The U.S. Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year (FY) 2018 Presidential Residence Protection Assistance Grant

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/web/grants/register.html. Detailed information regarding DUNS and SAM is also provided in Section D. Application and Submission Information of this NOFO, subsection, Pre-Application Steps.

A. Program Description

Issued By
U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

Catalog of Federal Domestic Assistance (CFDA) Number
97.134

CFDA Title
Presidential Residence Protection Assistance Grant

Notice of Funding Opportunity Title
FY 2018 Presidential Residence Protection Assistance Grant

NOFO Number
DHS-18-GPD-134-00-01

Authorizing Authority for Program
Department of Homeland Security Appropriations Act, 2018 (Pub. L. No. 115-141)

Appropriation Authority for Program
Department of Homeland Security Appropriations Act, 2018 (Pub. L. No. 115-141)

Program Type
New

Program Overview and Objective

Overview
The Fiscal Year (FY) 2018 Presidential Residence Protection Assistance (PRPA) Grant will provide Federal funds to reimburse state and local law enforcement agencies (LEAs) for law enforcement personnel costs incurred while protecting any non-governmental residence of the President that is designated or identified to be secured by the United States Secret Service (USSS) in accordance with Section 534 of the *Department of Homeland Security Appropriations Act, 2018*, which states in part:

> (a) For an additional amount for "Federal Emergency Management Agency—Federal Assistance", $41,000,000, to remain available until September 30, 2019, exclusively for providing reimbursement of extraordinary law enforcement personnel costs for protection activities directly and demonstrably associated with any residence of the President that is designated or identified to be secured by the United States Secret Service.

Objective
The objective of the FY 2018 PRPA Grant is to reimburse extraordinary costs incurred by law enforcement agencies while protecting the president's residences. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, the FY 2018 PRPA Grant supports the goal to Prevent Terrorism and Enhance Security.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the PRPA Grant NOFO: $41,000,000

Period of Performance: 365 Days

Extensions to the period of performance are not allowed, per Pub. L. No. 115-141 § 534(b)(1).

Period of Performance Start Date: October 1, 2017

Period of Performance End Date: September 30, 2018

Funding Instrument: Grant

C. Eligibility Information

Eligible Applicants
Eligible applicants are limited to state and local law enforcement agencies, either directly or through the State Administrative Agency (SAA), that conducted protection activities associated

with any non-governmental residence of the President of the United States designated or identified to be secured by the United States Secret Service.

The SAA may apply on behalf of one or more eligible state or local law enforcement agencies. If the SAA submits an application on behalf of any law enforcement agency, those law enforcement agencies covered under the SAA's application cannot also apply directly to FEMA for funding under this NOFO. Multiple applications may result in a delay in reimbursement and/or an application to be denied funding. Coordination between the SAA and any eligible state or local law enforcement agency is therefore encouraged.

Cost Share or Match
There is no cost share or match requirement for the FY 2018 PRPA Grant.

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov: October 1, 2018

Application Submission Deadline: **November 15, 2018** at 5:00 p.m. Eastern Time

All applications **must** be received by the established deadline. The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of the full application. In general, DHS/FEMA will not review applications that are not received by the deadline or consider them for funding. DHS/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, or other exigent or emergency circumstances.

If there are technical issues, please notify the respective FEMA Headquarters (HQ) Program Analyst before the application deadline. Applicants should contact the Centralized Scheduling and Information Desk (CSID) for FEMA HQ Program Analyst contact information. CSID can be reached by phone at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov, Monday through Friday, 9:00 a.m. – 5:00 p.m. Eastern Time.

Anticipated Award Date: December 31, 2018

Applications will be processed and evaluated in the order they are received, and awards will be made on a rolling basis. Awards may be made as early as October 30, 2018. FEMA anticipates that all awards will be made no later than December 31, 2018.

Address to Request Application Package

Application forms and instructions are available on Grants.gov (hard copies of the NOFO and associated application materials are not available). To access the application package, select "Applicants" then "Apply for Grants" followed by "Get Application Package." Enter the Funding Opportunity Number located on the first page of this NOFO. Select "Apply" and then "Create Workspace." Follow the prompts to download the instructions and begin the application.

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is (800) 462-7585.

Initial applications are processed through the Grants.gov portal. Final applications are completed and submitted through FEMA's Non-Disaster Grants (ND Grants) System.

Content and Form of Application Submission
Applying for an award under this program is a multi-step process. To ensure that an application is submitted on time applicants are advised to start the required steps well in advance of their submission. Failure of an applicant to comply with any of the required steps before the deadline for submitting their application may disqualify their application from funding.

The steps involved in applying for an award under this program are:
Applying for, updating, or verifying their Data Universal Numbering System (DUNS) Number and Employer ID Number (EIN);

1. Updating or verifying their System for Award Management (SAM) Registration;
2. Establishing an Authorized Organizational Representative (AOR) in Grants.gov;
3. Submitting an initial application in Grants.gov; and
4. Submitting the final application in the ND Grants system.

Unique Entity Identifier and System for Award Management (SAM)
All applicants for this award must:

1. Be registered in SAM before submitting its application;
2. Provide a valid DUNS number in its application; and
3. 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 DHS/FEMA.

DHS/FEMA may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and if an applicant has not fully complied with the requirements by the time DHS/FEMA is ready to make a federal award. DHS/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.

Electronic Delivery
DHS/FEMA is participating in the Grants.gov initiative to provide the grant community with a

single site to find and apply for grant funding opportunities. DHS/FEMA requires applicants to submit their initial applications online through Grants.gov and to submit final applications through ND Grants.

How to Register to Apply through Grants.gov

1. *Instructions:* Read the instructions below about registering to apply for DHS/FEMA funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

   The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

   Organizations must have a DUNS Number, active SAM registration, and Grants.gov account to apply for grants.

   If individual applicants are eligible to apply for this grant funding opportunity, refer to https://www.grants.gov/web/grants/applicants/registration.html.

   Organization applicants can find complete instructions here: https://www.grants.gov/web/grants/applicants/organization-registration.html.

2. *Obtain a DUNS Number*: All entities applying for funding, including renewal funding, must have a DUNS number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form. For more detailed instructions for obtaining a DUNS number, refer to https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html.

3. *Register with SAM*: In addition to having a DUNS number, all organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

   For more detailed instructions for registering with SAM, refer to https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html.

4. *Create a Grants.gov Account*: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process.

   For more information, follow the on-screen instructions or refer to https://www.grants.gov/web/grants/applicants/registration.html.

5. *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile.

   For more detailed instructions about creating a profile on Grants.gov, refer to https://www.grants.gov/web/grants/applicants/registration/add-profile.html.

6. *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.
   For more detailed instructions about creating a profile on Grants.gov, refer to https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html.

7. *Track Role Status*: To track your role request, refer to https://www.grants.gov/web/grants/applicants/registration/track-role-status.html.

8. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed, and it is crucial for valid and timely submissions.**

How to Submit an Initial Application to DHS/FEMA via Grants.gov
Grants.gov applicants apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Notice of Funding Opportunity (NOFO), you can create individual instances of a Workspace. **Applicants are encouraged to submit their initial application in Grants.gov at least seven days before the November 15, 2018, application deadline.**

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to:
https://www.grants.gov/web/grants/applicants/workspace-overview.html.

1. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check

for errors before submission.

3. *Adobe Reader*: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS/FEMA forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader. NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html.

4. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

5. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

6. *Submit a Workspace*: An application may be submitted through workspace by clicking the "Sign and Submit" button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least seven days prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

7. *Track a Workspace*: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to https://www.grants.gov/web/grants/applicants/applicant-training.html.

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant for which you are applying.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the DHS/FEMA with tracking your issue and understanding background information on the issue.

Submitting the Final Application in Non-Disaster Grants System (ND Grants)
After submitting the initial application in Grants.gov, eligible applicants will be notified by DHS/FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND

Grants registration at the time of this announcement or the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their application.

In ND Grants applicants will be prompted to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they have all the information required:

- Standard Form 424A, Budget Information (Non-construction);
- Standard Form 424B, Standard Assurances (Non-construction); and
- Standard Form LLL, Disclosure of Lobbying Activities.

In addition to the required forms listed above, the Final Application for the FY 2018 PRPA Grant submitted via ND Grants must include the attachments described in the FY 2018 PRPA Grant-Specific Application Instructions below.

Applicants needing assistance registering for the ND Grants system should contact ndgrants@fema.gov or (800) 865-4076.

Timely Receipt Requirements and Proof of Timely Submission
All applications must be received in ND Grants by **5:00 p.m. Eastern Time on November 15, 2018**. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. The applicant with the AOR role who submitted the application will receive an acknowledgment of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their initial application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov and ND Grants receive your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the systems time to process the application. Applicants needing assistance with the ND Grants system should contact ndgrants@fema.gov.

FY 2018 PRPA Grant – Specific Application Instructions

Application
Only one application (submitted initially via Grants.gov and subsequently via ND Grants), due no later than November 15, 2018, at 5:00 PM Eastern Time, is required for each applicant.

Reimbursement Requests
Applicants should submit all reimbursement requests with their application in ND Grants no later than November 15, 2018, at 5:00 p.m. Eastern Time.

Documentation
Documentation supporting reimbursement requests must be submitted **as an attachment in ND Grants**. All four categories of documentation (Investment Narrative, Detailed Budget Spreadsheets, Disclosure of Pending Applications, Certifications) described below are required. Information in these documents will be used to evaluate allowable costs.

1. **Investment Narrative**
   The Investment Narrative, a written narrative distinct from the detailed Budget Spreadsheets, must include:
   - A title,
   - A list of each law enforcement agency covered under the application,
   - Descriptions of the extraordinary law enforcement protection activities engaged in as they related to providing security during the FY 2018 PRPA Grant Period of Performance (PoP) for the designated residences of the President,
   - Descriptions of the financial burden these operational overtime costs have placed on the law enforcement agency, and
   - A list of any and all agreements and/or memoranda of understanding (MOU) that were enacted to establish the security-related activities undertaken to protect the designated residences.

   The Investment Narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 10 pages. Please number pages "1 of 10," "2 of 10," etc.

   The file should be named in the following format "[Name of LEA]_2018_PRPA Grant Narrative" or other similarly descriptive naming convention.

   If the Investment Narrative fails to comply with these length-related restrictions, FEMA may consider such noncompliance in review and in final award decisions.

2. **Detailed Budget Spreadsheet**
   Include a detailed budget spreadsheet in Microsoft Excel that identifies each law enforcement agency listed in the Investment Narrative and provide the following columns of information for each law enforcement personnel seeking reimbursement for operational overtime or backfill overtime activities:
   - Position/Rank,
   - Compensation rate,
   - Overtime compensation rate,
   - Fringe benefits,
   - Dates overtime worked,
   - Total number of hours overtime worked,
   - Total amount of overtime cost requested, and
   - Indicate the Allocation Priority (Priority 1, 2, or 3).

In an effort to ensure Personally Identifiable Information (PII) is not unnecessarily used, applicants are not required to provide names or badge numbers for law enforcement personnel at the time of application. However, the Detailed Budget Spreadsheets must be organized in a way that lists each law enforcement personnel separately, so that during monitoring and audit, the reimbursements requested can be directly cross-walked to the source documents supporting the reimbursement.

The file should be named in the following format "[Name of LEA]_Detailed _Budget_Spreadsheet."

Note: Upon request by DHS/FEMA, evidence must be provided that supports the expenses submitted for reimbursement in the Detailed Budget Spreadsheets (e.g., valid time cards that contain detailed descriptions of the services performed or other supporting documentation permitted under 2 C.F.R. § 200.430).

3. **Disclosure of Pending Applications or Open Awards**
Each applicant shall disclose whether it or any law enforcement agency covered under the application has any pending applications or open awards for Federally funded grants or cooperative agreements that (1) include requests for funding to support the same Investment Narrative being proposed in the application under this NOFO, and (2) would cover any identical cost items outlined in the budget submitted to FEMA as part of the application under this NOFO.

The applicant shall disclose applications or requests made to FEMA or other Federal awarding agencies, and also applications for subawards of Federal funds (e.g., applications to other State agencies that subaward Federal funds).

Each applicant that has one or more pending applications or open awards as described above is to provide the following information about pending applications submitted within the last 12 months:

- The Federal awarding agency,
- The solicitation name/project name, and
- The point of contact information at the applicable Federal awarding agency.

An applicant without any pending applications or open awards as described above must submit, as a separate attachment, a statement to this effect:

> "[Applicant Name on SF-424] does not have any pending applications submitted within the last 12 months for Federally funded grants or cooperative agreements (or for subawards under Federal grants or cooperative agreements) that request funding to support the same investment being proposed in this application to FEMA and that would cover any identical cost items outlined in the budget submitted as part of in this application."

The file should be named "[Name of LEA]_Disclosure_of_Pending_Applications."

4. **Certifications**
   The applicant must include in its application a signed letter from the head of each state or local law enforcement agency for which reimbursement is requested. The certification letter must be addressed to the FEMA Administrator and certify that the protection activities were requested by the Director of the United States Secret Service, for all overtime for which reimbursement under this grant is requested. The certifications must be included as separate attachments to the application.

   The file should be named in the following format "[Name of LEA]_Certification."

Intergovernmental Review
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 http://www.fws.gov/policy/library/rgeo12372.pdf).

Funding Restrictions
Federal funds made available through this award may be used only for the purpose set forth in this NOFO and the Federal award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal award, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal Government or any other government entity.

Costs incurred as a result of normal agency activities (e.g., salaries incurred during normal patrol hours for security operations, also known as "straight time") are not allowable for reimbursement.

Funding shall not be used for hiring new or additional personnel.

Funding shall not be used for purchasing equipment.

Allowable Costs
Operational overtime and the backfill overtime activities are the only costs eligible for reimbursement under this grant. Under the PRPA Program, overtime costs are allowable only in so far as they meet the intent of the program.

Pre-Award Costs
Costs incurred prior to the Federal award date (the date when FEMA signs the grant award) are allowable, provided that such costs were incurred and obligated during the award's period of performance and are otherwise allowable, consistent with the terms of this NOFO and the award letter. Costs incurred or obligated prior to October 1, 2017, are not allowable.

Cost Principles
Costs charged to this award must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E.

E. Application Review Information

Review
Prior to making a Federal award, FEMA is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore, application evaluation 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; and (5) ability to effectively implement statutory, regulatory, or other requirements.

FEMA will review each application and make a determination as to the level of reimbursement, if any, after consideration of the information provided in response to the requirements set forth in this NOFO, and contingent upon available funding.

FEMA may request to review source documents to verify allowability of costs prior to making awards. Failure to provide adequate source documentation may result in some or all of the reimbursement requests to be denied.

Application Evaluation Criteria
The following criteria will be used to determine whether claimed costs are allowable for reimbursement:

Table 1: Application Evaluation Criteria

Evaluation Criteria	Source of Verification
Were the costs incurred between October 1, 2017 and September 30, 2018?	Detailed Budget Worksheet(s)
Were the costs incurred by law enforcement personnel?	Investment Narrative, Detailed Budget Spreadsheet(s)
Were the costs incurred for operational or backfill overtime?	Investment Narrative, Detailed Budget Spreadsheet(s)
Were the costs incurred extraordinary? – meaning costs over and above normal expenditures of the law enforcement agency, which cumulatively present a financial burden on the law enforcement agency?	Investment Narrative, Detailed Budget Spreadsheet(s), Disclosure of Pending Applications or Open Awards
Were the costs incurred directly attributable to the protection of a non-governmental residence of the President designated or identified to be secured by the USSS?	Investment Narrative, Detailed Budget Spreadsheet(s), USSS Validation
Were the costs incurred as the result of an official request by the Director of the USSS pursuant to section 3 or section 4 of the *Presidential Protection Assistance Act of 1976* (Pub. L. No. 94-524)?	Certifications, USSS Validation

Evaluation Criteria	Source of Verification
Does the applicant have any pending applications or open awards for Federally-funded grants or cooperative agreements that (1) include requests for funding to support the same Investment Narrative being proposed in the application under this NOFO, and (2) would cover any identical cost items outlined in the budget submitted to FEMA as part of the application under this NOFO?	Disclosure of Pending Applications or Open Awards.
Has the applicant been approved for overtime or backfill overtime requests for the purposes outlined in this NOFO through any open FEMA Grant Award?	FEMA Official Grant Files

Allocation
Applicants that have identified other sources of reimbursement (e.g., U.S. Department of Justice financial assistance, direct appropriation, etc.) for costs incurred protecting the President's designated residences may not be reimbursed for the same costs paid for by other sources.

Allocation Priorities

Priority 1: Priority for allocation of funding will be to law enforcement agencies that incurred extraordinary law enforcement operational overtime costs while the President, First Lady, or their minor child were at the designated residence.

Priority 2: Additional funding may be allocated for operational overtime costs associated with transportation of the President, First Lady, or their minor child to and from the designated residence within the state.

Priority 3: Remaining funding may be provided on a pro-rata basis for reimbursement of extraordinary law enforcement operational overtime costs incurred by law enforcement agencies for maintaining the security of the designated residences in the absence of the President, First Lady, or their minor child.

Supplemental Financial Integrity Review
Prior to making a Federal award where the Federal share is expected to exceed the simplified acquisition threshold, currently $250,000, DHS/FEMA is required to review and consider any information about the applicant in the Federal Awardee Performance and Integrity Information System (FAPIIS), which is also accessible through the SAM website.

- An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a Federal awarding agency previously entered.
- DHS/FEMA will consider any comments by the applicant, in addition to the FAPIIS information, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants, as described in 2 CFR § 200.205.

F. Federal Award Administration Information

Notice of Award

Notification of award approval is made through ND Grants through an automatic electronic mail to the authorized official listed in the initial application. The "award date" for the FY 2018 PRPA Grant will be the date that FEMA approves the award. The awardee should follow the directions in the notification to confirm acceptance of the award.

Funds will remain on hold until the recipient accepts the award through ND Grants and all other conditions of the award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within 90 days may result in a loss of funds.

For instructions on how to accept or decline an award in ND Grants, please see the ND Grants Recipient Training Manual.

The Notice of Award will include a list of funding amounts for each law enforcement agency.

Administrative and National Policy Requirements

Recipients under the FY 2018 PRPA Grant are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at: DHS Standard Terms and Conditions.

The applicable DHS Standard Administrative Terms and Conditions will be those in effect at the time the award was made.

Before accepting the award, the AOR should carefully review the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this grant.

Financial Reporting

Recipients are required to submit the following financial reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

Federal Financial Report (FFR)

Recipients must report obligations and expenditures through the FFR (SF-425) to FEMA. Recipients must file the FFR electronically using the Payment and Reporting Systems (PARS). The FFR must be submitted only once, during Closeout.

The FFR Form SF-425 OMB #4040-0014 is available online at: https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1

Financial and Compliance Audit Report

Recipients that expend $750,000 or more from all Federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of the U.S.

Government Accountability Office's (GAO) Generally Accepted Government Auditing Standards, located at http://www.gao.gov/govaud/ybk01.htm, and the requirements of Subpart F of 2 C.F.R. Part 200, located at https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/xml/CFR-2014-title2-vol1-part200-subpartF.xml.

Programmatic Reporting
Recipients are required to submit one Programmatic Report. The Programmatic Report is a qualitative narrative summary on the impact reimbursements had on each law enforcement agency. The Programmatic Report must be submitted only once, during Closeout.

Liquidation Requirements
Within 90 days after the end of the PoP, recipients must liquidate all obligations incurred under the Federal award.

Closeout Reporting Requirements
Within 90 days after the end of the PoP, recipients must submit the following closeout reporting requirements to their respective FEMA Headquarters (HQ) Program Analyst.

1. Final request for payment, if applicable;
2. Federal Financial Report SF-425;
3. Programmatic Report; and
4. Any other documents required by grant guidance or terms and conditions of the award.

Recipients may request FEMA to extend this 90-day closeout period. Such requests must be made in writing to the recipient's FEMA HQ Program Analyst. After these reports have been reviewed and approved by FEMA, a closeout notice will be completed. As the PoP will have already closed on September 30, 2018, the closeout notice will list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

In addition, any pass-through entities are responsible for closing out their subawards as described in 2 C.F.R. § 200.343. The SAA and any other pass-through entities must ensure that they complete the closeout of their sub-awards in time to submit all necessary documentation and information to FEMA during the closeout of their own grant award. The recipient is responsible for returning any balances of unobligated cash consistent with 2 C.F.R. § 200.343 (d).

Monitoring
Monitoring involves the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions, and other support may be needed. Recipients may be monitored through an on-site monitoring visit by DHS/FEMA staff.

Disclosing Information per 2 C.F.R. § 180.335
This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if any of the recipient's principals under the

award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335. At any time after accepting the award, if the recipient learns that any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

Office of the Inspector General (OIG) Audit
The *Department of Homeland Security Appropriations Act, 2018* charges the DHS OIG with auditing reimbursements made under the FY 2018 PRPA Grant. Evidence that supports the expenses submitted for reimbursement in the Detailed Budget Spreadsheet(s) (e.g., signed and approved time cards that contain detailed descriptions of the services performed or other supporting documentation permitted under 2 C.F.R. § 200.430) must be maintained by the non-federal entity and be provided to DHS/FEMA upon request pursuant to 2 C.F.R. §§ 200.333 – 200.337.

G. Awarding Agency Contact Information

FEMA Headquarters Office
Federal Emergency Management Agency
Grant Programs Directorate
400 C Street, SW
Washington, D.C. 20472

Applicants and recipients should contact their FEMA HQ Program Analyst with any questions or concerns. Applicants or recipients that may be unsure of whom their respective FEMA HQ Program Analyst is should contact the Centralized Scheduling and Information Desk (CSID) below.

Centralized Scheduling and Information Desk (CSID)
CSID is a non-emergency comprehensive management and information resource developed by FEMA for grant stakeholders. CSID provides general information on FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, state, and local levels. When necessary, recipients will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov, Monday through Friday, 9:00 a.m. – 5:00 p.m. Eastern Time.

GPD Grant Operations Division
GPD's Grant Operations Division Business Office provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@fema.dhs.gov.

Systems Information

Grants.gov. For technical assistance with Grants.gov, please call the customer support hotline at (800) 518-4726.

ND Grants System. For technical assistance with ND Grants, please contact ndgrants@fema.dhs.gov or (800) 865-4076.

Payment and Reporting System (PARS) FEMA uses the PARS for financial reporting, invoicing, and tracking payments.

FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, recipients must complete a Standard Form 1199A, Direct Deposit Form.

H. Additional Information

Conflict of Interest

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable state, local, or tribal statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or regulations or their own existing policies that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to their Program Analyst within five days of learning of the conflict of interest. Similarly, subrecipients must disclose any real or potential conflict of interest to the pass-through entity as required by the recipient's conflict of interest policies, or any applicable state, local, or tribal statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a Federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, subapplicant, recipient, subrecipient, or FEMA employees.

Extensions

Extensions to the period of performance are not allowed, per Pub. L. No. 115-141 § 534(b)(1).