

THE DEPARTMENT OF HOMELAND SECURITY (DHS)
NOTICE OF FUNDING OPPORTUNITY (NOFO)
HOMELAND SECURITY PREPAREDNESS TECHNICAL ASSISTANCE PROGRAM (HSPTAP)

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/documents/19/18243/SAM_New_Grantee_Registration.pdf/8bf1c182-8d35-47e0-99e2-a263fa3d9005

A. Notice of Funding Opportunity (NOFO) Description

Issued By

U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Protection and National Preparedness, Office of Preparedness Integration and Coordination

Catalog of Federal Domestic Assistance (CFDA) Number

97.007

CFDA Title

Homeland Security Preparedness Technical Assistance Program (HSPTAP)

Notice of Funding Opportunity Title

Homeland Security Preparedness Technical Assistance Program (HSPTAP)

NOFO Number

DHS-15-NPD-007-000-01

Authorizing Authority for Program

Section 503(b)(2)(G) of the *Homeland Security Act of 2002*, as amended (Pub. L. No. 107-296), (6 U.S.C. § 313(b)(2)(G)))

Appropriation Authority for Program

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

Program Type

New

Program Overview, Objectives, and Priorities

The Homeland Security Preparedness Technical Assistance Program (HSPTAP) is established to build State, local, tribal and territorial (SLTT) capabilities to prevent, protect against, respond to, and recover from major events, including threats or acts of terrorism.

Through this NOFO, FEMA will provide financial assistance to support the National Homeland Security Consortium (NHSC) and the Governors Homeland Security Advisors Council (GHSAC).

- The NHSC is a forum for public and private sector disciplines to coalesce efforts and perspectives about how best to protect America in the 21st Century. The Consortium consists of 21 national organizations that represent local, state and private professionals.
- The GHSAC is a structure through which the homeland security advisors from each state, territory and the District of Columbia can discuss homeland security issues, share information and expertise and keep governors informed of the issues affecting homeland security policies in the states.

This overarching programmatic goal of building state and local capabilities will be achieved through various means and methods, each one aimed at achieving the National Preparedness Goal and furthering our collective efforts to remain a safe and secure nation.

Specific program activities anticipated for achieving this goal will include, but will not be limited to:

- production and dissemination of written products relating to emerging homeland security, emergency management and public safety issues and established or model state homeland security and emergency management efforts;
- providing educational seminars, training and workshops for apprising newly appointed Governor's Homeland Security Advisors and Emergency Management Directors of federal homeland security doctrine, best-practices and established principles;
- facilitating calls, meetings, or discussions amongst representatives from key stakeholder groups on a regular basis which serve to share information, knowledge, experiences, and practices relating to current and emerging homeland security, emergency management and public safety issues; and,
- convening trainings, workshops, and other meeting opportunities designed to bring together in a common forum nationwide Homeland Security Advisors, state, local and tribal Emergency Management Directors, as well as other professional organizations in the public and private sectors and to inform partners on the impacts of federal homeland security, emergency management and public safety legislation, regulations and policies on the states.

Each recipient will conduct these specific activities to support either State Emergency Management Directors or Homeland Security Advisors to further build SLTT capabilities.

An additional key purpose for the HSPTAP is that the program also furthers the building of a national system of emergency management capabilities that can effectively and efficiently utilize the Nation's resources to respond to catastrophic incidents, including natural disasters, acts of terrorism, and other man-made emergencies or events. HSPTAP recipients will conduct activities that bring together the collective perspectives of state and local elected officials and the private sector to provide a broad-based sounding board on homeland security issues for all national stakeholders. The program will serve to establish, provide, and maintain a forum for organizations to exchange ideas, conduct targeted discussions, as well as to provide technical assistance to governors' offices, associations and organizations on all relevant homeland security policy areas.

Finally, HSPTAP will engage the recipient organizations which can work closely with FEMA to develop, transfer, and institutionalize pertinent knowledge at the State and local level for addressing current public policy challenges facing State Emergency Management Directors, HSAs and other state and local emergency management officials. HSPTAP recipients, through collaboration with FEMA and other national, regional, state and local entities, will facilitate focused and enhanced communication and coordination among all disciplines and levels of government to address the complex challenges of developing and implementing homeland security policies and practices including: intelligence sharing; State homeland security organization, structure and governance; communications interoperability; critical infrastructure protection; and all hazards disaster prevention, protection, mitigation, preparedness, response and recovery to include areas of emergency management, homeland security, fire, law enforcement, Emergency Management Services (EMS), agriculture, National Guard, emergency communications, and public works.

In sum, in addition to building state and local capabilities, the activities conducted under the HSPTAP are structured to address the National Preparedness System and full spectrum of mission areas and core capabilities outlined in the National Preparedness Goal.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: \$525,000

Projected number of Awards: 2

Period of Performance: 12 months

Projected Period of Performance Start Date(s): 9/15/2015

Projected Period of Performance End Date(s):

09/14/2016

Funding Instrument

Cooperative Agreement.

There will be substantial FEMA involvement in the activities of the recipients throughout the period of performance. FEMA's involvement in post-award activity will be to provide ongoing programmatic and technical guidance and support to the HSPTAP recipients to ensure that the programmatic goals are achieved.

Specifically, FEMA will maintain the authority to direct, or suspend the recipients' federally funded activity where FEMA deems the activity inconsistent with, or counter to the purposes and goals of the program. FEMA will maintain final approval of recipients' key personnel who will be working on grant funded activities.

FEMA will be actively engaged with recipients on the development of all program materials and will maintain final approval authority over the recipients' communication and collaboration efforts as they use program funds to provide targeted technical assistance to State EM Directors and Governor's HSAs to further build SLTT capabilities.

FEMA will review and maintain final approval authority over recipient plans to conduct any meetings, workshops, or trainings proposed to carry out the purposes of the HSPTAP program. FEMA will review and maintain approval authority over the recipients' scope of services to ensure they focus on key areas of homeland security such as infrastructure protection, catastrophic planning, and grant guidance. FEMA will also monitor the recipients' development and or communication of clear and consistent best practices in the area of coordination of federal, state, and local emergency preparedness strategies and activities to improve and enhance coordination of preparedness efforts with governors and State emergency management officials through those established guidance and policies.

FEMA will oversee the recipients' efforts to provide homeland security professional development to state and local homeland security advisors, emergency response providers and emergency management professionals which will be carried out through a series of policy and leadership forums, conferences and other trainings. FEMA will require the recipient to maintain a common understanding of the roles, responsibilities, and legal boundaries for emergency management; build an emergency management community of practice; and establish professional contacts as well as provide the opportunity to obtain a standard and comprehensive grounding in all key aspects of the field.

Overall, FEMA will provide direct oversight of the recipients' activities to ensure that the activities enhance SLTT/Regional/National homeland security, emergency management and public safety capabilities and improve the nation's ability to prepare for, respond to, and recover from all emergencies, disasters, and threats to our nation's security.

C. Eligibility Information

Eligible Applicants

National Emergency Management Association (NEMA)

National Governors Association (NGA)

Eligibility Criteria

The recipients for HSPTAP funding will be non-profit organizations whose applications demonstrate their experience and capacity to establish, provide, and maintain a collaborative forum which can reach, inform, educate and engage key homeland security and emergency preparedness stakeholders nationwide. Such key stakeholders include all Governor's Homeland Security Advisors (HSAs), state, local and tribal Emergency Management Directors, as well as other important professional organizations in the public and private sectors which deliver homeland security services which are vital to safety and security of the United States.

The recipient organizations must demonstrate their experience and ability to work closely with FEMA to develop and provide direct technical assistance in the area of current homeland security doctrine, policy, and best practices to State Emergency Management Directors, Governor's HSAs and other state, local and tribal officials. Such technical assistance will be instrumental to furthering the adoption and use of established best practices and will strongly contribute to the building of State, regional, local, and Tribal capabilities to prevent, protect against, respond to, and recover from major events, including threats or acts of terrorism.

Lastly, the non-profit organizations should be a known entity with a national scope that is recognized by the U.S. Department of Homeland Security and Federal Emergency Management Agency (DHS/FEMA) as able to work in partnership with federal agencies to establish and maintain the capability to address and inform on issues of common concern, state homeland security efforts, and safety and security of citizens and first responders nationwide.

Other Eligibility Criteria

Not Applicable

Maintenance of Effort

There is no Maintenance of Effort requirement for 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

Date Posted to Grants.gov: 07/06/2015

Application Submission Deadline: 7/17/2015 at 11:59 PM

All applications **must** be received by the established deadline. The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of the full application. In general, FEMA will not review applications that are not received by the deadline or consider them for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If you experience technical issues, you must notify the respective Headquarters (HQ) Program Analyst as soon as possible.

Anticipated Funding Selection Date: 08/15/2015

Anticipated Award Date: 09/15/2015

Other Key Dates:

Estimated deadlines for completing the four steps required before an applicant can successfully submit an application in ND Grants. These dates are only recommendations as applicants are responsible for planning far enough in advance to complete their application.

Event	Suggested timeframe for completion of task to meet submission deadline
Obtaining a Dun and Bradstreet Universal Numbering System (DUNS) Number	Four weeks before actual submission deadline 08/15/15
Obtaining a valid Employer Identification Number (EIN)	Four weeks before actual submission deadline 08/15/15
Updating your System for Award Management (SAM) registration	Two weeks before actual submission deadline 08/15/15
Submitting initial application in grants.gov	One week before actual submission deadline 08/15/15

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 experience difficulties accessing information or have any questions please call the [grants.gov](http://www.grants.gov) customer support hotline at (800) 518-4726.

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.

Applications will be processed through the Grants.gov portal and FEMA’s Non-Disaster Grants (ND Grants) System.

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 six steps listed below.** Failure of an applicant to comply with any of the required steps before the deadline for submitting their application may 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. Establishing an authorized Organizational Representative (AOR) in Grants.gov
5. Submitting an initial application in grants.gov, and
6. 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 must submit their initial application through Grants.gov. Applicants may need to first create a Grants.gov user profile by visiting the Get Registered section of the grants.gov website. Successful completion of this step is necessary for FEMA to determine eligibility of the applicant. Applicants should complete this initial step on-line which requires completing:

- Application for Federal Assistance Standard Form 424 (SF-424) and
- Grants.gov 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 by selecting *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 08/15/2015 application deadline.**

If you need assistance applying through grants.gov, please go to the [Grant Application page](#), contact support@grants.gov, or call 800-518-4726. FEMA cannot assist applicants with questions related to registering with grants.gov.

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](#). 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 before applying to ensure they have all the information required.

- Standard Form 424A, Budget Information (Non-construction);
- Standard Form 424B, Standard Assurances (Non-construction); and
- Standard Form LLL, Disclosure of Lobbying Activities.

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

- Detailed work plan
- Detailed budget worksheet
- Approved Indirect Cost Rate

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)

DHS is participating in the Grants.gov Initiative that provides the Grant Community a single site to find and apply for grant funding opportunities; therefore, applicants with electronic access are to submit their applications electronically through <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>. Before you can apply for a DHS grant at grants.gov, you must have a DUNS number and must be registered in the System for Awards Management (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 the 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 financial assistance award and for grant 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 differentiate 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 contact the [IRS helpline](#). FEMA cannot assist applicants with questions related to obtaining a current EIN.

Register with the System for Award Management (SAM)

Applicants applying for grant funds electronically through Grants.gov must register with the federal System for Award Management (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.

SAM sends notifications to the registered user via email 60, 30, and 15 days prior to expiration of the SAM registration for the Entity. SAM registration may lapse due to inactivity. To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records.

If you need assistance registering, please go to [SAM](#) or call 866-606-8220. FEMA cannot assist applicants with questions related to registering in SAM or obtaining a current CAGE code.

Authorized Organizational Representative.

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 Authorized Organization Representative (AOR); this step is often missed and it is crucial for valid submissions.

FEMA may not make an HSPTAP 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 FEMA is ready to make an award, the FEMA may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an 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 NOT allowed under this program.

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.

Planning

Planning related costs 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 NOT allowed under this program.

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 otherwise by the Federal Emergency Management Agency.

Construction and Renovation

Construction and renovation costs are NOT allowed under this program.

Management and Administration

Management and Administration costs are allowed under this program. Recipients may use up to 5 % of the amount of the award for their M&A.

Management and Administration costs are activities directly related to implementing the award. FEMA allows M&A under this program through its discretionary authority.

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

The Program Office will review applications for eligibility, completeness and soundness of proposed activities that meet the HSPTAP program's objectives and priorities.

Review and Selection Process

Applicants will be evaluated and selected for funding based on the following:

1. Demonstrate experience and capacity to establish, provide, and maintain a collaborative forum which can reach, inform, educate and engage key homeland security and emergency preparedness stakeholders nationwide. Key stakeholders include all Governor's HSAs, state, local and tribal Emergency Management Directors, as well as other important professional organizations in the public and private sectors which deliver homeland security, emergency management and public safety services which are vital to safety and security of the United States.
2. Demonstrate experience and ability to work closely with FEMA to develop and provide direct technical assistance in the area of current homeland security, emergency management and public safety doctrine, policy, and best practices to State Emergency Management Directors, Governor's HSAs and other state, local and tribal officials.
3. The applicant must be a non-profit organization and should be a known entity with a national scope that is recognized by DHS/FEMA as able to work in partnership with federal agencies to establish and maintain the capability to address and inform on issues of common concern, state homeland security, emergency management and public safety efforts, and safety and security of citizens and first responders nationwide.

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 "award date" for HSPTAP will be the date that FEMA approves the award. The awardee should follow the directions in the notification to confirm acceptance of 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 an award in the ND Grants system, please see pages 40-43 in the [ND Grants Grantee Training Manual](#).

Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant 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 grant 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 FEMA [Payment and Reporting System](#) (PARS). A FFR report must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant 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 (SF-425) here:

http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf, SF-425 OMB #00348-0061.

Financial Reporting Periods and Due Dates

The following reporting periods and due dates apply for the FFR:

Reporting Period	Report Due Date
October 1 – December 31	January 30

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

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

Program Performance Reporting Requirements

Performance Progress Reports (SF-PPR)

Recipients are responsible for providing updated performance reports using the SF-PPR on a quarterly basis. Recipients must submit the cover page of the SF-PPR 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.

The recipient is required to report on the following information in its quarterly SF-PPR and/or provide the following activities and/or products to the Program office.

- written products relating to emerging homeland security, emergency management and public safety issues and established or model state homeland security and emergency management efforts;
- educational seminars, training and workshops for apprising newly appointed Governor's Homeland Security Advisors and Emergency Management Directors
- calls, meetings, or discussions amongst representatives from key stakeholder groups on a regular basis which serve to share information, knowledge, experiences, and practices relating to current and emerging homeland security, emergency management and public safety issues; and,

- trainings, workshops, and other meeting opportunities designed to bring together in a common forum nationwide HSAs, state, local and tribal Emergency Management Directors, as well as other professional organizations in the public and private sectors and to inform partners on the impacts of federal homeland security, emergency management and public safety legislation, regulations and policies on the states.

Program Performance Reporting Periods and Due Dates

The following reporting periods and due dates apply for the PPR:

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

Close Out

FEMA will close out the grant award when it determines that all applicable administrative actions and all required work of the HSPTAP award have been completed by the recipient. This section summarizes the actions that the recipient must take to complete the closeout process in accordance with 2 C.F.R. § 200.343 at the end of the grant's period of performance or the expiration of an approved extension via Grant Adjustment Notice (GAN) issued to close out the grant.

Within 90 days of the end of the period of performance, or after expiration of a close out extension via GAN, 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, as well as all the following documentation:

- 1) Final request for payment, if applicable;
- 2) SF-425 –Final Federal Financial Report;
- 3) SF-PPR – Final Performance Progress Report;
- 4) A qualitative narrative summary on the impact of those accomplishments throughout the entire period of performance submitted to the respective Grant Programs Directorate (GPD) HQ Program Analyst in a Word document;
- 5) [SF-428 – Tangible Personal Property Report](#) – Inventory of all tangible personal property acquired using funds from this award.
- 6) Other documents required by program guidance or terms and conditions of the award.

If applicable, an inventory of all construction projects that used funds from this program has to be reported using the Real Property Status Report (Standard Form SF 429) available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf

Additionally, the recipient must liquidate all obligations incurred under the HSPTAP award no later than 90 calendar days after the end date of the period of performance or issuance of a Grant Amendment Notice that closes out the award, whichever comes first. Recipients who do not liquidate their obligations within this time period may have the costs of their unliquidated obligations disallowed. Recipients are also responsible for promptly returning to FEMA the balance of any funds that have been drawn down, but remain unliquidated.

After these reports have been reviewed and approved by FEMA, 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 the recipient has not drawn down that will be deobligated, and address requirements for record retention, and disposition and reporting requirements for any equipment or real property purchased using HSPTAP grant funding.

In addition, any HSPTAP recipient that issues subawards to any subrecipient is responsible for closing out those subgrants as described in 2 C.F.R. § 200.343. HSPTAP recipients must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to FEMA during the closeout of their own grant award.

**G. DHS Awarding Agency Contact Information
Contact and Resource Information**

For Program Questions

For program questions, please contact the DHS/FEMA Office of Preparedness Integration and Coordination staff, John Allen at john.allen5@fema.dhs.gov or 202-786-0849 or Katrina Woodhams at Katrina.woodhams@fema.dhs.gov or 202-786-9989.

For Financial and Administrative Questions

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.

Systems Information

Grants.gov.

For technical assistance with Grants.gov, please call the customer support hotline at (800)518-4726.

Non-Disaster (ND) Grants.

For technical assistance with the ND Grants system, please contact ndgrants@fema.gov or (800)865-4076.

H. Additional Information

Extensions

Extensions to this program 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 recipients must complete a Standard Form 1199A, Direct Deposit Form.

Monitoring

Recipients will be monitored on an annual and as needed basis 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 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, that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to Program Analyst 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, subapplicant, recipient, subrecipient, or FEMA employee.