

AFG 2025

Grant Guidelines V_9.30.2026

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. **Applications are due no later than October 26, 2026.**

The application **period of performance** for the colleges for AFG 2025 is **November 1, 2026 – October 31, 2027.**

There are currently 3 AFG awards in process at WTCS:

AFG 2023: Awarded – Grant closed

AFG 2024: WTCS awarded \$542,297.86. Colleges are currently in process of completing reimbursement. All items need to be procured and received by Oct. 31, 2026. Final expenditure/encumbrances reports must be received at the System Office no later than 45 days from the end of the grant period unless a grant extension is approved for the college.

AFG 2025: WTCS awarded \$543,642.21.

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 2025.
- Colleges submitted preliminary requests for items under this grant to the WTCS Fire Service Director using the AFG Expense form template.
 - WTCS compiled requests into the WTCS 2025 AFG application to FEMA.
 - WTCS compares what was submitted to what was awarded and updates the college AFG Expense Form template for each college based on what was awarded.
- 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 October 26, 2026.

Special Conditions of Funding:

- Each college must provide 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 directions from the WTCS Fire Service Director.
- In some cases, price increases that remain within the approved funding amount and under the 20% price shift may not require an amendment or revision; however, any change in item quantity or item type will require an amendment. In either case, the college must contact the WTCS Fire Service Director for guidance.
- 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).
- 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 matches without doing a revision if equipment costs increase.
- If revision is needed and approved by the WTCS OIS-AVP, the WTCS Fire Service Director will return the application back to the application stage for the college to resubmit with the revision.
- Final revisions must be submitted in the WTCS Grants Apply Portal 45 days prior to the grant end date.
- 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](#).

Reporting Requirements:

Grant Apply Portal Best Practices:

- Ensure the Application form has the correct FY for the grant.
- Ensure the Application form, Budget summary and Budget detail match the AFG expense form template.
- Ensure the Budget detail has the correct items in the correct line number per cost and type of item requirement. You can find the applicable FY WTCS SFR Instructions at [Grant Resources and Forms |](#)
- Ensure the SFR has the correct grant project number and report period dates.
- No final report required in WTCS Grants Apply Portal; all reporting needs are handled through the accounting reimbursement process including AFG Expense form Template, SFR and required documentation.
- The reimbursement rate percentage will automatically be calculated based on the total grant funds requested divided by the total project cost (86.96%)
- No Client Reporting required.

Procurement Process:

You are required to follow your local procurement policy. Local procurement policies must comply with the minimum standards outlined in Title 2 of the Code of Federal Regulations (CFR) Sections 200.318-327. If you do not have a local procurement policy, you must adhere to the requirements in 2 CFR Sections 200.318-327.

Key principles to follow:

- Ensure open competition.
- Avoid conflicts of interest.
- Obtain multiple bids or quotes.
- State or collaborative contracts may be used.
- Federal regulations do not require you to choose the lowest bidder when evaluating multiple bids or quotes. Instead, you must review all submissions and select the proposal that best meets your needs.
- If you choose a proposal other than the lowest bid or quote, you must document the reasons for your selection.
- Note: If your local procurement policy mandates accepting the lowest bid, follow that requirement.
- Purchases must comply with federal restrictions regarding covered telecommunications and surveillance equipment and services pursuant to Section 889 of the National Defense Authorization Act (NDAA).
- "Projects involving infrastructure or facility modifications may be subject to Build America, Buy America Act requirements. Colleges should consult WTCS before procuring any infrastructure-related items."

FEMA Amendments:

- WTCS will not readily approve amendments 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- case basis. Amendments may affect future awards and can be a lengthy process.
- 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 colleges through an additional grant award through the guidelines under excess funds in the NOFO.

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.
- AFG Expense form Template:
 - a. Blue portion of spreadsheet should match original approved items.
 - b. Yellow portion of the spreadsheet should match your actual expenditures. Shipping costs are part of the total cost and can be listed as a line item or added to the equipment total.
 - c. Orange portion is for WTCS administrative use.
- Once all of your college expenditures are complete, fill out the yellow portion of your attached AFG Expense form Template that came with your invite and award letters and submit it to our School Finance Auditor 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.

- WTCS School Finance Auditor will provide all documentation to WTCS Fire Service 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 Director when submitting their preliminary requests. Colleges will get these forms with the invite letters if applicable and WTCS Fire Service Director will submit the form to FEMA. Colleges will only be awarded funds once the EHP review is completed and approved by FEMA. FEMA will issue an approval letter. 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.

Record Keeping:

Print a copy of all procurement documents.

- Procurement policy.
- Specifications.
- Advertisements to Bid.
- Bids / quotes received.
- Procurement decision documents.
- Keep a copy of ALL invoices, payment warrants and checks paid.

Equipment Management and Tracking: You are required to conduct a physical inventory of the equipment every two years. This inventory must be reconciled with the property records to ensure accuracy

- 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 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 number's/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.
- 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.
- If equipment acquired with federal funds is no longer needed, please refer to the disposition instructions below.
- Colleges must have an equipment management policy and procedure in place to ensure equipment is tracked using a system that follows federal guidelines. FEMA suggests using a tracking sheet and making sure to identify what equipment was purchased with federal grant funding. Specific requirements and a sample inventory sheet are found under “Equipment Management” below. All equipment including items that may have a short life span like PPE hoods and gloves must be tracked.

Record retention requirement:

- Colleges must keep detailed records of all transactions involving the grant. FEMA requires all grant records be retained for a minimum of three years after submission of the final Federal Financial Report unless a longer retention period is required by local college, audit, litigation, or other federal requirements.
- 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.

The equipment inventory must include the following for Physical Inventory:

- A description of the property
- Serial Number/ID number if applicable
- Source of funding for the property
- Vendor/Manufacture
- Who holds the title
- Acquisition Date
- Purchase Price
- Location of Equipment
- Current Condition
- Disposition information

Disposition:

- The potential disposition, sale, or donation of any of the applicable grant funded equipment would be governed by the 2 CFR 200.313 (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR8feb98c2e3e5ad2/section-200.313>). A recipient must use, manage, and dispose of AFG Program-funded equipment in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. § 200.313. With the exception of state governments, when original or replacement equipment acquired under an AFG award is no longer needed for the original project, program, or other activities currently or previously supported by a federal awarding agency, the recipient must request disposition instructions from FEMA.
- If the piece of equipment has a fair market value of \$10,000 or less, the college does not have to go through the federal disposition process.
- If the piece of equipment has a fair market value that is more than \$10,000, the college will need to request disposition instructions from FEMA.

