



Fire Prevention & Safety (FP&S) Grant Program

Fiscal Year 2020 User Guide

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FEMA

Fire Prevention and Safety (FP&S) Grant Program FY 2020 User Guide

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Introduction

The purpose of this user guide is to help grant award recipients effectively manage their Fire Prevention and Safety (FP&S) Grant Program award. The Fiscal Year (FY) 2020 FP&S User Guide (User Guide) explains how to complete required grant reports, request reimbursement or advanced payments, and comply with grant requirements. Any personnel within your organization that will be involved in the management of the grant award and those that will be providing information to you about the grant award (e.g., contractors, departments/organizations participating in the grant [regional and interest organizations], etc.), should read this User Guide.

If you have not already done so, please review the Notice of Funding Opportunity (NOFO) and the Frequently Asked Questions for the grant award. These documents are available at <https://www.fema.gov/grants/preparedness/firefighters/safety-awards/documents>. Please note that the terms of the FY 2020 FP&S NOFO are incorporated into the terms and conditions of every grant award.

Please also review the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* in the Code of Federal Regulations (CFR) at 2 C.F.R. Part 200 (“Uniform Guidance”). The Uniform Rules are comprised of a set of mandatory requirements, as well as recommended guidance, which applies to all federal awards, including non-federal entities. The terms of the Uniform Guidance are incorporated into the terms and conditions of every grant award. The Uniform Guidance is available at: <https://www.ecfr.gov/cgi-bin/text-idx?SID=704835d27377ef5213a51c149de40cab&node=2:1.1.2.2.1&rgn=div5>

This user guide is intended for technical assistance purposes only and does not represent the FP&S Award Grant Terms and Conditions. Please note that in case of any discrepancy, the terms of your award package, including the FY 2020 FP&S NOFO and the Uniform Guidance at 2 C.F.R. Part 200, prevail for governing your FP&S Grant Program award.

Contact and Resource Information

Recipients that have programmatic questions regarding their FP&S Grant Program award can reach the FEMA Headquarters (HQ) Grant Programs Directorate (GPD) Program Office staff via the Assistance to Firefighters Grant Programs (AFGP) Help Desk.

Toll-free: 1-866-274-0960

Email: 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.

Recipients that have financial management questions regarding their FP&S Grant Program award can reach out to the assigned FEMA AFGP Grant Management Specialist. Recipients may call 866-927-5646 to be connected to their Grants Management Specialist.

If a recipient has knowledge of fraud, waste, abuse, allegations of civil liberties or civil rights abuses, or mismanagement involving FEMA programs or operations, please contact the DHS OIG Hotline:

Website: <https://www.oig.dhs.gov/hotline>

Email: Hotline@oig.dhs.gov

Fax: (202) 254-4292

Or write to:

DHS Office of Inspector General
MAIL STOP 0305
245 Murray Lane, SW
Washington, DC 20528-0305

When making a report convey as much information as possible such as: Who? What? Where? When? Why? How? Complaints may be made anonymously, or a recipient may request confidentiality.

Grant Number

The grant number is a unique identifier and should be used in all correspondence with FEMA regarding the recipient's award, including e-mail, voicemail, regular mail, etc. An example of an FP&S grant award number is EMW-2020-FP-XXXXX. It is also helpful to provide this number when contacting AFGP Help Desk and/or FP&S program staff at Headquarters.

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. §§ 200.334 – 200.338, the recipient organization must retain records and these records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation. FEMA recommends that grant recipients maintain their records in a grant file, either electronic or hard copy, as this information is subject to review during monitoring and/or auditing. Some suggested grant files include an electronic grants management file, a 6-section file folder, or a 3-ring binder.

The following are examples of the types of source documentation and information which would be retained in a grant file:

- Grant application
- Grant award package
- NOFO and Frequently Asked Questions (FAQs)
- Important Grant Dates – provided in this User Guide
- Regional Grant – Memorandum of Understanding (if applicable)
- Environmental and Historic Preservation (EHP) screening form and notice of approval or waiver – if required
- Correspondence (emails, letters, etc.) communications between recipient, FEMA and other entities as it relates to the grant award
- Programmatic performance and financial reporting (SF-425) forms and completed reports
- Payment requests (receipts, PAID invoices, and copies of cancelled checks and/or an electronic source document from an external financial institution demonstrating the outlay of funds)
- Procurement information (e.g. recipient agency procurement policies, bid specifications, bid responses, vendors contacted, vendor responses, price/cost analysis, supporting records for the vendor selected for procurement, executed contracts, etc.)
- Monitoring reports and letters
- Audit records (as they relate to the grant award)
- Internal controls to provide reasonable assurance that the recipient is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award
- Amendment request records (requests for a grant extension, grant revision, excess funds, scope of work change, cost overrun and cost underrun)
- Property Tracking – Inventory of grant funded equipment, maintenance and tracking of same
- NFIRS Reporting – FDID Number
- Closeout report – Retain copy when the Closeout is submitted

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. Please read 2 C.F.R. §200.430 *Compensation—personal services* and 2 C.F.R. §200.431 *Compensation—fringe benefits*.

With certain exceptions, the recipient organization must retain grant files and supporting documentation, including financial records, supporting documents, statistical records, and all other records, for three (3) years from the date of submission of the final expenditure report (SF-425). The only exceptions are the following: (a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. (b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period. (c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition. (d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity. (e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned. (f) Indirect cost rate proposals and cost allocation plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates). Federal regulations related to the Record Retention and Access requirements can be found in 2 C.F.R. §§ 200.334 – 200.337.

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

FEMA GO

You may access your FP&S Grant Program award through FEMA GO at <https://go.fema.gov/>. Resources on FEMA GO are available at <https://www.fema.gov/grants/guidance-tools/fema-go/assistance-firefighters-grants>.

Recipients that require technical support while using FEMA GO may contact the FEMA GO Help Desk.

Toll-free: 1-877-585-3242

Email: femago@fema.dhs.gov

Normal hours of operation are from 8:00 a.m. to 5:00 p.m. Eastern Time, Monday through Friday.

Below are several commonly asked questions regarding FEMA GO.

How do I register in FEMA GO?

FY 2020 Award Recipients will need to register in the FEMA GO system to accept and manage FY 2020 grant awards. Registration instructions can be found here:

https://www.fema.gov/sites/default/files/2020-07/fema_go_account.pdf.

I have registered in FEMA GO, but I do not see my application/award. What do I do?

You must be assigned as an Authorized Organization Representative (AOR) or another team member role in FEMA GO in order to gain access to an application or any task for that application. There are two ways to be assigned a role:

- If you are the Electronic Business (e-Biz) point of contact (POC) in SAM.gov for your organization, you will be assigned the AOR role by entering the DUNS information after you have logged in to your FEMA GO account; or
- If you are not the e-Biz point of contact, you must ask the e-Biz POC to assign you a role.

The e-Biz POC on our System for Award Management (SAM.gov) account is not the POC for our grant. How do I become the AOR?

There are two options:

- First option is to have the e-Biz POC register in FEMA GO. Once they have registered and been assigned the AOR role, they can then add other members to the organization.
- If the e-Biz POC is no longer with the organization or does not wish to be the e-Biz POC, you may need to update your SAM.gov account. The new e-Biz POC can now register in FEMA GO and will be assigned the AOR role for that organization.

Award Package

The recipient should carefully read the Award Package, which is available in FEMA GO. The Award Package may contain adjustments or special conditions (see Agreement Articles) that were added to the grant award during the award process. The recipient should review the “Approved Scope of Work” section of the Award Package as Program Office notes may have been added during the technical review process.

Scope of Work

The scope of work within the approved grant application consists of the itemized request details section. (Please note: The line item(s) may have been adjusted prior to award based on the final programmatic review). If you have any questions or concerns regarding the changes applied to the initial application, please contact the AFGP Help Desk to be referred to a FP&S Program Officer. The recipient may not change or make any material deviations from the approved scope of work without prior approval from the FP&S Program Office.

Points of Contact

FEMA GO updates organization information from SAM.gov nightly. The electronic business (e-Biz) person of contact (POC) is automatically associated with their organization within FEMA GO when the email address used in SAM.gov is the same as the email address used to register in FEMA GO. Once the e-Biz POC has been assigned the AOR role, they can add other members to the organization.

If the e-Biz POC (in SAM.gov) is no longer with the organization, the recipient will need to update the SAM.gov account. The new e-Biz POC can then register in FEMA GO and will be assigned the AOR role for that organization.

If you are not the electronic business POC and simply wish to be added as a team member, then you can email the electronic business POC to request to be added to the organization in FEMA GO. If you do not know who your e-Biz POC is, you can search for them using your department’s DUNS number as shown in the snapshot below.

+ Add Your Organization

To add an organization, you must:

- Be the eBiz point of contact for your organization in sam.gov
- Enter your DUNS number below

You can use the [DUNS Number lookup tool](#) to find your DUNS number, or the [DUNS Request Service](#) to request a new DUNS Number.

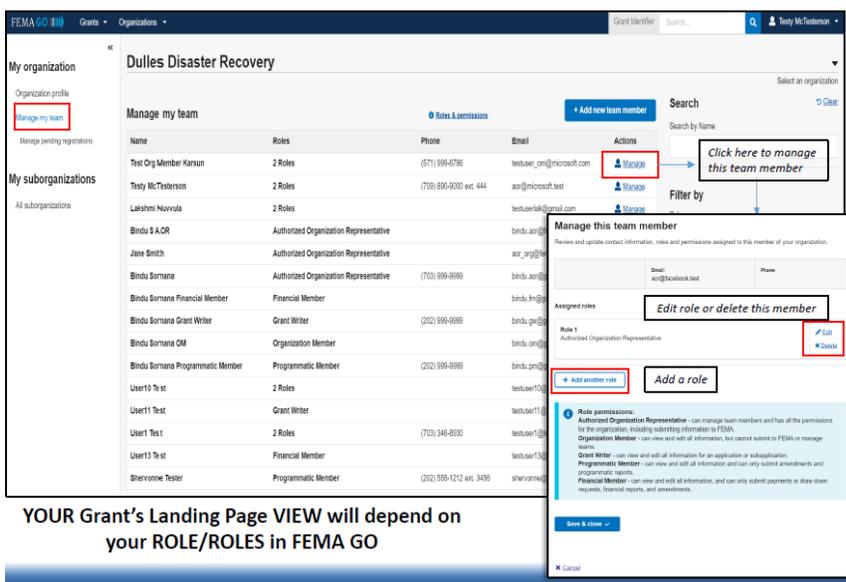
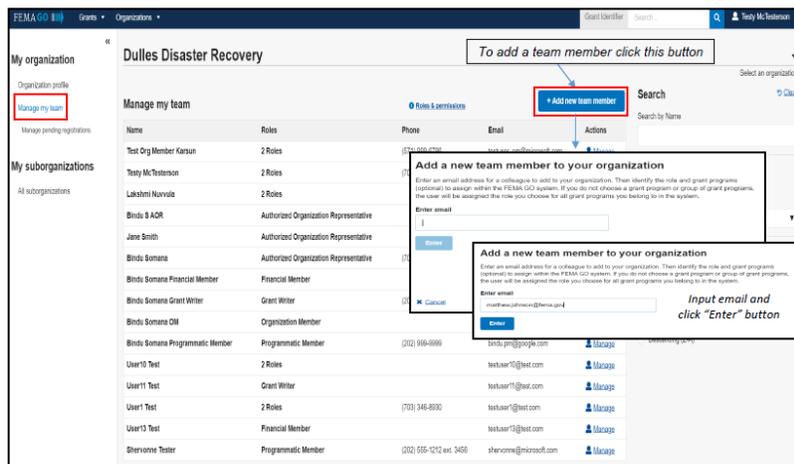
Enter your DUNS number

Add

There are five roles and associated permissions available in FEMA GO:

1. Authorized Organization Representative – can manage team members and has all the permissions for the organization, including submitting information to FEMA;
2. Organization Member – can view and edit all information, but cannot submit to FEMA or manage team members;
3. Grant Writer – can view and edit all information for an application or sub-application;
4. Programmatic Member – can view and edit all information, but can only submit amendments and programmatic reports; and
5. Financial Member – can view and edit all information, but can only submit payments or draw down requests, financial reports, and amendments.

The e-Biz POC's grant landing page will allow the AOR to add new members as shown in the screenshots below:



SAM.gov Registration

The System for Award Management (SAM) is an official government registration system that is required for all recipients of federal funding. All grant award recipients must maintain an active SAM registration, with current information, at all times during which you have an active federal award. Recipients should check their account frequently to make sure it is “ACTIVE.” SAM registration must be renewed annually to avoid being “INACTIVE.” Annual renewals are free and managed directly at the SAM.gov website.

Update your SAM.gov registration at <https://www.sam.gov/SAM/>.

If you need assistance with SAM:

- Visit the AFGP System for Award Management Resource Page at <https://www.fema.gov/grants/preparedness/firefighters/rules-tools#sam>
- Visit <https://www.sam.gov/SAM/> 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

Data Universal Number System (DUNS) /Unique Entity Identifier (UEI)

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.

By **April of 2022**, the federal government will stop using the DUNS number to uniquely identify entities registered in the System for Award Management (SAM). At that point, entities doing business with the federal government will use a Unique Entity Identifier (UEI) created in SAM.gov. Active registrants will have their UEI assigned and viewable within SAM.gov; there is no action for registered entities to take at this time.

Users should continue using the DUNS Number in UEI fields until further notice. To learn more about SAM’s rollout of the UEI, please visit <https://gsa.gov/entityid>.

Banking and Payment Information

In the FEMA GO system, the banking information is linked to your organization’s SAM.gov account. If you need to make changes to your banking information, please reference the information in the SAM.gov section above. All changes to banking information made in SAM.gov will automatically transfer to FEMA GO within 24-48 hours.

Period of Performance (POP)

The grant award Period of Performance (POP) means the time during which the recipient may incur new obligations to carry out the work authorized under the Federal award. The POP will differ from the grant award notification date. You can find your grant award's POP in a number of places in the FEMA GO system.

A recipient may charge to the Federal award only allowable costs incurred (meaning received, installed, and completed) during the period of performance and any costs incurred before FEMA made the Federal award that were authorized by FEMA.

Recipients may not submit a request to delay the start of the period of performance, regardless of when the FP&S grant activities are scheduled to begin. Recipients may submit a period of performance extension amendment. However, the amendment function in FEMA GO is not currently available. Please note that an extension to the period of performance is unnecessary if the recipient only needs to complete final reports or request a final payment after the grant's period of performance end date. Recipients will have an automatic period of 120-days after the end of the grant award's POP to request final reimbursement of eligible grant-related expenses incurred during the POP.

Recipient should contact an FP&S Program Officer (via the AFGP Help Desk) if there is interest in a period of performance extension. Please also reference the "Amendment" section of this guide.

Reporting Requirements

During the POP and prior to the grant's Closeout, the recipient will be required (semi-annually) to submit two separate reports: The first is a performance report, which covers six-month periods that begin at the start of the period of performance. The second is the Federal Financial Report (FFR); this form is also referred to as the SF-425. The FFR/SF-425 reporting periods are June 30th and December 31st of each year. Near the end of this guide is an "Important Grant Date" document that will help with remembering these requirements.

Programmatic Semi-Annual Performance Report

*****The Programmatic Semi-Annual Performance Reports are not yet available in FEMA GO*****

The Programmatic Semi-Annual Performance Report will cover each six-month period during the grant period of performance. Per 2 C.F.R. §200.329, the report is due no later than 30 days after the end of each six-month period. Please note that the FEMA GO

system will not allow you to request payment until you have submitted any overdue performance reports.

SF-425 Federal Financial Report (FFR)

The SF-425 Federal Financial Report (FFR) is required for all federal grant recipients. The SF-425 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 grant award POP. Recipients must complete all required semi-annual reports before requesting grant funds via a payment request.

The reporting periods and due dates are listed below:

- **No later than July 30** (for period January 1 – June 30)
- **No later than January 31** (for period July 1 – December 31)
- Within 120 days after the end of the Period of Performance (POP)

Instructions for submitting the SF-425 in FEMA GO are available at https://www.fema.gov/sites/default/files/documents/fema_go-initiate-application-guide-fire-grant-programs.pdf. Please refer to Section 20: Federal Financial Report for step by step instructions.

To obtain the instructions on how to complete the SF-425, please visit the following webpage: <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby%3D1> or call [866-927-5646](tel:866-927-5646) to be directed to a Grant Management Specialist.

Below are some additional tips that may help the recipient complete the SF-425, which must be submitted twice a year during the grant period of performance, 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 recipient'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 FP&S 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 FP&S 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 10(b) 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: Complete if you received program income under this grant, otherwise you can leave these fields completed with \$0.
- Question 12 Remarks: If you have any additional information, enter it here.

If this is the first federal financial report due for this grant and the recipient has 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).

Note: If the recipient does not require a grant award extension, then the recipient must

liquidate obligations incurred prior to the POP end date no more than 120 days after the POP end date. This 120-day period is referred to as the liquidation period. Final SF-425 reports and final payment requests (drawdowns) of Federal expenditures must be submitted prior to the end of the liquidation period (120 days after the end date of the project). Failure to request final payment by this date will cause delays and result in additional administrative paperwork. The recipient is responsible for returning any federal funds that they have drawn down but remain unobligated by the recipient. The purpose of the payment(s) must be submitted as “reimbursement” only; also the item(s)/service(s)/good(s) must be received prior to the POP end date.

Payment Requests

The recipient will need to submit a payment request through the FEMA GO system in order to draw down and receive grant funds.

When can the recipient submit a payment request?

The recipient may submit a payment request after the POP start date (refer to the Period of Performance section above).

Once the performance and financial reports become available, the recipient will not be able to submit a payment request if there are any outstanding reports due.

How frequently should a recipient submit a payment request?

The recipient may submit a payment request for reimbursement of eligible expenses as often as necessary but should submit a payment request at least quarterly. Failure to request funds in a timely manner creates the appearance that there is no immediate need for federal funding. The recipient should review all Agreement Articles within the Award Package for more information and for instruction regarding any special conditions that may impact the frequency and/or documentation necessary for payments that may have been added.

A recipient should request funds for immediate needs, or for costs that have already been paid (expended) or incurred (encumbered). A recipient 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 this occurs, the recipient will need to use the comments section of the request to explain how the amounts were determined. If a recipient receives a payment in advance, the recipient will be expected to expend the funds within 30 days of deposit from FEMA.

The recipient may only submit one payment request at a time and will need to wait for one payment to be approved before another can be submitted.

What expenses are eligible for reimbursement?

A recipient should request payment for actual and allowable expenses incurred during the time period of the payment request unless the expenses are approved grant-writer fees. Only the specific budgeted items shown in the “Approved Scope of Work” section of the Award Package are eligible for reimbursement. The costs must also be considered eligible under the Fire Prevention and Safety Notice of Funding Opportunity and 2 C.F.R. §200. The recipient may also request funds for activities that were approved under a scope of work amendment, if applicable (see the section on Amendments below). The recipient is encouraged to review the grant award, and any amendments, prior to submitting payment requests. Reimbursements will only be approved for activities and items as outlined in the grant award. Also, only grant related obligations made during the POP start and end date and paid for no later than 120 days after the end of the POP, will be approved for reimbursement. The recipient must also receive purchased equipment, training, goods and/or services prior to the end of the POP.

IMPORTANT: The recipient should take care not to drawdown grant funds for any supplies that will not be distributed or installed prior the end of the grant period of performance. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project or program and the supplies are not needed for any other Federal award, the recipient must retain the supplies for use on other activities or sell them, but must compensate the Federal Government for its share. See 2 C.F.R. §200.314.

Follow the steps below to submit a payment request:

1. Log in to the FEMA GO system.
2. Navigate to your FY 2020 FPS award and click the “Manage Grant” button.
3. On the left-hand side there is a menu titled “Grant Summary” and you should click the “Payments” option.
4. Scroll past the grant’s summary until you arrive at a blue “Select an Action” box like the one below:



Select an action ▾

5. Click the drop-down arrow in that blue box to select the “Request a Payment” action.

6. You will arrive at the following screen:

Fiscal Year (FY) 2019 Fire Prevention and Safety (FP&S)

Grant ID: EMW-2019-FP-58786
 Period of performance: 07/23/2020 to 07/23/2021
 Federal resources awarded: \$12,857.15

Payment request

Instructions
 Please ensure your organization's banking information is up-to-date in SAM.gov before submitting your payment request. Payment requests may be delayed if the banking information is incorrect. Please use this page to request a payment under grant EMW-2019-FP-58786. Enter the amount you are requesting and a brief narrative describing the items for which you are requesting funding, and attach any associated files. Your narrative should include a description of items purchased with the payment, the number of items, the cost per item, and the total acquisition cost. Then sign and submit the payment request by selecting the signature statement and providing your system password. Only an Authorized Organization Representative (AOR) or a financial member of the recipient organization can submit a payment request.

Period of performance	07/23/2020 - 07/23/2021
Federal resources awarded	\$12,857.15
Required non-federal resources	\$642.85
Federal resources disbursed to recipient	\$0
Pending disbursements to recipient	\$0
Balance of federal resources available	\$12,857.15

Balance of federal resources available: \$12,857.15

Payment amount: \$

Payment request narrative:

Attachments

Maximum File Size: 1074.79MB
 Accepted File Types: .pdf, .doc, .docx, .xls, .xlsx, .jpg

[Upload from your computer](#)

Filename	Date uploaded	Description
<input type="checkbox"/> I, FNAOR LnAor, certify that I am authorized to request payment, and I am hereby providing my signature to acknowledge that the payment request information is accurate and is consistent with my articles of agreement, to the best of my knowledge.		
Please enter your password.		
<input type="text"/>		
Submit		

7. Enter the total payment amount requested.
8. Enter a payment request narrative that itemizes the requested funds according to the awarded line items from the grant award package. For example, “\$23,200 smoke alarms, \$3,000 installation tools, \$14,000 personnel costs, \$300 travel.”
9. You must upload any supporting documents (purchase orders, contracts, invoices, proof of payment (cancelled checks, electronic funds transfers, etc.)) directly to the system by utilizing the “Attachments” feature embedded into the payment request. The system will not allow a payment request to be submitted without an uploaded attachment.

10. Once you have completed the payment request, select the checkbox certifying that you are authorized to request payment (if applicable), enter your password, and select the “Submit” button.

11. Once you have submitted the reimbursement request, your page will load with the message shown below:



Payments will not be approved if:

- You have one or more overdue AFGP closeout reports (see Closeout section); or
- There are issues with the information submitted in the payment.

If your payment has been released back to you, please review the comments provided by the Program Office and make the necessary updates prior to resubmission. If you need additional assistance, please contact the AFGP Help Desk or your FP&S Program Office POC.

Environmental Planning and Historic Preservation (EHP) Compliance

FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grant-funded projects, comply with federal environmental planning and historic preservation (EHP) regulations, laws, and Executive Orders, as applicable. FP&S projects that involve the installation of equipment in a fixed facility or that require renovations to fixed facilities maybe subject to FEMA’s Environmental Planning and Historic Preservation (EHP) review process. Please refer to the FY 2020 Notice of Funding Opportunity for more information. FEMA will not fund projects that have been initiated or completed before any required EHP review(s) have been conducted.

Examples of such projects include, but are not limited to, to the following:

- LED signs (fixed)
- Sprinklers
- Key lock boxes

Completed EHP screening forms must be submitted to the EHP Office at:

GPDEHPinfo@fema.dhs.gov. Please include the following text within the subject line of your email: EHP Submission: Project Title, location, Grant Award Number (Example, EHP

Submission: LED Sign, Springfield, IL 12345; EMW-2020-FP-00002).

The EHP Screening form and instructions are available at:

<https://www.fema.gov/grants/preparedness/firefighters/rules-tools#ehp>

National Fire Incident Reporting System (NFIRS)

If the recipient is a fire department, the recipient must agree to provide information through established reporting channels to the USFA National Fire Incident Reporting System (NFIRS) for the period covered by the grant. All other organizations do not have to comply with the NFIRS reporting requirement. If a fire department does not participate in the incident reporting system and does not have the capacity to report at the time of award, the recipient must agree to provide information to the NFIRS system for the award performance period, commencing as soon as they develop the capacity to report. FEMA expects non-reporting recipients to pursue the capacity to report immediately after notification of award, and for these non-reporting recipients to be actively reporting to NFIRS within the approved POP.

National Incident Management System (NIMS)

FP&S Program applicants are not required to comply with NIMS to apply for FP&S Program funding or to receive an FP&S Program award. Any applicant who receives an FY 2020 FP&S Program 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. Additional information can be found at www.fema.gov/national-incident-management-system.

Improper Payment Information Act (IPIA) and Improper Payments Eliminations and Recovery Act (IPERA) of 2012 (Pub. L. No. 112-248)

The recipient may be randomly selected to participate in AFG's annual IPIA and IPERA assessments. One or more of the recipient's payment requests will be reviewed by DHS's Office of the Chief Financial Officer (OCFO). The recipient will be asked to provide all related PAID receipts and invoices, purchase orders and proof of the outlay of funds and the financial transactions (copies of a cancelled check(s), bank statement, or electronic source document from an external financial institution) for the goods/services purchased within the payment. If the recipient exhibits organized and appropriate file maintenance, then obtaining and providing the requested documentation to FEMA should not be overly burdensome. However, if the recipient does not provide the necessary documentation to FEMA in a timely manner, federal funds for the payment could be forfeited and the recipient

may be required to repay the grant funds back to the federal agency.

Compliance Monitoring Reviews

During the period of performance of your grant award, you may be selected for a compliance monitoring desk review or site visit. FEMA makes both random and risk-based selections of grant awards for annual monitoring schedules. If selected for a monitoring review (also called a desk review and compliance review), recipients will be monitored programmatically and financially on a periodic basis by FEMA staff to ensure that the project goals, objectives, performance requirements, timelines, budgets, and other grant award related program criteria are being met.

Compliance monitoring reviews will be accomplished through a combination of desk reviews and on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance, and administrative processes and 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 and/or can be provided during or after the monitoring event. During a review, FEMA will request all of your grant-related Standard Operating Procedures (SOP's) or policy manuals, as well as supporting documentation for transactions charged to the FP&S Grant Program award.

Important: By signing the grant award letter, all grant award recipients certify that they will abide by the terms and conditions of the grant award. The terms and conditions specify that all award recipients must comply with the record retention requirements for federal grant awards according to 2 C.F.R. § 200.334 Retention requirements for records.

Please ensure that your record retention policies and practices are updated to comply with 2 C.F.R. § 200.334 Retention requirements for records. As a reminder, all grant-related records must be maintained and retained for a minimum of three (3) years after the final SF-425 (financial report) is submitted to FEMA during the closeout process. A failure to retain all grant-related records may result in remedies for noncompliance and a potential debt owed to FEMA.

Procurement Integrity

Through audits conducted by the U.S. Department of Homeland Security's (DHS) Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some grant 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 are the federal procurement requirements for grant recipients. These requirements apply when procuring goods and services with federal grant funds.

The recipient must have a written procurement policy in place. The recipient should maintain procurement documents in the grant file in case they are requested during monitoring. FEMA will include a review of recipients' procurement practices and policies as part of normal monitoring activities.

All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.327. 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.

Under 2 C.F.R. § 200.317, when procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with § 200.323 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section § 200.327 Contract provisions.

All other non-Federal entities, including sub recipients of a state, will follow 2 C.F.R. § 200.318 General procurement standards through § 200.327 Contract provisions. Those non-federal entities must use their 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. These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319.

Generally, a non-Federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement. State and local governments may procure goods and services from a General Services Administration (GSA) schedule. Information about GSA programs for state and local governments can be found at <https://www.gsa.gov/resources-for/programs-for-state-and-local-governments>. For local governments that purchase off a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, local governments will still need to follow the other rules under 2 C.F.R. §§ 200.318 through 200.327, such as contract cost and price (§ 200.324) and solicitation of minority, women-owned, or small businesses (§ 200.321).

For non-federal entities other than states that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements 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 entered into the contract or 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 non-federal entity 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 non-federal entities other than states under at 2 C.F.R. §§ 200.318 to 200.327.
- 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, the organization must first contact the FP&S Program Office, to obtain approval to proceed; an amendment request will be required.

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. § 200.318(c)(1), the recipient (other than a State) 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 *Conflicts of Interest*. Such *Conflicts 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. The non-federal entity must disclose in writing any potential *Conflicts of Interest* to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

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 *Conflicts 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 bid specifications and solicitations, bid responses/quotes
- Cost/price analyses on file for review by federal personnel
- Procurement policies and procedures used by the recipient agency for the grant award
- 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 (executed)
- Invoices
- Cancelled check(s) and/or an electronic source document from an external financial institution demonstrating the outlay of funds

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

Specifications

When drafting bid specifications, recipients (excluding states) must ensure that all procurement transactions are conducted in a manner providing full and open competition consistent with the standards of 2 C.F.R. §§ 200.317 – 200.327. Pursuant to 2 C.F.R. § 200.319 (b), 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; and
- Any arbitrary action in the procurement process.

Pursuant to 2 C.F.R. § 200.319 (c), the recipient (excluding 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.

Amendments

*****Amendments are not available in FEMA GO*****

FP&S 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
- Changes to the activity, mission, retroactive approval, closeout issues, and excess funds requests
- Cost over/under run (adding funds to award/non-closeout de-obligation of funds)

For any of the above amendments, the recipient should first contact an FP&S Program Officer (via the AFGP Help Desk) to discuss if the proposed request is timely, justified, and necessary.

Period of Performance Extension Amendments

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 amendment requests, via the FEMA GO system (as soon as it is available), and must contain specific and compelling justifications as to why an extension is required. An extension request must contain:

- Grant program, fiscal year, and award number
- Reason for delay – 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
- Current status of the activity/activities
- Approved period of performance termination date and new project completion date
- Amount of federal funds drawn down to date
- Remaining available funds, both federal and non-federal

- Budget outlining how remaining federal and non-federal funds will be expended
- Plan for completion, including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion
- 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

Recipients generally can submit requests at least 60 days prior to the end of the award's period of performance. Prior to submitting the extension request, the grant must be current on payment requests and required reporting (refer to the NOFO and applicable sections of this guide). The review process can take up to 30 days or longer. Recipients should factor this review period into the timing of when to submit a request for an extension.

Excess Funds or Budget Amendments

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 under-budget acquisition activities or competitive procurement processes. The recipient may also encounter challenges with implementing the grant as originally awarded and may need to revise grant spending. In both cases, the recipient is required to submit an amendment requesting permission to change the approved grant budget. An excess funds or budget amendment request must contain:

- Grant Program, fiscal year, and award number
- Reason for excess/unspent funds, including any cost savings, delays, or other reasons why the awarded funds will not be spent as planned
- Current status of the activity/activities
- Amount of grant funds drawn down to date
- Remaining available funds, both federal and non-federal
- Budget outlining how remaining federal and non-federal funds will be expended
- Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion
- Certification that the activity/activities will be completed within the period of performance without any modification to the original Statement of Work approved by FEMA

Note that the opportunity for an excess funds amendment is limited when the original scope

of work has not been completed. For a budget amendment to be approved, the recipient must first take action to implement the awarded budget and demonstrate compelling reasons to support the need to amend spending.

Until FEMA GO becomes available for amendments, excess funds and budget amendments will be documented via a paper process. Recipients should contact an FP&S Program Officer to initiate this process.

Closeout

*****The closeout function is not yet available in FEMA GO*****

The recipient is expected to close out the grant no later than 120 days after the POP end date. The recipient cannot incur additional expenses during this period of time but can submit outstanding reports and request final payment (reimbursement only).

The “Closeout” process requires submission of a final SF-425 FFR and Programmatic Performance report. The FP&S closeout report will be processed through FEMA GO. When the closeout module becomes available, the grant’s AOR(s) will receive an e-mail notification through FEMA GO.

If the recipient drew down more federal funds than it has in supported expenditures, the recipient needs to return the unspent funds at the end of the grant. The recipient is required to complete the “FEMA Return of Funds Form.” The form and instructions are available at: <https://www.fema.gov/grants/preparedness/firefighters/rules-tools>

As mentioned above, payment requests will not be processed until the recipient submits all available closeout reports.

Recipients with questions about the closeout report may contact the AFGP Help Desk at 866-274-0960 or send an email to firegrants@fema.dhs.gov.

Disposition of Grant Funded Equipment

A recipient must use, manage, and dispose of FP&S-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 the original or replacement equipment acquired under an FP&S 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 the AFGP Help Desk prior to the disposition of grant-funded equipment.

FEMA Fire Grant Training Tools and Resources

To assist all grant award recipients with grant management, FEMA provides many helpful programs, guidance tools, and resources available to all grant recipients. The following resources are available to you at the below listed links:

- FEMA Grants (www.fema.gov/grants)
The central landing page for all FEMA grant operations and a list of current grant programs. The Assistance to Firefighters Grant Program is under the Preparedness Grants Division.
- Assistance to Firefighters Grant Program (www.fema.gov/grants/preparedness/firefighters)
This webpage contains all of the tools, resources, and announcements applicable to all Assistance to Firefighters Grant Program (AFGP) recipients, including awards for Assistance to Firefighters Grant (AFG), Fire Prevention & Safety (FP&S), and Staffing for Fire and Emergency Response (SAFER).
- FP&S Grant Program (<https://www.fema.gov/grants/preparedness/firefighters/safety-awards>)
This is the landing page where FP&S award announcements are shared, along with FP&S guidance and documents, rules and tools, and the location for the list of upcoming workshops.
- FEMA Grants Outcomes (www.fema.gov/grants/guidance-tools/fema-go)
A landing page for the new FEMA grant management system, FEMA Grant Outcomes (FEMA GO). This webpage provides manuals for accessing, navigating, and managing accounts on FEMA GO.
- Procurement Under Grants (www.fema.gov/grants/procurement)
Resources detailing regulations for both state and non-state entities to comply with federal grant awards. Additional resources include guidance tools, webinar sign-ups, and documentation templates and examples.
- Top 10 Procurement under Grants Mistakes
https://www.fema.gov/sites/default/files/2020-08/fema_top-10-mistakes_flyer.pdf

Important Grant Dates

Grant Number: EMW-2020-FP- _____

My period of performance (POP) started on _____ and ends on _____.

I am reporting to NFIRS and I formally acknowledge the grant on _____.

NFIRS reporting must commence prior to accepting the award; the responsible person is _____.

SAM needs to be renewed on: _____. The responsible person is _____.

Environmental Planning and Historic Preservation Compliance (if applicable) submitted on: _____.

Approval received on: _____.

Reports

My Performance Report is due: _____. Submitted: _____.

This report covers the first six (6) months of the grant from the start of the period of performance. It is considered late 30 days after the end of the 6-month period.

My SF-425 financial report is due:

December 31, 2021; Completed January _____ 2022

June 30, 2022; Completed July _____ 2022

Closeout Report is due on: _____

Please print all reports and place them into the recipient's grant documentation binder.

Sample Grant File

Below is a Sample Grant File with the types of source documentation which recipients should maintain in a grant file (electronic or hard copy) in addition to the eGrants documentation which is the recipient's official grant file with FEMA. All grant-related records, correspondence, receipts, etc. must be retained for a period of three (3) years from the date of submission of the final SF-425 financial report. Exceptions to the 3-year retention period are for any litigation, claim, or audit which is started before the expiration of the 3-year period. In such cases, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Sample Grant File

Label each tab

1. Correspondence

2. Direct Deposit 1199-A Form, NFIRS Form, Maintenance of Operating Expenditures (MOE), EHP Info.

3. Payment Documentation, Requests for Reimbursement/Advance, SF425 Financial Reports, Special Conditions, Property Control, Procurement and Contract Documents

4. Application, Signed Award, Amendments, NOFO, MOU (Regional Grants)

5. Audits and Corrective Action Plan, Internal Controls

6. Monitoring, Closeout & Progress Reports

1. Correspondence



FEMA

Sample Grant File Content Descriptions

1. Correspondence: Welcome letter, emails, etc. Even if the recipient's agency has its own grants manuals or policies and procedures manuals, it is recommended that the recipient keep all administrative documents in the grant file.
2. Maintenance of Operating Expenditures (MOE): Copies of present and last year's budgets. Maintaining operating expenditures refers to the fact that these funds are meant to be supplementary – not to replace current funding. Therefore, in addition to the amount of federal grant dollars and recipient cost share/matching funds, the recipient must maintain an average of the last two year's spending levels on items for which the recipient received a grant during the grant period of performance.
3. Payment Documentation: Purchase orders, PAID invoices, receipts, cancelled check(s) or external source documentation from a financial institution showing the outlay of funds, payment history, manufacturer's certifications, attendance verification (Sign-in sheet, not roster), training certificates, etc. All records to support grant-related expenditures from FEMA.
4. Property Control: Identify items purchased with federal funds and maintain a control system for tracking the item(s), location of item(s), federal funding amount, date of purchase, condition of item(s), maintenance schedule, etc.
5. Amendments: Copies of requests with justification for budget/program revisions, as well as, period of performance extensions.
6. NOFO-Notice of Funding Opportunity:
<https://www.fema.gov/grants/preparedness/firefighters/safety-awards/documents>
7. Memorandum of Understanding (MOU) Regional Grants: Copy of MOU with participating departments.
8. Audit and Corrective Actions: All audit-related documentation should be retained.
9. Internal Controls: A recipient must establish and maintain effective internal controls over the Federal award that provides reasonable assurance that the recipient is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award (see 2 C.F.R. § 200.303).
10. Monitoring, Closeouts and Progress Reports: All documentation should be retained that is submitted to FEMA during desk or site monitoring.