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Sent: Friday, August 19, 2016 9:30 AM
To: rmacknight@wrightcityfire.com; jmosher@wrightcityfire.com; office@wrightcityfire.com
Cc: Clevenstine, Aaron; Diaz, Yesenia
Subject: Wright City Fire Protection District, EMW-2015-FH-00782, FY 2015 SAFER Grant award!
Attachments: FY 2015 Template of Pre-SAFER Department Roster.xls; SAFER Hiring Grant User Guide - final 7.25.16.pdf

Congratulations on being selected to receive a FY 2015 SAFER Grant award!

I am your SAFER Program Office point of contact. The SAFER Program Office is responsible for the programmatic monitoring of this grant. As such, I will be reviewing your payment requests, performance reports, and amendment requests.

This e-mail and its attachments contain the information that you need to know in order to be successful with this grant.

If you have not already done so, you will need to officially accept or reject this grant award within the eGrant system. If no action is taken within thirty (30) days from the date of notification of award, the system will retract the award. If you need additional time to make a decision, please let me know.

Be sure to print and carefully read your Award Package, which is available in e-Grants. The Negotiations Comments section of the Award Package may contain adjustments or special conditions that were added during the award process. You should print and review your grant application if adjustments were made to it. To access the Award Package and the updated application, please refer to the instructions in the attached User Guide.

Please read the attached User Guide, as it contains important information about grant requirements and instructions about how to submit reports and requests in the e-Grants system. We strongly encourage you to refer to the attached guide when you have questions about this grant.

Under this grant, you have a 180-day recruitment period to fill the awarded SAFER positions. The recruitment period started on the date the application was approved for award, and ends with the start date of the performance period; therefore, the 180-day recruitment period had already begun. You can find your grant period of performance (POP) in a number of places in the E-grant system, including in the Award Package and on the SAFER Payment Request(s) screen. Please see the *Period of Performance* section of the User Guide for additional information.

If your department is able to hire the SAFER positions before the end of the 180 day recruitment period (or if you were awarded retention positions), you can start the POP early. You must submit an amendment request in eGrants to change the start date. Salary and benefit costs incurred during the 180-day recruitment period are eligible for reimbursement only if you submit an amendment to start your POP early.

During the grant period of performance, your department is required to fill all SAFER-funded positions and maintain the operational staffing at the level that existed on the date of award as well as the number of awarded SAFER positions. This requirement is referred to as the "Staffing Maintenance Number."

In order to determine your department's staffing maintenance number, please complete and submit a "Pre-SAFER Roster." The Pre-SAFER Roster is a list of your department's paid operational/firefighting personnel, in support of the department's NFPA 1710 or NFPA 1720 compliance, who were in full-time or job-share positions at the time of award. You may also list administrative personnel on the roster, but they will not be included in the staffing maintenance

number. Volunteer personnel, administrative civilian, and paid-on-call/stipend personnel do not need to be included on the list. An operational position is defined as a position with a primary assignment (more than 50 percent of duties) of fire suppression, which includes staffing a fire suppression vehicle, regardless of collateral duties, in support of the department's NFPA 1710 or NFPA 1720 compliance. Additional information on how to complete the pre-SAFER roster can be found in the *Staffing Maintenance Number* section of the User Guide.

Please submit your "Pre-SAFER Roster" to me by e-mail no later than September 2, 2016. For your convenience, a roster template is attached as an example for developing your Pre-SAFER Roster. You may use this template or one of your own, as long as all requested information is provided.

Please note that we will not be able to process quarterly performance reports or payment requests until the roster has been received and the Staffing Maintenance Number has been established.

Finally, please make sure to advise me if you encounter any issue that will prevent you from meeting the requirements of this grant. Please remember to include your grant number on all correspondence and e-mails. Thank you for participating in the SAFER grant program and congratulations again on your award!

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