The Department of Homeland Security
Notice of Funding Opportunity
National Urban Search & Rescue Response System

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM . It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: www.grants.gov

A. Notice of Funding Opportunity (NOFO) Description

Issued By

U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency, Office of Response and Recovery, Response Directorate, Operations Division, Urban Search and Rescue Branch

Catalog of Federal Domestic Assistance (CFDA) Number

97.025

CFDA Title

National Urban Search & Rescue Response System

Notice of Funding Opportunity Title

FY 2015 National Urban Search & Rescue Response System Readiness Cooperative Agreement

NOFO Number

DHS-15-DOD-025-000-01

Authorizing Authority for Program

Section 503(b)(2)(G) of the Homeland Security Act of 2002 (Pub. L. No. 107-296), as amended (6 U.S.C. § 313(b)(2)(G)); Section 634 of the Post-Katrina Emergency Management Reform Act of 2006 (Pub. L. No. 109-295)(6 U.S.C. § 722).

Appropriation Authority for Program

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

Program Type

New

Program Overview, Objectives, and Priorities

Program Overview

The National Urban Search and Rescue (US&R) Response System (the System) provides funding for 28 national task forces staffed and equipped to conduct around-the-clock search-and-rescue operations following earthquakes, tornadoes, floods, hurricanes, aircraft accidents, hazardous materials spills and catastrophic structure collapses. When deployed, these task forces, support state and local emergency responders' efforts to locate survivors and manage recovery operations. This program supports Mission 5, Goal 5.1: "Enhance National Readiness", as provided in the Quadrennial Homeland Security Review.

Program Priorities

To provide for the sustainment and readiness of the System and their local jurisdictions, through the funding of: administration and management, training, equipment and storage and maintenance.

Program Objectives

Ensure the US&R Response System Sponsoring Agency Administrative Organizations manage and administer task force affairs and activities consistent with Best Practices.

Make available training and exercises to enable task force personnel to safely perform assigned duties in accordance with established FEMA and System approved standards and guidance.

Further a state of readiness and enhance operational effectiveness by acquiring and maintaining equipment and tools in accordance with the System's current approved *FEMA Equipment Cache List.*

Provide leased space to meet the office, training site and storage requirements of the System.

Optimize standby activities by making available resources to enable catastrophic event planning, mobilization exercises and technical assistance.

Provide forums to enable FEMA and Sponsoring Agency senior leadership interaction and discussion on System strategic issues.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: $33,872,296

Projected number of Awards: **28**

Period of Performance: 36 months

Details of funding amounts can be found in Appendices C - G. Extensions to the period of performance will not be permitted unless the recipient has a compelling justification. Recipients shall follow the steps identified in Section H of this document to obtain an extension to the period of performance.

Projected Period of Performance Start Date(s): *09/30/2015*
Projected Period of Performance End Date(s): *09/30/2018*

Funding Instrument

Cooperative Agreement

Program authority and responsibility under this Cooperative Agreement reside with FEMA. FEMA retains the right to terminate all or part of the Cooperative Agreement and may conduct site visits and monitoring throughout the Period of Performance.

FEMA will work with the recipient to develop and refine the details of executing this award, for example, including work plans, goals and objectives, timelines, deliverables and effectiveness measures, selection of key players, development of any outreach or educational materials, coordination of multi state efforts, as well as define eligible and ineligible tasks to ensure that program is effectively implemented. The recipient shall not develop or engage in the development of tasks not approved in the recipients' application without prior approval and the issuance of an amendment to the award by FEMA. Details for implementing this Cooperative Agreement are provided in Appendix A, Statement of Work.

C. Eligibility Information

Eligible Applicants

FEMA designated Urban Search & Rescue Task Force Sponsoring Agencies (28 total).

Eligibility Criteria

FEMA designated Urban Search and Rescue Task Force Sponsoring Agency.

Other Eligibility Criteria

Applicants are to submit a complete application, including a budget plan that is in accordance with the items outlined in the Statement of Work.

Maintenance of Effort N/A

Maintenance of effort is NOT required under this program.

Cost Share or Match

There is no Cost Match or Cost Share requirement for this cooperative agreement.

D. Application and Submission Information

Submission Date and Other Key Dates and Times

Date Posted to Grants.gov: *06/10/2015*

Initial Application Submission in Grants.gov (SF-424): *07/01/2015*

Application Submission Deadline: *07/10/2015 at 11:59:59 PM* ET

Anticipated Funding Selection Date: *08/11/2015*

Anticipated Award Date: *09/30/2015*

Applications that are not submitted within the stated Application Submission Deadline will not be reviewed or considered for funding. System issues with the Grants.gov or ND Grants system and/or other unforeseeable circumstances that are out of the applicants control will be taken into consideration with regards to the stated Application Submission Deadline of this NOFO.

Other Key Dates

Event	Suggested Deadline For Completion
Obtaining DUNS 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

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.

For a hardcopy or email of the full NOFO, please email a request to:
Catherine Deel, Catherine.Deel@fema.dhs.gov

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: Catherine Deel, 202-212-3796

Initial Applications will be processed through the Grants.gov portal and the complete application will be processed 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. 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 steps listed below. Failure of an applicant to comply with any of the required steps before the deadline for submitting their application will automatically disqualify their application from funding.

The steps involved in applying for an award under this program are:
1. Applying for, updating, or verifying their DUNS Number
2. Applying for, updating, or verifying their EIN Number
3. Updating or verifying their SAM Number
4. Submitting an initial application in Grants.gov, and
5. Submitting the complete application in ND Grants

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. Forms are located at http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1

- Budget Information for Non-Construction Programs (SF-424A);
- Assurances for Non-Construction Programs (SF-424B);
- Grants.gov Lobbying Form(SF-LLL).

Applicants will also be prompted to assure compliance with all Standard and Special Terms and Conditions before being eligible to receive an award under this program.

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

a. A completed US&R Budget Narrative Workbook, FEMA Form 089-0-10 (Appendix B)
b. Latest Single Audit (per 2 CFR Part 200, Subpart F)
c. Any requests & approvals received for pre-award costs (if applicable)
d. Indirect Cost Rate Agreement (if applicable)
e. Vehicle specifications, when a vehicle(s) is/are included in budget narrative

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

Before you can apply for a DHS grant at grants.gov, you must have a DUNS number and must be registered in SAM.

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

In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with the federal SAM. Step-by-step instructions for registering with SAM can be found here: http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html. All applicants must register with SAM in order to apply online. Failure to register with the SAM will result in your application being rejected by Grants.gov during the submissions process.
Please give yourself plenty of time before your grant application submission deadline to obtain a DUNS number and then to register in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information.

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

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

Applicants are, therefore, encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact

your ability to meet required submission deadlines. After you have been approved as an AOR you will be able to submit your application online.

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

If you experience difficulties accessing information or have any questions please call the grants.gov customer support hotline at (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 and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the State's process under Executive Order 12372 (see *http://www.fws.gov/policy/library/rgeo12372.pdf*). Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at *http://www.whitehouse.gov/omb/grants_spoc* to ensure currency.

Funding Restrictions

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

Pre-award costs

Per 2 CFR Part 200.458, Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to

the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency.

To apply for pre-award costs so that they may incur costs prior to the beginning of the Period of Performance, the recipient shall submit a justification as to why the pre-award cost approval is needed, along with a detailed estimate of costs, to the US&R Branch. The US&R Branch will review and forward to the Grant Programs Directorate point of contact for approval. The recipient will then be instructed to include their request and the approval with their application package submission.
Once the cooperative agreement is awarded, the recipient may then draw down this funding to cover the pre-award expenses at that time.

Direct Costs

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 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 by the managing Federal agency.

Construction and Renovation

Construction and renovation costs are NOT allowed under this program.

Other Cost Requirements

Environmental Planning and Historic Preservation (EHP) Compliance

As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Recipients and sub- recipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA

EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP review.

Management and Administration (M&A)
Management and Administration costs are allowed under this program, as outlined in 44 CFR Part 208.23. Management and Administration costs are activities directly related to implementing the award. Funding levels for M&A costs, if proposed, will be negotiated on a per-applicant basis.

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.

Other Submission Requirements

N/A

E. Application Review Information

Criteria

Applications will be reviewed to ensure conformance with the Eligibility Criteria in Section C of this NOFO and Application and Submission Information in Section D. Applicants that do not meet eligibility and application submission requirements will be removed from consideration.

Review and Selection Process

FEMA staff, professionally and technically qualified in the System will evaluate applications and select applicants for funding. Applicants will be evaluated and selected for funding based on the following:

- The applicant demonstrates expertise and qualifications necessary to support Emergency Support Function #9 (ESF #9) activities under the National Incident Management System and the National Response Framework.

- The applicant's proposed work plan is consistent with the US&R Task Force FY 2015 Readiness Cooperative Agreement Statement of Work, Appendix A.
- The applicant proposes costs that are allowable, reasonable and allocable in relation to proposed projects and tasks.

F. Federal Award Administration Information

Notice of Award

Notification of award approval is made through the ND Grants system through an automatic e-mail to the awardee point of contact (the "authorized official") listed in the initial application. The date FEMA approves the 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, or provide a notice of intent to decline 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 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

All 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 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

Awardees 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

The Federal Financial Reporting Form (FFR) is available here: http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf, SF-425

Financial and Compliance Audit Report:

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at *http://www.gao.gov/govaud/ybk01.htm*, and the requirements of Subpart F of 2 C.F.R. Part 200, located at *http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6*.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend $500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at *http://www.gao.gov/govaud/ybk01.htm*, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at *http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012*. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

Financial and Program Reporting Periods and Due Dates

The following reporting periods and due dates apply:

Report	**Reporting Period**	**Report Due Date**
Quarterly Financial Report (SF-425)	October 1 – December 31	January 30
Semi-Annual Performance Report	October 1 – December 31, 2015	January 30
Quarterly Financial Report (SF-425)	January 1 – March 31	April 30
Semi-Annual Performance Report	January 1 – June 30	July 30
Quarterly Financial Report (SF-425)	April 1 – June 30	July 30

Quarterly Financial Report (SF-425)	July 1 – September 30	October 30
Semi-Annual Performance Report	July 1 – December 31	January 30

Program Performance Reporting Requirements

Awardees are responsible for providing updated performance reports using the FEMA Form 089-0-11 on a Semi-Annual basis through NDGrants. The FEMA Form 089-0-11 is due within 30 after the end of the reporting period recipients must complete the FEMA Form 089-0-11 and submit it as an attachment to the ND Grants system. The FEMA Form 089-0-11 can be accessed online at http://www.na.fs.fed.us/fap/SF-PPR_Cover%20Sheet.pdf.

Close Out

Within 90 days after the end of the period of performance, or after an amendment has been issued 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.

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*.

After these reports have been reviewed and approved by the Urban Search and Rescue Branch, 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 that will be deobligated, 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 any funds that have been drawn down but remain as unliquidated on recipient financial records.

G. DHS Awarding Agency Contact Information

Contact and Resource Information

For Program Questions About Applying for an Award

The Centralized Services Information Desk (CSID) is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, State, and local levels. When necessary, recipients will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-

6498 or by e-mail at askcsid@dhs.gov, Monday through Friday, 8:00 a.m. – 5:30 p.m. EST.

For Financial and Administrative Questions About Applying for an Award GPD's Grant Operations Division Business Office provides financial support and technical assistance, such as for password resets and registration requests, questions regarding Form 1199A, payment status, amendments, closeouts, and tracking de-obligation and award amounts. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

Office of Environmental Planning and Historic Preservation (OEHP) OEHP provides guidance and information about the EHP review process to FEMA programs and its recipients and sub- recipients. All inquiries and communications about EHP compliance for FEMA grant projects or the EHP review process should be sent to emily.blanton@fema.dhs.gov.

H. Additional Information

Payment

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. Additional information can be obtained at https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true .

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

Monitoring

Grant Award recipients will be monitored programmatically and financially on an annual and as needed basis by FEMA staff to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where improvement is needed and provide technical assistance.

Extensions

Extensions to the initial period of performance identified in the award will be considered only through formal, written requests to FEMA and must contain specific and compelling justifications as to why an extension is required. All extension requests must address the following:

1. FEMA Form 089-0-012 – Amendment Form shall be submitted as an attachment to this request. All extension requests must address the following:
   a. Brief status of ongoing activity under this Cooperative Agreement;
   b. Outline of remaining funds available and necessary to finish activity during extension; and
   c. Explanation of why activity could not be completed within the Period of Performance; Awardees should submit all proposed extension requests to DHS/FEMA for review and approval no later than 60 days before the end of the Period of Performance.

APPENDICES:

A	National Urban Search and Rescue Response System (US&R) Task Force FY 2015 Readiness Cooperative Agreement Statement of Work
B	US&R Response System Task Force Narrative Workbook (FEMA Form 089-0-10)
C	Cooperative Agreement Funding – Recommended Allocations
D	Task Force Allocations and Budget Totals
E	Administration Budget
F	Special Cache Allocations (HEPP, IST, Medical)
G	List of US&R Advisory Organization Leadership
H	Summary of Deliverables