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

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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 of this NOFO, subsection, Content and Form of Application Submission.

A. Program Description

Issued By

U.S. Department of Homeland Security (DHS), Cybersecurity and Infrastructure Security Agency (CISA)

Assistance Listings Number (formerly Catalog of Federal Domestic Assistance Number)

97.127

Assistance Listings Title (formerly CFDA Title)

Cybersecurity Education and Training Program (CETAP): Expansion of a Portable Cybersecurity Education Teacher-Focused Model

Notice of Funding Opportunity Title

FY19 Cybersecurity Education and Training Program (CETAP): Expansion of a Portable Cybersecurity Education Teacher-Focused Model: Supplemental

NOFO Number

DHS-19-NPPD-127-NC001

Authorizing Authority for Program

6 U.S.C. 121 et seq.

Appropriation Authority for Program

Public Law 116-6 Consolidated Appropriations Act, 2019. Division A— Department of Homeland Security Appropriation Act, 2019. Title III, Protection, Preparedness, Response and Recovery, Cybersecurity and Infrastructure Security Agency

Program Type

Supplemental for existing award, Year 2 of 5

Program Overview, Objectives, and Priorities

The Department of Homeland Security (DHS) has the lead for the federal government in securing civilian government computer systems, and works with industry and state, local, tribal and territorial governments to secure critical infrastructure and information systems by:

- analyzing and reducing cyber threats and vulnerabilities
- distributing threat warnings
- coordinating the response to cyber incidents to ensure that our computers, networks, and cyber systems remain safe

Furthermore, Presidential Policy Directive 21 requires DHS to serve as the focal point for the security of cyberspace. Within DHS, the Cybersecurity and Infrastructure Security Agency (CISA) works to enhance the security, resiliency, and reliability of the Nation's cyber and communications infrastructure.

The CISA Cybersecurity Education and Awareness Branch (CE&A) manages programs to develop the highly-skilled cybersecurity professionals needed to secure the nation's cyber infrastructure and information systems. CE&A makes investments in resources to build the cybersecurity workforce, such as training and awareness programs for elementary, middle, and high school aged students and their teachers. By investing in the number of young people who will benefit from cybersecurity education and awareness, the return on investment will be multiplied. CE&A manages the CETAP program to accomplish these goals.

Increasing the number of graduates of Science, Technology, Engineering, and Mathematics (STEM) disciplines is key to the success of our nation. Furthermore, the recruitment and retention of individuals with these skills is an important element in the development of our Nation's cybersecurity workforce.

CISA, through CETAP, seeks to implement a Cyber-Integrated Curricular Model (CICM), which will accomplish the following goals:

Goal 1: Expand awareness of national cybersecurity education and workforce issues.

Goal 2: Encourage entry into cybersecurity academic programs and careers through hands-on, engaging cybersecurity-integrated ready-to-use tools.

Goal 3: Provide a portable curricular model to aid in replication to all 50 States, Washington D.C., Puerto Rico, and the US Virgin Islands.

Goal 4: Offer the means to measure the long-term effects of teacher training in the use of the proposed curricular solution and its impact on students, including the number of teachers who are trained, the number of students they instruct, the number of students that choose to pursue cybersecurity-related STEM disciplines and cybersecurity professions, and define and track other key metrics.

Goal 5: Develop and implement a comprehensive engagement strategy that enables DHS to reaching an increasing number of K-12 stakeholders.

1. Expand the awareness of national cybersecurity education and workforce issues by:
    i. exposing students from across all 50 States, Washington D.C., and the US Territories to cyber-integrated curricula and increasing awareness of the cybersecurity profession; and,
    ii. exposing Elementary, Middle, and High School educators to the scope and depth of the program to aid them in gaining tools and techniques to advance their teaching capabilities.
2. Encourage entry into cybersecurity academic programs and careers by:
    i. exposing students to descriptions of cybersecurity careers aligned to the National Initiative for Cybersecurity Education (NICE) Cybersecurity Workforce Framework, sample job roles and responsibilities and what a typical job entails;
    ii. exposing students to real-world cybersecurity professionals as examples of the career field, conveying to students how they can enter the cybersecurity career through academic and non-academic paths; and,
    iii. training teachers on the cybersecurity career fields and providing them with the tools and materials to instruct their students.
3. Provide a portable curricular model by:
    i. providing a template of materials such that the cyber-integrated curricula program elements can be adopted and taught elsewhere (to include the recruitment and logistics details); and,
4. Offer the means to measure the long-term effects of teacher training and its impact on students by:
    i. establishing metrics that track the impact to students over a 5 year time period; and,
    ii. providing the materials and means by which the teachers can provide feedback to DHS on how they are teaching subsequent students in the classroom.
5. Optimize and expand cybersecurity education programs by developing and implementing a comprehensive engagement strategy to reach K-12 educators by:
    i. drafting for DHS approval elementary, middle, and high school cybersecurity education engagement strategies including target audience(s), messaging and themes, metrics (including projected measurable increases in students pursuing cybersecurity) and a detailed implementation schedule; and,

ii. upon DHS acceptance, executing the engagement strategy.

Performance Metrics

Through achieving the priorities listed above, CISA, through CETAP, seeks to:

- Measure and project the increase in the number of students pursuing cybersecurity-related degrees post high school, such as through 2- and 4- year degrees. CISA aims to establish a baseline in the first year and see at least a 2% increase over the previous year in each subsequent year.
- Measure and project the increase in the number of students intending to pursue cybersecurity-related careers. CISA aims to establish a baseline in the first year and see at least a 5% increase over the previous year in each subsequent year.
- Identify and increase the number of state-wide and district-level approvals of Cyber-Integrated Curricular Model (CICM) curricula. CISA aims to see an increase of at least two states each year either adopting at least one CICM curriculum state-wide or containing school districts that have approved at least one CICM curriculum for district-wide use.
- Measure and increase the number of K-12 teachers utilizing the curricula in a classroom setting. Receive feedback from at least 20% of these teachers each year on how they are using the curricula and the approximate number of students who plan to pursue cybersecurity education and careers.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions
Available Funding for the NOFO: $*4,300,000*

Projected number of Awards *(Optional)*: *1*

Period of Performance:

1. 60 Months

2. Extensions to the Performance Period may be awarded but are not guaranteed. Extensions approvals will be based on the availability of funds within the award and acceptable performance.

Projected Period of Performance Start Date(s): 10/01/2019

Projected Period of Performance End Date(s): 09/30/2023

Funding Instrument
Cooperative Agreement

C. Eligibility Information

Eligible Applicants
The supplemental funding opportunity is restricted to the Cyber Innovation Center, located in Bossier City, LA. This supplemental is the result of a competitive award process held in 2018 and is year 2 of 5.

Eligibility Criteria
Eligibility is restricted to the Cyberspace Innovation Center (CIC)

Maintenance of Effort (MOE) *(If Applicable)*
N/A

Cost Share or Match
No Cost share required

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov: 05/30/2019

Application Submission Deadline: 06/20/2019 at 11:59:00 PM Eastern Daylight Time

Anticipated Funding Selection Date: 06/27/2019

Anticipated Award Date: 07/11/2019

NOTE: The application must be received in Grants.gov by the date and time listed above. If an application is received after the deadline, it will not be considered. The applicant will receive a confirmation from Grants.gov once the application is successfully submitted.

Other Key Dates ***(****If applicable).*

Event	Suggested Deadline For Completion
Obtaining DUNS Number	Four weeks before actual submission deadline 5/1/2019

Obtaining a valid EIN	Four weeks before actual submission deadline 5/1/2019
Updating SAM registration	Four weeks before actual submission deadline 5/1/2019
Starting application in Grants.gov	One week before actual submission deadline 5/22/2019

Other Eligibility Criteria-Applications DHS Considers Non-Responsive

DHS will not consider applications that do not adhere to one or more of the following requirements:

1. **Deadlines.** DHS will not accept late applications. Without exception, applications must be received by Grants.gov on or before the deadline in this announcement or they will not be considered.
2. **Application relevance.** Applications that do not address the purpose of this announcement will not be considered.
3. **Compliance and completeness.** Applications must substantially comply with the application submission instructions and requirements in this announcement or they will not be considered.
   NOFO.

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." 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:
Sean Lilly at sean.lilly@hq.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: 1-800-518-4726 (Grants.gov Help Desk).

Applications will be processed through the Grants.gov portal.

Content and Form of Application Submission

Applications must be submitted electronically through Grants.gov. If the applicant encounters difficulties, please contact the Grants.gov Help Desk at 1-800-518-4726 to report the problem and obtain assistance with the system. **DHS is not in a position to assist applicants in case they encounter problems or difficulties with the grants.gov process;**

applicants should directly contact the customer support help desk at the number listed above.

To submit an application through Grants.gov, applicants use Adobe Reader. You must use a version of Adobe Reader that is compatible with Grants.gov. Adobe Reader is available from Grants.gov at no charge.

The applicant must submit the required forms and document listed below.

Complete the required forms in accordance with the application instructions on Grants.gov. If submitting any information that is deemed proprietary, privileged or confidential commercial or financial, please denote the beginning and ending of such information with asterisks (***).

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 a federal awarding agency.

DHS 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 is ready to make a federal award. DHS 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.

The Standard Language for Using Grants.gov to Apply is provided to aid in fulfilling these requirements:

Electronic Delivery

DHS 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 encourages applicants to submit their applications online through Grants.gov.

How to Register to Apply through Grants.gov

1. *Instructions:* Read the instructions below about registering to apply for DHS 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 Data Universal Numbering System (DUNS) Number, active System for Award Management (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 Data Universal Numbering System (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 Authorized Organization Representative (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 Application to DHS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different Webforms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace.

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 webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS 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 24-48 hours 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 you are applying for.

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 DHS with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

Online Submissions. All applications must be received by **June 20, 2019, Midnight Eastern Standard** on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the

AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their 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.

When DHS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by DHS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives 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 system time to process the application.

Funding Restrictions

The use of award funds is restricted to activities related to the roll-out of cyber-integrated curricula to multiple communities in the United States. DHS funds may only be used for the purpose set forth in the agreement, and must be consistent with the statutory authority for the award. Cooperative agreement funds and non-monetary support may not be used for cost-sharing or matching funds for other Federal grants, 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.

Management and Administration (M&A) Costs.
Indirect Costs (IDC) are allowable by the grant recipient and sub-awardees. Applicant must provide a copy of its federally-approved and negotiated IDC rate at the time of application, if they have one and intend to request indirect costs.

Indirect Facilities & Administrative (F&A) Costs.

Applicants must attach a copy of their latest indirect cost rate (IDC) agreement, if they have one. If no IDC rate agreement exists, no indirect costs should be listed in the budget.

Other Submission Requirements

a. If the Component/Directorate introduces subsequent amendments to this application, those amendments will be posted to GrantSolutions.gov .

b. The government is not obligated to make any awards as a result of this announcement.
c. Only Grant Officers can bind the government to the expenditure of funds.

E. Application Review Information

Application Evaluation Criteria

Prior to making a federal award, the *<DHS FAO>* 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.
5. Ability to effectively implement statutory, regulatory, or other requirements.

Review and Selection Process

Applications are reviewed by DHS program and administrative staff. Any issues or concerns noted in the application will be negotiated with the applicant prior to the award being issued.

i. "Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
iii. DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, 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 federal awarding agency review of risk posed by applicants."

DHS conducts an initial review of all applications to determine whether they meet the following minimum requirements, if not they will be deemed non-responsive and not forwarded to the Objective Review Panel.

Supplemental Financial Integrity Review

If the anticipated federal share of a federal award will be greater than the simplified acquisition threshold, currently $250,000 (see Section 805 of the National Defense Authorization Act for Fiscal year 2008, Pub. L. No. 115-91, OMB Memorandum M-18-18 at https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf):

iv. Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).

v. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

vi. DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, 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 C.F.R. § 200.205 federal awarding agency review of risk posed by applicants.

F. Federal Award Administration Information

Notice of Award

DHS issues formal award notification documents following fulfillment of DHS Congressional notifications. All DHS grants and cooperative agreements are subject to the standard DHS Award Terms and Conditions, which are attached to this package.

A grant award will be executed by a DHS Grants Officer authorized to obligate DHS funding. Announcements for future programs will be listed at http://www.grants.gov.

Administrative and National Policy Requirements

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

DHS Standard Terms and Conditions

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made, unless the application is for a continuation award. In that event, the terms and conditions in effect at the time the original award was made will generally apply. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

Before accepting the award, the AOR 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

a. Using GrantSolutions.gov a Quarterly Performance Reports shall be submitted to the Program Officer and Grants Officer.

b. Performance Reports shall describe accomplishments, including performance measures, in terms of the approved project objectives, and in a format as provided. At a minimum, measures shall include:

- Increase the middle school teacher professional development workshops from 32 to 45 by the end of the 2019-2020 academic year.
- Increase the high school teacher professional development workshops and summer forum from 43 to 60 by the end of the 2019-2020 academic year.
- Increase the number of teacher training and curricular videos from 15 to 30 by the end of the 2019-2020 academic year, available online through the grantee's portal.
- Increase the number of teacher training videos from 0 to 5 by the end of the 2019-2020 academic year, available online through the DHS-owned Federal Virtual Training Environment
- Increase the number of statewide adoption of at least one curriculum to at least four new states by the end of the 2019-2020 academic year.

c. End of Phase Reports: Shall be submitted 90 days after the expiration of each Performance Period.

d. Final Performance Report shall be submitted 90 days after the expiration of the cooperative agreement.

e. Annual Project Summary and Accomplishments: An updated project quad chart and summary of fiscal year accomplishments must be submitted to the Program Office for every year of the project's duration. Specific due dates and templates will be distributed by the program office at least one month prior to the requested submission date.

Federal Financial Reporting Requirements.

The Federal Financial Reporting Form (FFR) is available online at: https://home.grantsolutions.gov/home/

Quarterly Federal Financial Reports (SF-425) must be submitted to the DHS Grants Officer within 30 days after the end of each quarter. Reports are due January 30, April 30, July 30, and October 30. Please include the "CETAP acronym & DHS grant number" in the subject line of the email; also copy CS&C program office.

Quarterly Cash Transaction Reports (SF-425) must be submitted to the Department of Health and Human Services Division of Payment Management.

Final Federal Financial Report (SF-425) must be submitted to the DHS Grants Officer within 90 days after the expiration date of the Performance Period.

Program Performance Reporting Requirements.

The Program Performance Report must be submitted online at: https://home.grantsolutions.gov/home/ .

The recipient is required to submit the following performance reports:

a. Quarterly Performance Reports must be submitted to the DHS Grants Officer within 30 days after the end of each quarter. Reports are due January 30, April 30, July 30, and October 30. Please include the "CETAP" acronym & DHS grant number in the subject line of the email; also copy CS&C program office.

b. Final Performance Report must be submitted to the DHS Grants Officer no later than 90 days after the expiration date of the performance period.

c. The Final Report shall be submitted to the DHS Grants Officer and the DHS Program Officer.

d. The Recipient shall submit the Final Report to the DHS Grants Officer and the DHS Program Officer within 90 days following the execution of the final activity.

For specific forms that are required for the submission of this information, follow the reporting requirements in 2CFR found here: https://www.ecfr.gov/cgi-bin/text-idx?SID=0460fc995a4d5db52b5d2a57de9374b9&mc=true&node=se2.1.200_1328&rgn=div8

Close Out Reporting Requirements.

The Closeout Report must be submitted online at: https://home.grantsolutions.gov/home/ .

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 with the final progress report.

After these reports have been reviewed and approved by DHS Cyber Education and Awareness Branch, 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 deobligated, 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.

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 a federal agency, the recipient must notify the federal agency 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 the federal agency in accordance with 2 C.F.R. § 180.350.

G. DHS Awarding Agency Contact Information

Contact and Resource Information

Latasha McCord
Program Officer
DHS Program Officer, Cybersecurity Education and Awareness Branch
Address: 245 Murray Ln., Washington, DC 20528
Email: latasha.mccord@hq.dhs.gov
Phone: 703-705-6672

Sean Lilly
Grants Officer
DHS - Grants and Financial Assistance Division
Email: sean.lilly@hq.dhs.gov
Phone: 202-447-5869

H. Additional Information

Extensions

1. Extensions to the Period of Performance can only be authorized in writing by the DHS Grants Officer.

2. The extension request shall be submitted to the DHS Grants Officer sixty (60) days prior to the expiration date of the performance period.

3. Requests for time extensions to the Period of Performance will be considered, but will not be granted automatically, and must be supported by adequate justification to be processed. The justification is a written explanation of the reason or reasons for the delay; an outline of remaining resources/funds available to support the extended period of performance; and a description of performance measures necessary to complete the project. Without performance and financial status reports current and justification submitted, extension requests shall not be processed.

4. If necessary, this Notice of Funding Opportunity (NOFO) will also award an unspecified number of supplemental awards to the recipient in the event of emergencies, Special Events with National Significance, and limited alterations to ensure 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.

5. DHS has no obligation to provide additional resources/funding as a result of an extension.

Disclosure

Risk Assessment Evaluation

DHS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria, and results from this evaluation may assist funding decisions. If an award is made, DHS may apply special conditions that correspond to the degree of risk of the award.

In evaluating risks, DHS may consider the following:

- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance;
- Applicant's record in managing previous DHS awards, cooperative agreements, or procurement awards, including:

1. Timeliness of compliance with applicable reporting requirements
2. Accuracy of data reported
3. Conformance to the terms and conditions of previous federal awards
4. If applicable, the extent to which any previously awarded amounts will be expended prior to future awards
5. Information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as: Federal Awardee Performance and Integrity Information System (FAPIIS), Duns and SAM
6. Reports and findings from single audits performed under Subpart F – Audit Requirements, 2 C.F.R. Part 200 and findings and reports of any other available audits
7. Applicant organization's annual report
8. Publicly available information, including information from the applicant organization's website
9. Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients.

In addition, organizations who have not received prior DHS Grants and Financial Assistance Division (GFAD) awards may be required to complete a risk assessment questionnaire as part of the pre-award financial and administrative review.

Applicant Disclosure of High Risk Status

Applicants are to disclose if they are currently designated as high risk by a federal awarding agency. This includes, but is not limited to, any status requiring additional oversight by a federal awarding agency due to past programmatic, administrative or financial concerns. If an applicant is designated as high risk by a federal awarding agency, it should provide an explanation with the application package and include the following information:

- The federal awarding agency that assigned the high risk status;
- The federal awarding agency's point of contact for the risk status, including name, phone number and email address;
- Date of the risk status designation;
- Reason(s) for the risk status.

DHS seeks this information to ensure appropriate federal oversight of all grant awards. The disclosure of an organization's risk status does not disqualify it from receiving an award; however additional grant oversight may be required. If necessary, this information will be provided in the award documentation. Failure to disclose high risk status may result in award termination or other remedies.