AFG 2024

Grant Guidelines
V_10.20.2025

Purpose
The Federal Emergency Management Agency (FEMA) offers the Assistance to Firefighters Grant (AFG) for the purpose of enhancing the safety of public and firefighters by providing direct assistance for critically needed resources to equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. Annually, when feasible, the WTCS office applies for the AFG from FEMA. The federal award provides up to $500,000 to the state training program to distribute across all 16 colleges, with a required 15% match. These guidelines outline the process and procedures by which colleges can apply for and utilize these funds. **The period of performance for the colleges for AFG 2024 is November 1, 2025 – October 31, 2026.** Applications are due no later than December 31, 2025.

There are currently two AFG awards in process at WTCS.

> **AFG 2023: Awarded -** Colleges currently in process of completing reimbursement. Colleges have 45 days from Sept. 30,2025 to submit for reimbursement unless a grant extension was approved for the college.
> **AFG 2024:** WTCS awarded $542,297.86. Application process for colleges is currently open and defined under these guidelines.

Background and Application Process
- $500,000 Total Funds available; requires 15% match for a total project cost of up to $575,000
- Each college is limited to one application of approximately *$35,900 for AFG 2024*.
- Colleges submitted preliminary requests for items under this grant to the WTCS Fire Service Education and Training Director.
    - WTCS compiled requests into the WTCS 2024 AFG application to FEMA.
- Each college will receive a WTCS invitation to apply letter that will indicate approved items and quantities to purchase, including total award amount.
- Colleges must submit formal application through WTCS Grants Apply Portal no later than December 31, 2025.

Special Conditions of Funding:
- Each college must provide a 15 percent matching funding.
- No college administrative costs are allowed with this grant award.
- Colleges are awarded funds for specific quantities of specific items. Colleges must purchase the exact number of items included in their approved grant application. If an unexpected increase in the cost of an item makes it so the college cannot afford to purchase the full quantity, the college must notify WTCS prior to purchase and receive direction from the Fire Service Education and Training Director.
    - If provided written approval, college will be asked to submit a grant revision to

purchase less items than approved.
    - Colleges must not purchase any items that were not included in their approved grant application.
    - Colleges can change brands or a vendor for an item, but cannot change items or quantity of items.
    - Colleges can increase the amount of funds provided for match without doing a revision if equipment costs increase.
    - A revision must be submitted if there is a change in grant-funded project spending that shifts funds between budget line items, resulting in a change of more than twenty percent (20%) in any line item (i.e. moves more than 20% from the supply line to the other line).
- All costs funded by this grant must comply with the Uniform Administrative Requirements. More specifically, costs charged to this award must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E.
- **Equipment tracking requirement:** Colleges must have an equipment management policy and procedure in place to ensure equipment is tracked using a system that follows federal guidelines. FEMA suggest using a tracking sheet and making sure to identify what equipment has purchased by federal grant funding. Specific requirements and a sample inventory sheet are found under "Equipment Management" below.
- **Record retention requirement:** Colleges must 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 canceled checks for verification. See, e.g., 2 C.F.R. §§ 200.318(i), 200.334, 200.337. FEMA requires that non-federal entities maintain the following documentation for federally funded purchases:
    - Specifications;
    - Solicitations;
    - Competitive quotes or proposals;
    - Basis for selection decisions;
    - Purchase orders;
    - Contracts;
    - Invoices; and canceled checks.

Amendments:

- WTCS will not readily approve amendments or revisions to these grants, as any changes require WTCS to submit a request for amendment to FEMA for prior approval. As such, WTCS will limit any amendments to these grants awards to situations that are unavoidable, and on a case-by-cases basis.
- Once the college period of performance is complete, if funds remain in the WTCS AFG award, an opportunity to use additional funds may be provided to select college through an additional grant award.

Reporting Requirements:

- No final report required in WTCS Apply Portal; all reporting needs are handled through the accounting reimbursement process including **AFG Expense Template**, SFR and required documentation.

- No Client Reporting required.

Reimbursement Process:

- WTCS will only reimburse colleges for items that were approved in your original grant award, and only up to the approved quantity for each item.
- WTCS will only reimburse colleges once per grant award.
- Colleges are required to complete and submit the AFG Expense Template prior to reimbursement.
    a. Blue portion of spreadsheet should match original approved items.
    b. Yellow portion of the spreadsheet should match your actual expenditures.
    c. Orange portion is for WTCS administrative use.
- Once all of your college expenditures are complete, fill out the attached AFG Expense Template and submit it to our grants accountant, Victoria Chung, victoria.chung@wtcsystem.edu, along with the SFR and all required documentation such as receipts, invoices, and proof of payment. The SFR must be submitted no later than 45 days from the grant end date, which is 10/31/26 for AFG 2024.
- WTCS grants accountant will provide all documentation to WTCS Fire Service Education & Training Director, Ward Lyon, for verification. Once all expenditures on the form are verified as allowable, WTCS will reimburse the expenses and close out the grant.

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 Environmental and Historic Preservation (EHP) laws, Executive Orders, regulations, and policies, including FEMA GPD EHP Policy Guidance, FEMA Policy #108-023-1, as applicable.

If a college is purchasing any of the items below, the college must supply the required EHP form to the WTCS Fire Service Education and Training Director when submitting their preliminary requests. WTCS will submit the form to FEMA. Colleges will only be awarded funds once the EHP review is completed and approved. The following items require an EHP form:

- Fill station (Air compressor/fill station/cascade system (fixed) for filling Self-Contained; Breathing Apparatus (SCBA));
- Air quality systems;
- Fire/smoke/carbon monoxide alarm systems for the facility (life safety);
- Generators (fixed);
- Sprinklers;
- Vehicle exhaust systems (fixed);
- Washer/dryer/extractor;

- Fixed communications antennas onto a building;
- Building renovations such as removal of walls or installation of electrical or water lines;
- Training/exercises in natural settings such as rope or swift water;
- LED signs; and
- Any scope of work that involves ground disturbances.

Equipment Management

Colleges are required to maintain an equipment management policy and inventory of all federally funded equipment. The college must provide the policy and inventory to WTCS upon request. It shall be the policy of the colleges to adhere to the requirements of 2 CFR 200.313(d)(1), as it applies to the Equipment Management requirements related to any and all federal grants awarded to WTCS.

- The equipment inventory must include the following:
    - A description of the property
    - Serial Number/ID number
    - Source of funding for the property
    - Vendor/Manufacture
    - Who holds the title
    - Acquisition Date
    - Purchase Price
    - Location of Equipment
    - Condition
    - Disposition information
- The equipment management policy must include processes for the following:
    - A general description of the property.
    - All serial numbers or other forms of identification numbers will be tracked to each piece of property.
    - The source of the funding will be placed on the inventory sheet of all equipment purchased.
    - Documentation will be provided on any title holding equipment.
    - All acquisition dates will be monitored and labeled with the serial numbers or other forms of identification numbers.
    - The costs of each piece of equipment must be documented in accordance with all serial numbers/identification numbers.
    - A general description must be documented on how the equipment was purchased, the location of the equipment, use and condition of the property, any date of disposal, and any data related to the sale of any piece of equipment purchased by Federal Award.
    - A physical inventory must be taken and results recorded on the equipment annually.

- All equipment must be thoroughly inspected periodically and any issues documented.
- In the event of any disposal of grant related equipment; serial numbers, disposal date, item description, and reasoning must be documented and removed from the inventory list.

Federal Funded Equipment

EQU IPM ENT TRACKING DOCUMENT

(1) Grant Workname: _ (2) Federal Award ID Numbe _ _ _ _ _ _ _ _ _

(3) Subrecipient Name: ______________________ (4) Grant Award Yea _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

(5) Description of Equipment& Model Number (Inc Quantity)	(6) Equipment ID Number & Serial Number	(7) Vendor/ Manufacturer	(8) Who Holds title	(9) Acquisition Date	(10) Purchase Price	(11) Location of Equipment	(12) Use	(13) Condition	(14) Disposition	(15) Disposal Sale Price	(16) Disposal Date	(17) Fed Part %	(18) Verified By (Initials& Date)

certify that the information provided is accurate and all equipment has been physically inspected within the last two years in accordance with federal program requirements, grant agreement, and applicable state and federal requirements.

Signature: ___________________________________

WTCS Contact:

Ward Lyon - Ward.Lyon@wtcsystem.edu