for one year.

FEMA will not process any payment requests, revision requests, or amendments if you do not have an active SAM registration or if there is a mismatch between the information in SAM, the information in your application, and the information on your 1199A Direct Deposit Form. The following information must match:

- Organization's name
- Address
- DUNS (Data Universal Numbering System) number
- EIN (Employer Identification Number)
- Banking information (type of account, routing number, and account number)

If the above information changes during the course of this grant, you will need to:

- Update your SAM registration at https://www.sam.gov/portal/SAM/#1
- Update your 1199A Direct Deposit Form (see instructions below)
- Update your application
    - To update your application please contact the Grant Management Specialist assigned to your state. A list of Grant Management Specialists can be found at https://www.fema.gov/assistance-firefighters-grants-grants-management-specialists. Select "Award Administration AFG Branch".

If you need assistance with SAM:

- Visit the AFGP System for Award Management Resource Page at https://www.fema.gov/rules-tools
- Visit https://www.sam.gov/portal/SAM/#1. Select "Return to SAM Homepage" and click on the "Help" link
- Contact the Federal Support Desk at https://www.fsd.gov
- Call (866) 606-8220 (toll-free) to speak with a representative

If you need assistance with DUNs, call 1-866-705-5711 or visit http://fedgov.dnb.com/webform. Your organization should use one DUNs number for all FEMA applications and grants.

1199A Direct Deposit Form

In order to receive grant funds, you must complete an 1199A Direct Deposit Form. There is one form for all AFGP grants and you may list only one bank account on the form. The form is stored in eGrants. You may need to consult with your department's financial office or treasurer to complete the form.

Please remember that the information you provide on the form ***must*** match the information you entered in SAM.gov (see above).

Follow these steps to *submit your first* 1199A Direct Deposit Form:

- Log into the eGrant application portal.
- On the "Status" screen, find your first AFGP grant, select "Update SF-1199" from the drop-down menu in the "Action" column, and click "Go."
- After completing the form, click "Save and Continue" and then select "Submit."
- Select "Print SF-1199A," and keep the original form in your grant files.
- If you have any questions, you can contact the Help Desk at 866-274-0960 or your state assigned Grants Management Specialist. A list of Grant Management Specialists can be found at

https://www.fema.gov/assistance-firefighters-grants-grants-management-specialists. Select "Award Administration AFG Branch."

Follow these steps to *view* the department's 1199A Direct Deposit Form (after it has been submitted):

- Log into the eGrant application portal.
- On the "Status" screen, find your department's *first* AFGP grant award.
- Select "View 1199A" from the drop-down menu in the "Action" column, and click "Go."
- You will arrive at the "Direct Deposit Sign-up Form" page. This page will show a list of all the AFGP grants associated with your 1199A Direct Deposit Form. You will also see the 1199A Direct Deposit form in the "read only" view.

Follow these steps to *update* the form 1199A Direct Deposit Form:

- Log into the eGrant application portal.
- On the "Status" screen, find your recently-awarded SAFER grant, select "Update SF-1199A" from the drop-down menu in the "Action" column, and click "Go."
    - If that feature is not available, check the drop-down menu to your *first* award from AFGP. If you do not find an "Update SF-1199A" link there, please contact the Help Desk at 866-274-0960 and request that the form be released to you for correction. You may also contact your Grants Management Specialist.
- Update the 1199A Direct Deposit Form in eGrants once you are able to access it through the "Update SF-1199A" feature.
- After completing the form, click "Save and Continue" and then select "Submit."
- If you receive a confirmation message, no further action is required.
- If you have any questions, you can contact the Help Desk at 866-274-0960 or your Grants Management Specialist.

Remember, if you made any corrections to your 1199A Direct Deposit Form, you will have to make the corresponding changes to your SAM.gov registration.

Staffing Maintenance Number

During the grant period of performance, your department is required to fill SAFER-funded positions and maintain operational staffing at the level that existed on the date of award as well as the number of awarded SAFER positions. This requirement is referred to as the "staffing maintenance number." The staffing maintenance number must be maintained for the entire period of performance, regardless of when all grant funds are depleted.

Pre-SAFER Roster

In order to determine your department's staffing maintenance number, your SAFER Program Office POC will request that you complete and submit a "Pre-SAFER Roster." The Pre-SAFER Roster must include the name and rank of all paid full-time and part-time operational personnel that support the department's NFPA 1710/NFPA 1720 compliance and who were in full-time or job share positions as of the date of award. The date of award can be found on the award notification e-mail in the eGrants Mail Center.

If your department has full-time equivalent (FTE) positions that support the department's NFPA 1710/NFPA 1720 compliance, the number of FTE positions will need to be clearly identified on the Pre-SAFER roster as well. Each FTE will be counted in the staffing maintenance number.

Volunteer personnel, administrative personnel/civilians, and paid-on-call/stipend personnel do not need to be included on the list.

An operational position is defined as a position with a primary assignment (more than 50 percent of duties) of fire suppression, which typically includes staffing a fire suppression vehicle, regardless of collateral duties, in support of the department's NFPA 1710 or NFPA 1720 compliance. For example, your department may employ an inspector that is qualified as a firefighter but his or her primary assignment is to conduct inspections. The inspector could respond to a large fire if called upon but that is not their primary duty. If that is the case, that position is considered administrative and not operational.

The pre-SAFER roster also requests information about vacancies that occurred after the date of grant award. Using the appropriate columns, please report the date an individual left the department and the reason for their departure.

After you submit the Pre-SAFER roster, your SAFER Program Office POC will review it and confirm the staffing maintenance number with you. You will not be able to request payment or complete quarterly performance reports until your staffing maintenance number is established.

Vacancies

Once the staffing maintenance number is established, you are required to maintain that staffing level throughout the period of performance by taking active and timely steps to fill any positions vacated through attrition, resignation, or termination. You should contact your SAFER Program Office POC if you are not able to fill the vacant positions or if you are experiencing lengthy hiring delays.

Waiver of the Staffing Maintenance Number

If you are unable (due to documentable economic hardship) to fill firefighting positions that are vacated through attrition (e.g., resignation, retirement), you may submit a request for a waiver. An approved waiver would decrease the staffing maintenance number by the number of positions that you are not able to fill. You would be required to maintain the revised staffing maintenance number for the duration of the grant. In order to qualify for this waiver, the economic hardship must affect the *entire public safety sector* in your jurisdiction, not solely the fire department. **Waivers will not be granted for SAFER-funded positions.**

Contact your SAFER Program Office POC to discuss the waiver and receive the complete waiver instructions. Be prepared to include, at minimum, the following information in the waiver request:

- The number of positions that have been vacated since being awarded the SAFER grant;
- The circumstances under which the position(s) were vacated and the date the vacancies occurred;
- A description of why the department is unable to fill the vacancies;
- An explanation of how the change in staffing will affect your department's ability to meet NFPA 1710 or 1720; and
- A statement, on letterhead, from the local governing body affirming that the inability to fill vacant positions extends to the entire public safety sector in the jurisdiction, not just the fire department.

Important: If you fail to maintain the required staffing level, your grant may be placed in a default status and possibly terminated. You may lose remaining federal funds awarded under this grant or be asked to pay back funds that have been drawn down. Lay-offs of any operational personnel (both SAFER and non-SAFER) during the period of performance are not permitted.

If you have questions about completing the Pre-SAFER Roster, the waiver, or about the staffing maintenance number in general, please contact your SAFER Program Office POC.

Period of Performance

Your department has a period of 180 days after the date your application was approved for award to fill the awarded SAFER positions. This is known as the "recruitment period." Your grant period of performance (POP) starts after the recruitment period ends and lasts a total of three years. You can find your grant POP in a number of places in the eGrant system, including in the Award Package and on the SAFER Payment Request(s) screen.

If your department hired the SAFER positions before the end of the 180 day recruitment period, you can start the POP early. Contact your SAFER Program Office POC to discuss this option. Your contact will direct you to submit an amendment request in eGrants to change the start date (refer to the amendment section of this document). **Amendments to start the POP early must be submitted via eGrants at least two weeks prior to the start date of the original POP.** Amendments submitted once the POP starts will not be approved. Starting the performance period early will allow you to submit a payment request in the eGrants system before the 180-day recruitment period ends. Salary and benefit costs incurred during the 180-day recruitment period are eligible for reimbursement **only** if you submit an amendment to start your POP early.

If your department did not hire the firefighters within the 180-day recruitment period, there will be no change to the POP start date. You cannot submit a request to delay the start of the period of performance, regardless of when the SAFER positions are hired.

Extensions to the period of performance are not permitted under the FY 2016 SAFER hiring grants.

SAFER Personnel Roster

The SAFER Personnel Roster is a list of the individuals hired to fill the awarded SAFER positions. The list is stored in eGrants and can be completed after the period of performance starts. Only the personnel hired under the SAFER grant should be listed. Do not enter employees hired prior to award or were on the department's payroll at time of award, hired under another SAFER grant, hired using department funding, or hired using local grants.

Follow these steps to complete the SAFER Personnel Roster:

- Log into the eGrant application portal.
- On the "Status" screen, find your SAFER grant.
- Select "Manage Grant" from the drop-down menu in the "Action" column, and click "Go."
- You will arrive at the SAFER Payment Request(s) screen.
- Scroll to the bottom of the page and select the "SAFER Personnel Roster" button.
- You will arrive at the "SAFER Personnel Roster" screen. Select the "Add New Employee" to begin the process of completing the Roster. Complete the information requested. Fields marked with an asterisk (*) are required.

- The "Employee ID" field may be the badge number or some other unique identifier used by your department. Do not provide the Social Security Number.
- In the "Annual Salary" and "Annual Benefits" fields, please enter the actual amounts currently being received by each SAFER-funded position, regardless of the amounts used in the application or award. Anytime there is a change to the annual salary or benefits you will need to update the roster accordingly throughout the POP. If the annual salary or benefit amounts differ from the awarded amount, please use the comments section of the first payment request to explain why. Include certification pay or incentive pay in the annual salary amount. The annual salary number is the amount paid directly to the firefighter. The annual benefit number is the amount paid by the department on the firefighter's behalf (such as workers compensation, retirement, and insurance).

- After you complete the required fields for the first position, select the "Save and Continue" button at the bottom of the screen.
- You will arrive back at the "SAFER Personnel Roster" screen.
- If you need to edit the information you just entered, select "Update" in the Action column. Or, you can select the "Add New Employee" button.
- Once you are finished, select the "Return to Payment Request(s)" button.

Removing or Replacing SAFER Positions

If a SAFER-funded position leaves the department or is moved to the department's local payroll, you must first "remove" the employee from the SAFER Personnel Roster before adding their replacement to the roster.

Please **do not** remove a firefighter from the SAFER Personnel Roster until you are ready to immediately replace them with another firefighter (one that is hired after the date of grant award). You will not be able to request reimbursement for any time that a SAFER position is vacant. Vacancies generate unused grant funds which will be de-obligated by FEMA at the end of the POP

To remove an employee from the SAFER Personnel Roster, follow the steps below:

- From the main SAFER Personnel Roster screen, note the system-generated SAFER position number (far left column of the main SAFER roster screen) for the employee you wish to remove; you will need it in when entering the replacement firefighter. Click on "Update" in the Action column on the far right of the screen.
- On the update screen, indicate "Yes" to the question "Has the employee left the department (or been moved to the department's budget)?" Enter the date the employee either left the department, or was transferred to the department's budget and provide an explanatory comment in the box provided.
- Complete the remaining information requested.
- Click on "Save and Continue" at the bottom of the screen. This employee will now appear in red on the screen.
- Then add the replacement firefighter. From the main SAFER roster screen, click the "Add New Employee" button.
- The first question will ask if this is a replacement employee - indicate "Yes."
- The next question will ask what position number this new firefighter is replacing. From the drop-down menu, select the position number noted in step 1 above.
- Complete the remaining information requested.
- Click on "Save and Continue" at the bottom of the screen.

- This procedure will allow you to request reimbursement for both the vacating firefighter and the replacement firefighter provided they were both employed during the applicable time period and their employment periods do not overlap.
- When you are finished, click "Return to Payment Request(s)."

The SAFER Personnel Roster should be updated any time there are changes to annual salary and benefit amounts, or when a firefighter is removed or replaced from the SAFER grant.

<u>Job-shared Positions</u>
If your SAFER grant includes job-shared positions, you should enter the "position number" in the "Full Name" field in the SAFER Personnel Roster and complete the remaining information requested.

Details on how to submit payments for the job-shared positions are provided in the Payment Request section below.

Payment Requests

You will need to submit a payment request through the eGrants system in order to receive SAFER grant funds.

<u>When can you submit a payment request?</u>
You may submit a payment request after the POP has started (refer to the Period of Performance section above).

You will not be able to submit a payment request if:

- You have a pending amendment, payment request, or revision request in the eGrants system;
- You have SF-425 Federal Financial Report(s) that have not been submitted;
- You have Quarterly Performance Report(s) that have not been submitted;
- You do not have an approved 1199A Direct Deposit Form (see 1199A Direct Deposit Form section); or
- Your banking information has changed (see 1199A Direct Deposit Form section).

If you have any outstanding issues discussed above you will see red text on the "SAFER Payment Request(s)" screen directing you to the issue. The payment request module will be available immediately after the issues are resolved.

<u>How frequently should you submit a payment request?</u>
You may submit for reimbursement of eligible expenses as often as needed but at least quarterly. Failure to request funds in a timely manner creates the appearance that there is no immediate need for funds.

You should request funds for immediate needs, or for salary and benefit costs that have already been paid or incurred. You may also submit a payment request for funds up to 30 days in advance (but not for costs incurred after the end of the POP). If you request advanced funds you will need to use the comments section of the request to explain how the amounts were determined. If you receive payment in advance, you may not keep it in your bank more than 30 days.

As noted above, you can only submit one payment request at a time. You will need to wait for one payment to be approved before you can submit the next request.

What period of time should be covered by the payment request?
You must submit reimbursement for full payroll periods. This will reduce the number of calculations and the possibility of error. The amount of grant funds requested should be consistent with your department's payroll records during the dates covered by the payment request.

If for some reason your department elects to draw less than the actual pay for the firefighters over the timeframe of the request, you will need to notify your SAFER Program Office POC. You should use the comments section of the payment request to explain why you are not requesting actual amounts. You should also note the actual pay and benefit amounts in the comment section for each firefighter.

What expenses are eligible for reimbursement?
You can request payment for actual payroll expenses, including salary and benefits. Please reference 2 C.F.R. §200.430 Compensation—personal services and 2 C.F.R. §200.431 Compensation—fringe benefits.

Salary and benefit costs must be incurred during your period of performance (between the period of performance start date and the period of performance end date). Costs incurred during the 180-day recruitment period can only be reimbursed if you submit an amendment to start your period of performance early (refer to the Amendments section below).

Only full-time firefighter positions will be funded. Full-time positions are those funded for at least 2,080 hours per year (e.g., 40 hours per week, 52 weeks per year). FEMA also will consider funding the job-sharing of a full-time position if there is sufficient justification. A job-share position is a full-time position occupied by more than one person. Example: A department may hire two part-time staff persons at 28 hours each to fulfill the scheduled work hours of one 56-hour shift position.

All SAFER-funded positions must be assigned to an operational fire suppression vehicle more than 50 percent of the time, regardless of collateral duties.

Only firefighters hired after the grant was awarded are eligible for SAFER reimbursement. Your department may also seek reimbursement for salary and benefits while new SAFER firefighters are in training, if they are employed full-time.

Compensation for a firefighter's normal work schedule is reimbursable but overtime costs are not eligible under this grant (including overtime for holdovers, extra shifts, to attend training, etc.). Only costs for overtime that the fire department routinely pays as a part of the base salary or a firefighter's regularly scheduled and contracted shift hours, in order to comply with the Fair Labor Standards Act (FLSA), are eligible. If a SAFER firefighter is out on leave for any reason and you use another SAFER firefighter to fill their position, you will not be able to request reimbursement for that overtime cost.

If your department pays all firefighters extra for working on holidays or for achieving certain certifications or education levels, that pay is reimbursable.

If firefighters are paid a higher rate of pay from time to time by working at a higher rank (i.e. a firefighter works as a driver for several shifts), that cost is reimbursable.

Costs for uniform allowances are also reimbursable if your department has contractually obligated to provide them or if they are included as part of the standard benefits package for all employees. If the firefighters are required to produce receipts for purchasing the uniforms to receive the allowance, the cost is not reimbursable but if the firefighters receive the funds regardless of whether they purchase uniforms, it is reimbursable.

If one of your SAFER employees is injured and your department's policy for all firefighters is to pay the difference between the disability pay and the firefighter's normal salary, that amount is reimbursable. The same principle applies to firefighters who may be deployed on military assignment. If your department pays a part of the deployed firefighter's salary while he or she is deployed, and it is your department's policy to do this for all firefighters, that pay is reimbursable. If either one of these situations occur, please provide an explanation in the comment section of the payment request. You may be asked to submit a copy of your department's policy or Standard Operating Procedure (SOP) as documentation.

Anytime firefighters receive additional pay not included in their annual salary or benefits, an explanation must be provided in the comment section of the payment request.

<u>How does SAFER define salary and benefits?</u>
In general, amounts paid directly to firefighters should be classified as salary and benefits are costs incurred on behalf of the firefighters. See 2 C.F.R. §200.430 *Compensation—personal services* and 2 C.F.R. §200.431 *Compensation—fringe benefits.*

Benefits are also defined as follows in the NOFO:

- *Regular compensation paid to employees during periods of authorized absences from the job, such as vacation leave, sick leave, military leave, etc. These costs are absorbed by all organization activities in proportion to the relative amount of time or effort actually devoted to each. Employer contributions or expenses for social security, employee insurance, workmen's compensation, pension plan costs, and the like, whether treated as indirect costs or as direct costs are also eligible and shall be distributed to particular awards and other activities in a manner consistent with the pattern of benefits accruing to the individuals or group of employees whose salaries and wages are chargeable. Overtime expenses, other than those meeting FLSA requirements, are not eligible as benefits costs.*

If your department does not use actual costs to report benefits, you should provide your SAFER Program Office POC with the method of calculation to be included in the permanent grant file.

<u>Follow these steps to submit a payment request</u>:

- Log into the <u>eGrant application portal</u>.
- On the "Status" screen, find your SAFER grant.
- Select "Manage Grant" from the drop-down menu in the "Action" column, and click "Go."
- You will arrive at the SAFER Payment Request(s) screen. You can also arrive at this page by selecting the "Payment Request(s)" link on the left side of the screen.
- Complete the SAFER Personnel Roster, if not already completed (refer to that section above).
- Select the "Create New Payment Request" at the bottom of the page.
- You will arrive at the "SAFER Request for Funds" screen.
- Note that you cannot change the beginning date of the request. If this is your first request, the date will be auto-populated with the first day of the POP. In all future requests, it will be auto-populated with the day that follows the previous payment request.

- Enter the end date of the request. This must be the last day of the last payroll period (not the actual pay date) for which you are seeking reimbursement. This field must be completed with a date after the beginning date and no later than the end of each budget year.
- Scroll down until you see the "Create/Modify" button next to the Point of Contact (POC) section. Select the link, complete the fields marked with an asterisk (*), and click "Save and Continue."
    - Enter information for the individual responsible for submitting payment requests at your department or entity. FEMA will contact this individual if there are questions regarding the payment request. No system generated email is sent to this address. This section of the Payment Request must be saved each time before the payment request can be submitted.
- You will be redirected to the "SAFER Request for Funds" page. Notice that the status column next to the Point of Contact field now reads "Complete."
- Next, select "Create/Modify" next to the "SAFER Personnel Roster" section. You will land on the "SAFER Personnel Roster" page. Review the information on the roster. If you need to make a change, select the "Update" link in the "Action" column. You can also select the "Add a New Employee" button. When you are done, select "Save and Continue."
- You will be redirected to the "SAFER Request for Funds" page. Notice that the status column next to both the "Point of Contact" field and the "SAFER Personnel Roster" field now reads "Complete."
- Next, select "Create/Modify" next to the "Hiring" section. You will land on the "Request for Funds – Hiring" page. To request funds for an employee click on the "Update" link for that employee. You will land on the "Funds Request for Employee" page. Complete the fields marked with an asterisk (*) and select "Save and Continue."
    - Notice that the first seven boxes are auto-populated with the information you provided in the SAFER Personnel Roster.
    - Enter the actual salary and benefit amounts requested.
    - If you indicated that the amounts being requested include special pay such as FLSA allowed overtime, certification pay, holiday pay, etc., that is not already included in the annual salary and/or annual benefits shown in the SAFER Personnel Roster, you must provide details such as number of hours, the additional amounts requested, etc.
    - If you have positions that are job-shared, please list all individuals that filled that position, the number of hours they each worked, and their individual payroll amounts during the timeframe of the payment request in the "additional comments" section. Provide any other additional comments if needed.
    - In general, the actual salary and benefits listed should be proportionate to the time period of the request (the time worked) and the annual salary and benefit amounts.
    - The system will calculate the payment request amount (Federal share amount) based on the actual costs provided in the payment.
    - As a reminder, unless you were afforded an Economic Hardship Waiver, all SAFER Hiring grants have a cost share requirement.
- You will land on the "Request for Funds – Hiring" screen. Select the "Update" link for another employee, or select "Save and Continue."
- You will be redirected to the "SAFER Request for Funds" page. The status column next to the "Point of Contact" field, the "SAFER Personnel Roster" field, and the "Hiring" field should now show "Complete." The federal share amount should be auto-populated.
- Scroll up to make sure that the end date is still entered. If not, enter the end date of the request.
- Scroll back down the page and select the "Reimbursement" or the "Advance Drawdown" radio-button. Please remember that any advanced funds must be expended within 30 days.

- Use the comments section of the request to state the number of pay periods being submitted for, explain any issues or concerns with the request, or to provide any additional details necessary to help with the approval. .
- Enter your password, check the box, and select "Save and Continue."
- Verify that the information you entered is correct. If you need to make changes, select the "Go Back" button. Otherwise, select the "Submit Payment Request" button at the bottom of the page. Once you do so, you will see: "Congratulations, you have successfully submitted your funds request to FEMA." If you like, you can select the "Print Request for Funds" button. Then, select the "Return to Payments" button at the bottom of the page.
- You will land on the "SAFER Payment Request(s)" page. The status of the payment should now read "pending."
- You will receive notifications in the Mail Center if your payment has been approved, denied, or released for correction.
    - If the payment is "released," the request has been reviewed and returned to you for correction. Please review the notification within the online mail center for details on the reason the payment has been released.

Payments will not be approved if:

- You do not have an established staffing maintenance number;
- You have one or more overdue AFGP closeout reports (see Closeout section); or
- There are issues with the information submitted in the payment.

In all instances you will be contacted by your SAFER POC to discuss.

Quarterly Performance Reports

Quarterly Performance Reports are a monitoring tool used by the SAFER Program Office to ensure you are meeting the staffing maintenance level requirement. The report provides the SAFER Program Office with a snap shot of how the SAFER-funded positions are helping your department meet the applicable NFPA standards.

Since the period of performance is 3 years, you will need to submit 12 performance reports. The quarter begins on the first day of the period of performance (or 180 days after the date of award). Each quarter lasts 90 days and per 2 C.F.R. §200.328 Monitoring and reporting program performance, the report is due no later than 30 days after the end of the quarter. Please note that the eGrant system will not allow you to request payment until you have submitted overdue performance reports.

Follow these steps to submit a performance reports:

- Log into the eGrant application portal.
- On the "Status" screen, find your SAFER grant.
- Select "Manage Grant" from the drop-down menu in the "Action" column, and click "Go."
- You will arrive at the SAFER Payment Request(s) screen.
- Click on the "Report(s)" link on the left side of the screen.
- You will arrive at the "SAFER SF-425 Semi-Annual Reports & Quarterly Performance Reports" screen.
- Click on the "Quarterly Performance Report(s)" link.

- You will arrive at the "Quarterly Performance Report(s)" screen. If you have a report that is due, you will see it listed on the page, along with a record of the reports you have previously submitted.
- To complete a report, click on the "Update" link in the "Action" column.
- You will arrive at the "Point of Contact" screen. Complete the required fields (those marked with an asterisk). Click "Save and Continue." If you have previously provided this information, you can simply check it for accuracy and select "Save and Continue." This section must be reviewed for accuracy and saved each time you submit a quarterly performance report.
- You will arrive at the "Hiring Performance Report" screen. Complete the required fields (those marked with an asterisk). Your answers to the questions should be accurate as of the end date of the quarter. Please refer to the table below for help with specific report questions. Check the "Completed" box and click "Save and Continue." Do not mark the completed box until you are ready to submit the report.
- You will arrive back at the ""Quarterly Performance Report(s)" landing page. Notice that the "Status" column of the report is now "SUBMITTED." The "Action" column now allows you to "View" the report you submitted, but you will not be able to edit the information. If you made a mistake and would like to edit the report, you can contact your SAFER Program Office POC and request that the report be released back to you for correction.

Performance Report Question	**Helpful Tips**
Number of SAFER-funded positions from grant	This field is pre-completed with the number of positions you were awarded. You do not have to answer this question.
*1. How many of the SAFER-funded positions awarded under this grant are being filled with career (full-time or job-share) firefighters at the end of the quarter being covered in this report? **Note**: Your answer to this question should not exceed the number of positions awarded under this SAFER grant. If your positions are job-shared, answer this question in terms of *full-time positions*, not people. If a SAFER position is vacant as of the end of the quarter, decrease your answer accordingly. This number should not include firefighters hired with other SAFER grants.	Your answer to this question should not exceed the number of positions awarded under this SAFER grant. If your positions are job-shared, answer this question in terms of *full-time positions*, not people. If a SAFER position is vacant as of the end of the quarter, decrease your answer accordingly. This number should not include firefighters hired with other SAFER grants.
*2. Are any of the SAFER-funded positions reported above veterans? If yes, please indicate the number of SAFER-funded veterans hired to date under this grant.	Answer "Yes" or "No" and indicate the number of veterans hired to date under this grant.
*3. What was the TOTAL operational staffing level at the end of the quarter being covered in this report? **Note:** Your answer should include all operational personnel, including the SAFER-funded positions. When answering this question you may want to	Your answer should include all operational personnel, including the SAFER positions. When answering this question, you may want to refer back to the pre-SAFER roster you submitted at the start of the grant. Add any additional operational personnel that were added since the start of the grant. Job-shared positions count only

refer back to the pre-SAFER roster you submitted at the start of the grant. Add any additional operational personnel that were hired since the start of the grant. Job-shared positions count only as one regardless of the number of personnel filling the position.	as one regardless the number of personnel filling the position.
* 4. Of the total operational staffing level indicated in the question above, how many paid, full-time or job-share operational personnel are assigned to field or response apparatus that directly support the department's NFPA 1710 or 1720 compliance as indicated in the grant application? **Note:** Your answer to this question will be compared to your established Staffing Maintenance Number. Your answer should include the SAFER personnel hired to date even if they are still in a training academy.	Your answer to this question will be compared to your established Staffing Maintenance Number.
* 5. Please describe any changes such as vacancies, military deployments, reductions in staffing levels, etc., in the SAFER-funded or non-SAFER (pre-SAFER) staffing levels during this reporting period. If the department has not filled all the SAFER-funded positions awarded under this grant, please provide details on the steps being taken and a timeline to fill the position(s). If the department is experiencing vacancies (both SAFER and non-SAFER) please provide details on the progress in filling any vacancies previously reported and the additional vacancies currently being reported.	If all the SAFER firefighters have not been hired, explain when that will occur. If operational personnel left the department during the quarter, provide the vacancy dates, the reason they left, and a timeline for filling the vacancies. Please also provide a brief explanation if your department has hired additional, non-SAFER operational personnel.
* I certify that no lay-offs have occurred during the period covered by this request	Answer either "No lay-offs have occurred" or "Lay-offs have occurred"
* How many actual structure fires, as reported to NFIRS, did the department respond to during the quarter being covered in this report?	Answer the number you reported to the National Fire Incident Reporting System (NFIRS)
*Of the structure fires indicated above, how many did the department respond to in compliance with NFPA 1710 or 1720 standards?	Your answer should correspond to the response time and assembly standards outlined in NFPA 1710 Section 5.2.4.2 and NFPA 1720 Section 4.3
* Has the SAFER program improved the department's compliance with the assembly and deployment standards in NFPA 1710, Section 5.2.4.1 or 1720, Section 4.3?	Answer "Yes" or "No".
*Please explain	In answer to this question, you should discuss:

	• How the SAFER firefighters are being utilized by your department to improve NFPA standard compliance (this should be discussed in the first quarter in which the SAFER firefighters were hired, and in any subsequent quarters during which their responsibilities or assignment was changed); • What improvements you have seen in your department's operational capabilities, e.g., what is your average response time now as compared to before SAFER; how many firefighters are you able to assemble on a structure fire now as compared to before SAFER? How does this compare to your goals for the SAFER grant? • Obstacles you are facing in your attempts to improve NFPA compliance, including the steps you are taking to overcome them. • Also, if you have experienced any success stories that you feel can be attributed to the increased staffing provided by SAFER, please feel free to include those, too.
* Does the department foresee any obstacles in executing the grant within the period of performance? *If yes, please explain:	Answer "Yes" or "No". Examples of obstacles include, but are not limited to: • Inability to fill some or all SAFER-funded positions within the first two quarters of the period of performance; • Inability to retain SAFER-funded positions and/or minimum pre-SAFER staffing levels due to attrition; • The local governing body's decision that they will not help retain the SAFER funded position(s). You can use this text box to communicate any issue that you are experiencing with this grant.

NFPA 1710 and 1720

SAFER addresses the staffing and deployment sections of:

- NFPA 1710, Section 5.2.4.1 – Single-Family Dwelling Initial Full Alarm Assignment Capability, which primarily applies to all-career fire departments and at the combination department's election; and
- NFPA 1720 Section 4.3 (Staffing and Deployment), which primarily applies to all volunteer fire departments and combination departments that do not elect to comply with NFPA 1710.

You may reference these NFPA standards at http://www.nfpa.org/freeaccess

SF-425 Federal Financial Report

The SF-425 Federal Financial Report is required of all recipients of federal funding. The report covers a semi-annual period based on the calendar year beginning with the period after the award is made. Grant recipients are required to submit an SF-425 throughout the entire period of performance of the grant. You must complete all due SF-425 reports before you can submit a request for funds (a payment request).

The reporting period and due dates are:

- January 1 – June 30; due by July 31
- July 1 – December 31; due by January 31

Follow these steps to submit the SF-425:

- Log into the eGrant application portal.
- On the "Status" screen, find your SAFER grant.
- Select "Manage Grant" from the drop-down menu in the "Action" column, and click "Go."
- You will arrive at the SAFER Payment Request(s) screen.
- Click on the "Report(s)" link on the left side of the screen.
- You will arrive at the "SAFER SF-425 Semi-Annual Reports & Quarterly Performance Reports" screen.
- Click on the link to "SF-425 Semi-annual Report(s)."
- You will arrive at a page with a link to the SF-425 reports that are due. Click on the date of the report to begin working on the form. Start with the report that is due first.
- Complete the required fields (those marked with an asterisk). Click "Save and Continue."
- You will arrive at a page showing your completed SF-425 in "read-only" view. Review the answers you just entered.
    - If you need to make a correction, you can click the browser return button, or click the "Report(s)" link on the left side of the screen.
    - If you inadvertently submitted an incorrect report, please contact the Grant Management Specialist assigned to your state. A list of Grant Management Specialists can be found at https://www.fema.gov/assistance-firefighters-grants-grants-management-specialists. Select "Award Administration AFG Branch."
- Enter your password, check the box, and select "Save and Continue."
- You will be re-directed to the "SAFER SF-425 Semi-Annual Reports & Quarterly Performance Reports" landing page. If you would like to print the report you just submitted or submit additional federal financial reports, click the "SF-425 Semi-annual Report(s)" link. Then, click on the report you are interested in printing or submitting.

For instructions on how to complete the SF-425, please visit: http://www.fema.gov/media-library/assets/documents/28389?id=6314 or contact your Grant Management Specialist.

Below are some additional tips that may help you complete the SF-425 which must be submitted twice a year regardless of whether any grant funds have been drawn:

- The report is cumulative and based on the total Federal grant funds received since the start of the award's period of performance through the end of the applicable reporting period, which will be as of June 30 or December 31.
- Question 7 Basis of Accounting: Select the department's basis of accounting (cash or accrual). You may need to consult with your jurisdiction's finance department, treasurer, bookkeeper or accountant to answer this question.

- Question 10(a) Cash Receipts: The total amount of funds drawn since the start of the award's period of performance through the end of the current reporting period (June 30 or December 31) will be prepopulated here.
- Question 10(b) Cash Disbursements: Enter the amount of SAFER grant funds that you *spent* from the amount that you drew down which is reported in 10(a) above. This should cover all grant expenses since the start of the period of performance through the end of the current reporting period. You may have withdrawn funds from your SAFER grant, but you did not spend the entire amount by the end of the current reporting period. If you have drawn funds as they were expended, the answer to this question will be the amount of grant funds drawn down. If you submitted a payment request before June 30 or December 31 but did not receive the funds in your bank until after one of those cutoff dates, do not include those funds in the total.
- Question 10(c) Cash on Hand: After you enter the amount for 10(b), the difference between what you drew down and what you spent will appear here as your Cash on Hand.
- Question 10(d) Total Federal Funds Authorized: This amount will be prepopulated.
- Question 10(e) Federal Share of Expenditures: Enter the amount of Federal fund expenditures. The answer to this question is often the same as the amount you entered in 10(b). However, if you spent your own funds on expenses for which you expect to be reimbursed through the grant, that amount should be added to the amount reported on 10b and entered here.
- Question 10(f) Federal Share of Unliquidated Obligations: Subtract the number in 10(e) from the number in 10(d) and put the result in 10(f).
- Question 10(i) Total Recipient Share Required: The amount of the cost share required by the grant will be pre-populated. You do not need to enter an amount for this question.
- Question 10(j) Recipient Share of Expenditures: Enter the total amount of actual cash disbursements or outlays paid toward meeting the recipient share since the start of the award's period of performance through the end of the current reporting period.
- Questions 10(l), (m), and (n) Program Income: Since there is no program income under this grant, you can leave these fields completed with $0.
- Question 12 Remarks: If you have any additional information, enter it here.
- Note: If this is your first federal financial report due for this grant and you have not drawn down any grant funds, enter 0 in response to questions 10(b), 10(e), 10(i) and 10(j). In Box 10(f) enter the same number as is displayed in 10(d) (total amount awarded).

Amendments

You will need to submit an amendment in eGrants in order to:

- Request to start the period of performance early; or
- Request a waiver of the staffing maintenance number.

If you are interested in any of the above amendments, contact your SAFER Program Office POC by e-mail to receive instructions. Remember that you can contact your SAFER Program Office POC through the eGrants Mail Center. Your SAFER Program Office POC will respond with the criteria that you need to include in your amendment request and may ask that you send a draft of the request to them by e-mail for review. After your draft request is reviewed by the SAFER Program Office POC, you can submit the amendment request formally through eGrants.

Follow these steps to submit an amendment in eGrants:

- Log into the eGrant application portal.
- On the "Status" screen, find your SAFER grant.

- Select "Manage Grant" from the drop-down menu in the "Action" column, and click "Go."
- Click the "Grant Amendment(s)" link on the left side of the screen.
- Click "Create New Request."
- When the text box opens, type in your request, following the instructions you received from your SAFER Program Office POC.
    - Remember to provide an exact new start date if you are requesting to change the period of performance (POP).
- At the bottom of the page, enter your password, check the box, and select "Save and Continue."
- Review your amendment request and select "Submit Amendment Request."
- You can monitor the status of your amendment request on the "Grant Amendment(s)" page.

Closeout

You have 90 days after the POP ends to closeout your grant. You cannot incur additional expenses during this period of time, but you can submit outstanding reports and request final payment.

You are also required to submit a closeout report. The SAFER closeout report is submitted and processed through eGrants. When the closeout module becomes available, the Profile POC will receive an e-mail notification through eGrants, so please make sure to keep the contact information for that person up to date. You can also sign up to receive e-mail alerts from AFGP at http://www.fema.gov/e-mail-alert-archive.

Follow these steps to access the closeout module in eGrants:

- Log into the eGrant application portal.
- On the "Status" screen, find your SAFER grant.
- Select "Grant Closeout" from the drop-down menu in the "Action" column, and click "Go."
- If the "Grant Closeout" option is not available, the closeout report for that grant is not available.

After you close your grant, you will receive a formal closeout letter. Since FEMA processes thousands of closeout reports, it may take some time for you to receive the letter.

If you drew down FEMA funds and you need to return them at the end of the grant, you will need to complete the "FEMA Return of Funds Form." The form and instructions are available at: http://www.fema.gov/media-library/assets/documents/31261?id=7080

As mentioned above, your SAFER payment request will not be processed until you submit all available AFGP closeout reports.

If you have questions about the closeout report, please visit the AFGP Closeout Report Tutorial at: http://www.fema.gov/rules-tools/closeout-report-tutorial-closeout-report-sections. You can also contact the Help Desk at 866-274-0960 or send an email to FireGrants@fema.dhs.gov.

City of Mount Holly
Action Agenda Item

To: City Council	**Date:** 8-9-17
From: Brian DuPont	**Meeting Date:** 8-14-17

Agenda Item to be considered: Discussion of CDBG Infrastructure Grant for Globe Mill Neighborhood Water & Sewer

Will this require a public hearing? ☐ YES ☒ NO

Background/Purpose of Request : Staff became aware of this grant late last year and had discussion with Carolina Governmental Services who helped the City successfully obtain and manage the Community Development Block Grant (CDBG) for the River Street Park neighborhood in 2009.

Since 2009, the CDBG program has changed from housing oriented projects to water and sewer infrastructure projects for Low-Moderate Income (LMI) areas. The purpose of these funds is to construct public water and sewer infrastructure to mitigate public and environmental health problems in areas where the percentage of low to moderate income persons is at least 51%.

The Globe Mill area was identified by the Utilities Department for improvements because of the need to remove sewer lines from back yards into the street right-of-way and upgrades to lines. The grant would be 100% funded up to $2 million for qualifying areas meeting the 51% threshold. Based on an income survey conducted by Carolina Governmental Services, the area qualifies at an 80% level.

From discussion with the consultant, they have recommended the City proceed with an application for 2017 grant cycle. The application would be due by September 29, 2017 with notification if awarded a grant by February 2018.

Staff wanted to provide Council with this background information and request a Call for Public Hearing for September 11th. As part of the application process, a public hearing is required and a Resolution of Support adopted.

Fiscal Impact:

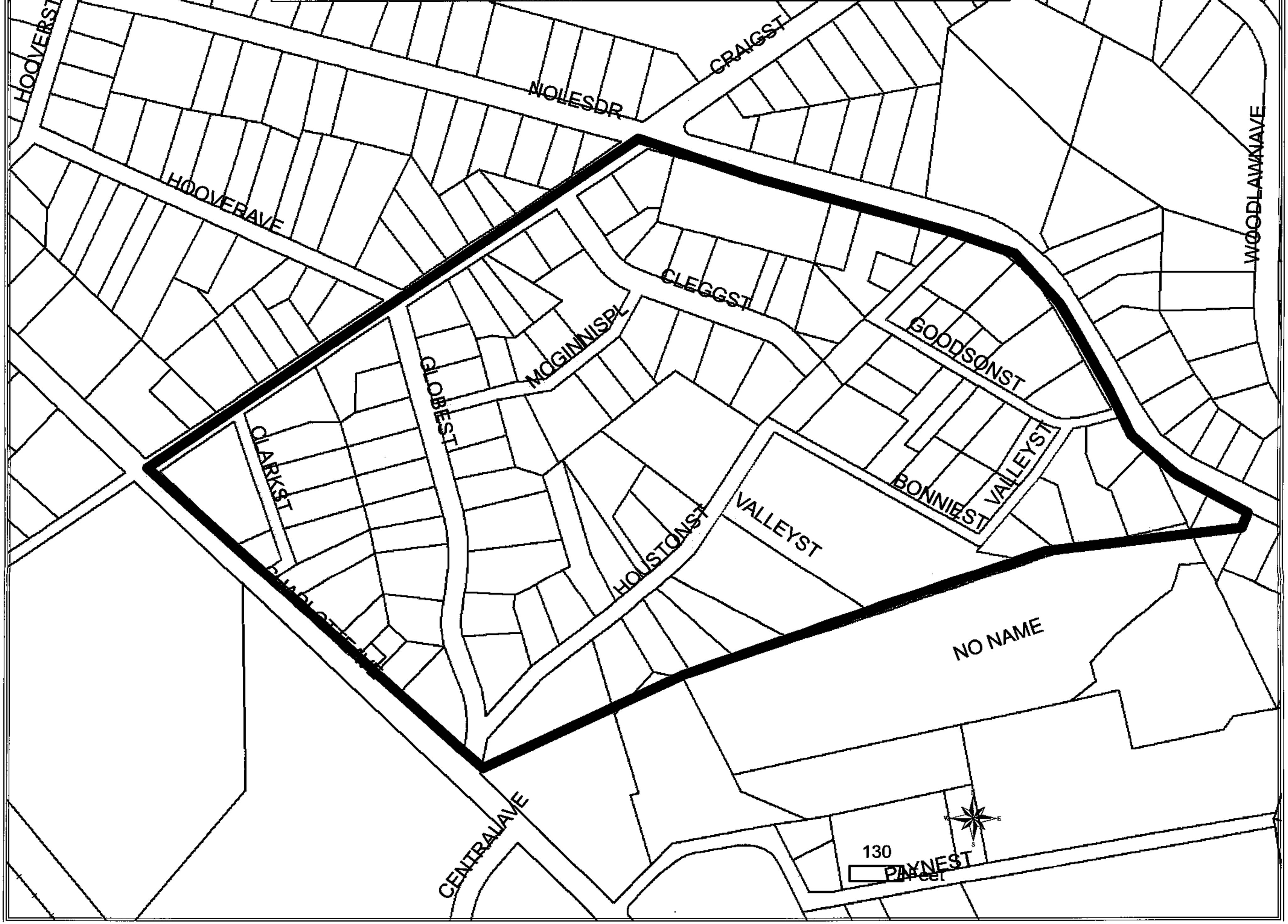
Will Item affect current budget	☐ YES	☐ NO	☒ N/A
Reviewed by Finance Director	☐ YES	☐ NO	☒ N/A
Preaudit Certification required	☐ YES	☐ NO	☒ N/A
Capital Project Ordinance required	☐ YES	☐ NO	☒ N/A
Budget Transfer required	☐ YES	☐ NO	☒ N/A
Total City Dollars:	***$***		
Budget Code			
Reviewed by City Attorney	☒ YES	☐ NO	☐ N/A

Manager/Staff Recommendation:
Recommend a Call for Public Hearing for September 11, 2017

Result of City Council Decision:

Attachments:
1. **Globe Mill Project Area Map**
2.
3.

CDBG- Globe Mill Neighborhood Water and Sewer Rehabilitation



OTHER BUSINESS

REPORTS

Mount Holly Parks & Recreation

Monthly Report

Sole Patrol- The Sole Patrol met 20 times during the month of July. The total attendance was 705, with 60 different members attending. They met for exercise, lunches, and a monthly birthday party.

Fitness Center- The Fitness Center was open 24 days throughout the month of July. The total attendance was 139, with 36 different members attending. Of the 36, 22 were senior citizens, 11 were paying residents, and 3 were city employees.

Athletics- Summer free-play basketball continues at both the Old Gym for children ages 6-15, and at the Tuckaseege Community Center was ages 16 and up. We have been averaging around 19 people per session.

Challenger Soccer Camp was held the week of July 10, we had 60 participants for the week long camp.

Rentals & Special Events – We had one rental of the Tuckaseege Community Center with an estimated attendance of 150 people. We had 11 shelter rentals at both Tuckaseege and River Street Parks, with an estimated attendance of 330 people.

There was a Summer Concert Series held on Friday July 28. The event was well attended with Johnny B and Blackwater Rhythm and Blues providing the entertainment.

News & Notes- August will be a busy month for special events. We have a Food Truck Friday this Friday August 11, Summer Concert Series next Friday August 18 and August 25, and Movies in the Park next Saturday August 19.

Fall sport practices will begin on Thursday August 10, with games starting the first part of September.

Parks & Recreation Commission will meet at 630pm on Tuesday August 22.

Mt Holly PD
400 E CENTRAL AV MT HOLLY , NC 28120

CFS By Department - Select Department By Date
For MOUNT HOLLY POLICE 7/1/2017 - 7/31/2017

MOUNT HOLLY POLICE	Count	Percent
ALARM B	31	2.02%
ALARM R	30	1.95%
ANIMAL COMPLAINT	4	0.26%
ARMED ROBBERY IN PROG	1	0.07%
ASSAULT AL OCC	2	0.13%
ASSAULT IN PROG	1	0.07%
ASSIST CITY DEPARTMENT	1	0.07%
ASSIST FD/EMS	20	1.30%
ASSIST LE AGENCY	12	0.78%
ASSIST OTHER	1	0.07%
ATTEMPTED B & E	1	0.07%
B & E BUSINESS AL OCC	1	0.07%
B & E RES AL OCC	2	0.13%
B & E RES IN PROG	2	0.13%
B & E TO VEHICLE ALR OCC	13	0.85%
B & E VEHICLE IN PROGRESS	2	0.13%
BANK ESCORT	5	0.33%
CHECK ROADWAY	13	0.85%
CHECK THE WELFARE	37	2.41%
CHILD ABUSE AL OCC	1	0.07%
CHILD CUSTODY	2	0.13%
CIVIL DISPUTE	19	1.24%
COMM SERV SPECIAL EVENT	6	0.39%
COMMUNICATING THREATS	4	0.26%
COURT	3	0.20%
DAMAGE TO PROPERTY	14	0.91%
DEATH INV SUICIDE	3	0.20%
DISCHARGE FIREARM	5	0.33%
DISTURBANCE NATURE UNK	2	0.13%
DOMESTIC ARGUMENT	34	2.21%
DOMESTIC ASSAULT	7	0.46%
DOMESTIC ESCORT	3	0.20%
DRUGS	6	0.39%
FOLLOW UP INVESTIGATION	39	2.54%
FOUND PROPERTY	12	0.78%
FRAUD	2	0.13%
FUNERAL ESCORT	7	0.46%
HANGUP 911	5	0.33%
HARRASSMENT	2	0.13%
HIT & RUN PD	3	0.20%
IDENTITY THEFT	2	0.13%
INDECENT EXPOSURE	1	0.07%

Incident Disposition Totals by Offense

MOUNT HOLLY POLICE

(07/01/2017 - 07/31/2017)

Offense:	Arrest/No Supp.:	Arrest/Oth. Agency:	Death of Offender:	Vic. Ref. to Cooper.:	Prosecut. Declined:	Extradit. Declined:	Located Missing:	Unfound.:	Reported:	Actual:	Further Invest.:
2640 - Contempt of Court, Perjury, Court Violations	2	0	0	0	0	0	0	0	2	2	0
2650 - Escape From Custody or Resist Arrest	2	0	0	0	0	0	0	0	2	2	0
2660 - Parole & Probation Violations	1	0	0	0	0	0	0	0	1	1	0
2690 - All Other Offenses	1	0	0	0	0	0	0	0	5	5	1
4020 - Suicide	0	0	0	0	0	0	0	1	2	1	1
8010 - Missing Persons	0	0	0	0	0	0	2	1	3	2	0
9910 - Calls for Service	0	0	0	0	0	0	0	2	5	3	2
Totals:	29	3	0	0	2	0	2	4	109	105	50

Arrest Status/Disposition Totals by Offense

MOUNT HOLLY POLICE

(07/01/2017 - 07/31/2017)

Offense:	Further Invest.:	Inactive:	Closed/ Cleared:	Arrest/No Supp.:	Arrest/No Invest.:	Felony:	Misd.:	Juvenile:	Adult:	Offense:
0410 - Aggravated Assault	0	0	1	1	0	1	0	0	1	1
0500 - Burglary	0	0	1	0	1	0	1	0	1	1
0510 - Burglary - Forcible Entry	0	0	2	1	1	2	0	0	2	2
0520 - Burglary - Non-Forced Entry	0	0	5	5	0	5	0	0	5	5
0690 - Larceny - All Other Larceny	0	0	7	7	0	7	0	0	7	7
0810 - Simple Physical Assault	0	0	6	2	4	0	6	0	6	6
1110 - Fraud - Worthless Checks	0	0	1	0	1	0	1	0	1	1
1400 - Criminal Damage to Property (Vandalism)	0	0	2	2	0	2	0	0	2	2
1530 - Possessing/Concealing Weapons	0	0	1	0	1	0	1	0	1	1
1810 - Drug Violations	0	0	1	0	1	1	0	0	1	1
1834 - Drug Violations - Equipment/Paraphernalia - Possessing/Concealing	0	0	1	0	1	0	1	0	1	1
1890 - Drug Violations - All Other Drug Violations	0	0	1	0	1	1	0	0	1	1
2100 - DWI - Alcohol and/or Drugs	0	0	2	1	1	0	2	0	2	2
2410 - Disorderly Conduct	0	0	1	1	0	0	1	0	1	1
2640 - Contempt of Court, Perjury, Court Violations	0	0	6	1	5	0	6	0	6	6
2650 - Escape From Custody or Resist Arrest	0	0	2	2	0	0	2	0	2	2
2660 - Parole & Probation Violations	0	0	1	1	0	0	1	0	1	1
2690 - All Other Offenses	0	0	6	2	4	2	4	0	6	6
4010 - All Traffic (except DWI)	0	0	4	1	3	0	4	0	4	4
Totals:	0	0	51	27	24	21	30	0	51	51

Citation Totals by Charge

MOUNT HOLLY POLICE

(07/01/2017 - 07/31/2017)

Charge:	Number of Charges:
Speeding (Misdemeanor)	1
Speeding (Infraction)	8
Seat Belt	1
DWI	2
No Operator License	2
Driving While License Revoked	3
Expired Registration	15
Unsafe Movement	1
Failure To Stop (Stop Sign/Flashing Red Light)	4
Running Red Light	5
No Insurance	1
Possess/Consume Alcohol - Passenger	1
Failure To Reduce Speed	2
Other (Misdemeanor)	17
Other (Infraction)	16
Other (2nd Charge - Infraction)	28
Total:	107

PUBLIC WORKS REPORT

JUNE	2017	2016	2015
Water			
Daily Average (mgd)	2.667	2.886	3.168
Daily Maximum (mgd)	2.940	3.744	3.992
Daily Minimum (mgd)	2.274	2.380	2.507
Monthly Total (mg)	80.019	86.594	95.041
Customers			
Inside City Limits	5917	5790	5683
Outside City Limits	485	485	485
TOTAL	6402	6275	6168
Wastewater			
Daily Average (mgd)	1.975	2.174	2.180
Daily Maximum (mgd)	2.612	3.111	2.624
Daily Minimum (mgd)	1.657	1.440	1.210
Monthly Total Flow (mg)	59.249	65.224	65.402
American & Efird Total Flow (mg)	18.385	20.963	18.868
Customers			
Inside City Limits	5528	5409	5301
Outside City Limits	55	55	56
TOTAL	5583	5464	5357
Sanitation			
Number of Customers			
Residential	5167	5054	4932
Commercial / Industrial	147	150	146
Recycling	5278	5160	5042
Garbage Collected (tons)	489.71	400.36	373.57
General Yardwaste (tons)	80.31	34.30	49.54
Chipping (tons)	0.00	0.00	0.00
Leaves (tons)	0.00	0.00	0.00
Total Yardwaste (tons)	80.31	34.30	49.54
White Goods (tons)	0.00	0.00	0.00
Recycling (tons)	130.05	93.10	75.99