

LEGISLATIVE TRACKING FORM

Filing for Council Meeting Date: 08/05/25

Resolution Ordinance

Contact/Prepared By: Angela McElrath-Prosser

Date Prepared: 05/30/25

Title (Caption): 2024 Fire Prevention and Safety (FP&S) Grant Application

To apply for a 2024 Fire Prevention and Safety (FP&S) Grant to provide two Arson Investigators for two years and purchase a Smart Fire Safety Trailer for use in public education.

Submitted to Planning Commission? N/A Yes-Date: _____ Proposal No: _____

Proposing Department: Nashville Fire Department Requested By: Chief Will Swann

Affected Department(s): Nashville Fire Department Affected Council District(s): ALL

Legislative Category (check one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Bonds | <input type="checkbox"/> Contract Approval | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Budget - Pay Plan | <input type="checkbox"/> Donation | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Budget - 4% | <input type="checkbox"/> Easement Abandonment | <input type="checkbox"/> Maps |
| <input type="checkbox"/> Capital Improvements | <input type="checkbox"/> Easement Accept/Acquisition | <input type="checkbox"/> Master List A&E |
| <input type="checkbox"/> Capital Outlay Notes | <input type="checkbox"/> Grant | <input type="checkbox"/> Settlement of Claims/Lawsuits |
| <input type="checkbox"/> Code Amendment | <input checked="" type="checkbox"/> Grant Application | <input type="checkbox"/> Street/Highway Improvements |
| <input type="checkbox"/> Condemnation | <input type="checkbox"/> Improvement Acc. | <input type="checkbox"/> Other: _____ |

<p>FINANCE Amount +/-: \$ <u>\$ 953,619.04</u></p> <p>Funding Source: Capital Improvement Budget Capital Outlay Notes Departmental/Agency Budget Funds to Metro General Obligation Bonds Grant Increased Revenue Sources</p>	<p>Match: \$ <u>\$ 47,680.96</u></p> <p>Judgments and Losses Local Government Investment Project Revenue Bonds Self-Insured Liability Solid Waste Reserve Unappropriated Fund Balance 4% Fund Other: <u>BU 32116310</u></p>
<p>Approved by OMB: <u>Aaron Pratt</u> BN</p> <p>Approved by Finance/Accounts: _____</p> <p>Approved by Div Grants Coordination: <u>Juanita Paulsen</u></p>	<p>Date to Finance Director's Office: _____</p> <p>APPROVED BY</p> <p>FINANCE DIRECTOR'S OFFICE: _____</p>

ADMINISTRATION	
Council District Member Sponsors: _____	
Council Committee Chair Sponsors: _____	
Approved by Administration: _____	Date: _____

DEPARTMENT OF LAW	
Date to Dept. of Law: _____	Approved by Department of Law: _____
Settlement Resolution/Memorandum Approved by: _____	
Date to Council: _____	For Council Meeting: _____ <input type="checkbox"/> E-mailed Clerk
<input type="checkbox"/> All Dept. Signatures <input type="checkbox"/> Copies <input type="checkbox"/> Backing <input type="checkbox"/> Legislative Summary <input type="checkbox"/> Settlement Memo <input type="checkbox"/> Clerk Letter <input type="checkbox"/> Ready to File	

Department of Law - White Copy

Administration - Yellow Copy

Finance Department - Pink Copy

GRANT APPLICATION SUMMARY SHEET

Grant Name: 2024 Fire Prevention and Safety 27-28
Department: FIRE DEPARTMENT
Grantor: U.S. DEPARTMENT OF HOMELAND SECURITY
Pass-Through Grantor (If applicable):
Total Applied For \$953,619.04
Metro Cash Match: \$47,680.96
Department Contact: Chad Young
416-5171
Status: NEW

Program Description:

Grant will provide for two Arson Investigators for two years and the purchase of a Smart Fire Safety Trailer for use in educating the public about fire prevention and safety.

Plan for continuation of services upon grant expiration:

Trailer will be maintained through the Fire Department's operating budget. Staff positions will be requested in the operating budget process.

APPROVED AS TO AVAILABILITY OF FUNDS:

APPROVED AS TO FORM AND LEGALITY:

Jessie Reed/mpw 6/27/2025 | 12:21 PM CDT
Director of Finance **Date**

Miki Elie 6/27/2025 | 3:14 PM CDT
Metropolitan Attorney **Date**

AP BN

APPROVED AS TO RISK AND INSURANCE:

Balagun Cobb 6/27/2025 | 12:34 PM CDT
Director of Risk Management Services **Date**

Freddie O'Connell/mpw@nashville.gov 6/30/2025 | 5:23 AM PDT
Metropolitan Mayor **Date**

(This application is contingent upon approval of the application by the Metropolitan Council.)

Grants Tracking Form

Part One

Pre-Application <input type="radio"/> Application <input checked="" type="radio"/> Award Acceptance <input type="radio"/> Contract Amendment <input type="radio"/>				
Department	Dept. No.	Contact	Phone	Fax
FIRE DEPARTMENT	032	Chad Young	416-5171	
Grant Name:	2024 Fire Prevention and Safety27-28			
Grantor:	U.S. DEPARTMENT OF HOMELAND SECURITY		Other:	
Grant Period From:	08/18/26	<small>(applications only)</small> Anticipated Application Date:		07/03/25
Grant Period To:	08/18/28	<small>(applications only)</small> Application Deadline:		07/03/25
Funding Type:	FED DIRECT	Multi-Department Grant <input type="checkbox"/> → If yes, list below.		
Pass-Thru:		Outside Consultant Project: <input type="checkbox"/>		
Award Type:	COMPETITIVE	Total Award: \$953,619.04		
Status:	NEW	Metro Cash Match: \$47,680.96		
Metro Category:	New Initiative	Metro In-Kind Match: \$0.00		
CFDA #	N/A	Is Council approval required? <input checked="" type="checkbox"/>		
Project Description:	Applic. Submitted Electronically? <input checked="" type="checkbox"/>			

Grant will provide for two Arson Investigators for two years and the purchase of a Smart Fire Safety Trailer for use in educating the public about fire prevention and safety.

Plan for continuation of service after expiration of grant/Budgetary Impact:
 Trailer will be maintained through the Fire Department's operating budget. Staff positions will be requested in the operating budget process.

How is Match Determined?

Fixed Amount of \$	\$47,680.96	or	% of Grant	Other: <input checked="" type="checkbox"/>
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Explanation for "Other" means of determining match:
 FEMA GO grant portal calculated the required match amount.

For this Metro FY, how much of the required local Metro cash match:

Is already in department budget?		Fund	10101	Business Unit	32116310
Is not budgeted?		Proposed Source of Match:			

(Indicate Match Amount & Source for Remaining Grant Years in Budget Below)

Other:					
Number of FTEs the grant will fund:	2.00	Actual number of positions added:	0.00		
Departmental Indirect Cost Rate	34.23%	Indirect Cost of Grant to Metro:	\$342,744.99		
*Indirect Costs allowed? <input checked="" type="radio"/> Yes <input type="radio"/> No	% Allow.	9.17%	Ind. Cost Requested from Grantor:	\$91,800.00	in budget
<small>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</small>					
Draw down allowable? <input type="checkbox"/>					
Metro or Community-based Partners:					

Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY25	\$618,476.19			\$30,923.81			\$649,400.00	\$211,704.40	\$45,900.00
Yr 2	FY26	\$335,142.85			\$16,757.15			\$351,900.00	\$114,719.40	\$45,900.00
Yr 3	FY									
Yr 4	FY									
Yr 5	FY									
Total		\$953,619.04	\$0.00	\$0.00	\$47,680.96		\$0.00	\$1,001,300.00	\$326,423.80	\$91,800.00
Date Awarded:					Tot. Awarded:		Contract#:			
<small>(or) Date Denied:</small>					Reason:					
<small>(or) Date Withdrawn:</small>					Reason:					

Resolution No. _____

A resolution approving an application for a Fire Prevention and Safety grant from the U.S. Department of Homeland Security to the Metropolitan Government, acting by and through the Metropolitan Nashville Fire Department, to provide funding to support two origin and cause (arson) investigators and the purchase of a Smart Fire Safety Trailer for use in educating the public about fire prevention and safety.

WHEREAS, the U.S. Department of Homeland Security is accepting applications for a Fire Prevention and Safety grant, with an award of \$953,619.04 and a required cash match of \$47,680.96; and,

WHEREAS, the Metropolitan Government is eligible to participate in this grant program; and,

WHEREAS, it is to the benefit of the citizens of The Metropolitan Government of Nashville and Davidson County that this grant application be approved and submitted.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1. That the application for a Fire Prevention and Safety grant, with an award of \$953,619.04 and required cash match of \$47,680.96, a copy of which is attached hereto and incorporated herein, is hereby approved, and the Metropolitan Nashville Fire Department is authorized to submit said application to the U.S. Department of Homeland Security.

Section 2. That this resolution shall take effect from and after its adoption, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

APPROVED AS TO AVAILABILITY OF FUNDS:

INTRODUCED BY:

Jenneen Reed/mjr
Jenneen Reed, Director
Department of Finance

APPROVED AS TO FORM AND LEGALITY:

Member(s) of Council

Neki Eke
Assistant Metropolitan Attorney

The U.S. Department of Homeland Security (DHS)

Notice of Funding Opportunity (NOFO)

Fiscal Year 2024 Fire Prevention and Safety (FP&S) Grant Program

Fraud, waste, abuse, mismanagement, and other criminal or noncriminal misconduct related to this program may be reported to the Office of Inspector General (OIG) Hotline. The toll-free numbers to call are 1 (800) 323-8603 and TTY 1 (844) 889-4357.

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1. Basic Information

A. Agency Name	U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)
B. NOFO Title	Fiscal Year 2024 Fire Prevention and Safety (FP&S) Grant Program
C. Announcement Type	Initial
D. Funding Opportunity Number	DHS-24-GPD-044-00-97
E. Assistance Listing Number	97.151
F. Expected Total Funding	\$32,400,000
G. Anticipated Number of Awards	100 awards
H. Expected Award Range	<p>The total amount of funding a recipient may receive under an FP&S Program award is limited to a maximum federal share of \$1.5 million set by § 33(d)(2) of the <i>Federal Fire Prevention and Control Act of 1974</i>, Pub. L. 93-498, as amended (15 U.S.C. § 2229(d)(2)).</p> <p>R&D Activity applicants applying under the Early Career Investigator category are limited to a maximum federal share of \$600,000 per project.</p>
I. Projected Application Start Date	05/23/2025 09:00 a.m. Eastern Time (ET)
J. Projected Application End Date	07/03/2025 05:00 p.m. Eastern Time (ET)
K. Anticipated Funding Selection Date	No later than Aug 18, 2025
L. Anticipated Award Date	Beginning on approximately Aug 18, 2025, and continuing thereafter until all FY 2024 FP&S Program grant awards are issued (but no later than September 30, 2025).

<p>M. Projected Period of Performance Start Date</p>	<p>Aug 18, 2025 (will vary based on award date and activity type)</p> <p>The period of performance may be 12-48 months.</p> <p>FP&S Activity: The period of performance for projects funded under the FP&S Activity is generally 12 months. Eligible applicants who propose complex projects may apply for up to a 24-month period of performance from the date of award.</p> <p>R&D Activity: The period of performance for projects proposed under the R&D Activity will be 12, 24, 36 or 48 months from the date of award.</p>
<p>N. Projected Period of Performance End Date</p>	<p>08/18/2026 – 08/18/2029 (will vary based on award date and activity type)</p>
<p>O. Executive Summary</p>	<p>The focus of the Fiscal Year (FY) 2024 Fire Prevention and Safety (FP&S) Grant Program (hereafter referred to as the FP&S Program) is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The FP&S Program provides grants directly to eligible entities for fire prevention programs and firefighter health and safety research and development.</p>
<p>P. Agency Contact</p>	<p>a. Program Office Contact</p> <p>The FP&S Program Help Desk provides technical assistance to applicants for the online completion and submission of applications into FEMA Grants Outcomes (FEMA GO), answers questions concerning applicant eligibility, recipient responsibilities, and helps in the programmatic administration of awards. The FP&S Program Help Desk can be contacted at (866) 274-0960 or by email at FireGrants@fema.dhs.gov. Normal hours of operation are Monday through Friday, 8:00 a.m. – 4:30 p.m. ET.</p> <p>Guidance documents such as application tutorials, Self-Evaluation Guides, and Frequently Asked Questions (FAQs) are also provided to further explain the current SAFER Program, assist with the online grant application, and highlight lessons learned and changes for FY 2024. For more details, please visit the FP&S Program website.</p> <p>b. FEMA Grants News</p> <p>This channel provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. FEMA Grants News Team is reachable at fema-grants-</p>

news@fema.dhs.gov. or (800) 368-6498, Monday through Friday, 9:00 a.m. – 5:00 p.m. ET.

c. Grant Programs Directorate (GPD) Award Administration Division

GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. AAD can be contacted at ASK-GMD@fema.dhs.gov

d. FEMA Regional Offices

Assistance to Firefighters Grants Regional Contacts also may provide fiscal support, including pre- and post-award administration and technical assistance. Assistance to Firefighters Grants Regional Contacts are available at

<https://www.fema.gov/grants/preparedness/firefighters/regional-contacts>.

e. Civil Rights

The FEMA Office of Civil Rights is responsible for ensuring compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA. They are reachable at FEMA-CivilRightsOffice@fema.dhs.gov.

f. Environmental Planning and Historic Preservation

The FEMA Office of Environmental Planning and Historic Preservation (OEHP) provides guidance and information about the EHP review process to FEMA programs and recipients and subrecipients. Send any inquiries regarding compliance for FEMA grant projects under this NOFO to FEMA-OEHP-NOFOQuestions@fema.dhs.gov.

g. Payment and Reporting System

FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. Payment requests are submitted through FEMA GO.

h. FEMA GO

For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at femago@fema.dhs.gov. or (877) 585-3242, Monday through Friday, 9:00 a.m. – 6:00 p.m. ET.

2. Eligibility

<p>A. Eligible Entities/Entity Types</p>	<p>Only the following entities or entity types are eligible to apply.</p> <p>a. Applicants</p> <p><i>FP&S Activity</i> Fire departments operating in any of the 50 states, as well as fire departments in the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico¹, or any federally recognized Indian tribe or tribal organization. A fire department is an agency or organization having a formally recognized arrangement with a state, local, tribal, or territorial authority (city, county, parish, fire district, township, town, or other governing body) to provide fire suppression to a population within a geographically fixed primary first due response area. National, regional, state, local, Tribal Nation and nonprofit interest organizations that are recognized for their experience and expertise in fire prevention and safety programs and activities are eligible applicants.</p> <p>Both private and public nonprofit organizations are eligible to apply for funding under this activity.</p> <p><i>R&D Activity</i> National, state, local, federally recognized Tribal Nation and non-profit organizations, such as academic (e.g., universities), research foundations, public safety institutes, public health, occupational health, and injury prevention institutions.</p> <p>Both private and public non-profit organizations are eligible to apply for funding in this activity. Fire departments are not eligible to apply for funding in this Activity.</p> <p>Each activity has its own application and eligibility requirements, as further outlined in Appendix B – Programmatic Information and Priorities of this NOFO.</p> <p>b. Subapplicants</p> <p>Subapplicants and subawards are not allowed.</p>
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¹ The District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of Puerto Rico are all defined as “States” in the Federal Fire Prevention and Control Act of 1974. See 15 U.S.C. § 2203(10).

<p>B. Project Type Eligibility</p>	<p>Applicants and recipients should actively coordinate and collaborate with their local and state authorities to help ensure and prioritize the commitment of future non-federal investments in order to sustain staffing capabilities once an award’s period of performance ends.</p> <p>a. Unallowable Project Types Please see Appendix B – Programmatic Information and Priorities of this NOFO for additional information on unallowable project types.</p> <p>b. Allowable Project Types</p> <p>FP&S Activity The FP&S Activity is designed to reach high-risk target groups ²and mitigate the incidence of death and injuries caused by fire and fire-related hazards. The five project categories eligible for funding under this activity are:</p> <ol style="list-style-type: none"> 1. Community Risk Reduction; 2. Wildfire Risk Reduction; 3. Code Enforcement/Awareness; 4. Origin and Cause Investigation; and 5. National/State/Regional Programs and Projects. <p>R&D Activity The R&D Activity is aimed at improving firefighter safety, health, or well-being through research and development that reduces firefighter fatalities and injuries. The four project categories eligible for funding under this activity are:</p> <ol style="list-style-type: none"> 1. Clinical Studies; 2. Technology and Product Development; 3. Preliminary Studies; and 4. Early Career Investigator.
<p>C. Requirements for Personnel, Partners, and Other Parties</p>	<p>An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: 1) a current employee, personnel, official, staff or leadership of the non-federal entity; and 2) duly authorized to apply for an award on behalf of the non-federal entity at the time of application.</p>

² Per 15 U.S. Code § 2229(j)(3)(A) FEMA shall give priority to applicants who focus on prevention of injuries to high-risk groups from fire. Applicants may choose the following options within the application to include children under 14, adults over 65, firefighters, people with disabilities (e.g., deaf/hard-of hearing), college/university housing, low-income families/neighborhoods, geographic area and/or other populations.

	<p>Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff or leadership of the recipient and provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.</p> <p>Federal employees are prohibited from serving in any capacity (paid or unpaid) on the development of any proposal submitted under this program.</p>
<p>D. Maximum Number of Applications</p>	<p>The maximum number of applications that can be submitted is:</p> <ol style="list-style-type: none"> 1. One application per eligible entity, per activity (up to one application under the FP&S Activity and up to one application under the R&D Activity) <p>Each application may include up to three projects. Each project within an application must be presented separately as a free-standing proposal. Each project requires its own separate supporting budget and narrative statement.</p> <p>If an applicant submits two or more applications for the same activity, both applications may be disqualified.</p> <ul style="list-style-type: none"> • This is different from when an entity is applying on behalf of other organizations that are agencies or instrumentalities of the applicant (e.g., multiple fire departments under the same county, city, borough, parish, or other municipality) • In that situation, the applicant may request similar or the same costs as long as the application clearly states which costs (including quantities) are for which agency/instrumentality • This is permissible even if that entity submits multiple applications across regional versus direct applications
<p>E. Additional Restrictions</p>	<p>National Incident Management System (NIMS) Implementation FP&S Program applicants are not required to comply with NIMS to apply for FP&S Program funding or to receive an FP&S Program award. Any applicant who receives a FY 2024 FP&S Program award must achieve the level of NIMS compliance required by the Authority Having Jurisdiction (AHJ) over the applicant’s emergency service operations (e.g., a local government) before the end of the grant’s performance period.</p> <p>National Fire Incident Reporting System (NFIRS) NFIRS reporting is not a requirement to apply for any FP&S Program; however, fire departments that receive funding under this program</p>

	<p>must agree to provide information to the NFIRS for the period of performance covered by the assistance. If a recipient does not currently participate in the incident reporting system, they must start as soon as possible. Capacity to report to NFIRS must be established prior to the end of the performance period. The recipient may be asked by FEMA to provide proof of compliance in reporting to NFIRS.</p> <p>Note: Reporting to other sources, (E.g., National Fire Operations Reporting System [NFORS]) does not satisfy the requirement for reporting to NFIRS.</p>
<p>F. References for Eligibility Factors within the NOFO</p>	<p>Please see the following references provided below:</p> <ol style="list-style-type: none"> 1. “Financial Integrity Criteria” subsection 2. “Supplemental Financial Integrity Criteria and Review” subsection 3. Appendix B – Programmatic Information and Priorities
<p>G. Cost Sharing Requirement</p>	<p>Applicants selected for this award must agree to an acceptable cost share agreement. Otherwise, they will not be funded.</p>
<p>H. Cost Share Description, Type and Restrictions</p>	<p>Recipient cost sharing is generally required as described below and under 15 U.S.C.§ 2229(k)(1). In general, eligible applicants shall agree to make available non-federal funds to carry out an FP&S Program award in an amount equal to not less than 5% of the grant award.</p> <p>Types of Cost Share</p> <p>Cash (Hard Match): Cost share of non-federal cash is allowable for FP&S Program grants.</p> <p>In-kind (Soft Match): In-kind cost share is allowable for FP&S Program grants, including the value of the following:</p> <ul style="list-style-type: none"> • Complementary activities (such as providing additional smoke alarms for installation or education materials for public education); and • Provision of staff, facilities, services, materials, equipment. <p>In-kind is the value of something received or provided that does not have a cost associated with it. For example, the value of donated services could be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements, if the recipient expends them as allowable costs.</p>

	<p>Recipients who use in-kind contributions for their 5% cost share must comply with all applicable regulations and 2 C.F.R. Part 200.306 regarding matching or cost-sharing.</p>
<p>I. Cost Sharing Calculation Example</p>	<p>FEMA has developed a cost share calculator tool to assist applicants with determining their cost share. The cost share tool is available on the FEMA website at Fire Prevention and Safety Documents.</p>
<p>J. Required information for verifying Cost Share</p>	<p>Applicants should submit their plan for cost share within the Request Details (budget) section of the grant application.</p> <p>Maintenance of Effort</p> <p>Pursuant to 15 U.S.C. § 2229(k)(3), an applicant seeking an FP&S Program grant shall agree to maintain, during the term of the grant, the applicant’s aggregate expenditures relating to activities allowable under this NOFO, at not less than 80% of the average amount of such expenditures in the two fiscal years before the fiscal year an FP&S Program grant is awarded.</p> <p>In other words, an applicant agrees that if it receives a grant award, the applicant will keep its overall expenditures during the award’s period of performance for activities that could be allowable costs under this NOFO at a level that is at least 80% or more of the average of what the applicant spent on such costs for those activities in FYs 2022 and 2023. This includes those funded with non-federal funding for activities that could be allowable costs under this NOFO.</p>

3. Program Description

A. Background, Program Purpose, and Program History

The Fiscal Year (FY) 2024 Fire Prevention and Safety (FP&S) Grant Program (hereafter referred to as the FP&S Program) is one of three grant programs that constitute the DHS and FEMA’s focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The FP&S Program provides financial assistance directly to eligible fire departments, national, regional, state, local, tribal, and non-profit organizations such as academic (e.g. universities), research foundations, public safety institutes, public health, occupational health, and injury prevention institutions for fire prevention programs and firefighter health and safety research and development such as clinical studies that address behavioral or physiological and medical research activities.

The funding categories for FP&S are:

1. Community Risk Reduction;

2. Wildfire Risk Reduction;
3. Code Enforcement/Awareness;
4. Origin and Cause Investigation; and
5. National/State/Regional Programs and Projects.

The funding categories for R&D are:

1. Clinical Studies;
2. Technology and Product Development;
3. Preliminary Studies; and,
4. Early Career Investigator.

Abstracts and results of research and development grants that have been funded under this program can be found at [Fire Prevention and Safety | FEMA.gov](#).

B. Goals and Objectives

Goals: The goal of the FP&S Program is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards by providing grants to eligible fire departments, national, regional, state, local, Tribal Nation and non-profit organizations such as academic (e.g., universities), research foundations, public safety institutes, public health, occupational health, and injury prevention institutions. The FP&S Program strives to strengthen community fire prevention programs and enable innovative solutions to improve firefighter safety, health and well-being.

Objectives: The objectives of the FP&S Program are to:

- Reduce community fire risk through assessments, education, and tools;
- Reduce wildfire risk through property assessments, education, and fuel reduction;
- Increase code awareness, adoption, reinstatement, and enforcement;
- Increase fire origin and cause investigations;
- Enhance the safety of the public and firefighters through national programs that aim to improve behaviors and decision-making regarding fires; and
- Increase research to improve firefighter safety, health, or well-being.

Priorities: Information on program priorities for the FY 2024 FP&S Program can be found in [Appendix B – Programmatic Information and Priorities](#) of this NOFO.

C. Program Rationale

The FP&S Program represents part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the six DHS Missions noted in the [Department of Homeland Security's Strategic Plan](#), the FP&S Program supports Mission Five: Build a Resilient Nation and Respond to Incidents. By enhancing the safety of the public and firefighters with respect to fire and fire-related hazards, the FP&S program provides critically needed resources to strengthen community fire prevention programs and enables scientific research on innovations that improve firefighter safety, health, and well-being. The FP&S Program also aims to support objectives outlined under Mission Five in the Strategic Plan including:

- Objective 5.2: Strengthen National Resilience
- Objective 5.4: Enhance Training and Readiness of First Responders

Through these objectives, FEMA creates a vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. We invite all our stakeholders and partners to join us in building a more prepared and resilient nation.

D. Federal Assistance Type Grant

E. Performance Measures and Targets

The grant recipient is required to collect data to allow FEMA to measure performance of the awarded grant. To measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient must submit sufficient information to demonstrate it has met the performance goal as stated in its award. FEMA will measure the recipient’s performance of the grant by comparing the number of items, supplies, projects, and activities needed and requested in its application with the number of items, supplies, projects, and activities acquired and delivered by the end of the period of performance using the following programmatic metrics.

FP&S Activity

- Community Risk Reduction: Percent of target population receiving an intervention.
- Wildfire Risk Reduction: Percent of target population receiving an intervention.
- Code Enforcement/Awareness: Percent of properties inspected.
- Origin and Cause Investigation: Percent of fires where cause is determined.
- National/State/Regional Programs and Projects: Number of firefighters receiving interventions.

The target for these measures is set by each applicant within the grant application. For example, “we plan to install smoke alarms in 500 households, reaching a total of 2,000 individuals.”

Research and Development (R&D) Activity

- All Categories: Percent of research project aims met.

F. Program-Specific Unallowable Costs

Please see [Appendix B – Programmatic Information and Priorities](#) for additional information on funding restrictions and allowable costs.

G. General Funding Requirements

Costs charged to federal awards (including federal and non-federal cost share funds) must comply with applicable statutes, rules and regulations, policies, this NOFO, and the terms and conditions of the federal award. This includes, among other requirements, that costs must be

incurred, and products and services must be delivered within the budget period. [2 C.F.R. § 200.403\(h\)](#).

Recipients may not use federal funds or any cost share funds for the following activities:

1. Matching or cost sharing requirements for other federal grants and cooperative agreements (see [2 C.F.R. § 200.306](#)).
2. Lobbying or other prohibited activities under 18 U.S.C. [§ 1913](#) or [2 C.F.R. § 200.450](#).
3. Prosecuting claims against the federal government or any other government entity (see [2 C.F.R. § 200.435](#)).

H. Indirect Costs (Facilities and Administrative Costs)

Indirect costs are allowed for recipients and subrecipients.

Indirect costs (IDC) are costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to specific cost objectives without disproportionate effort. Applicants with a current negotiated IDC rate agreement who desire to charge indirect costs to a federal award must provide a copy of their IDC rate agreement with their applications. Not all applicants are required to have a current negotiated IDC rate agreement. Applicants that are not required to have a negotiated IDC rate agreement, but are required to develop an IDC rate proposal, must provide a copy of their proposal with their applications. Applicants without a current negotiated IDC rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to FireGrants@fema.dhs.gov for further instructions. Applicants who wish to use a cost allocation plan in lieu of an IDC rate proposal must reach out to FireGrants@fema.dhs.gov for further instructions. As it relates to the IDC for subrecipients, a recipient must follow the requirements of [2 C.F.R. §§ 200.332](#) and [200.414](#) in approving the IDC rate for subawards.

I. Management and Administration (M&A) Costs

M&A costs are allowed.

No more than **3%** of the federal share of FP&S Program funds awarded may be expended by the recipient for M&A for purposes associated with the FP&S Program award. M&A expenses should be based only on actual expenses or known contractual costs; requests that are simple percentages of the award, without supporting justification or adequate documentation, will not be allowed or considered for reimbursement. Salaries and fringe benefits for personnel/contractors directly supporting the grant are not required to be included in the M&A budget line item.

M&A activities are those directly related to the management and administration of the FP&S award funds, such as financial management and monitoring. M&A are not overhead costs but are necessary direct costs incurred in direct support of the federal award or as a consequence of it, such as travel, meeting-related expenses, and salaries of full/part-time staff in direct support of the program. As such, M&A costs can be itemized in financial reports.

J. Pre-Award Costs

The following pre-award costs are allowable:

1. Fees for grant writers.

Generally, grant funds cannot be used to pay for products and services contracted for or obligated prior to the effective date of the award.

See [Appendix C – Award Administration Information](#) for further information regarding grant writer fees and [Section 10.B Other Information](#) of this NOFO for information about procurement integrity.

K. Beneficiary Eligibility

To be an eligible beneficiary, there are no program requirements. This NOFO and any subsequent federal awards create no rights or causes of action for any beneficiary.

L. Participant Eligibility

To be an eligible participant, there are no program requirements. This NOFO and any subsequent federal awards create no rights or causes of action for any participant.

M. Authorizing Authority

Section 33 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 U.S.C. § 2229)

N. Appropriation Authority

Department of Homeland Security Appropriations Act, 2024, Pub. L. No. 118-47, Title III, Protection, Preparedness, Response, and Recovery, Federal Emergency Management Agency, Federal Assistance (2024 DHS Appropriations Act)

O. Budget Period

There will be only a single budget period with the same start and end dates as the period of performance.

P. Prohibition on Covered Equipment or Services

Recipients, sub-recipients, and their contractors or subcontractors must comply with the prohibitions set forth in Section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019](#), which restrict the purchase of covered telecommunications and surveillance equipment and services. Please see 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200, and [FEMA Policy #405-143-1 - Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services](#) for more information.

4. Application Contents and Format

A. Pre-Application, Letter of Intent, and Whitepapers

Pre-applications, letters of intent, and whitepapers are not required to be eligible to apply.

B. Application Content and Format

Applications are processed through the FEMA GO system. To access the system, go to <https://go.fema.gov/>.

Additional application and program guidance documents are available at the [FP&S Program website](#).

C. Application Components

The following forms or information are required to be submitted via FEMA GO. The Standard Forms (SF) are also available at [Forms | Grants.gov](#) SF-424, Application for Federal Assistance

- Grants.gov Lobbying Form, Certification Regarding Lobbying
- SF-424A, Budget Information (Non-Construction)
- SF-424B, Standard Assurances (Non-Construction)
- SF-LLL, Disclosure of Lobbying Activities

D. Program-Specific Required Documents and Information

The following program-specific document is required to be submitted as an attachment in FEMA GO for each regional project under the FP&S Activity:

1. Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU), or equivalent document signed by the host and all participating organizations participating in the award.

The following program-specific documents are required to be submitted as attachments in FEMA GO for each project under the R&D Activity:

1. No more than a five-page Narrative Statement that responds to the Fire Service Panel Evaluation Criteria;
2. No more than a 20-page Narrative Statement that responds to the Science Panel Evaluation Criteria; and
3. No more than a 35-page Appendix.

The required formatting and content instructions for these documents can be found in the Tips and Guidelines for FP&S R&D Applicants, available at <https://www.fema.gov/grants/preparedness/firefighters/safety-awards>.

E. Post-Application Requirements for Successful Applicants

Applicants likely to be funded may receive a request for additional information by email before award. Applicants must respond to the request to move forward with the grant review process.

5. Submission Requirements and Deadlines

A. Address to Request Application Package

Applications are processed through the FEMA GO system. To access the system, go to <https://go.fema.gov/>.

Steps Required to Apply for an Award Under This Program and Submit an Application:

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Unique Entity Identifier (UEI) number and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide an UEI number;
- c. Have an account with login.gov;
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Register in FEMA GO, add the organization to the system, and establish the Authorized Organizational Representative (AOR). The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see the [FEMA GO Startup Guide](#).
- f. Submit the complete application in FEMA GO; and
- g. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Per [2 C.F.R. § 25.110](#), if an applicant is experiencing exigent circumstances that prevents it from obtaining an UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible. Contact FireGrants@fema.dhs.gov and provide the details of the exigent circumstances.

How to Register to Apply:

General Instructions:

Registering and applying for an award under this program is a multi-step process and requires time to complete. Below are instructions for registering to apply for FEMA funds. Read the instructions carefully and prepare the requested information before beginning the registration process. Gathering the required information before starting the process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have a Unique Entity Identifier (UEI) number, Employer Identification Number (EIN), and an active System for Award Management (SAM) registration.

Obtain a UEI Number:

All entities applying for funding, including renewal funding, must have a UEI number. Applicants must enter the UEI number in the applicable data entry field on the SF-424 form. For more detailed instructions for obtaining a UEI number, refer to [SAM.gov](https://sam.gov).

Obtain Employer Identification Number:

In addition to having a UEI number, all entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

Create a login.gov account:

Applicants must have a login.gov account in order to register with SAM or update their SAM registration. Applicants can create a login.gov account at:

https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd.

Applicants only have to create a login.gov account once. For existing SAM users, use the same email address for both login.gov and SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to <https://www.sam.gov/SAM/pages/public/loginFAQ.jsf>.

Register with SAM:

In addition to having a UEI number, all organizations must register with SAM. Failure to register with will prevent your organization from applying through FEMA GO. SAM registration must be renewed annually and must remain active throughout the entire grant life cycle.

For more detailed instructions for registering with SAM, refer to: [Register with SAM](#).

Note: per [2 C.F.R. § 25.200](#), applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the past three years, if applicable.

Register in FEMA GO, Add the Organization to the System, and Establish the AOR:

Applicants must register in FEMA GO and add their organization to the system. The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see [FEMA GO Startup Guide](#).

Note: FEMA GO will support only the most recent major release of the following browsers:

Google Chrome;

Mozilla Firefox;

Apple Safari; and

Microsoft Edge.

Applicants using tablet type devices or other browsers may encounter issues with using FEMA GO.

Submitting the Final Application:

Applicants will be prompted to submit the standard application information and any program-specific information required. Standard Forms (SF) may be accessed in the Forms tab under the [SF-424 family on Grants.gov](#). Applicants should review these forms before applying to ensure they are providing all required information.

After submitting the final application, FEMA GO will provide either an error message, or an email to the submitting AOR confirming the transmission was successfully received.

B. Application Deadline

07/03/2025 05:00:00 p.m. Eastern Time

C. Pre-Application Requirements Deadline

Not applicable

D. Post-Application Requirements Deadline

Not applicable

E. Effects of Missing the Deadline

All applications must be completed and submitted in FEMA GO by the application deadline. FEMA GO automatically records proof of submission and generates an electronic date/time stamp when FEMA GO successfully receives an application. The submitting AOR will receive via email the official date/time stamp and a FEMA GO tracking number to serve as proof of timely submission prior to the application deadline.

Applicants experiencing system-related issues have until 3:00 PM ET on the date applications are due to notify FEMA. No new system-related issues will be addressed after this deadline. Applications not received by the application submission deadline will not be accepted.

FEMA will not review applications that are received after the deadline or consider these late applications for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for FEMA to make an award. Applicants with these issues must notify FEMA before to the application deadline and within 48 hours after the applicant became aware of the issue.

6. Intergovernmental Review

A. Requirement Description and State Single Point of Contact

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372.

(See <https://www.archives.gov/federal-register/codification/executive-order/12372.html>;

<https://www.whitehouse.gov/wp-content/uploads/2023/06/SPOC-list-as-of-2023.pdf>).

7. Application Review Information

A. Threshold Criteria

If two or more entities have different funding streams, personnel rosters, and EINs but share the same facilities, FEMA considers them as being separate organizations for the purposes of FY 2024 FP&S Program eligibility.

FEMA will review applications for duplication of benefits if two or more organizations share facilities and each submit an application in the same activity.

Examples of ineligible applications and/or organizations include:

- For-profit organizations, federal agencies, and individuals
- Fire departments that are a Federal Government entity, or contracted by the Federal Government, and are solely responsible under a formally recognized agreement for suppression of fires on federal installations or land
- Fire departments that are not independent entities but are part of, controlled by, or under the day-to-day operational command and control of a larger department, agency or AHJ
 - However, if a fire department is considered to be the same legal entity as a municipality or other governmental organization, and otherwise meets the eligibility criteria, that municipality or other governmental organization may apply on behalf of that fire department as long as the application clearly states that the fire department is considered part of the same legal entity
- Non-federal airport or port authority fire departments whose sole responsibility is the suppression of fires on the airport grounds or port facilities, unless the airport/port fire department has a formally recognized arrangement with the local jurisdiction to provide fire suppression on a first-due basis outside the confines of the airport or port facilities.

B. Application Criteria

a. *Criteria Development*

Funding priorities and programmatic criteria for evaluating FP&S Program applications are established by FEMA based on the recommendations from the Criteria Development Panel (CDP). The **nine major fire service organizations** represented on the panel are:

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Service Institute

The CDP is charged with making recommendations to FEMA regarding the creation or modification of previously established funding priorities as well as developing criteria for awarding grants. The content of this NOFO reflects implementation of the CDP's recommendations with respect to the priorities, direction, and criteria for awards.

FEMA will rank all complete submitted applications based on how well they respond to the evaluation criteria. Answers to the application's activity specific questions provide information used to determine each application's ranking

b. Peer Review Panel Process

FP&S Program applications go through the following Peer Review Panel process:

1. FP&S Activity Projects

Peer reviewers will independently grade each narrative statement within each project. The evaluation elements listed in the "Narrative Evaluation Criteria" below will be used to calculate the score for each project. If needed, peer reviewers will meet as a team to discuss the merits and/or shortcomings of the application. A consensus is not required.

2. R&D Activity Projects

The Peer Review Panel process is composed of a Fire Service Panel Review and a Science Panel Review. Narratives within the application will be evaluated through the following processes:

Fire Service Panel Review

All eligible project applications will first be reviewed and scored by a panel of fire service experts to assess the need and priority for the research results and the likelihood that the results would be implemented by the fire service in the United States. The projects that are determined most likely to be implemented to enable improvement in firefighter safety, health, or well-being will be deemed to be in the "competitive range" and will be forwarded to the second level of project review, which is the scientific panel review process. A consensus is not required.

Science Panel Review

This panel will be comprised of scientists and technology experts who have expertise pertaining to the subject matter of the proposal. Scientific reviewers will independently score projects in the competitive range and, if necessary, discuss the merits or shortcomings of the project to reconcile any major discrepancies identified by fellow reviewers. A consensus is not required. Scientific peer review evaluations will impact the ranking of a project for funding.

C. Financial Integrity Criteria

Before making an award, FEMA is required to review OMB-designated databases for applicants' eligibility and financial integrity information. This is required by [the Payment Integrity Information Act of 2019 \(Pub. L. No. 116-117, § 2 \(2020\)\)](#), [41 U.S.C. § 2313](#), and [the "Do Not Pay Initiative" \(31 U.S.C. 3354\)](#). For more details, please see [2 C.F.R. § 200.206](#).

Thus, the Financial Integrity Criteria may include the following risk-based considerations of the applicant:

1. Financial stability.
2. Quality of management systems and ability to meet management standards.
3. History of performance in managing federal award.
4. Reports and findings from audits.
5. Ability to effectively implement statutory, regulatory, or other requirements.

D. Supplemental Financial Integrity Criteria and Review

Before making an award expected to exceed the simplified acquisition threshold (currently a total federal share of \$250,000) over the period of performance:

1. FEMA is required by [41 U.S.C. § 2313](#) to review or consider certain information found in SAM.gov. For details, please see [2 C.F.R. § 200.206\(a\)\(2\)](#).
2. An applicant may review and comment on any information in the responsibility/qualification records available in SAM.gov.
3. Before making decisions in the risk review required by [2 C.F.R. § 200.206](#), FEMA will consider any comments by the applicant.

E. Reviewers and Reviewer Selection

All applications will be evaluated through the Peer Review Panel process. A panel of peer reviewers is comprised of three fire service representatives recommended by the CDP.

F. Merit Review Process

The FP&S Activity and the R&D Activity have different Narrative Statement requirements (see below). Narrative Statements must provide specific details about the activity for which the applicant seeks funding.

Note: FEMA conducts reviews of a random sampling of applications to compare them for duplication including the narrative statements and statistical data. Therefore, all elements of the narrative statements must be specific and unique to the applying entity, and all statistical data must be accurate. Applications with narrative statements that have substantial duplication of statements, sentences, or paragraphs to other submitted applications, and/or inaccurate data that may mislead reviewers, may be disqualified. Discovery of falsification, fabrication, or plagiarism of other grant proposals will disqualify the application(s). FEMA evaluates each application on its merit, veracity, and accuracy to ascertain how the narrative statement(s) outlined within the application depicts the applicant's and their community's uniqueness, their particular risks, and how selecting them over a similarly situated applicant advances the objectives of the FP&S Program. At any time during application review process, including the technical review stage, FEMA may request additional documentation from applicants.

Fire Departments and Interest Organizations are assigned differing weights for each scored element under the FP&S Activity. Peer Review Panelists will evaluate and score each project based on the following narrative elements.

a. FP&S Activity

1. Financial Need (Fire Departments – 10%; Interest Organization – 0%)

Applicants must describe with particularity their unique financial need in the Applicant Information section of the application and detail how consistent it is with their need for financial assistance to carry out the proposed project(s). Applicants may include other unsuccessful attempts to acquire financial assistance. Applicants should provide detail about the applicant's operating budget, including a high-level breakdown of the budget, the applicant's inability to address financial needs without federal assistance, and other actions the applicant has taken to meet their needs (e.g., state assistance programs or other grant programs).

While interest organizations do not receive points for their financial need, this information is necessary to holistically evaluate and understand the applicant's financial need in comparison to similarly situated applicants.

2. Commitment to Hazard (Fire) Mitigation (Fire Departments only – 5%)

Fire department applicants that can demonstrate their commitment and proactive posture to reducing fire risk will receive higher consideration. Applicants must explain their code adoption and enforcement (to include Wildland Urban Interface [WUI] and commercial/residential sprinkler code adoption and enforcement) and hazard mitigation strategies (including whether or not the jurisdiction has a FEMA-approved hazard mitigation strategy). Applicants can also demonstrate their commitment to reducing fire risk by applying to implement fire mitigation strategies (code adoption and enforcement) via this application.

3. Vulnerability Statement (Fire Departments – 15%, Interest Organizations – 25%)

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 detailed 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.

- 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 to illustrate the applicant's particular vulnerability, rather than national statistics, when discussing the vulnerability.
- In a clear, concise statement, the applicant should summarize the precise 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 this 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., 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 or enforcement of certain codes.

4. Project Description (Fire Departments – 20%, Interest Organizations –25%)

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 specific 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; and
- 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.

5. Implementation Plan (Fire Departments – 25%, Interest Organizations – 30%)

Each project proposal should include nuanced details on the implementation plan that 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 likelihood 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. 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 costumes); and
- Where human subjects are involved, indicate whether the project has obtained exemption from the Institutional Review Board (IRB) (for details see [Section 9.A.a – Human Subjects Research](#) of this NOFO).

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.

6. Evaluation Plan (Fire Departments – 15%, Interest Organizations – 15%)

Projects should include a plan for evaluation of effectiveness and identify measurable and quantifiable 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.”](#)

Note: In addition to a detailed evaluation plan as described above, if awarded, grant recipients are required to report on specific performance metrics through performance reports and at closeout (for details see [Section 3. E -Performance Measures and Targets](#) of this NOFO).

7. Cost-Benefit (Fire Departments – 10%, Interest Organizations – 5%)

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 to assist the Technical Evaluation Panel with their review.

8. Additional Considerations

The following considerations are not scored but may impact the evaluation of the entire application. This information may be used by application reviewers or by FEMA during technical review prior to making funding decisions.

- Meeting the needs of people with disabilities: Applicants in the Community Risk Reduction category will receive additional consideration if, as part of their comprehensive smoke alarm installation and education program, they address the needs of people with disabilities (e.g., deaf/hard-of-hearing) in their community.
- Experience and expertise: Applicants who demonstrate their experience and ability to conduct fire prevention and safety activities, and to execute the proposed or similar project(s), will receive additional consideration.
- Use of an Overmatch: Applicants who demonstrate the use of a cost-share overmatch are given additional consideration which will impact the evaluation of the entire application by application reviewers or FEMA during technical review.

b. R&D Activity

Peer review panelists will evaluate and score each project based on the following narrative elements:

1. Fire Service Panel Evaluation Criteria

Purpose (25%)

- Applicants should clearly identify the specific benefits of the proposed research project to improve firefighter safety, health, or well-being. The discussion should include:
 - The specific risk to firefighter safety, health, or well-being that the project will address;
 - The expected benefits of the project, including how the project will prevent, reduce, or mitigate the specific risk;
 - The gaps in knowledge that will be addressed; and
 - The general project methods planned to produce the intended results.

If applying under Early Career Investigator, applicants should identify how this project will support the professional development of the Principal Investigator (PI).

If applying under Preliminary Studies, applicants should consider the project being proposed as well as the potential results of a closely related future full study.

Potential Impact (15%)

- Applicants should discuss the potential impact of the research outcome/product on firefighters. Applicants should discuss who will benefit directly from the research outcome/product, i.e., the entire fire service or specific portions (career, volunteer, structural, wildland, fire investigators, etc.). The discussion should be supported by describing the specific type(s) of impact to the safety, health, or well-being of the identified group from use of the results in practice.

Implementation by Fire Service (25%)

- Applicants should discuss how the outcomes/products of this research, if successful, are likely to be widely/nationally adopted and accepted by the fire service as changes that enhance firefighter safety, health, or well-being. The discussion should include:
 - The methods and costs associated with implementation at the fire department level; and,
 - Organizations, manufacturers, and/or others that will need to be involved to aid the process of adoption.

Barriers (15%)

- Applicants should identify and discuss potential fire service and other barriers to successfully completing the project on schedule, including contingencies and strategies to deal with barriers if they materialize. This may include barriers that could inhibit the proposed fire service participation in the project, barriers that could inhibit the adoption of successful results by the fire service when the project is completed, or project components most likely to cause delay in successful completion.

If applying under Early Career Investigator, applicants should discuss potential barriers specific to that project, such as if the PI does not receive the expected mentorship.

Partners (20%)

- Applicants should recognize that participation of the fire service as a partner in the research from development to dissemination is regarded as an essential part of all projects. Describe the fire service partners and contractors that will support the project to accomplish the objectives. The specific roles and contributions of the partners to the project should be described. Partnerships should be formed with national fire-related organizations and local and regional fire departments appropriate for the project. Letters of support and letters of commitment to actively participate in the project should be included in the Appendix of the application. Generally, participants of a diverse population, including both career and volunteer firefighters, are expected to facilitate acceptance of results nationally. In cases where this is not practical, due to the nature of the project or other limitations, these circumstances should be clearly explained.

2. Science Panel Evaluation Criteria

Project goals, objectives, and specific aims (All Applicants - 15%)

- Applicants should address how the purpose, goals, objectives, and specific aims of the project will lead to results that will improve firefighter safety, health, or well-being. Describe the specific goals and objectives for each year of the project.

Literature Review (All Applicants – 10%)

- Applicants should provide a literature review that is relevant to the project’s goals, objectives, and specific aims. The citations should be placed in the narrative text and references listed at the end of the Narrative Statement (and not in the Appendix) of the application. The review should be of sufficient depth to make it clear that the proposed project is necessary, adds to an existing body of knowledge, is different from current and previous studies, and offers a unique contribution. Applicants may consider previously funded [R&D Activity projects](#).

Project Methods (Early Career Investigator Applicants – 15%, All Other Applicants – 20%)

- Applicants should provide a description of how the project will be carried out, including demonstration of the overall scientific and technical rigor and merit of the project. This includes the operations to accomplish the purpose, goals, and objectives, and the specific aims of the project. The roles and responsibilities of the entire research team must be described, including the relevant sub-contractors and sub-awardees involved in the

project. Applicants should provide supporting information for the research team in the Appendix, including bio sketches and budget information. Plans to recruit and retain human subjects, where applicable, should be described. Where human subjects are involved, describe plans for submission to the IRB (for details see Section 9.A- Human Subjects Research of this NOFO).

Project Measurements (Early Career Investigator Applicants – 15%, All Other Applicants – 20%)

- Applicants should provide evidence of the technical rigor and merit of the project, such as data pertaining to validity, reliability, and sensitivity (where established) of the facilities, equipment, instruments, standards, and procedures that will be used to carry out the research. The applicant should discuss the data to be collected to evaluate the performance methods, technologies, and products proposed to enhance firefighter safety, health, or well-being. The applicant should demonstrate that the measurement methods and equipment selected for use are appropriate and sufficient to successfully deliver the proposed project objectives.

Project Analysis (Early Career Investigator Applicants – 15%, All Other Applicants – 20%)

- The applicant should indicate the planned approach for analysis of the data obtained from measurements, questionnaires, or computations. Specify within the plan what will be analyzed, the statistical methods that will be used, the sequence of steps, and interactions as appropriate. It should be clear that the PI and research team have the expertise to perform the planned analysis and defend the results in a peer review process. The adequacy of the number of participants, samples, or tests to address the research question should be discussed.

Dissemination and Implementation (All Applicants – 15%)

- Applicants should indicate dissemination plans for scientific audiences (e.g., plans for submissions to specific peer review publications) and for firefighter audiences (e.g., via websites, magazines, and conferences). Also, assuming positive results and where applicable, indicate future steps that would support dissemination and implementation throughout the fire service. These are likely to be beyond the current project, so those features of the research activity that will facilitate future dissemination and implementation should be discussed. All applicants should specify how the results of the project, if successful, might be disseminated and implemented in the fire service to improve firefighter safety, health, or well-being. Additionally, an applicant should specify how the results of the project, if it does not achieve proposed goals, might be disseminated in the fire service to document lessons and inform future projects for improving firefighter safety, health, or well-being.

Mentoring (Early Career Investigator Applicants Only – 15%)

- An important factor in the evaluation of Early Career Investigator projects is the participation of a mentor(s) in the project. A mentor for the PI should be an experienced researcher in areas appropriate to the research project and be able to provide support to the PI for ongoing development of knowledge and skills throughout the project. The

mentor needs to have relationships with the fire service community sufficient to assist the PI in building relationships with fire departments and fire service organizations. The mentor has a role to support the applicant from defining the project and submitting the application for funding through the completion of a funded project. The applicant should identify the mentor(s) that has agreed to support the applicant and the proposed mentoring plan. In the plan, the applicant should discuss the role of the mentor(s) in the project and the expected benefits of the mentoring relationship to the applicant and the project. A biographical sketch and letter of commitment/support from the mentor(s) are required to be included in the Appendix document.

3. Additional Considerations:

The following considerations are not scored but may impact the evaluation of the entire application. This information may be used by FEMA during technical review prior to making funding decisions.

- **Cost vs. Benefit:** Cost vs. benefit in this evaluation element refers to the costs of the grant for the R&D project vs. the benefits that are projected for firefighters who would have improved safety, health, or well-being. Applicants should demonstrate a high benefit for the cost incurred and effective utilization of federal funds for research activities.
- **Financial Need:** In the Applicant Information section of the application, applicants must provide details on the need for federal financial assistance to carry out the proposed project(s). Included in the description might be other unsuccessful attempts to acquire financial assistance. Applicants should provide details about the organization's operating budget, including a high-level breakdown of the budget; the organization's inability to address financial needs without federal assistance; and other actions the organization has taken to meet their staffing needs (e.g., state assistance programs, other grant programs).
- **Use of an Overmatch:** Applicants who demonstrate the use of a cost-share overmatch are given additional consideration which will impact the evaluation of the entire application by application reviewers or FEMA during technical review.

G. Final Selection

Technical Evaluation Process (TEP)

The highest scoring project(s) for both activities will be considered within the fundable range. Projects that are in the fundable range will undergo a Technical Review by the FEMA Program Office before being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility prior to recommending any application for award. Additionally, FEMA will review whether the project duplicates other federally funded research or prevention activities. Once the TEP is complete, a final ranking of projects will be created. FEMA will award grants based on this final ranking and the ability to meet statutorily required funding limitations outlined in Appendix B - Programmatic Information and Priorities of this NOFO.

FEMA may not make a federal award until the applicant has complied with all applicable SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of

application, but also during the application review period and when FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

In awarding grants, the FEMA Administrator is required to consider:

- The findings and recommendations of the Technical Evaluation Panel;
- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire-related and other hazards; and
- The extent of an applicant's need for an FP&S Program grant and the need to protect the United States as a whole.

8. Award Notices

A. Notice of Award

The Authorized Organization Representative should carefully read the federal award package before accepting the federal award. The federal award package includes instructions on administering the federal award as well as terms and conditions for the award.

By submitting an application, applicants agree to comply with the prerequisites stated in this NOFO and the material terms and conditions of the federal award, should they receive an award.

FEMA will provide the federal award package to the applicant electronically via FEMA GO. Award packages include an Award Letter, Summary Award Memo, Agreement Articles, and Obligating Document. An award package notification email is sent via the grant application system to the submitting AOR.

Recipients must accept their awards no later than 30 days from the award date. Recipients shall notify FEMA of their intent to accept the award and proceed with work via the FEMA GO system.

Funds will remain on hold until the recipient accepts the award via FEMA GO and all other conditions of the award have been satisfied, or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds.

Note: The award package may contain changes made during the application review process. The recipient will only be responsible for completing the activities listed in the Approved Scope of Work section of the award package.

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

B. Pass-Through Requirements

Standard pass-through requirements in 2 C.F.R. Part 200 apply.

C. Note Regarding Pre-Award Costs

Even if pre-award costs are allowed, beginning performance is at the applicant and/or sub-applicant's own risk.

D. Obligation of Funds

Grant funds are obligated upon the offer of grant award.

E. Notification to Unsuccessful Applicants

FEMA GO will provide all applicants who do not receive an FY 2024 FP&S Program award with a turndown notification.

9. Post-Award Requirements and Administration

A. Administrative and National Policy Requirements**a. *Human Subjects Research***

The information in this section pertains to both FP&S Activity and R&D Activity applications with projects that include human subjects. See [Appendix B – Programmatic Information and Priorities](#) for more information on eligible projects involving human subjects. DHS/FEMA has a responsibility to ensure that mechanisms and procedures are in place to protect the safety of human subjects in DHS/FEMA-supported research. DHS requirements are set forth in [6 C.F.R. Part 46](#). A grant recipient must agree to meet all DHS requirements for projects using human subjects (and ensure any subrecipients or subcontractors meet those requirements) before implementing any work with human subjects.

For the definition of “research” and “human subjects,” please see [Appendix B – Programmatic Information and Priorities](#). If a project involves human subjects, the project must undergo review by an Institutional Review Board (IRB). The IRB must provide an approval or exemption determination. In addition, the DHS Compliance Assurance Program Office (CAPO) must review and concur with the IRB approval or exemption determination. Both IRB approval/exemption and DHS CAPO concurrence must precede any project activities involving human subjects.

b. *R&D Activity – Research Terms and Conditions*

These Research Terms and Conditions implement the requirements of the Uniform Guidance ([2 C.F.R. § 200](#)) issued by the Office of Management and Budget as it applies to research-related grants made by federal awarding agencies to institutions of higher education and nonprofit organizations, and consistent with government-wide research policy.

- **Responsible and Ethical Conduct of Research** - Applicants must have a plan in place to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who will be supported by FP&S Program funds to conduct research. Training plans should comply with federal laws covering the use of humans in research, and establish procedures for investigating and reporting research misconduct, conflicts of interest, and for managing recipient's responsibilities under a federal award consistent with the ethical principles of the Belmont Report. (See the National Research Act, Pub. L. 93-348 and the Federal policy for the Protection of Human Subjects or the “Common Rule,” codified at 6 C.F.R.

Part 46.) Training plans are subject to review, upon request. The recipient shall ensure that these requirements flow down to all subrecipients or are otherwise appropriately addressed in the subaward.

- Academic Technology Transfer and Commercialization of University Research - Any institution of higher education, such as defined in section 101(A) of the Higher Education Act of 1965 (20 U.S.C. § 100(a)), that receives FP&S Program support and has received at least \$25 million in total federal research grants in the most recently completed federal fiscal year shall keep, maintain, and make available upon request information concerning its general approach to and mechanisms for transfer of technology and commercialization of research results.
- Annual Meeting - The recipient agrees to participate in each two-day annual meeting that may take place during the period of performance and should include the primary staff involved with the grant (example: PI and one researcher). The award recipient also agrees to notify and allow participation/attendance by FP&S Program Office staff at key meetings involving grant activities.
- Acknowledgement - For any publication that results from FEMA grant-supported research, the award recipient must include an acknowledgment of FEMA grant support and the grant award number. If the award recipient issues any press releases concerning the outcome of the funded research, FEMA must be notified in advance to allow for coordination.
- Publications - The award recipient agrees to provide full public access to any peer reviewed scholarly publications directly arising from research funded by the Federal Government in whole or in part under this award. This shall be accomplished by the recipient providing FEMA the final published documents no later than twelve months after their initial publication for republication by FEMA, in keeping with FEMA's rights under 2 C.F.R. §200.315(b).

B. DHS Standard Terms and Conditions

A recipient of a federal award under this funding opportunity is required to comply with DHS Standard Terms and Conditions in effect at the time the award is issued. For continuation awards, the terms and conditions for the initial federal award will apply unless otherwise specified in the terms and conditions of the continuation award. The specific version of the DHS Standard Terms and Conditions applicable to the federal award will be in the federal award package. NOTE: While not a requirement in the DHS Standard Terms and Conditions, as a best practice: Entities receiving funds through this program should ensure that cybersecurity is integrated into the design, development, operation, and maintenance of investments that impact information technology (IT) and/ or operational technology (OT) systems.

Ensuring the Protection of Civil Rights

As the Nation works towards achieving the [National Preparedness Goal](#), it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment, and delivery of

core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. Additional information on civil rights provisions is available at <https://www.fema.gov/about/offices/equal-rights/civil-rights>.

C. Financial Reporting Requirements

1. Recipients must report obligations and expenditures through a federal financial report. The Federal Financial Report (FFR) form, also known as Standard Form 425 (SF-425), is available online at: [SF-425 OMB #4040-0014](#). Recipients must file the FFR electronically using FEMA GO.
2. Recipients must submit the FFR *semi-annually* throughout the period of performance (POP) as detailed below:
 - **No later than July 30** (for the period Jan. 1 – June 30)
 - **No later than January 30** (for the period July 1 – Dec. 31)
 - Within 120 days after the end of the Period of Performance
3. The final FFR is due within 120 days after the end of the POP.
4. FEMA may withhold future federal awards and cash payments if the recipient does not submit timely financial reports or the financial reports submitted demonstrate lack of progress or provide insufficient detail.

D. Programmatic Performance Reporting Requirements

1. A Performance Report must be submitted semi-annually throughout the POP.
2. A Performance Report must include:
 - a. A brief narrative of overall project(s) status indicating progress toward project objectives;
 - b. A summary of project expenditures;
 - c. A summary of any products from research activities;
 - d. A description of any potential issues that may affect project completion; and
 - e. Other information specific to the Activities awarded.
3. The Progress Report must be submitted through FEMA GO.
4. Performance Report Due Dates
 - No later than July 30 (for the period Jan. 1 – June 30)
 - No later than January 30 (for the period July 1 – Dec. 31)
 - Within 120 calendar days after the end of the Period of Performance

E. Closeout Reporting Requirements

Within 120 days after the end of the period of performance, or after an amendment has been issued to close out a federal award, recipients must submit the following:

1. The final request for payment, if applicable.
2. The final FFR.
3. The final progress report detailing all accomplishments.
4. A qualitative narrative summary of the impact of those accomplishments throughout the period of performance.

5. Other documents required by this NOFO, terms and conditions of the federal award, or other DHS Component guidance.

If the final FFR and performance report periods coincide with the end of the period of performance, FEMA has discretion under 2 C.F.R. Part 200 to waive the last quarterly/semiannual/annual reports and only require the final FFR and performance report for closeout purposes. The recipient is responsible for returning any balances of unobligated or unliquidated funds that have been drawn down that are not authorized to be retained per [2 C.F.R. § 200.344\(d\)](#).

After FEMA approves these reports, it will issue a closeout notice. The notice will indicate the period of performance as closed, list any remaining funds to be de-obligated, and address the record maintenance requirement. Unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in [2 C.F.R. § 200.334](#), this maintenance requirement is three years from the date of the final FFR.

Also, pass-through entities are responsible for closing out those subawards as described in [2 C.F.R. § 200.344](#); subrecipients are still required to submit closeout materials within 90 calendar days of the subaward period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions in time for the recipient to submit all necessary documentation and information to FEMA during the closeout of their prime award. The recipient is responsible for returning any balances of unobligated or unliquidated funds that have been drawn down that are not authorized to be retained per [2 C.F.R. § 200.344\(e\)](#).

Administrative Closeout

Administrative closeout is a mechanism for FEMA to unilaterally execute closeout of an award. FEMA will use available award information in lieu of final recipient reports, per [2 C.F.R. § 200.344\(h\)-\(i\)](#). It is an activity of last resort, and if FEMA administratively closes an award, this may negatively impact a recipient's ability to obtain future funding.

Additional Reporting Requirements

As part of the closeout report, R&D Activity recipients must provide a minimum of ten (10) pages that emphasize results derived from the funded project. The format for this document should include the following sections:

- Describe the purpose of the research and the relevance of the results and products to the safety, health, or well-being of firefighters.
- List the specific aims of the research project. After each aim provide the following:
 - Describe the study design;
 - Describe the procedures/measures to achieve the aim;
 - Mention any deviation from the original grant aims or methods; and

- State the main outcome for each aim.
- Discuss the general outcome(s) of the entire project.
- Discuss implications for policy, practice, safety, health, or well-being of firefighters from completion of the project.
- State the highlights of dissemination activities completed or in process

F. Disclosing Information per 2 C.F.R. § 180.335

Before entering into a federal award, the applicant must notify FEMA if it knows that the applicant or any of the principals (as defined at [2 C.F.R. § 180.995](#)) for the federal award:

1. Are presently excluded or disqualified;
2. Have been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
3. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses listed in § 180.800(a); or
4. Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

This is requirement is fully described in [2 C.F.R. §180.335](#).

Additionally, [2 C.F.R. § 180.350](#) requires recipients to provide immediate notice to FEMA at any time after entering a federal award if:

1. The recipient learns that either it failed to earlier disclose information as required by 2 C.F.R. § 180.335;
2. Due to changed circumstances, the applicant or any of the principals for the federal award now meet the criteria at 2 C.F.R. § 180.335 listed above.

G. Reporting of Matters Related to Recipient Integrity and Performance

[Appendix XII to 2 C.F.R. Part 200](#) states the terms and conditions for recipient integrity and performance matters used for this funding opportunity.

If the total value of all active federal grants, cooperative agreements, and procurement contracts for a recipient exceeds \$10,000,000 at any time during the period of performance:

1. The recipient must maintain the currency of information reported in SAM.gov about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII;
2. The required reporting frequency is described in paragraph 4 of Appendix XII.

H. Single Audit Report

A recipient expending \$1,000,000 or more in federal awards (as defined by [2 C.F.R. § 200.1](#)) during its fiscal year must undergo an audit. This may be either a single audit complying with [2 C.F.R. § 200.514](#) or a program-specific audit complying with [2 C.F.R. §§ 200.501](#) and [200.507](#).

Audits must follow [2 C.F.R. Part 200, Subpart F](#), 2 C.F.R. § 200.501, and the U.S. Government Accountability Office (GAO) [Generally Accepted Government Auditing Standards](#).

I. Monitoring and Oversight

Per [2 C.F.R. § 200.337](#), DHS and its authorized representatives have the right of access to any records of the recipient or subrecipient pertinent to a Federal award to perform audits, site visits, and any other official use. The right also includes timely and reasonable access to the recipient's or subrecipient's personnel for the purpose of interview and discussion related to such documents or the Federal award in general.

Pursuant to this right and per [2 C.F.R. § 200.329](#), DHS may conduct desk reviews and make site visits to review and evaluate project accomplishments and management control systems as well as provide any required technical assistance. Recipients and subrecipients must respond in a timely and accurate manner to DHS requests for information relating to a federal award.

J. Program Evaluation

Federal agencies are required to structure NOFOs that incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting agency priority goal(s) and program outcomes. [OMB Memorandum M-21-27](#), Evidence-Based Policymaking: Learning Agendas and Annual Evaluation Plans, implementing [Title I of the Foundations for Evidence-Based Policymaking Act of 2018, Pub. L. No. 115-435 \(2019\)](#) (Evidence Act), urges federal awarding agencies to use program evaluation as a critical tool to learn, improve delivery, and elevate program service and delivery across the program lifecycle. Evaluation means "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency." Evidence Act, § 101 (codified at 5 U.S.C. § 311).

As such, recipients and subrecipients are required to participate in a Program Office (PO) or a DHS Component-led evaluation, if selected. This may be carried out by a third-party on behalf of the PO or the DHS Component. Such an evaluation may involve information collections including but not limited to, records of the recipients; surveys, interviews, or discussions with individuals who benefit from the federal award, program operating personnel, and award recipients; and site visits or other observation of recipient activities, as specified in a DHS Component or PO-approved evaluation plan. More details about evaluation requirements may be provided in the federal award, if available at that time, or following the award as evaluation requirements are finalized. Evaluation costs incurred during the period of performance are allowable costs (either as direct or indirect) in accordance with [2 C.F.R. § 200.413](#). Recipients and subrecipients are also encouraged, but not required, to participate in any additional evaluations after the period of performance ends, although any costs incurred to participate in such evaluations are not allowable and may not be charged to the federal award.

K. Additional Performance Reporting Requirements

Not applicable.

10. Other Information

A. Period of Performance Extension

Extensions to the period of performance (POP) for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests via FEMA GO and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with the FEMA Fire Program Specialist or Program Analyst as needed when preparing an extension request. Recipients should request extensions sparingly and only under exceptional circumstances. Approval is not guaranteed. R&D Activity grants with a four-year POP are not expected to need an extension.

All extension requests must address the following:

- a. The grant program, fiscal year, and award number;
- b. Reason for the delay –including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline;
- c. Current status of the activity(ies);
- d. Approved POP termination date and new project completion date;
- e. Amount of funds drawn down to date;
- f. Remaining available funds, both federal and, if applicable, non-federal;
- g. Budget outlining how remaining federal and, if applicable, non-federal funds will be expended;
- h. Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and
- i. Certification that the activity(ies) will be completed within the extended POP without any modification to the original statement of work, as described in the original statement of work and as approved by FEMA.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the recipient or subrecipient with vendors prevent completion of the project, including delivery of equipment or services, within the existing POP;
- The project must undergo a complex environmental review that cannot be completed within the existing POP;
- Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
- Where other special or extenuating circumstances exist.

Recipients should submit all proposed extension requests to FEMA for review and approval at least 60 days prior to the end of the POP to allow sufficient processing time. The review process can take up to 30 calendar days or longer. Recipients should factor this review period into the timing of when to submit a request for an extension. Extensions are typically granted for no more than a six-month period.

B. Other Information

a. *Environmental Planning and Historic Preservation (EHP) Compliance*

FEMA is required to consider effects of its actions on the environment and historic properties to ensure that activities, grants and programs funded by FEMA, comply with federal EHP laws, Executive Orders, regulations, and policies.

Recipients and subrecipients proposing projects with the potential to impact the environment or cultural resources, such as the modification or renovation of existing buildings, structures, and facilities, and/or new construction and/or replacement of buildings, structures, and facilities, must participate in the FEMA EHP review process. This includes conducting early engagement to help identify EHP resources, such as threatened or endangered species or historic properties; submitting a detailed project description with supporting documentation to determine whether the proposed project has the potential to impact EHP resources; and, identifying mitigation measures and/or alternative courses of action that may lessen impacts to those resources.

FEMA is sometimes required to consult with other regulatory agencies and the public in order to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies. FEMA may recommend mitigation measures and/or alternative courses of action to lessen impacts to EHP resources and bring the project into EHP compliance.

EHP guidance is found at [Environmental Planning and Historic Preservation](#). The site contains links to documents identifying agency EHP responsibilities and program requirements, such as implementation of the National Environmental Policy Act and other EHP laws, regulations, and Executive Orders. DHS and FEMA EHP policy is also found in the [EHP Directive & Instruction](#).

All FEMA actions, including grants, must comply with National Flood Insurance Program (NFIP) criteria or any more restrictive federal, state, or local floodplain management standards or building code ([44 C.F.R. § 9.11\(d\)\(6\)](#)). For actions located within or that may affect a floodplain or wetland, the following alternatives must be considered: a) no action; b) alternative locations; and c) alternative actions, including alternative actions that use natural features or nature-based solutions. Where possible, natural features and nature-based solutions shall be used. If not practicable as an alternative on their own, natural features and nature-based solutions may be incorporated into actions as minimization measures.

The GPD EHP screening form is located at https://www.fema.gov/sites/default/files/documents/fema_ehp-screening_form_ff-207-fy-21-100_5-26-2021.pdf.

b. Procurement Integrity

When purchasing under a FEMA award, recipients and subrecipients must comply with the federal procurement standards in [2 C.F.R. §§ 200.317 – 200.327](#). To assist with determining whether an action is a procurement or instead a subaward, please consult [2 C.F.R. § 200.331](#).

For detailed guidance on the federal procurement standards, recipients and subrecipients should refer to various materials issued by FEMA's Procurement Disaster Assistance Team (PDAT), such as the [PDAT Manual](#) and [Contract Provisions Guide](#). Additional resources, including an

upcoming trainings schedule can be found on the PDAT Website:
<https://www.fema.gov/grants/procurement>.

Under [2 C.F.R. § 200.317](#), when procuring property and services under a federal award, states (including territories) and Tribal Nations must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states and Tribal Nations must now follow [200.322](#) regarding domestic preferences for Procurements and [2 C.F.R. § 200.327](#) regarding required contract provisions.

Local government and nonprofit recipients or subrecipients must have and use their own documented procurement procedures that reflect applicable state, local, Tribal Nation, and territorial (SLTT) laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200.

1. Important Changes to Procurement Standards in 2 C.F.R. Part 200

On April 22, 2024, OMB updated various parts of Title 2 of the Code of Federal Regulations, among them the procurement standards. These revisions apply to all FEMA awards with a federal award date or disaster declaration date on or after October 1, 2024, unless specified otherwise. The changes include updates to the federal procurement standards, which govern how FEMA award recipients and subrecipients must purchase under a FEMA award.

More information on OMB's revisions to the federal procurement standards can be found in [Purchasing Under a FEMA Award: 2024 OMB Revisions Fact Sheet](#).

2. Competition and Conflicts of Interest

[2 C.F.R. § 200.319\(b\)](#), applicable to local government and nonprofit recipients or subrecipients, requires that contractors that develop or draft specifications, requirements statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a recipient or subrecipient develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the recipient or subrecipient.

Under this prohibition, unless the recipient or subrecipient solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with [2 C.F.R. §§ 200.317 – 200.327](#), federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

In addition to organizational conflicts of interest, situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;

- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Under [2 C.F.R. § 200.318\(c\)\(1\)](#), local government and nonprofit recipients or subrecipients are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the recipient or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the recipient or subrecipient may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The recipient’s or subrecipient’s standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.**

Under [2 C.F.R. 200.318\(c\)\(2\)](#), if the local government and nonprofit recipient or subrecipient has a parent, affiliate, or subsidiary organization that is not a SLTT government, the recipient or subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the recipient or subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The recipient or subrecipient must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

3. Supply Schedules and Purchasing Programs

Generally, a recipient or subrecipient may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

Information about GSA programs for states, Tribal Nations, local governments, and their instrumentalities, can be found at [Help for state, local, and tribal governments to make MAS buys | GSA](#) and [Purchasing Resources and Support for State and Local Governments](#).

4. Procurement Documentation

Per [2 C.F.R. § 200.318\(i\)](#), local government and nonprofit recipients or subrecipients are required to maintain and retain records sufficient to detail the history of procurement covering at

least the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. States and Tribal Nations are reminded that in order for any cost to be allowable, it must be adequately documented per [2 C.F.R. § 200.403\(g\)](#).

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.
- Additional information on required procurement records can be found on pages 24-26 of the [PDAT Field Manual](#).

c. Financial Assistance Programs for Infrastructure

1. Build America, Buy America Act

Recipients and subrecipients must comply with FEMA's implementation requirements of the Build America, Buy America Act (BABAA), which was enacted as part of the [Infrastructure Investment and Jobs Act §§ 70901-70927, Pub. L. No. 117-58 \(2021\)](#); and [Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers](#). See also [2 C.F.R. Part 184, Buy America Preferences for Infrastructure Projects](#).

None of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

To see whether a particular FEMA federal financial assistance program is considered an infrastructure program and thus required to implement FEMA's Build America, Buy America requirements, please see [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#).

2. Waivers

When necessary, recipients (and subrecipients through their pass-through entity) may apply for, and FEMA may grant, a waiver from these requirements.

A waiver of the domestic content procurement preference may be granted by the agency awarding official if FEMA determines that:

- Applying the domestic content procurement preference would be inconsistent with the public interest, or
- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality, or
- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25%.

The process for requesting a waiver from the Buy America preference requirements can be found on FEMA's website at: ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov](#).

3. Definitions

For definitions of the key terms of the Build America, Buy America Act, please visit [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#).

d. Mandatory Disclosures

The non-Federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. ([2 C.F.R. § 200.113](#))

e. Termination Provisions

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at [2 C.F.R. §§ 200.344-200.345](#) even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to [2 C.F.R. § 200.340](#) for additional information on termination regarding subawards. Either party will provide written notice of intent to terminate to the other party no less than 30 days prior to the effective date of the termination.

1. Noncompliance

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. Any action to terminate based on noncompliance will follow the requirements of [2 C.F.R. §§ 200.341-200.342](#).

2. With the Consent of the Recipient

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

3. Notification by the Recipient

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of [2 C.F.R. §§ 200.341-200.342](#) in deciding to fully terminate the award.

4. Change in Program Goals or Agency Priorities

Pursuant to the terms and conditions of the award and to the extent authorized by law, FEMA may terminate the award if it no longer effectuates the program goals or agency priorities.

f. Disability Integration

Pursuant to [Section 504 of the Rehabilitation Act of 1973](#), recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against qualified individuals with disabilities.

g. Record Retention

1. Record Retention Period

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a federal award generally must be maintained for at least three years from the date the final FFR is submitted. *See* [2 C.F.R. § 200.334](#). Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period **may be longer than three years or have a different start date** in certain cases.

2. Types of Records to Retain

FEMA requires that recipients and subrecipients maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions

- Purchase orders
- Contracts
- Invoices
- Canceled checks

h. Actions to Address Noncompliance

Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per [2 C.F.R. §§ 200.208](#) and [200.339](#). FEMA may place a hold on funds until the matter is corrected, or additional information is provided per [2 C.F.R. § 200.339](#), or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to [44 C.F.R. Parts 7](#) and [19](#) or other applicable regulations.

If the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA may take other remedies allowed under [2 C.F.R. § 200.339](#).

i. Audits

FEMA grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award.

11. Appendix A – FY 2024 FP&S Program Updates

Appendix A contains a brief list of changes between FY 2023 and FY 2024 to the FP&S Program. Changes to the FY 2024 FP&S Program NOFO include:

- Under Section 3.E - Performance Measures and Targets
 - Added a performance measure for Wildfire Risk Reduction: Percent of target population receiving an intervention.
- Under Section 4.D - Program-Specific Documents and Information
 - Clarified that the Appendix is limited to 35 pages per project.
- Under Section 7.G.b.1. - Fire Service Panel Evaluation Criteria
 - Clarified the Potential Impact Criteria. Applicants should discuss the potential impact of the research outcome/product on firefighters. Applicants should discuss who will benefit directly from the research outcome/product i.e., the entire fire service or specific portions (career, volunteer, structural, wildland, fire investigators, etc.) The

discussion should be supported by describing the specific type(s) of impact to the safety, health, or well-being of the identified group from use of the results in practice.

- Under Section 7.G.b.2 - Science Panel Evaluation Criteria
 - Added that the roles and responsibilities of the entire research team must be described, including the relevant sub-contractors and sub-awardees involved in the project, under the Project Methods Criteria. Added that applicants should provide supporting information for the research team in the Appendix, including bio sketches and budget information.
- Under Appendix B.a – FP&S Activity Overview
 - Renamed the Fire and Arson Investigation Category to Origin and Cause Investigation Category.
 - Added cancer screenings and behavioral and mental health as examples of other eligible projects under the Origin and Cause Investigation Category.
 - Removed National Strategic Projects under the National/State/Regional Programs and Projects Category.
 - Clarified that costs for firefighter salary/overtime for fire suppression and operational activities are ineligible.
- Under Appendix B.c - R&D Activity Project Eligibility Information
 - Removed Database System Development as an R&D Activity Category. Clarified descriptions of the Preliminary Studies and Early Career Investigator Categories.

12. Appendix B – Programmatic Information and Priorities

Appendix B contains details on FP&S Program information and priorities. Reviewing this information may help applicants make their application(s) more competitive.

A. Supporting Definitions for this NOFO

Authority Having Jurisdiction (AHJ) is that person or office charged with enforcing the NFPA codes (Per NFPA101-2015 Edition: Life Safety Code).

Career Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters.

Combination Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has paid firefighting personnel and volunteer firefighting personnel. FEMA considers a fire department with firefighting personnel paid a stipend on a per-event basis, or paid on-call, to be a combination fire department.

Human Subject means a living individual about whom an investigator (whether professional or student) conducting research:

1. obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or,
2. obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens.

Human subjects are the living participants involved in the testing of some object, measurement of physiologic or biologic process, providing an opinion about behavior, identifying personal behaviors, or participating in an intervention, either as a test or control person. Human subjects may be a healthy individual or a clinical patient.

Interest Organizations are national, regional, state, local, Tribal Nation and non-profit entities that are recognized for their experience and expertise in fire prevention and safety programs.

Fire Department is an agency or organization that has a formally recognized arrangement with a state, territory, local government, or tribal authority (city, county, parish, fire district, township, town, village or other governing body) to provide fire suppression on a first-due basis to a fixed geographical area. Fire departments may be comprised of members who are volunteer, career, or a combination of volunteer and career.

Primary First Due is a geographic area surrounding a fire station in which a company from that station is projected to be first to arrive on the scene of an incident.

Research means a systematic investigation, including development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Research should be conducted in accordance with suitable methodologies set by specific professional fields and academic disciplines. Any research involving human subjects must be reviewed by an IRB (for details see [Section 9.A.a.- Human Subjects Research](#) of this NOFO). Only projects determined by an IRB as exempt from further IRB oversight are eligible for FP&S activity funding under the National/Regional/State Programs and Projects category.

State. as defined in 6 U.S.C. § 101(17), as any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States

Volunteer Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has an all-volunteer force of firefighting personnel.

B. Funding Priorities

a. FP&S Activity Overview

FEMA desires to provide flexibility to applicants to design innovative strategies and/or unique proposals that reach for a higher level of safety for the public with respect to fire and fire-related hazards. All proposals, as part of the vulnerability statement, will be evaluated on how well the applicant demonstrates the understanding of their actual community fire and safety risks. A community risk assessment should be used to document the “risk” as a basis for mitigation. If the applicant has evidence of a community risk, the application should be based on solving the problem that will reduce the risk. A risk analysis should be the foundation of the application.

Category Priorities and Eligible Projects

The following tables list the eligible categories and priorities under the FP&S Activity.

Community Risk Reduction Category

Community Risk Reduction Category - Program Priorities

According to data available to FEMA and the USFA, working smoke alarms and residential sprinklers greatly reduce the risk of fire casualties for the nation's residents. Therefore, under this category there are three distinct, but equal, priorities.

- Smoke Alarm Installations:** Programs that target a specific high-risk population to conduct both door-to-door smoke alarm installations and provide home safety inspections, as part of a comprehensive home fire safety campaign. The comprehensive home fire safety campaign must also include an educational program that is delivered to the occupant at the time of the installation and inspection. Installation may include combination smoke and carbon monoxide alarms.

Further, additional consideration will be given to applicants who incorporate supplies for deaf/hard-of-hearing alarm installations as part of their comprehensive installation and education effort (hardwiring of deaf/hard-of-hearing smoke alarms is eligible).

FEMA, through its FP&S Program, promotes the use of smoke alarms that are powered by non-removable, long-life batteries, and are enclosed within a tamper-resistant housing. Applicants who do not plan on using smoke alarms powered by non-removable, long-life batteries, and are not enclosed within a tamper-resistant housing, must address the rationale for using alternatives.

FEMA requires residential smoke and carbon monoxide detectors to be installed in accordance with the most recent NFPA 72 National Fire Alarm and Signaling Code. For example, 2022 Edition of NFPA 72, Chapter 29, specifically section 29.7.1 for carbon monoxide detectors and section 29.8.1 for smoke detectors.

- Sprinkler Awareness:** Programs that include sprinkler awareness that affect the entire community in this effort, such as educating the public about sprinklers, promoting sprinklers, and demonstrating working models of sprinklers. Installation of sprinkler systems is only eligible if proposed as part of a sprinkler demonstration/educational effort.

Fire sprinkler trailers/side by side trailers for the purpose of public education are eligible. 75% of usage must be dedicated to public education.

- Risk Assessments:** Community-appropriate comprehensive risk assessments and risk reduction planning. WUI risk assessment projects should be applied for under this category.

Note: Applications that request a risk assessment are precluded from applying for or being awarded additional projects.

Community Risk Reduction - Examples of Other Eligible Projects

- **Smoke Alarms:** Applicants who are unable to meet the above stated funding priority (door-to-door installations and home safety inspections) for this category are still eligible to apply for smoke alarms (or combination smoke and carbon monoxide [CO] alarms). This includes projects that encompass educational components that teach how smoke alarms work to provide early warning in case of a fire, while promoting the installation of smoke alarms and/or inspections to assure that previously installed smoke alarms are operational. Applicants who will not perform installation of the alarms should discuss in their Narrative Statement the methodology for ensuring that the alarms will be properly installed in accordance with the most recent NFPA 72 National Fire Alarm and Signaling Code. For example, 2022 Edition of NFPA 72, Chapter 29, specifically section 29.7.1 for carbon monoxide detectors and section 29.8.1 for smoke detectors. FEMA, through its FP&S Program, promotes the use of smoke alarms that are powered by non-removable, long-life batteries, and are enclosed within a tamper-resistant housing. Applicants who do not plan on using smoke alarms powered by non-removable, long-life batteries, and are not enclosed within a tamper-resistant housing, must address the rationale for using alternatives.
- **Training:** Local or regional projects to educate or train personnel in the area of public education are eligible under this activity.
- **General Prevention/Awareness:** Projects that include general prevention initiatives, including lock-box installation, CO detectors, address markers, cooking range technologies, etc., are eligible under this activity.
- **Public Education:** National or local projects that promote the reduction of injury due to fire or other safety hazards are eligible under this activity. Projects may include burn prevention, media/public relations campaigns, injury prevention, or other community risk reductions that could be justified in the Narrative Statement.

Educational props (educational tools), including fire extinguisher trainers, must be part of a comprehensive and detailed public safety education campaign.

An LED/electronic sign is eligible if it is part of a comprehensive and detailed public safety education campaign. Only one LED/electronic sign is allowed per applicant and 75% of usage must be dedicated to the comprehensive/detailed public education campaign. Additional restrictions apply (for details see [Section 10.B.a- Environmental Planning and Historic Preservation \(EHP\) Compliance](#) of this NOFO).

Eligible items also include escape planning, model homes, and curriculum delivery tools. Projects that will deliver training to the public in the area of automatic external defibrillators (AEDs), Cardio-Pulmonary Resuscitation (CPR), or age-appropriate fire extinguisher training will be considered. However, if the projects are for fire department operational staff, these projects should be requested under the AFG Program.

Community Risk Reduction - Examples of Other Eligible Projects

Fire safety trailers/houses for the purpose of educating the public on the basics of fire behavior and residential fire hazards are eligible and must be submitted under the Public Education Category. 75% of usage must be dedicated public education.

- **Juvenile Fire Setter Prevention Projects:** Projects that are designed to mitigate the instances of fire set by children are eligible under this activity. Projects may have treatment and intervention components. The intervention components should be age appropriate.

Wildfire Risk Reduction

Wildfire Risk Reduction - Program Priority

Education and awareness programs that protect lives, property, and natural resources from fire in the WUI (not forestry), including Community Wildfire Protection Plans (CWPP) or programs supporting fire adapted community initiatives, should be applied for under this activity. Fuel reduction demonstrations, in a targeted location as part of an awareness and education effort, are considered but additional restrictions apply (for details see [Section 10.B.a- Environmental Planning and Historic Preservation \(EHP\) Compliance](#) of this NOFO). Education and awareness programs should apply to the entire community such as educating the public about fire-related WUI risks, promoting fuel reduction, and may include a community Wood Chipper Program and/or External Home Sprinkler Kits.

Note: WUI risk assessment projects should be applied for under the Community Risk Reduction, Risk Assessment Category.

Wildfire Risk Reduction - Examples of Other Eligible Projects

- External Home Sprinkler Kits - only eligible if proposed as part of a WUI education/awareness effort.
- Wood Chipper Programs - only eligible if proposed as part of a WUI education/awareness effort. Wood Chipper Programs may include contract services for fuel reduction or removal (community wood chipper) or renting wood chippers plus salary and benefits for employees with dedicated community wood chipper duties. Wood Chippers may not be purchased through this grant program.

Code Enforcement/Awareness Category

Code Enforcement/Awareness Category - Program Priority

Projects that focus on first time or reinstatement of code adoption and code enforcement, including WUI fire codes for communities with a WUI-wildfire risk. See the [U.S. Fire](#)

[Administration Wildfire and the Wildland Urban Interface \(WUI\) resources](#) for additional information.

- Code Enforcement/Awareness Category - Examples of Other Eligible Projects**
- Assistance for the adoption or awareness of building codes.
 - Support for conducting inspections or pre-planning (including personnel costs, software, supplies, and training assistance).
 - Promotion of code enforcement to improve engineering and/or enacting fire-related ordinances for new construction.

Origin and Cause Investigation Category

Origin and Cause Investigation Category - Program Priority
 Projects that aim to investigate every fire.

- Origin and Cause Investigation - Examples of Other Eligible Projects**
- | | |
|---|--|
| <ul style="list-style-type: none"> • Origin and cause investigation trailers (trailers equipped to conduct/train to conduct fire origin and cause investigations) • Origin and cause investigation equipment (including PPE) • Origin and cause investigator training • Origin and cause-related surveillance equipment | <ul style="list-style-type: none"> • Arson prevention training • Personnel costs • Educational materials • Media equipment • Cancer screenings • Behavioral and/or mental health |
|---|--|

National/State/Regional Programs and Projects Category

National/State/Regional Programs and Projects - Program Priority

Projects should aim to measurably change behavior and decision-making of the target audience. Projects should communicate and disseminate strategies to measurably effect change.

Projects may include, but are not limited to, the following:

- Projects that focus on residential fire issues, such as:
 - Projects that reduce the fire fatality rate;
 - Projects that advance the adoption and awareness of current building codes; and,
 - Projects that focus on first-time or reinstatement of code adoption and code enforcement.
- Projects that focus on firefighter safety, health, and well-being by dissemination and

National/State/Regional Programs and Projects - Program Priority

implementation of programs, policies, or products from previous research studies that used rigorous scientific methods to determine effectiveness.

- Other projects that do not include a research component, such as:
 - Projects that address emerging fire risks associated with battery powered devices ;
 - Projects that promote code enforcement to improve engineering and/or enacting fire-related ordinances for new construction;
 - Projects that address abandoned building issue;
 - Projects that improve occupational factors and injury/illness/disease/death/behavior health.

Projects requiring IRB approval to work with human subjects are not eligible. Projects with an IRB exemption determination may be eligible (for details see [Section 9.A- Human Subjects Research](#) of this NOFO). Unless otherwise directed by the FP&S Program Office, the IRB exemption determination letter and IRB application must be provided at time of application.

Applicants proposing to interface with government databases must explain how the systems will interface or data exchange will occur. The narrative must also explain how this effort will not duplicate existing databases or previously funded efforts.

Ineligible Projects and Items

Applicants must correlate the activities for which funding is requested and the identified problems or issues to be addressed. FEMA will not fund a budget line item if an applicant does not provide sufficient information detailing how it will support FP&S Program objectives. Allowable costs may be limited to reasonable amounts, as determined by FEMA.

The following table describes the projects and items that are **ineligible** under the FP&S Activity:

Ineligible Projects and Items for FP&S Activity

<ul style="list-style-type: none"> • Educational props (e.g., tools that are used in educational or awareness demonstrations) that are not part of a comprehensive educational program, a planned educational effort, or lack description of these elements • Costumes and/or puppets that are not part of a comprehensive educational program • AED, CPR, or fire extinguisher training for operational staff 	<ul style="list-style-type: none"> • Fire suppression or EMS equipment, supplies, and vehicles • Firefighter salary/overtime for fire suppression and operational activities • Fire extinguishers • Firefighting training tools, props or equipment, PPE, fitness equipment, immunizations, or firefighter physicals (NOTE: PPE traditionally worn in fire suppression may also be appropriate for origin and cause investigation when a
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Ineligible Projects and Items for FP&S Activity

<ul style="list-style-type: none"> • Fire hydrants/dry hydrants, supplies, labor, and installation costs • Weather/disaster notification devices (e.g., sirens) • Intruder alerting systems and deployment notification systems • Driver simulator training tools that are not part of a state or national education effort that leads to driver certifications compliant to NFPA 1002 or its equivalent • Sprinkler head caps • Development of administrative documents (e.g., Standard Operating Procedures, manuals) • Live animals • Firearms • Fire extinguisher training for children under 14 years old and adults over the age of 65 • Equipment that is considered entertainment as opposed to educational tools that are part of a comprehensive program • Fire extinguisher training that is not part of a comprehensive prevention/education program • Vehicles (not including tow vehicles, which are limited to \$6,000 per application) • Dollar amount for giveaways (plastic fire helmets, stickers, plastic badges, coloring books, marketing items, etc.) is limited to \$2,500 per project (or \$5,000 for a regional project). The cap does not apply to state or national projects. Safety devices are not considered giveaways (such as potholders) because the intended purpose of the item is to directly reduce risk or prevent injury. • Inflatable bounce houses (this does not include houses with non-inflatable 	<p>risk for reignition exists, and is allowable under the Origin and Cause Investigation Category if justified in the Narrative Statement)</p> <ul style="list-style-type: none"> • Trailers for the purpose of firefighting training/suppression (such as burn trailers or maze trailers) • Installation of sprinkler systems that do not include an educational/demonstration component • Suppression-related training including Firefighter I, Firefighter II, wildland firefighting, training exercises, or drills for suppression or disasters activities • Communication equipment, including portable radios or computer-aided dispatch (CAD) systems • Community projects that include the use of tot finder/child finder, seniors, or pet finder decals • Hydrant poles or markers • Fire-retardant house gel(s) • Alarm system and alarm system installation • Fire safety equipment (e.g., smoke alarms, CO detectors, surge protectors) that does not adhere to a fire service recognized standard (e.g., non-UL, listed, ANSI fire safety equipment) • Equipment that has no intrinsic fire prevention or life safety education application • Command Center Packages on fire safety trailers • Prescribed burns • Fuel reduction equipment, such as purchase of wood chippers • Vegetation removal equipment • Fuel or vegetation removal/reduction on public land • Entertainment: electronics, events, etc.
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Ineligible Projects and Items for FP&S Activity	
<p>floors, commonly used in education programs)</p> <ul style="list-style-type: none"> • Unmanned Aerial Vehicles (UAV), drones, or related costs • Research and development • Creation of new databases • Projects requiring IRB approval to work with human subjects • Code plan review stations • Technology development/building of virtual reality games/simulations • Construction costs, including constructing buildings or making major alterations to a building that changes the profile or footprint of the structure. 	<ul style="list-style-type: none"> • Props (except as required for educational programs) • Robotics • Demonstration tugboats • Evacuation roads • Ballistic vests • Body cameras • Remodeling/renovations to an existing facility is only eligible if limited to minor interior alterations costing less than \$10,000 • Other items or services that do not directly support the FP&S Program objectives • Items/activities intended to be primarily funded under the Assistance to Firefighters Grant (AFG) Program or Staffing to Adequate Fire and Emergency Response (SAFER) Program. Fire departments that wish to carry out internal, local, firefighter safety and well-being projects should apply under the AFG Program.

Regional Project

A regional project is an opportunity for an eligible FP&S Activity organization to act as a host and apply for funding on behalf of itself and any number of other participating FP&S Activity-eligible organizations. Regional activities should achieve cost effectiveness, support regional efficiency and resilience, and have a direct regional or local benefit to more than one local jurisdiction (county, parish, town, township, city, or village). Direct regional or local benefit means that other eligible organizations will receive a portion of the grant awarded funds, will receive items purchased with the grant funds, or share an item purchased with grant funds.

Neither the regional host nor any participating partner is prevented from also applying on behalf of their own organization for any FP&S Activity or R&D Activity project; however, it cannot be for the same item. For example, a department cannot apply for smoke alarms under its own organization and participate in a regional smoke alarm project.

Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU), or equivalent document signed by the host and all participating organizations participating in the award. The MOU must specify the individual and mutual responsibilities of the host and participating partners, the host’s and participants’ level of

involvement in the project(s), the participating partners' EINs, and the proposed distribution of all grant-funded assets or contracted services. Any entity named in the application as benefiting from the award must be an eligible FP&S Program organization and must be a party to the MOU or equivalent document. **Copies of the MOU or equivalent document should be submitted as an attachment in the application.**

b. *R&D Activity Overview*

The goal of the R&D Activity is to reduce firefighter line-of-duty fatalities and injuries through research to improve firefighter safety, health, or well-being. Projects that address the [National Fire Service Research Agenda](#) with respect to firefighter health and safety are strongly encouraged.

c. *R&D Activity Project Eligibility Information*

All proposed projects under the R&D Activity must address the potential for improvement in firefighter safety, health, or well-being both in the short term and long term. Proposed projects must also address the potential for a successful research outcome to be disseminated and implemented in the fire service and reduce firefighter fatalities or injuries. Applicants are strongly encouraged to seek partnerships with the fire service that will support the ongoing project efforts from design through dissemination and implementation.

The following are descriptions of the four R&D Activity categories. These categories are not listed in order of importance. This is not intended to be an all-inclusive list of projects that will be considered. Applicants may also find the abstracts of previously funded R&D Activity projects on the [FP&S Program Website](#).

Clinical Studies

This category includes projects that address behavioral or physiological and medical research activities.

Technology and Product Development

This category includes projects that result in outcomes that can enhance safety and effectiveness of firefighter activities. Projects can develop new technology or adapt existing products and technology to new uses.

Preliminary Studies

This category includes projects that may require information, evidence, experimentation, and study to justify a larger and complete project that can impact firefighter safety, health, or well-being. Preliminary studies may be proposed to obtain enough evidence to justify a future larger study.

Early Career Investigator

This category is defined by the qualifications of the principal investigator (PI) and includes all types of research projects to improve firefighter safety, health, and well-being. This category is reserved for projects led by a PI who received a terminal academic degree (a doctoral level, professional level, or equivalent advanced level research degree) or ended post-graduate training

(such as a post-doctoral fellowship or residency, whichever date is later) within 10 years of the opening date of the application period and who has not been a PI on a previous FP&S Program award. These projects are limited to a maximum \$600,000 federal share.

Special Emphasis Topics

The following considerations are not scored but may be used by application reviewers or by FEMA during technical review prior to making final funding decisions.

- **Mental Health and Well-being**
Projects that address firefighters' concerns with post-traumatic stress, depression, suicide, and related mental health and well-being issues.
- **Occupational Health**
Projects that aim to understand the occupational health of firefighters, such as those that study the impact of chemical exposures on firefighter health, safety, and well-being.
- **Wildland and WUI**
Projects that aim to mitigate the safety and health hazards associated with wildland firefighting.

Ineligible Projects and Items

The following table describes projects and items that are ineligible under the R&D Activity.

R&D Activity Ineligible Projects and Items	
<ul style="list-style-type: none"> • Projects that focus primarily on curriculum development and delivery of education or training materials • A descriptive project about the fire service or any project without reduced firefighter injury or enhanced firefighter safety aims • Projects that emphasize funding for service delivery 	<ul style="list-style-type: none"> • Projects with local emphasis and little or no indication of application to the broader fire service • Applications that include violations of intellectual property • International travel to attend conferences or disseminate results • Projects to purchase stock in any entity

13. Appendix C – Award Administration Information

Appendix C contains detailed information on FP&S Program Award Administration. Reviewing this information may help recipients in the programmatic and financial administration of their award(s).

A. Help FEMA Prevent Fraud, Waste, and Abuse

If applicants or recipients have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, they should contact the DHS Office of Inspector General (OIG) Hotline at (800) 323-8603, by fax at (202) 254-4297, or email HOTLINE@oig.dhs.gov.

B. Grant Writer/Preparation Fees

Fees for grant writers may be included as a pre-award expenditure. For grant writer fees to be eligible as a pre-award expenditure, the services must be competitively sourced, specifically identified, and listed within the “Grant Request Details” section of the application and must satisfy the requirements under 2 C.F.R. § 200.458. FEMA will only consider reimbursements for application preparation, not administration, up to \$1,500 per annum. Grant writer fees must be paid between the 90 days prior to the publication date of this NOFO and up to 30 calendar days after the application period closes. For grant writer fees held either on retainer or subscription basis to be an eligible pre-award cost, the claimed retainer or subscription must have been competitively secured, and the costs are limited to the start of the appropriation period for the underlying award and meet the requirements under 2 C.F.R. § 200.458. Fees payable on a contingency basis are not an eligible expense.

Pursuant to 2 C.F.R. Part 180, recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by the Federal Government from receiving funding under federally-funded grants or contracts. Recipients must verify that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to 2 C.F.R. § 180.300.

Prior to submission of the application, please review all work produced by grant writers or other third parties for accuracy. By submitting the application, applicants are certifying all of the information contained therein is true and an accurate reflection of the organization, and that regardless of the applicant’s intent, the submission of information that is false or misleading may result in actions by FEMA. These actions include but are not limited to the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the DHS OIG.

The following documentation shall be provided to FEMA upon request:

1. A copy of the grant writer’s contract for services;
2. A copy of the invoice or purchase order;
3. A copy of the canceled check (front and back); and
4. Evidence that the services were competitively procured.

Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

Note: FEMA requires that all applicants identify the following as “Application Participants” in the “Contact Information” section of the application: Any individual or organization that assisted 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.

C. Maintenance and Sustainment

The use of FEMA preparedness grant funds for the costs of repairs or replacement, as well as maintenance contracts, warranties, and user fees may be allowable.

Routine upkeep and the supplies, expendables, or one-time use items that support routine upkeep (e.g., gasoline, tire replacement, routine oil changes, monthly inspections, or grounds and facility maintenance) are the responsibility of the recipient and may not be funded with FP&S Program funding.

Generally, when purchasing a maintenance agreement, service contract, or extended warranty for systems or equipment, the period of coverage provided under such a plan may not extend beyond the period of performance of the grant with which the agreement, warranty or contract is purchased.

D. Taxes, Fees, Levies, and Assessments

Taxes, fees, levies, or assessments that the recipient is legally required to pay and are directly related to any eligible FP&S Program acquisition activity may be charged to an FP&S Program award pursuant to 2 C.F.R. § 200.470. These charges shall be identified and enumerated in the FP&S Program application narrative, as well as the “Grant Request Details” section of the acquisition activity.

Any avoidable and unreasonable costs that result from the action or inaction of a recipient (or recipient’s agent) or that prevent that recipient from enjoying any lawful exemption, waiver, or reduction of any tax, fee, levy, or assessment directly related to any eligible FP&S Program acquisition activity, are not chargeable to any FP&S Program award.

Example: Governmental entities and Public Safety Agencies are exempt from some Federal Communications Commission (FCC) fees*, but only if the eligible organization submits an exemption or waiver request to the FCC.

**Government entities are not required to pay FCC regulatory fees. Nonprofit entities (exempt under Section 501 of the Internal Revenue Code) may also be exempt. The FCC requires that any entity claiming exempt status submit, or have on file with the FCC, a valid Internal Revenue Service Determination Letter documenting its nonprofit status or certification from a governmental authority attesting to its exempt status. For more information, please visit [Federal Communications Commission | The United States of America \(fcc.gov\)](https://www.fcc.gov).*

E. Excess Funds

After completing the initial project(s) proposed in the recipient's application, some recipients may have unexpended funds remaining in their budget. These excess funds may result from any combination of under-budget acquisition activities or competitive procurement processes.

An amendment request must be submitted to document the expenditure of excess funds. As a reminder, all costs must be incurred and all goods and services must be delivered or completed within the period of performance in order to be allowable.

F. Payments and Amendments

FP&S Program payment/drawdown requests from state or local government entities will be governed by applicable federal regulations in effect at the time a grant is awarded to the recipient and may be either advances or reimbursements. Recipients should not expend funds until all special conditions listed on the grant award document have been met, including completion of EHP review, and the request for payment in FEMA GO has been approved. Recipients should draw down funds based upon immediate disbursement requirements; however, FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of canceled checks for verification. See, e.g., 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

Advances

Recipients shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and disbursement by the recipient (not to exceed 30 days), and the financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. Part 200. The recipient shall include all applicable source documentation such as invoice(s), purchase orders, contracts, etc., to support the costs associated with the advance FP&S Program payment/drawdown request. EHP review requirements must be met before advanced payments.

Reimbursement

Payment by reimbursement is the preferred method when the requirements to be paid in advance, pursuant to 2 C.F.R. § 200.305, cannot be met. In accordance with U.S. Department of Treasury regulations at 31 C.F.R. Part 205, if applicable, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds. As a prerequisite of FP&S Program approval for reimbursement requests, recipients shall include proof of purchase, in the form of a canceled check or credit card transaction, active SAM.gov registration, and a final invoice(s) in each reimbursement FP&S Program payment/drawdown request.

Rebates

Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with [2 C.F.R. § 200.305](#).

Payment Requests During Closeout

A recipient may only submit reimbursement payment requests up to 120 calendar days after the expiration of the period of performance, during an award's closeout reconciliation per 2 C.F.R. § 200.344. Reimbursement payments are the only eligible type of requests to be submitted after a grant's period of performance has expired. The expenditure must have been obligated and

received during the period of performance of the award. FEMA may request documentation supporting the reimbursement.

Amendments

FEMA may approve FP&S Program award amendments on a case-by-case basis, for the following reasons:

- Extension of the period of performance in order to complete the scope of work;
- Changes to the activity or mission, retroactive approval, closeout issues, and some excess funds requests; and/or,
- Budget changes (adding funds to award/non-closeout deobligation of funds).

FEMA will only consider amendments submitted via FEMA GO. These requests must contain specific and compelling justifications for the requested change. Amendments or changes to the scope of work may require additional EHP review. FEMA strongly encourages recipients to expend grant funds in a timely manner, to be consistent with FP&S Program goals and objectives.

G. Disposition of Grant Funded Equipment

A recipient must use, manage, and dispose of FP&S Program-funded equipment in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. § 200.313. With the exception of state governments, when original or replacement equipment acquired under an FP&S Program award is no longer needed for the original project, program, or other activities currently or previously supported by a federal awarding agency, the recipient must request disposition instructions from FEMA. FEMA strongly recommends contacting the FP&S Program Help Desk prior to the disposition of FP&S Program-funded equipment.

Fiscal Year (FY) 2024 Fire Prevention and Safety (FP&S) Grant

Application ID: EMW-2024-FP-00200

OMB number: 1660-0054, Expiration date: 11/30/2022 [View burden statement](#)

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.

NASHVILLE & DAVIDSON COUNTY, METROPOLITAN GOVERNMENT OF

Information current from SAM.gov as of:	05/04/2025
UEI-EFT:	LGZLHP6ZHM55
DUNS (includes DUNS+4):	078217668
Employer Identification Number (EIN):	620694743
Organization legal name:	NASHVILLE & DAVIDSON COUNTY, METROPOLITAN GOVERNMENT OF
Organization (doing business as) name:	
Mailing address:	P.O. BOX 196300 NASHVILLE, TN 37219-6300
Physical address:	1 PUBLIC SQ NASHVILLE, TN 37201-5007
Is your organization delinquent on any federal debt?	N
SAM.gov registration status:	Active as of 04/24/2025
<input checked="" type="checkbox"/> We have reviewed our bank account information on our SAM.gov profile to ensure it is up to date	

Applicant information

Please provide the following additional information about the department or organization applying for this grant.

Applicant name (i.e., fire department name)

Nashville Fire Department

Main address of location impacted by this grant**Main address 1**

63 Hermitage Ave

Main address 2*Optional***City**

Nashville

State/territory

Tennessee

Zip code

37210

Zip extension

0000

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?

Davidson County

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.

Which activity are you applying for?

Fire Prevention and Safety (FP&S)

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

No

Please enter your FDIN/FDID.

19532

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.

Current Fiscal Year

2025

Fiscal Year	Operating budget
2025	\$212,784,500.00
2024	\$206,465,600.00
2023	\$174,835,300.00

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.

In our budget request for fiscal year 2024-2025, we requested fire investigators, however, this request was not funded.

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?

Yes

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?



tes

No

This fiscal year, are you receiving Federal funding from any other grant program regardless of purpose?

Yes

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?

750000

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

The Nashville Fire Department serves the Metropolitan Government of Davidson County for Nashville, Tennessee covering over 533 square miles, with a growing population of over 750,000 residents and swells to over 1,200,000 through the work personnel with 39 engines, 12 aerial ladder trucks, 4 heavy rescues, 2 HazMat trucks, staffed with up to 4 EMTS and/or Paramedics each as well as 28 ALS ambulances, 15 District Chiefs, and 2 mobile air trucks.

Grant request details



Instructions

If you intend to request funds for an activity, you must answer all of the activity specific questions and specify at least one budget item ([budget object class information](#)). The cost figures you provide do not have to be firm quotes from your vendors, but they should be estimated based on research of current prices (i.e., check with at least two vendors for your estimates). If you do not have these estimates, you can come back and modify this area at any point before you submit your application to DHS. Select grant writer fee when adding an activity if there is a grant-writing fee associated with the preparation of the request. Note that an eligible applicant may submit up to three projects under the FP&S Activity.



Help Guides

FEMA has developed application guidance material available on the FEMA website: [Fire Prevention & Safety Documents](#). The documents are designed to assist applicants with narrative preparation and provide specific criteria used by a panel of peer reviewers when evaluating each application. FEMA encourages applicants to use these documents to prepare their applications.

+ Add activity

Grand total: \$1,001,300.00

Program area: Fire prevention and safety



Activity: Community Risk Reduction

\$297,500.00

✖ [Delete this activity](#)

+ Add a project

Project



Project: Public Education 27' Smart Fire Safety Trailer

\$297,500.00

✖ [Delete this project](#)

▶ **Public Education project questions**

+ Add an item

Cost Items

▶ **Item: 27' Smart Fire Safety Trailer** **\$297,500.00**



Activity: Origin and Cause Investigation

\$703,800.00

[✖ Delete this activity](#)

[+ Add a project](#)

Project

▼
Project: Personnel costs 2 origin and cause investigators for the Nashville Fire Department – Fire Investigations Division.

\$703,800.00

[✖ Delete this project](#)

▼
Personnel costs project questions

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

Project name

2 origin and cause investigators for the Nashville Fire Department – Fire Investigations Division.

Is this a national-level project, with national impact and national dissemination?

Yes

No

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.

Yes

No

Who is the target audience for the planned project?

Children under 14

Adults over 65

Firefighters

People with disabilities (e.g., deaf/hard-of-hearing)

College/university housing

Low-income families/neighborhoods

Geographic Area

Other

What is the estimated size of the target audience?

750000

How was this target audience determined?

Formal Assessment

Informal Assessment

Will Be Conducting Assessment

None of the above

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

This proposal seeks funding to support the hiring of 2 origin and cause investigators for the Nashville Fire Department – Fire Investigations Division. The origin and cause investigators will be dedicated to conducting comprehensive Origin & Cause investigations in Nashville, Davidson County. With this request we will investigate more fire for determinations, improve investigatory reach, and strengthen public safety outcomes throughout our jurisdiction.

Will this project aim to aggressively investigate every fire?

Yes

No

Please explain how this project will assist you in reaching this goal

More investigators will allow us to conduct more origin and cause investigations.

Explain your jurisdiction's training requirements for fire investigation personnel

The Fire Investigations Division requires all investigators become a certified fire and explosion investigator (CFEI) through National Association of Fire Investigators (NAFI). The CFEI certification requires training, education and experience to be able to test for their exam. Every investigator must also get their Peace officer standards and training (P.O.S.T) certification. Fire investigators will attend the Tennessee Fire and Codes Academy 2-week fire investigation course. Fire investigators also attend the National Fire Academy as

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.

During my time at the Nashville Fire Department, I have served as a Fire Inspector, Field Training Officer, and Assistant Fire Marshal.

As a fire inspector my job duties were to ensure new construction and existing structures throughout Nashville, Davidson County were being built or maintained in compliance with the International Fire Code (IFC) and National Fire Protection Association (NFPA)

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.

It is the intent of the Nashville Fire Department to continue delivering and expanding this program beyond the grant period. The requested positions will be integrated into the city's operational framework, with future funding sought through budget request.

The long term-benefit of this program is to ensure more fires are being investigated, improve fire data quality, and guide proactive fire prevention strategies. The Nashville Fire Department is committed to supporting the activities and positions of the Fire Investigations Division after the grant period. We anticipate increased investigative capacity, and improved prosecution rates as part of our ongoing safety mission.

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.

Commitment to Mitigation: Fire Department applicants that can demonstrate their commitment and proactive posture to reducing fire risk will receive higher consideration. 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). Applicants can also demonstrate their commitment to reducing fire risk by applying to implement fire mitigation strategies (code adoption and enforcement) via this application.

The Nashville Fire Department demonstrates a strong and ongoing commitment to fire risk reduction through proactive code enforcement, strategic planning, and community education. As part of its fire mitigation strategy, Nashville Fire Department has adopted and enforces fire codes aligned with the National Fire Protection Association (NFPA), and International Fire Code (IFC).

Nashville Fire Department works closely with the Department of Codes and Building Safety to ensure strict enforcement of adopted fire and building codes. This collaboration supports the enforcement of fire-resistant building materials, and other mitigation measures designed to reduce risk in high-threat areas. NFD is also actively involved in ongoing updates to city ordinances to reflect evolving best practices in fire prevention and mitigation.

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.

- 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 this application, 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 or enforcement of certain codes.

Nashville Fire Department has conducted a comprehensive in-house risk assessment utilizing the National Fire Incident Reporting System (NFIRS) and GIS systems to identify critical vulnerabilities related to fire incidents. This review revealed a significant and growing number of fire incidents resulting in undetermined fire causes, primarily due to insufficient staffing capacity for timely scene response, thorough investigation, and case closure. From July 1, 2023, to June 30, 2024, Nashville Fire Department responded to 3,090 fire incidents, with 185 cases investigated by a team of only four fire investigators at the time. Despite their dedication, the Nashville Fire Department recorded 334 fires as having an undetermined origin and cause, representing a concerning vulnerability in both public safety and criminal accountability. This high

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.

Add two full-time, Origin and Cause fire investigators to the Fire Investigations Division. These personnel will be assigned to support on-duty and after-hours Investigations, including weekends and holidays. They will enhance the department’s capacity to conduct timely origin and cause investigations and reduce undetermined fire causes.

In FY 2023–2024, the department investigated 185 fires but had 334 fires remain classified as “undetermined” due to staffing constraints. The proposed addition of two fire investigators would, significantly reduce the percentage of undetermined fires. Improve scene response times and investigative thoroughness. Increase the department’s ability to identify preventable fire causes, arson cases, and code violations. Project partners include Metro Nashville Police Department, for criminal investigations and prosecution of

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 costumes)~~
- Where human subjects are involved, describe plans for submission to the Institutional Review Board (IRB) (for further guidance and requirements, see the Human Subjects Research section of the NOFO)
- **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 Nashville Fire Investigations goals of this grant will be to improve the effectiveness and timeliness of origin and cause investigations. Reduce the number of undetermined fire incidents through increased staffing. Provide better public safety for the citizens of Nashville and Davidson County. We would like to hire and on board pre certified fire investigators within 60 days of award. These investigators will be assigned with senior investigators to further our on-call time and reduce burnout. The objective will be to decrease undetermined fires by 25% in the first 12 months. Steps to achieving this will include working with Human Resources to on board the origin and cause investigators within 60 days through the established hiring list. Any additional training that is needed from ~~the news hires should be accomplished in 90 days based on class availability and the National Fire Academy availability. We will use~~

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 reduction in undetermined fires will be measured for year over year. We have an established baseline of undetermined fires that will be used. Evaluation of scene turnaround time through case audits and quality assurance reviews will be conducted. The fire investigations division will assign personnel to take the National Fire Academy’s “Demonstrating Your Fire Prevention Programs Worth” class as seats become available.

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.

Investigators will be integrated into an already established investigative office; this will minimize start up and administrative cost. Return on investment to the citizens of Nashville, Davidson County with the additional staffing will provide more fires investigated, providing closure for victims, prosecution of arson cases along with more accurate documentation for NFIRS. Anticipated 25% decrease in undetermined fire causes, improved case turnaround with additional staffing. These improvements provide better public safety for the citizens of Nashville, Davidson County and increase public trust. The cost of fire related losses far exceeds the investment in staffing for origin and cause investigators. Preventing just one arson fire through early intervention or repeat offenders can offset more than the ~~cost of one origin and cause investigators salary. This investment is cost effective, sustainable and critical to advancing fire prevention.~~

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

[+ Add an item](#)

Cost Items



Item: 2 origin and cause investigators - Salary

\$340,000.00

[✕ Delete this item](#)

Name of cost item

2 origin and cause investigators - Salary

Description

Salary

Budget class

Personnel ▼

Year	Quantity	Unit price	Total
1	<input type="text" value="2"/>	<input type="text" value="\$85,000.00"/>	\$170,000.00
2	<input type="text" value="2"/>	<input type="text" value="\$85,000.00"/>	\$170,000.00
TOTAL	4		\$340,000.00



Item: 2 origin and cause investigators - Fringe Benefits

\$126,000.00

[✕ Delete this item](#)

Name of cost item

2 origin and cause investigators - Fringe Benefits

Description

Fringe Benefits

Budget class

Fringe benefits

Year	Quantity	Unit price	Total
1	2	\$31,500.00	\$63,000.00
2	2	\$31,500.00	\$63,000.00
TOTAL	4		\$126,000.00



Item: 2 origin and cause investigators - PPE and Equi...

\$146,000.00

[✕ Delete this item](#)

Name of cost item

2 origin and cause investigators - PPE and Equipment

Description

Equipment including PPE and computer.

Budget class

Equipment ▼

Year	Quantity	Unit price	Total
1	2	\$36,500.00	\$73,000.00
2	2	\$36,500.00	\$73,000.00
TOTAL	4		\$146,000.00



Item: 2 Origin and Cause Investigators - Indirect Cost

\$91,800.00

✘ [Delete this item](#)

Name of cost item

2 Origin and Cause Investigators - Indirect Cost

Description

Indirect Cost - 15% de minimus rate

Budget class

Indirect charges ▼

Year	Quantity	Unit price	Total
1	1	\$45,900.00	\$45,900.00
2	1	\$45,900.00	\$45,900.00
TOTAL	2		\$91,800.00

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

Activity – Project	Number of items	Total cost
Origin and Cause Investigation-Personnel costs 2 origin and cause investigators for the Nashville Fire Department – Fire Investigations Division.	4	\$703,800.00
Community Risk Reduction-Public Education 27' Smart Fire Safety Trailer	1	\$297,500.00
Total	5	\$1,001,300.00

Is your proposed project limited to one or more of the [following activities](#) i : 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

No

Please download the EHP Screening form available at <https://www.iera.gov/media-library/assets/documents/90195>. Once you have been awarded the grant and have accepted the award, please complete and send your screening form and attachments to GPDEHPinfo@fema.dhs.gov.

EHP screening form attachment (optional)

 Upload from your computer

Filename	Date uploaded	File size	Description	Action
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Maximum File Size:
1 GB

Accepted File Types:
.pdf, .doc, .docx, .xls, .xlsx, .jpg

Budget summary

Budget summary

Object class categories	Year 1	Year 2	Total
Personnel	\$170,000.00	\$170,000.00	\$340,000.00
Fringe benefits	\$63,000.00	\$63,000.00	\$126,000.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$370,500.00	\$73,000.00	\$443,500.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total direct charges	\$603,500.00	\$306,000.00	\$909,500.00
Indirect charges	\$45,900.00	\$45,900.00	\$91,800.00
TOTAL	\$649,400.00	\$351,900.00	\$1,001,300.00

Object class categories	Year 1	Year 2	Total
Non-federal resources			
Applicant			\$47,680.96
State			\$0.00
Local			\$0
Other sources			\$0
Remarks		Match from Nashville Fire Department	
Total Federal and Non-federal resources			
Federal resources	\$618,476.19	\$335,142.85	\$953,619.04
Non-federal resources	\$30,923.81	\$16,757.15	\$47,680.96
TOTAL	\$649,400.00	\$351,900.00	\$1,001,300.00
Program income			\$0.00

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?

Yes

No

Secondary point of contact

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.

MR Chad Young Assistant Fire Marshal chad.young@nashville.gov	Primary phone 6154165171 Mobile Fax	Additional phones 6158625230 Work	Edit
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Assurances and certifications

SF-LLL: Disclosure of Lobbying Activities

OMB number: 4040-0013, Expiration date: 02/28/2025 [View burden statement](#)

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. Â§ 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

Review application

[Submit for signature](#)

Please select any of the following links to view or edit a particular section of your application. You may submit your application for signature once your application is complete and without any errors.



This application is ready to submit for signature

Submit this application for final signature to complete the application submission process.



SAM.gov profile

[View/edit](#)

✔	Applicant information	View/edit
✔	Applicant characteristics	View/edit
✔	Operating budget	View/edit
✔	Community description	View/edit
✔	Grant request details	View/edit
✔	Grant request summary	View/edit
✔	Budget summary	View/edit
✔	Assurances and certifications	View/edit
✔	Contact information	View/edit

1. Explain the applicants need for financial assistance –
Would explaining we have asked for additional positions in the budget before qualify?

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

2. This proposal seeks funding to support the hiring of 2 origin and cause investigators for the Nashville Fire Department – Fire Investigations Division. The origin and cause investigators will be dedicated to conducting comprehensive Origin & Cause investigations in Nashville, Davidson County. With this request we will investigate more fire for determinations, improve investigatory reach, and strengthen public safety outcomes throughout our jurisdiction.

For fiscal year 2025 so far, there have been 2,855 fire incidents with 245 of those fires being investigated by certified fire investigators. This places a significant strain on the limited investigative staff. This proposal aims to increase our investigative capacity, reduce the number of undetermined fire causes, and timely, thorough investigations.

Explain your jurisdiction's training requirements for fire investigation personnel

3. The Fire Investigations Division requires all investigators become a certified fire and explosion investigator (CFEI) through National Association of Fire Investigators (NAFI). The CFEI certification requires training, education and experience to be able to test for their exam. Every investigator must also get their Peace officer standards and training (P.O.S.T) certification. Fire investigators will attend the Tennessee Fire and Codes Academy 2-week fire investigation course. Fire investigators also attend the National Fire Academy as applications are accepted. The Division has a MOU with the ATF where we receive additional training provided by the ATF. All fire investigation training follows and complies with NFPA 1033 and NFPA 921.

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.

4. During my time at the Nashville Fire Department, I have served as a Fire Inspector, Field Training Officer, and Assistant Fire Marshal.

As a fire inspector my job duties were to ensure new construction and existing structures throughout Nashville, Davidson County were being built or maintained in compliance with the International Fire Code (IFC) and National Fire Protection Association (NFPA).

I was the first Field Training Officer for the Fire Marshals Office and oversaw the on-boarding of new Inspectors and their training until their release into the field. Additionally, to those duties I was over the Quality Assurance program to ensure Inspections were being completed in compliance with applicable codes.

I am currently the Assistant Fire Marshal over Fire Investigations. During my time we have enhanced the training requirements for new investigators and current investigators. We have successfully gotten every investigator to the level of CFEI through National Association of Fire Investigators certification. All fire investigators have additionally received their Peace officer standards and training (P.O.S.T) certification during my tenure. I have established our first evidence room, with full evidence system tracking to ensure chain of custody is always kept for cases, along with the evidence system I implemented the first records management system for investigations. All these items were put into place within 3 years.

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.

5. It is the intent of the Nashville Fire Department to continue delivering and expanding this program beyond the grant period. The requested positions will be integrated into the city's operational framework, with future funding sought through budget request.

The long term-benefit of this program is to ensure more fires are being investigated, improve fire data quality, and guide proactive fire prevention strategies. The Nashville Fire Department is committed to supporting the activities and positions of the Fire Investigations Division after the grant period. We anticipate increased investigative capacity, and improved prosecution rates as part of our ongoing safety mission.

Commitment to Mitigation: Fire Department applicants that can demonstrate their commitment and proactive posture to reducing fire risk will receive higher consideration. 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). Applicants can also demonstrate their commitment to reducing fire risk by applying to implement fire mitigation strategies (code adoption and enforcement) via this application.

6. The Nashville Fire Department demonstrates a strong and ongoing commitment to fire risk reduction through proactive code enforcement, strategic planning, and community education. As part of its fire mitigation strategy, Nashville Fire Department has adopted and enforces fire codes aligned with the National Fire Protection Association (NFPA), and International Fire Code (IFC).

Nashville Fire Department works closely with the Department of Codes and Building Safety to ensure strict enforcement of adopted fire and building codes. This collaboration supports the enforcement of fire-resistant building materials, and other mitigation measures designed to reduce risk in high-threat areas. NFD is also actively involved in ongoing updates to city ordinances to reflect evolving best practices in fire prevention and mitigation.

The department has incorporated mitigation strategies that align with the Davidson County Multi-Jurisdictional Hazard Mitigation Plan, which is FEMA-approved. This plan outlines risk-reduction goals and actions.

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.**
 - **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.**
7. Nashville Fire Department has conducted a comprehensive in-house risk assessment utilizing the National Fire Incident Reporting System (NFIRS) and GIS systems to identify critical vulnerabilities related to fire incidents. This review revealed a significant and growing number of fire incidents resulting in undetermined fire causes, primarily due to insufficient staffing capacity for timely scene response, thorough investigation, and case closure.

From July 1, 2023, to June 30, 2024, Nashville Fire Department responded to 3,090 fire incidents, with 185 cases investigated by a team of only four fire investigators at the time. Despite their dedication, the Nashville Fire Department recorded 334 fires as having an undetermined origin and cause, representing a concerning vulnerability in both public safety and criminal accountability. This high volume of undetermined cases creates risk by delaying or preventing identification of arson, electrical hazards, code violations, and repeat offenders, if unaddressed, can directly contribute to fire recurrence, civilian injuries, and property loss.

The vulnerability identified is a gap in fire investigative coverage and capacity, leading to delayed or incomplete determinations of fire cause, a decrease in successful criminal prosecution, and a missed opportunity for mitigation or enforcement strategies. This weakness in investigative coverage is magnified by the city’s continued growth and urban density, and historically underserved neighborhoods.

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.**

8. Add two full-time, Origin and Cause fire investigators to the Fire Investigations Division. These personnel will be assigned to support on-duty and after-hours Investigations, including weekends and holidays. They will enhance the department's capacity to conduct timely origin and cause investigations and reduce undetermined fire causes.

In FY 2023–2024, the department investigated 185 fires but had 334 fires remain classified as “undetermined” due to staffing constraints. The proposed addition of two fire investigators would, significantly reduce the percentage of undetermined fires. Improve scene response times and investigative thoroughness. Increase the department's ability to identify preventable fire causes, arson cases, and code violations. Project partners include Metro Nashville Police Department – for criminal investigations and prosecution of arsons. Bureau of Alcohol, Tobacco, Firearms, and explosives (ATF) – The ATF provides and assist with additional training and resources through a mutually agreed Task Force MOU.

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:

9. The Nashville Fire Investigations goals of this grant will be to improve the effectiveness and timeliness of origin and cause investigations. Reduce the number of undetermined fire incidents through increased staffing. Provide better public safety for the citizens of Nashville and Davidson County. We would like to hire and on board pre certified fire investigators within 60 days of award. These investigators

will be assigned with senior investigators to further our on-call time and reduce burnout. The objective will be to decrease undetermined fires by 25% in the first 12 months. Steps to achieving this will include working with Human Resources to onboard the origin and cause investigators within 60 days through the established hiring list. Any additional training that is needed from the news hires should be accomplished in 90 days based on class availability and the National Fire Academy availability. We will use NFIRS and case audits to measure response times, undetermined case rates and investigator productivity. The first 1-2 months will be for hiring and onboarding. The next 3 months will include the investigators working active origin and cause investigations with senior investigators all while receiving any additional training that may be needed. At the 6th month point evaluations will be conducted on new origin and cause investigators to ensure the performance of the staff is effective and on track. Months 7-9 the ongoing of deployment and midyear tracking of investigated fires to ensure the mission of the grant is continuing to track appropriately. Months 10-12 any final project reporting to be completed and analysis of the effectiveness reporting.

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."

10. The reduction in undetermined fires will be measured for year over year. We have an established baseline of undetermined fires that will be used. Evaluation of scene turnaround time through case audits and quality assurance reviews will be conducted. The fire investigations division will assign personnel to take the National Fire Academy's "Demonstrating Your Fire Prevention Programs Worth" class as seats become available.

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.

11. Investigators will be integrated into an already established investigative office; this will minimize start up and administrative cost. Return on investment to the citizens of Nashville, Davidson County with the additional staffing will provide more fires investigated, providing closure for victims, prosecution of arson cases along with more accurate documentation for NFIRS. Anticipated 25% decrease in undetermined fire causes, improved case turnaround with additional staffing. These improvements provide better public safety for the citizens of Nashville, Davidson County and increase public trust. The cost of fire related losses far exceeds the investment in staffing for origin and cause investigators. Preventing just one arson fire through early intervention or repeat offenders can offset more than the cost of one origin and cause investigators salary. This investment is cost effective, sustainable and critical to advancing fire prevention, public safety and accountability within Nashville, Davidson County.

Life Safety Trailer.

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

1. This proposal seeks to acquire a 27' Smart Fire Safety Trailer. This trailer is equipped with interactive features, including a hazard recognition kitchen, smoke filled bedroom simulation, briefing area. This trailer will serve as a mobile training tool to engage and educate the citizens in Nashville, Davidson County. This trailer will support, school programs, community risk reduction initiatives and fire safety demonstrations across the county. The goal of this proposal is to deliver interactive fire safety education and hands on experience to the community. This trailer will be used to improve residents on how to identify common household hazards and respond to emergencies such as kitchen fires, smoke alarms, and evacuation plans. Using GIS data and NFIRs data the trailer will be used to target high-risk populations. This proposal will promote and strengthen the trust of the community with the Nashville Fire Department.

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.

2. During my time at the Nashville Fire Department, I have served as a Fire Inspector, Field Training Officer, and Assistant Fire Marshal.

As a fire inspector my job duties were to ensure new construction and existing structures throughout Nashville, Davidson County were being built or maintained in compliance with the International Fire Code (IFC) and National Fire Protection Association (NFPA).

I was the first Field Training Officer for the Fire Marshals Office and oversaw the on-boarding of new Inspectors and their training until their release into the field. Additionally, to those duties I was over the Quality Assurance program to ensure Inspections were being completed in compliance with applicable codes.

I am currently the Assistant Fire Marshal over Fire Investigations. During my time we have enhanced the training requirements for new investigators and current investigators. We have successfully gotten every investigator to the level of CFEI through National Association of Fire Investigators certification. All fire investigators have additionally received their Peace officer standards and training (P.O.S.T) certification during my tenure. I have established our first evidence room, with full evidence system tracking to ensure chain of custody is always kept for cases, along with the evidence system I implemented the first records management system for investigations. All these items were put into place within 3 years.

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

3. The Nashville Fire Department is committed to ensuring this proposal is long lasting after the grant performance period. This project supports the Nashville Fire Departments focus on proactive fire prevention through education and reducing fire-related injuries and deaths. Through hands-on demonstrations, we aim to increase public understanding of common fire hazards and promote household-level preparedness. The trailer will travel to schools, community events, apartment complexes, and areas with a history of fire incidents. This proposal will align with NFPA 1300 and builds community relations and supports education through Nashville, Davidson County.

Commitment to Mitigation: Fire Department applicants that can demonstrate their commitment and proactive posture to reducing fire risk will receive higher consideration. 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). Applicants can also demonstrate their commitment to reducing fire risk by applying to implement fire mitigation strategies (code adoption and enforcement) via this application.

4. Nashville Fire Department has adopted and enforces fire codes aligned with the National Fire Protection Association (NFPA), and International Fire Code (IFC). We are fully committed to risk reduction through prevention, code enforcement and education. This proposal directly addresses and supports our efforts to mitigate risk by addressing human behaviors. By educating residents in hazard recognition, evacuation planning, and emergency response, we aim to reduce ignition sources, improve early detection, and increase safe evacuation. The trailer will also support juvenile fire setter prevention.

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**
5. Data from GIS and NFIRs show a persistent rate of residential fires, many of these fires occur in neighborhoods with older housing, and higher socioeconomic vulnerability. The specific vulnerability this project addresses is the public’s lack of knowledge about everyday fire hazards and the steps to mitigate them. This is particularly important in communities with language barriers, limited access to resources, or a history of fire-related incidents. Nashville has a wide range of backgrounds and many communities from different parts of the world that need resources to help better educate them in fire safety.

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:

6. The proposed project involves the acquisition of a 27-foot Smart Fire Safety Training. Interactive Kitchen with props including an electric fire extinguisher, smart stove, and simulated 911 phone. Interactive Bedroom with heated and smoking door, electrical outlet hazard simulation, and working smoke detectors. Briefing Room with wall-mounted TV and educational safety media. Control Systems for wireless scenario activation and hazard control. Exterior Generator Package and ramp system for full mobility and independent power access.

The Nashville Fire Department currently lacks a mobile public education trailer capable of delivering, hands-on fire safety instruction in Nashville, Davidson County. This limits our reach to communities without access to in-person fire safety programs, especially children, and non-English speaking. It will also strengthen the department's Community Risk Reduction (CRR) strategy by targeting those with the highest fire risk and least access to fire safety resources.

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:

7. The implantation plan will aim to finalize procurement within the first 2 months. The Nashville Fire Department will aim to take possession of the trailer within 6 months of agreement. After receiving the trailer immediate action will take place to deploy the trailer through Metro Nashville Schools. Ongoing monthly events, safety campaigns and program tracking will be evaluated monthly. The Nashville Fire Department will coordinate with schools, housing authorities, and community partners for deployment. Outreach will be advertised via social media, city bulletins, and public events.

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.”

8. To measure project effectiveness surveys will be administered to participants. Observational evaluations will be used during live demonstrations. Annual reports will include data on total reach, knowledge gain, and risk areas served. The Community Risk Reduction Division will additionally seek to send personnel to National Fire Academy’s “Demonstrating Your Fire Prevention Programs Worth”.

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.

9. The Smart Fire Safety Trailer will provide a high return on investment by preventing residential fires and reducing emergency response burdens. Public education is a proven cost-effective intervention that reduces injuries and fatalities, especially when focused on high-risk populations. The initial investment includes all hazard simulation tools, power systems, and graphics necessary to provide high quality training. Long-term benefits include reduced fire calls, improved safety behaviors, and increased community trust in emergency services.

APPLICATION FOR 2024 Fire Prevention and Safety Grant

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

Signed by:

Chief William Swann
14A844EDCBCF446...

6/13/2025

**Director-Chief
Fire Department**

Date

Certificate Of Completion

Envelope Id: A944E3D0-ECA5-43BE-846F-01C3DBEA9869
Subject: Complete with Docusign: Fire- 2024 Fire Prevention 27-28 App Ready.pdf
Source Envelope:
Document Pages: 92
Certificate Pages: 16
AutoNav: Enabled
Envelopeld Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

Envelope Originator:
Juanita Paulson
730 2nd Ave. South 1st Floor
Nashville, TN 37219
Juanita.Paulsen@nashville.gov
IP Address: 170.190.198.185

Record Tracking

Status: Original
6/25/2025 2:23:44 PM
Security Appliance Status: Connected
Storage Appliance Status: Connected
Holder: Juanita Paulson
Juanita.Paulsen@nashville.gov
Pool: StateLocal
Pool: Metropolitan Government of Nashville and Davidson County
Location: DocuSign
Location: Docusign

Signer Events

Bethany Nunley
Bethany.Nunley@nashville.gov
Security Level: Email, Account Authentication (None)

Signature

BN

Signature Adoption: Pre-selected Style
Using IP Address: 92.119.19.174
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Timestamp

Sent: 6/25/2025 2:33:36 PM
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Signed: 6/25/2025 4:24:24 PM

Electronic Record and Signature Disclosure: Not Offered via Docusign

Aaron Pratt
Aaron.Pratt@nashville.gov
Security Level: Email, Account Authentication (None)

AP

Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.190

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Jenneen Reed/mjw
MaryJo.Wiggins@nashville.gov
Security Level: Email, Account Authentication (None)

Jenneen Reed/mjw

Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.185

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Electronic Record and Signature Disclosure: Accepted: 6/27/2025 12:07:55 PM ID: a5c37268-0a90-46df-b314-8a68f4b43d17

Balogun Cobb
balogun.cobb@nashville.gov
Insurance Division Manager
Security Level: Email, Account Authentication (None)

Balogun Cobb

Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.185

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Signed: 6/27/2025 12:34:14 PM

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
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<p>Accepted: 6/27/2025 12:34:06 PM ID: 6a5e36b3-d0ae-4f20-b5b1-f85883d9b56e</p> <p>Nicki Eke nicki.eke@nashville.gov Security Level: Email, Account Authentication (None)</p>	<p><i>Nicki Eke</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185</p>	<p>Sent: 6/27/2025 12:34:17 PM Viewed: 6/27/2025 3:11:38 PM Signed: 6/27/2025 3:14:50 PM</p>
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Electronic Record and Signature Disclosure:
Accepted: 6/27/2025 3:11:38 PM
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<p>Kristin Wilson Kristin.Wilson@nashville.gov Security Level: Email, Account Authentication (None)</p>	<p><i>KW</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 2600:1017:b836:b543:10f6:d6c4:ecaf:be87 Signed using mobile</p>	<p>Sent: 6/27/2025 3:14:56 PM Viewed: 6/28/2025 8:09:41 AM Signed: 6/28/2025 8:10:01 AM</p>
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Electronic Record and Signature Disclosure:
Accepted: 6/28/2025 8:09:41 AM
ID: 9e837bf4-4a9f-45f7-b899-6fdf028797b6

<p>Freddie O'Connell:mpw@nashville.gov mpw@nashville.gov Security Level: Email, Account Authentication (None)</p>	<p><i>Freddie O'Connell:mpw@nashville.gov</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185</p>	<p>Sent: 6/28/2025 8:10:04 AM Viewed: 6/30/2025 7:23:41 AM Signed: 6/30/2025 7:23:57 AM</p>
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Electronic Record and Signature Disclosure:
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In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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<p>Angela McElrath Angela.McElrath@nashville.gov Security Level: Email, Account Authentication (None)</p>	<div style="border: 2px solid blue; padding: 5px; text-align: center; color: blue; font-weight: bold; font-size: 1.2em;">COPIED</div>	<p>Sent: 6/30/2025 7:24:00 AM</p>
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Electronic Record and Signature Disclosure:
Accepted: 4/30/2025 8:43:51 AM
ID: a684406f-ff0b-4f19-9a74-4c9ad2fbbbcc

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/25/2025 2:33:36 PM
Certified Delivered	Security Checked	6/30/2025 7:23:41 AM
Signing Complete	Security Checked	6/30/2025 7:23:57 AM
Completed	Security Checked	6/30/2025 7:24:00 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

1. **ACCEPTANCE OF TERMS AND CONDITIONS** These Terms and Conditions govern your ("Subscriber" or "you") use of DocuSign's on-demand electronic signature service (the "Subscription Service"), as accessed either directly through DocuSign.com, DocuSign.net, or through a DocuSign affiliate's web page offering a Service Plan (collectively, the "Site"). By depositing any document into the System (as defined below), you accept these Terms and Conditions (including your corresponding Service Plan, the DocuSign.com Terms of Use, and all policies and guidelines referenced and hereby incorporated into these Terms and Conditions) and any modifications that may be made to the Terms and Conditions from time to time. If you do not agree to these Terms and Conditions, you should not use the Subscription Service or visit or browse the Site. These Terms and Conditions constitute a binding legal agreement between you and DocuSign, Inc. ("DocuSign," "we," "us," and "our"). Please read them carefully and print a copy for your future reference.

2. **MODIFICATION OF TERMS AND CONDITIONS** We reserve the right to modify these Terms and Conditions at any time and in any manner at our sole discretion by: (a) posting a revision on the Site; or (b) sending information regarding the amendment to the email address you provide to us. **YOU ARE RESPONSIBLE FOR REGULARLY REVIEWING THE SITE TO OBTAIN TIMELY NOTICE OF ANY AMENDMENTS. YOU SHALL BE DEEMED TO HAVE ACCEPTED SUCH AMENDMENTS BY CONTINUING TO USE THE SUBSCRIPTION SERVICE FOR MORE THAN 20 DAYS AFTER SUCH AMENDMENTS HAVE BEEN POSTED OR INFORMATION REGARDING SUCH AMENDMENTS HAS BEEN SENT TO YOU.** You agree that we shall not be liable to you or to any third party for any modification of the Terms and Conditions.

3. **DEFINITIONS**

• "Account" means a unique account established by Subscriber to enable its Authorized Users to access and use the Subscription Service.

• "Authorized User" means any employee or agent of Subscriber, identified by a unique email address and user name, who is registered under the Account, provided that no two persons may register, access or use the Subscription Service as the same Authorized User.

• "Contract" refers to a contract, notice, disclosure, or other record or document deposited into the System by Subscriber for processing using the Subscription Service.

• "Envelope" means an electronic record containing one or more eContracts consisting of a single page or a group of pages of data uploaded to the System.

• "Seat" means an active Authorized User listed in the membership of an Account at any one time. No two individuals may log onto or use the Subscription Service as the same Authorized User, but Subscriber may unregister or deactivate Authorized Users and replace them with other Authorized Users without penalty, so long as the number of active Authorized Users registered at any one time is equal to or less than the number of Seats purchased.

• "Service Plan" means the right to access and use the Subscription Service for a specified period in exchange for a periodic fee, subject to the Service Plan restrictions and requirements that are used to describe the selected Service Plan on the Site. Restrictions and requirements may include any or all of the following: (a) number of Seats and/or Envelopes that a Subscriber may use in a month or year for a fee; (b) fee for sent Envelopes in excess of the number of Envelopes allocated to Subscriber under the Service Plan; (c) per-seat or per-user restrictions; (d) the license to use DocuSign software products such as DocuSign Connect Express in connection with the Subscription Service; and (e) per use fees.

• "Specifications" means the technical specifications set forth in the "Subscription Service Specifications" available at <http://docusign.com/company/specifications>.

• "Subscription Service" means DocuSign's on-demand electronic signature service, as updated from time

to time, which provides on-line display, certified delivery, acknowledgement, electronic signature, and storage services for eContracts via the Internet. "System" refers to the software systems and programs, communication and network facilities, and hardware and equipment used by DocuSign or its agents to provide the Subscription Service. "Term" means the period of effectiveness of these Terms and Conditions, as specified in Section 12 below. "Transaction Data" means the metadata associated with an Envelope (such as transaction history, image hash value, method and time of Envelope deletion, sender and recipient names, email addresses and signature IDs) and maintained by DocuSign in order to establish the digital audit trail required by the Subscription Service.

4. SUBSCRIPTION SERVICE During the term of the Service Plan and subject to these Terms and Conditions, Subscriber will have the right to obtain an Account and register its Authorized Users, who may access and use the Subscription Service, and DocuSign will provide the Subscription Service in material conformance with the Specifications. You must be 18 years of age or older to register for an Account and use the Subscription Service. Subscriber's right to use the Subscription Service is limited to its Authorized Users, and Subscriber agrees not to resell or otherwise provide or assist with the provision of the Subscription Service to any third party. In addition, DocuSign's provision of the Subscription Service is conditioned on Subscriber's acknowledgement and agreement to the following: (a) The Subscription Service facilitates the execution of eContracts between the parties to those eContracts. Nothing in these Terms and Conditions may be construed to make DocuSign a party to any eContract processed through the Subscription Service, and DocuSign makes no representation or warranty regarding the transactions sought to be effected by any eContract; (b) Between DocuSign and Subscriber, Subscriber has exclusive control over and responsibility for the content, quality, and format of any eContract. All eContracts stored by DocuSign are maintained in an encrypted form, and DocuSign has no control of or access to their contents; (c) If Subscriber elects to use one or more of the optional features designed to verify the identity of the intended recipient of an eContract that DocuSign makes available to its subscribers ("Authentication Measures"), DocuSign will apply only those Authentication Measures selected by the Subscriber, but makes no representations or warranties about the appropriateness of any Authentication Measure. Further, DocuSign assumes no liability for: (A) the inability or failure by the intended recipient or other party to satisfy the Authentication Measure; or (B) the circumvention by any person (other than DocuSign) of any Authentication Measure; (d) Certain types of agreements and documents may be exempted from electronic signature laws (e.g. wills and agreements pertaining to family law), or may be subject to specific regulations promulgated by various government agencies regarding electronic signatures and electronic records. DocuSign is not responsible or liable to determine whether any particular eContract is subject to an exception to applicable electronic signature laws, or whether it is subject to any particular agency promulgations, or whether it can be legally formed by electronic signatures; (e) DocuSign is not responsible for determining how long any d to be retained or stored under any applicable laws, regulations, or legal or administrative agency processes. Further, DocuSign is not responsible for or liable to produce any of Subscriber's eContracts or other documents to any third parties; (f) Certain consumer protection or similar laws or regulations may impose special requirements with respect to electronic transactions involving one or more "consumers," such as (among others) requirements that the consumer consent to the method of contracting and/or that the consumer be provided with a copy, or access to a copy, of a paper or other non-electronic, written record of the transaction. DocuSign does not and is not responsible to: (A) determine whether any

particular transaction involves a "consumer;" (B) furnish or obtain any such consents or determine if any such consents have been withdrawn; (C) provide any information or disclosures in connection with any attempt to obtain any such consents; (D) provide legal review of, or update or correct any information or disclosures currently or previously given; (E) provide any such copies or access, except as expressly provided in the Specifications for all transactions, consumer or otherwise; or (F) otherwise to comply with any such special requirements; and (g) Subscriber undertakes to determine whether any "consumer" is involved in any eContract presented by Subscriber or its Authorized Users for processing, and, if so, to comply with all requirements imposed by law on such eContracts or their formation. (h) If the domain of the primary email address associated with the Account is owned by an organization and was assigned to Subscriber as an employee, contractor or member of such organization, and that organization wishes to establish a commercial relationship with DocuSign and add the Account to such relationship, then, if Subscriber does not change the email address associated with the Account, the Account may become subject to the commercial relationship between DocuSign and such organization and controlled by such organization.

5. RESPONSIBILITY FOR CONTENT OF COMMUNICATIONS As between Subscriber and DocuSign, Subscriber is solely responsible for the nature and content of all materials, works, data, statements, and other visual, graphical, video, and written or audible communications submitted by any Authorized User or otherwise processed through its Account, the Subscription Service, or under any Service Plan. Accordingly: (a) Subscriber will not use or permit the use of the Subscription Service to send unsolicited mass mailings outside its organization. The term "unsolicited mass mailings" includes all statutory or common definitions or understanding of those terms in the applicable jurisdiction, such as those set forth for "Commercial Electronic Mail Messages" under the U.S. CAN-SPAM Act, as an example only; and (b) Subscriber will not use or permit the use of the Subscription Service: (i) to communicate any message or material that is defamatory, harassing, libelous, threatening, or obscene; (ii) in a way that violates or infringes upon the intellectual property rights or the privacy or publicity rights of any person or entity or that may otherwise be unlawful or give rise to civil or criminal liability (other than contractual liability of the parties under eContracts processed through the Subscription Service); (iii) in any manner that is likely to damage, disable, overburden, or impair the System or the Subscription Service or interfere with the use or enjoyment of the Subscription Service by others; or (iv) in any way that constitutes or encourages conduct that could constitute a criminal offense. DocuSign does not monitor the content processed through the Subscription Service, but in accordance with DMCA (Digital Millennium Copyright Act) safe harbors, it may suspend any use of the Subscription Service, or remove or disable any content that DocuSign reasonably and in good faith believes violates this Agreement or applicable laws or regulations. DocuSign will use commercially reasonable efforts to notify Subscriber prior to any such suspension or disablement, unless DocuSign reasonably believes that: (A) it is prohibited from doing so under applicable law or under legal process, such as court or government administrative agency processes, orders, mandates, and the like; or (B) it is necessary to delay notice in order to prevent imminent harm to the System, Subscription Service, or a third party. Under circumstances where notice is delayed, DocuSign will provide the notice if and when the related restrictions in the previous sentence no longer apply.

6. PRICING AND PER USE PURCHASES The prices, features, and options of the Subscription Service available for an Account depend on the Service Plan selected by Subscriber. Subscriber may also purchase optional services on a periodic or per-use basis. DocuSign may add or change the prices, features or options available with a

Service Plan without notice. Subscriber's usage under a Service Plan is measured based on the actual number of Seats as described in the Service Plan on the Site. Once a per-Seat Service Plan is established, the right of the named Authorized User to access and use the Subscription Service is not transferable; any additional or differently named Authorized Users must purchase per-Seat Service Plans to send Envelopes. Extra seats, users and/or per use fees will be charged as set forth in Subscriber's Service Plan if allowed by such Service Plan. If a Services Plan defines a monthly Envelope Allowance (i.e. # Envelopes per month allowed to be sent), all Envelopes sent in excess of the Envelope Allowance will incur a per-Envelope charge. Any unused Envelope Allowances will expire and not carry over from one billing period to another under a Service Plan. Subscriber's Account will be deemed to have consumed an Envelope at the time the Envelope is sent by Subscriber, regardless of whether Envelopes were received by recipients, or whether recipients have performed any actions upon any eContract in the Envelope. Powerforms are considered Envelopes within an Envelope Allowance Service Plan, and will be deemed consumed at the time they are "clicked" by any end user regardless of whether or not any actions are subsequently performed upon such Envelope. For Service Plans that specify the Envelope Allowance is "Unlimited," Subscriber is allowed to send a reasonable number of Envelopes from the number of Seats purchased. If DocuSign suspects that the number of Envelopes sent from a particular Seat or a group of Seats is abusive and/or unduly burdensome, DocuSign will promptly notify Subscriber, discuss the use-case scenario with Subscriber and any continued monitoring, additional discussions and/or information required to make a final determination on the course of action based on such information. In the event Subscriber exceeds, in DocuSign's sole discretion, reasonable use restrictions under a Service Plan, DocuSign reserves the right to transfer Subscriber into a higher-tier Service Plan without notice. If you misrepresent your eligibility for any Service Plan, you agree to pay us the additional amount you would have been charged under the most favorable pricing structure for which you are eligible. DocuSign may discontinue a Service Plan at any time, and with prior notice to you, may migrate your Account to a similar Service Plan that may carry a different fee. You agree to allow us to charge your credit card for the fees associated with a substitute Service Plan, even if those fees are higher than those you agreed to when you registered your Account. Optional asures, are measured at the time of use, and such charges are specific to the number of units of the service(s) used during the billing period. Optional services subject to periodic charges, such as additional secure storage, are charged on the same periodic basis as the Service Plan fees for the Subscription Service.

7. SUBSCRIBER SUPPORT DocuSign will provide Subscriber support to Subscriber as specified in the Service Plan selected by Subscriber, and that is further detailed on DocuSign's website.

8. STORAGE DocuSign will store eContracts per the terms of the Service Plan selected by Subscriber. For Service Plans that specify the Envelope storage amount is "Unlimited," DocuSign will store an amount of Envelopes that is not abusive and/or unduly burdensome, in DocuSign's sole discretion. Subscriber may retrieve and store copies of eContracts for storage outside of the System at any time during the Term of the Service Plan when Subscriber is in good financial standing under these Terms and Conditions, and may delete or purge eContracts from the System at its own discretion. DocuSign may, at its sole discretion, delete an uncompleted eContract from the System immediately and without notice upon earlier of: (i) expiration of the Envelope (where Subscriber has established an expiration for such Envelope, not to exceed 365 days); or (ii) expiration of the Term. DocuSign assumes no liability or responsibility for a party's failure or inability to electronically sign any eContract within such a period of time. DocuSign may retain Transaction Data for as long as it has a

business purpose to do so. 9. BUSINESS AGREEMENT BENEFITS You may receive or be eligible for certain pricing structures, discounts, features, promotions, and other benefits (collectively, "Benefits") through a business or government Subscriber's agreement with us (a "Business Agreement"). Any and all such Benefits are provided to you solely as a result of the corresponding Business Agreement and such Benefits may be modified or terminated without notice. If you use the Subscription Service where a business or government entity pays your charges or is otherwise liable for the charges, you authorize us to share your account information with that entity and/or its authorized agents. If you are enrolled in a Service Plan or receive certain Benefits tied to a Business Agreement with us, but you are liable for your own charges, then you authorize us to share enough account information with that entity and its authorized agents to verify your continuing eligibility for those Benefits and the Service Plan. 10. FEES AND PAYMENT TERMS The Service Plan rates, charges, and other conditions for use are set forth in the Site. Subscriber will pay DocuSign the applicable charges for the Services Plan as set forth on the Site. If you add more Authorized Users than the number of Seats you purchased, we will add those Authorized Users to your Account and impose additional charges for such additional Seats on an ongoing basis. Charges for pre-paid Service Plans will be billed to Subscriber in advance. Charges for per use purchases and standard Service Plan charges will be billed in arrears. When you register for an Account, you will be required to provide DocuSign with accurate, complete, and current credit card information for a valid credit card that you are authorized to use. You must promptly notify us of any change in your invoicing address or changes related to the credit card used for payment. By completing your registration for the Services Plan, you authorize DocuSign or its agent to bill your credit card the applicable Service Plan charges, any and all applicable taxes, and any other charges you may incur in connection with your use of the Subscription Service, all of which will be charged to your credit card. Each time you use the Subscription Service, or allow or cause the Subscription Service to be used, you reaffirm that we are authorized to charge your credit card. You may terminate your Account and revoke your credit card authorization as set forth in the Term and Termination section of these Terms and Conditions. We will provide you with one invoice in a format we choose, which may change from time to time, for all Subscription Service associated with each Account and any charges of a third party on whose behalf we bill. Payment of all charges is due and will be charged to your credit card upon your receipt of an invoice. Billing cycle end dates may change from time to time. When a billing cycle covers less than or more than a full month, we may make reasonable adjustments and/or prorations. If your Account is a qualified business account and is approved by us in writing for corporate billing, charges will be accumulated, identified by Account identification number, and invoiced on a monthly basis. You agree that we may (at our option) accumulate charges incurred during your monthly billing cycle and submit them as one or more aggregate charges during or at the end of each cycle, and that we may delay obtaining authorization from your credit card issuer until submission of the accumulated charge(s). This means that accumulated charges may appear on the statement you receive from your credit card issuer. If DocuSign does not receive payment from your credit card provider, you agree to pay all amounts due upon demand. DocuSign reserves the right to correct any errors or mistakes that it makes even if it has already requested or received payment. Your credit card issuer's agreement governs your use of your credit card in connection with the Subscription Service, and you must refer to such agreement (not these Terms and Conditions) with respect to your rights and liabilities as a cardholder. You are solely responsible for any and all fees charged to your credit card by the issuer, bank, or financial institution including, but not limited to, membership,

overdraft, insufficient funds, and over the credit limit fees. You agree to notify us about any billing problems or discrepancies within 20 days after they first appear on your invoice. If you do not bring them to our attention within 20 days, you agree that you waive your right to dispute such problems or discrepancies. We may modify the price, content, or nature of the Subscription Service and/or your Service Plan at any time. If we modify any of the foregoing terms, you may cancel your use of the Subscription Service. We may provide notice of any such changes by e-mail, notice to you upon log-in, or by publishing them on the Site. Your payment obligations survive any termination of your use of the Subscription Service before the end of the billing cycle. Any amount not paid when due will be subject to finance charges equal to 1.5% of the unpaid balance per month or the highest rate permitted by applicable usury law, whichever is less, determined and compounded daily from the date due until the date paid. Subscriber will reimburse any costs or expenses (including, but not limited to, reasonable attorneys' fees) incurred by DocuSign to collect any amount that is not paid when due. DocuSign may accept any check or payment in any amount without prejudice to DocuSign's right to recover the balance of the amount due or to pursue any other right or remedy. Amounts due to DocuSign under these Terms and Conditions may not be withheld or offset by Subscriber for any reason against amounts due or asserted to be due to Subscriber from DocuSign. Unless otherwise noted and Conditions are denominated in United States dollars, and Subscriber will pay all such amounts in United States dollars. Other than federal and state net income taxes imposed on DocuSign by the United States, Subscriber will bear all taxes, duties, VAT and other governmental charges (collectively, "taxes") resulting from these Terms and Conditions or transactions conducted in relation to these Terms and Conditions. Subscriber will pay any additional taxes as are necessary to ensure that the net amounts received and retained by DocuSign after all such taxes are paid are equal to the amounts that DocuSign would have been entitled to in accordance with these Terms and Conditions as if the taxes did not exist. 11. **DEPOSITS, SERVICE LIMITS, CREDIT REPORTS, AND RETURN OF BALANCES** You authorize us to ask consumer reporting agencies or trade references to furnish us with employment and credit information, and you consent to our rechecking and reporting personal and/or business payment and credit history if, in our sole discretion, we so choose. If you believe that we have reported inaccurate information about your account to a consumer reporting agency, you may send a written notice describing the specific inaccuracy to the address provided in the Notices section below. For you to use the Subscription Service, we may require a deposit or set a service limit. The deposit will be held as a partial guarantee of payment. It cannot be used by you to pay your invoice or delayed payment. Unless otherwise required by law, deposits may be mixed with other funds and will not earn interest. We reserve the right to increase your deposit if we deem appropriate. You may request that we reevaluate your deposit on an annual basis, which may result in a partial or total refund of the deposit to you or credit to your account. If you default or these Terms and Conditions are terminated, we may, without notice to you, apply any deposit towards payment of any amounts you owe to us. After approximately 90 days following termination of these Terms and Conditions, any remaining deposit or other credit balance in excess of amounts owed will be returned without interest, unless otherwise required by law, to you at your last known address. You agree that any amounts under \$15 will not be refunded to cover our costs of closing your account. If the deposit balance is undeliverable and returned to us, we will hold it for you for one year from the date of return and, during that period, we may charge a service fee against the deposit balance. You hereby grant us a security interest in any deposit we require to secure the performance of your obligations under these Terms and

Conditions. 12. TERM AND TERMINATION The term of these Terms and Conditions for each Account begins on the date you register for an Account and continues for the term specified by the Service Plan you purchase (the "Term"). You may terminate your Account at any time upon 10 days advance written notice to DocuSign following the Notice procedures set forth in these Terms and Conditions. Unless you terminate your Account or you set your Account to not auto renew, your Service Plan will automatically renew at the end of its Term (each a "Renewal Term"), and you authorize us (without notice) to collect the then-applicable fee and any taxes for the renewed Service Plan, using any credit card we have on record for you. Service Plan fees and features may change over time. Your Service Plan for a Renewal Term will be the one we choose as being closest to your Service Plan from the prior Term. For any termination (including when you switch your Account), you will be responsible for payment of all fees and charges through the end of the billing cycle in which termination occurs. If you terminate your annual Service Plan Account within the first 30 days of the Term, you may submit written request to DocuSign following the Notice procedures set forth in these Terms and Conditions, for a full refund of the prepaid fees paid by you to DocuSign. You will be limited to one refund. You agree that termination of an annual Service Plan after the first 30 days will not entitle you to any refund of prepaid fees. You will be in default of these Terms and Conditions if you: (a) fail to pay any amount owed to us or an affiliate of ours or any amount appearing on your invoice; (b) have amounts still owing to us or an affiliate of ours from a prior account; (c) breach any provision of these Terms and Conditions; (d) violate any policy applicable to the Subscription Service; (e) are subject to any proceeding under the Bankruptcy Code or similar laws; or (f) if, in our sole discretion, we believe that your continued use of the Subscription Service presents a threat to the security of other users of the Subscription Service. If you are in default, we may, without notice to you, suspend your Account and use of the Subscription Service, withhold refunds and terminate your Account, in addition to all other remedies available to us. We may require reactivation charges to reactivate your Account after termination or suspension. The following provisions will survive the termination of these Terms and Conditions and your Account: Sections 3, 9-11, and 15-23. 13. SUBSCRIBER WARRANTIES You hereby represent and warrant to DocuSign that: (a) you have all requisite rights and authority to use the Subscription Service under these Terms and Conditions and to grant all applicable rights herein; (b) the performance of your obligations under these Terms and Conditions will not violate, conflict with, or result in a default under any other agreement, including confidentiality agreements between you and third parties; (c) you will use the Subscription Service for lawful purposes only and subject to these Terms and Conditions; (d) you are responsible for all use of the Subscription Service in your Account; (e) you are solely responsible for maintaining the confidentiality of your Account names and password(s); (f) you agree to immediately notify us of any unauthorized use of your Account of which you become aware; (g) you agree that DocuSign will not be liable for any losses incurred as a result of a third party's use of your Account, regardless of whether such use is with or without your knowledge and consent; (h) you will not use the Subscription Service in any manner that could damage, disable, overburden or impair the System, or interfere with another's use of the Subscription Service by others; (i) any information submitted to DocuSign by you is true, accurate, and correct; and (j) you will not attempt to gain unauthorized access to the System or the Subscription Service, other accounts, computer systems, or networks under the control or responsibility of DocuSign through hacking, cracking, password mining, or any other unauthorized means. 14. DOCUSIGN WARRANTIES DocuSign represents and warrants that: (a) the Subscription Service as delivered to Subscriber

and used in accordance with the Specifications will not infringe on any United States patent, copyright or trade secret; (b) the Subscription Service will be performed in accordance with the Specifications in their then-current form at the time of the provision of such Subscription Service; (c) any DocuSign Products that are software shall be free of harmful or illicit code, trapdoors, viruses, or other harmful features; (d) the proper use of the Subscription Service by Subscriber in accordance with the Specifications and applicable law in the formation of an eContract not involving any consumer will be sufficient under the Electronic Signatures in Global and National Commerce Act, 15 U.S.C. Â§Â§ 7001 et seq. (the "ESIGN Act") to ESIGN Act; (e) the proper use of the Subscription Service by Subscriber in accordance with the Specifications and applicable law in the formation of an eContract involving a consumer will be sufficient under the ESIGN Act to support the validity of such formation, to the extent provided in the ESIGN Act, so long as and provided that Subscriber complies with all special requirements for consumer eContracts, including and subject to those referenced in Section 4.(f) and (g) above; and (f) DocuSign has implemented information security policies and safeguards to preserve the security, integrity, and confidentiality of eContracts and to protect against unauthorized access and anticipated threats or hazards thereto, that meet the objectives of the Interagency Guidelines Establishing Standards for Safeguarding Subscriber Information as set forth in Section 501 (b) of the Gramm-Leach-Bliley Act.

15. DISCLAIMER OF WARRANTIES EXCEPT FOR THE REPRESENTATIONS AND WARRANTIES EXPRESSLY PROVIDED IN SECTION 14 OF THESE TERMS AND CONDITIONS, THE SUBSCRIPTION SERVICE AND THE SITE ARE PROVIDED "AS IS," AND DOCUSIGN: (a) MAKES NO ADDITIONAL REPRESENTATION OR WARRANTY OF ANY KIND WHETHER EXPRESS, IMPLIED (EITHER IN FACT OR BY OPERATION OF LAW), OR STATUTORY, AS TO ANY MATTER WHATSOEVER; (b) EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUALITY, ACCURACY, AND TITLE; AND (c) DOES NOT WARRANT THAT THE SUBSCRIPTION SERVICE OR SITE ARE OR WILL BE ERROR-FREE, WILL MEET SUBSCRIBER'S REQUIREMENTS, OR BE TIMELY OR SECURE. SUBSCRIBER WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE RESULTING FROM THE USE OF THE SUBSCRIPTION SERVICE OR SITE. SUBSCRIBER WILL NOT HAVE THE RIGHT TO MAKE OR PASS ON ANY REPRESENTATION OR WARRANTY ON BEHALF OF DOCUSIGN TO ANY THIRD PARTY. USE OF THE SUBSCRIPTION SERVICE AND SITE ARE AT YOUR SOLE RISK. Because some states and jurisdictions do not allow limitations on implied warranties, the above limitation may not apply to you. In that event, such warranties are limited to the minimum warranty period allowed by the applicable law.

16. SUBSCRIBER INDEMNIFICATION OBLIGATIONS You will defend, indemnify, and hold us, our affiliates, officers, directors, employees, suppliers, consultants, and agents harmless from any and all third party claims, liability, damages, and costs (including, but not limited to, attorneys' fees) arising from or related to: (a) your use of the Subscription Service; (b) your violation of these Terms and Conditions; (c) your infringement, or infringement by any other user of your Account, of any intellectual property or other right of any person or entity; or (d) the nature and content of all materials, works, data, statements, and other visual, graphical, written, or audible communications of any nature submitted by any Authorized User of your Account or otherwise processed through your Account.

17. LIMITATIONS OF LIABILITY NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THESE TERMS AND CONDITIONS, DOCUSIGN WILL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE TO SUBSCRIBER

FOR ANY CONSEQUENTIAL, INCIDENTAL, SPECIAL, OR EXEMPLARY DAMAGES ARISING OUT OF OR RELATED TO THE TRANSACTIONS CONTEMPLATED UNDER THESE TERMS AND CONDITIONS, INCLUDING BUT NOT LIMITED TO LOST PROFITS OR LOSS OF BUSINESS, EVEN IF APPRISED OF THE LIKELIHOOD OF SUCH DAMAGES OCCURRING. UNDER NO CIRCUMSTANCES WILL DOCUSIGN'S TOTAL LIABILITY OF ALL KINDS ARISING OUT OF OR RELATED TO THESE TERMS AND CONDITIONS OR SUBSCRIBER'S USE OF THE SUBSCRIPTION SERVICE (INCLUDING BUT NOT LIMITED TO WARRANTY CLAIMS), REGARDLESS OF THE FORUM AND REGARDLESS OF WHETHER ANY ACTION OR CLAIM IS BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE TOTAL AMOUNT PAID BY SUBSCRIBER TO DOCUSIGN UNDER THESE TERMS AND CONDITIONS DURING THE 3 MONTHS PRECEDING THE DATE OF THE ACTION OR CLAIM. EACH PROVISION OF THESE TERMS AND CONDITIONS THAT PROVIDES FOR A LIMITATION OF LIABILITY, DISCLAIMER OF WARRANTIES, OR EXCLUSION OF DAMAGES REPRESENTS AN AGREED ALLOCATION OF THE RISKS OF THESE TERMS AND CONDITIONS BETWEEN THE PARTIES. THIS ALLOCATION IS REFLECTED IN THE PRICING OFFERED BY DOCUSIGN TO SUBSCRIBER AND IS AN ESSENTIAL ELEMENT OF THE BASIS OF THE BARGAIN BETWEEN THE PARTIES. EACH OF THESE PROVISIONS IS SEVERABLE AND INDEPENDENT OF ALL OTHER PROVISIONS OF THESE TERMS AND CONDITIONS, AND EACH OF THESE PROVISIONS WILL APPLY EVEN IF THE WARRANTIES IN THESE TERMS AND CONDITIONS HAVE FAILED OF THEIR ESSENTIAL PURPOSE. Because some states and jurisdictions do not allow limitation of liability in certain instances, portions of the above limitation may not apply to you.

18. CONFIDENTIALITY – "Confidential Information" means any trade secrets or other information of DocuSign, whether of a technical, business, or other nature (including, without limitation, DocuSign software and related information), that is disclosed to or made available to Subscriber. Confidential Information does not include any information that: (a) was known to Subscriber prior to receiving it from DocuSign; (b) is independently developed by Subscriber without use of or reference to any Confidential Information; (c) is acquired by Subscriber from another source without restriction as to use or disclosure; or (d) is or becomes part of the public domain through no fault or action of Subscriber. During and after the Term of these Terms and Conditions, Subscriber will: (i) use the Confidential Information solely for the purpose for which it is provided; (ii) not disclose such Confidential Information to a third party; and (iii) protect such Confidential Information from unauthorized use and disclosure to the same extent (but using no less than a reasonable degree of care) that it protects its own Confidential Information of a similar nature. If Subscriber is required by law to disclose the Confidential Information or the terms of these Terms and Conditions, Subscriber must give prompt written notice of such requirement before such disclosure and assist the DocuSign in obtaining an order protecting the Confidential Information from public disclosure. Subscriber acknowledges that, as between the parties, all Confidential Information it receives from DocuSign, including all copies thereof in Subscriber's possession or control, in any media, is proprietary to and exclusively owned by DocuSign. Nothing in these Terms and Conditions grants Subscriber any right, title, or interest in or to any of the Confidential Information. Subscriber's incorporation of the Confidential Information into any of its own materials shall not render Confidential Information non-confidential. Subscriber acknowledges that any actual or threatened violation of this confidentiality provision may cause

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Envelope Id: 5FA981A7-033B-48A6-BEB0-D2F32728F008
Subject: Complete with Docusign: Fire- 2024 Fire Prevention 27-28 App Ready.pdf
Source Envelope:
Document Pages: 110
Certificate Pages: 15
AutoNav: Enabled
Envelopeld Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

Envelope Originator:
Juanita Paulson
730 2nd Ave. South 1st Floor
Nashville, TN 37219
Juanita.Paulsen@nashville.gov
IP Address: 170.190.198.190

Record Tracking

Status: Original 7/17/2025 1:24:26 PM	Holder: Juanita Paulson Juanita.Paulsen@nashville.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
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Signer Events

Bethany Nunley
Bethany.Nunley@nashville.gov
Security Level: Email, Account Authentication (None)

Signature

Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.185

Timestamp

Sent: 7/17/2025 1:29:04 PM
Viewed: 7/17/2025 1:29:41 PM
Signed: 7/17/2025 1:33:02 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Aaron Pratt
Aaron.Pratt@nashville.gov
Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.185

Sent: 7/17/2025 1:33:05 PM
Viewed: 7/17/2025 2:45:01 PM
Signed: 7/17/2025 2:45:08 PM

Electronic Record and Signature Disclosure:
Accepted: 7/17/2025 2:45:01 PM
ID: 2e5dbd4e-ea30-4a28-8e3e-f9c8567cb706

Jenneen Reed/mjw
MaryJo.Wiggins@nashville.gov
Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style
Using IP Address:
2600:100f:b074:3aa3:bc84:20b7:6530:22a3
Signed using mobile

Sent: 7/17/2025 2:45:12 PM
Viewed: 7/17/2025 2:50:10 PM
Signed: 7/17/2025 2:53:15 PM

Electronic Record and Signature Disclosure:
Accepted: 7/17/2025 2:50:10 PM
ID: a93971fd-851d-4d60-8e74-eee097f73fea

Nicki Eke
nicki.eke@nashville.gov
Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.185

Sent: 7/17/2025 2:53:18 PM
Viewed: 7/18/2025 8:25:15 AM
Signed: 7/18/2025 8:33:18 AM

Signer Events	Signature	Timestamp
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Electronic Record and Signature Disclosure:
Accepted: 7/18/2025 8:25:15 AM
ID: ba0355e4-71f2-42cf-847d-57685d659586

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Karina Valdez
karina.valdez@nashville.gov
Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:
Accepted: 8/12/2022 8:07:55 AM
ID: ec3de7a9-934b-431e-a2e7-878bc56f8182

Sally Palmer
sally.palmer@nashville.gov
Security Level: Email, Account Authentication (None)

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Sent: 7/18/2025 8:33:21 AM
Viewed: 7/18/2025 9:16:49 AM

Electronic Record and Signature Disclosure:
Accepted: 7/17/2025 4:19:27 PM
ID: 676e170e-b20c-432e-8d1a-c23bc63b3dbc

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	7/17/2025 1:29:04 PM
Certified Delivered	Security Checked	7/18/2025 8:25:15 AM
Signing Complete	Security Checked	7/18/2025 8:33:18 AM
Completed	Security Checked	7/18/2025 8:33:21 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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Service Plan without notice. Subscriber's usage under a Service Plan is measured based on the actual number of Seats as described in the Service Plan on the Site. Once a per-Seat Service Plan is established, the right of the named Authorized User to access and use the Subscription Service is not transferable; any additional or differently named Authorized Users must purchase per-Seat Service Plans to send Envelopes. Extra seats, users and/or per use fees will be charged as set forth in Subscriber's Service Plan if allowed by such Service Plan. If a Services Plan defines a monthly Envelope Allowance (i.e. # Envelopes per month allowed to be sent), all Envelopes sent in excess of the Envelope Allowance will incur a per-Envelope charge. Any unused Envelope Allowances will expire and not carry over from one billing period to another under a Service Plan. Subscriber's Account will be deemed to have consumed an Envelope at the time the Envelope is sent by Subscriber, regardless of whether Envelopes were received by recipients, or whether recipients have performed any actions upon any eContract in the Envelope. Powerforms are considered Envelopes within an Envelope Allowance Service Plan, and will be deemed consumed at the time they are "clicked" by any end user regardless of whether or not any actions are subsequently performed upon such Envelope. For Service Plans that specify the Envelope Allowance is "Unlimited," Subscriber is allowed to send a reasonable number of Envelopes from the number of Seats purchased. If DocuSign suspects that the number of Envelopes sent from a particular Seat or a group of Seats is abusive and/or unduly burdensome, DocuSign will promptly notify Subscriber, discuss the use-case scenario with Subscriber and any continued monitoring, additional discussions and/or information required to make a final determination on the course of action based on such information. In the event Subscriber exceeds, in DocuSign's sole discretion, reasonable use restrictions under a Service Plan, DocuSign reserves the right to transfer Subscriber into a higher-tier Service Plan without notice. If you misrepresent your eligibility for any Service Plan, you agree to pay us the additional amount you would have been charged under the most favorable pricing structure for which you are eligible. DocuSign may discontinue a Service Plan at any time, and with prior notice to you, may migrate your Account to a similar Service Plan that may carry a different fee. You agree to allow us to charge your credit card for the fees associated with a substitute Service Plan, even if those fees are higher than those you agreed to when you registered your Account. Optional asures, are measured at the time of use, and such charges are specific to the number of units of the service(s) used during the billing period. Optional services subject to periodic charges, such as additional secure storage, are charged on the same periodic basis as the Service Plan fees for the Subscription Service.

7. SUBSCRIBER SUPPORT DocuSign will provide Subscriber support to Subscriber as specified in the Service Plan selected by Subscriber, and that is further detailed on DocuSign's website.

8. STORAGE DocuSign will store eContracts per the terms of the Service Plan selected by Subscriber. For Service Plans that specify the Envelope storage amount is "Unlimited," DocuSign will store an amount of Envelopes that is not abusive and/or unduly burdensome, in DocuSign's sole discretion. Subscriber may retrieve and store copies of eContracts for storage outside of the System at any time during the Term of the Service Plan when Subscriber is in good financial standing under these Terms and Conditions, and may delete or purge eContracts from the System at its own discretion. DocuSign may, at its sole discretion, delete an uncompleted eContract from the System immediately and without notice upon earlier of: (i) expiration of the Envelope (where Subscriber has established an expiration for such Envelope, not to exceed 365 days); or (ii) expiration of the Term. DocuSign assumes no liability or responsibility for a party's failure or inability to electronically sign any eContract within such a period of time. DocuSign may retain Transaction Data for as long as it has a

business purpose to do so. 9. BUSINESS AGREEMENT BENEFITS You may receive or be eligible for certain pricing structures, discounts, features, promotions, and other benefits (collectively, "Benefits") through a business or government Subscriber's agreement with us (a "Business Agreement"). Any and all such Benefits are provided to you solely as a result of the corresponding Business Agreement and such Benefits may be modified or terminated without notice. If you use the Subscription Service where a business or government entity pays your charges or is otherwise liable for the charges, you authorize us to share your account information with that entity and/or its authorized agents. If you are enrolled in a Service Plan or receive certain Benefits tied to a Business Agreement with us, but you are liable for your own charges, then you authorize us to share enough account information with that entity and its authorized agents to verify your continuing eligibility for those Benefits and the Service Plan. 10. FEES AND PAYMENT TERMS The Service Plan rates, charges, and other conditions for use are set forth in the Site. Subscriber will pay DocuSign the applicable charges for the Services Plan as set forth on the Site. If you add more Authorized Users than the number of Seats you purchased, we will add those Authorized Users to your Account and impose additional charges for such additional Seats on an ongoing basis. Charges for pre-paid Service Plans will be billed to Subscriber in advance. Charges for per use purchases and standard Service Plan charges will be billed in arrears. When you register for an Account, you will be required to provide DocuSign with accurate, complete, and current credit card information for a valid credit card that you are authorized to use. You must promptly notify us of any change in your invoicing address or changes related to the credit card used for payment. By completing your registration for the Services Plan, you authorize DocuSign or its agent to bill your credit card the applicable Service Plan charges, any and all applicable taxes, and any other charges you may incur in connection with your use of the Subscription Service, all of which will be charged to your credit card. Each time you use the Subscription Service, or allow or cause the Subscription Service to be used, you reaffirm that we are authorized to charge your credit card. You may terminate your Account and revoke your credit card authorization as set forth in the Term and Termination section of these Terms and Conditions. We will provide you with one invoice in a format we choose, which may change from time to time, for all Subscription Service associated with each Account and any charges of a third party on whose behalf we bill. Payment of all charges is due and will be charged to your credit card upon your receipt of an invoice. Billing cycle end dates may change from time to time. When a billing cycle covers less than or more than a full month, we may make reasonable adjustments and/or prorations. If your Account is a qualified business account and is approved by us in writing for corporate billing, charges will be accumulated, identified by Account identification number, and invoiced on a monthly basis. You agree that we may (at our option) accumulate charges incurred during your monthly billing cycle and submit them as one or more aggregate charges during or at the end of each cycle, and that we may delay obtaining authorization from your credit card issuer until submission of the accumulated charge(s). This means that accumulated charges may appear on the statement you receive from your credit card issuer. If DocuSign does not receive payment from your credit card provider, you agree to pay all amounts due upon demand. DocuSign reserves the right to correct any errors or mistakes that it makes even if it has already requested or received payment. Your credit card issuer's agreement governs your use of your credit card in connection with the Subscription Service, and you must refer to such agreement (not these Terms and Conditions) with respect to your rights and liabilities as a cardholder. You are solely responsible for any and all fees charged to your credit card by the issuer, bank, or financial institution including, but not limited to, membership,

overdraft, insufficient funds, and over the credit limit fees. You agree to notify us about any billing problems or discrepancies within 20 days after they first appear on your invoice. If you do not bring them to our attention within 20 days, you agree that you waive your right to dispute such problems or discrepancies. We may modify the price, content, or nature of the Subscription Service and/or your Service Plan at any time. If we modify any of the foregoing terms, you may cancel your use of the Subscription Service. We may provide notice of any such changes by e-mail, notice to you upon log-in, or by publishing them on the Site. Your payment obligations survive any termination of your use of the Subscription Service before the end of the billing cycle. Any amount not paid when due will be subject to finance charges equal to 1.5% of the unpaid balance per month or the highest rate permitted by applicable usury law, whichever is less, determined and compounded daily from the date due until the date paid. Subscriber will reimburse any costs or expenses (including, but not limited to, reasonable attorneys' fees) incurred by DocuSign to collect any amount that is not paid when due. DocuSign may accept any check or payment in any amount without prejudice to DocuSign's right to recover the balance of the amount due or to pursue any other right or remedy. Amounts due to DocuSign under these Terms and Conditions may not be withheld or offset by Subscriber for any reason against amounts due or asserted to be due to Subscriber from DocuSign. Unless otherwise noted and Conditions are denominated in United States dollars, and Subscriber will pay all such amounts in United States dollars. Other than federal and state net income taxes imposed on DocuSign by the United States, Subscriber will bear all taxes, duties, VAT and other governmental charges (collectively, "taxes") resulting from these Terms and Conditions or transactions conducted in relation to these Terms and Conditions. Subscriber will pay any additional taxes as are necessary to ensure that the net amounts received and retained by DocuSign after all such taxes are paid are equal to the amounts that DocuSign would have been entitled to in accordance with these Terms and Conditions as if the taxes did not exist. 11. DEPOSITS, SERVICE LIMITS, CREDIT REPORTS, AND RETURN OF BALANCES You authorize us to ask consumer reporting agencies or trade references to furnish us with employment and credit information, and you consent to our rechecking and reporting personal and/or business payment and credit history if, in our sole discretion, we so choose. If you believe that we have reported inaccurate information about your account to a consumer reporting agency, you may send a written notice describing the specific inaccuracy to the address provided in the Notices section below. For you to use the Subscription Service, we may require a deposit or set a service limit. The deposit will be held as a partial guarantee of payment. It cannot be used by you to pay your invoice or delayed payment. Unless otherwise required by law, deposits may be mixed with other funds and will not earn interest. We reserve the right to increase your deposit if we deem appropriate. You may request that we reevaluate your deposit on an annual basis, which may result in a partial or total refund of the deposit to you or credit to your account. If you default or these Terms and Conditions are terminated, we may, without notice to you, apply any deposit towards payment of any amounts you owe to us. After approximately 90 days following termination of these Terms and Conditions, any remaining deposit or other credit balance in excess of amounts owed will be returned without interest, unless otherwise required by law, to you at your last known address. You agree that any amounts under \$15 will not be refunded to cover our costs of closing your account. If the deposit balance is undeliverable and returned to us, we will hold it for you for one year from the date of return and, during that period, we may charge a service fee against the deposit balance. You hereby grant us a security interest in any deposit we require to secure the performance of your obligations under these Terms and

Conditions. 12. TERM AND TERMINATION The term of these Terms and Conditions for each Account begins on the date you register for an Account and continues for the term specified by the Service Plan you purchase (the "Term"). You may terminate your Account at any time upon 10 days advance written notice to DocuSign following the Notice procedures set forth in these Terms and Conditions. Unless you terminate your Account or you set your Account to not auto renew, your Service Plan will automatically renew at the end of its Term (each a "Renewal Term"), and you authorize us (without notice) to collect the then-applicable fee and any taxes for the renewed Service Plan, using any credit card we have on record for you. Service Plan fees and features may change over time. Your Service Plan for a Renewal Term will be the one we choose as being closest to your Service Plan from the prior Term. For any termination (including when you switch your Account), you will be responsible for payment of all fees and charges through the end of the billing cycle in which termination occurs. If you terminate your annual Service Plan Account within the first 30 days of the Term, you may submit written request to DocuSign following the Notice procedures set forth in these Terms and Conditions, for a full refund of the prepaid fees paid by you to DocuSign. You will be limited to one refund. You agree that termination of an annual Service Plan after the first 30 days will not entitle you to any refund of prepaid fees. You will be in default of these Terms and Conditions if you: (a) fail to pay any amount owed to us or an affiliate of ours or any amount appearing on your invoice; (b) have amounts still owing to us or an affiliate of ours from a prior account; (c) breach any provision of these Terms and Conditions; (d) violate any policy applicable to the Subscription Service; (e) are subject to any proceeding under the Bankruptcy Code or similar laws; or (f) if, in our sole discretion, we believe that your continued use of the Subscription Service presents a threat to the security of other users of the Subscription Service. If you are in default, we may, without notice to you, suspend your Account and use of the Subscription Service, withhold refunds and terminate your Account, in addition to all other remedies available to us. We may require reactivation charges to reactivate your Account after termination or suspension. The following provisions will survive the termination of these Terms and Conditions and your Account: Sections 3, 9-11, and 15-23. 13. SUBSCRIBER WARRANTIES You hereby represent and warrant to DocuSign that: (a) you have all requisite rights and authority to use the Subscription Service under these Terms and Conditions and to grant all applicable rights herein; (b) the performance of your obligations under these Terms and Conditions will not violate, conflict with, or result in a default under any other agreement, including confidentiality agreements between you and third parties; (c) you will use the Subscription Service for lawful purposes only and subject to these Terms and Conditions; (d) you are responsible for all use of the Subscription Service in your Account; (e) you are solely responsible for maintaining the confidentiality of your Account names and password(s); (f) you agree to immediately notify us of any unauthorized use of your Account of which you become aware; (g) you agree that DocuSign will not be liable for any losses incurred as a result of a third party's use of your Account, regardless of whether such use is with or without your knowledge and consent; (h) you will not use the Subscription Service in any manner that could damage, disable, overburden or impair the System, or interfere with another's use of the Subscription Service by others; (i) any information submitted to DocuSign by you is true, accurate, and correct; and (j) you will not attempt to gain unauthorized access to the System or the Subscription Service, other accounts, computer systems, or networks under the control or responsibility of DocuSign through hacking, cracking, password mining, or any other unauthorized means. 14. DOCUSIGN WARRANTIES DocuSign represents and warrants that: (a) the Subscription Service as delivered to Subscriber

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