The Department of Homeland Security (DHS)

Notice of Funding Opportunity (NOFO)

National Urban Search & Rescue Response System.

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 at Grants.gov. 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), Office of Response and Recovery, Response Directorate, Operations Division, Urban Search and Rescue (US&R) Branch

Catalog of Federal Domestic Assistance (CFDA) Number

97.025

CFDA Title

National Urban Search & Rescue Response System.

Notice of Funding Opportunity Title

FY 2018 National Urban Search & Rescue Response System Readiness Cooperative Agreement**.**

NOFO Number: DHS-18-DOD-025-00-01

Authorizing Authority for Program

Robert T. Stafford Disaster Relief and Emergency Assistance Act 42 U.S.C. § 5165f (Stafford Act).

Appropriation Authority for Program

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

Program Type

New

Program Overview, Objectives, and Priorities

The National Urban Search and Rescue (US&R) Response System (the System) provides funding for 28 national task forces staffed and equipped to assist State and local governments conduct around-the-clock search-and-rescue operations following a Presidentially declared major disaster or emergency under the Stafford Act (e.g., earthquakes, tornadoes, floods, hurricanes, aircraft accidents, hazardous materials spills and catastrophic structure collapses). When deployed, these task forces, support State and local emergency responders' efforts to locate survivors and manage recovery operations. This program supports DHS Mission 5, Goal 5.1: "Enhance National Readiness," as provided in the DHS 2014 Quadrennial Homeland Security Review.

The objective of this Cooperative Agreement is to provide for the sustainment and readiness of the System and local jurisdictions, through the funding of: administration and management, training, equipment and storage and maintenance.

Program Priorities are as follows:

1. Ensure that System Sponsoring Agency Administrative Organizations manage and administer task force affairs and activities consistent with best practices, including by making available training and exercises to enable task force personnel to safely perform assigned duties in accordance with established FEMA and System standards and guidance.
2. Ensure a state of readiness and enhance operational effectiveness by acquiring and maintaining equipment and tools in accordance with the System's current approved *FEMA Equipment Cache List*.
3. Provide leased space to meet the office, training site and storage requirements of the System.
4. Optimize standby activities by making available resources to enable catastrophic event planning, mobilization exercises and technical assistance.
5. Provide forums to enable FEMA and System Sponsoring Agency senior leadership coordination and discussion on System strategic issues.

Performance Metric

A Federal Urban Search & Rescue resource will arrive on scene within 16 hours of notification for no-notice events within the Contiguous United States from the time a request is received from the Authority Having Jurisdiction.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO:	$34,234,232
Projected number of Awards:	28
Period of Performance:	36 Months
Projected Period of Performance Start Date:	09/30/2018
Projected Period of Performance End Date:	09/29/2021

Details of funding amounts can be found in Appendices C - G. Extensions to the period of performance will not be permitted unless the recipient has a compelling justification. Recipients shall follow the steps identified in Section H of this document to obtain an extension to the period of performance.

Funding Instrument

Cooperative Agreement

Program authority and responsibility under this Cooperative Agreement reside 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 and objectives, timelines, deliverables, effectiveness measures, selection of key partners, outreach or educational materials, coordination of multi state efforts, and definition of eligible and ineligible tasks to ensure that program is effectively implemented. The recipient shall not engage in the development of tasks not approved in the recipient's application without prior approval and the issuance of an amendment to the award by FEMA. Details for implementing this Cooperative Agreement are provided in Appendix A, Statement of Work.

C. Eligibility Information

Eligible Applicants

FEMA-designated Urban Search & Rescue Task Force Sponsoring Agencies (28 total).

Eligibility Criteria

Applicants must be a FEMA-designated Urban Search and Rescue Task Force Sponsoring Agency.

Other Eligibility Criteria

Applicants must submit a complete application, including a budget plan that is in accordance with the items outlined in the Statement of Work.

Maintenance of Effort (MOE)
Maintenance of effort is NOT required under this program.

Cost Share or Match
There is no Cost Match or Cost Share requirement for this Cooperative Agreement.

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov: 6/22/2018
Application Submission Deadline: 08/08/2018 at 12:00:00:0 PM
Anticipated Funding Selection Date: 9/3/2018
Anticipated Award Date: 9/30/2018

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
Initial application in Grants.gov	One week before actual submission deadline
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.

For a hardcopy or email of the full NOFO, please email a request to: Wanda Casey, wanda.casey@fema.dhs.gov.

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

Initial Applications will be processed through the Grants.gov portal and the complete application will be processed through the ND Grants System.

Hard copy applications will not be accepted.

Content and Form of Application Submission

Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time applicants are advised to start the required steps well in advance of their submission. Please review the table above under "Submission Dates and Other Key Dates and Times" for estimated deadlines to complete each of the steps listed below. Failure of an applicant to comply with any of the required steps before the deadline for submitting their application will automatically disqualify their application.

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

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

In ND Grants applicants will be prompted to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they have all the information required. Forms are located at; SF-424 Mandatory Family | GRANTS.GOV

• Budget Information for Non-Construction Programs (SF-424A);
• Assurances for Non-Construction Programs (SF-424B);
• Grants.gov Lobbying Form (SF-LLL).

Applicants will also be prompted to assure compliance with all Standard and Special Terms and Conditions before being eligible to receive an award under this program.

In addition, applicants must submit copies of the following in ND Grants:

- A completed US&R Budget Narrative Workbook, FEMA Form 089-0-10 (Appendix B)
- Latest Single Audit (per 2 CFR Part 200, Subpart F)
- Any requests & approvals received for pre-award costs (if applicable)
- Indirect Cost Rate Agreement (if applicable)
- If one or more vehicle purchases is/are included in the budget narrative, include the following:
    a. Vehicle (rolling or floating) specifications of the vehicle(s) the applicant intends to purchase
    b. A completed Vehicle Support Unit Purchase Replacement/Disposal Justification Form, FEMA Form 089-0-26

Unique Entity Identifier and System for Award Management (SAM)

All applicants for this award must:

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

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 Apply is provided to aid in fulfilling these requirements:

Electronic Delivery

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

How to Register to Apply through Grants.gov

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

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

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

   If individual applicants are eligible to apply for this grant funding opportunity, refer to 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 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.

   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 Initial 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 funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. Access to complete instructions on how to apply for opportunities using Workspace are available online.

1. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
2. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission.
3. *Adobe Reader*: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS 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.
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.

Additional training resources, including video tutorials, are available online.

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 an Initial Application in Grants.gov

The initial application cannot be started or submitted in Grants.gov unless the applicant's registration in SAM is confirmed.

The initial application in grants.gov requires completing Standard Form 424 (SF424), Application for Federal Assistance. Application forms and instructions are available at Grants.gov. Applicants must now use the grants.gov Workspace to apply. The 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 NOFO you can create individual instances of a workspace.

Applicants are encouraged to submit their initial application in Grants.gov at least 7 days before the final application deadline.

In addition, Grants.gov recommends submitting application packages through the workspace 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.

Applications submitted through Grants.gov constitute an electronically signed application. When submitting the application through Grants.gov, the name of the applicant's AOR will be inserted into the signature line of the application.

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:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities), as well as assure compliance with all Standard and Special Terms and Conditions, before being eligible to receive an award under this program.

These forms can be found online.

Applicants will also be required to submit copies of the following in ND Grants

- A completed US&R Budget Narrative Workbook, FEMA Form 089-0-10 (Appendix B)
- Latest Single Audit (per 2 CFR Part 200, Subpart F)
- Any requests & approvals received for pre-award costs (if applicable)
- Indirect Cost Rate Agreement (if applicable)

- If one or more vehicle purchases is/are included in the budget narrative, include the following:
    a. Vehicle (rolling or floating) specifications of the vehicle(s) the applicant intends to purchase
    b. A completed Vehicle Support Unit Purchase Replacement/Disposal Justification Form, FEMA Form 089-0-26

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

Online Submissions. All applications must be received by the due date established for this program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (*GRANTXXXXXXXX*) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

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

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

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.

Funding Restrictions

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

Pre-award Costs

Per 2 CFR Part 200.458, pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval from FEMA.

To apply for the approval to of pre-award costs (i.e., costs incurred prior to the beginning of the Period of Performance for this Cooperative Agreement) the recipient shall submit a justification as to why the pre-award cost approval is necessary, along with a detailed estimate of costs, in the application. The US&R Branch will review and forward to the Grant Programs Directorate point of contact for approval. The recipient will then be instructed to include their request and the approval with their application package submission.

Once the cooperative agreement is awarded, the recipient may then draw down this funding to cover the pre-award expenses at that time.

Direct Costs:

- Planning: Planning costs related to training or exercises are allowed under this program.
- Training: Training related costs are allowed under this program.
- Exercises: Exercise related costs are allowed under this program.
- Equipment: Equipment costs are allowed under this program.
- Medical Monitoring: Medical Monitoring costs are allowed under this program
- Domestic: Domestic travel costs are allowed 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 allowed under this program.

Management and Administration (M&A) Costs.
Management and Administration costs are allowed under this program, as outlined in 44 CFR Part 208.23. Management and Administration costs are activities directly related to implementing the award. Funding levels for M&A costs, if proposed, will be negotiated on a per-applicant basis.

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 Cost 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/or 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 sub- recipients proposing projects that have the potential to impact 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.

E. Application Review Information

Application Evaluation Criteria
Prior to making a federal award, the DHS FAO is required by 31 U.S.C. § 3321 and 41 U.S.C. § 2313 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information.
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.

Applications will be reviewed to ensure conformance with the Eligibility Criteria in Section C of this NOFO and Application and Submission Information in Section D. Applicants that do not meet eligibility and application submission requirements will be removed from consideration.

Review and Selection Process

FEMA staff, professionally and technically qualified in the System, will evaluate applications and select applicants for funding. Applicants will be evaluated and selected for funding based on the following:

- The applicant demonstrates expertise and qualifications necessary to support Emergency Support Function #9 (ESF #9) activities under the National Incident Management System and the National Response Framework.
- The applicant's proposed work plan is consistent with the US&R Task Force FY 2018 Readiness Cooperative Agreement Statement of Work, found in Appendix A of this NOFO.
- The applicant proposes costs that are allowable, reasonable and allocable in relation to proposed projects and tasks.

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 Federal Awardee Performance Integrity Information System (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

Administrative and National Policy Requirements

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions.

The applicable DHS Standard Terms and Conditions will be for the last year specified at that URL, unless the application is for a continuation award. In that event, the terms and conditions in effect for the fiscal year that award was originally made will apply.

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

Federal Financial Reporting Requirements.

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

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 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 and Accountability Office's (GAO) Government Auditing Standards, located at http://www.gao.gov/govaud/ybk01.htm, and the requirements of Subpart F of 2 C.F.R. Part 200, located at: http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6

Financial and Program Reporting Periods and Due Dates

Report	Reporting Period	Report Due Date
Quarterly Financial Report (SF-425)	October 1 – December 31	January 30
Semi-Annual Performance Report	October 1 – December 31	January 30
Quarterly Financial Report (SF-425)	January 1 – March 31	April 30
Semi-Annual Performance Report	January 1 – June 30	July 30
Quarterly Financial Report (SF-425)	April 1 – June 30	July 30
Quarterly Financial Report (SF-425)	July 1 – September 30	October 30
Semi-Annual Performance Report	July 1 – December 31	January 30

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend $500,000 or more from Federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be in accordance with GAO's Government Auditing Standards, located at http://www.gao.gov/govaud/ybk01.htm, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012

Program Performance Reporting Requirements.

Recipients are responsible for providing updated performance reports using the FEMA Form 089-0-11 on a Semi-Annual basis through ND Grants. The FEMA Form 089-0-11 is due within 30 days after the end of the reporting period recipients must complete the FEMA Form 089-0-11 and submit it as an attachment to the ND Grants system.

Close Out 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.

If applicable, an inventory of all construction projects that used funds from this program must be reported with the final progress report.

After these reports have been reviewed and approved by <DHS FAO>, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

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

G. DHS Awarding Agency Contact Information

Contact and Resource Information.

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 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 can be reached by phone at (800) 368-6498 or by e-mail at: askcsid@dhs.gov, Monday through Friday, 8:00 a.m. – 5:30 p.m. EST.

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

Office of Environmental Planning and Historic Preservation
For Environmental Planning and Historic Preservation Questions:
OEHP provides guidance and information about the EHP review process to FEMA programs and its recipients and sub-recipients. All inquiries and communications about EHP compliance for FEMA grant projects or the EHP review process should be sent to:

Portia Ross, CFM
Integration and Technology Branch Chief
Office of Environmental Planning and Historic Preservation
FEMA / DHS
500 C Street, SW
Washington, DC 20472
Desk: 202-212-5929
Cell: 303-386-2316
portia.ross@fema.dhs.gov

H. Additional Information

Extensions
Extensions to this program are allowed, but will be considered only through formal, written requests to FEMA and must contain specific and compelling justifications as to why an extension is required. All extension requests must address the following:

1. FEMA Form 089-0-012 – Amendment Form shall be submitted as an attachment to this request. All extension requests must address the following:
    a. Brief status of ongoing activity under this Cooperative Agreement;
    b. Outline of remaining funds available and necessary to finish activity during extension; and
    c. Explanation of why activity could not be completed within the Period of Performance

Awardees should submit all proposed extension requests to DHS/FEMA for review and approval no later than 60 days before the end of the Period of Performance.

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

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

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

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

APPENDICES:

A. National Urban Search and Rescue Response System (US&R) Task Force FY 2018 Readiness Cooperative Agreement Statement of Work
B. US&R Response System Task Force Narrative Workbook *(FEMA Form 089-0-10)*
C. Cooperative Agreement Funding – Recommended Allocations
D. Task Force Allocations and Budget Totals
E. Administration Budget
F. Special Cache Allocations (HEPP, IST, Medical)
G. List of US&R Advisory Organization Leadership
H. Summary of Deliverables