

OVERVIEW INFORMATION

Issued By: U.S. Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA)

Catalogue of Federal Domestic Assistance (CFDA) Number: 97.131

CFDA Title: Emergency Management Baseline Assessment Grant

Funding Opportunity Announcement Title: Fiscal Year (FY) 2012 Emergency Management Baseline Assessment Grant (EMBAG)

Authorizing Authority for Program: Homeland Security Act of 2002, as amended, 6 U.S.C. §§ 313(b)(2)(B); § 314(a)(10); and § 314(a)(11)

Appropriation Authority for Program: Consolidated Appropriations Act, 2012, Div. D – Department of Homeland Security Appropriations Act, 2012, Public Law 112-74

FOA Number: DHS-12-NPD-131-000-01

Key Dates and Time:

Application Start Date: 09/18/2012
Application Submission Date: 09/20/2012 at 11:59:59 PM EDT
Funding Selection Date: 09/30/2012
Award Date: 09/30/2012

Other Key Dates: N/A

Application Submission Extension: Is an extension to the application submission deadline permitted? ☐ Yes ☒ No

Intergovernmental Review: Is an intergovernmental review required? ☐ Yes ☒ No
This funding opportunity is not subject to Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs"

FOA EXECUTIVE SUMMARY

Program Type: Select the applicable program type:

☒ New ☐ Continuing ☐ One-time

Date of origin for Program: New

Opportunity Category: Select the applicable opportunity category:

☒ Discretionary ☐ Competitive ☒ Non-competitive ☐ Mandatory/Non-competitive

Application Process: DHS makes all funding opportunities available through the common electronic “storefront” grants.gov, accessible on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.”

Eligible Applicants: This is a grant to the Council of State Governments/Emergency Management Accreditation Program for the development and delivery of consensus-based national standards that are American National Standards (ANSI)-certified for emergency preparedness and response organizations, and applying these standards in a peer reviewed assessment process.

Type of Funding Instrument: Select the applicable funding instrument

☒ Grant ☐ Cooperative Agreement ☐ Loan

Cost Share or Match:

☐ Cost Match ☐ Cost Share ☒ None Required

Maintenance of Effort:

Is there a Maintenance of Effort (MOE) requirement? ☐ Yes ☒ No

Management and Administration:

Management and Administration Costs (M&A): The FY12 EMBAG allows direct costs for administration including, but not limited to, travel, meeting-related expenses, and salaries of full/part-time staff in direct support of the program. For non-profit organizations direct and indirect costs are described in 2 C.F.R. section 230, Appendix B. As such, these are to be itemized in financial reports. For indirect costs, applicant is required to provide a copy of the official Negotiated Agreement in effect at the time of application.

DRAFT

FULL ANNOUNCEMENT

I. Funding Opportunity Description

Program Overview:

The Emergency Management Baseline Assessment Grant (EMBAG) program will support the Emergency Management Accreditation Program (EMAP) in the assessment of State, local and territorial emergency management organizations against a set of American National Standards Institute (ANSI)-certified national standards for emergency preparedness and response. These standards are assessed through a peer review assessment process that results in accreditation of the emergency management organization.

EMAP's assessment and accreditation of emergency management organizations against consensus-based and ANSI-certified national standards allows for standardized benchmarking of critical functions necessary for an emergency management organization to meet the core capabilities identified in the National Preparedness Goal (Goal). The Goal defines success as "a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk." Achieving the Goal occurs through developing and sustaining a set of 31 core capabilities, and using an integrated, layered, and inclusive approach to preparedness. Using the core capabilities, National Preparedness Goal is achieved by:

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

EMAP accredited emergency management programs are critical to achieving the Goal by assessing and ensuring the ability of jurisdictions to build, sustain, and improve the core capabilities. Accreditation to a national standard ensures critical emergency

management functions such as planning, coordination, and communications are benchmarked. The EMAP assessment and accreditation process allows the current state of a jurisdiction's emergency management organization to be understood, its shortfalls identified, and that a path for improvement can be determined.

The EMAP assessment and accreditation process supported will review the following areas within an emergency management organization:

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

Program Objectives:

EMAP provides for peer-validated assessments using nationally-recognized emergency management program standards and provide a system for accreditation in meeting those standards. The EMAP assessment will be responsible for the following outcomes:

1. Identification, development, and maintenance of emergency management organization standards and guidelines informed by the Goal
2. The presentation of guidance for emergency management standards and accreditation guidelines at National Emergency Management Association and International Association of Emergency Managers annual conferences
3. A baseline assessment of 12 States or Territories and 3 Urban Areas (defined by the Urban Area Security Initiative grant program) within 1 year of award.
4. The development and maintenance of a web-based portal for jurisdictional self-assessments;

5. The development and execution of a peer-review process for emergency management organization accreditation, and feedback on problem areas identified in the self-assessment;
6. Webinars for training on the emergency management organization standards and the accreditation process;
7. Videos assisting in the preparation for an assessment;
8. Access to best practices and including model plans, risk assessments, and similar documents; and
9. A strategy and process to validate assessments against real-world events and exercises.

Program Deliverables:

Within 30 days of the award, the Grantee and FEMA will meet to establish the structure, requirements, milestones, and level of support for establishing and maintaining the deliverables required to meet the program objectives. The Grantee will have monthly conference calls with the program manager and provide a written monthly report of deliverables. During each conference call, the Grantee will also provide a detailed assessment schedule for the next 6 months and a more general schedule for the following 12 and 18 months. The outcome of this program will be written reports for provided to FEMA and each jurisdiction assessed. The Grantee will provide to FEMA and the assessed jurisdiction these reports no later than 3 months after the assessment process is complete. In addition, the respondent will provide an annual report to FEMA that lists the assessments accomplished, the trends identified in the assessments, and any changes to improve the efficiency and effectiveness of the assessment process. Included in the annual report will be a validation of the assessment (methodology, standards, and process) against real-world events and exercises over the past year.

For additional details on the NPG, please refer to:
<http://www.fema.gov/pdf/prepared/npg.pdf>.

II. Funding Information

Award Amounts, Important Dates, and Extensions:

Available Funding for the FOA: \$600,000
Projected Award Start Date(s): 09/30/2012
Projected Award End Date(s): 09/29/2014
Period of Performance: 24 months
Anticipated Number of Awards: 1

Period of Performance: Is an extension to the period of performance permitted?

☒ Yes ☐ No

Submit formal request, at least 60 days prior end of performance period, to FEMA with specific and compelling justifications as to why an extension is required.

III. Eligibility Information

Eligibility Criteria:

The is a grant to the Council of State Governments/Emergency Management Accreditation Program for the assessment and accreditation of emergency preparedness and response organizations based on ANSI-certified national standards.

IV. Funding Restrictions

Restrictions on the Use of Award Funds:

These DHS grant funds may only be used for the purpose set forth in this grant, and must be consistent with the statutory authority for the award. Grant 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 are allowable only with the written consent of DHS and if they are included in the award agreement.

Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award.

This grant may not be used for funding new capital construction.

V. Application Review and Selection Information

Application Review Information:

The grant application will be reviewed and recommended for funding by DHS/FEMA based a successful demonstration for the ability to execute the program objectives identified in this announcement. The application will be reviewed by National Preparedness Directorate (NPD) staff at FEMA to ensure the items listed have costs

that are reasonable, allowable, and allocable to the program. Any questions from the review staff will be submitted to the applicant for discussion.

Once the complete application is received, members of the FEMA NPD, including the National Preparedness Assessments Division (NPAD), will review the application to ensure all items included are within scope and have sufficient detail to ensure basis of the costs that are provided, e.g. when providing travel cost estimates, include information on how this total figure was derived; if certain cost estimates are based on historical data, state so.

The applicant must provide a detailed budget for the funds requested. The detailed budget must be submitted with the grant application as a file attachment within www.grants.gov. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of M&A costs. See Appendix A for a sample budget detail worksheet.

Once the application has been reviewed by NPD staff, it will be forwarded to the Grants Program Directorate (GPD) for review and then routed through the process for approval and award.

Application Selection Process:

The application will be reviewed by FEMA NPD and GPD staff, and the award will be made by GPD Assistance Officers.

Funds will not be made available for obligation, expenditure, or drawdown until the applicant's budget and budget narrative have been approved by FEMA.

The applicant must provide a detailed budget for the funds requested. The detailed budget must be submitted as an attachment to the grant application package in the Non-Disaster (ND) Grants system. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, and appropriate narrative, and a detailed justification of M&A costs.

VI. Post-Selection and Pre-Award Guidelines

Notice of Award:

Upon approval of the application, the award will be made in the form of a grant. The date of approval of award entered into the system is the "award date." Notification of award approval is made through the ND Grants system through an automatic email to the grantee point of contact (POC) listed in the initial application. Once an award has been

approved and recorded in the system, a notice is sent to the authorized grant official. Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under Federal awards. Awarded funds will be loaded into the Payment Management System (PMS) and available for drawdown by the grantee, unless otherwise instructed.

Administrative and Federal Financial Requirements:

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available on page 1 of part 6.1.1 of <http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf>

A complete list of applicable Federal Financial Requirements is available at:
http://www.whitehouse.gov/omb/grants_forms

Administrative and Federal Financial Requirements: Grantees are obligated to submit various financial and programmatic reports as a condition of their award acceptance. Please see below for a summary of financial and/or programmatic reports as required. Future awards and fund drawdowns may be withheld if these reports are delinquent:

1. The **Quarterly Federal Financial Report (FFR) – SF-425**, due within 30 days after the end of each quarter: January 30th, April 30th, July 30th, October 30th.
2. The **Final Federal Financial Report (FFR), SF-425**, due within 90 days after the Period of Performance expires.
3. **Final Payment/Unexpended Funds:** due within 90 days after the Period of Performance expires.

Programmatic Reporting Requirements:

1. **Quarterly Progress Reports** which reflect progress toward the accomplishment of grant objectives, due within 30 days after the end of each quarter ending December 31st, March 31st, June 30th, and September 30th.
2. **Baseline Assessment Reports**, which identify the state or territory assessed, due

within 120 days of peer-review onsite assessment.

3. **Annual Baseline Assessment Summary Report**, which reflect results of baseline assessments conducted during the period, identify trends, and summarize the state of the nation's preparedness as determined through the application of nationally recognized emergency management standards.

Monitoring: Grant recipient will be monitored by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based desk reviews and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, performance, and administrative issues relative to the program and will identify areas where technical assistance or other support may be needed.

The recipient is responsible for monitoring award activities to provide reasonable assurance that the Federal award is administered in compliance with requirements. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining adequate financial records, and refunding expenditures disallowed by audits.

VII. DHS FEMA Contact Information

Contact and Resource Information:

This section describes several resources that may help applicants in completing a FEMA grant application:

1. **Grants.gov.** For assistance with grants.gov, please call the grants.gov customer support hotline at (800) 518-4726
2. **ND Grants.** For assistance registering with the ND Grants system, please contact FEMA's Enterprise Service Desk at (888) 457-3362
3. FEMA, National Preparedness Assessments Division, Assessments Branch will provide fiscal and programmatic support, including pre- and post-award administration and technical assistance to the grant included in this solicitation:

Cathy Knight, Program Officer
800 K Street, NW, Room 6417
Washington, D.C., 20472-3630
Phone: 202-786-9670
Email: cathy.knight@fema.dhs.gov

4. **Grant Programs Directorate (GPD).** FEMA GPD's Grant Operations Division Business Office will provide fiscal support, including pre- and post-award administration and technical assistance, to grant included in this solicitation:

Ms. Nicole L. Davis
Phone: (202) 786-9605

Email: Nicole.Davis2@fema.dhs.gov

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.

5. **Centralized Scheduling and Information Desk (CSID).** 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. CSID can be reached by phone at (800) 368-6498 or by e-mail at ASKCSID@dhs.gov, Monday through Friday, 9:00 AM – 5:30 p.m. (EST)

VIII. Other Critical Information

Additional Information:

National Incident Management System Implementation Compliance

In accordance with Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the adoption of NIMS is a requirement to receive Federal preparedness assistance, through grants, contracts, and other activities.

Federal FY 2011 NIMS implementation must be considered prior to allocation of any Federal preparedness awards in FY 2012. The list of objectives against which progress and achievement are assessed and reported can be found at:

<http://www.fema.gov/emergency/nims/ImplementationGuidanceStakeholders.shtm#item2>

State Preparedness Reporting Requirement

In accordance with the Post Katrina Emergency Management Reform Act of 2006, states and territories who receive grant funding from DHS are required to submit an annual State Preparedness Report (SPR).

The primary grantee/administrator of this FY2012 Baseline Assessment Grant award funds is responsible for determining if sub-awardees have demonstrated sufficient progress in NIMS implementation to disburse awards and have submitted their annual SPR for the year preceding their baseline assessment.

IX. How to Apply

All applicants must file their applications using the Administration's common electronic "storefront" - www.grants.gov. Eligible grantees must apply for funding through this portal, accessible on the Internet at www.grants.gov.

The application must be started and submitted using www.grants.gov after Central Contractor Registration (CCR) is confirmed. The on-line application includes the following required forms and submissions:

- Standard Form 424, Application for Federal Assistance

The application must be completed and submitted through the ND Grants system located at <https://portal.fema.gov>. If you need assistance registering for the ND Grants system, please contact FEMAs Enterprise Service Desk at 1-888-457-3362. The ND Grants system includes the following required forms and submissions:

- 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)
- Grants.gov (GG) Lobbying Form, Certification Regarding Lobbying
- Attachments: Budget and Budget Narrative (See Appendix A for a suggested budget detail worksheet template)

The program title listed in the CFDA is **XXXXXX**. The CFDA number is **XXXXXX**

X. Application and Submission Information

Applicants will obtain FOA Overviews and Full Announcement information from the Grants.gov website where the full FOA is posted. For a hardcopy of the full announcement, please email your request to: cathy.knight@fema.dhs.gov. In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is:

Cathy Knight, Program Officer
800 K Street, NW, Room 6417
Washington, D.C., 20472-3630
202-786-9670
cathy.knight@fema.dhs.gov

Applications will be processed through the Grants.gov portal and the ND Grants System. Hard copies of the application will not be accepted.

APPENDIX A

Budget Sample Format

Purpose. This sample format may be used as a guide to assist applicant in the preparation of the Budget and Budget Narrative. You may submit the Budget and Budget Narrative using this format or in the format of your choice (explain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel. List each position by the title and name of employee, if applicable. 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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Total _____		

B. 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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Total _____		

C. Travel. Itemize travel expenses of project personnel, e.g. staff to training, field interviews, advisory group meetings, etc. Show the basis of computation, e.g. six people to three-day training at \$x Airfare, \$x Lodging, and \$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, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Total _____				

D. Equipment. List non-expendable items that are to be purchased. Equipment means tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A grantee may use its own definition of equipment provided that such equipment would at least include all equipment defined above. Expendable items should be included either in the “Supplies” category or in the “Other” category. Applicant should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

TOTAL _____

E. Supplies. List items by type, e.g. office supplies, postage, training materials, copying paper, and other expendable items such as books, and hand-held 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.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
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TOTAL _____

F. Consultants/Contracts. Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant, enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
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Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

Subtotal _____

Consultant Expenses. List all expenses to be paid from the grant to the individual consultant in addition to their fees, e.g. travel, meals, lodging, etc.

Description

Computation

Cost

Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

Subtotal _____

Contracts. Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item

Cost

Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

Subtotal _____

TOTAL _____

G. Other Costs. List items, e.g. reproduction, janitorial or security services, and investigative or confidential funds, by the major type and the basis of computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent. These costs are applicable to the overall M&A cap of three percent (3%).

Description

Computation

Cost

Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

TOTAL _____

H. Indirect Costs. Indirect costs are allowed if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully-executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, for review of documentation for rate approval for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs category.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
TOTAL _____		

Budget Summary – When you have completed all of the applicable budget categories, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds, if any, that will support the project.

<u>Budget Category</u>	<u>Federal Amount</u>	<u>Non-Federal Amount</u>
A. Personnel	_____	_____
B. Fringe Benefits (if applicable)	_____	_____
C. Travel	_____	_____
D. Equipment	_____	_____
E. Supplies	_____	_____
F. Consultants/Contracts	_____	_____
G. Other	_____	_____
Total Direct Costs	_____	_____
H. Indirect Costs	_____	_____
TOTAL PROJECT COSTS	_____	_____
Federal Request	_____	_____
Non-Federal Amount	_____	_____