
From: Duppins, Nikole [mailto:Nikole.Duppins@dhs.gov]
Sent: Monday, December 13, 2010 2:37 PM
To: Wendel, Mark
Cc: Phillips, Dan
Subject: Plymouth Community Fire Department, Michigan: EMW-2010-FH-00182

Dear Chief Wendel:

I am the Grants Management Specialist from the Federal Emergency Management Agency (FEMA) Grant Programs Directorate, assigned to review your Fiscal Year (FY) 2010 SAFER (Staffing for Adequate Fire and Emergency Response) grant application. Your application was favorably reviewed by a panel of your peers. As such, I have a few matters to discuss/verify with you prior to processing your application any further. **Please be advised, this is not a notification of award; it is only a preliminary discussion of your application. If the Program Office has made reductions to your original request, please maintain a copy of your E-mail accepting the reductions to your original application for your official records.**

1. If you are selected for a grant award, would you accept?
2. Please verify that the department and/or organization's name is correct?
3. As you may know, the Hiring New Firefighters Activity requires grantees to commit to retaining the SAFER-funded firefighters for a full year beyond the grant's two-year performance period at 100 percent local funding. As such, it is imperative that the local governing body be aware of, and support, this application. If your department is requesting funding for Hiring New Firefighters, have you discussed this application and its long-term obligations with your governing body and is your governing body willing to accept this long term commitment? (If you are applying under "Rehiring Laid-off Firefighters" or "Recruitment and Retention" there is no cost share or sustainment requirement. Please reply with N/A to the question.)
4. If applying under the Rehiring Laid-off Firefighters Activity, have you discussed this application with your governing body and is your governing body willing to accept this commitment to rehire these personnel? (If you are applying under "Hiring New Firefighters" or "Recruitment and Retention" please reply with N/A to this question.)
5. Whether awarded under the Hiring New Firefighters Activity or the Rehiring Laid-off Firefighters Activity, the 2010 SAFER Program Guidance **prohibits firefighter layoffs during the two-year Period of Performance.** Will your department be able to meet this requirement? (If you are applying under "Recruitment and Retention" please reply with N/A to this question.)
6. If your department is requesting funding for Hiring New or Rehiring Laid-off Firefighters, when do you anticipate you will be able to hire new staff? Remember, per the 2010 SAFER Program Guidance, only firefighters hired after the award date may be funded by a

SAFER Grant; firefighters hired prior to the award date are not eligible for SAFER funding. (If you are applying under “Recruitment and Retention”, please reply with N/A to the question.)

7. Is your department fully compliant with the National Incident Management System (NIMS) directives issued by your State and your local jurisdiction?

8. Do you have any changes to your points of contact phone numbers or email addresses listed in your application?

* If you have a new email address, please follow the instructions below:

Using the same user name and id when you applied for the grant, log into <https://portal.fema.gov>. Once you are into the Status screen, you will select Edit Profile located in the top of the screen. Your next screen will reveal your personal information where you will see your current email address listed. Once you have edited the email address you will click on the Save button. You will then receive a confirmation screen that your profile has been updated but you are not finished. Then you will click near the top left Authorized Applications. You will then click on Firefighters Grant link near the top left to ensure that all updated profile information is transferred through the system.

9. Do you have any changes to your DUNS number, or your banking information listed in your application?

10. Have you verified that the EIN # () submitted is correct?

11. Are you sharing an EIN# with your city and/or county? If so, please name the parent entity.

12. Do you have authorization to use this EIN#?

13. Have you previously received a FEMA/DHS Assistance to Firefighters Grant?

If you responded yes, please indicate what year(s) you were awarded, a brief summary of what items were purchased, and a current status on the awarded grant(s).

14. Have you received any other federal funding this fiscal year?

If you responded yes, please indicate the name of the agency that awarded you federal funding and a brief summary of the items that were awarded.

Again, this is not a notification of award; it is only a preliminary discussion of your application. Once I complete my review, and receive your favorable reply to this message, I will forward your application on to the next phase. If your department is selected for award you will be notified by e-mail through our on-line grants system. In that e-mail, you will be directed to a website to print the award forms and other pertinent information.

Sincerely,

Nikole L. Duppins

Grants Management Specialist

DHS/FEMA

Grants Management Division

202)786-9520(office)

(202)786-9905 (fax)

nikole.duppins@dhs.gov