The Department of Homeland Security
Notice of Funding Opportunity
National Incident Management 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 from GRANTS.GOV at: http://www.grants.gov/web/grants/applicants/organization-registration.html

A. Notice of Funding Opportunity (NOFO) Description

Issued By

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

Catalog of Federal Domestic Assistance (CFDA) Number

97.107

CFDA Title

National Incident Management System

Notice of Funding Opportunity Title

FY 2015 National Incident Management System

NOFO Number

DHS-15-NPD-107-000-01

Authorizing Authority for Program

Section 661(a) of *The Post-Katrina Emergency Management Reform Act of 2006*, as amended (Pub. L. No. 109-295) (6 USC § 761(a))

Appropriation Authority for Program

The Department of Homeland Security Appropriations Act, 2015 (Pub. L. No. 114-4).

Program Type

Program Overview, Objectives, and Priorities

FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from and mitigate all hazards. FEMA both leads and supports the Nation in a risk-based, comprehensive emergency management system.

Homeland Security Presidential Directive 5: Management of Domestic Incidents (HSPD-5), signed on February 28, 2003, calls for the establishment of "a single, comprehensive approach to domestic incident management."

The National Incident Management System (NIMS) identifies concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of their cause, size, location or complexity. NIMS also serves as a foundation for the development of multi-jurisdictional and interstate regional mechanisms for coordinating incident management and obtaining assistance during large-scale, complex, or catastrophic incidents. The Emergency Management Assistance Compact (EMAC) is one of the methods by which NIMS is implemented through mutual aid nationwide. EMAC, established in 1996, is a national mutual aid compact that offers assistance during governor-declared states of emergency and supports states in sending personnel, equipment, and commodities to help disaster relief efforts in other states. EMAC is managed and administered by National Emergency Management Association (NEMA), a 501(c) (3) non-profit organization with headquarters in Lexington, KY, which represents emergency management directors in the 50 States, US Territories, and the District of Columbia.

Presidential Policy Directive: National Preparedness 8 (PPD-8) sets forth the Nation's strategy for enhancing preparedness through addressing the greatest risks in a unified way and on a national scale. The National Preparedness System, established as required by PPD-8, identifies the system components required to build, sustain, and deliver the capabilities needed for a secure and resilient Nation. The components of the National Preparedness System include: identifying and assessing risk, estimating the level of capabilities needed to address those risks, building or sustaining the required levels of capability, developing and implementing plans to deliver those capabilities, validating and monitoring progress, and reviewing and updating efforts to promote continuous improvement.

Resources needed to enable core capabilities that allow the Nation to achieve the National Preparedness Goal should be managed, and their delivery planned for. Resource owners and requestors develop and refine tools and processes and evolve their relationships in support of the mobilization of resources through all levels of mutual aid. Mutual aid through EMAC assures a high level of reliability and effectiveness since it is the only mutual aid compact that has been ratified by Congress, all 50 states, and several territories. Mutual aid is central to building, sustaining and delivering capabilities

necessary to prevent, protect against, mitigate, respond to, and recover from disasters. Effective mutual aid agreements fill the resource gaps that a jurisdiction may have, and bring the skills, unique knowledge, and tactical resources to the table to support state-to-state mutual aid efforts that strengthen the resiliency of communities.

DHS and FEMA are focused on building stronger capabilities across all levels of jurisdiction and with the whole community. All types of mutual aid are integral to enhancing our nation's resilience and ensuring the ability to respond to disasters regardless of size, scope, or complexity.

This Cooperative Agreement advances the Nation's preparedness and implementation of the NIMS through the development and deployment of consistent systems for the request, dispatch, use and return of resources needed to support local capabilities, and change outcomes for survivors. These systems form a national mutual aid network that can help to build, sustain, and deliver the 31 core capabilities needed to achieve the National Preparedness Goal.

Program Objectives
Specifically, this Cooperative Agreement provides:

1. Support for the refinement of NIMS and its national roll-out as directed by FEMA. The specific activities that EMAC will support will be determined jointly with FEMA during the development of the program management plan.
2. Support for the refinement and roll-out of the National Preparedness Goal and National Planning Frameworks as directed by FEMA. The specific activities that EMAC will support will be determined jointly with FEMA during the development of the program management plan.
3. Development of comprehensive after action reports (AARs) for incidents following major activations of the EMAC operations system, large scale mutual aid operations, or mutual aid related exercises that are a part of the National Exercise Program.
4. Development, sustainment, and maintenance of a credentialed cadre of personnel to support mutual aid operations.
5. Maintenance and support of the EMAC advisory group to serve as a forum for mutual aid stakeholders to provide input and guidance that enhances EMAC and advances all jurisdictional levels of mutual aid with the private sector. The EMAC advisory group should be comprised of whole community partners and mutual aid stakeholders across all communities of practice and levels of government.
6. Development, enhancement, and maintenance of EMAC's information management systems for the availability, request, dispatch, use, tracking, and return of resources in all states during all-hazard incidents requiring mutual aid. The system development will solve several barriers to interoperability that hinders expedient deployment of resources. This includes integration and consistent use of available national NIMS resource typing definitions and

tested & validated interoperability with other information management systems used by states, locals, and other stakeholders to automate and expedite mutual aid.

7. Sustainment and maintenance of the EMAC operations system, to include provisions for access to the system by FEMA and authorized users as well as provisions for using the system from alternate locations due to loss of the primary facility. The system shall be maintained in a well-structured, secure, searchable, online database with real-time access capability that provides for the production of:
    a. Monthly summary reporting which will, at a minimum, include: event or incident; resource and NIMS type (if applicable); requestor and receiver; date, duration, and cost of support; and a brief statement of activities / accomplishments. Criteria and format for the report to be finalized with FEMA.
    b. Automated and on-demand reports by FEMA in real-time or near real-time. EMAC will work jointly with FEMA to determine the criteria and format for the reports.
    c. Historical data of all EMAC requests, as requested by FEMA. This shall include, but not be limited to, data reports on EMAC requests and deployment during and after incidents as requested by the government. FEMA will provide specific guidance on the format of the data reports
8. Further development, maintenance, and implementation of a formalized subaward program in coordination with FEMA.
    a. This effort will include the development, jointly with FEMA, and use of a set of criteria for the solicitation and selection of subawards, prior to making subawards. The formalization of the subaward program will also include the establishment of a set of outcome measures and subaward deliverable acceptance criteria.
    b. The subaward program will focus on aiding the development of more robust intrastate, interstate, and tribal mutual aid programs, compacts, agreements and capabilities at the local level that will in turn enhance EMAC as mutual aid scales during a governor-declared state of emergency. Activities that should be supported through subawards are: development of locally-based and nationally scalable mutual aid information management solutions; development of resource typing definitions and job titles/position qualifications; integration of resource types into mission ready packages, piloting national preparedness-related tools, guides, and guidelines, such as Comprehensive Preparedness Guides; and exercises included within the National Exercise Program.
    c. The subaward program should promote and advance a national mutual aid system through subawards to multiple major mutual aid stakeholder professional associations and national tribal organizations that have expertise in developing, and implementing mutual aid agreements and systems.

9. Assistance in the development and execution of mutual aid agreements between tribal nations, state and local governments.
10. Piloting of NIMS implementation tools and supporting guidance, as appropriate, to include resource typing definitions and job title/position qualifications, Incident Command System (ICS) forms, responder field operations guides, and the NIMS personnel qualifications guide. This includes support in the development and rollout of national guidance on mutual aid as directed by FEMA.
11. Support for exploration and development of a standardized international mutual aid agreement that incorporates the concepts and core tenets of EMAC.
12. Advancement of the integration of Federally-recognized tribes into mutual aid efforts. This can include subawards to major national tribal organizations.
13. Mutual aid subject matter experts in support of the development of national NIMS resource typing definitions, job titles/position qualifications, supporting NIMS guides, and other guidance documents as directed by FEMA and with practitioners identified by FEMA through virtual and in-person meetings and workshops.
14. Preparation and conduct of briefings for local, state, territorial, tribal, and federal agencies, the White House National Security Council, and other appropriate stakeholders to develop and sustain historical and institutional knowledge of EMAC.

B. Federal Award Information

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 stated period of performance are not allowed.

Projected Period of Performance Start Date(s): 09/15/2015

Projected Period of Performance End Date(s): 09/15/2016

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, for example, including work plans, goals and objectives, timelines, deliverables

and effectiveness measures, selection of key players, development of any outreach or educational materials, coordination of multi state efforts, as well as define eligible and ineligible tasks to ensure that program is effectively implemented. The recipient shall not develop or engage in the development of tasks not approved in the recipients' application without prior approval and the issuance of an amendment to the award by FEMA.

Throughout the performance period of this Cooperative Agreement, FEMA's NIC will be substantially involved in the implementation of the program. FEMA's substantial involvement includes, but is not limited to, the following roles and responsibilities: providing consultation to NEMA on EMAC to ensure all efforts are aligned; maintaining clear communications with the NEMA to ensure all intended outcomes are achieved; jointly developing the program management plan & program spend plan; providing frequent consultation with NEMA to ensure NIMS implementation remains aligned with the latest guidance; providing insight to EMAC on data points that are of interest to FEMA in the assessment and reporting of national preparedness; and, ensuring alignment of 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 and coordinates meetings between NEMA leadership and various FEMA internal components when mission areas intersect.

C. Eligibility Information

Eligible Applicants

National Emergency Management Association (NEMA)

Eligibility Criteria

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

Maintenance of Effort

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

Submission Date and Other Key Dates and Times

Application Start Date: 06/03/2015
Application Submission Deadline: 07/06/2015 at 11:59 PM ET

FEMA/NIC must receive the applicant's initial application through the GRANTS.GOV portal not 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 impact the program objectives' implementation and may disrupt on-going programmatic

activities. The applicant's acknowledgement of receipt will be through the GRANTS.GOV portal.

Anticipated Funding Selection Date: 08/03/2015
Anticipated Award Date: 09/15/2015

Other Key Dates

Event	Suggested Deadline For Completion
Obtaining DUNS Number	Four weeks before actual submission deadline 07/06/2015
Obtaining a valid EIN	Four weeks before actual submission deadline 07/06/2015
Updating SAM registration	Four weeks before actual submission deadline 07/06/2015
Starting application in GRANTS.GOV	One week before actual submission deadline 07/06/2015
Submit initial application in GRANTS.GOV	Submission deadline 07/06/2015 at 11:59:59 PM ET

Address to Request Application Package

Application forms and instructions are available at GRANTS.GOV. To access these materials, go to http://www.GRANTS.GOV , select "Applicants" then "Apply for Grants," read the registration requirements and register if necessary (**allow up to 7-10 business days after you submit before your registration is active in SAM, then an additional 24 hours for GRANTS.GOV to recognize your information)**. In order to obtain the application package select "Download a Grant Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this NOFO, select "Download Package," and then follow the prompts to download the application package. If you need assistance applying through GRANTS.GOV, please go to http://www.GRANTS.GOV/web/grants/applicants/grant-application-process.html, contact support@GRANTS.GOV, or call 800-518-4726. FEMA cannot assist applicants with questions related to registering with GRANTS.GOV.

Hard copies of the NOFO can be downloaded from the common electronic "storefront" GRANTS.GOV or write, fax or email

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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

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 the five steps of applying 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 from funding.

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

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

Submitting an Initial Application in GRANTS.GOV.

All applicants submit their initial application through http://www.GRANTS.GOV. The initial application in GRANTS.GOV requires completing:

- Application for Federal Assistance (Standard Form 424 (SF) -424), and
- GRANTS.GOV (GG) Lobbying Form .

Both forms are available in the Forms tab under SF-424 Family. The initial application cannot be started or submitted in Grants.gov unless the applicant's registration in SAM is confirmed.

Application forms and instructions are available at GRANTS.GOV. To access these materials, go to http://www.GRANTS.GOV, select *Apply for Grants*, enter the CFDA number or the Opportunity ID Number noted in this NOFO, select *Download Application Package*, and follow the prompts to download the application package. The information submitted in GRANTS.GOV will be retrieved by ND Grants, which will allow FEMA to determine if an applicant is eligible. Applicants are encouraged to submit their initial application in GRANTS.GOV at least ten days before the application deadline.

If you need assistance applying through GRANTS.GOV, please go to http://www.GRANTS.GOV/web/grants/applicants/grant-application-process.html, contact support@GRANTS.GOV, or call 800-518-4726.

Submitting the Complete Application in Non Disaster Grants System (ND Grants).
Eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants located at https://portal.fema.gov/famsVuWeb/home. 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. Applicants should review these forms found under the Forms tab under SF-424 Family before applying to ensure they have all the information required.

- Budget Information for Non-construction Programs (SF424A);
- Assurances for Non-construction Programs(SF-424);
- Grants.gov Lobbying Form (if the recipient has engaged or intends to engage in lobbying activities).

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

- Indirect Cost Agreement, if applicable.

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

Dun and Bradstreet Universal Numbering System (DUNS) Number, System for Award Management (SAM), and Authorized Organizational Representative (AOR)

Before you can apply for a DHS grant or a cooperative agreement at GRANTS.GOV, you must have a DUNS number and must be registered in the SAM.

Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number

The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the SF-424 form. Instructions for obtaining a DUNS number can be found at the following website: http://www.GRANTS.GOV//web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

The applicant must provide a DUNS number with their application. This number is a required field for all subsequent steps in the application submission. Applicants should verify they have a DUNS number, or take the steps necessary to obtain one.

Applicants can receive a DUNS number at no cost by calling DUNS number request line at (866) 705-5711. FEMA cannot assist applicants with questions related to obtaining a current DUNS number.

Obtain an Employer Identification Number (EIN)

FEMA requires both the EIN and a DUNS number prior to the issuance of a funding award and for grant/cooperative agreement award payment; both are also required to register with SAM (see below). The EIN base for an organization is the Internal Revenue Service (IRS) Tax ID number, for individuals it is their social security number, both of which are nine-digit numbers. Organizations and individuals submitting their applications must correctly identify the EIN from the DUNS since both are 9-digit numbers. If these numbers are not correctly identified in the application, this may result in a delay in the issuance of the funding award and/or incorrect payment to a recipient organization.

Organization applicants applying for an EIN should plan on a minimum of 2 full weeks to obtain an EIN.

If you need assistance registering an EIN, please go to http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online**.** FEMA cannot assist applicants with questions related to obtaining a current EIN.

Register with the System for Award Management (SAM)

In addition to having a DUNS number, applicants applying electronically through GRANTS.GOV must register with the federal SAM. Step-by-step instructions for registering with SAM can be found here: http://www.GRANTS.GOV/web/grants/applicants/organization-registration/step-2-register-with-sam.html. All applicants must register with SAM in order to apply online. Failure to register with the SAM will result in your application being rejected by GRANTS.GOV during the submissions process.

Payment under any FEMA award is contingent on the recipient's having a current SAM registration. The SAM registration process must be completed by the applicant. It is imperative that the information provided by the applicant is correct and current. Please ensure that your organization's name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards.

SAM registration is a multi-step process including validating your EIN with the IRS to obtain a Commercial and Government Entity (CAGE) code. The CAGE code is only valid for one year after issuance and must be current at the time of application. If you need assistance registering with SAM, please go to https://www.fsd.gov/ or call 866-606-8220**.** FEMA cannot assist applicants with questions related to obtaining a current CAGE code.

Please give yourself plenty of time before your grant application submission deadline to obtain a DUNS number and then to register 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.

Authorized Organizational Representative (AOR).

The next step in the registration process is creating a username and password with GRANTS.GOV to become an AOR. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on GRANTS.GOV visit: http://www.GRANTS.GOV/web/grants/applicants/organization-registration/step-3-username-password.html.

AOR Authorization. After creating a profile on GRANTS.GOV, the E-Biz Point of Contact (E-Biz POC) a representative from your organization who is the contact listed for SAM will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to GRANTS.GOV and approves an applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: http://www.GRANTS.GOV/web/grants/applicants/organization-registration/step-4-aor-authorization.html. To track an AOR status visit: http://www.GRANTS.GOV/web/grants/applicants/organization-registration/step-5-track-aor-status.html.

Applicants are, therefore, encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. After you have been approved as an AOR you will be able to submit your application online.

Electronic Signature. Applications submitted through GRANTS.GOV constitute a submission as electronically signed applications. The registration and account creation with GRANTS.GOV with E-Biz POC approval, establishes an AOR. When you submit the application through GRANTS.GOV, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for valid submissions.

The Federal awarding agency 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 the Federal awarding agency is ready to make a Federal award, the Federal awarding agency 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.

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 *http://www.fws.gov/policy/library/rgeo12372.pdf)*. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at *http://www.whitehouse.gov/omb/grants_spoc* to ensure currency.

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

Pre-award costs are allowable only with the written consent of FEMA and if they are included in the award agreement. Applicants 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 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.

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 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.

Additionally, all recipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FP 108-023-1, *Environmental Planning and Historic Preservation Policy Guidance*, and FP 108.24.4, Environmental Planning and Historical Preservation Policy

National Incident Management System Implementation
Federal FY 2015 NIMS implementation must be considered prior to allocation of any Federal preparedness awards in FY 2015. The list of objectives against which progress and achievement are assessed and reported can be found at http://www.fema.gov/national-incident-management-system/implementation-guidance-and-reporting .

The primary recipient/administrator of this FY2015 EMAC NIMS Cooperative Agreement award funds is responsible for determining if subrecipients have demonstrated sufficient progress in NIMS implementation to disburse awards and have submitted their annual SPR for the year preceding their baseline assessment.

Program Management Deliverables
In addition to furthering the program objectives stated above, the awardee is expected to complete the following within thirty days of the award. Award funds will be placed on hold until the recipient completes these deliverables:

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. Complete description of the program management structure addressing how the program will be structured, organized, and managed.
    c. An organizational chart and description ofe how it supports program execution
    d. Quality assurance measures
    e. A high-level detailed program schedule to reflect the program life cycle, phases, deliverables, 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 postulated events or factors that could prevent program objectives (i.e. cost, schedule, scope, performance, or quality) from being met.
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 data will be analyzed.
4. A Work Breakdown Structure (WBS): a WBS is a task-oriented schematic of activities that organizes, defines and graphically displays the total work to be accomplished in order to achieve the final objectives of a project. Each descending level represents an increasingly detailed definition of the project objective. It 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. The ability to build sustainable preparedness at the state and local level
    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 on-going Department of Homeland Security efforts
    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. Applicants should determine costs by the projected number of trips X the number of people traveling X 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. Organization's own capitalization policy and threshold amount for classification of equipment may be used. Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the

cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. 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). 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 that will be used 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: the total dollar value by category for all activities.

Management and Administration (M&A)

Management and Administration costs are allowed 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 % 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.

E. Application Review Information

Criteria

Applications will be reviewed to ensure conformance with the Eligibility Criteria in Section C of this NOFO and Section D Content and Form of Application Submission. Applicants that do 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 the following:

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

F. Federal Award Administration Information

Notice of Award

Notification of award approval is made 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 date the award is approved is the "award date." The awardee should follow the directions in the notification to accept the award.

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.

Funds will remain on hold until the recipient accepts the award through official correspondence (e.g., written, electronic signature, signed letter or fax to the Programs Office) and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the cooperative agreement award within the 90 day timeframe may result in a loss of funds.

Administrative and National Policy Requirements

Successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at: *http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions*

Before accepting the award the authorized official should carefully read the award package. The award package contains instructions on administering the cooperative agreement award, as well as the terms and conditions with which the recipient must comply. Recipients must accept all the conditions in this NOFO as well as all 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.

Federal Financial Reporting Requirements

Federal Financial Report (FFR)

Recipients must report obligations and expenditures on a quarterly basis through the FFR (SF-425) to FEMA. Recipients must file the FFR electronically using the Payment and Reporting System (PARS). An FFR report must be submitted for quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no cooperative agreement award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Recipients may review the FFR here: http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf, SF-425 *OMB #00348-0061*

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	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

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 GAO's 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*

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend $500,000 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 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*. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

Program Performance Reporting Requirements

Program Performance Reporting Requirements

Awardees are responsible for providing updated performance reports using the Performance Progress Report (SF-PPR). The SF-PPR is due within 45 days after the end of the reporting period. Recipients must complete the cover page of the SF-PPR and submit it as an attachment to the ND Grants system. The SF-PPR can be accessed online at http://www.na.fs.fed.us/fap/SF-PPR_Cover%20Sheet.pdf.

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).

Close Out

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a cooperative agreement, 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.

After these reports have been reviewed and approved by FEMA, NIC, a close-out notice will be completed to close out the cooperative agreement. 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 cooperative agreement 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

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
500 C Street SW
TechWorld Building; Room 5145
Washington, DC 20472
Phone: (202) 384-5008
Fax: (202) 786-9920
Email: Konstanty.Kaminski@fema.dhs.gov

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 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 (OEHP)

OEHP provides guidance and information about the EHP review process to FEMA programs and its recipients and subrecipients. All inquiries and communications about EHP compliance for FEMA grant or cooperative agreements' projects or the EHP review process should be sent to emily.blanton@fema.dhs.gov.

H. Additional Information

Extensions

Extensions to the stated period of performance are not allowed.

Payment

FEMA utilizes PARS for financial reporting, invoicing and tracking payments.

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

Monitoring

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 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.