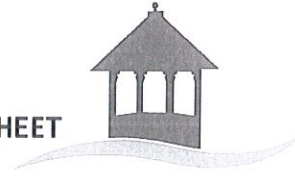




**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	02/20/2019	<b>Department</b>	Fire/Ambulance
<b>Agenda Item</b>	4.5 Discussion with Chief Nelson regarding staffing and the SAFER Grant		
<b>Est. Cost</b>	n/a		

**Background Information**

Chief Nelson will be present to update the Council on the SAFER Grant. This grant allows funding to increase staffing in the Ambulance/Fire departments of the city.

Attached are: notice from Senator King's office regarding application periods, and a printout of the SAFER website page.

<b>Requested Action</b>	'I move to support Fire Chief Nelson applying for a SAFER grant to cover staffing issues in the Fire Department.'
<b>City Manager and/or Finance Review</b>	The City Manager recommends the above action.
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

<b>City Clerk Use Only</b>	1 <sup>st</sup> Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 <sup>nd</sup> Reading _____	Advertised w/in 15 Days _____	
	Final to Dept _____	Updated Book _____	Online _____

## Christine Landes

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**From:** Wilkinson, Scott (King) <Scott\_Wilkinson@king.senate.gov>  
**Sent:** Monday, February 11, 2019 10:07 AM  
**To:** Wilkinson, Scott (King)  
**Subject:** FW: FEMA (Federal Emergency Management Agency) Grants

Good morning,

The press release below is of note for fire department leaders. See the FAQs and webinars for further information on each program.

Thank you and be well,  
Scott

### Scott F. Wilkinson

**Regional Representative | Senator Angus S. King, Jr. (I-Maine)**

**Kennebec, Lincoln, Sagadahoc Counties**

4 Gabriel Drive, Suite 3 | Augusta, Maine 04330

Office: 207.622.8292 | [scott\\_wilkinson@king.senate.gov](mailto:scott_wilkinson@king.senate.gov)



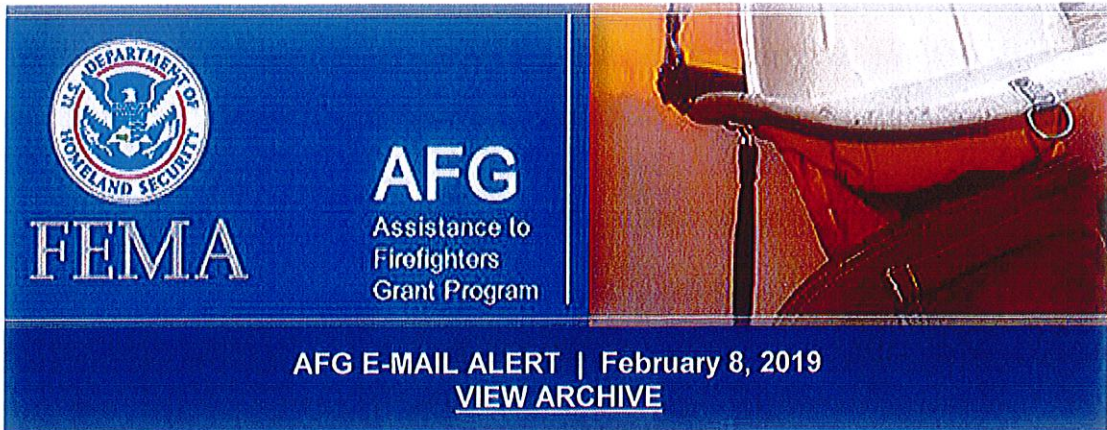
Begin forwarded message:

**From:** "FEMA (Federal Emergency Management Agency)" <[fema@service.govdelivery.com](mailto:fema@service.govdelivery.com)>  
**Date:** February 9, 2019 at 7:12:40 AM EST  
**Subject:** FEMA (Federal Emergency Management Agency) Daily Digest Bulletin



# FEMA

APPLICATION PERIOD DATES ANNOUNCED FOR THE FY  
2018 STAFFING FOR ADEQUATE FIRE AND EMERGENCY  
RESPONSE (SAFER) GRANTS



## **APPLICATION PERIOD DATES ANNOUNCED FOR THE FY 2018 STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) GRANTS**

The FY 2018 SAFER application period will open on **Friday, February 15, 2019 at 8:00 a.m. ET** and will close on **Friday, March 22, 2019 at 5:00 p.m. ET**.

Start planning your FY 2018 SAFER Grant application now by reviewing the Notice of Funding Opportunity (NOFO), and Economic Hardship Waivers Information Bulletin (IB), and technical assistance tools below. These tools were produced specifically to help potential applicants begin to plan their 2018 applications ahead of the application period. The tools can be viewed on the AFG website or downloaded to your computer.

- [Notice of Funding Opportunity \(NOFO\)](#)
- [Economic Hardship Waivers](#)
- [SAFER Frequently Asked Questions \(FAQs\)](#)
- [Application Checklist](#)
  - This checklist will help you prepare your SAFER grant application
- [Self-Evaluation – Hiring of Firefighters](#)
  - Career, combination, and volunteer fire departments
- [Self-Evaluation - Recruitment and Retention - Fire Departments](#)
  - Combination and volunteer fire departments
- [Self-Evaluation - Recruitment and Retention – Interest Organizations](#)
  - National, State, Local, or Tribal Volunteer Firefighters Interest Organizations
- [Recruitment and Retention - Request Details Description Instructions](#)
  - This document will provide Recruitment and Retention applicants with a list of the categories and sub-category available in the application as well as information on the level of details needed for each budget line item.

*SAFER Grants Help Desk:* If you have questions about the technical assistance tools listed below, call or e-mail the SAFER Grants help Desk. The toll-free number is 1-866-274-0960; the e-mail address for questions is [firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov).

## FY 2018 SAFER LIVE WEBINARS

FEMA will host live Adobe Connect webinars to provide an overview of the FY 2018 SAFER Grant Program, including both the Hiring of Firefighters activity and the Recruitment and Retention of Volunteer Firefighters activity. The presentations will outline important information and reminders about cost share requirements (hiring activity), program priorities, eligible costs, how to navigate the grant application, and tips for preparing a SAFER application. FEMA Fire Program Specialists will be available to answer your questions.

### **SAFER Webinar Schedule:**

Topic	Day of Week	Date	Time
<a href="#">FY 2018 SAFER Hiring of Firefighters Activity</a>	Wednesday	02/20/2019	2:00 pm - 3:00 pm ET
<a href="#">FY 2018 SAFER Recruitment and Retention Activity</a>	Thursday	02/21/2019	2:00 pm - 3:00 pm ET
<a href="#">FY 2018 SAFER Recruitment and Retention Activity</a>	Wednesday	02/27/2019	2:00 pm - 3:00 pm ET
<a href="#">FY 2018 SAFER Hiring of Firefighters Activity</a>	Thursday	02/28/2019	2:00 pm - 3:00 pm ET

**Live Webinars** To participate: Webinar sessions will be broadcast using an Adobe Connect webinar link with call-in phone number for audio transmission. We suggest that you save this link to your browser's favorites. The Adobe Connect webinar can be found at <https://fema.connectsolutions.com/fy2018safer/>

To access the webinar follow these steps:

1. Click on the webinar link
2. Select **“enter as a guest”** and provide **your name** and your **department’s name**. Click on enter the room
3. Agree to the terms of the Adobe Connect system, Click on **“OK”**

For the audio transmission, the call-in number is: 1-800-320-4330. Enter pin 223598 followed by #.

Not sure if the webinar is working on your computer? Test your webinar access now by signing in as a guest, just visit: <https://fema.connectsolutions.com/fy2018safer/>

### **SAM.GOV REGISTRATION IS REQUIRED TO APPLY AND RECEIVE GRANTS**

The FY 2018 SAFER application period will open Friday, February 15 at 8:00am ET. All eligible applicants **must** be registered and active in the System for Award Management (SAM) **before** you can submit an application. Per 2 CFR § 25.205, 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.gov](https://www.sam.gov) registration with current information. [SAM.gov](https://www.sam.gov) consolidates federal procurement systems and the Catalog of Federal Domestic Assistance (CFDA). To register, or validate your information, please visit: <https://www.sam.gov/portal/public/SAM/> **SAM.gov Registration Tips:** Please ensure the

- system failure to recognize correct information
- system failure to capture and retain correct information
- system functions like “cut and paste” being disabled

If you have questions, please contact the AFG Help Desk below.

**Twitter [@FEMAGrants](#)**

Do you want the most up-to-date information on FEMA Grant programs – Follow us on Twitter [@FEMAGrants](#)

**SHARE YOUR SUCCESS STORY**

Do you have a Success Story regarding a FEMA Grant that you'd like to share with everyone? Contact us at [John.Schlegel@fema.dhs.gov](mailto:John.Schlegel@fema.dhs.gov) or through Twitter [@FEMAGrants](#) using a private message.

AFG Home Page: [www.fema.gov/firegrants](http://www.fema.gov/firegrants)  
AFG Regional Representatives: <http://www.fema.gov/fire-grant-contact-information>  
AFG Help Desk: E-mail: [firegrants@fema.dhs.gov](mailto:firegrants@fema.dhs.gov)  
Telephone Toll-Free: 1-866-274-0960



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This service is provided to you at no charge by [FEMA](#).

[Privacy Policy](#) | GovDelivery is providing this information on behalf of U.S. Department of Homeland Security, and may not use the information for any other purposes.

This email was sent to [Adam.Lachman@king.senate.gov](mailto:Adam.Lachman@king.senate.gov) using GovDelivery Communications Cloud on behalf of FEMA - U.S. Department of Homeland Security - Washington, DC 20472



# Assistance to Firefighters Grant Program (AFGP)



## FY 2018 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program

### Request Details Instructions

### *Recruitment and Retention of Volunteer Firefighter Activity Applications*

The FY 2018 SAFER Recruitment & Retention Grant application requires the use of “drop down” menus to complete the Request Details section. The Request Details section is where applicants will request funds for all grant related purchases and activities (i.e. budget line item) and provide specific details on the costs to be incurred. The drop down menus correlate to the list of eligible costs as indicated on pages 41 - 47 of the Notice of Funding Opportunity (NOFO) and are organized by Category and Sub-Category.

The category drop down is used to indicate the main budget item that funds are being requested for and the sub-category is used to further breakdown the budget item. For example, a Marketing Program is the category and a sub-category would be either Media Marketing (TV/Radio/Internet, etc.) or Print Marketing (Newspaper/Signs/Banners/Flyers/Brochures, etc.)

In addition to the category and subcategory applicants also must provide specific details on the costs included for each budget line item. The “Description” of the costs should be specific, yet descriptive explain of costs. Detailed information on how each proposed cost was determined or calculated will need to be provided.

This document has been developed to provide you with a list of the categories and sub-category available in the application as well as information on the level of details needed for the Description for each budget line item.

As applicants begin preparing the application be sure to thoroughly review pages 41 - 47 the NOFO to ensure there is a clear understanding of the requirements to receive, and the eligible and ineligible costs for, a Recruitment and Retention Grant award. SAFER grant funds may only be used for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response.

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. Regardless of the eligibility of any costs requested 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.

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/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 may ask for copies of SOP's prior to, or any time, after being awarded.

Applicants must have must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. § 200.317 – 200.326.

Category	Sub-Category	Description Details	Important Notes and Considerations
Marketing Program	Media Marketing (TV/Radio/Internet, etc.)	Types of media marketing (television, radio, social media, etc.). How the costs were determined (market research, etc.). How this will enhance recruitment and retention.	Applicants must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Acquisition Standards at 2 C.F.R. § 200.317 – 200.326.
	Print Marketing (Newspaper/signs/banners/flyers/brochures, etc.)	Types of print marketing (newspapers, billboards, signs, banners, brochures, flyers, etc.). How the costs were determined (market research, etc.). How many recruitment events per year. How will this enhance recruitment.	Applicants must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Acquisition Standards at 2 C.F.R. § 200.317 – 200.326.
	LED Sign	Type of sign and costs included with sign (electrical, etc.). How the costs were determined (market research, etc.). How the sign will be incorporated into current marketing plan. How the sign will be used to enhance recruitment goals and objectives. Confirmation that 75 percent of budget must be dedicated to recruitment and retention activities.	Only one LED/electronic sign is allowed per applicant and 75 percent of budget must be dedicated to recruitment and retention activities. Any request for LED/electronic signs may require Environmental and Historic Preservation (EHP) review. 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.
	Other not listed above (explain) Sub-Category Name must be specific to the Item/Activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	Applicants must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Acquisition Standards at 2 C.F.R. § 200.317 – 200.326.
Recruitment & Retention Coordinator	Salary (Employee)	Identify if the position is part-time or full-time. The number of hours that will be worked per week. The tasks that the individual will perform as part of the award. How the salary determined (earnings information is established by the U.S. Bureau of Labor Statistics, etc.). How this employee will be hired (here within, advertise position, etc.)	This line item should only be used if the costs you are requested are NOT already listed under a sub category above.
	Fringe Benefits (Employee)	What benefits are included and amount/percentage for each applicable benefit. How the benefits and amounts/percentages were determined.	
	Contracted Position	Identify if the position is part-time or full-time. The number of hours that will be worked per week. The tasks that the individual will perform as part of the award. How the contracted rate was determined.	Applicants hiring a Recruitment and Retention Coordinator must have a hiring policy in place. The employee must be appointed, or hired, in the same manner in which the department/organization would have hired the employee with non-federal funds.
	Travel	Details on costs included (per diem, hotel, airfare, mileage, etc.) and cost for each item (i.e. cost per mile). How were the costs determined (travel policy, government rate, etc.)	Applicants must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Acquisition Standards at 2 C.F.R. § 200.317 – 200.326.
	Supplies	Details on supplies requested and the amount for each. How the costs were determined.	Costs for mileage/transportation, lodging, and per diem must comply with the department/organization's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
	Computer	Type and cost of computer (desktop/laptop/PDA). Additional peripherals included and breakdown of costs.	
	Other not listed above (explain) Sub-Category Name must be specific to the Item/Activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a sub category above.
Program Manager	Salary (Employee)	Identify if the position is part-time or full-time. The number of hours that will be worked per week. The tasks that the individual will perform as part of the award. How the salary determined (earnings information is established by the U.S. Bureau of Labor Statistics, etc.). How this employee will be hired (here within, advertise position, etc.)	Applicants hiring a Program Manager must have a hiring policy in place. The employee must be appointed, or hired, in the same manner in which the department/organization would have hired the employee with non-federal funds.
	Fringe Benefits (Employee)	What benefits are included and amount/percentage for each applicable benefit. How the benefits and amounts/percentages were determined.	
	Contracted Position	Identify if the position is part-time or full-time. The number of hours that will be worked per week. The tasks that the individual will perform as part of the award. How the contracted rate was determined.	Applicants must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Acquisition Standards at 2 C.F.R. § 200.317 – 200.326.
	Travel	Details on costs included (per diem, hotel, airfare, mileage, etc.) and cost for each item (i.e. cost per mile). How were the costs determined (travel policy, government rate, etc.)	Costs for mileage/transportation, lodging, and per diem must comply with the department/organization's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
	Supplies	Details on supplies requested and the amount for each. How the costs were determined.	
	Computer	Type and cost of computer (desktop/laptop/PDA). Additional peripherals included and breakdown of costs.	
	Other not listed above (explain) Sub-Category Name must be specific to the Item/Activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requested are NOT already listed under a sub category above.

Category	Sub-Category	Description Details	Important Notes and Considerations
Grant Administrator	Salary (Employee)	Identify if the position is part-time or full-time. The number of hours that will be worked per week. The tasks that the individual will perform as part of the award. How the salary determined (e.g., information is published by the U.S. Bureau of Labor Statistics, etc.). How this employee will be hired (hire within, advertise position, etc.)	Applicants must have a written procurement policy in grant funds will be used to procure property, services, or items. All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. § 200.317 – 200.326.
	Fringe Benefits (Employee)	What benefits are included and amount/percentage for each applicable benefit. How the benefits and amount/percentages were determined.	Costs for multi-joint transportation, lodging, and per diem must comply with the Department's policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
	Contracted Position	Details on costs included (per diem, hotel, supplies, mileage (RE), and cost for each item (i.e. cost per mile). How were the costs determined (travel policy, government rate, etc.)	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above.
	Travel	Type of supplies requested and the amount for each. How the costs were determined.	Only one set of PPE for structural or wildland firefighting is allowable per new recruit. PPE is not allowable for current members. All new recruits for whom PPE is provided must be in a full SAFER conductor, a full set of structural PPE to be comprised of one each of SCBA mask/face piece, pair of pants, coat, helmet, hood, pair of boots, pair of gloves, and pair of suspenders.
	Supplies	Type and cost of computer (desktop/laptop/print). Additional peripherals included and breakdown of costs.	Only one set of PPE for structural or wildland firefighting is allowable per new recruit. PPE is not allowable for current members. All new recruits for whom PPE is provided must be in a full SAFER conductor, a full set of structural PPE to be comprised of one each of SCBA mask/face piece, pair of pants, coat, helmet, hood, pair of boots, pair of gloves, and pair of suspenders.
	Computer	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	Must be: statutory required by your jurisdiction to be eligible
	Other not listed above (explain)	Number of new recruits that will receive gear structural PPE under this award. Total cost of one full set of PPE per new recruit, a list of each item being requested, and associated cost per item.	This line item should only be used if the costs you are requested are NOT already listed under a sub-category above.
	Sub-Category Name must be specific to the item/activity	Number of new recruits that will receive gear wildland PPE under this award. Total cost of one full set of PPE per new recruit, a list of each item being requested, and associated cost per item.	Training requested must be required by the Authority Having Jurisdiction (AHJ) to meet minimum retention requirements. Advanced training must be requested under Advanced Firefighter Training Category. Cost must not currently be covered under the department's normal operating budget.
	Personal Protective Equipment (PPE)	Type of training being requested (e.g., fire/responder, EMS, firefighter, etc.). The number of recruits per training. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). Description of departments current training budget and why these funds are needed.	Must be used as a retention incentive and cannot currently be covered under the department's normal operating budget. Courses must provide continuing education units (CEUs) or certificates of completion to be eligible.
	Full Set - Structural Personal Protective Equipment (PPE)	Type of training being requested. The number of members per training. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). How this training will be into your retention goals and objectives. Description of departments current training budget and why these funds are needed.	Advanced training is only eligible for members who have already met the minimum firefighter certifications required by the Authority Having Jurisdiction (AHJ). The training requested must not be currently be covered under the department's operating budget and must closely correlate to the training requested under the retention goals.
	Full Set - Wildland Personal Protective Equipment (PPE)	Type of training being requested. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). How this training will be into your retention goals and objectives. Description of departments current training budget and why these funds are needed.	This line items should only be used for retention goals.
	Personal Safety/Rescue Bailout Systems	Type of costs being requested. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). How this training will be into your retention goals and objectives. Description of departments current training budget and why these funds are needed.	"Other" unless it is already included in the costs of classes/training being requested. Note: training for multi-joint transportation, lodging, and per diem must comply with the department's retention goals policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
	American National Standards Institute (ANSI)-approved reflective highway apparel	How this training will be into your retention goals and objectives. Description of departments current training budget and why these funds are needed.	
	Other not listed above (explain)	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	
	Sub-Category Name must be specific to the item/activity	Type of training being requested (e.g., fire/responder, EMS, firefighter, etc.). The number of recruits per training. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). Description of departments current training budget and why these funds are needed.	
	Basic (Minimum) Firefighter Training	Type of training being requested. The number of members per training. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). How this training will be into your retention goals and objectives. Description of departments current training budget and why these funds are needed.	
	Leadership/Career Training	Type of training being requested. The number of members per training. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). How this training will be into your retention goals and objectives. Description of departments current training budget and why these funds are needed.	
	Instructor/Train-the-Trainer Training	Type of training being requested. The number of members per training. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). How this training will be into your retention goals and objectives. Description of departments current training budget and why these funds are needed.	
	Instructor Costs or Fees	Type of training being requested. The number of members per training. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). How this training will be into your retention goals and objectives. Description of departments current training budget and why these funds are needed.	
	Advanced Firefighter Training	Type of training being requested. The number of members per training. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). How this training will be into your retention goals and objectives. Description of departments current training budget and why these funds are needed.	
	Other not listed above (explain)	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	
	Sub-Category Name must be specific to the item/activity	Type of training being requested (e.g., fire/responder, EMS, firefighter, etc.). The number of recruits per training. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.). Description of departments current training budget and why these funds are needed.	



Category	Sub-Category	Description Details	Important Notes and Considerations
New Member Costs	NFPA 1582 Entry-Level Physical	Number of new recruits to receive physicals. Cost per physical. How the costs were determined (market research, local Physician or health center prices).	Only one entry-level physical per new recruit is eligible. Physicals or annual exams for current members are not eligible. NFPA 1582 standards (Chapter 6, Medical Evaluation, of Members), the cost of physicals should be based on local Physician or health center prices. Detailed information on implementing NFPA 1582 physicals can be found at: <a href="https://www.firesearch.org/roadmap">https://www.firesearch.org/roadmap</a> .
	Annual NFPA 1582 Physical (for new recruits receiving entry-level physicals)	New of new recruits to receive an annual physical. Cost per physical. How the costs were determined (market research, local Physician or health center prices). Certification that only the members recruited under this grant and that receive an entry-level NFPA 1582 Physical will receive funds for annual exams.	Annual physicals are only eligible for those members recruited under this grant and only if they are also requesting grant funds for NFPA 1582 entry-level physicals for new recruits. Annual physicals are only eligible for the same new recruits; physicals or annual exams for any other member is not eligible. Costs for annual physicals are not eligible in year one of the grant.
	Station Duty Uniforms	Number of new recruits that will receive station duty uniforms under this award. A list of each item being requested and the cost per item.	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).
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.
	Points Based System	The type of award or incentive (duty shifts, operational training, or responding to accidents) and the amount/percentage requested for each. How the members will qualify to receive the incentive. Maximum amount each year a member will receive. How the costs were determined. Details on what the fire department would pay to hire a full-time firefighter to perform the services for which the stipend is being provided.	Normal stipends for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response. Stipends may only be provided for participation in operational firefighting activities, such as duty shifts, operational training, and/or responding to incidents. Stipend programs must be governed by formally adopted Standard Operating Procedures. Stipends may not exceed 20 percent, per person, of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.
	Pay-Per-Call	The type of award or incentive (duty shifts, operational training, or responding to accidents) and the amount/percentage requested for each. How the members will qualify to receive the incentive. Maximum amount each year a member will receive. How the costs were determined. Details on what the fire department would pay to hire a full-time firefighter to perform the services for which the stipend is being provided.	Pay-Per-Call is for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response. Amounts received may only be used for participation in operational firefighting activities, such as duty shifts, operational training, and/or responding to incidents. Costs per person may 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. Pay per call programs must be governed by formally adopted Standard Operating Procedures. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.
	Other not listed above (explain) Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.
	Length of Service Award Program (LOSAP) or Retirement Program	Type of LOSAP program to be provided. Cost per member. How the costs were determined.	LOSAP is a retirement/pension-like program for volunteer firefighters who meet minimum service requirements. Grant funds may only be used for the initial start-up costs. This is not to be used for awards such as plaques, gift cards, etc., use the Awards/Incentives for Operational Activities Category for those types of costs. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.
	Retirement Program	Type of Retirement Program to be provided. Cost per member. How the costs were determined.	This is a retirement/pension program for volunteer firefighters who meet minimum service requirements. Grant funds may only be used for the initial start-up costs. This is not to be used for awards such as plaques, gift cards, etc., use the Awards/Incentives for Operational Activities Category for those types of costs. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.
	Other not listed above (explain) Sub-Category Name must be specific to the item/activity	You must provide very specific details on the items/activities, costs, etc. being requested under this line item.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above. It is recommended that applicants consult their Authority Having Jurisdiction (AHJ) or the department's legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters.

Category	Sub-Category	Description Details	Important Notes and Considerations
Insurance packages	Accidental Death and Dismemberment (AD&D)/Workers Compensation/Disability	Number of members to receive AD&D insurance. The cost per member. How the costs were determined.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.
	Health/Dental	Type of insurance. Number of members to receive each type of insurance. The cost per member. How the costs were determined.	
Awards/incentives for Operational Activities	Other not listed above (explain)	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	Most only be based on participation in operational (freightlifting) activities, such as operational training and/or responding to incidents. HHS and/or non-freightlifting activities are not eligible. Awards programs must be governed by formally adopted Standard Operating Procedures.
	Length of service plaques	Number of members to receive length of service plaques. What type of length of service plaques are being provided and the requested amount for each. How the members will qualify to receive the award/incentive.	
	Gift cards for top responders	Number of members to receive gift cards. What type of gift cards are being provided and the amount for each. How the members will qualify to receive the award/incentive.	
	Non-uniform clothing (limited to shirts, jackets, or pullovers)	Number of members to receive non-uniform clothing. What type of non-uniform clothing is being provided and the amount for each. How the members will qualify to receive the award/incentive. Certification that items requested are not part of the standard duty uniform.	
Tuition assistance for higher education	Other not listed above (explain)	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.
	Sub-Category Name must be specific to the item/activity	Number of members to receive tuition costs and the amount per member. How the costs were determined. How the members will qualify to receive tuition costs. Disposition of the tuition costs, if an individual fails to fulfill the stipulations.	
Grant Writer Fee	Books/Lab Fees	Type and cost of each fee included	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.
	Other not listed above (explain)	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	
Staffing Needs/Risk Assessment	Sub-Category Name must be specific to the item/activity	N/A	Limited to no more than \$1,500. Fees payable on a contingency basis are not an eligible expense. 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.
	Remodeling/Renovation of Existing Facilities	Type of costs included (e.g. supplies for data collection, contractors or personnel to collect and analyze data, software programs, etc.). How the costs were determined.	
Explorer/Cadet/Mentoring Programs	Station Duty Uniforms	Type of renovation. Total cost of the renovation and a breakdown of that cost (electrical, plumbing, etc.)	Renovations must be minor interior alterations not to exceed \$10,000 (total per grant award) and may not change the footprint or profile of the building. Any request for modifications to facilities may require Environmental and Historic Preservation (EHP) review. 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.
	Training (Non-immediate Danger to Life and Health or IDLH)	Number of employees/cadets that will receive station duty uniforms under this award. A list of each item being requested and the cost per item.	
Other not listed above (explain)	Full Set - Structural Personal Protective Equipment (PPE)	Type of training being requested (OPR, First Responder, EMT, Firefighter 1, Firefighter 2). The number of explorer/cadets per training. Total cost per training and a breakdown of that cost (e.g., supplies, instructors, etc.)	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).
	Full Set - Wildland Personal Protective Equipment (PPE)	Description of departments current training budget and why these funds are needed.	
Other not listed above (explain)	Other not listed above (explain)	Number of explorer/cadets that will receive gear structural PPE under this award. Total cost of one full set of PPE per new recruit, a list of each item being requested, and associated cost per item.	Only one set of PPE for structural or wildland firefighting is allowable per new recruit. SAHR considers a full set of structural PPE, for explorer/cadets, to be comprised of one each of pair of pants, coat, helmet, hood, pair of boots, pair of gloves, and pair of suspenders.
	Sub-Category Name must be specific to the item/activity	Number of explorer/cadets that will receive gear wildland PPE under this award. Total cost of one full set of PPE per new recruit, a list of each item being requested, and associated cost per item.	
Other not listed above (explain)	Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	This line item should only be used if the costs you are requesting are NOT already listed under a sub-category above.
	Category Name must be specific to the item/activity	Very specific details on the items/activities, costs, etc. being requested under this line item must be included. Use the description details of the above sub-categories to help determine the information to be included.	