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.

RAPID CITY, CITY OF

Information current from SAM.gov as of: 05/03/2020
DUNS (includes DUNS+4): 057222119
Employer Identification Number (EIN): 466000380
Organization legal name: RAPID CITY, CITY OF
Organization (doing business as) name: 
Mailing address: 
300 6TH STREET RAPID CITY, SD 57701-2724
Physical address: 300 6TH ST RAPID CITY, SD 57701-5034
Is your organization delinquent on any federal debt? N
SAM.gov registration status: Active as of 2020-03-06 00:00:00.000 GMT

Applicant information

Please provide the following additional information about the applicant.
Applicant name
Rapid City Fire Department - Division of Fire and Life Safety

Main address of location impacted by this grant
Main address 1
10 Main Street
Main address 2
1930 Promise Road, Suite #2
City Rapid City
State/territory SD
Zip code 57701
In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?

Rapid City Fire Department

Applicant characteristics

The FP&S (Fire Prevention and Safety) program intends to enhance the safety of the public and firefighters with respect to fire and fire-related hazards by assisting fire prevention programs and supporting firefighter health and safety research and development. Grant funds are available in two activities: Fire Prevention and Safety Activity and Research and Development Activity. Please review the Notice of Funding Opportunity for information on available categories within each activity area and for more information on the evaluation process and conditions of award.

Please provide the following additional information about your organization.

Applicant type:
Fire Department/Fire District

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

Do you currently report to the National Fire Incident Reporting System (NFIRS)? You will be required to report to NFIRS for the entire period of the grant.
Yes

Please enter your FDIN/FDID.
02101

Operating budget

What is your organization's operating budget for programs that enhance the safety of the public and firefighters with respect to fire and fire-related hazards (including fire prevention, fire code enforcement, fire/arson investigation, wildfire prevention, and firefighter health and safety research and development)? Please include costs (e.g., personnel, maintenance of apparatus, equipment, facilities, utility costs, purchasing expendable items, etc.) for the current (at the time of application) fiscal year, as well as the previous two fiscal years.

3343070

Current fiscal year:
2020

Fiscal Year Operating budget
2020 $11,766,763.00
2019 $11,484,322.00
2018 $11,040,378.00

Please explain the applicant's need for financial assistance to carry out the proposed project(s). Provide detail about the applicant's total operating budget, including a high-level breakdown of
the budget. Describe the applicant's inability to address financial needs without federal assistance. Discuss other actions the applicant has taken to meet their needs. Include information on efforts to obtain funding elsewhere and how similar projects have been funded in the past.

The Fire and Life Safety Division of the Rapid City Fire Department is tasked with assessing the fire risks and providing plans and road maps to decrease this risk for community and businesses choosing to reside in Rapid City. The Division operates with a staff of 7 people permanently assigned. The Division provides plans review, construction inspections, some business inspections, wildland urban interface fuels mitigation, structural fire investigations when requested, and assists code enforcement as possible. Currently, the Division is operating one person short and will not see that person replaced until 2021 due to current economic hardships caused by the national shut-down/slow-down. The City of Rapid City has seen a significant decrease in tax monies being received and has ordered all City offices to cut budgets to assure operation. The Fire Department was tasked with cutting their budget by 15%. This effectively cut out the entire operating budget above wages, and in actuality, cuts into the personnel costs. The Department has chosen to lower personnel costs through attrition of senior firefighters to create enough room in the budget to continue basic operations without laying personnel off. The Division is currently able to only reach 25% of the businesses with business inspections in the 3 year cycle. Rapid City has 6000 operating businesses within the city limits. Only one person is available to perform these inspections and can accomplish about 500 inspections a year. The Division investigates approximately 50% of the structural fires in Rapid City. The Division only has one person with investigative training. The remaining members of the staff have minimal training provided by the Division investigator. This investigator is not always available and is consulted on most fires when they are available. The Division has attempted to find additional operating funding to assist with purchasing needed materials for performing stronger investigations by acquiring investigation training for staff, and improving Fire Safety through demonstrating and funding proven safety devices which will inhibit a fire ignition. The Division sought to charge for plans review to assist with this funding, however, the City government will not approve of this fee for service. The Division has been able to secure funding through Bureau of Land Management for the WUI fuels reduction program. This program utilizes military veterans as it's primary work force and is operating throughout the year to improve defensible space within the WUI zone. Business inspections in the past were performed by the operations personnel on duty. However, the constant increase in calls for service and increase in the services provided have required the operations personnel to divert time from other activities. Business inspections were one of the functions that was decreased/ceased with the change in service. In cases of demonstrated economic hardship, and upon the request of the grant applicant, the FEMA Administrator may grant an Economic Hardship Waiver. Is it your organization's intent to apply for an Economic Hardship Waiver?

No

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?
No

**Community description**

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

What type of community does your organization serve?
Urban

What is the permanent resident population of your first due response zone/jurisdiction served?
75000

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

The Rapid City Fire Department is a career based organization which operates as the primary fire suppression and EMS provider for the 75,000 people of Rapid City and offers automatic and mutual aid to another 20,000 people in the adjacent communities. In 2019, the department responded to over 18,000 calls for service. The number of calls has risen at a steady rate of about 8-10% each year. The department operates with a uniformed presence of 144 firefighters working three shifts providing 24 – 7 – 365 coverage. The department has four divisions to fulfill its mission of: Prepare, Prevent, and Protect. Training, Fire and Life Safety, Fire Operations, and EMS Operations work with department personnel and the public to create a cohesive message to reduce risk and enhance response to emergencies. Along with suppression of structural fires, RCFD provides response to wildland fires, ARFF incidents, Technical Rescue (water, high and low angle, ice, and extrication), Heavy Rescue (trench, collapse, and USAR), Hazardous Materials Response (decontamination, technician and specialist), and participant support in Type 1 and Type 2 Incident Management Teams. Rapid City Fire Department’s EMS division’s area of responsibility extend far beyond the city’s defined borders. The EMS division responds as initial medical transport agency to an area of 10 to 40 miles in each direction from the city. In addition, RCFD EMS responds as the primary Advanced Life Support assistance to three BLS ambulance services outside of the primary response area. Rapid City Fire Department is the long distance patient transfer (up to 650 mile) agency for Monument Health Care and other health care facilities in the city. RCFD EMS provides Critical Care transport, Tactical EMS personnel, Special Pathogen and Hazardous Chemical patient care and transport, and the only Bariatric patient transport capability within the state. Rapid City is the economic, business, and medical hub for western South Dakota and the Black Hills. Rapid City claims a permanent population of 75,000 with a workday population of 90,000 and a weekend population over 100,000. Along with the critical infrastructure described above, the city boasts over 4000 hotel rooms, four major shopping centers, a rejuvenated downtown district with weekly gatherings, unique parks and hiking trails in the city, and serving as the gateway to the Black Hills, which is home to Mount Rushmore. Rapid City is centered among eight national monuments and state/national parks. It is over 300 miles in any direction before encountering a municipality of equal size and capabilities. This leaves Rapid City as a cultural and economic center for business and social events. Rapid City is home to the Black Hills Stock
Show and Rodeo, one of the largest events of its kind in the United States, at one time only surpassed by the Houston Stock Show. During the annual Sturgis Motorcycle Rally, Rapid City is a large partner in hosting events and locations for people to find rooms and dining locations. The Black Hills are a well-known spiritual center for numerous Indigenous Americans such as the Cheyenne, Lakota, Blackfoot, and other plains tribes. This brings them to Rapid City for large events such as the Black Hills Pow Wow, Lakota Invitational Basketball Tournament, and rotational location for the Indian National Finals Rodeo.

Grant request details Grand total:
$334,307.00

Program area: Fire prevention and safety

Total requested for Community Risk Reduction activity: $52,480.00

Total requested for Other (Explain) project: $52,480.00

Other (Explain)

High-heat limiting devices for Stove-tops

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Description

This project is to provide 256 apartment unit stove-tops with heat-limiting devices, replacing the electric coil with an auto-shutoff and the flat top surfaces with a power shunt in a high heat situation.

More Details for Other (Explain).

Please provide the following information about the project you want funded.

Is this project a regional request? A regional request provides a direct regional and/or local benefit beyond your organization. You may apply for a regional request on behalf of your organization and any number of other participating eligible organizations within your region.

No

Provide a project name

High Heat Regulating Cook Tops

Who is the target audience for the planned project?

Children under 14
Adults over 65
People with disabilities (e.g., deaf/hard-of-hearing)
Low-income families/neighborhoods
Other

What is the estimated size of the target audience?

1500

How was this target audience determined?

Informal Assessment

Please provide a brief synopsis of the proposed project and then identify the specific goals and objectives of your project.

This project will replace the original stove top thermal regulating equipment on the stoves in low-income multi-unit apartment buildings. These unregulated cook tops are responsible for 44% of the RCFD calls for fire alarms, smoke odors, or possible structure fires within these buildings. This project will replace the electric coil cooktop with high-heat regulating
cooktops. For those units where the cooktop is a flat plate (glass or ceramic style), a power shunt will be installed which will shut off the power to the cooktop at a predetermined temperature. The objective of this project is to demonstrate the use of the regulating devices to the occupants and maintenance staff. The maintenance staff will be trained to install and replace these regulators in order to keep the project functional. The goal of this project is to decrease these type of incidents by 80% or better.

Please explain your experience and ability in developing and conducting (i.e., timely and satisfactory project completion) past fire prevention and safety projects. Additionally, please demonstrate the experience and expertise you have in managing the type of project you are proposing.

The RCFD Fire and Life Safety Division's primary public education person was previously employed with the Utah State Fire Marshal's Office where they were responsible for wide delivery of the fire prevention programs provided by the FMO. They also serve on several NFPA boards working with residential fire safety. The PubEdSpec rebuilt the Division's program to reach out to schools to deliver safety messages. They worked with all elementary education locations in the Rapid City area, including work with the county fire departments, to schedule and deliver fire education messages. The Division Chief was previously employed by the South Dakota State Fire Marshal's Office where they served as the Code Enforcement Person. The Division Chief oversaw the implementation and continues to work with the Rapid City Business Owners in Commercial Sprinkler System installations. With the DC's work, the Business Owners agreed to sprinkler installation in all new commercial construction and retrofitting all existing businesses either voluntarily or by Business Owner's support of any structural remodel involving 1500 sq. ft. or more.

Narrative

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 evaluate the applications 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. You may either type your narrative statements in the spaces provided below or create the text in your word processing system and then copy it into the appropriate spaces provided below. Please note the narrative block does not allow for formatting. Do not type your narrative using only capital letters. Additionally, do not include tables, special fonts (i.e., quote marks, bullets, etc.), or graphs. Please review the Notice of Funding Opportunity for additional narrative details.

Vulnerability Statement:

- The assessment of fire risk is essential in the development of an effective project goal, as well as meeting FEMA’s goal to reduce risk by conducting a risk assessment as a basis for action. Vulnerability is a “weak link,” demonstrating high-risk behavior, living conditions, or any type of high-risk situation. The Vulnerability Statement should include a description of the steps taken to determine the vulnerability and identify the target audience. The methodology for determination of vulnerability (i.e., how the vulnerability was found) should be discussed in-depth in the application’s Narrative Statement.
• Fire Department applicants: note that 5% of the available 20% for this narrative element will be provided to those applicants that can demonstrate their commitment and proactive posture to reducing fire risk. Applicants must explain their code adoption and enforcement (to include Wildland Urban Interface and commercial/residential sprinkler code adoption and enforcement) and mitigation strategies (including whether or not the jurisdiction has a FEMA-approved mitigation strategy) to receive the full 20%. Also, note that departments can demonstrate their commitment to reducing fire risk by applying to implement fire mitigation strategies (code adoption and enforcement) via this application.

• The specific vulnerability that will be addressed with the proposed project can be established through a formal or informal risk assessment. FEMA encourages the use of local statistics, rather than national statistics, when discussing the vulnerability.

• In a clear, to-the-point statement, the applicant should summarize the vulnerability the project will address, including who is at risk, what the risks are, where the risks are, and how the risks can be prevented, reduced, or mitigated.

• For the purpose of the FY 2019 FP&S NOFO, formal risk assessments consist of the use of software programs or recognized expert analysis that assess risk trends.

• Informal risk assessments could include an in-house review of available data (e.g., National Fire Incident Reporting System [NFIRS]) to determine fire loss, burn injuries or loss of life over a period of time, and the factors that are the cause and origin for each occurrence, including a lack of adoption and enforcement of certain codes.

Data compiled from NFIRS reports from the period of 2009-2019, 44% of the residential fire alarms, smoke odors, possible structure fires, and fire in a structure have involved cooktop issues in multi-unit apartment buildings. The primary locations for these incidents have been in buildings whose residents qualify as low-income, as adults with disabilities, or as elderly. The secondary locations are apartment buildings with non-monitored smoke alarms and no suppression equipment. The incident type coupled with addresses fitting these qualifiers account for more than 3/4 of these responses, 33% of the total. Single family residences and residences of less than four units account for less than 1/3 of the remaining incidents, 3% of the total. This is mostly due to non-monitored smoke alarms coupled with limited or no neighbors to call the fire department. The final amount, 8% of the total, is allotted to monitored systems in multi-unit apartment buildings. One in 10 of these calls for service include unsupervised children or sleeping/unconscious adults. These victims require at least emergency medical evaluation and nearly half will require transport to the emergency department. The City of Rapid City has adopted the IFC 2018 as it's functional code. The Division has the ability to work within the code to access certain concerned structures, the low-income are county subsidized, allowing the replacement to be performed. Outside of the code, several of the affected building's maintenance personnel are willing to be trained and to put the equipment in place if they can receive both. They require assistance in gaining both, they do not have budgets to move forward on this project on their own. The Division has also received interest from building maintenance personnel of buildings outside of the target population. The message of the Division concerning kitchen fire and cooking safety has been presented in person and in targeted programs. The project will replace the unregulated stove-top cooking equipment with high-heat regulating equipment to limit the potential of the material on the stove from burning.
There are many flat-top cook systems as well, and those will have power shunts which will shut the heating element down prior to overheating occurring.

**Project Description:** Applicants must describe in detail not only the project components but also how the proposed project addresses the identified capability gap, due to financial need and/or the vulnerabilities identified in the vulnerability statement. The following information should be included:

- Project Components
- Review of any existing programs or models that have been successful.
- Detailed description of how the proposed project components fill the identified capability gap
- If working with Fire Service Partners/Organizations, identify each partner/organization and the role(s) they will fill in the successful completion of the proposed project.

The project has identified 256 individual apartments in several of the target structures which will receive the initial request of the high-heat limiting devices. Individual units sell for $200 each and will total $205 per unit including shipping. The Division will provide supervision for the project and educational materials describing the new cooking elements to be handed out. The building maintenance staffs have agreed to perform the installations following initial training. The Division is limited by City policy from installation of any products. The high-heat limiting devices will shut down the cooking element before the element can heat materials to burning. This will affect cooking slightly, however, this issue will be addressed within the educational materials. The Division has already accomplished similar ordinances with requirements of residential sprinkler systems required in all new multi-family (>4) construction, and retrofitting the existing apartment buildings when they remodel.

**Implementation Plan:** Each project proposal should include details on the implementation plan which discusses the proposed project’s goals and objectives. The following information should be included to support the implementation plan:

- Goals and objectives
- Details regarding the methods and specific steps that will be used to achieve the goals and objectives
- Timelines outlining the chronological project steps (this is critical for determining the likeliness of the project’s completion within the period of performance)
- Where applicable, examples of marketing efforts to promote the project, who will deliver the project (e.g., effective partnerships), and the manner in which materials or deliverables will be distributed
- Requests for props (i.e., tools used in educational or awareness demonstrations), including specific goals, measurable results, and details on the frequency for which the prop will be utilized as part of the implementation plan. Applicants should include information describing the efforts that will be used to reach the high-risk audience and/or the number of people reached through the proposed project (examples of props include safety trailers, puppets, or robots)
• NOTE: For applicants proposing a complex project that may require a 24-month Period of Performance, please include significant justification and details in the implementation plan that justify the applicant’s need for a Period of Performance of more than 12 months.

The goal of this project is to lower the calls of fire alarms, smoke odors, possible structure fires, and kitchen fires due to cooking mistakes and issues in the target population by 80% within the year following installation completion and maintaining this decreased level into the foreseeable future. The objective is to have the stove-top cooking equipment in 256 identified units within a 6 month performance window. The target audience has been identified through NFIRS reviews to determine the highest rate of these calls for service. Upon arrival of the devices, each of the building maintenance personnel groups will be contacted and a training time will be established. The training for the maintenance staff will require 1-2 hours and another 1-2 hours to educate the residents on how to use and why the change is occurring. Future educational meetings could be set up as needed. The installation process will be 30 minutes for each device. All involved maintenance personnel agree that the 6 month window is sufficient to accomplish the install. Education materials will be presented in document form and delivered with an in-person discussion. Installation will be hands-on training involving each maintenance person demonstrating proficiency. The city ordinance will be ready by the fall and will be presented to the City Council following the 6 month performance window and no later than one year after the performance window, when changes are beginning to be demonstrated.

Evaluation Plan: Projects should include a plan for evaluation of effectiveness and identify measurable goals. Applicants seeking to carry out awareness and educational projects, for example, should identify how they intend to determine that there has been an increase in knowledge about fire hazards, or measure a change in the safety behaviors of the audience. Applicants should demonstrate how they will measure risk at the outset of the project in comparison to how much the risk decreased after the project is finished. There are various ways to measure the knowledge gained about fire hazards, including the use of surveys, pre- and post-tests, or documented observations. Applicants are encouraged to attend training on evaluation methods, such as the National Fire Academy’s “Demonstrating Your Fire Prevention Program’s Worth.”

Project evaluation will be based on before and after NFIRS comparisons in the target population. The control group will be the unchanged apartments. The Division currently has data on the number of calls to the target population and to the control group. At 6 months, 1 year, and 2 years, the changes in calls for service to both groups will be tracked and compared to the number prior to the project initiation. The change in rate of calls for service as well as, the total calls for service in each group will be tracked and will show any significance to the program. Expectations are that the separation in total calls between the two groups will begin to narrow, and the rate of calls for service will narrow with the goal of becoming equal and the prolonged goal of the rate of calls for service of the target group falling below the rate of the control group. Trajectories of the target group without significant decreasing separation to the control group will be considered a failure of the project.

Cost Benefit: Projects will be evaluated and scored by the Peer Review Panelists based on how well the applicant addresses the fire prevention needs of the department or organization in an economic and efficient manner. The applicant should show how it will maximize the level of
funding that goes directly into the delivery of the project. The costs associated with the project also must be reasonable for the target audience that will be reached, and a description should be included of how the anticipated project benefit(s) (quantified if possible) outweighs the cost(s) of the requested item(s). The application should provide justification for all costs included in the project in order to assist the Technical Evaluation Panel with their review.

**The 256 high-heat limiting devices will cost $200 each. This is a consistent price among the three brands of device that are available currently. At the point of request, the delivery cost is $5 per device. However, both prices are subject to fluctuation due to bulk purchasing and bulk shipments, both likely to lower the actual cost. This is the source of the request for this project = $52,480. Any savings in bulk purchase or shipping costs will be used to purchase more devices. The Division will assist the project by providing oversight to the project, print and video education for the occupants, and the installation training to the maintenance personnel. The maintenance personnel will provide the installation time. The 256 units are located in 20 separate buildings housing over 1200 people at any time. The local average cost to replace one of these apartment buildings is $2000000. Remodels of apartments affected by kitchen issues, burned food, and cooking fires range from $300 cleaning to $10000 for moderate product replacement and remodels in instance of significant smoke damage. With most instances of smoke in a structure, one or more persons will need to be evaluated for smoke inhalations and nearly half will require transport to the emergency department which creates a significant cost to the persons involved. The lifecycle of the devices is the lifetime of the stove-top to which they are applied. Upon approval of the ordinance, any replacement stove must come with the devices built in. This creates a permanent installment of the device in these apartments, Sustainability: Is it your organization's intent to deliver this program after the grant performance period? If so, how will the overall activity be sustained and what are the long-term benefits? Examples of sustainable projects can be illustrated through the long-term benefits derived from the delivery of the project, the presence of non-federal partners likely to continue the effort, or the demonstrated long-term commitment of the applicant.

The Division will continue to support the program through educational delivery to the residents and installation training for new building maintenance personnel. The Division will continue to stay abreast of the most current technologies and distributors of the devices. Education will continue with buildings which are not currently in the target populations, but are included in long-range planning for these devices. The Division will pursue city ordinances to require the devices be installed on all new apartment constructions prior to occupancy. The City Council has expressed interest in adopting this ordinance when it is ready. When the new stoves are ordered, they will be purchased with the devices already installed. The Division has already accomplished similar ordinances with requirements of residential sprinkler systems required in all new multi-family (>4) construction.

**Additional Comments:** If you have any additional comments about your project, please provide them here.

**Total requested for Code Enforcement/Awareness activity:** $251,500.00

**Total requested for Support for Conducting Inspections project:** $251,500.00
Other (Explain)

5 personnel to perform business inspections

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TOTAL $250,000.00

Description

This program would hire 5 personnel for one year (50 weeks) at 40 hours a week to perform business inspections. With 2000 hours of work available, expecting 1000 inspections each would give an additional 5000 business inspections. Coupled with the one current person providing their 1000 inspections, this would contact all 6000 businesses in the year, returning the Division to the start point it is desiring.
**Other (Explain)**

5 computer tablets

**Budget Class**

**Equipment**

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**TOTAL**

$1,500.00

**Description**

This is a one-time purchase of computer tablets for the business inspections program personnel. These tablets would contain access to the IROL program and storage for immediate update and upload of inspections.

**More Details for Support for Conducting Inspections.**
Please provide the following information about the project you want funded.

Is this project a regional request? A regional request provides a direct regional and/or local benefit beyond your organization. You may apply for a regional request on behalf of your organization and any number of other participating eligible organizations within your region.

No

Who is the target audience for the planned project?

**Geographic Area**
What is the estimated size of the target audience?

125000

How was this target audience determined?

None of the above

Please provide a brief synopsis of the proposed project and then identify the specific goals and objectives of your project.

The project would involve adding five temporary positions for one year to assist with the business inspection program. This number would contact each business within the year and give the department a reset on the inspection program and allow the division to get on a 3 year rotation of business inspections with assistance of the business owners. Returning the Division to a starting point would allow for easy integration of a new comprehensive program that involves business owners and operators in self-reporting and arranging appointments for inspection assistance.

Is this project focusing on first time code adoption and code enforcement or reinstatement of code adoption and code enforcement?

No

Please explain your experience and ability in developing and conducting (i.e., timely and satisfactory project completion) past fire prevention and safety projects. Additionally, please demonstrate the experience and expertise you have in managing the type of project you are proposing.

The Division had created a three-year rotation which contacted each business for an inspection update. This involved the operations personnel providing the contact. This was created when the Division consisted of 5 personnel. The number of businesses has increased by a net value of approximately 500. With the return to full staffing and the addition of 2 personnel requested, the Division would have 3 personnel who could make the business inspection contacts throughout the year with full capability of contacting all businesses on the list no less than once every 3 years. The past project was jointly overseen by Division staff and operations, however, with the addition of the IROL automated software, the Division Deputy Fire Marshal would be able to access and coordinate the program with little effort. Currently, the Division has contracted a part-time employee who maintains the system on a 20-hour work week.

**Narrative**

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 evaluate the
applications 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. You may either type your narrative statements in the spaces provided below or create the text in your word processing system and then copy it into the appropriate spaces provided below. Please note the narrative block does not allow for formatting. Do not type your narrative using only capital letters. Additionally, do not include tables, special fonts (i.e., quote marks, bullets, etc.), or graphs. Please review the Notice of Funding Opportunity for additional narrative details.

**Vulnerability Statement:**

- The assessment of fire risk is essential in the development of an effective project goal, as well as meeting FEMA’s goal to reduce risk by conducting a risk assessment as a basis for action. Vulnerability is a “weak link,” demonstrating high-risk behavior, living conditions, or any type of high-risk situation. The Vulnerability Statement should include a description of the steps taken to determine the vulnerability and identify the target audience. The methodology for determination of vulnerability (i.e., how the vulnerability was found) should be discussed in-depth in the application’s Narrative Statement.
- Fire Department applicants: note that 5% of the available 20% for this narrative element will be provided to those applicants that can demonstrate their commitment and proactive posture to reducing fire risk. Applicants must explain their code adoption and enforcement (to include Wildland Urban Interface and commercial/residential sprinkler code adoption and enforcement) and mitigation strategies (including whether or not the jurisdiction has a FEMA-approved mitigation strategy) to receive the full 20%. Also, note that departments can demonstrate their commitment to reducing fire risk by applying to implement fire mitigation strategies (code adoption and enforcement) via this application.
- The specific vulnerability that will be addressed with the proposed project can be established through a formal or informal risk assessment. FEMA encourages the use of local statistics, rather than national statistics, when discussing the vulnerability.
- In a clear, to-the-point statement, the applicant should summarize the vulnerability the project will address, including who is at risk, what the risks are, where the risks are, and how the risks can be prevented, reduced, or mitigated.
- For the purpose of the FY 2019 FP&S NOFO, formal risk assessments consist of the use of software programs or recognized expert analysis that assess risk trends.
- Informal risk assessments could include an in-house review of available data (e.g., National Fire Incident Reporting System [NFIRS]) to determine fire loss, burn injuries or loss of life over a period of time, and the factors that are the cause and origin for each occurrence, including a lack of adoption and enforcement of certain codes.

Rapid City is home to 6,123 businesses located here. The City of Rapid City and the Rapid City Fire Department have a strong working relationship in choosing building codes to provide as safe an atmosphere as possible for the citizens and visitors to the city’s businesses. The City has utilized the International Fire Code for over 20 years and is currently operating under the approved 2018 version. The City, the RCFD, and the business owners associations have reached an agreement to retrofit commercial sprinkler systems in businesses which rebuild or redesign more than 1500sqft of the building. This
does not include cosmetic changes (painting, changing the interior arrangement of shelving, and such). This has retrofitted 37% of the businesses with sprinkler systems. The Fire and Life Safety Division of the RCFD has had a three year inspection rotation in which every business in Rapid City was visited at least once in that 3 year period. To accomplish this, the engine companies were engaged and assisted in making 80% of these contacts. However, with an annual increase of 10-15% call volume increase and more demand for training in new areas of service for the engine personnel, the time which the engine companies have available has decreased to the point that the engine companies can only provide 10% of performance they were providing. This is shown by the increase in call volume, training hours, and decrease in inspection performance. The current staff in the F&LS Division is capable of 550-600 inspections each year, with a vast majority of these being those businesses which require annual inspections. The members of the Division are also tasked with plans review, construction site visits, in-service suppression tests, wildland urban interface mitigation, and meetings with contractors. The loss of contact through the unperformed business inspections defeats the Division's ability to monitor businesses for the known safety and fire prevention steps articulated in the IFC. This program is instrumental in tracking businesses which have fallen out of compliance with the current code, as well as keeping an accurate listing of businesses with fire detection and suppression systems and assuring that they are tested as needed. The purpose of this project is to hire personnel to reach out and contact each of the 6000+ business within the performance year. This would create the opportunity to switch to a new version of business inspection program which would succeed with the smaller working time of the personnel in the F&LS Division and on-duty engine company staffing. The new system would include the business owners and staff in the inspection, creating the opportunity to reach all businesses at least once in the 3-year rotation. The business owners would be able to contact the Division staff or engine company to come and assist with any issues as needed. The current staff could continue the necessary annual inspections allowing the completion of the inspection cycle.

**Project Description:** Applicants must describe in detail not only the project components but also how the proposed project addresses the identified capability gap, due to financial need and/or the vulnerabilities identified in the vulnerability statement. The following information should be included:

- Project Components
- Review of any existing programs or models that have been successful.
- Detailed description of how the proposed project components fill the identified capability gap
- If working with Fire Service Partners/Organizations, identify each partner/organization and the role(s) they will fill in the successful completion of the proposed project.

The project will involve hiring of five personnel to work in the Division for one year to assist with a "reset" of the building inspection program. The current program is an attempted update of the previous company inspection program for businesses. This program involved the on-duty engine company staffing to visit the businesses in their coverage area to perform a compliance check with the IFC. This inspection not only confirmed compliance, but also assured that detection and prevention systems were
functional and within current test dates, updated contact information, and checked fire department access points for functionality. As the available time for the engine companies decreased, the number of business contacts did as well. This has caused near daily issues with business contacts after hours and faulty keys in Knox Box systems. The Fire and Life Safety Division entered into the IROL (on-line inspection forms and storage) with the thought that this would be able to streamline the engine company’s time and allow them to continue with the inspections as they were. However, the engine company’s available time has decreased beyond the time that had been allotted for business inspections in the past. The company inspection format had created a 3-year rotation of business inspections which would contact each business during the three year cycle. With the absence of the engine companies, the business inspection program has fallen to less than a total of 1000 contacts a year between F&LS personnel and the engine companies. This leaves no less than 50% of the businesses without an inspection. The five personnel will be dedicated to business inspections for the year of performance. Each person would be hired for 40 hours a week for 50 weeks. This would give the person 2000 hours of time available to perform the inspections. Each person would be expected to perform 1000 inspections. This adds at least 5000 business inspections to the current total. With the 6,123 total businesses in Rapid City, the 1000 done currently, leaves a little over 5000 businesses to be inspected.

Implementation Plan: Each project proposal should include details on the implementation plan which discusses the proposed project’s goals and objectives. The following information should be included to support the implementation plan:

- Goals and objectives
- Details regarding the methods and specific steps that will be used to achieve the goals and objectives
- Timelines outlining the chronological project steps (this is critical for determining the likeliness of the project’s completion within the period of performance)
- Where applicable, examples of marketing efforts to promote the project, who will deliver the project (e.g., effective partnerships), and the manner in which materials or deliverables will be distributed
- Requests for props (i.e., tools used in educational or awareness demonstrations), including specific goals, measurable results, and details on the frequency for which the prop will be utilized as part of the implementation plan. Applicants should include information describing the efforts that will be used to reach the high-risk audience and/or the number of people reached through the proposed project (examples of props include safety trailers, puppets, or robots)
- NOTE: For applicants proposing a complex project that may require a 24-month Period of Performance, please include significant justification and details in the implementation plan that justify the applicant’s need for a Period of Performance of more than 12 months.

The objective of the project is to contact each business with an inspection within the period of performance. The goal for this project is to reinstall the 3-year business inspection program with a different operational format, one that utilizes the businesses as the backbone of performance rather than the engine companies. The requested personnel will each be tasked with attaining at least 1000 business inspections during the performance window. With 2000 hours of work time available, this would involve one business
inspection every two hours. Each person involved would receive a list of their 1000 businesses to inspect. In instances of shopping centers or business complexes, two or more of the hired personnel would have their lists melded together in order to complete the entire structure in as little time as possible. Each persons performed inspections would be tracked by weekly performance with a goal of 20 each week. Due to potential circumstances, monthly totals would be used to validate actual performance. Each month should see no less than 80 inspections performed to be considered "on track". Failure of a person to attain 250 inspections within a 3 month period of performance, may lead to replacement of that person in order to achieve the objective. To facilitate the performance and speed to update, each person will be equipped with a computer tablet which will save the time of having to re-enter the information at a later time and extending the time of each inspection.

**Evaluation Plan:** Projects should include a plan for evaluation of effectiveness and identify measurable goals. Applicants seeking to carry out awareness and educational projects, for example, should identify how they intend to determine that there has been an increase in knowledge about fire hazards, or measure a change in the safety behaviors of the audience. Applicants should demonstrate how they will measure risk at the outset of the project in comparison to how much the risk decreased after the project is finished. There are various ways to measure the knowledge gained about fire hazards, including the use of surveys, pre- and post-tests, or documented observations. Applicants are encouraged to attend training on evaluation methods, such as the National Fire Academy’s “Demonstrating Your Fire Prevention Program’s Worth.”

The monthly and quarterly performance criteria was established in the Implementation Plan. This would be to get this project underway. Overall evaluation would require one full cycle of the 3-year plan in order to prove success of the plan. The first area would be in the compliance of the business owners in performing their inspections as requested. The first inspection by the owners are expected to have some questions and are not assumed to be self-explanatory. The department will include detailed instructions with the inspection form along with contact information to assist the owners. The Division believes that a 50% compliance the first cycle would be the mark for success. This is the reason for inclusion of the engine companies in the process again. The engine companies would not perform the inspection, but would be the local contact point to reach out and encourage completion of the inspection. By the second cycle, the Division believes that 75-80% compliance is a ready target for success and will be the standard for the foreseeable future of the program. The second area would be accuracy of the business owners submitted inspections. The Division would select random submissions to do a spot-check of accuracy of the inspection. This is not meant as a potentially punitive measure, but rather to identify areas of the inspection which may not be recorded correctly or which the instructions may be misunderstood. Inaccuracies in the submitted inspections would be tallied to determine areas of weakness in the inspection, with the intent to improve future products. These inaccuracies would be coupled with the information requests received from business owners asking for assistance or clarification of information. All inspection forms will include a place for business owners to state any issues they needed to address or reconcile when they performed the inspection. This is also non-punitive, but rather will be used in data research. Determining areas of the IFC that are not understood or may be ignored. As the cycles continue, the downturn in reported issues should be indicative of better compliance with the standard and in turn will
**Cost Benefit:** Projects will be evaluated and scored by the Peer Review Panelists based on how well the applicant addresses the fire prevention needs of the department or organization in an economic and efficient manner. The applicant should show how it will maximize the level of funding that goes directly into the delivery of the project. The costs associated with the project also must be reasonable for the target audience that will be reached, and a description should be included of how the anticipated project benefit(s) (quantified if possible) outweighs the cost(s) of the requested item(s). The application should provide justification for all costs included in the project in order to assist the Technical Evaluation Panel with their review.

With the past and current business inspections, each inspection lasts an average of an hour. Engine companies utilize 3-4 firefighters which effectively cost 3 man hours for each hour long inspection. With the proposed project, this would drop to one man hour per inspection for the performance window lasting one year. With the requested manpower working for the performance year, this requires 6000 hours to accomplish 100% coverage of businesses in Rapid City. With the engine companies, 6000 hours would only reach 1500-2000 businesses within the performance year. This does not count for the administrative hours for initiating an inspection and travel time to an inspection site. This time would be the same for the engine company and does not need to be a factor for the overall benefit. Annually, there are 500 businesses that fit into the category of annual inspections. This breaks down the remaining 5500 into 1800 businesses in the rotation for a total of 2300 businesses to be inspected each year. With the Division only being allotted 2 personnel for business inspections, the 2300 inspections would push this level of staffing. But with the implementation of the new system to follow the "reset", the Division would only see at most half of the yearly rotating businesses - 900 and the 500 annuals which means an annual Inspection number of 1400 inspections, easily handled by a staff of two, with spare time to assist in other tasks. This lowers the ongoing cost to $28000 per year for inspections while maintaining the 100% inspection standard. Once the project moves to the new program, two personnel in the F&SL Division would be able to maintain the 3-year rotation with their normal coverage. Due to the cooperation of the business owners, the number of hands-on business inspections would be 1500 a year. This one time infusion of financing would "reset" the program and return the Division to meeting the 3-year cycle with 100% coverage for the foreseeable future. To put a dollar amount example to this project, we'll used a fixed $20 dollar per man hour cost. Engine company inspections at 1 hour = $60 per inspection Cost of engine companies performing 6000 inspections = $360000 to "reset" Single person inspections at 1 hour = $20 per inspection Cost of single person performing 6000 inspections = $120000 to "reset" Using the 1400 inspection per year Cost of engine companies at 1400 per year = $84000 Cost of Division personnel per year = $28000

**Sustainability:** Is it your organization's intent to deliver this program after the grant performance period? If so, how will the overall activity be sustained and what are the long-term benefits? Examples of sustainable projects can be illustrated through the long-term benefits derived from the delivery of the project, the presence of non-federal partners likely to continue the effort, or the demonstrated long-term commitment of the applicant.

Once the Division has attained a base investigation of all businesses within the city, the 3-year rotation program will return with significant changes to support the longevity of the program by including the business owners in the inspection process. With the new program, the business owners will be given the inspection materials to fill out and submit. Should they have any question or concerns, they can contact the Division and schedule an
appointment with one of the Division Inspectors or the engine company in that area. With the business owners assistance, the inspection process will be simplified and any appointment time could be shortened to 15 minutes rather than the current hour or more per inspection. This shortened time of contact would allow the engine companies to return to the inspection program as any meeting would be short and they would not be caught deep in a business when a call for service comes in. With the engine companies being able to participate in the program, the Division would be able to maintain the 3-year rotation with the limited staffing which it has. The new program could be computer generated to send the inspection paperwork to the business with a follow-up phone call to assure they received it. They would have one week to finish it and resubmit or to arrange someone to come and assist. Businesses could be added, removed, or updated as needed. With the electronic submission, the owners could submit photo confirmation of certain requirements such as detection and suppression system tests. Division Inspectors would concentrate on those businesses that require a hands-on inspection. All information could be stored in a "cloud" storage and/or backed up with local information storage.

Additional Comments: If you have any additional comments about your project, please provide them here.

Total requested for Fire & Arson Investigation activity: $30,327.00

Total requested for Fire & Arson Investigation Education project: $15,000.00

Other (Explain)

Price of class and material to provide training to 10 investigators.

Budget Class

Other

Year

1

Quantity

10

Unit price

$1,500.00

Total

$15,000.00

Year

2
Description

This project is to create a base level of investigation requirement to support the Fire and Life Safety Division's mission to aggressively investigate 100% of the reported fires in Rapid City.

More Details for Fire & Arson Investigation Education.

Please provide the following information about the project you want funded.

Is this project a regional request? A regional request provides a direct regional and/or local benefit beyond your organization. You may apply for a regional request on behalf of your organization and any number of other participating eligible organizations within your region. No

Who is the target audience for the planned project?

Firefighters
What is the estimated size of the target audience?
10

How was this target audience determined?
None of the above

Briefly describe the method used to determine the target audience.
This number was reached by addressing education for each member of the Division (7) and one fire division officer from each shift (3) to be trained in investigation techniques. Members who currently have the basic technique training would attend higher level training. Having a trained investigator on each shift would allow for immediate investigations to begin on weekends and nights when Division staffing are off-duty.

Please provide a brief synopsis of the proposed project and then identify the specific goals and objectives of your project.

The goal of the project is to investigate 100% of the structural fires in Rapid City with trained personnel. This project would assure each member of the Division had received at least a basic level of fire investigation training by a third party. Division members with current fire investigation training will attend advanced investigation training. Division members work a 40 hour work week, currently it is based on a traditional work week as
this coincides with the best available times to work with plans review and site visits for construction. This leaves the Division unstaffed over night when the majority of structural fires occur. For this reason, the operations officers are being added. Will this project aim to aggressively investigate every fire?
Yes
Please explain how this project will assist you in reaching this goal
With the workload of the current Division staff, the member with the least involved operation will attempt to break away to get to the fire scene and attempt an investigation. With only one trained investigator, it is less than 1/3 of the time when that person can be the one to get to the scene. Often, the person investigating must do their best to document the scene and confer with the investigator to come to a probable determination. Having all members trained to a level of investigation means that all fires can receive a trained investigator in a timely fashion. Should there be a delay, the trained fire officer may be summoned and begin the investigation while the scene is still intact.

Explain your jurisdiction's training requirements for fire investigation personnel
The Division requires each member to be trained to NFPA 1033 Fire Investigator. They are also required to attain NFPA 1031 Fire Inspector 1 at a minimum. These two work hand in hand to assist personnel in investigative processes. Personnel are recommended to pursue other fire investigation certifications such as NWCG Wildland Fire Investigator, International Association of Arson Investigators certification, and attendance of National Fire Academy Investigation Courses. Other certifications are encouraged and accepted. The RCFD Education Section is pursuing ability to test and certify with ProBoard certifications. Fire Investigator will be a certification program the section will apply for.

Please explain your experience and ability in developing and conducting (i.e., timely and satisfactory project completion) past fire prevention and safety projects. Additionally, please demonstrate the experience and expertise you have in managing the type of project you are proposing.

The Division Chief was a member of the South Dakota State Fire Marshal's Office and was involved in numerous fire investigations within their time employed at the FMO. The DC has attempted to get Division personnel to training for investigation, but has lost each of those personnel to retirement. The DC has formed a plan to get all Division personnel to the Fire Investigator certification and to include one engine company officer from each shift to provide coverage in the Division's off-duty hours. The DC has accomplished similar projects in getting personnel to Fire Inspector 1 training and beginning Plans Review 1 for those personnel.

Narrative

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 evaluate the applications 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. You may either type your narrative statements in the spaces provided below or create the text in your word processing system and then copy it into the appropriate spaces provided below. Please note the narrative block does not allow for formatting. Do not type your narrative using only capital
letters. Additionally, do not include tables, special fonts (i.e., quote marks, bullets, etc.), or graphs. Please review the Notice of Funding Opportunity for additional narrative details.

**Vulnerability Statement:**

- The assessment of fire risk is essential in the development of an effective project goal, as well as meeting FEMA’s goal to reduce risk by conducting a risk assessment as a basis for action. Vulnerability is a “weak link,” demonstrating high-risk behavior, living conditions, or any type of high-risk situation. The Vulnerability Statement should include a description of the steps taken to determine the vulnerability and identify the target audience. The methodology for determination of vulnerability (i.e., how the vulnerability was found) should be discussed in-depth in the application’s Narrative Statement.
- Fire Department applicants: note that 5% of the available 20% for this narrative element will be provided to those applicants that can demonstrate their commitment and proactive posture to reducing fire risk. Applicants must explain their code adoption and enforcement (to include Wildland Urban Interface and commercial/residential sprinkler code adoption and enforcement) and mitigation strategies (including whether or not the jurisdiction has a FEMA-approved mitigation strategy) to receive the full 20%. Also, note that departments can demonstrate their commitment to reducing fire risk by applying to implement fire mitigation strategies (code adoption and enforcement) via this application.
- The specific vulnerability that will be addressed with the proposed project can be established through a formal or informal risk assessment. FEMA encourages the use of local statistics, rather than national statistics, when discussing the vulnerability.
- In a clear, to-the-point statement, the applicant should summarize the vulnerability the project will address, including who is at risk, what the risks are, where the risks are, and how the risks can be prevented, reduced, or mitigated.
- For the purpose of the FY 2019 FP&S NOFO, formal risk assessments consist of the use of software programs or recognized expert analysis that assess risk trends.
- Informal risk assessments could include an in-house review of available data (e.g., National Fire Incident Reporting System [NFIRS]) to determine fire loss, burn injuries or loss of life over a period of time, and the factors that are the cause and origin for each occurrence, including a lack of adoption and enforcement of certain codes.

In the Rapid City Fire Department's Fire and Life Safety Division, there are 7 personnel positions available. Currently, 1 position is open due to hiring issues. Of the 6 people in the Division, only 1 has formal fire investigations training. 2 of the other 5 have informal training, but do not meet the Division requirements of NFPA 1033 Fire Investigator. The limited number of investigators places the Department in a difficult position of not being able to have every fire investigated within proper techniques. The Division relies heavily on the Pennington County Sheriff's Office and the South Dakota State Deputy Fire Marshal in Rapid City to assist with high-value or possible arson cases. Both entities have investigations and evidence preservation training which is not present with 5 of the 6 Division personnel. The goal of an investigation program is to investigate 100% of the fires within the jurisdiction. The investigation is essential in determining trends in fires, potential equipment or construction issues, and potential arson issues. Without trained investigators, the cause of these fires is suspected at best. In order to develop prevention
programs against fire risk, the risk must be known. If the cause remains unknown, the Division does not have the data to support needed changes to prevent future issues. Trained investigators can and will provide sustainable information with which to make future prevention programs. The Division has already done this with it's Wildland Urban Interface Program which is using Fire Wise standards to increase defensible space around structures in the Urban-Interface Zone. It has accomplished a commercial sprinkler program in all new and renovating businesses in the city, and is in the process of attempting to gain high-heat restriction devices for stove-top cooking equipment. These have been accomplished with the result of the data compiled by area investigators. With the limited staff, RCFD are seeing almost 1/3 of their fires going uninvestigated or delayed investigation because of the lack of Division personnel. This number is mostly caused by the fire incidents occurring in the off-duty hours of the Division. RCFDs statistics also suffer from undetermined fire causes. Trained investigators will provide a probable or defined cause in more than 1/2 of the undetermined fires the RCFD encounters. The prevalence of residential and commercial sprinkler systems and the short arrival times of the first engine create smaller and less damaging fires, leaving more evidence for a trained investigator. This all leads to the ability of the Division being able to prepare prevention programs in the future.

Project Description: Applicants must describe in detail not only the project components but also how the proposed project addresses the identified capability gap, due to financial need and/or the vulnerabilities identified in the vulnerability statement. The following information should be included:

- Project Components
- Review of any existing programs or models that have been successful.
- Detailed description of how the proposed project components fill the identified capability gap
- If working with Fire Service Partners/Organizations, identify each partner/organization and the role(s) they will fill in the successful completion of the proposed project.

The project is training of investigators. The Division is seeking to provide training for it's non-certified personnel to the NFPA 1033 Fire Investigator level. This class will take place locally with an instructor brought to the area. It has been researched and all needed materials are available to the Division through RCFD and other city and county agencies. Wildland Fire Investigator is also available locally through South Dakota State Wildland Fire Suppression. Again, all needed materials are available locally. This will give the Division 10 Investigators trained in structural and wildland fire investigation. This project is patterned after the South Dakota State Fire Marshal's training for the Deputy Fire Marshals who perform the investigations throughout the state. All Division personnel are encouraged to seek additional training and certification as available.

Implementation Plan: Each project proposal should include details on the implementation plan which discusses the proposed project’s goals and objectives. The following information should be included to support the implementation plan:

- Goals and objectives
- Details regarding the methods and specific steps that will be used to achieve the goals and objectives
- Timelines outlining the chronological project steps (this is critical for determining the likeliness of the project’s completion within the period of performance)
- Where applicable, examples of marketing efforts to promote the project, who will deliver the project (e.g., effective partnerships), and the manner in which materials or deliverables will be distributed
- Requests for props (i.e., tools used in educational or awareness demonstrations), including specific goals, measurable results, and details on the frequency for which the prop will be utilized as part of the implementation plan. Applicants should include information describing the efforts that will be used to reach the high-risk audience and/or the number of people reached through the proposed project (examples of props include safety trailers, puppets, or robots)
- NOTE: For applicants proposing a complex project that may require a 24-month Period of Performance, please include significant justification and details in the implementation plan that justify the applicant’s need for a Period of Performance of more than 12 months.

Within the performance window for this project (1 year), all current F&LS personnel, not certified, will attend a Fire Investigator class which supports NFPA 1033. The Fire Operations Division Chief will select three Engine Company Officers to attend the certification class as well. This will include the missing personnel to be accepted into the Division. Funding is also included for Division personnel to be able to attend other investigation certifications in furtherance of the Division's Investigation goal of 100%. With the 10 investigators available, there should always be at least one available to respond to any fire scene within minutes of the dispatch. To remain proficient, it is agreed that the investigators will be available to the county departments when needed and the County Fire Departments have agreed to allow the Division and ECO investigators to come to fires and work investigations if the investigators want additional investigation practice.

Evaluation Plan: Projects should include a plan for evaluation of effectiveness and identify measurable goals. Applicants seeking to carry out awareness and educational projects, for example, should identify how they intend to determine that there has been an increase in knowledge about fire hazards, or measure a change in the safety behaviors of the audience. Applicants should demonstrate how they will measure risk at the outset of the project in comparison to how much the risk decreased after the project is finished. There are various ways to measure the knowledge gained about fire hazards, including the use of surveys, pre- and post-tests, or documented observations. Applicants are encouraged to attend training on evaluation methods, such as the National Fire Academy’s “Demonstrating Your Fire Prevention Program’s Worth.”

The Division will be evaluating several areas of effectiveness for this project. The first and the primary goal is for the Division to aggressively investigate 100% of the structural and vegetation fires within the city of Rapid City. This goal will be the easiest evaluated and will see the increase before the end of the performance window. The Division has the current number of fires which are being investigated. This will be the starting point for determining the increase in performance in pursuit of the 100%. Evaluation points will be at 3 month intervals to demonstrate goal accomplishment and to insure continued compliance. The second goal is in the number of investigations in which a determination is
made. The Division must be able to determine appropriate causes of fire in a majority of investigations. This evaluation will be performed in the same manner. The current number of determinations made versus the total number of investigation is the start percentage. The ongoing percentage will be compared to the start percentage in 3 month increments to maintain current determination percentage. The third goal will be the investigator on scene time. This time will be based from the initial dispatch time of the suppression forces. Adding an investigator to all fire dispatches is not currently performed, but will be added in the future. The purpose of this is to have an investigator arrive at the scene as soon as possible to begin interviews and documentation while the scene is active and while memories or clues are still present. The goal of this will be to have an investigator on scene in 15 minutes or less to all fires.

Cost Benefit: Projects will be evaluated and scored by the Peer Review Panelists based on how well the applicant addresses the fire prevention needs of the department or organization in an economic and efficient manner. The applicant should show how it will maximize the level of funding that goes directly into the delivery of the project. The costs associated with the project also must be reasonable for the target audience that will be reached, and a description should be included of how the anticipated project benefit(s) (quantified if possible) outweighs the cost(s) of the requested item(s). The application should provide justification for all costs included in the project in order to assist the Technical Evaluation Panel with their review.

The cost benefit of trained investigators will be in time spent with the investigation when called in after a fire is under control versus an investigator who can begin to perform within minutes of suppression activities initiating. This time includes interview time with the initial companies. Speaking with the companies while they are on scene and the memory is fresh. Interviews with companies after they have left the scene take longer to arrange and are not as accurate due to memory fade and a potential disagreement in how the company personnel and the investigator recall the scene. The investigator will have access to more witnesses at the onset as opposed to having to track them down at a later date. The decrease in manhours tied up in an investigation is the primary cost and time savings. An early performed investigation and determination assists faster processing of claims and repair, relocation, or rebuilding. This decreases the cost to the occupants who are displaced. The potential for the investigators to be sent out of the city to assist other agencies is a cost benefit to those departments for the same reasons accorded to the sooner to the scene time.

Sustainability: Is it your organization's intent to deliver this program after the grant performance period? If so, how will the overall activity be sustained and what are the long-term benefits? Examples of sustainable projects can be illustrated through the long-term benefits derived from the delivery of the project, the presence of non-federal partners likely to continue the effort, or the demonstrated long-term commitment of the applicant.

The RCFD Education Section will provide the initial and ongoing training for Division personnel and Engine Company Officers. The Ed. Sect. will have ability to certify personnel with the Fire Investigator certification. The South Dakota Wildland Fire Suppression Division will provide the Wildland Fire Investigator on a bi-annual basis for personnel. The Fire and Life Safety Division Chief will interview any potential candidates for acceptance to the Division and will assure their understanding of accomplishing this certification within 1 year of joining the Division. Any member must agree to no less than 3 years of time in the Division in order to assure the Division does not see the rapid turn-over
it has in the recent past. With the ability to train within house the ability to continue this project is assured. To the future, Battalion Chiefs and other ECOs could also be trained to Fire Investigator and extend the Division's coverage.

Additional Comments: If you have any additional comments about your project, please provide them here.

Total requested for Fire & Arson Investigation Media Equipment project: $15,327.00

Other (Explain)

360-degree camera and accessories

Budget Class

Equipment

Year

1

Quantity

1

Unit price

$15,327.00

Total

$15,327.00

Year

2

Quantity

0

Unit price

$0.00

Total

$0.00

TOTAL

$15,327.00
This camera package would include the camera, software, protective cases, tablet with internal and external memory, and carrying cases. This camera would facilitate investigation by recreating the environment for additional review and offsite assistance. Additional training would be accomplished with a recreated fire scene allowing for real-world effects. Implementation of advanced photography, will allow us to more efficiently review fire investigation scenes, and allow multiple investigators to participate indirectly. Such technology also provide for enhanced training opportunities and public education regarding impacts of fire as well as for legal proceedings.

More Details for Fire & Arson Investigation Media Equipment.

Please provide the following information about the project you want funded.

Is this project a regional request? A regional request provides a direct regional and/or local benefit beyond your organization. You may apply for a regional request on behalf of your organization and any number of other participating eligible organizations within your region.

No

Who is the target audience for the planned project?

Geographic Area
What is the estimated size of the target audience?
75000
How was this target audience determined?
None of the above
Briefly describe the method used to determine the target audience.

The camera has many uses above and beyond investigation, including education, preplanning, and mapping allowing it to potentially benefit every citizen of the city.

Please provide a brief synopsis of the proposed project and then identify the specific goals and objectives of your project.

The project is to purchase a camera system with 360-degree mapping technology. This will provide invaluable evidence in fire investigations and possible litigation. The mapped investigations can be used for future training of Division personnel. This camera can be used by personnel without investigation training and give live feed to a trained investigator who can walk the person through the investigation. This moves the Division toward the 100% investigation goal.

Will this project aim to aggressively investigate every fire?
Yes
Please explain how this project will assist you in reaching this goal

The 360-degree camera will allow a more thorough mapping of a room or structure in which a fire has occurred. This camera create a model which can be referred to when recreating the fire scene. This model can be created prior to anything being moved or altered by the investigation, saving the scene. The model can then be used to better explain the source and travel patterns of the fire. With this technology, the investigator on scene can share this model with other investigators who are not on scene and get their assistance
when they cannot get to the scene. With simple training, any of the Division personnel will be able to document the scene even if they are not trained to investigative techniques. This allows a trained investigator to consult with any person on scene to guide them through an investigation.

Explain your jurisdiction's training requirements for fire investigation personnel

The Division requires each member to be trained to NFPA 1033 Fire Investigator. They are also required to attain NFPA 1031 Fire Inspector 1 at a minimum. These two work hand in hand to assist personnel in investigative processes. Personnel are recommended to pursue other fire investigation certifications such as NWCG Wildland Fire Investigator, International Association of Arson Investigators certification, and attendance of National Fire Academy Investigation Courses. Other certifications are encouraged and accepted. The RCFD Education Section is pursuing ability to test and certify with ProBoard certifications. Fire Investigator will be a certification program the section will apply for.

Please explain your experience and ability in developing and conducting (i.e., timely and satisfactory project completion) past fire prevention and safety projects. Additionally, please demonstrate the experience and expertise you have in managing the type of project you are proposing.

The Division Chief was a member of the South Dakota State Fire Marshal's Office and was involved in numerous fire investigations within their time employed at the FMO. The DC has attempted to get Division personnel to training for investigation, but has lost each of those personnel to retirement. The DC has formed a plan to get all Division personnel to the Fire Investigator certification and to include one engine company officer from each shift to provide coverage in the Division's off-duty hours. The DC has accomplished similar projects in getting personnel to Fire Inspector 1 training and beginning Plans Review 1 for those personnel. The DC has coordinated large scale investigations throughout South Dakota and has worked with several modeling programs, teaching fire behavior with those models. This camera will function in much the same way, allowing the DC to be able to work with this program readily.

Narrative

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 evaluate the applications 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. You may either type your narrative statements in the spaces provided below or create the text in your word processing system and then copy it into the appropriate spaces provided below. Please note the narrative block does not allow for formatting. Do not type your narrative using only capital letters. Additionally, do not include tables, special fonts (i.e., quote marks, bullets, etc.), or graphs. Please review the Notice of Funding Opportunity for additional narrative details.

Vulnerability Statement:

- The assessment of fire risk is essential in the development of an effective project goal, as well as meeting FEMA’s goal to reduce risk by conducting a risk assessment as a basis
Vulnerability is a “weak link,” demonstrating high-risk behavior, living conditions, or any type of high-risk situation. The Vulnerability Statement should include a description of the steps taken to determine the vulnerability and identify the target audience. The methodology for determination of vulnerability (i.e., how the vulnerability was found) should be discussed in-depth in the application’s Narrative Statement.

- Fire Department applicants: note that 5% of the available 20% for this narrative element will be provided to those applicants that can demonstrate their commitment and proactive posture to reducing fire risk. Applicants must explain their code adoption and enforcement (to include Wildland Urban Interface and commercial/residential sprinkler code adoption and enforcement) and mitigation strategies (including whether or not the jurisdiction has a FEMA-approved mitigation strategy) to receive the full 20%. Also, note that departments can demonstrate their commitment to reducing fire risk by applying to implement fire mitigation strategies (code adoption and enforcement) via this application.
- The specific vulnerability that will be addressed with the proposed project can be established through a formal or informal risk assessment. FEMA encourages the use of local statistics, rather than national statistics, when discussing the vulnerability.
- In a clear, to-the-point statement, the applicant should summarize the vulnerability the project will address, including who is at risk, what the risks are, where the risks are, and how the risks can be prevented, reduced, or mitigated.
- For the purpose of the FY 2019 FP&S NOFO, formal risk assessments consist of the use of software programs or recognized expert analysis that assess risk trends.
- Informal risk assessments could include an in-house review of available data (e.g., National Fire Incident Reporting System [NFIRS]) to determine fire loss, burn injuries or loss of life over a period of time, and the factors that are the cause and origin for each occurrence, including a lack of adoption and enforcement of certain codes.

The Division does not have all of its members trained to be fire investigators. This causes a significant number of fires to go uninvestigated. This issue is well spoken of in the request for investigation training. The issue that bring the camera forth is in documentation of incidents, training of future investigators, and ability of assisting investigators to view the scene. The camera becomes a completely objective eye viewing the scene and allows for anyone else viewing to see the open scene. Even the best investigators sometimes use different camera shots with the areas they fell most important, tainting the story. What the camera views is saved as data and can be kept as evidence of every investigation. Currently, the Division does not have the equipment available to perform any evidence collection of this caliber. The Division does not have anyone trained in photographing a scene in an evidence collection pattern. This camera will alleviate this issue and give the Division a significantly stronger investigative presence. The Division has a goal of 100% investigation of structure and vegetation fires. The cameras presence on every fire is not only beneficial to the F&LS Division, but to the Operations Division. Going over a fire scene with the Ops Division group will allow them to learn how fire behavior acts with the container it is in. The Ops personnel can witness extinguishment issues, and can be given basic investigation tools to assist in recognition of the area of origin and better preserve the AoO.

Project Description: Applicants must describe in detail not only the project components but also how the proposed project addresses the identified capability gap, due to financial need.
and/or the vulnerabilities identified in the vulnerability statement. The following information should be included:

- **Project Components**
- Review of any existing programs or models that have been successful.
- Detailed description of how the proposed project components fill the identified capability gap
- If working with Fire Service Partners/Organizations, identify each partner/organization and the role(s) they will fill in the successful completion of the proposed project.

The project is centered on the purchase of a 360-degree camera with appropriate accessories. This includes Tripod, Charging Cables, Carrying Case, Shoot in the Rain Kit, Software, and Tablet for capturing information. The project also requests an additional Tablet, Carrying Case, and Software for use in education and presentations of the camera's captures. The first tablet stays with the camera while the second travels for use.

**Implementation Plan:** Each project proposal should include details on the implementation plan which discusses the proposed project’s goals and objectives. The following information should be included to support the implementation plan:

- Goals and objectives
- Details regarding the methods and specific steps that will be used to achieve the goals and objectives
- Timelines outlining the chronological project steps (this is critical for determining the likeliness of the project’s completion within the period of performance)
- Where applicable, examples of marketing efforts to promote the project, who will deliver the project (e.g., effective partnerships), and the manner in which materials or deliverables will be distributed
- Requests for props (i.e., tools used in educational or awareness demonstrations), including specific goals, measurable results, and details on the frequency for which the prop will be utilized as part of the implementation plan. Applicants should include information describing the efforts that will be used to reach the high-risk audience and/or the number of people reached through the proposed project (examples of props include safety trailers, puppets, or robots)
- NOTE: For applicants proposing a complex project that may require a 24-month Period of Performance, please include significant justification and details in the implementation plan that justify the applicant’s need for a Period of Performance of more than 12 months.

The camera is selected and will be purchased within 30 days of the award announcement. Training will occur within 14 days of camera arrival and will be placed into service as soon as the first personnel has completed training. The camera will be carried in the Investigation Vehicle, unless it is determined that the camera would be better placed elsewhere. The alternative option is onboard either the Battalion Truck or the Safety Officer's vehicle. The choice will be in which vehicle will arrive at every fire scene. Should this happen, then Engine Company Officers will be trained to set up and operate the camera to capture the scene prior to investigator arrival. The goal is to have this camera functional and in-service within 60 days of announcement of award. The secondary goal is
that the camera will document 100% of the fires which occur within the city. This time frame is 6 months following taking possession of the camera.

**Evaluation Plan:** Projects should include a plan for evaluation of effectiveness and identify measurable goals. Applicants seeking to carry out awareness and educational projects, for example, should identify how they intend to determine that there has been an increase in knowledge about fire hazards, or measure a change in the safety behaviors of the audience. Applicants should demonstrate how they will measure risk at the outset of the project in comparison to how much the risk decreased after the project is finished. There are various ways to measure the knowledge gained about fire hazards, including the use of surveys, pre- and post-tests, or documented observations. Applicants are encouraged to attend training on evaluation methods, such as the National Fire Academy’s “Demonstrating Your Fire Prevention Program’s Worth.”

The camera evaluation will be based on the number of fire scenes photographed by the camera. The goal of this camera is 100%, in accordance with the Division’s desire of aggressively investigating every fire. This evaluation can be done simply by adding a check box to the investigation report, "camera used". This will be a simple percentage, number of times used versus the number of fires investigated. The second evaluation would be in the number of fire cause determinations made. This is being addressed in the addition of investigators, but the camera will also have a potential impact. This would be an opinion based evaluation of whether the camera assisted in the determination. Outside evaluation could be gained by discussions with attorneys and insurance adjusters, by interviewing them and asking if information like this would benefit them when working with the Division.

**Cost Benefit:** Projects will be evaluated and scored by the Peer Review Panelists based on how well the applicant addresses the fire prevention needs of the department or organization in an economic and efficient manner. The applicant should show how it will maximize the level of funding that goes directly into the delivery of the project. The costs associated with the project also must be reasonable for the target audience that will be reached, and a description should be included of how the anticipated project benefit(s) (quantified if possible) outweighs the cost(s) of the requested item(s). The application should provide justification for all costs included in the project in order to assist the Technical Evaluation Panel with their review.

The ability of the camera to capture a full room/area view will benefit not only the investigation of the cause of the fire, but in claims of items lost or damaged in a fire scene. The evidence of the scene can be kept and referenced by the department or litigators when questions about a room's contents is brought forth. With minimal cost to train, the work hours of the trainer and the students, the camera will provide clear and definitive evidence of a fire scene. The mapped areas can be saved and used for future training of investigators, allowing them a virtual room view, rather than the outdated version of piecing pictures together. With the camera being able to aid fire modeling programs, the ability to provide fire education takes on a more impactful tone when the audience can see the model showing the room they are in.

**Sustainability:** Is it your organization's intent to deliver this program after the grant performance period? If so, how will the overall activity be sustained and what are the long-term benefits? Examples of sustainable projects can be illustrated through the long-term benefits derived from the delivery of the project, the presence of non-federal partners likely to continue the effort, or the demonstrated long-term commitment of the applicant.
The Division is working with limited budget due to department cutbacks and decreasing available spending. In order to make this program sustainable, the Division will pattern their replacement budget in the same way which the department's Hazardous Materials and Heavy Rescue teams plan for replacement of long term equipment. The manufacturer's recommended life of the camera will be used to determine a replacement timeline. The Division can then budget for the replacement and continue that process. The outgoing camera would serve as a backup and a training device to teach new Division members in its use.

Additional Comments: If you have any additional comments about your project, please provide them here.

Grant request summary

The table or tables below summarize the number of items and total cost within each FP&S activity category you have requested funding for. This table or tables will update as you change the items within your grant request details.

Fire prevention and safety

<table>
<thead>
<tr>
<th>Activity – Project</th>
<th>Number of items</th>
<th>Total cost</th>
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<tbody>
<tr>
<td>Community Risk Reduction-High Heat Regulating Cook Tops</td>
<td>1</td>
<td>$52,480.00</td>
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<tr>
<td>Code Enforcement/Awareness-Support for Conducting Inspections</td>
<td>2</td>
<td>$251,500.00</td>
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<tr>
<td>Fire &amp; Arson Investigation-Fire &amp; Arson Investigation Education</td>
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<tr>
<td>Fire &amp; Arson Investigation-Fire &amp; Arson Investigation Media Equipment</td>
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<tr>
<td>Total</td>
<td>5</td>
<td>$334,307.00</td>
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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

<table>
<thead>
<tr>
<th>Object class categories</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Total</th>
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<td>Travel</td>
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<tr>
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<tr>
<td>Other</td>
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<td><strong>Total direct charges</strong></td>
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<td>Indirect charges</td>
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<td>Program income</td>
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**Non-federal resources**

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<td>State</td>
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<tr>
<td>Other sources</td>
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**Remarks**

**Total Federal and Non-federal resources**

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<th>Source</th>
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<th>Year 2</th>
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<td>Federal resources</td>
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<td>Non-federal resources</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$334,307.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$334,307.00</strong></td>
</tr>
</tbody>
</table>

**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.

**Jason Culberson**  
Division Chief  
jason.culberson@rcgov.org  
**Primary phone**  
6053944180  
Work  
**Additional phones**  
6059395032  
Mobile  
**Fax**  
6053946754

### Assurance and certifications

OMB number: 4040-0007, Expiration date: 02/28/2022. View burden statement

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

OMB Number: 4040-0007  
Expiration Date: 02/28/2022

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.


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).


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.

Certifications regarding lobbying

OMB Number: 4040-0013
Expiration Date: 02/28/2022

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.

OMB number: 4040-0013, Expiration date: 02/28/2022 View burden statement

SF-LLL: Disclosure of Lobbying Activities

OMB Number: 4040-0013
Expiration Date: 02/28/2022
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.

**Notice of funding opportunity**

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

**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.

**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.
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.