

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	May 7, 2024	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
		<input type="checkbox"/> Workshop	<input type="checkbox"/> Public Hearing
Department:	Fire Rescue		

I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to:**

- A) **ratify** a FY 2023 Staffing for Adequate Fire and Emergency Response (SAFER) Grant application, electronically submitted to the U.S. Department of Homeland Security's (DHS) Federal Emergency Management Agency (FEMA) on April 11, 2024, requesting \$6,223,626 to fund 18 new firefighters, for a term of three years from the date of award; and
- B) **ratify** the designation of the County Administrator, or designee, to act as the County's representative for the purpose of electronically signing and submitting the FY 2023 SAFER grant application, including Assurances and Certifications via the DHS FEMA website; and
- C) **authorize** the County Administrator, or designee, to accept, approve, execute and submit, electronically or otherwise, on County's behalf the grant award, representations, certifications, acknowledgments, assurances, standard forms and documents, reimbursement requests, amendments, time frame changes, and other necessary documents, that do not materially change the general scope of terms and conditions of the grant.

**Summary:** This grant application requests \$6,223,626 from DHS FEMA to fund 18 new firefighters to staff a 4-person engine at new Fire Station 49. The total project cost identified in the grant application is \$6,223,626. There is no required match for this grant for all three years.




If awarded the requested positions will provide funding to staff a 4-person engine at new Fire Station 49. The density and call volume has increased dramatically supporting the need for an additional fire station in that area. This award will allow Fire Rescue to staff an engine with four people over each of the three shifts. Due to the personnel coverage factor, the total number of firefighters required is 18. These 18 positions will be eliminated at the end of the grant and submitted as a supplemental request through the budget process prior to the expiration of the grant. Due to the preparation time, submittal deadlines, and BCC meeting dates, the grant application had to be submitted prior to full Board approval. **Countywide (SB)**

**Background and Justification:** The FY 2023 SAFER Program is a competitive grant program focused on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The SAFER Program provides direct financial assistance to eligible fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments.

The SAFER Program requires submission of grant applications by electronic format in order to assure an efficient review and competitive scoring of all funding requests submitted under this program. The deadline for submission of this grant application to the grantor agency was 5:00 p.m. on April 12, 2024. Pursuant to Section 309.00 of the Palm Beach County Administrative Code, the Mayor approved this grant application, which now must be ratified by the Board. The grant application includes certifications of compliance with required assurances and certifications, as stated in the application and related program guidance.

**Attachments:**

- 1. FY 2023 SAFER application and related documentation
- 2. Approval memo

Recommended by:		4-18-2024
	Assistant Fire Chief	Date
Approved by:		4-16-2024
	Fire Rescue Administrator	Date
Approved by:		4/22/2024
	Assistant County Administrator	Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2024	2025	2026	2027	2028
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	1,879,488	2,067,039	2,277,099	_____
External Revenues	_____	(1,879,488)	(2,067,039)	(2,277,099)	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u>*0</u>	<u>0</u>	<u>0</u>	<u>0</u>	_____
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	<u>0</u>	<u>18</u>	_____	_____	_____

Is Item Included in Current Budget? Yes \_\_\_ No X  
 Does this item include the use of federal funds Yes X No \_\_\_  
 Does this item include the use of State Funds? Yes \_\_\_ No X

Budget Account No.: Fund \_\_\_ Dept \_\_\_ Unit \_\_\_ Rev Source \_\_\_

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

\* At this time, there is no Fiscal Impact in FY2025 through FY2027. Should the grant be awarded, a budget amendment will be brought to the Board for approval with the grant award. At the end of the grant these positions may be brought back to the board for approval to funded by the Fire Rescue MSTU.

C. Departmental Fiscal Review: Lauren Magnienubi 4/16/2024

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development and Control Comments:**

Lucy M... 4/17/2024  
 OFMB  
 JAA 4/17 V.S. 4117  
 AAF 4/17

Trunda Mack 4/18/24  
 Contract Development and Control  
 Trud 4/17/24

**B. Legal Sufficiency**

Ben... 4/19/24  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

**Attachment A**  
Grant Application

# Fiscal Year (FY) 2023 Staffing for Adequate Fire and Emergency Response (SAFER) Grant

Status: Pending AOR signature

Application ID: EMW-2023-FF-00594

OMB number: 1660-0054, Expiration date: 11/30/2022 [View burden statement](#)

## System for Award Management (SAM.gov) profile

Please identify your organization to be associated with this application.

All organization information in this section will come from the System for Award Management (SAM) profile for that organization.

### COUNTY OF PALM BEACH

Information current from SAM.gov as of:	03/03/2024
UEI-EFT:	XL2DNFMPCR44
DUNS (includes DUNS+4):	078470481
Employer Identification Number (EIN):	596000785
Organization legal name:	COUNTY OF PALM BEACH
Organization (doing business as) name:	
Mailing address:	301 N OLIVE AVE 2ND FLOOR WEST PALM BEACH, FL 33401-4700
Physical address:	301 N OLIVE AVE WEST PALM BEACH, FL 33401-4703
Is your organization delinquent on any federal debt?	N
SAM.gov registration status:	Active as of 01/30/2024

We have reviewed our bank account information on our SAM.gov profile to ensure it is up to date

## Applicant information

Please provide the following additional information about the department or organization applying for this grant.

Applicant Name (i.e., fire department or organization name) **Palm Beach County Fire Rescue**

## Main address of location impacted by this grant

Main address 1 **405 Pike Rd**

Main address 2

City **West Palm Beach**

State/territory

Zip code **33415**

Zip extension **3815**

In what county/parish is your organization physically located? **Palm Beach**

If you have more than one station, in what county/parish is your main station located?

## Applicant characteristics

The SAFER (Staffing for Adequate Fire and Emergency Response) program intends to improve or restore local fire departments' staffing and deployment capabilities so they may more effectively respond to emergencies. With the restored or enhanced staffing, grantees should see a reduction in response times and an increase in the number of trained personnel assembled at the incident scene. Grant funds are available in two activities: Hiring Firefighters and Recruitment and Retention of Volunteer Firefighters. Please review the Notice of Funding Opportunity for information on available program areas and for more information on the evaluation process and conditions of award.

Please provide the following additional information about the applicant.

Applicant type **Fire Department/Fire District**

What kind of organization do you represent? **All Paid/Career**

Which activity are you applying for? **Hiring of Firefighters**

## Operating budget

What was your department's operating budget (e.g., personnel, maintenance of apparatus, equipment, facilities, utility costs, purchasing expendable items, etc.) related to fire-related programs and emergency response for the current (at time of application) fiscal year, as well as the previous three fiscal years?

Current Fiscal Year (i.e., 2021) **2024**

Fiscal Year	Operating budget
2024	\$478,307,510.00
2023	\$460,583,405.00
2022	\$409,181,731.00

Fiscal Year	Operating budget
2021	\$387,540,337.00

What percentage of the declared operating budget is dedicated to personnel costs (salary, benefits, overtime costs, etc.)? **75**

Does your department have any rainy day reserves, emergency funds, or capital outlay? **Yes**

What is the total amount currently set aside? **17000000.00**

Describe the planned purpose of this fund. **Palm Beach County Fire Rescue is a Municipal Service Taxing Unit, which is required to maintain its own reserves. FY 2024 contingency reserves are used for unanticipated expenditures outside the budget process, for any natural disasters such as hurricanes or floods. Although this seems like a large amount, this is only 3.55% of the operating budget.**

What percentage of the declared operating budget is derived from the following	2024
Taxes	86.06
Bond issues	0
EMS billing	7.12
Grants	0.82
Donations	0
Fund drives	0
Fee for service	2.58
Other	3.42
<b>Total</b>	<b>100 %</b>

Please explain the "Other" portion of the declared operating budget.

**The other Category is made up of Interest Earnings, Operating transfers in, and miscellaneous revenues such as sale of surplus fixed assets, firefighters supplemental compensation (Florida Statute Chapter 633), and refund from prior year expenditures.**

Describe your financial need to include descriptions of the following:

- Income vs. expense breakdown of the current annual budget
- Budget shortfalls and the inability to address financial needs without federal assistance
- Actions taken to obtain funding elsewhere (i.e. state assistance programs or other grant programs)
- How your critical functions are affected without this funding

**Palm Beach County Fire Rescue (PBCFR) is a Municipal Service Taxing Unit, which provides municipal type services to a specific area of the County with individual assessed values, millage rates, capital and reserves. Most municipal fire departments reserves are maintained within the municipal general fund and not within the fire department budget. A department of our size is required to have sufficient reserves to allow for unexpected expenditures created by natural disaster (hurricanes, floods, and pandemics). PBCFR has a salary and operating budget of \$478,307,510 for fiscal year 2024. Of those funds, approximately 75% is dedicated to personnel costs. These funds are also used to support a variety of fixed and discretionary expenses. Many of the remaining funds are allocated to non-discretionary items, including fuel, utilities, fleet maintenance, capital equipment and communications. Budget Breakdown: Salaries & Benefits = \$357,745,470 (74.79%) Training = \$2,694,735 (0.56%) IT Contractual & Professional Services = \$6,952,353 (1.45%) Communications, Facility-repair maintenance & utilities, and Rent = \$19,503,960 (4.08%) Property Appraiser & Tax Collector commissions and Indirect Costs = \$12,727,280 (2.66%) Supplies, medical, uniforms, safety equipment = \$15,374,595 (3.55%) Capital equipment & apparatus = \$45,639,450 (9.54%) Contingency Reserves = \$17,000,000 (3.55%) TOTAL FY2024 SALARY & OPERATING BUDGET = \$478,307,510 PBCFR funds come from the following sources: Taxes (86.06%), which provides funding based on the properties valuation; EMS Transport fees (7.12%); Fees for Service (2.58%), such as fire plans review and inspection fees; Grants (0.82%) and other miscellaneous revenues (3.42%). The Board of County Commissioners (BCC) has maintained the current millage rate for 14 consecutive years. If the department needs to maintain or raise the millage rate, it may require a supermajority vote by the BCC. If a supermajority vote is not received from the BCC, the department will have to make additional budget cuts to balance the budget. The Board has given no indication of a willingness to increase the current millage rate. The department has been playing catch up with its Capital Improvement Plan. There has been tremendous growth in the county over the last 15 years and the impact fee revenue that Fire Rescue has received is not enough to offset the costs of the stations that are required to serve this new growth. Over the last 15 years, the department has collected a total of \$10.4 million in impact fees. The average cost to build fire station is \$10-12 million. This year, the department opened two new stations, prior to that the last time the department opened up a new growth station was 2009. Population has increased 26% since then (from 760,578 in 2009 to 960,669 in 2023). An additional new fire station will be opening in the next 2 years. There are still new stations that need to be built and many of our 51 stations**

are aging and in need of renovation or replacement. Construction costs have increased significantly. Costs have increased from \$405 per square feet in 2018, to \$780 per square feet in 2023, leaving a deficit of \$375 per square feet. Costs are expected to continue to increase into the future. This along with increasing fuel costs, inflation and uncertain economic times will put an additional strain on the department's current and future budgets.

## Other funding sources

This fiscal year, are you receiving Federal funding from any other grant program for the same purpose for which you are applying for this grant? **No**

This fiscal year, are you receiving Federal funding from any other grant program regardless of purpose? **Yes**

Please provide an explanation for other funding sources in the space provided below.

**2022 FPS Grant to purchase 1,500 combination smoke/carbon monoxide alarms; 2022 SAFER Grant to add a 4th person to our 6 Aerial Apparatus; 2021 SAFER Grant for a 4-person Engine at new Station 40**

## Applicant and community trends

Please provide the following additional information about the applicant.

Injuries and fatalities	2023	2022	2021
What is the total number of fire-related civilian fatalities in your jurisdiction over the last three calendar years?	9	6	4
What is the total number of fire-related civilian injuries in your jurisdiction over the last three calendar years?	57	93	61
What is the total number of line of duty member fatalities in your jurisdiction over the last three calendar years?	0	0	0
What is the total number of line of duty member injuries in your jurisdiction over the last three calendar years?	4	4	1
What is the total number of members with self-inflicted fatalities over the last three years?	0	0	1

How many frontline vehicles does your organization have in each of the types or classes of vehicle listed below that respond to first alarm assignments in support of NFPA 1710/1720? You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession.





### Filled riding positions

The number of filled riding positions must be equal or less than the number of frontline apparatus multiplied by the number of available riding positions.

Type or class of vehicles	Number of frontline apparatus	Number of available riding positions	Number of filled riding positions
Engines or pumpers (pumping capacity of 750 gallons per minute (GPM) or greater and water capacity of 300 gallons or more): pumper, pumper/tanker, rescue/pumper, foam pumper, CAFS pumper, type I, type II engine urban interface.	45	180	138
Ambulances for transport and/or emergency response.	55	220	165
Tankers or tenders (water capacity of 1,000 gallons or more).	4	8	4
Aerial apparatus: aerial ladder truck, telescoping, articulating, ladder towers, platform, tiller ladder truck, quint.	6	24	24
Brush/quick attack (pumping capacity of less than 750 GPM and water carrying capacity of at least 300 gallons): brush truck, patrol unit (pickup w/ skid unit), quick attack unit, mini-pumper, type III engine, type IV engine, type V engine, type VI engine, type VII engine.	19	38	0
Rescue vehicles: rescue squad, rescue (light, medium, heavy), technical rescue vehicle, hazardous materials unit.	2	8	4
Additional vehicles: EMS chase vehicle, air/light unit, rehab units, bomb unit, technical support (command, operational support/supply), hose tender, salvage truck, ARFF (aircraft rescue firefighting), command/mobile communications vehicle.	53	106	53

Is your department facing a new risk, expanding service to a new area, or experiencing an increased call volume? **Yes**

Please explain how your department is facing a new risk, expanding service to a new area, or experiencing an increased call volume.

**Palm Beach County (PBC) continues to experience a large amount of growth in residents, multi-story residences and businesses. Retirees continue to move to the County and the population continues to age. Palm Beach County is the third largest county in the state of Florida. In the last ten years, the population of the County has grown by 15.2% and is expected to increase by another 9.5% by 2030 according to the University of Florida's Bureau of Economic and Business Research. The South Florida Business Journal reported that PBC is among the fastest-growing metros for senior citizens (7.1% increase). It was reported by the agency Discover the Palm Beaches that PBC experienced record-breaking tourism again in 2023 (9.5 million visitors). As more and more people visit and move to PBC, the demand for homes, businesses and hotels continue to rise. Developers are building on every bit of available land in**

the County. The latest trend in South Florida is golf course conversion (building homes on golf courses that are no longer in use or profitable). This trend along with the increased growth and call volume increases the need for additional firefighters and facilities to serve these densely populated communities. Over the past 10 years, Palm Beach County Fire Rescue has experienced an average increase in call volume of 2-3% per year. In fiscal years 2021 and 2022, the department has experienced a 5% or more increase in call volume. As our community continues to grow, we are in need of new fire stations. The growth of the community is increasing much faster than our ability to build and staff new stations (especially with construction delays caused by supply chain issues). In addition, our roadways are crowded and over capacity therefore increasing the time it takes to travel to our calls and increasing response times. This rapid expansion, ongoing development, changing landscape and demographic have created a more challenging environment for our firefighters, resulting in an increased risk of injury, exposure to hazards, and longer response times.

## Community description

Please provide the following additional information about the community your organization serves.

Type of jurisdiction served	<b>County</b>
What type of community does your organization serve?	<b>Suburban</b>
What is the square mileage of your first due response zone/jurisdiction served?	<b>1769</b>
What percentage of your primary response area is protected by hydrants?	<b>25</b>

What percentage of your primary response area is for the following:	Percentage (must sum to 100%)
Agriculture, wildland, open space, or undeveloped properties	70
Commercial and industrial purposes	6
Residential purposes	24
<b>Total</b>	<b>100</b>

What is the permanent resident population of your first due response zone/jurisdiction served? **960669**

Do you have a seasonal increase in population?

Yes

What is your seasonal increase in population (number of people)?

158876

Please describe your organization and/or community that you serve.

**Palm Beach County is located in the southeast region of Florida, 60 miles north of Miami and 170 miles southeast of Orlando. Palm Beach County is the second-largest county in Florida by land area and is larger than the states of Rhode Island and Delaware. The County is 47 miles long (from north to south) and over 53 miles wide (east to west). Palm Beach County Fire Rescue (PBCFR) is an ISO Class 1 organization serving the unincorporated county and 19 municipalities. PBCFR covers 1,769 square miles and serves a population of 960,669 permanent residents and a transient, seasonal tourist population that swells to over 1.1 million with the arrival of the winter snowbirds. At first look, the county would appear to be urban in nature however the residentially populated areas within the county are clustered along the coastal region and along Lake Okeechobee, and these areas only account for 24% of land use. Palm Beach County is mainly suburban, but we have a few high-density urban areas that contain 688 structures that are more than three stories in height. We have only 6% of our land areas dedicated to commercial or industrial uses. The remaining 70% of the county land consists of undeveloped properties, farmlands and wild land, such as the Everglades conservation areas running between the coast and Lake Okeechobee. Only 25% of the total undeveloped areas are covered by hydrants leaving the remaining areas without hydrant coverage. Our climate is relatively hot and sunny most of the year with average temperatures ranging from 68-83 degrees Fahrenheit. We have an extremely dry season during the winter months with drought indices reaching into the 500s. Our summer months are subtropical with heavy rains (62 inch/year), occasional flooding hurricanes. Palm Beach County is a hot spot for retirees. The County has many retirement communities for people 55 and over, along with many assisted living facilities and nursing homes. The median age of Palm Beach County is 45 years old. 23% of the County's population is over 65 years of age. Many of the residents that are 65 or over live in a one-person household. In fiscal year 2023, PBCFR responded to 154,024 total emergency calls. PBCFR is a career department comprised of 1,521 career firefighters, all of which are trained to the NFPA 1001 level of FF 1&2, with dual certification as EMT and/or Paramedics. PBCFR is 100% NIMS compliant with all current mandates and fully integrated with and reporting into NFIRS. PBCFR complies with NFPA 1500 standards and requires all firefighter and candidates to have NFPA 1582 baseline and annual physicals. We provide**

structural and wildland fire suppression, emergency medical services, ALS and BLS transport, hazmat materials mitigation, technical rescue, Special Operations, Aeromedical, Aircraft firefighting, 9-1-1 Dispatching, Fire Prevention, Public Education, Fire Inspections, Fire Investigation, Plans Review, Community Assistance and a Mobile Integrated Health program to both the unincorporated areas of Palm Beach County and the 19 municipalities that we serve. We conduct operations from 51 fire stations with a fleet of over 180 front line apparatus. PBCFR provides automatic aid, mutual aid, and dispatch services to 13 additional municipalities (all areas within Palm Beach County not directly served by PBCFR are recipients of either mutual or automatic aid). Additionally we provide mutual aid to two adjacent counties (Broward and Martin Counties) and to the other three fire departments that are not in our Dispatch Center.

## Call volume

Summary	2023	2022	2021
Fire - NFIRS Series 100	1381	1453	1412
Overpressure Rupture, Explosion, Overheat (No Fire) - NFIRS Series 200	54	61	40
Rescue & Emergency Medical Service Incident - NFIRS Series 300	115608	113931	108710
Hazardous Condition (No Fire) - NFIRS Series 400	1707	1580	1423
Service Call - NFIRS Series 500	7450	8970	8538
Good Intent Call - NFIRS Series 600	16972	17360	16631
False Alarm & Falls Call - NFIRS Series 700	8436	7964	7700
Severe Weather & Natural Disaster - NFIRS Series 800	39	17	14
Special Incident Type - NFIRS Series 900	145	222	538
Total	151792	151558	145006

## Fire

How many responses per year by category? Enter whole numbers only. If you have no calls for any of the categories, enter 0.

<b>How many responses per year per category?</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
"Structure Fire" (Of the NFIRS Series 100 calls, NFIRS Codes 111-120)	472	448	451
"Vehicle Fire" (Of the NFIRS Series 100 calls, NFIRS Codes 130-138)	322	298	327
"Vegetation Fire" (Of the NFIRS Series 100 calls, NFIRS Codes 140-143)	287	346	332
Total	1081	1092	1110

What is the total acreage of all vegetation fires? Enter whole numbers only. If you have no vegetation fires, enter 0.

<b>Total acreage per year</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Total acreage of all vegetation fires	141	530	66

## Rescue and emergency medical service incidents

<b>How many responses per year per category?</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
"Motor Vehicle Accidents" (Of the NFIRS Series 300 calls, NFIRS Codes 322-324)	7220	6830	6723
"Extrications from Vehicles" (Of the NFIRS Series 300 calls, NFIRS Code 352)	26	33	28
"Rescues" (Of the NFIRS Series 300 calls, NFIRS Code 300, 351, 353-381)	981	552	440
EMS-BLS Response Calls	137	514	311
EMS-ALS Response Calls	112415	112838	108276
EMS-BLS Scheduled Transports	0	0	0
EMS-ALS Scheduled Transports	0	0	0
Community Paramedic Response Calls	686	302	121
Total	121465	121069	115899

## Mutual and automatic aid

How many responses per year by category? Enter whole numbers only. If you have no calls for any of the categories, enter 0.

<b>How many responses per year per category?</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
Amount of times the organization received Mutual Aid	0	0	1

How many responses per year per category?	2023	2022	2021
Amount of times the organization received Automatic Aid	5140	4902	4644
Amount of times the organization provided Mutual Aid	196	126	125
Amount of times the organization provided Automatic Aid	2689	2529	2492
Of the Mutual and Automatic Aid responses, amount that were structure fires	221	240	245
Total	8246	7797	7507



**Instructions**

You can add the positions you are requesting by using the add buttons below. Include all positions in a single item. Please answer all the questions for the overall Hiring activity as well as the required information for the requested positions.

**Grand total: \$6,223,625.64**

**Program area: Hiring of firefighters**

**Activity: Hiring of Firefighters**

**\$6,223,625.64**

**Hiring of Firefighters activity questions**

**Staffing levels**

SAFER intends to restore or improve local fire departments' staffing and deployment capabilities so they may more effectively respond to emergencies. With the enhanced staffing, a SAFER grant recipient's response time will be reduced sufficiently and an appropriate number of trained personnel will be assembled at the incident scene.

The following questions are designed to help us understand the staffing changes that have occurred in your department over the past several years and how the grant will

assist in restoring or improving your staffing levels. The information provided must be a true and accurate depiction of your department on the timelines listed below.

For more information regarding these standards please see the Notice of Funding Opportunity or go to [www.nfpa.org/freeaccess](http://www.nfpa.org/freeaccess)

Select the item that best describes the **1710 - with aerial**  
NFPA standard your department is  
attempting to meet:

What is the department's current (at the start of the application period) budgeted operational staffing level? Include all budgeted positions, even if they are not currently filled.

Current budgeted operational staffing level **1611**

How many budgeted, but vacant **138**  
operational positions does your  
department have at the start of the  
application period?

Please enter information about your organization's staffing levels in the table below .

<b>Staffing levels</b>	<b>Total number of operational career personnel</b>	<b>Number of operational career officers</b>	<b>Number of NFPA support</b>
Staffing levels at the start of the application period	1473	544	1453
Staffing levels at one year prior to the start of the application period	1407	537	1394
Staffing levels at two years prior to the start of the application period	1387	499	1364
If awarded this grant, what will the staffing levels be in your department?	1491	547	1471

Please provide details on the department's existing staffing model to include the number of shifts, number of positions per shift, chief level officer staffing per shift (i.e., Battalion Chief, District Chief, etc.), and contracted shift hours per week/pay period. If the contracted shift hours

**PBCFR has 3 – 24 hour shifts. Minimum daily staffing is currently 341. Minimum daily staffing includes 9 Battalion Chiefs and 9 EMS Captains. District Chiefs are not included in the minimum staffing numbers. We have 8 of them that are on a Monday-Friday 40 hour work week with overtime for nights and**

included FLSA overtime or Kelly Days, please be sure to include details.

**weekend calls. Battalion Chiefs and below are on a 48 hour workweek with a Kelly day. We currently staff 4 personnel on an aerial, 3 personnel on an engine/suppression unit, 4 personnel on a stand-alone engine (with no other units in the station), 3 personnel on a rescue/ambulance unit, 1 person on a tender and cross staff our brush trucks with the suppression unit staff. We currently have 157 front line units in 51 fire stations.**

Does your department utilize part-time or reserve paid firefighters? **No**

### **Hiring of firefighters**

Please provide the following additional information regarding your fire department.

#### **Based on current staffing levels:**

If your department utilizes overtime to fill positions to ensure you are meeting applicable NFPA staffing and deployment standards, you should remove the number of positions filled by overtime from your calculations.

How often does your department meet the NFPA assembly requirements as indicated in the table above for the department's first due response zone/jurisdiction served? **Never (0%)**

What is the average actual staffing level on your first arriving engine company or vehicle capable of initiating suppression activities on the number of structure fires indicated in the department call volume section of your application? **3**

Do you provide NFPA 1582 annual medical/physical exams? **Yes**

#### **If awarded the number of positions requested in this application:**

How often do you anticipate that your department will meet the NFPA assembly requirements as indicated in the table above? **Half of the time (40 to 59%)**

What will be the average actual staffing level on your first arriving engine company or vehicle capable of initiating suppression activities on the number of structure fires indicated in the department call volume section of your application? **3**



Will you provide the new hires with NFPA 1582 entry-level physicals? **Yes**

Will the personnel hired meet the minimum EMS training and certification as required by your Authority Having Jurisdiction (AHJ)? **Yes**

Is it your department's intent to sustain the awarded positions after the completion of the period of performance? **Yes**

Please provide a brief description on how the positions will be sustained.

**It is the desire of PBCFR to sustain these positions through the regular budget process. Over the 3 year period, the positions will be brought in to the normal budgeting of the department and kept on staff. Sustainment of these positions has been incorporated into the department's long-term budgeting process. The Fire Rescue Administrator is committed to the sustainment plan.**

Describe the department's step-by-step hiring process (application period, written test, physical, approval) and the timeline for each step.

**PBCFR in conjunction with Palm Beach County Human Resources (PBCHR), facilitates the direction and management of the hiring process for PBCFR. Applications are accepted over two days every year. Historically, the department receives approximately 800 applications per hiring process. Those who have submitted an Interest Card with PBCFR are notified by email two weeks prior to the opening of the application announcement. It takes, on average, three weeks for PBCHR to review the applications for completeness and to verify all qualifications. Candidates that meet the minimum requirements are eligible to move forward in the multi-level hiring process that begins with a two-part written test. The tests are then sent out to be graded, and those candidates who rank at or above the cut-off score are invited to participate in an in-person interview. Our hiring process consists of three highly trained officers who work vigorously, conducting all interviews within two weeks. The candidates are ranked according to their interview score, creating a list that will be utilized to fill the following year's recruit classes. A conditional offer of employment is given to each**

candidate subject to the successful completion of a medical physical and a criminal, employment, and driving background check. The candidates chosen to undergo the onboarding process will meet with PBCHR, PBCFR Exercise Physiologist, and be fitted for uniforms and bunker gear.

How many recruits can be trained in one academy class?

40

How long after award will the department be able to start a recruit class?

PBCFR will be able to start a recruit class about 4 months after the award. PBCFR's hiring process is conducted thru PBC Human Resources Department. The hiring process consists of: the application process, a two-part written test, an in-person interview, a medical physical, a physical assessment, and a background check (criminal, employment, and driving). This entire process takes approximately 3 months.

How often are your recruit classes held?

Our recruit classes are held quarterly or as needed.

Does the department need governing body approval to accept and implement the award?

Yes

Provide details on the timeline needed to accept the grant award.

With previously awarded grants, the timeline has been approximately 60 days. Once the Department has been sent notification for grant funding award, the Fire Rescue Administrator contacts County Administration for authorization to move forward. The Board of County Commissioners accepts the award and at the same time approves a budget amendment to establish a budget for the grant. The Board of County Commissioners meet once or twice a month, which may result in a 60-day timeline for acceptance.

Is your request for hiring firefighters based on a risk analysis, staffing needs analysis, or an Insurance Services Office (ISO) rating?

Yes

Describe how the analysis was conducted and the outcome of the analysis or ISO rating.

PBCFR has an in-house Planning Section that evaluates call volume, response times, NFPA 1710, unit availability, population, and safety

risks. It was determined that a new fire station was needed in the area. Historical data was used to compare current staffing to the additional station staffing. The analysis indicated overall response time will be reduced by 4 min and unit availability will increase. Staffing the station with a 4 person engine would result in decreased time required to meet the 2 in 2 out standard, improve our NFPA1710 first arriving engine response from 0% within 4 min to 56%, and improve the full complement of 17 people on scene within 8 min from 0% to 40%. These improvements in response time translates into risk mitigation by minimizing the time a fire has to progress. Postponing fire engagement may result in further property damage, injuries, and potentially death. Having an additional fire suppression unit will improve our ISO deployment score.

Does your department currently have a policy in place to recruit and hire veterans?

Yes

Please provide a brief description of the policy in place.

**In compliance with Florida Statute 295, PBC Human Resources Department has a policy in place to improve the recruitment and retention of veterans and qualifying family members. Qualifying individuals are to be given special consideration in the selection process and with regards to retention including being provided preference during times of layoffs.**

### **Narrative statements**

The narrative statements must provide all the information necessary for you to justify your needs and for FEMA to make an award decision. A panel of peer reviewers will perform the second phase of the applications' evaluations by using the narrative statements below to determine the worthiness of the request for an award.

Please ensure that your narrative clearly addresses each of the following evaluation criteria elements to the best of your ability with detailed but concise information. Provide only the information being requested for each element; if you provided information pertaining to the narrative elements elsewhere in the application you must still include it below. Failure to provide the information being requested may result in a lower score or the application not being funded.

### **Project description**

Why does the department need the

**Palm Beach County Fire Rescue**

positions requested in this application?

(PBCFR) is requesting \$6,223,626 to hire 18 new firefighter positions to staff a 4 person ALS engine for a new fire station which will be completed in the summer of 2025. The 18 new positions consisting of 4 new daily staff x 3 shifts x 1.5 (to allow for historical leave coverage) = 18 positions. PBCFR and the Professional Firefighters/Paramedics of PBC, IAFF, Local 2928, worked together to complete a risk assessment and determined the best way to improve the level of service in this area while providing firefighter safety and mental wellness was to build a new fire station and staff it with a 4 person engine. A formal, in-depth statistical analysis was conducted that evaluated the need and location for a new fire rescue station, call volume, response times, NFPA 1710 compliance, unit availability, population, and safety risks to firefighters and the community. Historical data was used to conduct comparisons between current staffing and the additional station staffing scenario. This area was once an Agriculture Reserve, over the last few years approvals have been given to develop the area with very little infrastructure in place. It was determined that a new fire station was needed in this location to provide service to a fast growing area that has extended response times. Impact fees generated from the new growth will only pay for a small portion of the cost to build the station. The new station will serve over 18 square miles and a population of over 9,700 in its first-due zone. The primary response zone of this new station will generate over 1,200 calls a year and growing. 80% of the calls have a response time over the department standard of 7:30; and 47% of the calls have a response time over 10 minutes. This new station and the staffing will provide more efficient fire and EMS responses and bring the area closer to being NFPA 1710 complaint. The overall response time to all calls in the primary response zone will be reduced on average by more than 4 minutes and unit availability in the area

will increase. Staffing the station with a 4 person ALS Engine would result in a decrease in the time required to meet the 2 in 2 out standard within the first due zone and will improve our NFPA 1710 first arriving engine response from 0% within 4 minutes to 56%. The NFPA 1710 full complement response of 17 people on scene will improve from 0% within 8 minutes to 40% in the first due zone. These improvements in response time translates into risk mitigation by minimizing the time a fire has to progress. Postponing fire engagement may result in further property damage, injuries, and potentially death. Having an additional fire suppression unit and increased staffing in this area will help improve or our ISO deployment score while experiencing tremendous growth.

How will the positions requested in this application be used within the department? (e.g., 4th on engine, open a new station, eliminate browned out stations, reduce overtime)?

Upon funding these 18 positions, PBCFR will be able to hire, train and staff a 4 person ALS engine at a new fire station that is scheduled to open in the summer of 2025. This additional staffing is essential to meeting national safety standards and mitigating risk to the community through prompt response times and increased unit availability. This new station is in a new growth area that was once all farm land. There are few main thoroughfares and numerous gated communities. Over the next few years, the area will continue to develop. This new station will be located 4.8 miles northwest of Station 42 and 4.7 miles southwest of Station 47. The additional personnel will increase daily staffing by 4 people covering 3 different shifts and allowing for historical leave coverage for a total of 18 people (4 x 3 shifts x 1.5 coverage factor = 18 positions). Adding these additional people and an additional suppression unit to the area which will help our deployment and keep our Class 1 ISO rating with all the new growth throughout the County. This award will allow us to open a new station with the appropriate staffing without reducing staffing at our other fire stations. The benefits are increased safety for the community and our

firefighters with more firefighters available to respond. This will equate to fewer injuries, fewer accidents, and will reduce job related stress. The benefit for the citizens is more apparatus coverage, and reduced response times which will improve the outcomes to the emergency calls. The benefits to the Department and taxpayers are an additional suppression unit and staffing to serve the community, a reduction in overtime cost, and the ability to maintain our budget and ensure that future projects are not cut or delayed due to budgeting issues.

What specific services will the requested positions provide to the fire department and community?

Funding the requested positions will significantly improve efficiencies of operation by allowing PBCFR to open a new station with the appropriate staffing without reducing staffing at any of our other fire stations. These positions will provide Structural Firefighting, Hazardous Materials Mitigation, Special Operations, and Emergency Medical Services to the community. The positions will also provide public education, car seat installation, blood pressure checks, and smoke alarm installation to the citizens within their zone. The additional staffing is essential to meeting national safety standards and mitigating risk to the community by reducing the overall response time to calls in this area and automatic aid areas in neighboring jurisdictions. It will also improve NFPA 1710 compliance and increasing unit availability in the area and free up additional units to respond to other incidents needing their specialized capabilities. The increased staffing will also provide a safer work environment for firefighters by reducing incidents in which crews may need to initiate search and rescue operations with fewer than 4 firefighters on scene (2 in 2 out standard).

Describe how funds awarded through this grant would enhance the department's ability to protect critical infrastructure within the primary response area.

PBCFR provides Structural Firefighting, Hazardous Materials Mitigation, Special Operations, Aircraft Firefighting, Aeromedical, Emergency Medical Services, and Emergency

Transport to protect critical infrastructure such as: Scripps Research Institute, Max Planck Neuroscience Institute, 14 major hospitals, over 250 Assisted Living Facilities and Nursing Homes, 9 correctional facilities, 2 major power plants, 5 wastewater facilities, 17 potable water treatment plants, 5 airports, 2 major highways systems, 4 major sugar mills/refinery, over 15 major Distribution Centers, over 350 schools, 2 colleges with numerous campuses, rail systems, hazardous substance chemical plants, sports stadiums, raceway, wildlife areas, Lake Okeechobee, Herbert Hoover Dike-levee, 45 miles of Atlantic Ocean coastline and beaches and 20 drawbridges across the Intracoastal or other waterway. Palm Beach County is a hot spot for tourism and snowbirds. PBCFR has automatic and mutual aid agreements with all of the Fire Departments within the County and 3 Fire Departments in surrounding counties. The personnel in this new fire rescue facility will protect over 18 square miles and a population of over 9,700. The area mainly consists of single family homes built within the last 10 years with a median value of \$647,000. But there is also some commercial areas in the zone along with agricultural areas with very old homes or mobile homes on the properties. The median age of area is 36, but there are a few neighborhoods that a 55 and over. The primary response zone of this new station generates over 1,200 calls a year. 80% of the calls have a response time over the department standard of 7:30. Staffing this new unit will reduce the overall response time to all calls in the primary response zone by more than 4 minutes and increase unit availability in the area. Staffing the station with a 4 person ALS Engine would result in a decrease in the time required to meet the 2 in 2 out standard within the first due zone and will improve our NFPA 1710 first arriving engine response from 0% within 4 minutes to 56%. The NFPA 1710 full complement response

of 17 people on scene will improve from 0% within 8 minutes to 40% in the first due zone. These improvements in response time translates into risk mitigation by minimizing the time a fire has to progress. Postponing fire engagement may result in further property damage, injuries, and potentially death.

## **Impact on daily operations**

Explain how the community and the current firefighters employed by the department are at risk without the positions requested in this application.

Two years ago in this area on a windy rainy day, a power pole came down on a single wide mobile home and caused a structure fire. It took the first in engine (with 3 people on it) 15 minute to arrive onscene. The second unit was a few minutes behind. The home was over 25% involved. After a primary search was conduced and the all clear given, both units were pulled out of the structure until more resources arrived. It took 12 more minutes before the next 2 engines arrived. By this time, the unit was fully involved and a complete loss. A family with very little economic means lost their home that day. If this station and unit were in service when this fire occurred, the engine (with 4 people) would have arrived within 4 minutes, this may have been the difference between the family losing their home or only having minor damage to it. Thank goodness no one was home at the time, but had someone been in the mobile home this may have been the difference between life and death. Without the funding for the requested positions, the new fire station will not be staffed with a 4 person engine and the zone will continue to be covered by suppression units responding from other zones. The first in suppression unit would most likely be Engine 42 which is staffed with 3 personnel. In order to meet the 2 in 2 out standard, Engine 42 would have to respond with an additional unit extending the response time of the initial fire attack. Station 42 runs almost 5,700 calls a year (approximately 16 calls a day) and transports over 2,600 patients a year. Due to the high call volume in Station 42's zone, the



increasing call volume in the new station zone and increasingly long patient turnover times at the hospitals, unit availability would continue to decrease. If a structure fire occurred in this zone, the department would have an extremely difficult time getting a NFPA 1710 full complement response of 17 people on scene in a reasonable time frame. Not having adequate staffing to provide life savings services is a real threat to the safety of our firefighters. This can cause stress and fatigue and create a dangerous situation for our firefighters. That in turn can create a dangerous situation for the citizens of Palm Beach County. Delays in the arrival of sufficient personnel can put firefighters at risk. Fire crews are placed in difficult situations when they have to decide whether to attempt action with insufficient personnel or wait a little longer for additional personnel. Not having adequate staffing in a timely manner on a structure fire can put the lives of our firefighters in danger.

How will that risk be reduced if awarded?

The risk to our current firefighters and our citizens will be reduced if we are awarded this grant to hire additional firefighters to staff a 4 person ALS engine at a new fire station. This unit will be able to respond to both fire calls and medical calls and significantly reduce the total response time to the citizens (from an average of 10 ½ minutes to under 6 ½ minutes). The dangers realized by not having enough fire stations and adequate staff to provide life savings services is a real threat to the safety of our citizens and firefighters. The grant award would allow us to reduce the response time received by the citizens in this area by having a station closer to their calls and making the units in the surrounding stations more available to serve their citizens. It is currently taking over 12 minutes to get 4 firefighters on scene to a structure fire in this area, having this additional unit would decrease the time required to meet the 2 in 2 out standard within the first due zone and will significantly

improve our NFPA 1710 first arriving engine response and our NFPA 1710 full complement response of 17 people (from 0% to 40%). These improvements in response time translates into risk mitigation by minimizing the time a fire has to progress. Postponing fire engagement may result in further property damage, injuries, and potentially death. If awarded the SAFER grant will reduce stress, firefighter fatigue, and response times to the citizens and ensure our firefighters are more fresh to serve the citizens of Palm Beach County.

### **Cost benefit**

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

The federal funding request of \$6,223,626 over 3 years is \$2,074,542 a year. If that cost is divided up only by the 9,775 citizens that will be directly impacted by this new fire station staffing that is \$212 a year divided by 18 new firefighter positions which is \$11.79 per firefighter a year. That is not a lot of money to have 911 response times reduced by over 4 minutes. The new station will indirectly impact all of the citizens of PBCFR's service area (960,669). If this cost is divided up among all of the citizens, that is \$2.16 per citizen divided by 18 new firefighters is \$0.12 each. This new station and staffing will increase fire protection significantly in the first due zone by reducing the overall response time to all calls by more than 4 minutes and increase the unit availability. It will allow for a quicker arrival of the first due suppression unit and improve the NFPA 1710 standard of first arriving engine within 4 minutes from 0% to 56%. Having 4 people on the engine will decrease the time required to establish the OSHA mandate of 2 in 2 out for search and rescue operations. It will also allow for a faster assembly of an initial first alarm assignment to manage the fire scene by improving the NFPA 1710 standard of 17 people on scene within 8 minutes from 0% to 40%. This enables the fire to be put out faster. The expected improvements in response time will make a significant

impact on reducing civilian fire deaths, reducing firefighter injuries, creating a safer work environment and reducing property loss. PBCFR has tried to provide the safest equipment and working conditions possible to the extent that sound fiduciary responsibility will allow. We have been struggling, as have many Fire Departments, to maintain those levels, but in a large department such as ours, the scale of every project creates an enormous financial expense, no matter how critical that need is. The granting of this request affords cost benefit to our department and to our citizens by negating the need for additional tax increases. Cost benefit is also afforded to our citizens by staffing the response vehicles with enough firefighters and emergency personnel to be able to address any and all scenarios that may occur during each call. The loss of a life because of not meeting the required staffing levels for any station that we are responsible for, is not acceptable in any scenario and should not be a consideration anywhere. If even one life is saved by this project, the cost benefit to that saved resident is immeasurable.

### **Additional information**

If you have any additional information you would like to include about the department and/or this application in general, please provide below.

**Thank you for allowing us to apply for this grant. If the funding is awarded, it will directly impact over 9,700 people who reside within this station zone and as a result, it will also indirectly impact the lives of millions of people who live, visit and travel through Palm Beach County.**

### **Position**

**Position: New, Additional Firefighter(s)**

**\$6,223,625.64**

What benefits are included in the annual benefits amount? You must provide details on the dollar amounts or percentages for each benefit being provided (health costs (family, employee only, employee plus one), dental, vision, FICA, life insurance, retirement/pension, etc.). Note: Failure to provide this information may result in reductions to the requested amounts.

FICA, Medicare, FRS (retirement), Health Insurance, Sick Leave, Holiday Pay, Uniform Allowance, Other incentives

How many full-time firefighter positions are you requesting? "Full-time" is considered 2,080 hours or more worked per year.

**Number of firefighters**

18

What are the anticipated annual costs per position, per year? Annual costs include the base salary (exclusive of non-FLSA overtime) and the standard benefits package (including the average health cost, dental, vision, FICA, life insurance, retirement/pension, etc.) offered by the fire department. To get the "average" health care costs, average the annual cost among various health insurance plans offered (i.e., self only, family, etc). Do not use figures that assume all employees will select self or family coverage.

Year	Annual Salary	Annual Benefits	Total per firefighter
1	58839.05	45576.96	\$104,416.01
2	65487.87	49347.64	\$114,835.51
3	72887.99	53617.47	\$126,505.46
<b>3 YEAR TOTAL</b>	<b>\$6,223,625.64</b>		

## Grant request summary

The table below summarizes the number of items and total cost within each activity you have requested funding for. This table will update as you change the items within your grant request details.

### Grant request summary

Category	Number of sub-categories	Total cost
----------	--------------------------	------------

Category	Number of sub-categories	Total cost
New, Additional Firefighter(s)	1	\$6,223,625.64
<b>Total</b>	1	\$6,223,625.64

Is your proposed project limited to one or more of the following activities : Planning and development of policies or processes. Management, administrative, or personnel actions. Classroom-based training. Acquisition of mobile and portable equipment (not involving installation) on or in a building.

Yes

## Budget summary

### Budget summary

Object class categories	Year 1	Year 2	Year 3	Total
Personnel	\$1,059,102.90	\$1,178,781.66	\$1,311,983.82	\$3,549,868.38
Fringe benefits	\$820,385.28	\$888,257.52	\$965,114.46	\$2,673,757.26
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total direct charges</b>	\$1,879,488.18	\$2,067,039.18	\$2,277,098.28	\$6,223,625.64
Indirect charges	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	\$1,879,488.18	\$2,067,039.18	\$2,277,098.28	\$6,223,625.64
Program income				\$0.00
<b>Non-federal resources</b>				
Applicant				\$0.00
State				\$0.00
Other sources				\$0.00
Remarks				
<b>Total Federal and Non-federal resources</b>				

Object class categories	Year 1	Year 2	Year 3	Total
Federal resources	\$1,879,488.18	\$2,067,039.18	\$2,277,098.28	\$6,223,625.64
Non-federal resources	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	\$1,879,488.18	\$2,067,039.18	\$2,277,098.28	\$6,223,625.64

## Contact information

Did any individual or organization assist with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application?

No

### Secondary point of contact

Please provide a secondary point of contact for this grant.

The Authorized Organization Representative (AOR) who submits the application will be identified as the primary point of contact for the grant. Please provide one secondary point of contact for this grant below. The secondary contact can be members of the fire department or organizations applying for the grant that will see the grant through completion, are familiar with the grant application, and have the authority to make decisions on and to act upon this grant application. The secondary point of contact can also be an individual who assisted with the development, preparation, or review of the application.

<b>Patrick J Kennedy</b> Fire Rescue Administrator	<b>Primary phone</b> 5616167000 Work	<b>Additional phones</b> 5616167027 Work
	<b>Fax</b>	
<a href="mailto:pkennedy@pbcgov.org">pkennedy@pbcgov.org</a>		

# Submit application

## Assurance and certifications

### **i** Instructions

These assurances and certifications include requirements attached to all federal grants, including the right of the Federal Government to review the grant activity. You should read over this material to become aware of the requirements. The assurances and certifications must be read, signed, and electronically submitted as a part of the application. The lobbying form may not be applicable.

OMB number: 4040-0007, Expiration date: 02/28/2025 [View burden statement](#)

## SF-424B: Assurances - Non-Construction Programs

OMB Number: 4040-0007

Expiration Date: 02/28/2025

Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment

- Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
  8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
  9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
  10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
  11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
  12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
  13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
  14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
  15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
  16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.



17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

I, Lauren Dragleroviski, am hereby providing my signature for this application as of 04/03/2024.



### Signature accepted

Your signature for this assurance has been accepted.

## Certifications regarding lobbying

OMB Number: 4040-0013

Expiration Date: 02/28/2025

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I, Lauren Magliorini, am hereby providing my signature for this application as of 04/03/2024.



**Signature accepted**

Your signature for this assurance has been accepted.

OMB number: 4040-0013, Expiration date: 02/28/2025 [View burden statement](#)

### SF-LLL: Disclosure of Lobbying Activities

OMB Number: 4040-0013

Expiration Date: 02/28/2025

Complete only if the applicant is required to do so by 44 C.F.R. part 18. Generally disclosure is required when applying for a grant of more than \$100,000 and if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Further, the recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event described in 44 C.F.R. § 18.110(c) that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by the applicant.

The applicant is not currently required to submit the SF-LLL.

I, Lauren Magliorini, am hereby providing my signature for this application as of 04/03/2024.



**Signature accepted**

Your signature for this assurance has been accepted.

### Notice of funding opportunity

I certify that the applicant organization has consulted the appropriate Notice of Funding Opportunity and that all requested activities are programmatic allowable, technically feasible, and can be completed within the award's Period of Performance (POP).

I, Lauren Maglerowski, am hereby providing my signature for this application as of 04/03/2024.

**Signature accepted**

Your signature for this assurance has been accepted.

## Equal Opportunity Hiring

By signing this application, I certify that the organization will, to the extent practicable, seek, recruit, and hire members of racial and ethnic minority groups and women to increase their ranks within our organization.

By signing this application, I certify that, if awarded under the Hiring of Firefighters Activity, the organization assures a policy will be put into place, or is currently in place, ensuring that positions filled under this grant are not discriminated against, or prohibited from, engaging in volunteer firefighting activities in another jurisdiction during off-duty hours.

I, Lauren Maglerowski, am hereby providing my signature for this application as of 04/03/2024.

**Signature accepted**

Your signature for this assurance has been accepted.

## Accuracy of application

I certify that I represent the organization applying for this grant and have reviewed and confirmed the accuracy of all application information submitted. Regardless of intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to: the submitted application not being considered for award, enforcement actions taken against an existing award pending investigation or review, or referral to the DHS Office of Inspector General.

I, Lauren Maglerowski, am hereby providing my signature for this application as of 04/03/2024.

**Signature accepted**

Your signature for this assurance has been accepted.

## Authorized Organizational Representative for the grant

By signing this application, I certify that I understand that inputting my password below signifies that I am the identified Authorized Organization Representative for this grant. Further, I understand that this electronic signature shall bind the organization as if the application were physically signed and filed.

I, Lauren Maglerowski, am hereby providing my signature for this application as of 04/03/2024.

**Signature accepted**

Your signature for this assurance has been accepted.

## Authorization to submit application on behalf of applicant organization

By signing this application, I certify that I am either an employee or official of the applicant organization and am authorized to submit this application on behalf of my organization; or, if I am not an employee or official of the applicant organization, I certify that the applicant organization is aware I am submitting this application on its behalf, that I have written authorization from the applicant organization to submit this application on their behalf, and that I have provided contact information for an employee or official of the applicant organization in addition to my contact information.

I, Lauren Magierowski, am hereby providing my signature for this application as of 04/03/2024.



### Signature accepted

Your signature for this assurance has been accepted.

## Confirm AOR contact information

Please confirm or update your contact information.

Email	First name	Last Name
lmagierowski@pbcgov.org	Lauren	Magierowski
Area code	Phone number	Extension
561	6167021	
561	6167000	



### Edit your contact info

[Edit your contact info](#)

I certify that my contact information is accurate

## Sign and submit

By entering my password, I, Lauren Magierowski, am hereby providing my signature for this application as of 04/03/2024 11:38 am.

Please enter your password.

.....

Submit

[Return to edit application](#)

**The Department of Homeland Security (DHS)  
Notice of Funding Opportunity (NOFO)  
Fiscal Year 2023 Staffing for Adequate Fire and Emergency Response  
(SAFER) Grant Program**

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI number is issued by the system. Requesting a UEI using Sam.gov can be found at: <https://sam.gov/content/entity-registration>.

Grants.gov registration information can be found at <https://www.grants.gov/web/grants/register.html>.

**Planned UEI Updates in Grant Application Forms:**

*On April 4, 2022, the Data Universal Numbering System (DUNS) Number was replaced by a new, non-proprietary identifier requested in, and assigned by, the System for Award Management (SAM.gov). This new identifier is the Unique Entity Identifier (UEI).*

*Additional Information can be found on Grants.gov:*

<https://www.grants.gov/web/grants/forms/planned-uei-updates.html>.

**Table of Contents**

Planned UEI Updates in Grant Application Forms: .....	1
A. Program Description.....	5
1. Issued By.....	5
2. Assistance Listings Number .....	5
3. Assistance Listings Title .....	5
4. Funding Opportunity Title .....	5
5. Funding Opportunity Number.....	5
6. Authorizing Authority for Program .....	5
7. Appropriation Authority for Program.....	5
8. Announcement Type.....	5
9. Program Category .....	5
10. Program Overview, Objectives, and Priorities .....	5
a. Overview .....	5
b. Objectives .....	6
c. Priorities .....	6
11. Performance Measures.....	6
B. Federal Award Information .....	7
1. Available Funding for the NOFO: \$360 million.....	7
2. Projected Number of Awards: 300 .....	7
3. Period of Performance: 12-48 months .....	7
4. Projected Period of Performance Start Date(s): N/A.....	7
5. Projected Period of Performance End Date(s): N/A.....	7

c. Management and Administration (M&A) Costs .....	18
d. Indirect Facilities & Administrative (F&A) Costs .....	18
e. Other Direct Costs .....	19
E. Application Review Information .....	19
1. Application Evaluation Criteria .....	19
a. Programmatic Criteria .....	19
b. Financial Integrity Criteria .....	20
c. Supplemental Financial Integrity Criteria and Review .....	20
2. Review and Selection Process .....	20
3. Narrative Evaluation Criteria .....	21
a. Hiring Activity .....	22
b. R&R Activity (Fire Departments) .....	23
c. R&R Activity (National, state, local, or federally recognized tribal volunteer firefighters interest organizations) .....	24
F. Federal Award Administration Information .....	25
1. Notice of Award .....	25
2. Administrative and National Policy Requirements .....	26
a. DHS Standard Terms and Conditions .....	26
b. Ensuring the Protection of Civil Rights .....	26
c. Environmental Planning and Historic Preservation (EHP) Compliance .....	27
d. National Incident Management System (NIMS) Implementation .....	28
e. Period of Performance Guidance .....	28
f. Difference between Application Request and Award .....	29
g. Turndown Notifications .....	29
3. Reporting .....	29
a. Financial Reporting Requirements .....	30
b. Programmatic Performance Reporting Requirements .....	30
c. Closeout Reporting Requirements .....	30
d. Additional Reporting Requirements .....	32
4. Monitoring and Oversight .....	33
G. DHS Awarding Agency Contact Information .....	34
1. Contact and Resource Information .....	34
a. SAFER Program Office Contact .....	34
b. SAFER Program Application Guidance Documents .....	34
c. FEMA Grants News .....	34
d. Grant Programs Directorate (GPD) Award Administration Division .....	35
e. Equal Rights .....	35
f. Environmental Planning and Historic Preservation .....	35
2. Systems Information .....	35
a. FEMA GO .....	35
H. Additional Information .....	35
1. Termination Provisions .....	35
a. Noncompliance .....	35
b. With the Consent of the Recipient .....	36
c. Notification by the Recipient .....	36
2. Program Evaluation .....	36

**A. Program Description****1. Issued By**

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

**2. Assistance Listings Number**

97.083

**3. Assistance Listings Title**

Staffing for Adequate Fire and Emergency Response (SAFER) Grant

**4. Funding Opportunity Title**

Fiscal Year 2023 Staffing for Adequate Fire and Emergency Response (SAFER) Grant

**5. Funding Opportunity Number**

DHS-23-GPD-083-00-99

**6. Authorizing Authority for Program**

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

**7. Appropriation Authority for Program**

Department of Homeland Security Appropriations Act, 2023 (Pub. L. No. 117-328)

**8. Announcement Type**

Initial

**9. Program Category**

Preparedness: Fire and Life Safety

**10. Program Overview, Objectives, and Priorities****a. *Overview***

The Fiscal Year (FY) 2023 Staffing for Fire and Emergency Response (SAFER) Grant Program (hereafter referred to as the SAFER Program) is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The SAFER Program provides funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. Since 2005, the SAFER Program has awarded approximately \$5.2 billion in grant funding to provide critically needed resources to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters), to rehire laid off firefighters, or to retain firefighters facing layoff, as well as recruitment and retention of volunteer firefighters. Information about success stories for this program can be found at [Assistance to Firefighters Grants Program | FEMA.gov](#).



responses that complied with National Fire Protection Association (NFPA) 1710 structural response standards;

- Percentage of “majority volunteer” SAFER Program recipients’ who reported and provided evidence that the grant funding increased compliance with structural fire responses that complied with NFPA 1720 structural response standards; and
- Percentage of SAFER Program recipients who reported and provided evidence that the grant funding increased compliance with NFPA 1710 or 1720 assembly and deployment standards.

Note: NFPA 1710 and 1720 are lapsing in 2026 and will be consolidated under the proposed NFPA 1750. FEMA is working with the NFPA Standards Council to evaluate deployment of fire suppression operations. No decisions have been made and FEMA will issue additional guidance if and when more information becomes available. While the goal of the grant is to increase compliance with NFPA 1710 or 1720, 24-hour staffing is not a requirement of the SAFER Program.

#### **B. Federal Award Information**

1. Available Funding for the NOFO: **\$360 million**
2. Projected Number of Awards: **300**
3. Period of Performance: **12-48 months**
  - **Hiring of Firefighters (Hiring) Activity:** The period of performance for applications funded under the Hiring Activity will be 36 months.
  - **Recruitment and Retention (R&R) Activity:** The period of performance for applications funded under the R&R Activity will be 12, 24, 36, or 48 months.

Extensions to the period of performance are allowed. For additional information on period of performance extensions, please refer to [Section H.3](#) of this NOFO.

FEMA awards under most programs, including this program, only include one budget period, so it will be same as the period of performance. See 2 C.F.R. § 200.1 for definitions of “budget period” and “period of performance.”

4. Projected Period of Performance Start Date(s): **N/A<sup>1</sup>**
5. Projected Period of Performance End Date(s): **N/A**
6. Funding Instrument Type: **Grant**

---

<sup>1</sup> FEMA funds SAFER Program awards on a rolling basis; as such, the date the FEMA Assistant Administrator for the Grant Programs Directorate signs the obligating document dictates the unique Period of Performance start and end dates for each award.

Each activity has its own application and eligibility requirements, as further outlined in Appendix B – Programmatic Information and Priorities of this NOFO.

An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: **1) a current employee, personnel, official, staff, or leadership of the non-federal entity; and 2) duly authorized to apply for an award on behalf of the non-federal entity at the time of application.**

Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff, or leadership of the recipient and **provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.**

### 3. Other Eligibility Criteria/Restrictions

#### ***National Incident Management System (NIMS) Implementation***

SAFER Program applicants are not required to comply with NIMS to apply for SAFER Program funding or to receive a SAFER Program award. Any applicant who receives an FY 2023 SAFER 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.

### 4. Maintenance of Effort (MOE)

There is no MOE or minimum budget requirement for the FY 2023 SAFER Program.

### 5. Cost Share or Match

There is no cost share or match or position cost limit for the FY 2023 SAFER Program. The award budget will not account for any voluntary committed cost sharing or overmatch. The use of an overmatch is not given additional consideration when scoring applicants.

### 6. Economic Hardship Waivers

Because there is no minimum budget requirement, cost share requirement, or position cost limit, an economic hardship waiver process is not necessary for the FY2023 SAFER Program.

## **D. Application and Submission Information**

### **1. Key Dates and Times**

a. ***Application Start Date:*** *Mar. 11, 2024 at 8 a.m. ET*

b. ***Application Submission Deadline:*** *Apr. 12, 2024 at 5 p.m. ET*

All applications **must** be received by the established deadline.

FEMA's Grants Outcomes (FEMA GO) system automatically records proof of timely submission, and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization

<b>Event</b>	<b>Suggested Deadline for Completion</b>
Registering Organization in FEMA GO	Prior to beginning application
Submitting complete application in FEMA GO	One week before actual submission deadline

**2. Agreeing to Terms and Conditions of the Award**

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

**3. Address to Request Application Package**

Applications are processed through the FEMA GO system. To access the system, go to <https://go.fema.gov/>.

Note: Hard copies of the application are not available. However, the Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this notice is (800) 462-7585.

**4. Requirements: Obtain a Unique Entity Identifier (UEI) and Register in the System for Award Management (SAM)**

Each applicant, unless they have a valid exception under 2 CFR 25.110, must:

- 1) Be registered in Sam.Gov before application submission.
- 2) Provide a valid Unique Entity Identifier (UEI) in its application.
- 3) Continue to always maintain an active System for Award Management (SAM) registration with current information during the Federal Award process.

**5. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application**

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Unique Entity Identifier (UEI) number and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide an UEI number;
- c. Have an account with [login.gov](https://login.gov/);
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Register in FEMA GO, add the organization to the system, and establish the Authorized Organizational Representative (AOR). The organization's electronic business point of

**The registration process can take up to four weeks to complete.** To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have an UEI number, an EIN, an active System for Award Management (SAM) registration and Grants.gov account to apply for grants.

**b. *Obtain an UEI Number:***

All entities applying for funding, including renewal funding, must have a UEI number. Applicants must enter the UEI number in the applicable data entry field on the SF-424 form.

For more detailed instructions for obtaining a UEI number, refer to: [SAM.gov](https://sam.gov).

**c. *Obtain Employer Identification Number***

All entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting: [Apply for an Employee Identification Number \(EIN\) Online](https://www.irs.gov/efile).

**d. *Create a login.gov account***

Applicants must have a [login.gov account](https://login.gov) in order to register with SAM or update their SAM registration.

Applicants only have to create a login.gov account once. For applicants that are existing SAM users, use the same email address for the login.gov account as with SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements visit [SAM registration](https://sam.gov).

**e. *Register with SAM***

All organizations applying must register with SAM. Failure to register with SAM will prevent your organization from applying. SAM registration must be renewed annually and must remain active throughout the entire grant life cycle. Organizations will be issued a UEI number with the completed SAM registration.

For more detailed instructions for registering with SAM, refer to [Register with SAM](https://sam.gov).

**Note:** As a **new requirement** per 2 C.F.R. § 25.200, applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the past three years, if applicable.

**I. *ADDITIONAL SAM REMINDERS***

Existing SAM.gov account holders should check their account to make sure it is "ACTIVE." SAM registration should be completed at the very beginning of the application period and should be renewed annually to avoid being "INACTIVE." **Please allow plenty of time before the grant application submission deadline to**

For additional application submission requirements, including program-specific requirements, please refer to the subsection titled “Content and Form of Application Submission” under Section D.8 of this NOFO.

#### **9. Timely Receipt Requirements and Proof of Timely Submission**

All applications must be completed in FEMA GO by the application deadline. FEMA GO automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the AOR role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission on the date and time that FEMA GO received the application.

**Applicants who experience system-related issues will be addressed until 3 p.m. ET on the date applications are due.** No new system-related issues will be addressed after this deadline. Applications not received by the application submission deadline will not be accepted.

#### **10. Content and Form of Application Submission**

##### **a. *Standard Required Application Forms and Information***

The following forms or information are required to be submitted via FEMA GO. The Standard Forms (SF) are also available at Grants.gov SF-424 Family.

- **SF-424, Application for Federal Assistance**
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**
- **SF-424A, Budget Information (Non-Construction)**
- **SF-424B, Standard Assurances (Non-Construction)**
- **SF-LLL, Disclosure of Lobbying Activities**
- **Indirect Cost Agreement or Proposal** if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see Section D.9 of this NOFO, “Funding Restrictions and Allowable Costs,” for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in Section G of this NOFO, “DHS Awarding Agency Contact Information” for further instructions.

##### **b. *Program-Specific Required Forms and Information***

For program-specific updates and information, please see the Appendices to this NOFO.

#### **11. Funding Restrictions and Allowable Costs**

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, or the terms and conditions of the award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. *See* 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards is the same as the period of performance).

Additional guidance is available at [Contract Provisions Guide: Navigating Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards \(fema.gov\)](#).

**Effective August 13, 2020**, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

#### **I. REPLACEMENT EQUIPMENT AND SERVICES**

FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO.

#### **II. DEFINITIONS**

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by

required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the FEMA Preparedness Officer for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to FEMA Preparedness Officer for further instructions. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable. Indirect costs are not allowable under the Hiring Activity.

e. ***Other Direct Costs***

**CONSTRUCTION**

Construction costs are not eligible under the SAFER Program. Construction includes major alterations to a building that changes the profile or footprint of the structure.

Modifications to facilities activities described in Appendix B – Programmatic Information and Priorities, Section f. Funding Priorities are not considered construction costs for purposes of general award cost categorization and may be eligible. However, modifications to facilities activities might be considered “construction” for purposes of applicable procurement under grants requirements or environmental protection and historic preservation purposes.

**E. Application Review Information**

**1. Application Evaluation Criteria**

**a. *Programmatic Criteria***

Funding priorities and programmatic criteria for evaluating SAFER Program applications are established by FEMA based on the recommendations from the Criteria Development Panel (CDP). Each year, FEMA convenes a panel of fire service professionals to develop funding priorities for the SAFER Program. The panel makes recommendations about funding priorities as well as developing criteria for awarding grants.

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

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

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

Applications with the highest pre-score rankings per activity are then scored competitively by no less than three members of a Peer Review Panel.

Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, costs/quantities, and anticipated effectiveness of the proposed project(s). Below is the process by which applications will be reviewed:

**I. Pre-scoring Process**

The application undergoes an electronic pre-scoring process based on established program priorities listed in Appendix B – Programmatic Information and Priorities and answers to activity-specific questions within the online application. Application Narratives are not reviewed during the pre-score process. “Request Details” and “Budget” information should comply with program guidance and statutory funding limitations. The pre-score is 50% of the total application score under the Hiring Activity, and 30% of the total application score under the R&R Activity.

**II. Peer Review Panel Process**

Applications with the highest rankings from the pre-scoring process will undergo a Peer Review Panel process. A panel of peer reviewers is comprised of fire service representatives recommended by the CDP. Peer reviewers will assess the merits of each application based on the narrative statement on the requested activity. The evaluation elements listed in the “Narrative Evaluation Criteria” below will be used to calculate the narrative’s score for each activity requested. Panelists will independently score each requested activity within the application, discuss the merits and/or shortcomings of the application with their peers, and document the findings. A consensus is not required. The panel score is 50% of the total application score under the Hiring Activity, and 70% of the total application score under the R&R Activity.

**III. Technical Evaluation Process (TEP)**

The highest ranking applications from both activities will be considered within the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a subject-matter expert as well as a FEMA Program Office review before being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility prior to recommending any application for award.

During the TEP information in Appendix B - Programmatic Information and Priorities is used to make final corrections to any request not meeting program eligibility requirements. This is not a scored phase of the application process. Requests may be recommended for partial funding or disqualification based on findings made during this assessment.

**3. Narrative Evaluation Criteria**

The Narrative Statements of the application must provide specific details about the activity for which applicants seek funding, including budget details. The weighted evaluation criteria used



- How will funds awarded through this grant enhance the department's ability to protect critical infrastructure within the primary response area?
- ii. **Impact on Daily Operations (30%):**
- How are the community and the current firefighters employed by the department at risk without the positions requested in this application?
  - How will that risk be unequivocally reduced if awarded?
- iii. **Financial Need (30%):**
- Provide an income versus expenses breakdown of the department's current annual budget.
  - Describe the department's precise budget shortfalls and inability to address financial needs without federal assistance.
  - Describe what other actions the department has taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs).
  - Discuss how the critical functions of the department are uniquely affected without this funding.
- iv. **Cost Benefit (10%):**
- Describe the unique and specific benefits (e.g., quantifying the anticipated savings and/or efficiencies) the department and community will realize if awarded the positions requested in this application.
- b. **R&R Activity (Fire Departments)** - The panel score is 70% of the total application score.
- i. **Project Description (30%):**
- Describe the unique problems and issues the department is experiencing in recruiting new volunteer firefighters.
  - Describe the particular problems and issues the department is experiencing in retaining current members.
  - Describe the precise implementation plan, including the goals, objectives, methods, specific steps, and timelines to directly address the identified problems or issues.
  - Describe the current marketing plan already in place, or the marketing program to be put in place with or without grant funds.
  - Describe how the program will be uniquely evaluated for its impact on identified recruitment and retention problems and issues. Describe how the overall effectiveness of the grant will be measured.
  - Describe the unique and specific services the new volunteer firefighters and/or retention of current volunteer firefighters will provide for the fire department(s) and community.
  - If the grant request will have a regional impact, discuss how the regional partners will benefit and which activities they will benefit from.
  - If the grant request includes executive or management positions, define the purpose of all requested positions and personnel expenditures.

- Describe the specific services the new volunteer firefighters and/or retention of current volunteer firefighters will provide for the fire departments participating in this application and their respective communities.
- Describe the organization's procurement practices and the timelines outlining the chronological steps to complete the activities requested.

ii. **Impact on Daily Operations (30%):**

- Describe how the fire departments participating in this application and their current volunteer firefighters and communities are at risk without the items or activities requested in this application.
- Explain how that risk will be reduced if awarded funding.
- Describe the impact that the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will have on the NFPA compliance of the fire departments participating in this application.

iii. **Financial Need (30%):**

- Provide an income versus expenses breakdown of the organization's current annual budget.
- Describe the organization's particular budget shortfalls and the inability to address the financial needs without federal assistance.
- Describe the other actions the organization has taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs), and how similar projects have been funded in the past.
- Discuss how the critical functions of the organization are affected without this funding.

iv. **Cost Benefit (10%):**

- Describe the specific benefits (e.g., quantifying the anticipated savings and/or efficiencies) the fire departments participating in this application and their communities will realize if awarded the items or activities requested in this application.

**F. Federal Award Administration Information**

In addition to the language here, please see Appendix C - Award Administration Information in this NOFO for additional award administration information.

**1. Notice of Award**

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO as well as any specific terms and conditions in the Notice of Award to receive an award under this program.**

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R. Part 7.

In accordance with civil rights laws and regulations, recipients and subrecipients must ensure the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment.

*c. Environmental Planning and Historic Preservation (EHP) Compliance*

As a federal agency, FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable.

All non-critical new construction or substantial improvement of structures in a Special Flood Hazard Area must, at a minimum, apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach unless doing so would cause the project to be unable to meet applicable program cost-effectiveness requirements. All other types of projects may choose to apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach. See [Executive Order \(EO\) 14030, Climate-Related Financial Risk](#) and [FEMA Policy #-206-21-0003, Partial Implementation of the Federal Flood Risk Management Standard for Hazard Mitigation Assistance Programs \(Interim\)](#) ([fema.gov](https://www.fema.gov))

**Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process.** The EHP review process involves the submission of a detailed project description along with any supporting documentation requested by FEMA in order to determine whether the proposed project has the potential to impact environmental resources or historic properties.

In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies.

DHS and FEMA EHP policy is found in directives and instructions available on the [FEMA.gov EHP page](#), the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders.

Applicants may attach the EHP forms during the application period for the project(s) they wish to pursue; however, it does not guarantee award. Once the awards are announced, it is the responsibility of the grant recipients to supply the required EHP form at that time to

- If a recipient is able to hire all SAFER Program-funded firefighters during the 180-day recruitment period, the period of performance may begin at that time. In these instances, recipients must submit an amendment requesting that the period of performance start before the end of the 180-day recruitment period if they wish to begin the period early.

ii. R&R Activity

- The period of performance is 12, 24, 36, or 48 months for all grants awarded under this activity.
- A default 90-day recruitment period begins when FEMA approves the application for award. This period allows each recipient time to gather resources, initiate processes, and finalize contracts needed to implement SAFER Program activities before the start of the period of performance to maximize the funding's availability. However, the recipient can only expend funds within the period of performance.
- The period of performance automatically starts after the 90-day recruitment period ends, regardless of whether the recipient has begun implementing its grant award. The period of performance cannot start later than 90 days after the award date.
- If a recipient is able to begin its recruitment or retention activities during the 90-day recruitment period, the period of performance may begin at that time. In these instances, recipients must submit an amendment requesting that the period of performance start before the end of the 90-day recruitment period if they wish to begin the period early.

***f. Difference between Application Request and Award***

During the review process for a SAFER Program award, FEMA may have modified the application request(s). These modifications will be identified in the award package provided upon the offer of an award. If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be responsible for completing the activities actually funded by FEMA. The recipient is under no obligation to start, modify, or complete any activities requested but not funded by the award. The award package will identify any differences under the approved scope of work section.

***g. Turndown Notifications***

FEMA GO will provide all applicants who do not receive an FY 2023 SAFER Program award with a turndown notification.

**3. Reporting**

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent. Recipients should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks or other proof of payment documentation for verification.

original POP ends, recipients must liquidate all financial obligations and must submit the following:

- i. The final request for payment, if applicable;
- ii. The final FFR (SF-425);
- iii. The final progress report detailing all accomplishments, including a narrative summary of the impact of those accomplishments throughout the period of performance; and
- iv. Other documents required by this NOFO, terms and conditions of the award, or other FEMA guidance.

In addition, pass-through entities are responsible for closing out their subawards as described in 2 C.F.R. § 200.344; subrecipients are still required to submit closeout materials within 90 calendar days of the period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions for subawards in time for the recipient to submit all necessary documentation and information to FEMA during the closeout of the prime award.

After the prime award closeout reports have been reviewed and approved by FEMA, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for at least three years from the date of the final FFR. The record retention period may be longer, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.334.

The recipient is responsible for refunding to FEMA any balances of unobligated cash that FEMA paid that are not authorized to be retained per 2 C.F.R. § 200.344(d).

## **II. ADMINISTRATIVE CLOSEOUT**

Administrative closeout is a mechanism for FEMA to unilaterally move forward with closeout of an award using available award information in lieu of final reports from the recipient per 2 C.F.R. § 200.344(h)-(i). It is a last resort available to FEMA, and if FEMA needs to administratively close an award, this may negatively impact a recipient's ability to obtain future funding. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

When a recipient is not responsive to FEMA's reasonable efforts to collect required reports needed to complete the standard closeout process, FEMA is required under 2 C.F.R. § 200.344(h) to start the administrative closeout process within the regulatory timeframe. FEMA will make at least three written attempts to collect required reports before initiating administrative closeout. If the recipient does not submit all required reports in accordance with 2 C.F.R. § 200.344, this NOFO, and the terms and conditions of the award, FEMA must proceed to administratively close the award

Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

### **III. SINGLE AUDIT REPORT**

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report, also known as the single audit report.

The audit must be performed in accordance with the requirements of U.S. Government Accountability Office's (GAO) Government Auditing Standards, located at <https://www.gao.gov/yellowbook/overview>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f>.

### **4. Monitoring and Oversight**

Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, FEMA will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the award.

Effective monitoring and oversight help FEMA ensure that recipients use grant funds for their intended purpose(s); verify that projects undertaken are consistent with approved plans; and ensure that recipients make adequate progress toward stated goals and objectives. Additionally, monitoring serves as the primary mechanism to ensure that recipients comply with applicable laws, rules, regulations, program guidance, and requirements. FEMA regularly monitors all grant programs both financially and programmatically in accordance with federal laws, regulations (including 2 C.F.R. Part 200), program guidance, and the terms and conditions of the award. All monitoring efforts ultimately serve to evaluate progress towards grant goals and proactively target and address issues that may threaten grant success during the period of performance.

FEMA staff will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets, and other related award criteria are meeting Federal Government-wide and FEMA regulations. Aside from reviewing quarterly financial and programmatic reports, FEMA may also conduct enhanced monitoring through either desk-based reviews, onsite monitoring visits, or both. Enhanced monitoring will involve the review and analysis of the financial compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and it will identify areas where the recipient may need technical assistance, corrective actions, or other support.

containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. FEMA Grants News can be reached by phone at (800) 368-6498 or by e-mail at [fema-grants-news@fema.dhs.gov](mailto:fema-grants-news@fema.dhs.gov), Monday through Friday, 9a.m. – 5 p.m. ET.

**d. *Grant Programs Directorate (GPD) Award Administration Division***

GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the AAD's Help Desk via e-mail at [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov).

**e. *Equal Rights***

The FEMA Office of Equal Rights (OER) is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA grants under this NOFO should be sent to [FEMA-CivilRightsOffice@fema.dhs.gov](mailto:FEMA-CivilRightsOffice@fema.dhs.gov).

**f. *Environmental Planning and Historic Preservation***

GPD's EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects under this NOFO or the EHP review process, including the submittal of EHP review materials, should be sent to [gpdehpinfo@fema.dhs.gov](mailto:gpdehpinfo@fema.dhs.gov).

**2. *Systems Information***

**a. *FEMA GO***

For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at [FEMAGO@fema.dhs.gov](mailto:FEMAGO@fema.dhs.gov) or (877) 585-3242, Monday through Friday, 9 a.m. – 6 p.m. ET.

**H. Additional Information**

**1. *Termination Provisions***

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

**a. *Noncompliance***

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material

### 3. Period of Performance Extensions

Extensions to the period of performance (POP) for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to the recipient's and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with as needed when preparing an extension request.

All extension requests must address the following:

- a. The grant program, fiscal year, and award number;
- b. Reason for the delay – including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline;
- c. Current status of the activity(ies);
- d. Approved POP termination date and new project completion date;
- e. Amount of funds drawn down to date;
- f. Remaining available funds, both federal and, if applicable, non-federal;
- g. Budget outlining how remaining federal and, if applicable, non-federal funds will be expended;
- h. Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and
- i. Certification that the activity(ies) will be completed within the extended POP without any modification to the original statement of work, as approved by FEMA.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the recipient or subrecipient with vendors prevent completion of the project, including delivery of equipment or services, within the existing POP;
- The project must undergo a complex environmental review that cannot be completed within the existing POP;
- Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
- Where other special or extenuating circumstances exist.

Recipients should submit all proposed extension requests to FEMA for review and approval at least 60 days prior to the end of the POP to allow sufficient processing time. The review process can take up to 30 calendar days or longer. Recipients should factor this review period into the timing of when to submit a request for an extension. In accordance with FEMA policy, FEMA reviews extensions on a case-by-case basis and are typically granted for no more than a six-month period.

### 4. Disability Integration

Pursuant to Section 504 of the Rehabilitation Act of 1973, recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against other qualified individuals with disabilities.



To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable federal and state, local, tribal, or territorial (SLTT) statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to the respective Program Analyst or Program Manager, in writing, any real or potential conflict of interest that may arise during the administration of the federal award, as defined by the federal or SLTT statutes or regulations or their own existing policies, within five days of learning of the conflict of interest. Similarly, subrecipients, whether acting as subrecipients or as pass-through entities, must disclose any real or potential conflict of interest to the recipient or next-level pass-through entity as required by the recipient or pass-through entity's conflict of interest policies, or any applicable federal or SLTT statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, sub-applicant, recipient, subrecipient, or FEMA employees.

## 6. Procurement Integrity

Through audits conducted by the DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements at 2 C.F.R. §§ 200.317 – 200.327 when spending grant funds. Anything less than full compliance with federal procurement requirements jeopardizes the integrity of the grant as well as the grant program. To assist with determining whether an action is a procurement or instead a subaward, please consult 2 C.F.R. § 200.331. For detailed guidance on the federal procurement standards, recipients and subrecipients should refer to various materials issued by FEMA's Procurement Disaster Assistance Team (PDAT), such as the PDAT Field Manual and Contract Provisions Guide. Additional resources, including an upcoming trainings schedule can be found on the PDAT Website: <https://www.fema.gov/grants/procurement>.

The below highlights the federal procurement requirements for FEMA recipients when procuring goods and services with federal grant funds. FEMA will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.327.** Select requirements under these standards are listed below. The recipient and any of its subrecipients must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states (including territories) must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states must now follow 2 C.F.R. § 200.321 regarding socioeconomic steps, 200.322 regarding domestic preferences for

Under this prohibition, unless the non-federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.327, federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms 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.

Per 2 C.F.R. § 200.319(c), non-federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed SLTT 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 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.

Under 2 C.F.R. § 200.318(c)(1), non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.** Such 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 that 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.

- The procurement of the original contract or purchasing schedule and its use by the non-federal entity 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 non-federal entity 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 the procurement standards applicable to a non-federal entity other than states under at 2 C.F.R. §§ 200.317 – 200.327; and
- With respect to the use of a purchasing schedule, the non-federal entity must follow ordering procedures that adhere to applicable state, tribal, and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans with its FEMA Preparedness Officer.

**d. *Procurement Documentation***

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. States and territories are encouraged to maintain and retain this information as well and are reminded that in order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.
- Additional information on required procurement records can be found on pages 24-26 of the [PDAT Field Manual](#).

## Definitions

Construction materials: an article, material, or supply—other than an item primarily of iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives—that is or consists primarily of non-ferrous metals, plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables), glass (including optic glass), lumber, paint, and drywall.

Domestic content procurement preference: Means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

Federal financial assistance: Generally defined in 2 C.F.R. § 200.1 and includes all expenditures by a federal agency to a non-federal entity for an infrastructure project, except that it does not include expenditures for assistance authorities relating to major disasters or emergencies under sections 402, 403, 404, 406, 408, or 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act relating to a major disaster or emergency declared under section 401 or 501, respectively, or pre and post disaster or emergency response expenditures.

Infrastructure: infrastructure projects which serve a public function, including at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; and structures, facilities, and equipment that generate, transport, and distribute energy.

Produced in the United States: means the following for:

- **Iron and steel**: All manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- **Manufactured products**: The product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
- **Construction Materials**: All manufacturing processes for the construction material occurred in the United States.

Project: is any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States.

- Invoices; and
- Canceled checks.

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of cancelled checks for verification. *See, e.g.*, 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

In order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g). Non-federal entities who fail to fully document all purchases may find their expenditures questioned and subsequently disallowed.

## 9. Actions to Address Noncompliance

Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient. This potential or actual noncompliance may be discovered through routine monitoring, audits, closeout, or reporting from various sources.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.208 and 200.339, FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. § 200.339, or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to 44 C.F.R. Parts 7 and 19.

In the event the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA might take other remedies allowed under 2 C.F.R. § 200.339. These remedies include actions to disallow costs, recover funds, wholly or partly suspend or terminate the award, initiate suspension and debarment proceedings, withhold further federal awards, or take other remedies that may be legally available. For further information on termination due to noncompliance, see [Section H.1](#) on Termination Provisions in the NOFO.

FEMA may discover and take action on noncompliance even after an award has been closed. The closeout of an award does not affect FEMA's right to disallow costs and recover funds as long the action to disallow costs takes place during the record retention period. *See* 2 C.F.R. §§ 200.334, 200.345(a). Closeout also does not affect the obligation of the non-federal entity to return any funds due as a result of later refunds, corrections, or other transactions. 2 C.F.R. § 200.345(a)(2).

The types of funds FEMA might attempt to recover include, but are not limited to, improper payments, cost share reimbursements, program income, interest earned on advance payments, or equipment disposition amounts.

- Determine whether the schedule of expenditures of federal awards is presented fairly;
- Understand, assess, and test the adequacy of internal controls for compliance with major programs; and
- Determine whether the entity complied with applicable laws, regulations, and contracts or grants.

For single audits, the auditee is required to prepare financial statements reflecting its financial position, a schedule of federal award expenditures, and a summary of the status of prior audit findings and questioned costs. The auditee also is required to follow up and take appropriate corrective actions on new and previously issued but not yet addressed audit findings. The auditee must prepare a corrective action plan to address the new audit findings. 2 C.F.R. §§ 200.508, 200.510, 200.511.

Non-federal entities must have an audit conducted, either single or program-specific, of their financial statements and federal expenditures annually or biennially pursuant to 2 C.F.R. § 200.504. Non-federal entities must also follow the information submission requirements of 2 C.F.R. § 200.512, including submitting the audit information to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The audit information to be submitted include the data collection form described at 2 C.F.R. § 200.512(c) and Appendix X to 2 C.F.R. Part 200 as well as the reporting package described at 2 C.F.R. § 200.512(b).

The non-federal entity must retain one copy of the data collection form and one copy of the reporting package for three years from the date of submission to the Federal Audit Clearinghouse. 2 C.F.R. § 200.512; *see also* 2 C.F.R. § 200.517 (setting requirements for retention of documents by the auditor and access to audit records in the auditor's possession).

FEMA, the DHS OIG, the GAO, and the pass-through entity (if applicable), as part of monitoring or as part of an audit, may review a non-federal entity's compliance with the single audit requirements. In cases of continued inability or unwillingness to have an audit conducted in compliance with 2 C.F.R. Part 200, Subpart F, FEMA and the pass-through entity, if applicable, are required to take appropriate remedial action under 2 C.F.R. § 200.339 for noncompliance, pursuant to 2 C.F.R. § 200.505.

## **11. Payment Information**

FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. Payment requests are submitted through FEMA GO.

## **12. Whole Community Preparedness**

Preparedness is a shared responsibility that calls for the involvement of everyone—not just the government—in preparedness efforts. By working together, everyone can help keep the nation safe from harm and help keep it resilient when struck by hazards, such as natural disasters, acts of terrorism, and pandemics.

Whole Community includes:

### 13. Appendix A – FY 2023 SAFER Program Updates

Appendix A contains a brief list of changes between FY 2022 and FY 2023 to the SAFER Program. The FY 2023 SAFER Program NOFO contains some changes to definitions, descriptions, and priority categories. Changes include:

- Under Additions to the Application
  - State and national organizations must enter their personnel expenditures purpose in the narrative.
  - Local departments and small projects must define all requested positions in their narrative.
- Under R&R Activity – Eligible Costs
  - Only one set of structural and wildland PPE for new recruits.
  - Tuition assistance must be specific to an accredited university or trade school program.
  - The student must receive a license, certification, or degree at the end of the program.
  - Wellness programs (e.g., group fitness led by health instructors that come to the department).
  - Traditional therapies and preventative care facilitated by a licensed mental health and/or physical healthcare provider.
- Under R&R Activity – Ineligible Costs
  - Tuition assistance for family members is an ineligible cost.
  - Communication equipment and monthly expenses including cell phones, pagers, portable radios, or Computer-Aided Dispatch systems.
  - Gym memberships.

### 14. Appendix B – Programmatic Information and Priorities

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

#### a. *Ineligible Applications and/or Organizations*

Volunteer and combination fire departments may apply for funding under both the Hiring Activity and the R&R Activity; however, departments must complete separate applications for each activity. Applicants are limited to one application per activity, per application period. If an applicant submits two applications for the same activity during a single application period, FEMA will disqualify both applications.

If two or more of the following entities have different funding streams, personnel rosters, and EINs but share the same facilities, FEMA considers them as being separate organizations for the purposes of FY 2023 SAFER Program eligibility:

- Fire departments
- National, state, local, federally recognized tribal, and non-profit interest organizations

However, if two or more organizations share facilities and each submits an application for the same activity (e.g., Hiring of Firefighters), FEMA reserves the right to review and

**Automatic Aid** is a plan developed between two or more fire departments for immediate joint response on first alarms (Per NFPA 1710 – 2020 edition and NFPA 1720 – 2020).

**Benefits**, as defined in 2 C.F.R. § 200.431, means the regular compensation paid to employees during periods of authorized absences from the job, e.g., vacation leave, sick leave, military leave. Benefits may include employer contributions or expenses for social security, employee insurance, workmen’s compensation, and pension plan costs, and the like, whether treated as indirect costs or as direct costs, and are also eligible and shall be distributed to particular awards and other activities in a manner consistent with the pattern of benefits accruing to the individuals or group of employees whose salaries and wages are chargeable.

**Career Fire Department**, as defined in 15 U.S.C. § 2229, means a fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters.

**Combination Fire Department**, as defined in 15 U.S.C. § 2229, means a fire department that has paid firefighting personnel and volunteer firefighting personnel. FEMA considers a fire department with firefighting personnel paid a stipend, regardless of the amount, on a per event basis, or paid on-call, to be a combination fire department. This includes non-fire emergency medical service personnel of the department.

**Emergency Medical Services Organization** is a public or private organization that provides direct emergency medical services, including medical transport.

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

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

**Formal Layoff Notice:** Any layoff notice should align with the local rules and regulations that govern civil service employment in the jurisdiction. In order to be reasonable to employees, and to provide employees facing layoff actions a clear understanding of the impending action, any notice of layoff should be in writing and delivered to a specific employee affected by the action. The notice should identify a specific date employment will cease or specific event that would trigger the termination of employment. The notice should be delivered or otherwise presented directly to the affected employee in advance of the layoff action in accordance with the civil service provisions or union agreement in force in the



also include reimbursements to volunteer firefighters for approximate out-of-pocket expenses they incur.

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

**Operational Budget** is the funding supporting fire-related programs and/or emergency response activities (e.g., salaries, maintenance, equipment, apparatus).

**Operational Position** is a position with a primary assignment (more than 50% of time) on a fire suppression vehicle, regardless of collateral duties, in support of the department's NFPA 1710 or NFPA 1720 compliance.

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

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

**Primary First Due** is a geographic area surrounding a fire station in which a company from that station is projected to be first to arrive on the scene of an incident.

**Salary** is a fixed payment made by an employer to an employee to compensate for a regular work schedule. Typically, the payment is made on a monthly, biweekly, or weekly basis but often expressed as an annual sum. The salary structure should be documented in writing by the employer. Note: Only costs for overtime that an employer routinely pays as a part of a firefighter's regularly scheduled and contracted shift hours to comply with FLSA are eligible salary costs under the Hiring Activity.

**State** is defined as any of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

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

- A total of 10% of funding appropriated for FY 2023 SAFER Program awards is set aside for grants awarded to all volunteer or majority volunteer departments for hiring of firefighters (15 U.S.C. § 2229a(a)(1)(H)).
  - A majority volunteer fire department is one that more than half its personnel do not receive financial compensation for their services, other than life, health, and worker's compensation insurance, or a nominal stipend payment, including certain paid-on-call personnel. Although applications are normally awarded based on total score (high to low), in order to meet this 10% statutory set aside, the SAFER Program Office may be required to fund an application that meets the criteria for the set aside instead of a higher-scoring application that does not meet the set aside criteria (15 U.S.C. § 2229a(a)(1)(H)).
  - If FEMA awards less than 10% of the funds available for the hiring of firefighters to volunteer and majority volunteer fire departments, it must transfer the remaining funds to provide grants for the recruitment and retention of volunteer firefighters (15 U.S.C. § 2229a(a)(1)(H)).

**e. *Restrictions on Uses of Award Funds***

- Under the R&R Activity, applications that request a Staffing Needs Assessment and/or Risk Assessment project are precluded from applying for additional R&R-related activities.
- Applicants may not use award funds for matching funds for any other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings.
- Applicants may not use federal funds to sue the Federal Government or any other government entity.

**f. *Funding Priorities***

**Meeting the National Standards**

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

FEMA will ask applicants general questions about the NFPA standard they are attempting to meet as well as their current ability to meet that standard (without the use of overtime).

FEMA will also ask applicants to indicate what their ability will be to meet that same standard if awarded grant funds. Having additional firefighters on staff should improve a local fire department's ability to comply with the staffing, response, and operational standards that enhance community and firefighter safety.

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

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

departments that protect a larger jurisdiction will receive higher consideration than those departments responding to fewer incidents and protecting smaller jurisdictions.

### III. FIREFIGHTER HEALTH MEASURES

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

Applicants should note that FEMA is working with the NFPA Technical Committee on Fire Service Occupational Safety and Health to evaluate whether the NFPA 1582 standard complies with applicable federal civil rights laws. No decisions have been made and FEMA will issue additional guidance if and when more information becomes available.

#### Entry-Level Medical Exams

**H** NFPA 1582-compliant physicals

**M** Non-NFPA 1582-compliant physicals

#### Annual Medical Exams

**H** NFPA 1582-compliant physicals

**M** Non-NFPA 1582-compliant physicals

### IV. TRAINING REQUIREMENTS

Applicants will receive higher pre-scores if the personnel funded under the grant will meet the minimum EMS training and certification requirements prescribed by the AHJ.

#### h. *R&R Activity – Fire Departments Overview*

Grants awarded under this R&R Activity are to fire departments to assist with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. The grants are intended to create a net increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies within the recipient's response area.

All of the following are considerations in pre-scoring and peer review determinations. Program priorities are listed as: High (**H**), Medium (**M**), or Low (**L**).

#### I. COMPLIANCE WITH NFPA STANDARDS

The highest priority is to assist departments experiencing a high rate of turnover and that have staffing levels significantly below the ideal staffing level required to comply with NFPA standard 1710 or 1720 as discussed in Appendix B Section f: Funding Priorities –Meeting the National Standards of this NOFO.

## II. R&R COORDINATOR/PROGRAM MANAGER/GRANT ADMINISTRATOR

<b>R&amp;R Coordinator</b>	
<b>H</b>	Applicants who currently have a coordinator, program manager, or grant administrator in place
<b>M</b>	Applicants who request grant funding for a coordinator, program manager, or grant administrator's position
<b>L</b>	Applicants who do not have, or are not requesting, a coordinator, program manager, or grant administrator

## III. REGIONAL REQUESTS

Applications that will have a direct regional or local benefit beyond the immediate boundaries of the applicant's first-due area will receive higher consideration.

A regional request is an opportunity for an eligible R&R Activity organization to act as a host and apply for funding on behalf of itself and any number of other participating R&R Activity eligible organizations. Regional activities should achieve cost effectiveness, support regional efficiency and resilience, and have a direct regional or local benefit to more than one local jurisdiction (county, parish, town, township, city, or village). Direct regional or local benefit means that other eligible organizations will receive a portion of the grant-awarded funds, will receive items purchased with the grant funds, or share an item purchased with grant funds.

The community identification characteristic, the organizational status of the applicant, and the permanent resident population should be entered for the host entity, regardless of the composition of the participating partners.

Regional populations served are the aggregate of the geographically fixed areas of the host and participating partner organizations.

Neither the regional host nor any participating partner is prevented from also applying on behalf of their own organization for any SAFER Program Activity. However, it cannot be for the same item.

In completing the application, the host applicant must include a list of all participating organizations, including a point of contact and phone number for each organization that will directly benefit from the regional project if they receive the grant. The organizations that will benefit from the R&R Activity may also apply for funding under the SAFER Program as long as the organizations do not apply for a project or activity that could conflict with or duplicate the host applicant's project. Applicants must also certify that they will ensure the organizations participating in this application have not received grants for similar items/activities.

To apply for a regional project, the host organization must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to, cost share,

Priorities –Meeting the National Standards of this NOFO. Interest Organizations that currently have the lowest recruitment and retention rates among the entire region and/or all fire departments benefitting from the grant funds receive higher consideration for funding.

## II. R&R COORDINATOR/PROGRAM MANAGER/GRANT ADMINISTRATOR

R&R Coordinator	
<input type="checkbox"/> Applicants who currently have a coordinator, program manager, or grant administrator in place	
<input type="checkbox"/> Applicants who request grant funding for a coordinator, program manager, or grant administrator's position	
<input type="checkbox"/> Applicants who do not have, nor are not requesting, a coordinator, program manager, or grant administrator	

## III. NEEDS ASSESSMENT

Needs Assessment	
<input type="checkbox"/> Applicants with projects based on a needs assessment	<input type="checkbox"/> Applicants with projects that are not based on a needs assessment

## IV. FIRE SERVICE PARTNERSHIPS

Fire Service Partnerships	
<input type="checkbox"/> Applicants who have, or will establish, fire service partnerships as part of this project	<input type="checkbox"/> Applicants who will not have, nor establish, fire service partnerships as part of this project

### j. *Eligible and Ineligible Costs and Requirements*

Regardless of the eligibility of any costs requested or the results of the review of the application conducted in accordance with Section E – Application Review Information of this NOFO, FEMA reserves the right to approve the activities requested in an application in whole or in part.

Hiring Activity – Eligible Costs and Requirements
<p><b>Eligible Costs:</b></p> <ul style="list-style-type: none"> <li>Salary and associated benefits (actual payroll expenses) for the positions funded under the SAFER Program grant are eligible. Costs are reimbursable if they are included as part of the standard package, available to all operational firefighter positions, contractually obligated, and reimbursed via payroll. Refer also to the definitions in <u>Appendix B Section b</u> for this NOFO.</li> <li>Compensation for a firefighter's normal, contracted work schedule is reimbursable, but overtime costs are not eligible for reimbursement by the SAFER Program grant award (including overtime for holdovers, extra shifts, to attend training, etc.). Only costs for overtime that the fire department routinely pays as a part of the base salary</li> </ul>

### **Hiring Activity - Ineligible Costs**

- The salaries and benefits of full-time firefighters who are employees at the time of grant award (except under the Retention category) are ineligible to be funded under this grant.
- Job-sharing positions (e.g., utilizing more than one person to fill a full-time SAFER Program-funded position) are ineligible.
- The SAFER Program may not be used to fund promotions (e.g., to pay a current member a higher salary by placing him/her in a new SAFER Program-funded position).
- Pre-application costs, such as grant writer fees, administrative costs (e.g., physicals/medical exams, background checks, etc.), and indirect costs associated with hiring firefighters are ineligible.
- Costs to train and equip firefighters (e.g., PPE/Turnout Gear) are ineligible (this does not include the salaries and benefits of firefighters hired under the SAFER Program while they are engaged in training).
- Costs for additional benefits such as uniform allowances, education stipends, meal allowance, etc., that are not contractually obligated, included as part of the standard benefits package for all employees, and reimbursed via payroll are ineligible.
- Costs of annual physicals/medical exams are ineligible.
- Overtime costs (including overtime for holdovers, extra shifts, to attend training, etc.) are ineligible (except as noted in “eligible costs” above).
- M&A costs.
- Indirect costs.

### **R&R Activity – Eligibility Requirements**

- Applicants must correlate the activities for which funding is requested and the identified recruitment or retention problems or issues to be addressed. FEMA will not fund a budget line item if an applicant does not provide sufficient information detailing how it will enhance recruitment and retention. Allowable costs may be limited to reasonable amounts, as determined by FEMA.
- Applicants who propose to focus on retention of volunteers will receive equal consideration as applicants focusing on recruitment of volunteers. A focus on retention may include providing incentives for volunteer firefighter members to continue service in a fire department.
- SAFER Program grant funds may only be used for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response.
- FEMA recommends that departments consult their 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 (e.g., stipends, Length of Service Award Program [LOSAP]/Retirement 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

### R&R Activity – Eligible Costs: High Priority

- **Note:** annual physicals are only eligible if the applicant is also requesting grant funds to provide 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 members are not eligible.
- Only actual costs for physicals are allowed and will be paid on a reimbursable basis. To receive reimbursement, recipients must provide invoices/proof of payment (e.g., canceled checks, bank statements, electronic funds transfers) to support the cost for physicals.
- New recruit basic training that is not covered under a department’s normal operating budget, and as required by the AHJ to meet minimum firefighter certification (e.g., cardiopulmonary resuscitation [CPR], First Responder, EMT, FF1, FF2).
  - Reimbursement to members for lost wages, mileage/transportation, lodging, and/or per diem while attending required basic training is also eligible.
  - **Note:** costs for mileage/transportation, lodging, and per diem must comply with the department’s written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate.
- Leadership/career development training when used as a retention incentive that is not covered under a department’s normal operating budget.
  - Reimbursement to members for lost wages, mileage/transportation, lodging and/or meals while attending leadership/career development training or conferences are also eligible.
  - **Note:** costs for mileage/transportation, lodging and meals must comply with the department’s written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate.
  - Courses must provide Continuing Education Units (CEU) or certificates of completion to be eligible. To receive reimbursement, recipients must provide documentation of the CEUs or the certificates of completion.
- Instructor/train-the-trainer training that is not covered under a department’s normal operating budget.
  - Reimbursement to members for lost wages, mileage/transportation, lodging, and/or per diem while attending instructor/train-the-trainer training are also eligible.
  - **Note:** costs for mileage/transportation, lodging, and per diem must comply with the department’s written travel policies and procedures. If policies are not established, costs will only be reimbursed at the federal government rate.
- Tuition assistance for higher education (including books, lab fees and student fees).
  - Coursework or certifications in this category should be more advanced than what departments typically fund for required minimum-staffing requirements and specific to an accredited university or trade school program.
  - Courses are not limited to firefighter training or education.
  - Only tuition payments for classes offered and taken during the period of performance are allowable.
  - Computers for individual students are not eligible for funding.
  - Payments for student loans are not eligible for funding.

#### R&R Activity – Eligible Costs: High Priority

- LOSAP or Retirement Program:
  - New LOSAP or Retirement Programs (meaning the department has never had a LOSAP or Retirement Program).
  - Increasing existing LOSAP or Retirement Program coverage to include newly recruited members (FEMA will only fund the increase portion of the program).

**Note:** FEMA will not fund LOSAP or Retirement Programs that were previously funded by a SAFER Program grant.

#### R&R Activity – Eligible Costs: Medium Priority

- Nominal stipends, as defined under Appendix B Section b in this NOFO for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response (e.g., Pay-per-Call, Points Based System, etc.). Stipends may only be provided for participation in operational (firefighting) activities, such as duty shifts, operational training, and/or responding to incidents.
  - Food vouchers may be used for nominal stipends if the Narrative supports their use as an effective recruitment and retention tool for the department. However, food vouchers must be issued through formally adopted SOPs.
  - Award recipients must maintain records of all food vouchers including firefighter name, amount, date received, and signature of the receiving firefighter.
  - Gift cards may not be used for nominal stipends. For information on gift cards, see Low Priority – Awards/Incentives below.
  - Only actual costs for stipends are allowed and will be paid on a reimbursable basis.
  - Allowable costs may be limited to reasonable amounts as determined by FEMA.
  - To receive reimbursement, recipients must provide the following documentation to support the stipends:
    - Documentation to show what the department would pay to hire a full-time firefighter to perform the services for which the stipend is provided (e.g., current salary/benefit package from human resources department, data from the U.S. Department of Labor’s Bureau of Labor Statistics).
    - Copies of run reports, staffing reports, etc.
- Costs to support explorer/cadet, and mentoring programs, such as:
  - Only one set of station duty uniforms (the SAFER Program considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots) for each newly recruited cadet/explorer per the department’s documented uniform policy.
  - Training (Non-Immediate Danger to Life and Health [IDLH]).
  - One set of structural or wildland PPE as defined above for each new cadet/explorer that joins the department after the date of grant award, with the following two exceptions: 1) SCBA mask/face pieces are not eligible because



#### R&R Activity – Eligible Costs: Low Priority

- Payments for housing or rent for volunteers at or near the fire station.
- Other costs associated with new recruits (background checks, aptitude tests, etc.).
- Station modifications/remodeling/renovation of existing facilities.
  - Remodeling/renovations to an existing facility are allowable (e.g., converting space into bunkroom) and must correlate to the identified recruitment or retention problems or issues being addressed with the grant. The renovations must be minor interior alterations not to exceed \$10,000 total per grant award.
  - Remodeling/renovations may not change the footprint or profile of the building.
  - Any request for modifications to facilities may require EHP review (for details see Section F.2.c Environmental Planning and Historic Preservation (EHP) Compliance of this NOFO). Recipients are encouraged to have completed as many steps as possible for a successful EHP Review in support of their proposal for funding, including coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects, and compliance with all state and EHP laws and requirements.
  - Written approval must be provided by FEMA prior to the use of any SAFER Program funds for remodeling or renovation. If awarded funds for remodeling or renovation, recipients may be required to submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of interest.

#### R&R Activity – Eligible Costs: Non-Prioritized Costs

- M&A costs up to three percent of the total awarded amount in accordance with 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. M&A costs must be identifiable and directly related to the implementation and management of the SAFER Program grant. Salaries and fringe benefits for personnel directly supporting the grant are not required to be included in the M&A budget line item.
- Indirect costs for national, state, local, or federally recognized tribal volunteer firefighter interest organizations that are expended pursuant to Section D: Application and Submission Information.
- Up to \$1,500 in grant writer fees for application preparation, but not grant administration. The fee must have been paid between 90 days before the publication date of this NOFO and up to 30 days of the end of the application period and prior to any contact with SAFER Program Office staff or an Offer of Award. For details see Appendix C – Award Administration Information, subsection b. Grant Writer/Preparation Fee
- Audit costs proportional to the total SAFER Program award. Recipients of multiple federal funding sources can only charge a pro rata share of the audit cost(s) to the SAFER Program award, and they must be incurred during the period of performance.

### R&R Activity – Ineligible Costs

- Medical exams for existing members, R&R Coordinator, Program Manager, and/or Grant Administrator.
- Gym Memberships.
- Payments for student loans.
- Mileage reimbursement for responding to incidents or periodic operational training at the fire house (mileage reimbursement is allowed for other types of training as explained under eligible costs).
- Station internet access/user fees and equipment to install internet (such as routers).
- Continued funding of an existing (or previously funded through the SAFER Program) LOSAP or Retirement Program.
- Computers in common areas or individual computers for training/education.
- Copiers/printers.
- Incentives for career firefighters within the recipient’s fire department.
- Ineligible explorer/cadet/mentoring program expenditures:
  - SCBAs, including masks/face pieces.
  - Anything involving the IDLH atmosphere.
  - Any activities precluded by the AHJ.
- Ineligible PPE expenditures:
  - Three-quarter length rubber boots.
  - SCBAs (not including SCBA masks/face pieces).
  - PASS Devices.
  - Spare cylinders.
  - Bomb disposal suits.
  - PPE for hazardous materials and other specialized incidents.
  - More than one set of structural or wildland PPE per newly recruited member (within the period of performance).
- PPE for existing members, R&R Coordinator, Program Manager, and/or Grant Administrator.

## 15. Appendix C – Award Administration Information

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

### a. *Help FEMA Prevent Fraud, Waste, and Abuse*

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

### b. *Grant Writer/Preparation Fees*

Fees for grant writers may be included as a pre-award expenditure. For grant writer fees to be eligible as a pre-award expenditure, the services must be competitively sourced, specifically identified, and listed within the “Grant Request Details” section of the application and must

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

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

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

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

**d. *Taxes, Fees, Levies, and Assessments***

Taxes, fees, levies, or assessments that the recipient is legally required to pay and are directly related to any eligible SAFER Program acquisition activity may be charged to a SAFER Program award pursuant to 2 C.F.R. § 200.470. These charges shall be identified and enumerated in the SAFER Program application narrative, as well as the “Grant Request Details” section of the acquisition activity.

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

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

*\*Government entities are not required to pay FCC regulatory fees. Nonprofit entities (exempt under Section 501 of the Internal Revenue Code) may also be exempt. The FCC*

Although advance drawdown requests are permissible, recipients remain subject to applicable federal laws in effect at the time a grant is awarded to the recipient.

Governing interest requirements include the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 and the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 C.F.R. Part 205. Interest under CMIA will accrue from the time federal funds are credited to a recipient's account until the time the recipient pays out the funds for program purposes. For the rate to use in calculating interest, please visit Treasury Current Value rate at [https://www.fiscal.treasury.gov/fsreports/rpt/cvfr/cvfr\\_home.htm](https://www.fiscal.treasury.gov/fsreports/rpt/cvfr/cvfr_home.htm).

### **Reimbursement**

Payment by reimbursement is the preferred method when the requirements to be paid in advance, pursuant to 2 C.F.R. § 200.305, cannot be met. In accordance with U.S. Department of Treasury regulations at 31 C.F.R. Part 205, if applicable, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds. As a prerequisite of SAFER Program approval for reimbursement requests, recipients shall submit all applicable source documentation, such as payroll records, timecards, contracts, invoices, purchase orders, proof of payment (e.g., canceled checks, bank statements, electronic funds transfers) to support the costs associated with each payment/drawdown request.

### **Rebates**

Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with 2 C.F.R. § 200.305. The reduction of federal financial participation via rebates/refunds may generate excess funds for the recipient if the recipient previously obligated their Cost Share match based upon the original award figures. If the recipient previously obligated their original Cost Share prior to the rebate, then the recipient may have minimum excess funds equal to the difference between the original Cost Share less the rebate-adjusted Cost Share.

### **Payment Requests During Closeout**

A recipient may only submit reimbursement payment requests up to 120 calendar days after the expiration of the period of performance, during an award's closeout reconciliation per 2 C.F.R. § 200.344. Reimbursement payments are the only eligible type of requests to be submitted after a grant's period of performance has expired. The expenditure must have been obligated and received during the period of performance of the award. The recipient's request should contain clear and specific information certifying that the liquidation of federal funds is reimbursement for an obligation properly incurred during the active period of performance. FEMA may request documentation supporting the reimbursement for review at any time.

### **Amendments**

FEMA may approve SAFER Program award amendments on a case-by-case basis for the following reasons:

maintain this number throughout the period of performance by taking active and timely steps to fill any vacancies.

Recipients under the Hiring Activity who lay off any operational personnel during the period of performance will be considered in default of their grant and the award will be terminated. In those situations, recipients may be required to return the federal funds disbursed under the grant award.

Recipients who are unable, due to documentable economic hardship, to backfill non-SAFER Program operational positions vacated through attrition (e.g., resignation, retirement) after receiving an award may petition FEMA to waive the staffing maintenance requirements. Approved waivers allow recipients to decrease and reestablish the staffing maintenance numbers agreed to at the time of award by the number of positions that recipients are unable to fill. To qualify for this waiver, the economic hardship must affect the entire public safety sector in a recipient's jurisdiction, not just the fire department. FEMA will not grant waivers for SAFER Program-funded positions. Recipients who fail to maintain the required level of staffing risk losing federal funds awarded under this grant.

Recipients must agree that, notwithstanding any provision of other laws, firefighters hired under these grants will not be discriminated against or be prohibited from engaging in volunteer firefighting activities in another jurisdiction during off-duty hours.

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

**Attachment B**  
Approval Memo



**Fire Rescue**

Chief Patrick J. Kennedy  
405 Pike Road  
West Palm Beach, FL 33411  
(561) 616-7000  
www.pbcgov.com



**Palm Beach County  
Board of County  
Commissioners**

- Maria Sachs, Mayor
- Maria G. Marino, Vice Mayor
- Gregg K. Weiss
- Michael A. Barnett
- Marci Woodward
- Sara Baxter
- Mack Bernard

**County Administrator**

Verdenia C. Baker

**TO:** Honorable Maria Sachs, Mayor  
and Board of County Commissioners

**FROM:** Patrick J. Kennedy, Fire Rescue Administrator  
Palm Beach County Fire Rescue

**DATE:** April 4, 2024

**RE:** **FY 2023 FEMA SAFER Staffing for Adequate Fire and  
Emergency Response Grant**

Pursuant to Section 309.00 of the Palm Beach County Administrative Code and PPM#CW-F-003, your signature is required for Fire Rescue's grant application to the Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA), FY 2023 SAFER (Staffing for Adequate Fire and Emergency Response) Grant Program (grant application attached). The application is due to DHS no later than April 12, 2024 and the required method for grant submission is electronically through the DHS website. The grant's program guidelines are also attached for your review.

As part of your authorization on this grant application, Fire Rescue is requesting that you designate the County Administrator or designee (Fire Rescue Administrator or Fire Rescue Finance Director), to act as the County's representative for the purpose of electronically signing the grant application on-line.

Palm Beach County Fire Rescue is requesting \$6,223,626 FEMA grant funding with no required Fire Rescue match. This grant will provide funding to staff a 4-person engine at new Fire Station 49, located on the southwest corner of Lyons Road and Flavor Pict Ext. Staff will submit this item for ratification on the Board's May 14, 2024 County Commission Agenda.

Reviewed by: Sharon Burrows G. Verice Johnson  
Digitally signed by Sharon Burrows G. DN: DC=org, DC=pbcgov, OU=Enterprise, OU=CATT, OU=Users, CN=Sharon Burrows G., E=Sburrows@pbcgov.org Date: 2024.04.04 14:05:22-04'00' Digitally signed by Venice Johnson DN: DC=org, DC=pbcgov, OU=Enterprise, OU=Users, CN=Venice Johnson, E=VJohnson@pbcgov.org Date: 2024.04.04 13:31:40-04'00' I have reviewed this document Date: 4/9/2024  
 County Attorney Date OFMB Date

Approved by: [Signature] 4/9/2024  
 Maria Sachs, Mayor Date

Pursuant to Section 309.00 of the Palm Beach County Administrative Code, and in accordance with the above designation by the Mayor, I hereby designate Chief Patrick J. Kennedy, Fire Rescue Administrator or Lauren Magierowski, Fire Rescue Finance Director to electronically sign and submit, on-line via the DHS website, the attached application for the FY 2023 Staffing for Adequate Fire and Emergency Response Grant Program.

Approved by: [Signature] 4/9/24  
 Verdenia C. Baker, County Administrator Date

"An Equal Opportunity  
Affirmative Action Employer"