The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2020 Homeland Security Preparedness Technical Assistance Program

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

1. **Issued By**
   U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA), Resilience, Office of Resilience Integration and Coordination (ORIC)

2. **Assistance Listings (formerly Catalog of Federal Domestic Assistance (CFDA) Number)**
   97.007

3. **Assistance Listings Title (formerly CFDA Title)**
   Homeland Security Preparedness Technical Assistance Program (HSPTAP)

4. **Funding Opportunity Title**
   Homeland Security Preparedness Technical Assistance Program (HSPTAP)

5. **Funding Opportunity Number**
   DHS-20-NPD-007-00-01

6. **Authorizing Authority for Program**
   Homeland Security Act of 2002, as amended, Public Law 107-296, § 503(b)(2)(G) (codified as amended at 6 U.S.C. § 313(b)(2)(G))

7. **Appropriation Authority for Program**
   Department of Homeland Security Appropriations Act, 2020, Pub. L. No. 116-93

8. **Announcement Type**
   Initial

9. **Program Overview, Objectives, and Priorities**

Overview

The Homeland Security Preparedness Technical Assistance Program (HSPTAP) provides financial assistance to professional non-profit organizations in activities to improve and/or build state, local, tribal and territorial (SLTT) capabilities to prevent, protect against, respond to, recover from, and mitigate major events, including threats or acts of terrorism. The overarching programmatic goal focuses on building state and local capabilities through various means and methods, each one aimed at achieving the National Preparedness Goal and furthering our collective efforts to remain a safe and secure nation.

Specific HSPTAP program activities anticipated for achieving this goal include, but will not be limited to: developing and disseminating written products; facilitating calls, meetings, or discussions; providing and organizing seminars, training and workshops for key homeland security and emergency preparedness SLTT stakeholders nationwide (e.g., state emergency management directors, state homeland security advisors, and other professional organizations in the public and private sectors, etc.) to share information, knowledge, experiences, and practices relating to current and emerging homeland security, emergency management and public safety issues and efforts.

Objective and Supporting Projects

Objective: Supporting key homeland security and emergency preparedness stakeholders nationwide to further build a national system of emergency management capabilities

1) Conducting activities that bring together the collective perspectives of state and local elected officials and the private sector to provide a broad-based sounding board on homeland security issues for all national stakeholders. Supporting this objective should include establishing, providing, and maintaining a forum for organizations to exchange ideas, conduct targeted discussions, as well as to provide technical assistance to governors' offices, associations and organizations on all relevant SLTT homeland security policy areas.
2) Developing, transferring, and institutionalizing pertinent knowledge at the state and local level for addressing current public policy challenges facing state emergency management directors, state homeland security advisors, and other SLTT officials.
3) Collaborating with public and private sector and all disciplines and levels of government (e.g., national, regional, state and local) to facilitate focused and enhanced communication and coordination; address the complex challenges of developing and implementing homeland security policies and practices including: intelligence sharing; state homeland security organization, structure and governance; communications interoperability; critical infrastructure protection; and all hazards disaster prevention, protection, mitigation, preparedness, response and recovery to include areas of emergency management, homeland security, fire, law enforcement, Emergency Management Services (EMS), agriculture, National Guard, emergency communications, and public works.

Priorities

The objectives and projects above support the purpose of the FY 2020 HSPTAP, further building of a national system of emergency management capabilities that can effectively and efficiently utilize the Nation's resources to respond to catastrophic incidents, including natural disasters, acts of terrorism, and other man-made emergencies or events. In addition to building state and local capabilities, the activities conducted under the HSPTAP are structured to address the National Preparedness System and full spectrum of mission areas and core capabilities outlined in the National Preparedness Goal.

Given the evolving threat landscape, it is incumbent upon DHS/FEMA to continuously evaluate the national risk profile and set priorities that help ensure appropriate allocation of scarce security dollars. Due to the unique threats that the nation faces in 2020, DHS/FEMA has determined four priority areas for FY 2020 HSPTAP funds:

1) Enhancing cybersecurity (including election security)
2) Enhancing the protection of soft targets/crowded places (including election security);
3) Enhancing information and intelligence sharing and cooperation with federal agencies, including DHS;
4) Addressing emergent threats (e.g., unmanned aerial systems [UASs], etc.).

10. Performance Metrics

FEMA requires HSPTAP recipients to collect and submit information necessary to calculate metrics derived from the following measures of effectiveness for the HSPTAP grant program:

- Number of trainings, seminars, and workshops developed and/or delivered by the recipients to build SLTT capabilities specific to the four priority areas for FY 2020.
- Results of workshop or event surveys and evaluations.

B. Federal Award Information

1. **Available Funding for the NOFO:** $525,000

2. **Maximum Funding Per Applicant:** $275,000

   Awarded funds under the FY 2020 HSPTAP are competitive-based. Applicants applying for grant funds are eligible to apply for up to, but no more than, $275,000.

3. **Projected number of Awards:** 2-4

4. **Period of Performance (POP):** 12 months

   FEMA will consider extensions to the period of performance only through formal requests to FEMA with specific and compelling justifications as to why an extension is required. For details on the requirements for requesting an extension to the period of performance, please refer to Part H: Extensions of the Full Announcement.

5. **Projected Period of Performance Start Date(s):** 09/15/2020

6. **Projected Period of Performance End Date(s):** 09/14/2021
7. **Funding Instrument Type:** Grant

C. Eligibility Information

8. Eligible Applicants

Nonprofit organizations as defined by 2 C.F.R. § 200.70 and institutions of higher education as defined by 2 C.F.R. 200.55.

9. Applicant Eligibility Criteria

The criteria that organizations must meet in order to be eligible for the HSPTAP are defined below. Applicants that do not meet eligibility and application submission requirements will not be evaluated and scored by the review panel.

Eligible non-profit organizations must:

1. Be a known entity with a national scope and able to work in partnership with key stakeholders and Federal agencies.
2. Demonstrate their experience and capacity to establish, provide, and maintain a collaborative forum which can reach, inform, educate and engage **key homeland security and emergency preparedness stakeholders nationwide**.
3. Demonstrate their experience and ability to work with all disciplines and levels of government to develop and provide direct technical assistance, training, and professional development in the area of current homeland security doctrine, policy, and best practices to **key homeland security and emergency preparedness stakeholders nationwide**

Key homeland security and emergency preparedness stakeholders include but are not limited to: state emergency management directors, state homeland security advisors, and other SLTT officials.

Applicants must conform to the guidance and demonstrate their experience and expertise using the questions in **Appendix B: Project Narrative Template**, and reviewers will use these questions as one set of criteria to score applications as outlined in **Appendix C: Evaluation and Scoring Criteria**. Applicants that do not meet eligibility and application submission requirements will not be evaluated and scored by the review panel.

10. Other Eligibility Criteria

National Incident Management System (NIMS) Implementation

Prior to allocation of any Federal preparedness awards in FY 2020, recipients must ensure and maintain adoption and implementation of NIMS. The list of objectives used for progress and achievement reporting is at https://www.fema.gov/implementation-guidance-and-reporting.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident

needs. Utilization of the standardized resource management concepts such as typing, credentialing, and inventorying, promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management, NIMS resource typing definitions, job titles, and position qualifications is on FEMA's website at https://www.fema.gov/implementation-guidance-and-reporting.

FEMA developed the NIMS Guideline for the Credentialing of Personnel to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes and identifies tools which Federal Emergency Response Officials and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Additional information about NIMS in general is available at http://www.fema.gov/nims-doctrine-supporting-guides-tools.

11. Maintenance of Effort (MOE)

There is no maintenance of effort for this program.

12. Cost Share or Match

There is no cost share or cost match requirement for this program.

D. Application and Submission Information

1. Key Dates and Times

a. Application Start Date: 5/26/2020

b. Application Submission Deadline: 7/24/2020 *at 11:59:59 PM (EDT)*

All complete 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 submission of the full application. For additional information on how an applicant will be notified of application receipt, see the subsection titled "Timely Receipt Requirements and Proof of Timely Submission" in Section D.

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

Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and prior to the application deadline. Failure to timely

notify FEMA of the issue that prevented the filing of the application within the required timeframe may preclude consideration of the award. "Timely notification" of FEMA means the following: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of FEMA contacts can be found in Section G, "DHS Awarding Agency Contact Information." If applicants do not know who to contact or if there are programmatic questions or concerns, please contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by e-mail at askcsid@dhs.gov, Monday through Friday, 9:00 AM – 5:00 PM ET.

c. Anticipated Funding Selection Date: 8/30/2020

d. Anticipated Award Date: No later than 9/30/2020

e. Other Key Dates

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

2. Agreeing to Terms and Conditions of the Award

By applying, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. Address to Request Application Package

Initial applications are processed through the Grants.gov portal. Final applications are completed and submitted through FEMA's Non-Disaster Grants (ND Grants) System. Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov.

Hard copies of the NOFO can be downloaded at Grants.gov or via email from the Awarding Office point of contact listed in Section G, "DHS Awarding Agency Contact Information."

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.

4. Steps Required to Submit an Application, Unique Entity Identifier, and System for Award Management (SAM)

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

a. Apply for, update, or verify their Data Universal Numbering System (DUNS) Number from Dun & Bradstreet (D&B) and Employer ID Number (EIN)
b. In the application, provide a valid Data Universal Numbering System DUNS number, which is currently the unique entity identifier;
c. Have an account with login.gov;
d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
e. Create a Grants.gov account;
f. Add a profile to a Grants.gov account;
a. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
b. Submit application in Grants.gov;
g. Submit the final application in the ND Grants System; and
h. 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.

Applicants are advised that DHS may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when DHS is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, 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.

5. 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 or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity. For this funding opportunity, FEMA requires applicants to submit applications through Grants.gov.

6. How to Register to Apply through Grants.gov

a. *Instructions:* Registering in Grants.gov is a multi-step process. 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, then you may begin with step 3, Create a Grants.gov account, listed below.

Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov here: https://www.grants.gov/web/grants/applicants/organization-registration.html

1) *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

2) *Register with SAM*: 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

3) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: https://www.grants.gov/web/grants/applicants/registration.html

4) *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

5) *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

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

7) *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 people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed, and it is crucial for valid and timely submissions.**

7. 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 NOFO, 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

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

b. *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. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

c. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. 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

d. *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.

e. *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.

f. *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.

g. *Track a Workspace Submission*: After successfully submitting a workspace application, 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.

8. Submitting the Final Application in the Non-Disaster Grants System (ND Grants)

After submitting the initial application in Grants.gov, eligible applicants will be notified by 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, at the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their applications.

Applicants needing assistance registering for the ND Grants system should contact ndgrants@fema.dhs.gov or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see https://www.fema.gov/non-disaster-grants-management-system.

In ND Grants, applicants will be prompted to submit the standard application information required as described below. The Standard Forms (SF) may be accessed in the Forms tab under the SF-424 family on Grants.gov. Applicants should review these forms before applying to ensure they have all the information required:

- SF-424A, Budget Information (Non-construction)
  - For construction under an award, submit SF-424C, Budget Information (Construction) in addition to or instead of SF-424A
- SF-424B, Standard Assurances (Non-construction)
  - For construction under an award, submit SF-424D, Standard Assurances (Construction) in addition to or instead of SF-424B
- SF-LLL, Disclosure of Lobbying Activities
- Grants.gov Lobbying Form

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

For additional program-specific application submission requirements, please refer to the subsection titled "Content and Form of Application Submission" under Section D and **Appendix B: Project Narrative Template** of this NOFO.

9. Timely Receipt Requirements and Proof of Timely Submission

a. *Online Submission.* All applications must be received by 12:59:59 Eastern time 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 attempting to submit the application. 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.

b. As application submission is a two-step process, the applicant with the Authorized Organizational Representative (AOR) role who submitted the application will receive an acknowledgment of receipt, a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of the initial application. This notification does not serve as proof of timely submission as the application is not complete until it is submitted in ND Grants. All applications must be received in by **11:59:59 EDT on July 24, 2020.**

10. Content and Form of Application Submission

Standard Required Application Forms and Information

The following forms are required to be submitted in either Grants.gov or ND Grants. The Standard Forms (SF), submitted either through Grants.gov, through forms generated in ND Grants, or as an attachment in ND Grants, are available at https://www.grants.gov/web/grants/forms/sf-424-family.html.

- **SF-424, Application for Federal Assistance**, submitted through Grants.gov
- **Grants.gov Lobbying Form**, submitted through Grants.gov
- **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants
    - **For construction under an award, submit SF-424C, Budget Information (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424A
- **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants
    - **For construction under an award, submit SF-424D, Standard Assurances (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424B
- **SF-LLL, Disclosure of Lobbying Activities**, via the forms generated by ND Grants
- **Indirect Cost Agreement,** submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement. If the applicant is not required to have an indirect cost rate agreement but will charge indirect costs and is required to have an indirect cost rate proposal, the applicant must provide a copy of their indirect cost rate proposal with the application. See the section below on indirect costs for more information contact the relevant Program Analyst or Grants Management Specialist for further instructions.

HSPTAP Program-Specific Required Forms and Information

Applicants must submit copies of the following in ND Grants:

- **Project Narrative** that describes the applicant's proposed project and how it aligns with the FY 2020 HSPTAP Program objective. (Refer to **Appendix B: Project Narrative Template** for additional details.)
- **Budget Detail Worksheet** that identifies all project costs and provides justification for the costs identified (including management and administration [M&A]). (Refer to **Appendix D: Budget Detail Worksheet Template** for additional details.)

11. Other Submission Requirements

N/A

12. 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 https://www.archives.gov/federal-register/codification/executive-order/12372.html; https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf).

13. 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. The use of Award funds for matching funds for any other Federal grants, for lobbying, or intervention in Federal regulatory or adjudicatory proceedings are not allowable. In addition, grant award recipients cannot sue the Federal government or any other government entity using Federal funds awarded through a Federal grant.

14. Allowable Costs

a. Pre-Award Costs

Pre-award costs **are NOT** allowable.

b. Management and Administration (M&A) Costs

Management and Administration costs are activities directly related to managing and administering the HSPTAP award. FEMA has determined that recipient may retain and expend a maximum of 5 percent of HSPTAP funds awarded for M&A purposes associated with the HSPTAP award.

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

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above.

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

Applications must conform with the guidance provided in **Appendix B: Project Narrative Template**. FY 2020 HSPTAP applications will also be evaluated for completeness, adherence to programmatic guidelines, and anticipated effectiveness of

the proposed project.

Below is a short summary of the evaluation criteria. The full criteria can be found in **Appendix C: Evaluation and Scoring Criteria**, which details the specific criteria aligned to each of the Project Narrative requirements and the maximum number of points an application can receive for each criterion. The four (4) base criteria are worth up to 100 total possible points. FEMA will not review applications that do not address all questions and subparts. Additionally, FEMA will not consider any letters of endorsement or support submitted separately from an application. If statements of endorsement or support testimony are provided, they must be included in the Project Narrative.

- Demonstration of Eligibility: The applicant clearly and comprehensively describes its ability to build state, local, tribal, and territorial emergency management capabilities. *(Possible Points: 0 – 20 max)*
- Project Plan: The applicant demonstrates an effective and sustainable project approach for building SLTT emergency management capabilities within the 12-month period of performance, including the specific implementation and project management approaches. *(Possible Points: 0 – 30 max)*
- Anticipated Results: The applicant demonstrates the proposed project's anticipated results, including how the project will build the SLTT emergency management capabilities and performance goals the project is expected to achieve, and how the project can be scaled or replicated to benefit national preparedness. *(Possible Points: 0 – 30 max)*
- Budget: The applicant demonstrates a reasonable and cost-effective budget (using **Appendix D: Budget Detail Worksheet Template)** including explanation of reasonable project costs across the requested categories, the project's relative cost effectiveness and sustainability, and the applicant's ability to manage federal grants. *(Possible Points: 0 – 20 max)*

b. Financial Integrity Criteria

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.
5) Ability to effectively implement statutory, regulatory, or other requirements.

c. Supplemental Financial Integrity Criteria and Review

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently $250,000 (see Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91,

OMB Memorandum M-18-18 at https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf):

1) FEMA is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM, which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS) and is accessible through the SAM website.
2) An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
3) FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, 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.

2. Review and Selection Process

Eligibility Screening

FEMA will conduct an initial review of all applications to verify applicant eligibility and ensure each application is complete. All eligible and complete applications will progress to the applicable FEMA program office for further review. FEMA staff will review the following during the eligibility screening:

a. Applicant is an eligible organization as defined under the Eligible Applicants header of **Section C: Eligibility Information** of this NOFO.
b. Applicant has submitted all required assurances and standard forms.
c. Application complies with the Application Submission information presented in **Section D: Application and Submission Information** and **Appendix B: Project Narrative Template**, including:
   - Application includes a Project Narrative that aligns with the format requirements specified in **Appendix B: Project Narrative Template**.
   - Application includes a Budget Detail Worksheet (**Appendix D: Budget Detail Worksheet Template**).

Review Panel

Applications will be reviewed and scored by a review panel comprised of FEMA staff. Applicants that do not meet eligibility and application submission requirements will not be evaluated and scored by the review panel. The review panel will score applications based on specific criteria described in **Appendix C: Evaluation and Scoring Criteria** and aligned to the requirements outlined in **Section D: Application and Submission Information** and **Appendix B: Project Narrative Template**. The review panel will score applications taking into consideration completeness, adherence to programmatic guidelines, and anticipated effectiveness of the plan proposed in the Project Narrative.

Application Selection Process

FEMA staff will make recommendations based on scores assigned by the application

review panel, which will be sorted in descending order from the highest score to lowest score until as many HSPTAP Objective Projects possible are addressed.

FEMA senior leadership will review recommended awards based on the results of the ranked application scores and make final decision in selection. A maximum of two to four applicants will be selected.

Required Application Contents

Applicants must format the contents of the application according to the guidance in **Appendix B: Project Narrative Template**. Applications not formatted according to the guidance will be considered incomplete, and FEMA will not review or consider for funding.

Applicants should not include any Classified or Sensitive information in their applications for this program.

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read 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 program.**

Notification of award approval is made through the ND Grants system through an automatic electronic mail to the recipient's authorized official listed in the initial application. The award date will be the date that FEMA approves the award. The recipient 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 the ND Grants system and all other conditions of the award have been satisfied or until the award is otherwise rescinded.

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify FEMA 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 FEMA will rescind the offer of an award. Failure to accept a grant award within the 90-day timeframe may result in a loss of funds.

2. Pass-Through Requirements

Not applicable.

3. Administrative and National Policy Requirements

DHS Standard Terms and Conditions

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.

4. Reporting

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

a. Federal Financial Reporting Requirements

The Federal Financial Report (FFR) form is available online at: SF-425 *OMB #4040-0014*

Recipients must report obligations and expenditures on a **quarterly** basis through the Federal Financial Reporting Form (FFR) to FEMA. Recipients must file the FFR electronically using Payment and Reporting System (PARS). A **quarterly** FFR report is required throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. FEMA may withhold future awards and fund drawdowns if these reports are delinquent or are insufficient in detail.

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

b. Programmatic Performance Reporting Requirements

Recipients are responsible for uploading Program Performance Report (PPR) to FEMA on a **quarterly** basis in ND Grants. The report is due **within 30 days** after the end of the reporting period. Recipients must report on the following information:

1) Written products relating to emerging homeland security, emergency management and public safety issues and established or model state homeland security and emergency management efforts;
2) Educational, seminars, training and workshops for apprising newly appointed key stakeholders such as: state emergency management directors, state homeland security advisors, and other SLTT officials.
3) Calls, meetings, or discussions amongst representatives from key stakeholder groups on a regular basis which serve to share information, knowledge, experiences, and practices relating to current and emerging homeland security, emergency management and public safety issues.
4) Trainings, workshops, and other meeting opportunities designed to bring together in a common forum for state emergency management directors, state homeland security advisors, and other SLTT officials as well as other professional organizations in the public and private sectors and to inform partners on the impacts of current and emerging homeland security, emergency management and public safety legislation, regulations and policies.

Performance Reporting Periods and Due Dates
The following reporting periods and due dates apply for the quarterly performance reports:

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

c. Additional Performance Reporting Requirements
Not applicable.

d. Closeout Reporting Requirements
Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, recipients must submit the following:
1) The final request for payment, if applicable;
2) The final FFR (SF-425);
3) The final progress report detailing all accomplishments;
4) A qualitative narrative summary of the impact of those accomplishments throughout the period of performance; and
5) Other documents required by this NOFO, terms and conditions of the award, or other FEMA guidance.

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 FEMA, a closeout 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, unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.333.

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

Administrative Closeout

Administrative closeout is a unilateral mechanism for FEMA to move forward with closeout of a grant award using available grant award information in lieu of final reports from the recipient. It is a last resort and recipients should always submit their final reports instead of relying on this mechanism. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

FEMA may use the administrative closeout process when a recipient is not responsive to FEMA's reasonable efforts to collect required reports needed to complete the standard closeout process. FEMA will make at least three written attempts to collect required reports before initiating administrative closeout.

If FEMA administratively closes an award where no final FFR has been submitted, FEMA uses that administrative closeout date in lieu of the final FFR submission date as the start of the record retention period under 2 C.F.R. § 200.333.

In addition, if an award is administratively closed, FEMA may decide to impose remedies for noncompliance per 2 C.F.R. § 200.338, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

e. 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 a grant award with FEMA, the recipient must notify FEMA if it knows if it or 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:

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

At any time after accepting the award, if the recipient learns that it or 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.

f. Reporting of Matters Related to Recipient Integrity and Performance
Not applicable.

5. Monitoring

Per 2 C.F.R. § 200.336, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems to review project accomplishments and to provide any required technical assistance. During site visits, FEMA will review grant recipients' files related to the grant award. As part of any monitoring and program evaluation activities, grant recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the grant program.

Effective monitoring and oversight help FEMA ensure that recipients use grant funds for their intended purpose(s), verify that projects undertaken are consistent with approved plans, and ensure that recipients make adequate progress towards stated goals and objectives. Additionally, monitoring serves as the primary mechanism to ensure that recipients comply with applicable laws, rules, regulations, program guidance, and requirements. FEMA regularly monitors all grant programs both financially and programmatically in accordance with federal laws, regulations (including 2 C.F.R. Part 200), program guidance, and the terms and conditions of the award. All monitoring efforts ultimately serve to evaluate progress towards grant goals and proactively target and address issues that may threaten grant success during the period of performance.

FEMA staff will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets and other related award criteria are meeting Federal Government-wide and FEMA regulations. Aside from reviewing quarterly financial and programmatic reports, FEMA may also conduct enhanced monitoring through either desk-based review, onsite monitoring visits, or both. Enhanced monitoring will involve the review and analysis of the financial compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and it will identify areas where the recipient may need technical assistance, corrective actions, or other support.

In terms of overall award management, recipient and subrecipient responsibilities include, but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, or other

assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 C.F.R. Part 200.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

a. Program Office Contacts

Krista Junvisetsak
FEMA
Tel: 202-212-4480
Email: Krista.Junvisetsak@fema.dhs.gov

b. Centralized Scheduling and Information Desk (CSID)

CSID is a non-emergency comprehensive management and information resource developed by DHS/FEMA for grants stakeholders. CSID provides general information on all DHS/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 AM – 5:00 PM ET.

c. Grant Programs Directorate (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 Grant Operations Help Desk via e-mail at ASK-GMD@fema.dhs.gov.

2. Systems Information

a. Grants.gov

For technical assistance with Grants.gov, call the customer support hotline 24 hours per day, 7 days per week (except Federal holidays) at (800) 518-4726 or e-mail at support@grants.gov.

b. Non-Disaster (ND) Grants

For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at ndgrants@fema.dhs.gov or (800) 865-4076, Monday through Friday, 9:00 AM – 5:00 PM ET.

c. Payment and Reporting System (PARS)

DHS/FEMA uses the Payment and Reporting System (PARS) for financial reporting, invoicing, and tracking payments. DHS/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 119A, Direct Deposit Form.

H. Additional Information

1. Period of Performance Extensions

Extensions to the period of performance are allowed under this program, as outlined below.

Extensions to the initial POP identified in the award will only be considered through formal, written requests to the recipient's FEMA Program Analyst and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with the FEMA Program Analyst as needed when preparing an extension request. All extension requests must address the following:

1. The grant program, fiscal year, and award number;
2. Reason for the delay, including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline;
3. Current status of the activity(is);
4. Approved POP 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 or person responsible for implementing the plan for completion; and
9. Certification that the activity(ies) will be completed within the extended POP without any modification to the original Statement of Work, as described in the investment justification and as approved by FEMA.

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

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

Recipients should submit all proposed extension requests to FEMA for review and approval at least 90 days prior to the end of the POP to allow sufficient processing time. Extensions are typically granted for no more than a six-month period.

2. Other

Conflicts of Interest in the Administration of Federal Awards or Subawards

For conflicts of interest under grant-funded procurements and contracts, refer to the section on Procurement Integrity in this NOFO and 2 C.F.R. §§ 200.317 – 200.326.

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 federal and SLTT statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to the respective Program Analyst or Program Manager, in writing, any real or potential conflict of interest as defined by the federal and SLTT statutes or regulations or their own existing policies, which may arise during the administration of the federal award, within five days of learning of the conflict of interest. Similarly, subrecipients, whether acting as subrecipients or as pass-through entities, must disclose any real or potential conflict of interest to the recipient or next-level pass-through entity as required by the recipient or pass-through entity's conflict of interest policies, or any applicable federal and SLTT 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, sub applicant, recipient, subrecipient, or FEMA employees.

Procurement Integrity

Through audits conducted by DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement policies jeopardizes the integrity of the grant as well as the grant program.

The below highlights the federal procurement requirements for FEMA recipients when procuring goods and services with federal grant funds. DHS will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.326.** Select requirements under these standards are listed below. The recipient, and any of its subrecipients, must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states must follow 2 C.F.R. § 200.322 regarding procurement of recovered materials, and 2 C.F.R. § 200.326 regarding required contract provisions.

All other non-federal entities, such as tribes, must use their own documented procurement procedures that reflect applicable SLTT laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319.

Competition and Conflicts of Interest

Among the requirements of 2 C.F.R. § 200.319(a) applicable to all non-federal entities other than states, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a non-federal entity develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the non-federal entity.

Under this prohibition, unless the non-federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.326, federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Per 2 C.F.R. § 200.319(b), non-federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed SLTT geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion

provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Under 2 C.F.R. § 200.318(c)(1), non-Federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. If the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a SLTT, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

Supply Schedules and Purchasing Programs

Generally, a non-federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

General Services Administration Schedules

States, tribes, and local governments, and any instrumentality thereof (such as local education agencies or institutions of higher education) may procure goods and services from a General Services Administration (GSA) schedule. GSA offers multiple efficient and effective procurement programs for state, tribal, and local governments, and instrumentalities thereof, to purchase products and services directly from pre-vetted contractors. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term government-wide contracts with commercial firms that provide access to millions of commercial products and services at volume discount pricing.

Information about GSA programs for states, tribes, and local governments, and instrumentalities thereof, can be found at https://www.gsa.gov/resources-for/programs-for-State-and-local-governments and https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments.

For tribes, local governments, and their instrumentalities that purchase off of a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, tribes, local governments, and their instrumentalities will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.326, such as contract cost and price (§ 200.323) and solicitation of minority, women-owned, or small businesses (§ 200.321).

Other Supply Schedules and Programs

For non-federal entities other than states, such as tribes, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements to be permissible under federal requirements, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the non-federal entity complies with state and local law, regulations, and written procurement procedures;
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the non-federal entity and other similar types of entities;
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount, and geography;
- The procurement of the original contract or purchasing schedule complied with all of the procurement standards applicable to a non-federal entity other than states under at 2 C.F.R. §§ 200.317 – 200.326; and
- With respect to the use of a purchasing schedule, the non-federal entity must follow ordering procedures that adhere to applicable state, tribal, and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans with its FEMA Program Analyst.

Procurement Documentation

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. States and territories are

encouraged to keep maintain this information as well and are reminded that in order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

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

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

Record Retention

Record Retention Period

Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award generally must be maintained for at least three years from the date the final FFR is submitted. *See* 2 C.F.R. § 200.333. Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period may be longer than three years in certain cases. For example, the record retention period may be longer if any litigation, claim, or audit starts before the standard three-year record retention period ends. The record retention period may also be extended if the recipient is notified in writing of the extension by FEMA, the cognizant or oversight agency for audit, or the cognizant agency for indirect costs.

Additionally, for certain property records, program income records, and indirect cost or cost allocation plan records, the record retention period begins at a different point other than submission of the final FFR. For equipment and real property obtained with FEMA funding, the property record retention period begins after final disposition.

Where FEMA requires recipients to report program income after the period of performance ends, the program income record retention period begins at the end of the recipient's fiscal year in which program income is earned.

For indirect cost rate proposals, cost allocation plans, or other rate computations records, the start of the record retention period depends on whether the indirect cost rate documents were submitted for negotiation. If the indirect cost rate documents were submitted for negotiation, the record retention period begins from the date those documents were submitted for negotiation. If indirect cost rate documents were not submitted for negotiation, the record retention period begins at the end of the recipient's

fiscal year or other accounting period covered by that indirect cost rate. *See* 2 C.F.R. § 200.333.

Types of Records to Retain

FEMA requires that non-federal entities maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Cancelled checks

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of cancelled checks for verification. *See, e.g.*, 2 C.F.R. §§ 200.318(i), 200.333, 200.336.

In order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g). Non-federal entities who fail to fully document all purchases may find their expenditures questioned and subsequently disallowed.

National Incident Management System (NIMS)

Incident management activities require carefully managed resources (personnel, teams, facilities, equipment, and supplies). NIMS defines a national, interoperable approach for sharing resources, coordinating, and managing incidents, and communicating information. Incident management refers to how incidents are managed across all homeland security activities, including prevention, protection, mitigation, response, and recovery.

Utilization of the standardized resource management concepts such as typing, credentialing, and inventorying promote a strong national mutual aid capability needed to support delivery of core capabilities. Recipients should manage resources purchased or supported with FEMA grant funding according to NIMS resource management guidance.

Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications is on DHS/FEMA's website at https://www.fema.gov/implementation-guidance-and-reporting. Additional information about NIMS in general is available at http://www.fema.gov/nims-doctrine-supporting-guides-tools.

Actions to Address Noncompliance

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

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.207 and 200.338, FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. § 200.338, or it may do both.

In the event the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA might take other remedies allowed under 2 C.F.R. § 200.338. These remedies include actions to disallow costs, recover funds, wholly or partly suspend or terminate the award, initiate suspension and debarment proceedings, withhold further federal awards, or take other remedies that may be legally available.

FEMA may discover and take action on noncompliance even after an award has been closed. The closeout of an award does not affect FEMA's right to disallow costs and recover funds as long the action to disallow costs takes place during the record retention period. *See* 2 C.F.R. §§ 200.333, 200.344(a). Closeout also does not affect the obligation of the non-Federal entity to return any funds due as a result of later refunds, corrects, or other transactions. 2 C.F.R. § 200.344(a)(2).

The types of funds FEMA might attempt to recover include, but are not limited to, improper payments, cost share reimbursements, program income, interest earned on advance payments, or equipment disposition amounts.

FEMA may seek to recover disallowed costs through a Notice of Potential Debt Letter, a Remedy Notification, or other letter. The document will describe the potential amount owed, the reason why FEMA is recovering the funds, the recipient's appeal rights, how the amount can be paid, and the consequences for not appealing or paying the amount by the deadline.

If the recipient neither appeals nor pays the amount by the deadline, the amount owed will become final. Potential consequences if the debt is not paid in full or otherwise resolved by the deadline include the assessment of interest, administrative fees, and penalty charges; administratively offsetting the debt against other payable federal funds; and transferring the debt to the U.S. Department of the Treasury for collection.

The following list includes common areas of noncompliance for FEMA's grant programs:

- Insufficient documentation and lack of record retention.

- Failure to follow the procurement under grants requirements.
- Failure to submit closeout documents in a timely manner.
- Failure to follow EHP requirements.
- Failure to comply with the POP deadline.

Audits

FEMA, the DHS OIG, the GAO, the pass-through entity, or other entities may audit activities and costs incurred under the preparedness grants. Auditing agencies such as FEMA, the DHS OIG, the GAO, and the pass-through entity, if applicable, must have access to records pertaining to the FEMA award. Recipients and subrecipients must retain award documents for at least three years from the date the final FFR is submitted, and even longer in many cases subject to the requirements of 2 C.F.R. § 200.333. In the case of administrative closeout, documents must be retained for at least three years from the date of closeout, or longer subject to the requirements of 2 C.F.R. § 200.333. If documents are retained longer than the required retention period, FEMA, the DHS OIG, the GAO, and pass-through entity have the right to access these records as well. *See* 2 C.F.R. §§ 200.333, 200.336.

Additionally, non-federal entities must comply with the single audit requirements at 2 C.F.R. Part 200, Subpart F. Specifically, non-federal entities, other than for-profit subrecipients, that expend $750,000 or more in federal awards during their fiscal year must have a single or program-specific audit conducted for that year in accordance with Subpart F. 2 C.F.R. § 200.501. A single audit covers all federal funds expended during a fiscal year, not just FEMA funds. The cost of audit services may be allowable per 2 C.F.R. § 200.425, but non-Federal entities must select auditors in accordance with 2 C.F.R. § 200.509, including following the proper procurement procedures. For additional information on single audit reporting requirements, see Section F of this NOFO under the header "Single Audit Report" within the subsection "Additional Reporting Requirements" or other applicable document.

The objectives of single audits are to:

- Determine if financial statements conform to generally accepted accounting principles (GAAP);
- Determine whether the schedule of expenditures of federal awards is presented fairly;
- Understand, assess, and test the adequacy of internal controls for compliance with major programs; and
- Determine if the entity complied with applicable laws, regulations, and contracts or grants.

For single audits, the auditee is required to prepare financial statements reflecting its financial position, a schedule of federal award expenditures, and a summary of the status of prior audit findings and questioned costs. The auditee also is required to follow up and take appropriate corrective actions on new and previously issued but not yet addressed

audit findings. The auditee must prepare a corrective action plan to address the new audit findings. 2 C.F.R. §§ 200.508, 200.510, 200.511.

Non-federal entities must have an audit conducted, either single or program-specific, of their financial statements and federal expenditures annually or biennially pursuant to 2 C.F.R. § 200.504. Non-federal entities must also follow the information submission requirements of 2 C.F.R. § 200.512, including submitting the audit information to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The audit information to be submitted include the data collection form described at 2 C.F.R. § 200.512(c) and 2 C.F.R. Part 200 as well as the reporting package described at 2 C.F.R. § 200.512(b).

The non-federal entity must retain one copy of the data collection form and one copy of the reporting package for three years from the date of submission to the Federal Audit Clearinghouse. 2 C.F.R. § 200.512; *see also* 2 C.F.R. § 200.517 (setting requirements for retention of documents by the auditor and access to audit records in the auditor's possession).

FEMA, the DHS OIG, the GAO, and the pass-through entity, if applicable, as part of monitoring or as part of an audit, may review a non-federal entity's compliance with the single audit requirements. In cases of continued inability or unwillingness to have an audit conducted in compliance with 2 C.F.R. Part 200, Subpart F, FEMA and the pass-through entity, if applicable, are required to take appropriate remedial action under 2 C.F.R. § 200.338 for noncompliance, pursuant to 2 C.F.R. § 200.505.

Payment Information

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 SF-1199A, Direct Deposit Form.

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. For additional information, refer to https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true.

Appendix A: Detail of Allowable Direct Costs Under HSPTAP

Direct Cost Type	Description	Allowable Under HSPTAP?
Planning	Planning costs used to support the HSPTAP objectives and projects only as described in this NOFO is allowable.	**Yes**
Organization	Organization costs used to support the HSPTAP objectives and projects only as described in this NOFO is allowable.	**Yes**
Personnel	Personnel costs used to support the objectives and projects of the HSPTAP only as described in Section D and Appendices C, D, and F of this NOFO. *Specifically, personnel hiring, overtime, and backfill expenses are permitted under this program to perform allowable HSPTAP planning, training, and exercise activities.*	**Yes**
Fringe Benefits	Fringe benefits are for personnel and only for the percentage of time devoted to the project.	**Yes**
Consultants / Contractors	Hiring of full-time or part-time contract planners or consultants to assist with identifying gaps, planning, training, and exercise activities is allowable under this program. Hiring public safety personnel fulfilling traditional public safety duties is an allowable cost under this program.	**Yes**
Supplies	Materials or supplies are allowable under this program to conduct training activities such as brochures, handouts, and briefings.	**Yes**
Conferences	Rental of space/locations for conferences, meetings, workshops, and webinars are allowable under this program to perform gap identification, planning, training, and exercise activities in a manner consistent with 2 C.F.R. § 200.432. *Recipients are encouraged to use free public space/locations, whenever available, prior to the rental of space/locations.*	**Yes**
Exercises	Exercise costs used to support the HSPTAP objectives and projects only as described in this NOFO is allowable (e.g. planning, coordinating, and executing tabletop, functional, and full-scale exercises).	**Yes**
Training	Training costs used to support the HSPTAP objectives and projects only as described in this NOFO is allowable.	**Yes**
Travel	Travel costs (e.g., airfare, mileage, per diem, hotel) for recipient personnel that support the objectives and projects of the HSPTAP as described in this NOFO. *Domestic travel costs are allowed under this program, as provided for in this NOFO. International travel **is not an allowable** cost under this program unless approved in advance by DHS/FEMA*	**Yes**
Equipment	Equipment costs are **not an allowable cost** under this program.	**No**
Construction / Renovation	Construction and renovation costs are **not an allowable cost** under this program.	**No**
Maintenance / Sustainment	Maintenance and sustainment are **not an allowable cost** under this program.	**No**

Appendix B: Project Narrative Template

A. Required Format

FEMA will not review or consider for funding any application that does not conform to the following criteria. Applicants must format the application according to the following guidance.

- Document Type: The Project Narrative must be submitted in Microsoft Word or Adobe Portable Document Format (PDF).
- Typeface:
  - Narrative: Times New Roman, Arial, Calibri, or Cambria; 12 pt. font size
  - Citations (in-text, endnote/footnote): Times New Roman, Arial, Calibri, or Cambria 10, 11, or 12 pt. font sizes
  - Spreadsheet or Table Data Figures, Notes, and Titles: Times New Roman, Arial, Calibri, or Cambria 10, 11, or 12 pt. font sizes
  - Graphics (such as pictures, models, charts, and graphs): Times New Roman, Arial, Calibri, or Cambria 10, 11, or 12 pt. font sizes
- Margins: 1 inch
- Indentation/Tabs: Applicant's discretion
- Page Orientation: Portrait; exception: landscape may be used for spreadsheets and tables
- Maximum number of pages, not including cover, background, budget detail worksheet, and indirect cost rate agreement: **10** (see the Project Narrative Template below for the maximum number of pages for each section).
- Graphics (e.g., pictures, models, charts, and graphs) will be accepted but are not required.
- Primary font color will be black; however, other colors such as red and blue may be used for emphasis as appropriate.
- Bold or italicized font may be used but is not required.
- Spreadsheet or table format is acceptable where appropriate (e.g., timelines and matrices) but not mandatory.

B. Required Application Contents

Applicants must present the contents of the application using the following arrangement.

Project Narrative Template	
Section	**Question**
Background Does not count toward the total page count limitation.	Identify the primary applicant applying for the program and the Points of Contact (POC)s for this project, including the following: • Name of primary applicant • Name and title of the lead POC • POC's full mailing address, telephone number, and email address • Name and title of the single authorizing official, or AOR, for the organization (i.e., the individual authorized to sign a grant award) • Authorizing official's full mailing address, telephone number, and email address
Demonstration of Eligibility Two (2) pages maximum **Maximum of 20 Points**	1. Describe your organization's relationship or partnership with federal, state, local, tribal, and territorial emergency management stakeholders. This narrative must reference the following: • *Number of programs and diversity in size, sector, and governance for programs that your organization engages in the emergency management community.* • *Types of relationships or partnerships your organization has had with these programs.* • *Number of years that your organization has had these relationships.* 2. Describe your organization's experience and/or ability to build state, local, tribal, and territorial emergency management capabilities. This narrative must reference the following: • *Number and types of written products produced relating to emerging homeland security, emergency management or public safety issues.* • *Number and types of educational seminars, training or workshops delivered for key homeland security and emergency preparedness stakeholders nationwide (i.e. state emergency management directors, state homeland security advisors, and other state, local and tribal officials).* • *Type and frequency of direct technical assistance, collaborative forums, or professional development provided to key homeland security and emergency preparedness stakeholders*

Project Narrative Template	
Section	**Question**
Project Plan Four (4) Pages maximum **Maximum of 30 points**	1. Describe your organization's plan for meeting the objective of the HSPTAP using **Section A: Program Description** and **Appendix D: Budget Detail Worksheet Template** of this NOFO. Your Project Narrative should address the NOFO objective, one of the FY 2020 priority areas, and at least two (2) projects. 2. Describe the proposed activities of the project, including any planning, organization, training, and/or meetings.
Anticipated Results Two (2) pages maximum **Maximum of 30 points**	1. Describe what results your organization anticipates from its proposed implementation of HSPTAP. 2. Describe how your organization will collect data on the performance metrics below referenced in **Section A: Program Description**: • *Number of trainings, seminars, and workshops developed and/or delivered by the recipients to build SLTT capabilities specific to the four priority areas for FY 2020.* • *Results of workshop or event surveys and evaluations.*
Budget Two (2) pages maximum **Maximum of 20 points**	1. Provide a budget narrative and detailed budget worksheet of the project using **Appendix D: Budget Detail Worksheet Template**. Please include total project dollars in the detailed budget worksheet. 2. Describe your organization's ability to manage federal grants, such as (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing Federal awards; (4) reports and findings from audits; and (5) ability to implement effectively statutory, regulatory, or other requirements.

Appendix C: Evaluation and Scoring Criteria

The review panel will score applications based on specific criteria aligned to the Project Narrative requirements. The table below details the specific criteria aligned to each of the Project Narrative requirements, and the maximum number of points an application can receive for each criterion. Each question will be scored from 0-5 points, 0-10, 0-15, or 0-25 points based on the complexity within the requirement and priority to the program.

Project Narrative Requirement	Evaluation Criteria	Possible Points
Demonstration of Experience and Expertise (0-20 Points Total)		
1. Describe your organization's relationship or partnership with state, local, tribal, and territorial emergency management stakeholders. This narrative must reference the following: • *Number of programs and diversity in size, sector, and governance for programs that your organization engages in the emergency management community.* • *Types of relationships or partnerships your organization has had with these programs.* • *Number of years that your organization has had these relationships.*	**How clearly and comprehensively does the applicant describe and demonstrate its qualifications through Question 1?** (0-10 points)	**0-10**
2. Describe your organization's experience and/or ability to build state, local, tribal, and territorial emergency management capabilities. This narrative must reference the following: • *Number and types of written products produced relating to emerging homeland security, emergency management or public safety issues.* • *Number and types of educational seminars, training or workshops delivered for key homeland security and emergency preparedness stakeholders nationwide (i.e. state emergency management directors, state homeland security advisors, Governor's HSAs, and other state, local and tribal officials.).* • *Type and frequency of direct technical assistance, collaborative forums, or professional development provided to key homeland security and emergency preparedness stakeholders*	**How clearly and comprehensively does the applicant describe and demonstrate its qualifications through Question 2?** (0-10 points)	**0-10**
Project Plan (0-30 Points Total)		
3. Describe your organization's plan for meeting the objective of the HSPTAP using **Section A: Program Description** and **Appendix D: Budget Detail Worksheet Template**. Your Project Narrative should address the NOFO objective, one of the FY 2020 priority areas, and at least two (2) projects.	**How well does the applicant describe a project plan that is clear, logical, and realistic?** (0-15 points)	**0-15**
4. Describe the proposed activities of the project, including any planning, organization, training, and/or meetings.	**Are the proposed project activities clear, logical, and realistic?** (0-15 points)	**0-15**

Project Narrative Requirement	Evaluation Criteria	Possible Points
Impact (0-30 Points Total)		
3. Describe what results your organization anticipates from its proposed implementation of HSPTAP.	**How clearly and comprehensively does the applicant describe their project's results using HSPTAP?**	**0-25**
4. Describe how your organization will collect data on the performance metrics below referenced in **Section A: Program Description**: • *Number of trainings, seminars, and workshops developed and/or delivered by the recipients to build SLTT capabilities specific to the four priority areas for FY 2020..* • *Results of workshop or event surveys and evaluations*	**How clearly and comprehensively does the applicant describe how they will collect data for the performance metrics defined for this NOFO?** (0-5 points)	**0-5**
Budget (0-20 Points Total)		
5. Provide a budget narrative and detailed budget worksheet of the project using **Appendix D: Budget Detail Worksheet Template**. Please include total project dollars in the detailed budget worksheet.	**Did the applicant provide a budget narrative and detailed budget worksheet that are clear, logical, and identify reasonable items?** (0-10 points)	**0-10**
6. Describe your organization's ability to manage federal grants, such as (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing Federal awards; (4) reports and findings from audits; and (5) ability to implement effectively statutory, regulatory, or other requirements.	**How clearly and comprehensively does the applicant demonstrate their capacity and ability to manage federal grants?** (0-10 points)	**0-10**

Appendix D: Budget Detail Worksheet Template

The Budget Detail Worksheet Template (below) may be used as a guide to assist applicants in the preparation of their Budget Detail Worksheet. Applicants may submit the Budget Detail Worksheet using this template or in the format of their choosing (plain sheets, independently created forms, or a variation of this form). However, applicants must provide all of the requested information identified in the general instructions, as well as the instructions for each section, and categorize it by activity and allowable cost.

General Instructions

Populate the tables to identify the cost to implement the proposed project.

- The applicant should list and describe all activities and associated costs required to implement the project.
- The applicant should link each cost to NOFO objective and project as defined in **Section A: Program Description**.
- Funds must be aligned to allowable cost categories (e.g., personnel, travel, supplies) of the NOFO objective and projects addressed in the Project Plan.
- A justification of costs for each section, including the identification of any cost savings measures, should be addressed in the Budget portion of the Project Narrative.

HSPTAP Budget Detail Worksheet			
Direct Costs			
A. Planning. List planning activities and associated costs for developing and supporting HSPTAP objectives and projects only as described in this NOFO.			
Name / Fee	**Description of Activities**	**Computation**	**Cost**
		Total Planning Cost	
B. Organization. List organization activities and associated costs for developing and supporting HSPTAP objectives and projects only as described in this NOFO.			
Name / Fee	**Description of Activities**	**Computation**	**Cost**

		Total Organization Cost	

C. Personnel. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name / Position	Description of Fringe Benefits	Computation	Cost
		Total Personnel Cost	

D. Fringe Benefits. Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name / Position	Description of Fringe Benefits	Computation	Cost
		Total Fringe Benefits Cost	

E. Consultants / Contractors. Hiring of full-time or part-time contract planners or consultants to assist with identifying gaps, planning, training, and exercise activities is allowable under this program. List each consultant position by title and name of employee, if available. Show the hourly bill rate and the percentage of time to be devoted to the project.

Name / Position	Description of Project Work Activities	Computation (Include bill rate)	Cost
		Total Consultants Cost	

F. Supplies. List items by type (office supplies, postage, training materials, brochures, copying paper, and other expendable items such as books, handheld tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item Name / Type	Description of Use / Purpose	Computation (Quantity x per unit cost)	Cost

	Total Supplies Cost	

G. Conferences. List all conference fees / expenses by type (venue rental fees, speaker fees, registration fees, etc.), including number of intended attendees, and location. Show the basis for computation.

Conference / Fee Name	Location	Description / Purpose and # of Attendees	Computation	Cost
			Total Conference Cost	

H. Exercises. List all exercise costs by type (e.g. planning, coordinating, and executing), including number of intended attendees, and location. Show the basis for computation.

Exercise Name / Fee	Location	Description / Purpose and # of Attendees	Computation	Cost
			Total Exercise Cost	

I. Training. List all training or workshop fees or expenses by type (venue rental fees, instructor fees, registration fees, etc.), including number of intended attendees, and location. Show the basis for computation.

Training Name / Fee	Location	Description / Purpose and # of Attendees	Computation	Cost
			Total Training Cost	

J. Travel. Itemize travel expenses of project personnel by purpose (e.g., staff to training, exercise, conference, etc.). Show the basis of computation (e.g., six people to three-day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Fee	Location	Description / Purpose and # of Attendees	Computation	Cost

			Total Travel Cost	
			Total Direct Costs	

Indirect Costs

K. Indirect Costs. Indirect costs are allowable only as described in the HSPTAP NOFO.

Cognizant Federal Agency	Description and Purpose	Computation	Cost
		Total Indirect Cost	

Budget Category	Federal Amount	Non-Federal Amount	Total
A. Planning			
B. Organization			
C. Personnel			
D. Fringe Benefits			
E. Consultants/Contractors			
F. Supplies			
G. Conferences			
H. Exercises			
I. Training			
J. Travel			
K. Indirect Costs			
TOTAL PROJECT COST			