The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
National Incident Management System (NIMS)

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

A. Program Description

Issued By
U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (NPD), National Integration Center (NIC)

Assistance Listings Number (formerly Catalog of Federal Domestic Assistance Number)
97.107

Assistance Listings Title (formerly CFDA Title)
National Incident Management System

Notice of Funding Opportunity Title
FY 2019 National Incident Management System

NOFO Number
DHS-19-NPD-107-00-01

Authorizing Authority for Program
Section 661 of the Post-Katrina Emergency Management Reform Act of 2006, as amended (Pub. L. No. 109-295) (6 U.S.C. § 761) https://www.govinfo.gov/content/pkg/USCODE-2010-title6/html/USCODE-2010-title6-chap2-subchapII-partB-sec761.htm.

Appropriation Authority for Program
Department of Homeland Security Appropriations Act, 2019 (Pub. L. No. 116-6), Title III – Protection, Preparedness, Response, and Recovery, Federal Emergency Management Agency, Federal Assistance, Operations and Support

Program Type

Continuation

Program Overview, Objectives, and Priorities

Our nation faces a wide range of threats and hazards. As FEMA's 2018-2022 Strategic Plan states (under Strategic Objective 2.3: Posture FEMA and the Whole Community to Provide Life-Saving and Life-Sustaining Commodities, Equipment, and Personnel from all Available Sources), "*No one agency or organization is able to store enough equipment, supplies, and commodities, or marshal enough internal teams to quickly and fully meet all the needs of a catastrophic incident. These devastating incidents necessitate the collective assets and contributions of many supporting organizations aligned through a coordinated structure.*"

Communities can address these challenges by using a systematic approach that builds on proven preparedness activities. The National Incident Management System (NIMS) provides stakeholders across the whole community with the shared vocabulary, systems, and processes to deliver the capabilities described in the National Preparedness System (NPS). The implementation of NIMS directly supports Quadrennial Homeland Security Review (QHSR) Mission 5: Strengthen National Preparedness and Resilience and Goal 5.3: Ensure Effective Emergency Response. To this end, the Emergency Management Assistance Compact (EMAC) provides at the national level a consistent and reliable approach to emergency resource allocation.

The purpose of the Fiscal Year (FY) 2019 NIMS cooperative agreement is to support EMAC, which is a congressionally ratified mutual aid compact that defines a non-federal, state-to-state system for sharing resources across state lines during an emergency or disaster. Signatories include all 50 states, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands. EMAC's unique relationships with states, regions, territories, and Federal organizations, such as FEMA and the National Guard Bureau, enable it to move a wide variety of resources to stabilize community lifelines immediately after an incident. EMAC, established in 1996, is a national mutual aid compact that offers assistance during governor-declared states of emergency. It assists states in sending personnel, equipment, and commodities to support disaster relief efforts in other states.

This NOFO aids EMAC's development and maintenance of a consistent system for the request, dispatch, use, and return of resources necessary to support local capabilities during incident response and recovery operations**.** The development of a multi-jurisdictional, interstate regional mechanism for coordinating incident management and obtaining assistance to stabilize community lifelines immediately during large-scale, complex, or catastrophic incidents will help to build, sustain, and deliver the core capabilities essential to achieving the National Preparedness Goal of a secure and resilient nation.

The National Emergency Management Association (NEMA), which manages and administers EMAC, is the only eligible recipient of this cooperative agreement. NEMA is a 501(c)(3) nonprofit organization with headquarters in Lexington, KY, which represents emergency management directors in the 50 States, plus U.S. territories and the District of Columbia.

The FY 2019 NIMS cooperative agreement supports the priority to enhance mutual aid capabilities through EMAC to advance implementation and support the whole community to provide life-saving and life-sustaining commodities, equipment, and personnel through

EMAC. The NIC's two strategic priorities listed below illustrate the NIC's efforts to enhance the emergency management partnership between FEMA and NEMA:

1. Integrate stakeholder feedback in the development, implementation, and updating of national doctrine, guidance, and technical assistance to ensure their relevance and value to whole community emergency management.
2. Provide high-quality, customer-oriented tools and resources to enhance nationwide understanding and implementation of NIMS and NPS.

EMAC will support these strategic priorities by supporting the development and implementation of National Qualification System (NQS) work items, Resource Typing (RT) definitions, and mutual aid tools. The EMAC-generated after-action reports, quarterly reports, and reports on demand will provide data that will enhance current and future emergency management initiatives.

This cooperative agreement also advances the NPS—the instrument the nation uses to build, sustain, and deliver core capabilities to achieve a secure and resilient nation. Complex and far-reaching threats and hazards require a collaborative, whole-community approach to national preparedness that engages individuals, families, communities, the private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes, and systems that support each component of the NPS promote integrated preparedness efforts that build, sustain, and deliver core capabilities and achieve the National Preparedness Goal's desired outcomes.

DHS and FEMA focus on building stronger capabilities across jurisdictions at all levels and with the whole community. All types of mutual aid are integral to efforts that enhance our nation's resilience, ensure an effective response to disasters, and stabilize community lifelines regardless of size, scope, or complexity. The FY 2019 NIMS cooperative agreement objectives outlined below supplement the ongoing collaborative efforts of the NIC and NEMA.

Performance Metrics

The recipient of this cooperative agreement will work to achieve the program's goals and objectives listed below by September 2020.

1. Support of the Emergency Management Assistance Compact (EMAC) through training, education, exercises, preparedness activities, and operational support for intrastate mutual aid, interstate mutual aid (EMAC), and international mutual aid.
2. Support State Emergency Management implementation of EMAC.
3. Increase the interoperability and collaboration of the EMAC Operations System with other national emergency management operational and mutual aid systems.
4. Continual improvement of the EMAC system.
5. Support EMAC operational activities.
6. Information sharing of EMAC operational activities.
7. Continual improvement of EMAC thorough after-action reports and the implementation of findings and corrective actions.
8. Engagement with FEMA on the development and sustainment of national mutual aid

doctrine, policies, and programs.

9. Alignment of EMAC and mutual aid with the National Preparedness Goal and NIMS.
10. Alignment of EMAC and mutual aid with Threat Hazard Identification and Risk Assessment (THIRA).
11. Alignment of EMAC and mutual aid with National Disaster Response Framework.
12. Participation of EMAC in National Level Exercises.
13. Participation in catastrophic planning and related exercises at the state, regional, federal and national levels.
14. Delivery of EMAC lessons learned for integration into national planning efforts.
15. Engagement and alignment with national resource typing, job positions/qualifications, Mission Ready Packaging, and National Qualification initiatives.
16. Engagement with the whole community on mutual aid.
17. Transfer of information and knowledge on EMAC and mutual aid to federal partners.
18. Coordination with FEMA, National Guard Bureau, and U.S. Northern Command on operational activities in support of large--scale disaster response.
19. EMAC data analysis for the improvement of the core capabilities that stabilizes community lifelines.
20. Increase the national mutual aid inventory of Mission Ready Packages in the Mutual Aid Support System (MASS) for use in mutual aid (intrastate, interstate, and international).

B. Federal Award Information

Estimated Award Amounts, Important Dates, and Extensions
Available Funding for the NOFO: $2,000,000.00

Projected Number of Awards: 1

Period of Performance: 12 months

Extensions to the period of performance are not allowable.

Projected Period of Performance Start Date(s): 09/13/2019

Projected Period of Performance End Date(s): 09/11/2020

Funding Instrument: Cooperative Agreement
Program authority and responsibility under this cooperative agreement resides with FEMA. FEMA retains the right to terminate all or part of the cooperative agreement and may conduct site visits and monitoring throughout the period of performance.

FEMA will work with the recipient to develop and refine the details of executing this award, including work plans, goals, objectives, performance metrics, timelines, objectives, effectiveness measures, selection of key players, development of outreach or educational materials, and coordination of multistate efforts, and will define eligible and ineligible tasks

to ensure that the program is effectively implemented. The recipient shall not develop or begin developing tasks not approved in the recipient's application without FEMA's prior approval and issuance of an award amendment.

Throughout the performance period of this cooperative agreement, FEMA's NIC will be substantially involved in the program implementation. Such involvement includes, but is not limited to, the following roles and responsibilities:

1. Providing consultation to NEMA on EMAC to ensure all efforts are aligned.
2. Maintaining clear communications with NEMA to ensure intended outcomes are achieved.
3. Jointly developing the program management plan and program spending plan.
4. Providing frequent consultation with NEMA to ensure NIMS implementation remains aligned with the latest guidance.
5. Providing insight to EMAC on data points that are of interest to FEMA in assessing and reporting on national preparedness.
6. Aligning processes with intended outcomes.

FEMA also participates in the EMAC advisory group to ensure alignment of related efforts in support of a national mutual aid system. FEMA coordinates meetings between NEMA leadership and various FEMA internal components when mission areas intersect.

C. Eligibility Information

Eligible Applicant

The National Emergency Management Association (NEMA) is the only eligible applicant for the NIMS program.

Eligibility Criteria

This Notice of Funding Opportunity is open only to NEMA as the Administrator of EMAC.

Maintenance of Effort (MOE)

Maintenance of effort is NOT required under this program.

Cost Share or Match

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

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov: 07/22/2019

Application Submission Deadline: 08/23/2019 at 11:59 PM ET

FEMA/NIC must receive the applicant's initial application through the Grants.gov portal no later than the application submission deadline. A late

submission will affect the timely review of the application and award of the Cooperative Agreement. This will influence the program objectives' implementation and may disrupt ongoing programmatic activities. The applicant's acknowledgement of receipt will be through the Grants.gov portal.

Anticipated Funding Selection Date: 08/30/2019
Anticipated Award Date: 09/13/2019

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.
Submit initial application in Grants.gov	One week before actual submission deadline.
Submit final application in ND Grants	One week before actual submission deadline.

Address to Request Application Package
Application forms and instructions are available at Grants.gov on the Workspace application platform. To access the application package, select "Applicants" then "Apply for Grants" followed by "Get Application Package." Enter the Funding Opportunity Number or Opportunity Package ID located in this NOFO. Select "Apply" and then "Create Workspace." Follow the prompts to download the instructions and begin the application.

Hardcopies of the NOFO and associated application materials are not available.

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

Initial applications are submitted through the Grants.gov portal and complete applications are submitted through ND Grants.

Content and Form of Application Submission
Applying for an award under this program is a multi-step process and requires time to complete. To ensure timely application submission, the applicant should start the required steps well in advance of its submission. **Please review the table above under "Submission Dates and Other Key Dates and Times" for estimated deadlines to complete the five steps of applying listed below**. Failure of an applicant to comply with any of the required steps before the deadline for submitting its application will automatically disqualify its application from funding.

The steps involved in applying for an award under this program are:

1. Applying for, updating, or verifying its DUNS Number
2. Applying for, updating, or verifying its EIN Number
3. Updating or verifying its SAM Number
4. Submitting an initial application in Grants.gov, and

5. Submitting the complete application in ND Grants

For additional information regarding the DUNS Number, EIN Number, SAM Number, and AOR requirements, please see the sections below entitled Data Universal Numbering System (DUNS) Number, System for Award Management (SAM), and Authorized Organizational Representative (AOR).

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

1. Be registered in SAM before submitting its application;
2. Provide a valid DUNS number in its application; and
3. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by DHS/FEMA.

DHS may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DHS is ready to make a federal award. DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

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

Electronic Delivery
DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages applicants to submit their applications online through Grants.gov.

How to Register to Apply through Grants.gov

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

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

   Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants.

   If individual applicants are eligible to apply for this grant funding opportunity, refer to the Application Registration page.

   Organization applicants can find complete instructions online.

2. **Obtain a DUNS Number:** All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.

   Detailed instructions for obtaining a DUNS number are available online.

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

   Detailed instructions for registering with SAM are available online.

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

   For more information, follow the on-screen instructions.

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

   Detailed instructions about creating a profile on Grants.gov are available online.

6. **EBiz POC Authorized Profile Roles:** After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access are 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.

   Detailed instructions about creating a profile on Grants.gov are available online.

7. **Track Role Status:** You can track your role request online.

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

How to Submit an Application to DHS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Notice of Funding Opportunity (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

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

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

3. **Adobe Reader:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

   NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:
   https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

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

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

6. **Submit a Workspace:** An application may be submitted through workspace by clicking the "Sign and Submit" button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

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

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

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant

opportunity, contact the number listed in the application package of the grant you are applying for.

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

Submitting the Final Application in Non-Disaster Grants System (ND Grants)
After submitting the initial application in Grants.gov, eligible applicants will be notified by DHS/FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.
In ND Grants applicants will be prompted to submit all of the information contained in the following forms:

1. Standard Form 424A, Budget Information (Non-construction)
2. Standard Form LLL, Disclosure of Lobbying Activities
    a. (If the recipient has engaged or intends to engage in lobbying activities), as well as
3. Assure compliance with all Standard and Special Terms and Conditions

Before being eligible to receive an award under this program
Applicants will also be required to submit copies of the following in ND Grants:

1. Program and Budget Narrative
2. Program Work Plan
3. Project Objectives
4. Detailed budget
5. Indirect Cost Agreement (ICA), if requesting indirect costs. If there is no current indirect cost agreement, then the applicant must contact the Federal Cognizant Agency to negotiate a rate and notify the Program Officer in the FEMA/National Integration Center.

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

Timely Receipt Requirements and Proof of Timely Submission

All final applications must be received by 07/03/2019 at 11:59 PM ET. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants.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 for the successful transmission of their initial application in an email serving as proof of their timely submission.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov and ND Grants receive your application. Again, Grants.gov will provide either an error or a successfully received transmission in the

form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

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/2017/11/SPOC-Feb.-2018.pdf)

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

Pre-award Costs
Pre-award costs are allowable only with the written consent of FEMA and if they are included in the award agreement. The applicant must notify the Program Officer in the FEMA/National Integration Center to request authorization for pre-award costs.

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

Travel:
Domestic: Domestic travel costs are allowable under this program.
International: International travel is not an allowable cost under this program unless approved in advance by FEMA.

Construction and Renovation:
Construction and renovation costs are not allowable under this program.

Management and Administration (M&A) Costs
Management and Administration costs are allowable by FEMA under this program. Management and Administration costs are activities directly related to administering the award, such as financial management and monitoring. Recipients may use up to 3 percent of the amount of the award for their M&A.

Indirect Facilities & Administrative (F&A) Costs
Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved

rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application and must be provided to FEMA before indirect costs are charged to the award.

Other Submission Requirements

Environmental Planning and Historic Preservation (EHP) Compliance
As a Federal agency, FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws, and Executive Orders as applicable. Recipients and subrecipients proposing projects that have the potential to affect the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction, including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP review.

Additionally, all recipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FEMA Policy (FP) 108-023-1. The EHP screening form is located here, and further EHP guidance can be found at https://www.fema.gov/media-library/assets/documents/85376.

National Incident Management System Implementation
Prior to allocation of any Federal preparedness awards in FY 2019, 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.

The primary recipient/administrator of this FY 2019 NIMS cooperative agreement award funds is responsible to contact the NIC – Program Office to determine if subrecipients (if a state) have demonstrated sufficient progress in NIMS implementation to receive awards, and if they have submitted their annual SPR for the year preceding their baseline assessment.

Program Management Documentation
In addition to furthering the program objectives stated above, the awardee must complete the following within 30 days of the award. Award funds are placed on hold until the recipient completes these documents:

1. Program Management Plan developed jointly with FEMA, that includes:
   a. Goals, objectives, and outcomes of the proposal and the discrete activities to be conducted to accomplish the goals, objectives, and outcomes of the proposal;

b. A complete description of the program management structure addressing how the program will be structured, organized, and managed;
c. An organizational chart and description of how the proposal supports program execution;
d. A list of specific quality assurance activities, initiatives, and measures that will ensure the attainment of the goals, objectives, and outcomes of the proposal; and
e. A high-level, detailed, program schedule to reflect the program life cycle, phases, and outcomes. This will include quality assurance measures incorporated throughout the program life cycle.

2. Risk management plan, describing the approach for identifying and managing risks, and identifying known or anticipated events, or factors that could prevent the recipient from meeting program objectives (i.e., cost, schedule, scope, performance, or quality);
3. Performance-based evaluation plan, including program performance measures that will assess the attainment of goals, objectives, outcomes, and which details a data collection plan including how the recipient will analyze data;
4. A Work Breakdown Structure (WBS), which is a task-oriented schematic of activities that organizes, defines, and graphically displays the total work needed to achieve the final objectives of a project. Each descending level represents an increasingly detailed definition of the project objective. The WBS is a system for subdividing a project into manageable work packages, components, or elements to provide a common framework for scope/cost/schedule communications, allocation of responsibility, monitoring, and management.
5. A program narrative to address the following elements:
   a. Activities that will build sustainable preparedness at the state and local level through the use of EMAC;
   b. A capacity-building component for state and local jurisdictions to employ themselves (e.g., job aids, planning tools, performance support tools);
   c. A process for identifying lessons learned and best practices for inclusion in ongoing Department of Homeland Security efforts; and
   d. Congruence with the National Preparedness Goal and System, NIMS, and National Planning Frameworks.
6. A detailed program budget by task and a summary budget aggregating task costs into the categories described below. The program budget will be developed in coordination with FEMA to ensure consistency with the jointly developed Program Management Plan.
   a. Personnel: indicate the total projected salary and wages for all project personnel. Compensation paid for employees engaged in activities must be consistent with that paid for similar work within the applicant's organization.
   b. Fringe benefits: fringe benefits should be based on actual known costs or an established formula.
   c. Travel: provide the total projected cost for travel. Applicant should determine costs by the projected number of trips multiplied by the number of people traveling multiplied by an average cost for travel and per diem (airfare, lodging, meals).
   d. Equipment: provide the total projected cost of non-expendable items that need to be purchased. Non-expendable equipment is tangible property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. The

organization's own capitalization policy and threshold amount for equipment classification may be used. Expendable items should be included either in the "supplies" category or in the "other" category. The applicant should analyze the costs and benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases require identification and explanation. For more information regarding property management standards for equipment, please reference 2 C.F.R. §§ 200.310 – 200.316.

e. Supplies: provide the total projected cost of supplies (e.g., office supplies, postage, training materials, copying paper, and other expendable items such as books and handheld tape recorders). The 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.
f. Subaward: provide the total projected amount allocated for subawards.
g. Other costs: provide a total projected cost of miscellaneous items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds).
h. Total budget: provide the total dollar value by category for all activities.

E. Application Review Information

Application Evaluation Criteria

Prior to making a Federal award, the Federal awarding agency 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 implement statutory, regulatory, or other requirements effectively.

Criteria
Application reviews will help ensure conformance with the Eligibility Criteria of this NOFO and Content and Form of Application Submission. An applicant that does not meet eligibility requirements will be removed from consideration.

Review and Selection Process
FEMA/NIC will review the submitted application for completeness and compliance with all application requirements.
The application will be evaluated and selected for funding based on:

1. The applicant's proposed projects are compatible with NIMS priorities and requirements.
2. The applicant's proposed costs are complete, reasonable, and cost-effective in relation to proposed projects and tasks.

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

i. "Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
iii. DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 "federal awarding agency review of risk posed by applicants."

F. Federal Award Administration Information

Notice of Award
Notification of award approval comes through the ND Grants system through an automatic e-mail to the awardee point of contact (the "authorized official") listed in the initial application. The award date is the approval date. The awardee should follow the directions in the notification to accept the award.

Funds will remain on hold until the recipient accepts the award through ND Grants system. Failure to accept the cooperative agreement award within the 90-day timeframe may result in

a loss of funds.

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify the awarding agency of its intent to accept and proceed with work under the award through the ND Grants system. For instructions on how to accept or decline and award in the ND Grants system, please see pages 40-43 in the ND Grants Grantee Training Manual.

Administrative and National Policy Requirements

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

The applicable DHS Standard 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 the time the original award was made will generally apply. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

Before accepting the award, the AOR should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program.

Reporting

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

Financial and Program Reporting Periods and Due Dates

The following reporting periods and due dates apply:

Reporting Period	Report Due Date
October 1 – December 31, 2019	March 15, 2020
January 1 – March 31, 2020	June 15, 2020
April 1 – June 30, 2020	September 15, 2020
July 1 – September 30, 2020	December 15, 2020

Federal Financial Reporting Requirements

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

Financial and Compliance Audit Report

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from all federal funding sources during their fiscal year are required to

submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of Government Accountability Office's Generally Accepted Government Auditing Standards, located at http://www.gao.gov/govaud/ybk01.htm, and the requirements of Subpart F of 2 C.F.R. Part 200, located at https://www.ecfr.gov/cgi-bin/text-idx?SID=976b22c591bc2fc7a7136fbff68977a5&mc=true&node=sp2.1.200.f&rgn=div6

Program Performance Reporting Requirements
Recipients are responsible for providing updated performance reports in Microsoft Word on a quarterly basis. The report is due within 30 days after the end of the reporting period. Recipients must submit it as an attachment to the ND Grants system.

Reporting requirements must be met throughout the life of the cooperative agreement (refer to the program guidance and the special conditions found in the award package for a full explanation of these requirements).

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, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance (PoP), as well as the following documentation:

1. The final request for payment, if applicable;
2. SF-425 – Final FFR;
3. Final Performance Progress Report; and
4. Other documents required by program guidance or terms and conditions of the award.

After the NIC reviews and approves these reports, 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 de-obligated, and address the requirement of maintaining the grant award records for three years from the date of the final FFR.

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

Disclosing Information per 2 C.F.R. § 180.335
This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335. At any time after accepting the award, if the recipient learns that any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

G. DHS Awarding Agency Contact Information

Contact and Resource Information
Program Office – National Integration Center (NIC)
The NIC provides fiscal and program support, including pre-and post-award administration and technical assistance to the cooperative agreement included in this solicitation:
Konstanty Kaminski, Program Officer
FEMA/National Integration Center
400 C Street SW
Washington, DC 20024
Phone: (202) 384-5008
Email: Konstanty.Kaminski@fema.dhs.gov

H. Additional Information

Extensions
Extensions to the stated period of performance are not allowable.

For Program Questions about Applying for an Award
The Centralized Services Information Desk (CSID) is a non-emergency comprehensive management and information resource developed by DHS for grants and cooperative agreement stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, State, and local levels. When necessary, recipients will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID is reachable by phone at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov, Monday through Friday, 9:00 a.m. – 5:30 p.m. EST.

For Financial and Administrative Questions about Applying for an Award
FEMA's Grant Programs Directorate's (GPD) Grant Operations Division Business Office provides financial support and technical assistance, such as for password resets and registration requests, questions regarding Form 1199A, payment status, amendments, closeouts, and tracking de-obligation and award amounts. Additional guidance and information are obtainable by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@fema.dhs.gov.

Office of Environmental Planning and Historic Preservation (OEHP)
OEHP provides guidance and information about the EHP review process to FEMA programs and its recipients and subrecipients. Send all inquiries and communications about EHP compliance for FEMA grant or cooperative agreements' projects or the EHP review process to:
Portia Ross, CFM
Integration and Technology Branch Chief
Office of Environmental Planning and Historic Preservation
FEMA / DHS
Desk: 202-212-5929
Cell: 303-386-2316

Email: portia.ross@fema.dhs.gov

Payment
FEMA uses Pay and Reporting System (PARS) for financial reporting, invoice processing, 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, the Recipient must complete a Standard Form 1199A, Direct Deposit Form.

Monitoring
Programmatic and financial monitoring of recipients will occur on an annual and as needed basis, by FEMA staff, to ensure the activities, project goals, objectives, performance requirements, timelines, milestones, budgets, and program criteria are being met.

Monitoring may occur through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

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

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

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