The Department of Homeland Security
Notice of Funding Opportunity
Chemical Stockpile Emergency Preparedness Program

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM . It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/documents/19/18243/SAM_New_Grantee_Registration.pdf/8bf1c182-8d35-47e0-99e2-a263fa3d9005

A. Notice of Funding Opportunity Description

Issued By

U.S. Department of Homeland Security Federal Emergency Management Agency, National Preparedness Directorate, Technological Hazards Division

Catalogue of Federal Domestic Assistance (CFDA) Number

97.040

CFDA Title

Chemical Stockpile Emergency Preparedness Program (CSEPP)

Notice of Funding Opportunity Title

Chemical Stockpile Emergency Preparedness Program

NOFO Number

DHS-15-NPD-040-000-99.

Authorizing Authority for Program

Department of Defense Authorization Act of 1986, Title 14, Part B, Section 1412, Public Law 99-145 (50 U.S.C § 1521).

Appropriation Authority for Program

Consolidated Appropriations Act, 2014, (Pub. L. No. 113-76).

The Consolidated and Further Continuing Appropriations Act, 2015, (Pub. L. No. 113-235)

Program Type

Continuation

Program Overview, Objectives, and Priorities

In 1985, Congress directed the Department of Defense (DoD) to dispose of its lethal unitary (pre-mixed) chemical agents and munitions while providing "maximum protection for the environment, the general public, and the personnel who are involved."

CSEPP is funded under the chemical demilitarization program, a major defense acquisition program executed by the Army. CSEPP augments the Army's Chemical Materials Activity (CMA), whose mission is to safely store the stockpile by ensuring maximum protection to its workers, the public, and the environment. The Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASA [ALT]) Joint Program Executive Office—Chemical and Biological Defense (JPEO-CBD) is responsible for overseeing CSEPP execution.

CSEPP resides within the Technological Hazards Division (THD) of the National Preparedness Directorate of FEMA. FEMA's role is executed through a national office at FEMA Headquarters and the FEMA regional program offices where chemical installations are located.

The objectives of the program are:

- To establish and enhance emergency preparedness in nearby communities, including community alert and warning systems and protective action strategies.
- To institute protective measures and hazard mitigation strategies at the chemical stockpile sites (the Army installations) to lessen the vulnerability of the storage structures and their contents to any internally or externally generated accidents.

CSEPP contributes to the National Preparedness Goal by assessing and preparing for the risks that are most relevant and urgent for each Chemical Stockpile site community, which in turn strengthens the Nation's collective security and resilience to incidents.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the FY 2015 CSEPP Cooperative Agreement: $12,531,336

Projected Number of Awards: Two (2)

Period of Performance: Twenty-four (24) months

Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications as to why an extension is required. Refer to the Extension Policy narrative in Part H of this document for additional information.

Projected Period of Performance Start Date: 10/01/2014

Projected Period of Performance End Date: 09/30/2016

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 CSEPP recipients to ensure that the programmatic goals are achieved.

Specifically, 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 require the recipient to obtain FEMA approval of any one stage of program activity before recipients can begin work on a subsequent stages or steps

FEMA will review and retain final approval authority of recipient's selections for contracts or sub-grants to achieve program goals.

FEMA will maintain final approval of recipient's key personnel who will be working on activities funded through the CSEPP Cooperative Agreement.

FEMA will limit the recipient's discretion over the scope of the services performed, the recipient's organizational structure, staffing, mode of operation, and other management processes of the recipient.

Overall, FEMA will provide direct oversight of the recipient's activities to ensure that the activities enhance emergency preparedness programs in communities near the two U.S. Army chemical weapons stockpile sites as identified by the Department of Defense.

C. Eligibility Information

Eligible Applicants

- Government of the State of Colorado
- Government of the Commonwealth of Kentucky

Eligibility Criteria

Pursuant to 50 U.S.C. § 1521(e)(2)(A), the Department of Defense has identified the State of Colorado and the Commonwealth of Kentucky as the two

jurisdictions being at risk resulting from the storage of lethal chemical agents and munitions at military installations in the continental United States.

Other Eligibility Criteria

Emergency Management Assistance Compact (EMAC) Membership
In support of the National Preparedness Goal (Goal), recipients must belong to, be located in, or act as a temporary member state of EMAC.

National Incident Management System (NIMS) Implementation
Prior to allocation of any Federal preparedness awards in FY 2015, 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. Utilization of the standardized resource management concepts such as typing, credentialing, and inventorying promote 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 on DHS/FEMA's website under available 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 to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes, and identifies tools which Federal Emergency Response Officials (FEROs) and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Emergency Operations Plan (EOP)
Recipients must update their EOP at least once every two years to comply with Comprehensive Preparedness Guide (CPG) 101 Version 2.0, *Developing and Maintaining Emergency Operations Plans*. Recipients will use the Unified Reporting Tool (URT) to report their compliance with this reporting requirement.

Maintenance of Effort

There is no maintenance of effort requirement.

Cost Share or Match

There is no cost share or match requirement.

D. Application and Submission Information

Submission Date and Other Key Dates and Times

Anticipated Application Start Date: 04/01/2015

Application Submission Deadline: 04/302015 at 11:59 PM local time or when all eligible applications have been received

Anticipated Funding Selection Date: 5/1/2015 or one business day after all eligible applications have been received

Anticipated Award Date: no later than 05/08/2015

Application packages must be received by the appropriate FEMA Regional offices via mail, electronic submittal, or personal/courier delivery by the date and time specified as the deadline for submission. Late applications will be considered only if notification of a late submission is provided to the FEMA Regional CSEP Program Manager prior to the submission deadline, stating the circumstances leading to the late submission. Determination of submission date and time will be made by the FEMA Program Manager based upon electronic time/date stamps or by the stamped time/date receipt on mail or personal/courier delivery submissions. Regional offices will confirm receipt of all applications via telephone, e-mail or regular mail.

Other Key Dates

Event	Suggested Deadline For Completion
Obtaining Dun and Bradstreet Universal Numbering System (DUNS) Number	One week before actual submission deadline
Obtaining a valid Employer Identification Number (EIN)	One week before actual submission deadline
Updating System for Award Management (SAM) registration	One week before actual submission deadline

Address to Request Application Package

Application forms and instructions are available through a program-specific web application called CSEPPWebCA (https://www.cseppwebca.net) or from the FEMA Regional office.

FEMA Region IV
National Preparedness Division/CSEPP Section
Attn: Robert Madden
3003 Chamblee Tucker Road
Atlanta, GA 30341
(770) 220-5478
Terry.Madden@fema.dhs.gov

FEMA Region VIII
National Preparedness Division/CSEPP Section
Attn: Cheryl Layman
Denver Federal Center
Bldg. 710

Box 25267
Denver, CO 80225-0267
(303) 235-4761
Cheryl.Layman@fema.dhs.gov

Hard copies of the NOFO can be downloaded from the common electronic "storefront" grants.gov or obtained via email from the applicant's FEMA Regional CSEPP Program Manager.

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585.

Content and Form of Application Submission

Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time applicants are advised to start the required steps well in advance of their submission. **Applicants should allow at least 15 business days (three weeks) to complete the steps of applying listed below.** Failure of an applicant to comply with any of the required steps before the deadline for submitting their application will automatically disqualify their application from funding.

The steps involved in applying for an award under this program are:

1. Applying for, updating or verifying their DUNS Number
2. Applying for, updating or verifying their EIN Number
3. Updating or verifying their SAM Number
4. Creating the required documents for the application from CSEPPWebCA
5. Submitting the complete application

A complete application package must be printed from CSEPPWebCA, signed, and submitted in hard copy or electronically to the applicants FEMA Regional CSEPP Program Manager. The required documents for the application include:

a. SF 424, Application for Federal Assistance (attach Indirect Cost Agreement, if reimbursements for indirect costs are requested)

b. SF 425, Federal Financial Report

c. Program Narrative Statement

d. SF 112-0-3, Summary Sheet for Assurances and Certifications (Parts I, II, III, and IV)

e. Work Plans for all CSEPP-funded personnel

f. Request for Funding Worksheets

Dun and Bradstreet Universal Numbering System (DUNS) Number, Employer Identification Number (EIN) System for Award Management (SAM)

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

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

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

2. Obtain an Employer Identification Number (EIN)

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

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

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

3. Register with the System for Award Management (SAM)

Payments are contingent on the information provided in SAM and must be completed by the applicant at http://www.sam.gov. It is imperative that the information provided by the applicant is correct and current. Please ensure that your organization's name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards.

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

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). Names and addresses of the SPOCs are maintained at the Office of Management and Budget's website 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 governmental entity.

CSEPP recipients may only fund activities and projects that were included in the FY 2015 CSEPP application package that was submitted and approved by FEMA. Activities and projects may include the sustainment of capabilities supported by previous CSEP Program funds.

General restrictions on the use of CSEPP award funds are found in Appendices A and B.

CSEPP-specific allowable cost policies are provided in Table B-1 of Appendix B.

Management and Administration

Management and Administration (M&A) activities are those directly related to managing and administering the award such as financial management and monitoring. M&A costs are allowable but must be negotiated with the respective Region. Refer to Table B-1 in Appendix B for guidance on allowable costs.

Indirect (Facilities & Administrative (F&A)) Costs

Recipients must submit an indirect cost agreement, requesting indirect costs as part of their application package to the FEMA Regional Office. The approved indirect cost agreement must be submitted with the Application for Federal Assistance (SF 424).

Other Submission 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 propose 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.

Program Narrative

The program narrative for non-construction programs provides a brief description of the objective, approach, and results or benefits expected to be obtained from the assistance as outlined in 2 CFR Part 200.

A program narrative statement must be prepared for each applicable CSEPP National Benchmark (CNB). Guidance for preparing narratives in the Cooperative Agreement is found in the Help Pre-Award Section of CSEPPWebCA. A suggested template for CNB program narratives is available from the Regional CSEPP Program Manager.

Narratives should be constructed in accordance with the following guidance from 2 CFR Part 200:

i. Objective (Goal)

Performance goal is defined as "a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate" (2 CFR Section 200.76). In other words, the measure associated with this program should monitor ongoing progress toward program success

and it should be compared against a target that defines when success is achieved.

ii. Approach (Plan of Action)

a. Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished for each Cooperative Agreement program.

b. Cite factors that might accelerate or decelerate the work and your reason for taking this approach as opposed to others.

c. Describe any unusual features of the program such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

d. Provide projections of the accomplishments to be achieved through the Cooperative Agreement. List a schedule, in chronological order, of accomplishments.

e. Identify the kinds of data to be collected and maintained and discuss the criteria to be used to evaluate the results and successes of the project.

f. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified are being achieved.

g. List each organization, consultant, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

iii. Results or Benefits Expected (Expected Outcomes)

Identify results and benefits to be derived with respect to the emergency preparedness capabilities of the recipient/sub-recipient.

iv. Work Plans

a. Each CSEPP employee must submit an annual work plan using CSEPPWebCA. In developing work plans, the following must be considered:

1. Fully CSEPP-funded positions are restricted in their availability to perform non-CSEPP activities and must work full time on CSEPP.

2. CSEPP-funded employees can respond and support emergencies or disasters within their jurisdictions for a period of up to two weeks.

3. For federally declared disasters, employees' time should be charged directly to the disaster code for the entire time worked.

4. If a position is partially funded by CSEPP, the recipient/sub-recipient must ensure that the individual's time performing

CSEPP-related work is proportional to the percentage paid by CSEPP.

b. Identify tasks to be performed by the individual staffing each fully or partially CSEPP-funded position.

   1. Describe tasks in measureable terms.
   2. Identify expected results of task performance.
   3. Identify schedules for performance of tasks.

c. If there is no other agreement in place, FEMA will offer to extend funding for preparedness-focused activities through the end of the quarter in which demilitarization ends (rather than just up to the exact date that demilitarization operations end). After that point, all funded CSEPP personnel must have clearly defined closeout roles in their annual work plans.

E. Application Review Information

Criteria

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

Review and Selection Process

Submitted applications will undergo a complete content review within their respective FEMA Region. Each FEMA Regional CSEP Program Manager will be responsible for coordinating the review of the completed application package for their respective state. Applications will be selected for funding that clearly demonstrate the applicant's ability to enhance emergency preparedness programs in communities near the two U.S. Army chemical weapons stockpile sites. More detailed guidance on applicable community emergency preparedness capabilities is provided in Section C of Appendix B.

F. Federal Award Administration Information

Notice of Award

The FEMA Regional Offices will provide an award package to the recipient. Award packages will include an award letter, SF 112-0-7, and the Articles of Agreement (see Appendix A). The award letter is the authorizing document for the award and will be sent to the signatory of the recipient’s application package via postal mail and electronically. The SF 112-0-7 must be signed by the recipient and returned to FEMA before the recipient can draw down 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 here: 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

Reporting requirements must be met throughout the life of each open Cooperative Agreement. Any reports or documents prepared as a result of this Cooperative Agreement shall be in compliance with Federal "plain English" policies, directives, etc. (See http://www.plainlanguage.gov for more information.)

Federal Financial Reporting Requirements

The Federal Financial Report (FFR) form is available here: http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf, SF-425 *OMB #00348-0061*.

Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425). The FFR is due within 30 days of the end of each calendar quarter (e.g., for the quarter ending March 31, the FFR is due no later than April 30). A report must be submitted for every quarter of the period of performance, unless a waiver is granted. If there is no activity during a calendar quarter, the recipient must transmit a performance report noting the inactivity. Future awards and fund drawdowns may be withheld if these reports are delinquent. The final FFR is due 90 days after the end date of the performance period. FFRs must be filed electronically through CSEPPWebCA.

Program Performance Reporting Requirements

CSEPPWebCA is used for quarterly financial and performance reporting. Quarterly expenditure reports must be completed before the recipient can report on performance information.

The recipient is responsible for quarterly performance reporting within CSEPPWebCA. The recipient can require sub-recipients to provide performance data using the CSEPP Cooperative Agreement quarterly worksheet in the Tools section of CSEPPWebCA or another tool as negotiated with FEMA. The sub-recipient can upload performance reporting worksheets to the CSEPPWebCA Filing Cabinet.

Performance reporting is required for each funded benchmark for all open Cooperative Agreements that have expended and/or unexpended funds in the quarter being reported. CSEPPWebCA will automatically determine which benchmarks must be reported.

Quarterly financial and performance reporting is to be performed on the following schedule:

- October 1–December 31; Due January 30
- January 1–March 31; Due April 30
- April 1–June 30; Due July 30
- July 1–September 30; Due October 30

Closeout

FEMA will close out the grant award when it determines that all applicable administrative actions and all required work of the CSEPP award have been completed by the recipient. This section summarizes the actions that the recipient must take to complete the closeout process in accordance with 2 C.F.R. § 200.343 at the end of the grant's period of performance or the issuance of a Grant Amendment Notice issued to close out the grant.

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, as well as the following documentation:

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

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

Additionally, the recipient must liquidate all obligations incurred under the CSEPP award no later than 90 calendar days after the end date of the period of

performance or issuance of a Grant Amendment Notice that closes out the award, whichever comes first. Recipients who do not liquidate their obligations within this time period may have the costs of their unliquidated obligations disallowed. Recipients are also responsible for promptly returning to FEMA the balance of any funds that have been drawn down, but remain unliquidated.

After these reports have been reviewed and approved by the Regional CSEPP Program Office, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds the recipient has not drawn down that will be deobligated, and address requirements for record retention, and disposition and reporting requirements for any equipment or real property purchased using CSEPP grant funding.

In addition, CSEPP recipients are responsible for closing out all sub-grants made under the CSEPP award as described in 2 C.F.R. § 200.343. CSEPP recipients must ensure that they complete the closeout of these sub-awards 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

Chemical Stockpile Emergency Preparedness Program

CSEPP is administered at FEMA Headquarters in partnership with the CSEPP Regional Offices.

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.

Program Office Contact

FEMA Headquarters, FEMA CSEPP Program Office (Washington D.C., EST)
Terrance Hobbs, Branch Chief, (703) 605-1379; Terry.Hobbs@fema.dhs.gov
Jonathan Evans, Financial Management Specialist, (202) 802-2457; Jonathan.Evans@fema.dhs.gov

FEMA Region Contacts

FEMA Regions will provide fiscal support, including pre- and post-award administration, monitoring, and technical assistance.

Region IV (Atlanta, EST)

Robert Madden, FEMA CSEPP Program Manager, (770) 220-5478; Terry.Madden@fema.dhs.gov

Sandra McNease, FEMA Assistance Officer, (229) 225-4636; Sandra.McNease@fema.dhs.gov

Region VIII (Denver, MST)

Cheryl Layman, Acting FEMA CSEPP Program Manager, (303) 235-4761; Cheryl.Layman@fema.dhs.gov
Crystal Lehnhardt, FEMA Assistance Officer, (303) 235-4858; Crystal.Lehnhardt@fema.dhs.gov

H. Additional Information

In addition to SMARTLINK, 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.

Extensions

A recipient may not obligate CSEPP funds after the expiration of the specified period of performance unless that period is extended by the FEMA Regional Assistance Officer.

Extensions are allowed. A recipient may make a formal written request, no later than 60 days prior to expiration of the period of performance, for authority to extend the period of performance and/or carry some or all of the unobligated funds forward during the extended period to complete the approved Cooperative Agreement projects. The request for an extension must provide adequate justification for the action requested that includes the following information:

- Reason for delay
- Current status of the activity/activities
- Remaining available Federal funds
- Budget outlining how remaining Federal funds will be expended
- Plan for completion, including milestones and timeframes for achieving each milestone, the position/person responsible for implementing the plan for completion, and extended period of performance date requested
- Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA

A recipient must have submitted all required financial status reports and performance reports before the FEMA Regional Assistance Officer will process a request for an extension.

The FEMA Regional Assistance Officer and the FEMA CSEPP Regional Program Manager will analyze the recipient's justification and make the determination whether to extend the performance period.

If the FEMA Regional Office is still reviewing the request at the end of the performance period and no determination has been made, no further activity should be undertaken until written notification is received from the FEMA Regional Assistance Officer.

The recipient/sub-recipients may continue to liquidate obligated funds.

The FEMA Regional Office will not initiate closeout of the Cooperative Agreement while a decision is pending.

One extension of the initial performance period of a Cooperative Agreement can be made by the FEMA Regional Assistance Officer in coordination with the FEMA CSEPP Regional Program Manager; subsequent extensions must receive concurrence of the FEMA Headquarters Program Office.

Extensions require explicit prior FEMA Headquarters Program Office approval when:

- The terms and conditions of the Federal award prohibit the extension
- The extension requires additional Federal funds
- The extension involves any change in the approved objectives or scope of the project

Performance periods may be extended even if no funds remain available for obligation in order to complete Cooperative Agreement management activities.

Monitoring

Recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring will be accomplished through a combination of desk-based reviews and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, performance, and administrative issues relative to each program and will identify areas where technical assistance and other support may be needed.

The recipient is responsible for monitoring award activities, to include sub-awards, to provide reasonable assurance that the Federal award is administered in compliance with requirements. Responsibilities include the accounting of receipts

and expenditures, cash management, maintaining of adequate financial records, and refunding expenditures disallowed by audits.

CSEPP expenditure reports will be monitored by FEMA, the recipient, and sub-recipients to identify any funding that may not be used and could be available either to reallocate for CSEPP requirements within the state or to return to FEMA for other CSEPP requirements.

Appendix A: Articles of Agreement

Federal Emergency Management Agency
Agreement Articles – Chemical Stockpile Emergency Preparedness Program (CSEPP)
Cooperative Agreement (CFDA # 97.040)

Recipient: _____

Agreement Number: _____ Amendment Number: _____

Designated Agency: _____

Performance Period Using Operations and Maintenance (O&M) Funds:

_____

Period of Federal Obligational Availability, When Using Operation and Maintenance (O&M)

Funds,

Ends On: _____

Performance Period Using Procurement Funds: _____

Period of Federal Obligational Availability, When Using Procurement Funds, Ends

On: _____

ARTICLE I – PROGRAM DESCRIPTION

The recipient shall perform the work described in the Program Narrative Statement, work plans, funding requests, and financial forms that meet the application requirements of 2 CFR Part 200, which was included as part of the application package and made part of these Cooperative Agreement Articles.

ARTICLE II – PERIOD OF PERFORMANCE

This Cooperative Agreement takes on the award date estimated to be April 1, 2015.

ARTICLE III – AMOUNT AWARDED

The tasks approved in CSEPPWebCA are to be undertaken by the recipient utilizing the funds identified on SF 112-0-7.

ARTICLE IV – REQUEST FOR ADVANCE/REIMBURSEMENT

The recipient shall be paid in advance using the Department of Health and Human Services (HHS) SMARTLINK System or the Payment and Reporting System (PARS), provided it maintains or demonstrates the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of the funds and their disbursement by the recipient. When these requirements are not met, the recipient will be required to use the reimbursement method as the preferred funding method.

ARTICLE V – FEMA OFFICIALS

FEMA officials for this Cooperative Agreement are as follows:

1. The FEMA CSEPP Regional Program Manager is (insert name here).

2. The FEMA Regional Assistance Officer is (insert name here).

ARTICLE VI – TERMS AND CONDITIONS

The specific terms and conditions of this agreement are as follows:

A. The recipients of CSEPP funding must use CSEPPWebCA for preparing, managing, and quarterly reporting on their CSEPP Cooperative Agreement.

B. States and local governments must continue to meet the minimum requirements for the National Incident Management System (NIMS).

C. The tasks approved in CSEPPWebCA are to be undertaken by the recipient utilizing the funds identified on SF 112-0-7.

D. For jurisdictions requesting indirect costs, an approved indirect cost agreement (IDC) or an approved cost allocation plan must be submitted at the beginning of each Federal fiscal year as an attachment to the state's Request for Federal Assistance. Once the indirect cost agreement or cost allocation plan is filed, there will be no adjustments to the rate for the duration of the Cooperative Agreement.

E. The funds for the Cooperative Agreement shall only be used to cover allowable costs that are incurred during the agreement period. If obligations are included in the claimed Cooperative Agreement costs, adequate records shall be maintained to disclose fully the date and amount incurred and the date and amount of subsequent payment. Obligations claimed in one Cooperative Agreement period shall be excluded from expenditures claimed in prior or subsequent periods.

F. The recipient shall follow prior approval requirements found in 2 CFR Section 200.407. For non-construction Cooperative Agreements, transfers of funds between total direct cost categories in the approved budget shall receive the prior approval of FEMA when such transfers exceed 10 percent of the total budget.

G. No transfer of funds to agencies other than those identified in the approved Cooperative Agreement application shall be made without prior approval of FEMA.

H. The recipient shall submit financial reports 30 days after the end of each quarter. Reporting dates are January 30, April 30, July 30, and October 30. Final financial reports are due 90 days after the close of the Cooperative Agreement. Copies of the Federal Financial Report (FFR) (SF-425) are to be submitted to the FEMA Regional Office, Attn: Assistance Officer.

I. The recipient shall submit performance reports for each funded CSEPP National Benchmark 30 days after the end of each quarter. Reporting dates are January 30, April 30, July 30, and October 30. The final performance report is due 90 days after the close of the Cooperative Agreement. Copies of the performance report are to be submitted to the FEMA Regional Office, Attn: Assistance Officer.

J. The recipient shall transfer to FEMA the appropriate share, based on the Federal support percentage, of any refund, rebate, credit, or other amounts arising from the performance of this agreement, along with accrued interest, if any. The recipient shall take necessary action to effect prompt collection of all monies due or which may become due and to cooperate with FEMA in any claim or suit in connection with amounts due. When reporting CSEPP Program Income, the amount is to be deducted from total allowable costs to determine the net allowable costs committed to the Cooperative Agreement by FEMA and the recipient. The recipient shall use any program income as required by this Cooperative agreement and 2 CFR § 200.307(e)(1).

K. Prior to the start of any construction activity, the recipient shall ensure that all applicable Federal, state, or tribal government and local permits and clearances are obtained to include environmental planning and historic preservation compliance.

L. The recipient may copyright any original work developed under this agreement. FEMA reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for government purposes. Any publication resulting from work performed under this agreement shall include an acknowledgement of FEMA financial support and a statement that the publication does not necessarily reflect FEMA views.

M. No subsequent Cooperative Agreements, monetary increase amendments, or time extension amendments will be approved unless all overdue financial or performance reports have been submitted by the recipient to the appropriate Regional Office. The recipient agrees, by accepting the funds in the aforementioned Cooperative Agreement from FEMA, to comply with all the provisions of 2 CFR § 200.313, which states "[a] physical inventory must be taken and the results reconciled with the property records at least once every two years." Upon request, these inventory records shall be provided to FEMA.

N. CSEPP funds may not be used to fund other programs required by other laws for existing needs. CSEPP funds may not be used to supplant other forms of emergency management funding. An example of the inappropriate use of CSEPP funds would be charging all or a substantial portion of personnel costs or Emergency Operations Center (EOC) costs to

CSEPP when they should be and/or were previously part of the ongoing emergency management budget.

O. For cost allocation projects, CSEPP is not necessarily responsible for any or all of the maintenance or replacement costs. Although CSEPP may have paid for certain equipment in its entirety, if that equipment is being used for non-CSEPP activities, CSEPP is only obligated to pay the portion of Operations and Maintenance (O&M) costs commensurate to its CSEPP use.

P. CSEPP funds may not be commingled with other non-CSEPP funds. In keeping with the intent of the congressional appropriations, and to assure proper programmatic accountability, CSEPP funds must at all times remain separate and apart from any other FEMA or non-FEMA funding sources. Funds from each awarded Cooperative Agreement must remain separate, distinct, and cannot be commingled with funding from other Cooperative Agreements.

Q. CSEPP personnel positions fully funded by CSEPP are restricted in their availability to perform non-CSEPP activities and must work full time on CSEPP. CSEPP-funded employees can respond and support emergencies or disasters within their jurisdictions for a period of up to two weeks. When a position is only partially funded by CSEPP, this should be reflected in the work plan, and the supervisor is responsible and accountable for ensuring that the individual's time performing for CSEPP is in direct proportion to the percent paid by CSEPP.

R. Forecasting ahead, if a recipient estimates that it will have unobligated funds remaining at the end of the performance period, the recipient should report this to the FEMA Regional Office at the earliest possible time and ask for instructions.

S. Recipients will participate annually in the national CSEPP exercise program. The states will use the web-based Homeland Security Exercise and Evaluation Program (HSEEP) Corrective Action Program (CAP), or HSEEP CAP, to track all Findings Requiring Corrective Actions (FRCAs). Users should use existing DHS/CAP guidance to implement this program.

T. To assist in fully integrating HSEEP into the CSEPP exercise program, all CSEPP funded employees who evaluate CSEPP exercises must complete the following HSEEP Independent Study (IS) Courses: IS-120.a, An Introduction to Exercises, and IS-130, Exercise Evaluation and Improvement Planning. All CSEPP-funded employees who plan exercises must complete L-146, Homeland Security Exercise and Evaluation Program (HSEEP) Training Course. A copy of the certificate should be forwarded to the State CSEPP Program Manager by the end of the Federal fiscal year.

ARTICLE VII – OTHER TERMS AND CONDITIONS

A. All recipients and sub-recipients must follow the applicable requirements of 2 C.F.R. Part 200, Subpart F – Audit Requirements.

B. FEMA will conduct on-site monitoring visits to review both the program and financial progress of the Cooperative Agreement's activities. Technical assistance will be provided upon request. As a result of these on-site visits, FEMA will make recommendations and/or adjustments as needed.

ARTICLE VIII – GOVERNING PROVISIONS

The following are hereby incorporated into this agreement by reference.

The recipient and any sub-recipients shall comply with all applicable laws and regulations. A non-exclusive list of laws and regulations commonly applicable to FEMA grants is listed below for reference only:

Section 1412 of the Department of Defense Authorization Act of 1986, (Pub. L. No. 99-145), as amended (50 U.S.C §§ 1521)

Applicable Provisions of Title 44 of the Code of Federal Regulations (CFR)

Note: The requirements established under 44 CFR Part 13 and the previous Office of Management and Budget Circulars have been superseded by DHS adoption of 2 CFR Part 200 for all funds awarded on or after December 26, 2014.

2 C.F.R. Part 200

Appendix B: Program-Specific Guidance

The following sections provide guidance specific to the Chemical Stockpile Emergency Preparedness Program.

A. Definitions

Period of availability (Appropriations Period):

- Funds that are appropriated by Congress stipulate the period during which they are available for obligation.
- Funds are available for obligation to the recipient during the entire fiscal year(s) for which they are appropriated.
- No reallocation or change in scope can be made to the Cooperative Agreement after the expiration of the appropriation.

Period of performance:

- The period of time shown in the Agreement Articles during which the recipient is expected to perform the activities and obligate the funds included in the approved Cooperative Agreement.
- A recipient may not obligate CSEPP funds either before or after the expiration of the specified period of performance unless that period is extended by the FEMA Regional Office.
- The recipient has up to 90 days following the expiration of the period of performance to liquidate valid obligations made during the performance period.
- Period of performance means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (see §§ 200.210 Information contained in a Federal award paragraph (a)(5) and § 200.331 Requirements for pass-through entities, paragraph (a)(1)(iv)).

Unliquidated obligations are valid obligations incurred by the recipient during the stated period of performance for which payment has not occurred.

Unobligated balances are that portion of the funds that have not been obligated by the recipient. They are determined by deducting the cumulative obligations from the cumulative funds authorized.

Pass-through entity is an eligible state government that provides a sub-award to sub-recipients to carry out part of the Chemical Stockpile Emergency Preparedness Program (CSEPP).

Closeout means the process by which FEMA or the pass-through entity determines that all applicable administrative actions and all required work of the Federal award have been completed and takes actions as described in 2 C.F.R. § 200.343.

Recipient is a state ("grantee" in previous guidance) that receives a Federal award directly from FEMA to carry out an activity under the CSEPP program. A recipient may also be a pass-through entity.

Sub-recipient is a non-Federal entity that receives a sub-award from a pass-through entity to carry out part of a Federal program (a "subgrantee that received a subgrant from a "grantee" in previous guidance). The term sub-recipient does not include an individual that is a beneficiary of the Federal program.

B. Indirect Costs

CSEPPWebCA automatically calculates indirect costs.

A revised indirect cost agreement for each sub-recipient requesting indirect cost may not be submitted to adjust the rate during the performance period of a Cooperative Agreement. Information on indirect cost calculation is located in the Help feature of CSEPPWebCA.

Recipients and sub-recipients should be aware of and notify affected agencies and officials that the conclusion of CSEPP funding will end funding for indirect costs. Further, where indirect costs are based on specific types of costs, the availability of indirect costs may end sooner. For example, if indirect costs are based on equipment expenditures, and equipment expenditures cease with the end of preparedness, there will be no additional indirect cost funding available during the closeout period.

C. Performance Measurement

Beginning in 1993, the Army and FEMA defined a set of CSEPP National Benchmarks (CNB) to guide the development and assessment of CSEPP capabilities. These benchmarks, which serve as the core long-term goals for the program, are similar to and essentially capture the disaster preparedness capabilities of the National Fire Protection Association (NFPA) 1600 standards. These capabilities are a key tool in the planning, programming, and budgeting of CSEPP efforts at the installations and with state and local governments. In addition, these capabilities are used to assess and report the status of CSEPP efforts at and around the two chemical stockpile sites within the United States.

The CSEPP National Benchmarks are described in the CSEPP Strategic Plan located at https://www.cseppportal.net/Training%20Documents/CSEPP_Strategic_Plan.pdf.

D. Allowable Costs

DHS adopted the "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" found at 2 CFR Part 200 through Federal Register Number 79 FR 75867 (Dec. 19, 2014). For awards issued on or after December 26, 2014, this rule establishes the regulatory provisions applicable to CSEPP Cooperative Agreements. Section 200.400 consolidates the new allowable cost provisions. These provisions do not, however, apply retroactively to existing awards, which are still governed by 44 CFR Part 13.

A list of procurement standards applicable to recipients and sub-recipients are identified at 2 CFR Sections 200.317 through 200.326. Any procurements (purchases) transacted with Federal funds must comply with these standards.

In addition, recipients and sub-recipients should note the following specific requirements:

- For purposes of defining "Equipment," the following definition from 2 CFR Section 200.33, applies: "equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also §§ 200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies."
- Cost-sharing or matching is defined in 2 CFR Section 200.29. Section 200.306 addresses cost-sharing or matching requirements.
- The three primary Federal cost principles for grants and agreement and their definitions are specified in 2 CFR §§ 200.403 (allowable), 200.404 (reasonable), and 200.405 (allocable).
- The requirements for prior written approval are specified in 2 CFR Section 200.407.
- Allowable advertising and public relations costs are outlined in 2 CFR Section 200.421 (a)-(d).
- Unallowable advertising and public relations costs are outlined in 2 CFR Section 200.421 (e).
- "Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs … have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency" per 2 CFR Section 200.438.
- Allowable costs related to intellectual property are outlined in 2 CFR Section 200.448.

Table B-1 at the end of this Appendix provides guidance on allowable costs within each benchmark per CSEPP policy.

E. Changes to the Cooperative Agreement

Revisions of Program Narratives and Budget

Any major change in project scope or funding amount requires a formal amendment to the Cooperative Agreement. Formal amendments require the signing of SF Form 112-0-7. The FEMA Regional Assistance Officer, in coordination with the FEMA CSEPP Regional Program Manager, approves or denies any change requests.

Budget Changes

Recipients shall obtain prior approval from FEMA whenever any of the following changes are anticipated:

- Any revision that would result in the need for additional funding.
- Transfers of funds allotted for training.

- Under 2 CFR Section 200.308(e), FEMA must authorize the transfer of funds among direct cost categories or programs, functions and activities once the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the latest approved total budget. Cumulative transfers that do not exceed 10 percent may be made by the recipient through CSEPPWebCA with notification to the applicable FEMA Region and to FEMA Headquarters.

Only FEMA Headquarters can adjust the award amount in CSEPPWebCA for the above changes. Therefore, after the initial award is made, these budget changes must be forwarded to FEMA Headquarters through the FEMA CSEPP Regional Program Manager.

Recipients must obtain prior written approval from the FEMA CSEPP Regional Program Manager and the FEMA Regional Assistance Officer whenever any of the following actions are anticipated:

- Any revision to the scope or objectives in the program narrative (regardless of whether there is an associated budget revision requiring prior approval or not).
- Need to extend the period of performance.
- Changes in key personnel or staff in cases where specified in a Cooperative Agreement.
- Sub-granting, contracting out, or otherwise obtaining the services of a third party to perform activities that are central to the purposes of the award. This approval requirement does not apply to the procurement of equipment, supplies, and general support services.

F. Exercises

Exercises conducted with CSEPP funding support should be managed and executed in accordance with the Exercise Policy and Guidance for Chemical Stockpile Emergency Preparedness Program Exercise, which integrates the Homeland Security Exercise and Evaluation Program (HSEEP). Exercise Policy and Guidance for Chemical Stockpile Emergency Preparedness Program Exercise is located at https://www.csepportal.net/secure/portal/Benchmarks/Exercise/Exercise%20Documents/Blue_Book_December_2012.pdf.

HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning is located at http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13_.pdf.

G. Cooperative Agreement Closeout

Closeout is the process by which the FEMA Regional Assistance Officer and the FEMA CSEPP Regional Program Manager determine that all applicable administrative and programmatic actions and all required work under the Federal award have been completed by the recipient and FEMA. In accordance with 2 CFR Section 200.343, after-the-grant requirements involve closing out the assistance agreement, including adjustment of the award amount and the amount of cash paid the recipient.

- Not later than 60 days prior to the expiration of the performance period, the Regional Assistance Officer notifies the recipient that the assistance agreement will end. This

notification also includes the actions to be accomplished by the recipient in fulfillment of their responsibilities.

- Actions that must precede closeout are receipt of all required reports, disposition or recovery of all Federal property, and adjustment of the award amount and the amount of Federal cash paid the recipient.
- Unobligated balances are that portion of the funds that have not been obligated by the recipient. They are determined by deducting the cumulative obligations from the cumulative funds authorized. If any unobligated balance remains at the end of the period of performance, these funds are no longer available to FEMA or the recipient and are subject to being returned to the U.S. Treasury.
- Unliquidated obligations are valid obligations incurred by the recipient during the stated period of performance for which payment has not occurred. Obligations must be liquidated within 90 days of the end of the period of performance for the CSEPP award.
- Equipment inventories and requests for disposition of equipment should be prepared and submitted to the FEMA Region in accordance with the provisions of 2 CFR Section 200.313; equipment that will continue to be used and maintained in the CSEPP Program shall be noted on the disposition request.
- Separate requirements exist for property provided by Federal agencies.
- After the 90-day closeout period, the recipient must submit a final FFR and final progress report detailing all accomplishments throughout the period of performance. CSEPPWebCA should be used to create the final SF -25 and the final quarterly performance report, which will serve as the final progress report. The official file will be reviewed and missing items needed for project closeout will be identified. The recipient will be notified of all missing items, outstanding reports, and requirements needed to complete closeout. Closeout documents not created in CSEPPWebCA will be uploaded in to the CSEPPWebCA Filing Cabinet by the Regional Assistance Officer.
- After closeout requirements have been satisfied, the Regional Assistance Officer will send the Closeout Satisfaction Letter to the Recipient.
- The recipient will maintain the Cooperative Agreement records for three years from the date of the final FFR.
- The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.
- If funds need to be returned to FEMA after the completion of grant closeout (e.g., as a result of a subsequent audit), the FEMA Regional Office will notify the FEMA Headquarters CSEPP office of any adjustments to the final approved expenditures.
- Recipients are encouraged to complete the closeout of prior year Cooperative Agreements before the end of the performance period of that Cooperative Agreement.
- Upon completion of grant closeout, access to CSEPPWebCA for recipients and sub-recipients will cease. A compact disk (CD) for the recipient and/or sub-recipient can be produced and

made available upon request to FEMA. Any subsequent requirements for access to the system should be directed to the CSEPPWebCA Help Desk at (888) 784-6610.

- The Help section within CSEPPWebCA contains guidance on how to initiate and complete the closeout process.

H. Inventory Records

In accordance with 2 CFR, Section 200.313, the recipient will complete a physical inventory of all equipment and reconcile the results with property records at least once every two years. Upon request, these inventory records shall be provided to FEMA. In addition, recipients are invited to upload their inventory records into the Filing Cabinet in CSEPPWebCA as supporting documentation.

I. Life Cycle Cost Estimate (LCCE)

Recipients should review and update the LCCE annually in coordination with the FEMA CSEPP Regional Program Manager. Cost estimates projected under the LCCE do not constitute an entitlement of funds to the state or to local governments. However, the LCCE should be used as the basis for preparing future budget requests. Funding requirements identified in the LCCE must have been validated by the FEMA CSEPP Regional Program Manager and must be prioritized in the budget submission process. Cost estimates for validated requirements in the LCCE will be reduced if expenditures are consistently lower than projected estimates.

J. Final Program Closeout

In accordance with the National Defense Authorization Act of 2008 (P.L. 110-181), "assistance may be used to enhance and/or provide capabilities to respond to emergencies involving risks to the public health or safety from the storage of lethal chemical agents and munitions at disposal facilities until the earlier of the following:

- The date of the completion of all grants and Cooperative Agreements related to the CSEPP installation or facility for purposes of this paragraph between FEMA and the state and local governments concerned.
- The date that is 180 days after the local commander's treaty certification of the completion of the destruction of lethal chemical agents and munitions at the installation or facility."

This limitation applies only to the availability of new funding from FEMA to recipients and sub-recipients after completion of the destruction of lethal chemical agents and munitions at the installation or facility, not to the expenditure of funds already awarded in open Cooperative Agreements. In addition, this limitation only applies to the destruction of lethal chemical agents and munitions at the installation or facility and does not consider destruction of hydrolysate or any contaminated materials or structures.

The 180-day period does not arbitrarily modify a previously awarded Cooperative Agreement performance period. Performance period extensions will be negotiated in accordance with Part VI of this report, Extension Policy, for Cooperative Agreements.

Line items in the Cooperative Agreement or reallocations during this 180-day period must be sufficiently justified to FEMA to be considered for funding during the 180-day period. FEMA will not establish a specific list of expenses that are allowable during the 180-day period but will review line items for consideration.

Table B-1: CSEPP Policy: Allowable Costs

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
General Rules for All Benchmarks	▪ Negotiated costs requirements necessary for CSEPP response capabilities and allowed by regulation	▪ Preprogramming funds to cover cost overruns without prior FEMA Region approval ▪ Assigning liability to CSEPP for costs greater than an approved budget item	▪ Shared costs that contribute to CSEPP capabilities as well as other required emergency programs; requests for apportionment of allowable cost items must be approved by the Regional Assistance Officer and the CSEPP Regional Program Manager
Administration (ADM)	▪ Costs for office operations and maintenance for all CSEPP National Benchmarks (CNBs), except medical ▪ Business cards for 100 percent CSEPP-funded personnel ▪ Telephone charges and associated utilities, such as gas, electric, and water ▪ Supplies as defined in 2 CFR 200.94 ▪ Contracted services including contracted personnel not attributable to another CNB; to be reviewed on a case-by-case basis ▪ Travel and per diem for all CSEPP purposes except medical ▪ One leased vehicle for state government CSEPP travel ▪ One leased vehicle for Immediate Response Zone (IRZ) county CSEPP travel ▪ Vehicle operations and maintenance ▪ Any allowable item not covered by another CNB category definition	▪ Stationery, uniforms, and membership dues ▪ Payments for copyrights ▪ Mileage and per diem rates in excess of approved local, state, or Federal rates ▪ A vehicle for CSEPP emergency response by EOC staff Note: Vehicles for decontamination and screening response (such as equipment trailers, trailer-mounted decontamination systems, or prime movers for these trailers) may be allowable and should be requested under the Protective Action benchmark ▪ A leased vehicle for Protective Action Zone (PAZ) or host county CSEPP travel	

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
	▪ One local area news subscription and one emergency management professional journal per jurisdiction; subscriptions must belong to the emergency management agency and not to an individual	▪ Travel to non-CSEPP events, e.g., conferences, meetings or responses not involving the chemical stockpile; refer to the Training Benchmark for travel related to training	
Alert and Notification (A&N)	▪ Costs, including contracts, for the planning, locating, and acquisition of equipment and/or leasing, installation, testing, operating, and maintaining of CSEPP public alert and notification systems Note: Systems include indoor/outdoor alerting devices such as sirens and public address speakers, tone alert radios, telephone-based warning systems, hotline ring-down systems, and other warning devices included in the Integrated Public Alert and Warning System (IPAWS)	▪ Weather warning capabilities, except weather alert radios used as tone alert radios/indoor alerting systems under an agreement between the recipient or sub-recipient and the National Weather Service ▪ Systems and equipment that do not comply with the FY 2013 SAFECOM Guidance for Emergency Communication Grants (see notes following the table for more information)	
Automation (AUT)	▪ Costs, including contracts, for planning, equipment acquisition and/or leasing, software acquisition, installation, testing, maintenance, and licensing	▪ Hardware, software, and automation equipment/maintenance that does not support CSEPP	▪ Operating and maintaining automation systems for all benchmarks that support CSEPP as well as other operations

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
Communication System (COM)	▪ Costs, including contracts, for planning, locating, equipment acquisition and/or leasing, installation, testing, operating, and maintaining communications services for direct support of emergency response operations ▪ Network linkage communications, dedicated non-public telephone systems, mobile and portable radio systems, pagers, and base stations Note: Mobile and portable radios must be distributed in accordance with the jurisdiction's CSEPP plans to agencies involved in CSEPP response	▪ Communication systems not specifically required by CSEPP or systems supporting areas outside of CSEPP response communities ▪ Cell phones and user charges for non-CSEPP employees ▪ Systems and equipment that do not comply with the FY 2013 SAFECOM Guidance for Emergency Communication Grants (see notes following the table for more information)	▪ Radio communications systems, pagers, mobile communications van, upgrade of existing state or county communications systems, cellular telephones and user charges, and communications equipment maintenance that support CSEPP as part of a public safety response network
Coordinated Plans (COP)	▪ Costs, including contracts, for developing, maintaining, integrating, and coordinating CSEPP plans, including planning for recovery and re-entry		
Emergency Operations Center (EOC)	▪ Costs, including contracts, for planning, equipment acquisition and/or leasing, installing, testing, operating, and maintaining an EOC facility ▪ General first aid items and public access-type automatic external defibrillators (AEDs) must be in accordance with applicable state regulations for public access defibrillators		▪ Mobile EOCs, EOC medical equipment beyond general first aid and public access defibrillators; alternate EOCs and equipment; and routine custodial, maintenance, and utility costs

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
Exercise Program (EX)	▪ Costs, including contracts, for planning, conducting, and evaluating exercises of emergency preparedness plans and procedures in response to a simulated chemical agent incident/accident ▪ Reimbursement for exercise expenses, such as meals and travel costs for volunteer participants, as specified in the Program Guidance and Exercise Blue Book		
Medical (MED)	▪ CSEPP costs for planning and operating medical services and operating public health/medical support facilities ▪ Acquisition of medical equipment and supplies specific to a CSEPP response ▪ Salaries and benefits directly associated with the CSEPP medical program ▪ All travel, contractual costs, minor construction, or renovation costs associated with the CSEPP medical program ▪ Indirect costs associated with the CSEPP medical program ▪ Training and exercising of personnel associated with the CSEPP medical program, as further defined in the Training (TNG) Benchmark ▪ Modification of an existing structure to create a decontamination capability is allowable	▪ Construction of fixed decontamination facilities or decontamination rooms inside hospitals ▪ Mobile decontamination units for hospital use; conversion of mobile units no longer required for field use to fixed hospital installations may be considered on a case-by-case basis ▪ Additional personnel to perform decontamination ▪ Development of new CSEPP medical training courses ▪ Public access-type automatic external defibrillators (AEDs) for non-EOC/Joint Information Center (JIC) occupancies	▪ Specialty medical equipment (portable ventilators, portable monitor/defibrillators) with a demonstrable secondary CSEPP application in addition to a broader medical use

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
Personnel (PER)	▪ Salaries and fringe benefits for full- and part-time state and local government employees with approved work plans; these employees may or may not be covered by a state or local merit plan ▪ Salaries and benefits for CSEPP-funded positions with approved work plans up until the end of the performance period Exception: Salaries and benefits directly associated with the medical program are to be reported in the Medical benchmark	▪ Reallocation of salary and benefit funds or other personnel expenses without prior approval ▪ Additional CSEPP Full Time Equivalents (FTEs) Note: Adjustments within approved positions are allowable as long as there is no net FTE increase ▪ Salaries and benefits for any positions after the end of the performance period, during the liquidation period	
Protective Actions (PRO)	▪ Equipment only for public and private sector responders whose agencies or organizations have a defined role in CSEPP, as delineated in the jurisdiction's plan; this includes designated CSEPP hospitals Note: Equipment purchased with CSEPP funds shall be appropriate for the response activities specified in CSEPP Program Guidance ▪ Respiratory protection equipment may only be supplied to agencies having a respiratory protection plan that meets applicable Federal, state, and local regulations ▪ Costs, including contracts, for evacuation planning; shelter-in-place planning; sheltering improvements by expedient measures, permanent enhancements, or pressurization, if required and approved; evacuation activities; reception center activities; mass care facilities; and decontamination activities ▪ Costs for personal protective equipment (PPE) acquisition ▪ Equipment acquisition for operating traffic and	▪ Special facility structures, equipment, and supplies for prolonged collective protection or sheltering Note: "Prolonged" is understood to mean weeks or months, not days ▪ Public or private sector first responder positions ▪ Occupational Safety and Health Administration (OSHA) Level A ensembles (as the missions typically performed in this level of protective clothing are not consistent with CSEPP guidance) ▪ Public access-type automatic external defibrillators (AEDs) for non-EOC/JIC occupancies	▪ Respiratory protection equipment and systems in excess of the level typically provided by CSEPP; equipment may be considered only for public and private-sector responders whose agencies or organizations have a defined role in CSEPP as delineated in the jurisdiction's plan ▪ Respiratory protection equipment may only be supplied to agencies having a respiratory protection plan that meets applicable Federal, state, and local regulations

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
	access control points, including: ▪ Barricades ▪ Traffic cones ▪ Portable visual alerting devices such as electronic message signs ▪ Strobes ▪ Flares ▪ Vehicles for decontamination and screening response (such as equipment trailers, trailer-mounted decontamination systems, or prime movers for these trailers) may be allowable		
Public Outreach and Education (POE)	▪ Costs, including contracts, for planning, equipment acquisition, and production and distribution of materials needed to inform and educate the public about CSEPP ▪ Costs for planning, equipment acquisition and/or leasing, installation, testing, and operating a JIC facility ▪ General first aid items and public access-type automatic external defibrillators (AEDs) for a JIC facility are permissible; deployment of AEDs must be in accordance with applicable state regulations for public access defibrillators ▪ All-hazards calendars as long as the format and majority of the content support CSEPP preparedness	▪ Souvenirs, models, gifts or items that purely promote the Agency	▪ All-hazard information, such as allowable promotional items, advertising promotional items, and kiosks

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
Training (TNG)	▪ Training only for public and private sector responders whose agencies or organizations have a defined role in CSEPP as delineated in the jurisdiction's plan; this includes hospital employees whose facilities are designated CSEPP hospitals ▪ Costs, including contracts, consistent with the current CSEPP Training Plan and necessary to maintain the proficiency of emergency services providers/responders and CSEPP staff ▪ Training for qualifying responders that meets other statutory or regulatory requirements applicable to those responders may be funded if the majority of learning objectives are also directly applicable to CSEPP and approval is obtained in advance ▪ Professional development training for CSEPP-funded employees where the training is directly relevant to the employee's CSEPP mission; non-CSEPP-specific courses should be approved by the FEMA CSEPP Regional Program Manager on a case-by-case basis ▪ CSEPP-related credentialing expenses for CSEPP-funded employees, as approved by the FEMA CSEPP Regional Program Manager on a case-by-case basis	▪ Training to meet statutory or regulatory requirements (including but not limited to OSHA PPE requirements, Hazardous Waste Operations [HAZWOPER], and OSHA employee emergency response requirements) for responders that do not have a defined role in CSEPP, as delineated in the jurisdiction's plan; this includes hospital employees whose facilities are designated CSEPP hospitals but are not part of the CSEPP response plan ▪ Reallocation of training funds without prior approval	▪ Training with CSEPP-applicable content, where the majority of learning objectives are not directly applicable to CSEPP, may be funded on a cost-apportionment basis with prior approval

Notes to Table B-1

General

Base Operating Cost (BOC) items are annual and recurring operations and maintenance requirements. Adjustments for BOC items more than 10 percent above the previous year cost amount will require justification in the Agency Explanation section of the Add/Edit Funding Requests worksheet in CSEPPWebCA. Reallocation of funds from a BOC item can result in a decrease in the requested funding level of that line item and a decrease in future cost estimates. Justifications for new BOC items are required to be included in the Agency Explanation section of the Add/Edit Funding Requests worksheet in CSEPPWebCA. The recipient and the CSEPP Regional Program Manager will document their concurrence/non-concurrence in their respective remarks sections.

For purposes of determining which type of appropriated funding should be requested for new equipment or equipment replacement, the following applies:

- If the totality of the equipment in the line item is valued at $250,000 or less, request O&M-appropriated funds.
- If the totality of the equipment in the line item is valued at more than $250,000, request Procurement-appropriated funds.

Administration

Travel and per diem costs should reflect actual travel cost projections for FY 2015.

As with other FEMA grant programs, CSEPP cannot provide funding for personnel, administrative, or other costs incurred during the liquidation period associated with final program closeout (such as the submittal of final financial reporting). FEMA will work closely with recipients and sub-recipients to minimize the work that remains to be performed during this period. (See Section 200.309 as well).

Alert and Notification

Recipients and sub-recipients using CSEPP funds to support emergency communications activities should comply with the FY 2013 SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of interoperable communications equipment and technologies such as voice-over-Internet protocol bridging or gateway devices. Digital voice systems, including radios, must be compliant with the Project 25 (P25) suite of standards, capable of AES encryption, and operate in accordance with the recipients' Statewide Interoperability Communications Plan. SAFECOM guidance can be found at http://www.safecomprogram.gov. Project 25 guidance can be found at http://www.project25.org.

Communications
Recipients and sub-recipients using CSEPP funds to support emergency communications activities should comply with the FY 2013 SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of interoperable communications equipment and technologies such as voice-over-Internet protocol bridging or gateway devices. Digital voice systems, including radios, must be compliant with the Project 25 (P25) suite of standards, capable of AES encryption, and operate in accordance with the recipients' Statewide Interoperability Communications Plan. SAFECOM guidance can be found at http://www.safecomprogram.gov. Project 25 guidance can be found at http://www.project25.org.

Emergency Operations Centers
For Cost Apportionment, if CSEPP programming has generated additional costs to a previously in-place service, justification must be provided for inclusion in the CSEPP budget.

Medical
For Cost Apportionment, equipment may be considered only for public- and private-sector responders whose agencies or organizations have a defined role in CSEPP as delineated in the jurisdiction's plan; generally, these will be one-time authorizations of the total approved requirement with no provision for maintenance or replacement by CSEPP; proposals must address a plan for maintenance of the capability at recipient/sub-recipient expense and reasonably ensure equipment will be available should a CSEPP incident/accident occur.

Personnel
In developing CSEPP budgets, cost for salary and benefits of filled positions should be obtained from the state or county personnel office. This cost should include cost-of-living projections based on approved state and/or county legislation.

Requests to fund any vacant position must be documented in the agency explanation section to include a projected hire date, salary, and percentage of time devoted to CSEPP. An employee work plan must be completed and submitted.

Funding for salary and benefits should only be requested for positions anticipated to be filled. This step is critical for recipients or sub-recipients that are requesting reimbursement for indirect costs based on salaries and benefits.

At a minimum, salaries must be reported on a budget line item noted as "Personnel," and fringe benefits must be reported on a line item noted as "Fringe Benefits." Positions may be entered on separate line items, if desired. In either case, the following data is

required for each CSEPP position and will be entered in the Agency Explanation section: title/position, salary, and percentage of time attributable to CSEPP.

CSEPP positions, with approval of the state and CSEPP Regional Program Manager, may be reassigned to achieve the most benefit to the program.

CSEPP will only pay cost-of-living or appropriately scheduled raises for CSEPP-funded personnel. A copy of the statute that approves the cost-of-living raise or other documentation for the salary increase must be submitted to the CSEPP Regional Program Manager.

For certain limited-term projects, FEMA may authorize the use of personnel specifically for the performance of the project. These personnel may be contracted or hired under recipient/sub-recipient authority for limited-term or temporary personnel. To differentiate from authorized continuing program FTEs normally carried under the Personnel benchmark (or Medical benchmark, where appropriate), the expense may be carried under a benchmark appropriate to the limited term. The narrative shall describe the duties of the personnel, the method used to secure their services, the project they are linked to, and the expected term that includes submitting a work plan.

As with other FEMA grant programs, CSEPP cannot provide funding for personnel, administrative, or other costs incurred during the liquidation period associated with final program closeout (such as the submittal of final financial reporting). FEMA will work closely with recipients and sub-recipients to minimize the work that remains to be performed during this period. (See 2 CFR Section 200.309 as well.)

Protective Actions
For Cost Apportionment, agencies or organizations with a defined CSEPP role may use funding that would typically purchase and support Powered Air Purified Respirators (PAPR) as a FEMA cost-share for purchase and support of Self Contained Breathing Apparatus/ Supplied Air Respirators (SCBA/SAR) in lieu of continued PAPR support with approval by FEMA and the recipient.

Training
Travel costs for training should be accounted for under Administration. Training will be addressed and coordinated through the local site Integrated Process Teams (IPTs).