

departments) that are recognized for their experience and expertise with respect to fire prevention or fire safety programs and activities. In selecting recipients, FEMA will give priority where practical to organizations that focus on prevention of fire or fire-related injuries to children.

Authority: 15 U.S.C. 2229; 44 CFR Part 152, 68 FR 12544 (Final Rule published March 14, 2003.)

DATES: Completed applications must be received online or postmarked by 5 p.m. EST November 14, 2003.

FOR FURTHER INFORMATION CONTACT: Brian Cowan, Chief, Grants Program Branch, USFA, FEMA, 500 C Street, SW., Room 330, Washington, DC 20472, 1-866-274-0960, or usfagrants@fema.gov.

SUPPLEMENTARY INFORMATION:

A. Purpose

The purpose of this notice is to advise of the availability of funds for carrying out fire prevention activities pursuant to the Federal Fire Prevention and Control Act of 1974, 15 U.S.C. 2229. Up to \$27,500,000 will be available for this purpose. Under 15 U.S.C. 1229(b)(4), FEMA must use not less than 5 percent of funding to (1) make grants to fire departments to fund fire prevention programs and (2) make grants to or enter contracts or cooperative agreements with national, State, local, and community organizations for the purpose of carrying out fire prevention programming. This notice only addresses the latter use of funding; the former comprises the balance of the 5 percent and is being awarded through the Assistance to Firefighters competitive grant to fire departments, as explained in FEMA's March 14, 2003 notice of funds availability (68 FR 12553).

B. Eligibility

National, State, local and community organizations (which may include fire departments as defined at 44 CFR 152.2) that are recognized for their experience and expertise with respect to fire prevention or fire safety programs and activities are eligible to apply. For the purposes of these Fire Prevention and Safety awards, we are acknowledging that fire departments are generally recognized as local organizations with experience and expertise in carrying out fire prevention activities and are therefore eligible to apply.

C. Program Requirements

1. Recipients must agree that in the fiscal year for which assistance will be received, aggregate expenditures for fire

prevention activities, exclusive of the amount of assistance received through this program, will be maintained at or above the average level of such expenditures in the two fiscal years preceding the fiscal year for which the assistance is received.

2. Recipients must agree to a matching cost share of non-Federal funds. Generally, recipients must agree to match with an amount of non-Federal funds equal to 30 percent of the total project cost. However, the match for recipients that may be characterized as community organizations whose mission serves populations of 50,000 or less shall be 10 percent of the total project cost. FEMA, in its discretion, will make this determination based upon the organization's primary target population as reflected in its bylaws and mission statement. For fire departments, FEMA will look at the population of the department's primary response area. The non-Federal match must be cash; "in-kind" contributions are not permitted.

3. Fire departments receiving assistance through the Program must provide information to the National Fire Incident Reporting System (NFIRS) for one year.

4. Grantees must submit semi-annual and final reports describing (i) how the assistance was used and (ii) the benefits derived from the funded activities.

5. Projects funded under this grant will generally have a one-year period of performance.

D. Application Process

FEMA encourages all applicants to apply online using FEMA's electronic (e-grant) application process, although paper applications will also be accepted. The e-grant application incorporates data from all of FEMA's grant forms. The application will include questions requesting general information about the applicant as well as activity-specific questions for each activity that the applicant plans to implement with grant funds. Applicants will be asked to provide details concerning the various budget items necessary to accomplish their proposed projects. The application will include a program narrative in which the applicant must provide a detailed description of each planned project, experience in conducting prevention activities, and the benefits to be derived from the costs of the project. The narrative should not exceed 10 pages (double-spaced with one-inch margins and 12-point font). The narrative should also address the eligible activities, program priorities, identified risk analysis, program goals, and evaluation

methodology. Completed narratives should address each of the following items:

1. General information such as the history and description of the applicant organization, the organization's capability to achieve proposed objectives and past successes achieving project goals, the organization's experience with fire and injury prevention issues, and the qualifications of the project manager and the primary team members.

2. A project overview which includes at least: a problem statement describing the issues to be addressed, project goals, and objectives, as well as the necessary tasks to achieve those goals and objectives; a description of what will be accomplished during the grant performance period; an explanation of how the project will address the stated problem; and a project description addressing the following questions as applicable:

a. Will this establish a new project, expand an existing project into new areas, or augment an existing fire prevention project?

b. What is the target audience? A USFA-identified target population(s) (children under the age of 14, seniors over the age of 65, and firefighters) or another high-risk population? Why are they the target audience?

c. Will this project establish a multi-organization partnership with other groups in the community? If so, describe how.

3. A list of project benchmarks, phases, or milestones.

4. A description of the method or procedure for project implementation.

5. A detailed explanation of the project budget (*i.e.*, all budget line items such as contracting personnel or equipment, etc.), including a cost-benefit assessment comparing the benefits to be realized with the costs of achieving those benefits.

6. An explanation of the means with which the project will be sustained, if it will continue beyond the grant period (typically one year).

7. A description of the methodology that will be used to assess, evaluate and identify results of the project.

Effective October 1, 2003, all grant applicants must obtain a DUNS number, (a unique nine-character identification number provided by the commercial company Dun & Bradstreet). There is no charge to obtain a DUNS number, and it is the applicant's responsibility to obtain one. Applicants are encouraged to apply for a DUNS number well in advance of the application period because it may take 14 business days to obtain the number online. Applicants