

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)**

FY 2015 Emergency Management Baseline Assessment Grant (EMBAG)

NOTE: If you are applying 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 four 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/documents/19/18243/SAM_New_Grantee_Registration.pdf/8bf1c182-8d35-47e0-99e2-a263fa3d9005

A. Notice of Funding Opportunity (NOFO) Description

Issued By

U.S. Department of Homeland Security (DHS)/National Preparedness Directorate/National Preparedness Assessment Division

Catalog of Federal Domestic Assistance (CFDA) Number

97.131

CFDA Title

Emergency Management Baseline Assessment Grant (EMBAG)

Notice of Funding Opportunity Title

FY 2015 Emergency Management Baseline Assessment Grant

NOFO Number

DHS-15-NPD-131-000-01

Authorizing Authority for Program

Section 503(b)(2)(G) of the *Homeland Security Act of 2002*, as amended, 6 U.S.C. § 313(b)(2)(G); 6 U.S.C. §§ 313(b) (2) (B); § 314(a)(10); and § 314(a)(11)

Appropriation Authority for Program

The *Department of Homeland Security Appropriations Act, 2015* (Public Law 114-4)

Program Type

New

Program Overview, Objectives, and Priorities

The FY 2015 EMBAG Program will support the development updating and enhancement of a set of American National Standards Institute (ANSI)-certified standards for emergency preparedness and response as well as a related assessment methodology for the evaluation of state, local and territorial emergency management organizations. This assessment methodology should incorporate a peer review process that results in accreditation of the emergency management organization, regardless of size.

This Program will also support the development of standards for Urban Search and Rescue (US&R) teams

and will support building a pilot assessment methodology for evaluating the standard. The standards will be scalable and comprehensive in their construct in order for all level US&R teams to apply.

This Program will also support the development of standards for Urban Search and Rescue (US&R) teams that will establish the minimum acceptable performance criteria for the management, operations and logistical readiness elements required of a US&R Resource. The program will also support building a pilot assessment methodology for evaluating the standard. The standards will be scalable and comprehensive in their construct in order for all level US&R teams to apply.

The assessment and accreditation of emergency management organizations against consensus-based and ANSI-certified national standards enables standardized benchmarking of critical functions necessary for an emergency management organization to build, sustain, and deliver the 31 core capabilities identified in the National Preparedness Goal (the Goal). The Goal defines success as “a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.” The National Preparedness Goal is achieved by:

- Preventing, avoiding, or stopping a threatened or actual act of terrorism;
- Protecting our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive;
- Mitigating the loss of life and property by lessening the impact of future disasters;
- Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident; and
- Recovering through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

Accredited emergency management organizations are essential to achieving the Goal by validating the ability of jurisdictions to employ their core capabilities. Accreditation based on a national standard ensures critical emergency management functions such as planning, coordination, and communications, including benchmarks for comparative evaluation. The assessment and accreditation process empowers a jurisdiction to understand its emergency management organization’s capacity and shortfalls as well as develop a path for improvement. Jurisdictions can then use the results of the assessment and accreditation process to build, sustain, and improve preparedness activities. Tracking improvements to preparedness informs and guides development of State Preparedness Reports that serve as an essential source of information in the National Preparedness Report.

The assessment and accreditation process supported by the Emergency Management Accreditation Program (EMAP) will include review of the following areas within an emergency management organization:

- Emergency Management Program Administration, to include authorities, oversight, and strategic planning
- Emergency Management Finance
- Threat, Hazard, and Risk Identification and Assessment
- Consequence Analysis
- Hazard Mitigation
- Emergency Planning, to include mutual aid
- Incident Management
- Communications and Warning
- Operations and Procedures

- Training and Exercises
- Public Affairs

Program Objectives

Overall Objectives - The Council of State Governments (CSG)/EMAP will accomplish the following:

- Complete state/territory/local/tribal assessments;
- Maintain consensus-based standards;
- Maintain a web-based portal for jurisdiction self-assessments;
- Provide peer-review and feedback on problem areas identified in the self-assessments;
- Provide access to best practices and model plans;
- Provide webinars for training on standards;
- Provide training for assessors;
- Develop additional emergency preparedness and response standards and assessment and accreditation processes if directed; and
- Validate the EMAP process against exercises and real-world events.

The FY 2015 EMBAG is to be awarded as a one year program.

CSG/EMAP will be responsible for the following outcomes:

- Maintaining and updating ANSI- certified emergency management organization standards that are consistent with consensus-based guidance aligned with the National Preparedness System;
- Presenting the EMAP process and the emergency management standards and accreditation guidelines at National Emergency Management Association and International Association of Emergency Managers annual conferences;
- Securing agreements to assess approximately 15 Emergency Management organizations against ANSI-approved national standards;
- Maintaining a web-based portal for jurisdictional self-assessments;
- Ensuring access to best practices, including model plans, risk assessments, and similar documents;
- Executing a peer-review process for emergency management organization accreditation, and feedback on problem areas identified in self-assessments;
- Providing webinars for training on the emergency management organization standards and the accreditation process;
- Implementing a strategy and process to validate assessments against real-world events and exercises; and
- If directed, developing additional emergency preparedness and response consensus-based standards as well as a peer-assessment and accreditation process.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: \$300,000

Projected number of Awards: 1

Period of Performance: 12 months

An extension to the Period of Performance for this program is allowed.

For details on the requirements for requesting an extension to the Period of Performance, please refer to Section H of the Full Announcement.

Projected Period of Performance Start Date(s): 09/01/2015

Projected Period of Performance End Date(s): 08/30/2016

Funding Instrument: Grant

C. Eligibility Information

The Council of State Governments (CSG) Emergency Management Accreditation Program (EMAP) is the only eligible applicant for the EMBAG program.

Eligibility Criteria

The recipient of the EMBAG grant must be able to:

- Maintain consensus-built, ANSI certified standards through continual engagement with emergency management professionals to ensure the standards meet a consensus description of requirements necessary for a successful emergency management organization regardless of size;
- Assess emergency management organization adherence to the standards with a team of emergency management officials from State, local, territorial, and tribal organizations; and
- Provide information in the form of best practices, model plans, and documentation examples to emergency management organizations to support the improvement of their emergency management capabilities.

To meet the objectives of this program, the recipient must have strong partnerships and relationships with Federal, State, local, territorial, and tribal emergency management organizations of varying size. The recipient must have experience in all phases of the process to develop, maintain, and ensure certification of ANSI standards. The recipient must have experience in the development, conduct, and management of a peer-validated assessment process for emergency management organizations. Finally, the recipient must maintain a data repository of assessments, best practices, and model plans to share with the emergency management community.

CSG, through the development, implementation, and management of the EMAP program is uniquely qualified as the recipient of the EMBAG grant. The EMAP program is a voluntary assessment accreditation process for state, territorial, tribal, and local emergency management programs. This assessment and accreditation process has been in place since 1997, and is the most widely adopted model for assessment and accreditation based on the core capabilities described in the National Preparedness Goal. CSG, in addition to managing EMAP, is affiliated with the National Emergency Management Association (NEMA), which enables quick, direct, and effective communication and coordination with the emergency management community. As a result, CSG is able to build and maintain the consensus-based standards and select the appropriate subject matter expert professionals that will perform peer assessments. As a result, CSG/EMAP is the only organization eligible to apply for the EMBAG award.

Maintenance of Effort

There is no Maintenance of Effort requirement for this program.

Cost Share or Match

There is no Cost Match or Cost Share requirement for this program.

D. Application and Submission Information

Submission Date and Other Key Dates and Times:

Application Start Date: 6/11/2015

Application Submission Deadline: 7/13/2015

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, FEMA will not review applications that are not received by the deadline or consider them 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, or other exigent or emergency circumstances. If you experience technical issues, you must notify the respective Headquarters (HQ) Program Analyst as soon as possible.

Anticipated Funding Selection Date:

Anticipated Award Date: 9/30/2015

Other Key Dates

Estimated deadlines for completing the four steps required before an applicant can successfully submit an application in ND Grants. These dates are only recommendations as applicants are responsible for planning far enough in advance to complete their application.

Event	Suggested Deadline For Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline

Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select "Applicants," then "Apply for Grants," read the registration requirements and register if necessary (**Allow up to 7-10 business days after you submit before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information**). In order to obtain the application package, select "Download a Grant Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this NOFO, select "Download Package," and then follow the prompts to download the application package.

For a hardcopy of the full NOFO, please write or fax a request to:
sharon.kushnir@fema.dhs.gov.

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 will be processed through the Grants.gov and final and complete applications will be processed through ND Grants.

Content and Form of Application Submission

Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time, applicants are advised to start the required steps well in advance of

their submission. **Please review the table above under “Submission Dates and Other Key Dates and Times” for estimated deadlines to complete each of the six steps listed below.** 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:

1. Applying for, updating or verifying their DUNS Number
2. Applying for, updating or verifying their EIN Number
3. Updating or verifying their SAM Number
4. Establishing an Authorized Organizational Representative (AOR) in Grants.gov
5. Submitting an initial application in grants.gov, and
6. Submitting the complete application in ND Grants

For additional information regarding the DUNS Number, EIN Number, SAM Number, and AOR requirements, please see the section below entitled [Dun and Bradstreet Universal Numbering System \(DUNS\) Number, System for Award Management \(SAM\), and Authorized Organizational Representative \(AOR\).](#)

Initial Application Submission in Grants.gov

All applicants must submit their initial application through Grants.gov. Applicants may need to first create a grants.gov user profile by visiting the Get Registered section of the grants.gov website. Successful completion of this step is necessary for FEMA to determine eligibility of the applicant. Applicants should complete this initial step online, which requires completing:

- Application for Federal Assistance Standard Form 424 (S-424), and
- Grants.gov (GG) Lobbying Form.

Both forms are available in the [Forms tab under SF-424 Family](#). The initial application cannot be started or submitted in Grants.gov unless the applicant’s registration in SAM is confirmed.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” enter the CFDA number or the Opportunity ID Number noted in this NOFO, select “Download Application Package,” and follow the prompts to download the application package. The information submitted in Grants.gov will be retrieved by the Non-Disaster Grants System (ND Grants), which will allow FEMA to determine if an applicant is eligible. Applicants are encouraged to submit their initial application in Grants.gov at least ten days before the application deadline.

If you need assistance applying through Grants.gov, please go to <http://www.grants.gov/web/grants/applicants/grant-application-process.html>, contact support@grants.gov, or call 800-518-4726. FEMA cannot assist applicants with questions related to registering with Grants.gov.

Final Application Submission in ND Grants

Eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants located at <https://portal.fema.gov>. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.

If you need assistance registering for the ND Grants System, please contact ndgrants@fema.gov or (800) 865-4076.

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.

- Budget Information for Non-construction Programs (SF- 424A);
- Standard Assurances for Non-construction Programs (SF- 424B);
- Grants.gov Lobbying Form (if the recipient has engaged or intends to engage in lobbying activities).

In addition the applicant should outline the following program specific requirements:

- A five-year schedule of assessments
- A plan for the revision of the Emergency Management Standard that occurs every three years
- A survey and analysis of results from states that have gone through the accreditation process, and how they benefited from the process
- The peer-review process for emergency management programs, which will include feedback on results from self-assessments
- The web-based portal for jurisdictional self-assessments
- A set of emergency management standards and guidelines informed by the National Preparedness Goal
- Access to best practices including model plans, risk assessments, and similar documents
- The strategy and process every year to validate the peer-reviewed assessment process against real-world events and exercises
- A roadmap to conduct an annual lessons learned review to identify ways to improve all facets of the deliverables and the development processes

Dun and Bradstreet Universal Numbering System (DUNS) Number, System for Award Management (SAM), and Authorized Organizational Representative (AOR)

Before you can apply for a DHS/FEMA grant at Grants.gov, you must have a DUNS number and must be registered in SAM.

Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number

The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the SF-424 form. Instructions for obtaining a DUNS number can be found at the following website: <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

The applicant must provide a DUNS number with their application. This number is a required field for all subsequent steps in the application submission. Applicants should verify they have a DUNS number, or take the steps necessary to obtain one.

Applicants can receive a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711. FEMA cannot assist applicants with questions related to obtaining a current DUNS number.

Obtain an Employer Identification Number (EIN)

FEMA requires both the EIN and a DUNS number prior to the issuance of a financial assistance award and for grant award payment; both are also required to register with SAM (see below).

The EIN base for an organization is the Internal Revenue Service (IRS) Tax ID number, for individuals it is their social security number, both of which are nine-digit numbers.

Organizations and individuals submitting their applications must correctly differentiate the EIN from the DUNS since both are 9-digit numbers. If these numbers are not correctly identified in the application, this may result in a delay in the issuance of the funding award and/or incorrect payment to a recipient organization.

Organization applicants [applying for an EIN](#) should plan on a minimum of 2 full weeks to obtain an EIN. If you need assistance registering an EIN please contact the [IRS helpline](#).

FEMA cannot assist applicants with questions related to obtaining a current EIN.

Register with the System for Award Management (SAM)

Applicants applying for grant funds electronically through Grants.gov must register with the federal SAM. Step-by-step instructions for registering with SAM can be found here:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. All applicants must register with SAM in order to apply online. Failure to register with the SAM will result in your application being rejected by Grants.gov during the submissions process.

Payment under any FEMA award is contingent on the recipient's having a current [SAM](#) registration. The SAM registration process must be completed by the applicant. It is imperative that the information provided by the applicant is correct and current. Please ensure that your organization's name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards.

SAM registration is a multi-step process including validating your EIN with the IRS to obtain a Commercial and Government Entity (CAGE) code. The CAGE code is only valid for one year after issuance and must be current at the time of application.

SAM sends notifications to the registered user via email 60, 30, and 15 days prior to expiration of the SAM registration for the Entity. SAM registration may lapse due to inactivity. To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records.

If you need assistance registering, please go to [SAM](#) or call 866-606-8220. FEMA cannot assist applicants with questions related to registering in SAM or obtaining a current CAGE code.

Authorized Organizational Representative

The next step in the registration process is creating a username and password with Grants.gov to become an AOR. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on Grants.gov visit:

<http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.

AOR Authorization

After creating a profile on Grants.gov, the E-Biz Point of Contact (E-Biz POC) a representative from your organization who is the contact listed for SAM will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approves an applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>. To track an AOR status visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

Applicants are, therefore, encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. After you have been approved as an AOR you will be able to submit your application online.

Electronic Signature

Applications submitted through Grants.gov constitute a submission as electronically signed applications. The registration and account creation with Grants.gov with E-Biz POC approval, establishes an AOR. When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for valid submissions.

FEMA may not make an EMBAG 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 FEMA is ready to make an award, the FEMA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

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>). Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at http://www.whitehouse.gov/omb/grants_spoc to ensure currency.

Funding Restrictions

Federal funds made available through this award may only be used for the purpose set forth in this 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 grants/cooperative agreements, 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.

Pre-award Costs

Pre-award costs are not allowed under this program.

Direct Costs

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.

Equipment

Equipment costs are not allowed under this program.

Travel

Domestic

Domestic travel costs are allowed under this program.

International

International travel are not allowed under this program.

Construction and Renovation

Construction and renovation costs are NOT allowed under this program.

Management and Administration

Management and Administration costs ARE allowed under this program. Management and Administration costs are activities directly related to managing and administering the award. Recipients may use up to 15 % of the amount of the award for their M&A.

Indirect (Facilities & Administrative (F&A)) Costs

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application, and must be provided to FEMA before indirect costs are charged to the award.

Other Submission Requirements

Not applicable

E. Application Review Information

Criteria

Applications will be reviewed to ensure conformance with the Eligibility Criteria in Section C of this NOFO and Application Submission in Section D.

Review and Selection Process

Applications will be reviewed and recommended for funding by the National Preparedness Assessment Division. Applicants will be evaluated and selected for funding based on the following:

- The applicant demonstrates the expertise necessary to fulfill the requirements of the Emergency Management Baseline Assessment Grant Program.
- Proposed activities and tasks employ sound concepts and techniques; present realistic timetables; and are deliverable, sustainable and are compatible with the goals of the EMBAG Program.
- Proposed costs are complete, reasonable and cost-effective in relation to proposed activities and tasks.

F. Federal Award Administration Information

Notice of Award

Notification of award approval is made through the ND Grants System through an automatic email to the awardee point of contact (the “authorized official”) listed in the initial application. The date the approval of award is the “award date.” The awardee should follow the directions in the notification to accept the award.

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify the awarding agency of its intent to accept and proceed with work under the award through the ND Grants system. For instructions on how to accept or decline an award in the ND Grants system, please see pages 40-43 in the [ND Grants Grantee Training Manual](#). Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 90 day timeframe may result in a loss of funds.

Administrative and National Policy Requirements

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at:

<http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>

Before accepting the award the authorized official should carefully read the award package for 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 program.

Reporting

Recipients are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and fund drawdowns may be withheld if these reports are delinquent.

Federal Financial Reporting Requirements

Federal Financial Report (FFR)

Recipients must report obligations and expenditures on a quarterly basis through the [FFR \(SF-425\) to FEMA](#). [Recipients must file the FFR electronically using PARS](#). A FFR report must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Recipients may review the Federal Financial Reporting Form (FFR) (SF-425) here: http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf, SF-425 OMB #00348-0061.

Financial Reporting Periods and Due Dates

The following reporting periods and due dates apply for the FFR:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

Financial and Compliance Audit Report

For audits of fiscal years beginning on or after December 26, 2014, 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 GAO's 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 <http://www.ecfr.gov/cgi-bin/text-idx?SID=876f827f6fae2c4bce610e9427a6d229&node=sp2.1.200.f&rgn=div6>

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend \$500,000 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 GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012

Program Performance Reporting Requirements

Performance Progress Report (SF-PPR)

Recipients are responsible for providing updated performance reports using the SF-PPR on a biannual basis. Recipients must submit the cover page of the SF-PPR as an attachment in the ND Grants system. The SF-PPR can be accessed online at http://www.na.fs.fed.us/fap/SF-PPR_Cover%20Sheet.pdf.

Performance Reporting Periods and Due Dates

The following reporting periods and due dates apply for the PPR:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

Additional Program Requirements

- Within 10 days of the award, the recipient and FEMA will meet to establish the structure, requirements, milestones, and level of support for establishing and maintaining the deliverables required to meet the program objectives.
- The recipient will have monthly conference calls with the program manager and provide a written monthly report of deliverables. During each conference call, the

- recipient will also provide a detailed assessment schedule for the next six months and a more general schedule for the following 12 to 18 months.
- At the conclusion of each assessment, the recipient will provide written reports to FEMA on the results of each jurisdiction assessed. The recipient will provide to FEMA and the assessed jurisdiction these reports no later than three months after the assessment process is complete.
- In addition, the recipient will provide an annual report to FEMA that lists the assessments accomplished, the trends identified in the assessments, and any changes to improve the efficiency and effectiveness of the assessment process.

Close Out

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant—whichever comes first—recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

If applicable, an inventory of all construction projects that used funds from this program must be reported using the Real Property Status Report (Standard Form SF 429) available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf.

After these reports have been reviewed and approved by the National Preparedness Assessment Division a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, 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.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

G. DHS Awarding Agency Contact Information

Contact and Resource Information

For Program Questions:

Sharon Kushnir
NPD/NPAD
Tel: 202-786-9451
Cell: 202-368-4469
Email: Sharon.kushnir@fema.dhs.gov

For Financial and Administrative Questions:

GPD's Grant Operations Division Business Office provides financial support and technical assistance, such as for password resets and registration requests, questions regarding Form 1199A, payment status, amendments, closeouts, and tracking de-obligation and award amounts. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via email at ASK-GMD@dhs.gov.

H. Additional Information

Extensions

Extensions to this program are allowed.

Extensions to the initial period of performance identified in the award will be considered only through formal written requests to the National Preparedness Directorate/National Preparedness Assessment Division (NPD/NPAD) and must contain specific and compelling justifications as to why an extension is required. The recipient is advised to coordinate with NPD/NPAD as needed when preparing an extension. All extension requests must address the following:

1. Grant program, fiscal year, and award number;
2. Reason for delay; this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both Federal and non-Federal;
7. Budget outlining how remaining Federal and non-Federal funds will be expended;
8. Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Payment

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. Additional information can be obtained at <https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>.

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

Monitoring

Grant Award recipients will be monitored programmatically and financially on an annual and as needed basis by FEMA staff to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve 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.

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 also are 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 employee.