The Department of Homeland Security
Notice of Funding Opportunity (NOFO)
Homeland Security Preparedness Technical Assistance Program

NOTE: Eligible applicants who plan to apply for this funding opportunity but who have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), should 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 the submission of a SAM registration before the registration becomes active in SAM, then an additional 24 hours for Grants.gov to recognize the information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/web/grants/register.html. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

A. Program Description

Issued By

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

Catalog of Federal Domestic Assistance (CFDA) Number

97.007

CFDA Title

Homeland Security Preparedness Technical Assistance Program (HSPTAP)

Notice of Funding Opportunity Title

HSPTAP

NOFO Number

DHS-17-NPD-007-00-01

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

Department of Homeland Security Appropriations Act, 2017 (Pub. L. No. 115-31)

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 22 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 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 (estimated)

Projected number of Awards: 2

Period of Performance: 12 months

FEMA will not allow Extensions to the period of performance for this program

Projected Period of Performance Start Date(s): 09/15/2017 (estimated)

Projected Period of Performance End Date(s): 09/14/2018 (estimated)

Funding Instrument Cooperative Agreement

There will be substantial FEMA involvement in the activities of the recipient 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.

FEMA will maintain the authority to direct, or suspend the recipient's 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 recipient's key personnel who will be working on grant-funded activities.

FEMA will actively engage with recipients on the development of all program materials and will maintain final approval authority over the recipient's communication and collaboration efforts.

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 recipient's 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 recipient's 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 recipient's efforts to provide homeland security professional development to state and local HSAs, emergency response providers and emergency management professionals 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 recipient's 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 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 that 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 DHS and 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

National Incident Management System (NIMS) Implementation
Prior to allocation of any FY 2017 Federal preparedness awards, recipients must ensure and maintain adoption and implementation of NIMS. Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Use of the standardized resource management concepts such as typing, credentialing, and inventorying promotes a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications is available on DHS/FEMA's website under http://www.fema.gov/resource-management-mutual-aid.

DHS/FEMA developed the NIMS Guideline for Credentialing of Personnel to describe national credentialing standards and provide written guidance regarding the use of those

standards. That guideline describes credentialing and typing processes and identifies tools that Federal Emergency Response Officials (FEROs) and emergency managers at all levels of government may use, both routinely and to facilitate multijurisdictional coordinated responses.

Although local, state, tribal, territorial, and private sector partners—including nongovernmental organizations—are not required to credential their personnel in accordance with NIMS guidelines, DHS/FEMA strongly encourages them to do so in order to leverage the Federal investment in the Federal Information Processing Standards (FIPS) 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction. Additional information is available at *http://www.fema.gov/nims-doctrine-supporting-guides-tools*.

Maintenance of Effort (MOE)

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

Key Dates and Times

Date Posted to Grants.gov: 07/07/2017 (estimated)

Application Submission Deadline: 08/18/2017 *at 11:59:59 PM Eastern* (estimated)

Anticipated Funding Selection Date: *09/01/2017* (estimated)

Anticipated Award Date: *09/15/2017* (estimated)

Applicants must submit their application by the established deadline. The Non-Disaster (ND) Grants System will date stamp a submitted application and applicants will receive an electronic message confirming receipt of the full application. In general, FEMA will not review or consider for funding applications submitted after the established deadline. FEMA may 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. Applicants that experience technical issues must notify the respective FEMA Headquarters Program Analyst katrina.woodhams@fema.dhs.gov as soon as possible.

Other Key Dates

The chart below presents suggested deadlines for completing the five steps required for a successful application submission prior to the deadline. These dates are only recommendations as applicants are responsible for planning far enough in advance to complete their application. 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.

Event	Suggested Deadline For Completion
Obtain DUNS Number	Four weeks before actual submission deadline
Obtain a valid EIN	Four weeks before actual submission deadline
Update SAM registration	Four weeks before actual submission deadline
Submit initial application in Grants.gov	One week before actual submission deadline
Submit final application in ND Grants	One week before actual submission deadline

Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to grants.gov, select "Applicants" then "Apply for Grants." 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 questions, contact please the grants.gov customer support 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

Applicants must submit their initial application through the Grants.gov portal and submit their complete application through the 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. Applicants should start the required application submission steps well in advance of their submission. **Please review the table above 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).

Unique Entity Identifier and System for Award Management (SAM)

Before applying for a DHS grant at grants.gov, applicants must have a DUNS number, SAM registration, and be approved as an AOR.

Applicants are encouraged to register early. The registration process can take four weeks or more to complete. Therefore, applicants should complete the registration process in sufficient time to ensure it does not affect the applicant's ability to meet required submission deadlines.

Obtain an Employer Identification Number (EIN)
DHS/FEMA requires both the EIN and a DUNS number prior to the issuance of a financial assistance award and for grant award payment; both EIN and DUNS 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 the EIN and social security number are nine-digit numbers). Organizations and individuals submitting their applications must correctly differentiate the EIN from the DUNS since both are nine-digit numbers. Failure to differentiate the EIN number from the DUNS number may result in a delay in the issuance of the funding award or incorrect payment to a recipient organization may result.

Organizations applying for an EIN should plan on a minimum of two full weeks to obtain an EIN. For assistance in registering an EIN, please contact the IRS helpline. DHS/FEMA cannot assist applicants with questions related to obtaining a current EIN.

Obtain a 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 are available 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. DHS/FEMA cannot assist applicants with questions related to obtaining a current DUNS number.

System for Award Management
Applicants applying for grant funds electronically through Grants.gov must register with SAM. Instructions for registering with SAM are available at 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. Grants.gov will not permit an application submission from an applicant not registered in SAM.

Payment under any DHS/FEMA award is contingent on the recipient's having a current SAM registration. The applicant must complete the SAM registration process. It is imperative that the information provided by the applicant is correct and current. Please ensure that the 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 DHS/FEMA awards.

SAM registration is a multi-step process including validating the 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 the Entity records(s) in SAM applicants will need to create a SAM User Account and link it to the migrated Entity records.

For assistance registering, please go to SAM or call 866-606-8220. DHS/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. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; applicants often miss this step and it is crucial for valid submissions. 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 (POC), who is a representative from your organization listed as the contact 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 approve an individual as the AOR, thereby giving him or her permission to submit

applications. After AOR approval, the applicant will be able to submit an application online. To learn more about AOR Authorization, visit http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html. To track AOR status, visit http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html.

Electronic Signature. Applicants who submit their application through Grants.gov constitute a submission as an electronically signed application. Grants.gov will insert the AOR on file into the signature line of the application.

If an applicant experiences difficulties accessing information or has questions the applicant should contact grants.gov customer support (800) 518-4726 or email grants.gov at support@grants.gov.

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. 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.

Submitting an Initial Application in Grants.gov.

All applicants must submit their initial application through Grants.gov. Applicants may need to 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 DHS/FEMA to determine eligibility of the applicant. Applicants should complete this initial step on-line, which requires completing:

- Standard Form 424 (SF-424), Application for Federal Assistance, and
- Grants.gov (GG) Form Certification Regarding Lobbying Form.

Both forms are available in the Forms tab under SF-424 Family.
An applicant cannot start or submit an application in Grants.gov without a confirmed SAM registration.

ND Grants will retrieve information submitted in Grants.gov allowing DHS/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 June 15th, 2017, application deadline.

Applicants experiencing difficulties accessing information should call the Grants.gov customer support hotline at 800-518-4726 or email Grants.gov at support@grants.gov. DHS/FEMA cannot assist applicants with questions related to registering with Grants.gov.

Submitting the Complete Application in Non-Disaster Grants System (ND Grants).

FEMA will notify applicants of their eligibility and inform eligible applicants to proceed with submitting their complete application package in ND Grants located at https://portal.fema.gov. 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.

If you need assistance registering for the ND Grants System, please contact ndgrants@fema.gov or 800 - 865-4076. The ND Grants System will prompt applicants to submit all of the information contained in the following forms. Applicants should review these forms, located on Grants.Gov, before applying to ensure they have all the information required.

- Budget Information for Non-construction Programs (SF- 424A); Standard Assurances for Non-construction Programs (SF- 424B);
- 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 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.

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. The use of Award funds for matching funds for any other Federal grants/cooperative agreements, for lobbying, or intervention in Federal regulatory or adjudicatory proceedings are not allowable. In addition, grant award recipients

cannot sue the Federal government or any other government entity using Federal funds awarded through a Federal grant or cooperative agreement.

Pre-award costs

Pre-award costs are NOT allowable.

Direct Costs

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 allowable.
Training - Training related costs are allowable.
Exercises - Exercise related costs are NOT allowable.
Equipment - Equipment costs are NOT allowable.
Construction - Construction and renovation costs are NOT allowable.
Travel - Domestic: Domestic travel costs are allowable.
International: International travel is NOT an allowable cost under this program unless approved in advance otherwise by the FEMA.

Management and Administration (M&A) Costs.

Management and Administration costs are activities directly related to managing and administering the award. FEMA has determined that recipients may use up to 5 % of the amount of the award for their M&A.

Indirect Facilities & Administrative Costs.

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application, and must be provided to FEMA before indirect costs are charged to the award.

Other Submission Requirements

Not applicable

E. Application Review Information

Application Evaluation Criteria

Applicants must meet the Eligibility Criteria in Section C of this NOFO and comply with the Application Submission information presented in Section D.

Prior to making a Federal award, 31 U.S.C. 3321 and 41 U.S.C. 2313 requires the Federal awarding agency to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

Review and Selection Process

OPIC will review and recommend applications for funding based on the following factors:

1. Demonstrate experience and capacity to establish, provide, and maintain a collaborative forum that 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. Demonstrate the ability 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.

Simplified Acquisition Threshold

Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold (currently $150,000), DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).

An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered

and is currently in the designated integrity and performance system accessible through SAM.

DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

F. Federal Award Administration Information

Notice of Award

Notification of award approval is made through the ND Grants System through an automatic email to the awardee point of contact (the "authorized official") listed in the initial application. The date the approval of award 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 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 FEMA will rescind the offer of an award. Failure to accept the grant award within the 90-day timeframe may result in a loss of funds.

Administrative and National Policy Requirements

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

The applicable DHS Standard Administrative Terms and Conditions will be those in effect at the time in which the award was made.

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

Reporting

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

Federal Financial Reporting Requirements.

Recipients must report obligations and expenditures on a quarterly basis through the Federal Financial Reporting Form (FFR) to FEMA. Recipients must file the FFR electronically using Payment and Reporting System (PARS). A quarterly FFR report is required throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. FEMA may withhold future awards and fund drawdowns if these reports are delinquent or are insufficient in detail. FFR is available online: https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html SF-425 OMB#4040-0014

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 consistent with the requirements of GAO's Government Auditing Standards. (http://www.gao.gov/govaud/ybk01.htm) and the requirements of Subpart F of 2 C.F.R. Part 200.

Performance Progress Reports (PPR)

The recipient is required to report on the following information in its quarterly 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 E seminars, training and workshops for apprising newly appointed Governor's HSAs, 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.

- 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.

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 Reporting Requirements.
Within 90 days after the end of the period of performance, or after FEMA issues an amendment to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance, as well as the following documentation:

1) Final request for payment, if applicable;
2) SF-425 –Final Federal Financial Report*;*
3) 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 (https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1) – 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 is required 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.
After these reports are approved by OPIC a closeout notice is issued to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

The recipient is responsible for returning to FEMA any drawn down funds that remain as unliquidated on the recipient's financial records.

In addition, any HSPTAP recipient that issues subawards to any subrecipients is responsible for closing out those sub grants 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. For additional guidance and information can be obtained contact 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.

ND Grants

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

H. Additional Information

Payment

FEMA utilizes the FEMA Payment and Reporting System (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

FEMA staff will monitor grant award recipients annually or as needed in order to review programmatic and financial activities to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone

completion, budgets, and other related program criteria are being met. FEMA staff will monitor the grant will 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.