The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
FY 2022 Operation Allies Welcome Airport Assistance Grant

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). Entities that have done business with the government can obtain their UEI by following the steps here. Entities that have not done business with the federal government may request a UEI via the System for Award Management (SAM) web page at: https://sam.gov/content/entity-registration. Receiving a UEI take 1-2 business days.

Grants.gov registration information can be found at: https://www.grants.gov/web/grants/register.html. Detailed information regarding UEI and SAM is also provided in Section D of this NOFO.

Additional Information can be found on Grants.gov: https://www.grants.gov/web/grants/forms/planned-uei-updates.html

A. Program Description

1. **Issued By**
   U.S. Department of Homeland Security (DHS) Office of the Secretary

2. **Assistance Listings Number**
   97.009

3. **Assistance Listings Title**
   FY 2022 Operation Allies Welcome Airport Assistance Grant

4. **Funding Opportunity Title**
   FY 2022 Operation Allies Welcome Airport Assistance Grant

5. **Funding Opportunity Number**
   DHS-22-OS-009-001

6. **Authorizing Authority for Program**
   Department of Homeland Security Appropriations Act, 2022, Pub. L. No. 117-103, Division F, Title I: Departmental Management, Operations Intelligence and Oversight; SEC. 108. (a) Amounts provided in title II of division B of Public Law 117–70 for ‘‘Office of the Secretary and Executive Management—Operations and Support’’ are available for providing reimbursement to airports and airport operators for costs incurred

between August 1, 2021, and September 30, 2022, for activities directly and demonstrably related to Operation Allies Welcome.

7. Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2022, Pub. L. No. 117-103, Division F, Title I: Departmental Management, Operations Intelligence and Oversight; SEC. 108. (a) Amounts provided in title II of division B of Public Law 117–70 for ''Office of the Secretary and Executive Management—Operations and Support'' are available for providing reimbursement to airports and airport operators for costs incurred between August 1, 2021, and September 30, 2022, for activities directly and demonstrably related to Operation Allies Welcome.

8. Announcement Type

One-time

9. Program Overview, Objectives, and Priorities

The Fiscal Year (FY) 2022 Operation Allies Welcome Airport Assistance Grant will provide Federal funds to reimburse airport authorities for services provided and expenses incurred while serving as points of entry in support of Operation Allies Welcome to ensure that Afghan allies were safely welcomed into the United States. Since August and December of 2021, the airports welcomed over 300 flights and 80,000 evacuees. As events rapidly unfolded, these airports facilitated the necessary accommodations to provide a comfortable and discrete environment for evacuees without consideration of cost. Facilities were also modified to ensure COVID-19 safety compliance, including establishing makeshift triage centers for medical screening and necessary vaccinations. In addition to these modifications, additional airport expenditures were required for personnel overtime, public safety, transportation, parking, waste removal, engineering and maintenance, and custodial services.

> SEC. 108. (a) Amounts provided in title II of division B of Public Law 117–70 for "Office of the Secretary and Executive Management—Operations and Support" are available for providing reimbursement to airports and airport operators for costs incurred between August 1, 2021, and September 30, 2022, for activities directly and demonstrably related to Operation Allies Welcome.

Objectives

The objective of the FY 2022 Operations Allies Grant Program is to reimburse extraordinary costs incurred by airports while serving as points of entry in support of Operation Allies Welcome.

Priorities

Reimbursing extraordinary costs incurred by airports supporting the entry of our Afghan allies into the United States.

10. Performance Measures

N/A – **This is a one-time reimbursement for activity that has already occurred. There will be no prospective performance measures to be observed or reported.**

B. Federal Award Information

1. Available Funding for the NOFO:	$2,500,000
2. Projected number of Awards *(Optional)*:	2
3. Period of Performance:	12
4. Projected Period of Performance Start Date(s):	09/15/2022
5. Projected Period of Performance End Date(s):	08/30/2023
6. Funding Instrument Type:	Grant

C. Eligibility Information

1. Eligible Applicants

a. State Government
b. County Government
c. City or Township Government
d. Special District Government
e. Regional Organization

2. Applicant Eligibility Criteria

Airports/Airport Authorities that served as points of entry in support of Operation Allies Welcome.

3. Maintenance of Effort (MOE)

N/A

4. Cost Share or Match

N/A

Application and Submission Information

1. **Key Dates and Times**

   a. **Application Start Date:** *08/05/2022*

   b. **Application Submission Deadline:** *08/24/2022 at 11:59:00 PM [EST]*

   c. **Anticipated Award Date *(Optional)*:** **No later than** *09/30/2022*

   d. **Other Key Dates** *N/A*

Event	Suggested Deadline for Completion
Obtaining UEI Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline
If applicable additional or different critical dates	

2. **Agreeing to Terms and Conditions of the Award**
   By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. **Address to Request Application Package**

   Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov.

   For a hardcopy of the full NOFO, please write or fax a request to:

   Marsha Mathis
   Grants and Financial Assistance Division
   Department of Homeland Security
   Email: marsha.mathis@hq.dhs.gov

   Applications will be processed through the Grants.gov portal. Applications will be processed through the Grants.gov portal. If you experience difficulties accessing information or have any questions, please call Grants.gov customer support at 1-800-518-4726.

If you use assistive technology and are unable to access any materials on Grants.gov, please email the Support Center at support@grants.gov.

No hard copy applications will be accepted.

4. Steps Required to Submit an Application, Unique Entity Identifier, and System for Award Management (SAM)

To apply for an award under this program, all applicants must:

a. Apply for, update, or verify their Unique Entity Identifier (UEI) Number from Dun & Bradstreet (D&B) and Employer ID Number (EIN)
b. In the application, provide a valid Unique Entity IdentifierUEI number, which is currently the unique entity identifier;
c. Have an account with https://login.gov/;
d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
e. Create a Grants.gov account;
f. Add a profile to a Grants.gov account;
g. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
h. (If applicable) Submit the final application in Grants.gov ; and
i. Continue to maintain an active SAM registration with current information, including information on a recipient's immediate and highest level owner and subsidiaries, as well on all predecessors that have been awarded a Federal contract or grant within the last 3 years, if applicable, at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

Applicants are advised that DHS may not make a federal award until the applicant has complied with all applicable UEI and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when DHS is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

The Standard Language for Using Grants.gov to Apply is provided to aid in fulfilling these requirements (if applicable), based off of https://www.grants.gov/web/grants/grantors/grantor-standard-language.html.

5. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity. For this funding opportunity, the DHS Grants and Financial Assistance Division requires applicants to submit applications through Grants.gov.

6. How to Register to Apply through Grants.gov

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

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

Organizations must have a Unique Entity Identifier(UEI) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this grant funding opportunity, then you may begin with step 3, Create a Grants.gov account, listed below.

Creating a Grants.gov account can be completed online in minutes, but UEI and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov here: https://www.grants.gov/web/grants/applicants/organization-registration.html.

1) *Obtain a UEI Number*: All entities applying for funding, including renewal funding, must have a UEI number from Dun & Bradstreet (D&B). Applicants must enter the UEI number in the data entry field labeled "Organizational UEI" on the SF-424 form.

For more detailed instructions for obtaining a UEI number, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-UEI-number.html.

2) *Register with SAM*: All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html.

3) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: https://www.grants.gov/web/grants/applicants/registration.html.

4) *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the UEI Number for the organization in the UEI field while adding a profile.

   For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/add-profile.html.

5) *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

   For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html.

6) *Track Role Status*: To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html.

7) *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed, and it is crucial for valid and timely submissions.**

7. How to submit an Application to DHS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit

different webforms within an application. For each NOFO, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html.

a. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

b. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

c. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

   NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html.

d. *Mandatory Fields in Forms*: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

e. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

f. *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

g. *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My

Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html.

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant to which you are applying.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist DHS with tracking your issue and understanding background information on the issue.

8. Timely Receipt Requirements and Proof of Timely Submission

a. *Online Submission.* All applications must be received by 11:59:00 Eastern time on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

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

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

9. Content and Form of Application Submission

a. Form SF-424 – Application for Federal Assistance

Complete the SF 424 application form. This form may be completed on the Grants.gov website or it can be completed offline in its entirety. NOTE: Applications submitted through Grants.gov must use the SF-424 provided by Grants.gov. The SF424 application forms can only be viewed and downloaded once Adobe Reader has been installed. The SF-424 application form on Grants.gov is formatted so applicants are only required to complete fields which are indicated with an asterisk (*) and color coded. Once the application is complete, close the document (you will then be prompted to save changes or not).

b. Form SF-424A – Budget

Complete the budget in its entirety. Provide budget amounts by object class (salaries, fringe, travel, indirect, etc.). Funds may be requested as long as the item and amount are necessary to perform the proposed work and are not precluded by the cost principles or program funding restrictions. Additional guidance on how to complete the Form SF-424A can be found at: http://www.grants.gov/web/grants/forms.html.

c. Certifications/Assurances

Applicants must submit:

i. **Form SF424B – Assurances – Non-Construction Programs**; and

ii. **Certification Regarding Lobbying**. If paragraph two of the certification applies, then complete and submit the SF-LLL Disclosure of Lobbying which is provided as an optional form in the application package.

d. Project Abstract Summary

This should be limited to 200 words or less and should provide an overview of the global promotion project and how it will be effectively conducted. All highlights of the proposal should be listed here. Do not include any special characters or proprietary information in this section of the application.

By signing and submitting an application under this announcement, the applicant is providing: Certification Regarding Drug-Free Workplace Requirements; Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions; and Certification that the applicant is not delinquent on any federal debt.

REQUIRED DOCUMENTS (submitted as attachments in Grants.gov)

- **Investment Narrative:** The Investment Narrative, a written narrative distinct from the detailed Budget Spreadsheet, must include:
  - A title;
  - A list of each service covered under the application;
  - Descriptions of the extraordinary support activities the airports engaged in as they related to providing support during Operation Allies Welcome Grant Program period of performance for the Afghan allies entering the United States;
  - Descriptions of the financial burden these operational overtime costs have placed on the airport; and
  - A list of any and all agreements and/or memoranda of understanding (MOU) that were enacted to establish activities undertaken to support Afghan allies entering the United States.

  The Investment Narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 10 pages. Please number pages "1 of 10," "2 of 10," etc.

  The file should be named in the following format "[Name of Airport] 2022_Operation Allies Welcome Grant Program Narrative" or other similarly descriptive naming convention.

- **Detailed Budget Spreadsheet:** Include a detailed budget spreadsheet (as an attachment in Grants.gov) in Microsoft Excel that identifies each activity listed in the Investment Narrative and provide the following columns of information for each personnel seeking reimbursement for operational overtime activities:
  - Position/Rank;
  - Compensation rate;
  - Overtime compensation rate;
  - Fringe benefits;
  - Dates overtime worked;
  - Total number of hours overtime worked;
  - Total amount of overtime cost requested; and
  - Indicate the Allocation Priority (Priority 1, 2, or 3).

  In an effort to ensure Personally Identifiable Information (PII) is not unnecessarily used, applicants are not required to provide names for personnel at the time of application. However, the detailed budget spreadsheets must be organized in a way that each personnel is listed separately such that, during monitoring and audit, the reimbursements

requested can be directly cross-walked to the source documents supporting the reimbursement. The file should be named in the following format:

- "[Name of Airport] Detailed_Budget_Spreadsheet"

- **Disclosure of Pending Applications or Open Awards:** Each applicant shall disclose whether it has any pending applications or open awards for Federally funded grants or cooperative agreements that (1) include requests for funding to support the same investment narrative being proposed in the application under this NOFO; and (2) would cover any identical cost items outlined in the budget submitted to FEMA as part of the application under this NOFO.

10. **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 *https://www.archives.gov/federal-register/codification/executive-order/12372.html; https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf*).

11. Funding Restrictions
DHS grant funds may only be used for the purpose set forth in the Congressional Record and must be consistent with the statutory authority for the award. Grant or cooperative agreement funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings, or for support allocation for other Federal awards. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

12. Allowable Costs

a. Pre-Award Costs *(if applicable)*
Costs incurred prior to the Federal award date (the date when DHS Grants and Financial Assistance Division signs the grant award) are allowable, provided that such costs were incurred and obligated in direct support of Operation Allies Welcome and are otherwise allowable, consistent with the terms of this NOFO and the award letter.

b. Management and Administration (M&A) Costs *(if applicable)*
M&A Costs are not allowable.

c. Indirect Facilities and Administrative (F&A) Costs *(if applicable)*

Indirect costs are allowable under this program as described in this NOFO and per 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of

application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the Grants Management Specialist for further instructions.

d. ***Other Direct Costs***

Operational overtime activities are the only direct costs eligible for reimbursement. Such costs must be in excess of the costs of normal and typical airport operations and be directly attributable to Operation Allies Welcome. Further, program funds may not be used to supplant state or local funds for personnel costs that would otherwise have been expended.

D. Application Review Information

1. Application Evaluation Criteria

a. **Programmatic Criteria**

The following criteria will be used to determine whether claimed costs are allowable for reimbursement:

Table 1: Application Evaluation Criteria

Evaluation Criteria	Source of Verification
Were the costs incurred between August 2021 and September 30, 2022?	Detailed Budget Worksheet(s)
Were the costs incurred by airport personnel?	Investment Narrative, Detailed Budget Spreadsheet(s)
Were the costs incurred for operational overtime?	Investment Narrative, Detailed Budget Spreadsheet(s)
Were the costs incurred extraordinary? Meaning, were costs over and above normal expenditures of the airport, which cumulatively present a financial burden on the airport?	Investment Narrative, Detailed Budget Spreadsheet(s), Disclosure of Pending Applications or Open Awards
Were the costs incurred directly attributable to the arrival of Afghan allies entering the United States?	Investment Narrative, Detailed Budget Spreadsheet(s), USSS Validation
Does the applicant have any pending applications or open awards for Federally-funded grants or cooperative agreements that (1) include requests for funding to support the same Investment Narrative being proposed in the application under this NOFO, and (2) would cover any identical cost items outlined in the budget submitted as part of the application under this NOFO?	Disclosure of Pending Applications or Open Awards

b. **Financial Integrity Criteria**
Prior to making a federal award, the *DHS* Grants and Financial Assistance Division is required by 31 U.S.C. §3321 note, 41 U.S.C. §2313, and 2 C.F.R. §200.205 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.
5) Ability to effectively implement statutory, regulatory, or other requirements.

c. **Supplemental Financial Integrity Criteria and Review**
Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently $250,000 (see Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91,

OMB Memorandum M-18-18 at https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf):

1) *DHS GRANTS AND FINANCIAL ASSISTANCE DIVISION* is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM, which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS) and is accessible through the sam.gov website.
2) An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
3) *DHS GRANTS AND FINANCIAL ASSISTANCE DIVISION* will consider any comments by the applicant, in addition to the other information in FAPIIS, 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 C.F.R. §200.206.

2. Review and Selection Process

Award selections will be based on the eligibility criteria outlined in Section C, Eligibility Information. Funding allocations and award amounts will be determined by the priority.

- Priority for allocation of funding will be to airports that incurred operational costs to support Operation Allies Welcome between August 2021 – December 2021.

E. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes 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.**

Successful applicants will receive a grant executed by a DHS Grants Officer authorized to obligate DHS funding. The award notices will be sent via email.

Notice of Not Selection for Award

Applications that were not selected for award will be notified by a Grants Officer via email in the Grants and Financial Assistance Division in a timely manner.

2. Administrative and National Policy Requirements

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

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made, unless the application is for a continuation award. In that event, the terms and conditions in effect at the time the original award was made will generally apply. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

3. Reporting

a. Federal Financial Reporting Requirements

The Federal Financial Report (FFR) form is available online at: SF-425 *OMB #4040-0014.* The FFR must be submitted only once, during closeout at the end of the period of performance.

b. Programmatic Performance Reporting Requirements

Recipients are required to submit one Programmatic Report. The Programmatic Report is a qualitative narrative summary on the impact reimbursements had on each airport. The Programmatic Report must be submitted only once, during closeout at the end of the period of performance.

c. Closeout Reporting Requirements

Within 120 days after the end of the period of performance, or after an amendment has been issued to close out a grant, recipients must submit the following:

1) The final request for payment, if applicable;
2) The final FFR (SF-425);
3) The final progress report detailing all accomplishments;
4) A qualitative narrative summary of the impact of those accomplishments throughout the period of performance; and
5) Other documents required by this NOFO, terms and conditions of the award, or other *DHS GRANTS AND FINANCIAL ASSISTANCE DIVISION*> guidance.

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

After these reports have been reviewed and approved by *DHS GRANTS AND FINANCIAL ASSISTANCE DIVISION*, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR, unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. §200.334, Retention Requirements for Records.

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. §200.344, Closeout. Recipients acting as pass-through entities must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to *DHS GRANTS AND FINANCIAL ASSISTANCE DIVISION* during the closeout of their prime grant award.

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

d. **Disclosing Information per 2 C.F.R. §180.335**
This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with *DHS GRANTS AND FINANCIAL ASSISTANCE DIVISION*, the recipient must notify *DHS GRANTS AND FINANCIAL ASSISTANCE DIVISION* if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:
1) Are presently excluded or disqualified;
2) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
3) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
4) Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to *DHS GRANTS AND FINANCIAL ASSISTANCE DIVISION* in accordance with 2 C.F.R. § 180.350.

described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

4. Monitoring and Oversight

Per 2 C.F.R. §200.329, *DHS GRANTS AND FINANCIAL ASSISTANCE DIVISION*, through its authorized representatives, has the right, at all reasonable times, to conduct desk reviews, make site visits to review project accomplishments and management control systems to review project accomplishments and to provide any required technical assistance. During site visits, *DHS GRANTS AND FINANCIAL ASSISTANCE DIVISION* will review grant recipients' files related to the grant award. As part of any monitoring and program evaluation activities, grant recipients must permit *DHS GRANTS AND FINANCIAL ASSISTANCE DIVISION*, upon reasonable notice, to review grant-related

records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to *DHS GRANTS AND FINANCIAL ASSISTANCE DIVISION* requests for information relating to the grant program**.**

F. DHS Awarding Agency Contact Information

1. Contact and Resource Information

The **Program Officer** shall be the DHS staff member responsible for monitoring the completion of work and technical performance of the projects or activities described in the Program Narrative Statement.

Beth Baden
Deputy Budget Director
Department of Homeland Security
beth.baden@hq.dhs.gov

The **Grants Officer** is the DHS official that has the full authority to negotiate, administer and execute all terms and conditions of this Award in concurrence with the Program Officer.

Marsha Mathis
DHS Grants and Financial Assistance Division
marsha.mathis@hq.dhs.gov

G. Additional Information

1. Period of Performance Extensions

Extensions to the period of performance under this program not allowed