The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
National Incident Management System (NIMS)

NOTE: Eligible recipients who plan to apply for this funding opportunity but who have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), should take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. New registration can take an average of 7-10 business days to process in SAM. SAM must send out some information for validation with outside parties before your registration can be activated; this includes Taxpayer Identification Number (TIN) validation with the Internal Revenue Service (IRS) and Commercial and Government Entity (CAGE) validation/assignment with the Department of Defense (DoD). This timeframe may be longer if the information you provide is flagged for manual validation by either party. If your registration has a "Submitted" status for longer than 10 business days, and you have not been contacted to correct or update information, please contact the Federal Service Desk at 866-606-8220 or at https://www.fsd.gov. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.Grants.gov/web/grants/register.html. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

A. Program Description

Issued By

U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness (NPD), National Integration Center (NIC)

Catalog of Federal Domestic Assistance (CFDA) Number

97.107

CFDA Title

National Incident Management System

Notice of Funding Opportunity Title

FY 2017 National Incident Management System

NOFO Number

DHS-17-NPD-107-00-01

Authorizing Authority for Program

Section 661 of the Post-Katrina Emergency Management Reform Act of 2006, as

amended (Pub. L. No. 109-295) (6 U.S.C. § 761)

Appropriation Authority for Program

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

Program Type

Continuation

Program Overview, Objectives, and Priorities

Our Nation faces a wide range of threats and hazards. Communities can address these hazards by using a systematic approach that builds on proven preparedness activities. The National Incident Management System (NIMS) provides stakeholders across the whole community with the shared vocabulary, systems, and processes to deliver the capabilities described in the National Preparedness System (NPS). The implementation of the NIMS directly supports Quadrennial Homeland Security Report (QHSR) Mission 5: Strengthen National Preparedness and Resilience and Goal 5.3 Ensuring Effective Emergency Response. Toward this end, Emergency Management Assistance Compact (EMAC) provides at the national level a consistent and reliable approach to emergency resource allocation.

The purpose of the Fiscal Year (FY) 2017 NIMS cooperative agreement is to support EMAC, which is a congressionally ratified mutual aid compact that defines a non-Federal, state-to-state system for sharing resources across state lines during an emergency or disaster. Signatories include all 50 states, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands. EMAC's unique relationships with states, regions, territories, and Federal organizations, such as FEMA and the National Guard Bureau, enable it to move a wide variety of resources to meet the jurisdictions' needs. EMAC, established in 1996, is a national mutual aid compact that offers assistance during governor-declared states of emergency and supports states in sending personnel, equipment, and commodities to support disaster relief efforts in other states.

This NOFO aids EMAC's development and maintenance of a consistent system for the request, dispatch, use, and return of resources needed to support local capabilities during incident response and recovery operations. The development of a multi-jurisdictional and interstate regional mechanism for coordinating incident management and obtaining assistance during large-scale, complex, or catastrophic incidents will help to build, sustain, and deliver the core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation.

The National Emergency Management Association (NEMA), which manages and administers EMAC, is the only eligible recipient of this cooperative agreement. NEMA is a 501(c) (3) non-profit organization with headquarters in Lexington, KY, which represents emergency management directors in the 50 States, U.S. Territories, and the District of Columbia.

The FY 2017 NIMS cooperative agreement supports FEMA's and NIC's priorities to enhance mutual aid capabilities through EMAC to advance NIMS implementation. The NIC's two strategic priorities listed below illustrate the NIC's efforts to enhance the emergency management partnership between FEMA and NEMA.

1. Integrate the feedback of stakeholders in the development, implementation, and updates of national doctrine, guidance, and technical assistance to ensure its relevance and value to whole community emergency management.

2. Provide high quality, customer-oriented tools and resources to enhance nationwide understanding and implementation of NIMS and NPS.

EMAC will support these strategic priorities by assisting the NIC in the development and implementation of the National Qualification System (NQS) work items, Resource Typing definitions, and Mutual Aid tools. The EMAC-generated after action reports and daily indicators reports will provide data that the NIC can act upon to enhance current and future emergency management initiatives.

This cooperative agreement also advances the NPS, which is the instrument the Nation employs to build, sustain, and deliver core capabilities to achieve to the Goal of a secure and resilient Nation. Complex and far-reaching threats and hazards require a collaborative and whole-community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes, and systems that support each component of the NPS allow for the integration of preparedness efforts that build, sustain, and deliver core capabilities and achieve the desired outcomes identified in the Goal.

DHS and FEMA focus on building stronger capabilities across jurisdictions of all levels and with the whole community. All types of mutual aid are integral to enhancing our Nation's resilience and ensuring the ability to respond to disasters regardless of size, scope, or complexity. The FY 2017 NIMS cooperative agreement objectives outlined below supplement the ongoing collaborative efforts of the NIC and NEMA.

The recipient of this cooperative agreement will work to achieve the following objectives and supporting activities below them:

1. Increase the effectiveness of national mutual aid by supporting the NIMS resource management and management and coordination components, including:
    a. By September 2018, support the development and implementation of the NQS as directed by FEMA, in order to increase by 10 percent the number of NQS qualified personnel deployed under

EMAC through jurisdictions that implemented NQS, through the following activities:

i. Providing subject-matter expertise and assistance in the development of job titles, associated descriptions, and position task books. This includes analytical support to identify priorities, assistance with content development, identification and alignment of existing Mission-Ready Package (MRP) content with developed job titles, and integration of the positions into EMAC systems;
ii. Providing support for the promulgation of NQS-related content to expedite adoption and use in mutual aid requests;
iii. Providing ongoing identification of emerging requirements for new NQS content and/or for substantive and critical changes to existing NQS content based on real-world events and exercises;
iv. Implementing and operationalizing the national deployment capability of the NQS using the web-based application linked with local, state, tribal, territorial, insular areas, Federal agencies, NGOs, and selected industry/private sector partners;
v. Providing automated and on-demand NQS implementation reports to FEMA in real-time and near real-time that track the number of NQS-qualified emergency responders deployed under EMAC through jurisdictions that implemented NQS;

b. By September 2018, support the development and use of NIMS resource typing definitions that go beyond the NQS by at least 10 percent within the MRPs, through the following activities:

i. Aligning new MRPs to the NIMS resource typing definitions, where appropriate. This will include analytical support to identify, align, and prioritize candidate resource typing definitions into MRPs and load them into the Mutual Aid Support System (MASS). Provide subject-matter assistance for the development of the resource typing definitions, and integration of the definitions into MASS and EMAC;
ii. Providing subject-matter assistance in developing additional job titles / position qualifications to address emerging requirements;
iii. Working with states to develop exercises having objectives that identify potential resource typing (RT) shortfalls (e.g. equipment, teams, and positions). These exercise evaluations will guide the future development of RT projects and will aid NEMA-EMAC with the development of MRPs.

c. By September 2018, support additional activities related to the ongoing implementation of NIMS, by at least participating quarterly with the NIC's document development teams through the following activities:
    i. Conducting analysis based on EMAC operations (see below) for areas of development or improvement of NIMS's supporting materials, to include field operations guides, Incident Command System (ICS) forms, doctrine, and other areas as identified;
    ii. Providing subject-matter expertise and assistance to support the development and review of content identified as part of the above analysis;
    iii. Providing practical project management assistance to FEMA on the development of recovery preparedness guidance and tools to states;
    iv. Providing subject matter guidance and support on FEMA's Housing Assistance Initiative and the development of comprehensive recovery guidance;
d. By September 2018, support the advancement of mutual aid across the whole community, through the following activities:
    i. Assisting in the development and execution of at least one mutual aid agreement between tribal nations, states, and local governments;
    ii. Supporting quarterly meetings concerning the exploration and development of a standardized international mutual aid agreement that incorporates the concepts and core tenets of EMAC; and
    iii. Advancing the integration of Federally recognized tribes into mutual aid efforts, which can include subawards to at least one major national tribal organization.
e. By September 2018, participate at least quarterly or as appropriate with the Office of Response and Recovery (ORR) to provide subject matter expertise and input on the development of FEMA's Force Package and Force Modules concept;
f. By September 2018, conduct, as needed, the above activities through a combination of virtual and in-person engagements.

2. By September 2018, ensure the reliability and efficiency of EMAC operations through the following activities:
    a. Develop, sustain, and maintain at least a 90 percent qualification rate of credentialed cadre of personnel to support mutual aid operations consistent with the requirements established for EMAC Advance Teams (A-Teams). EMAC A-Teams are trained emergency management personnel who supplement an affected state's ability to process EMAC requests;
    b. Develop comprehensive After Action Reports (AARs) for

incidents following any activation of the EMAC operations system, including large-scale mutual aid operations, or mutual aid-related exercises that are a part of the National Exercise Program. As part of this program, EMAC will work with FEMA to:

i. Update the process for the development of AARs that is consistent with FEMA's process for gathering lessons-learned and continuous improvement, in alignment with the core capabilities contained in the National Preparedness Goal;
ii. Formalize a review process within 90 days of award by which FEMA and EMAC identify potential corrective actions for EMAC operations and establish a timeline by which the corrective actions should be completed;
iii. Monitor and ensure the completion of corrective actions in the timeline established.

c. By September 2018, sustain and maintain the EMAC Operations System, to include at least provisions for access by authorized users and sharing real-time deployment data with FEMA as well as provisions for using the system from alternate locations due to loss of the primary facility. The system shall be maintained in a well-structured, secure, searchable, online database with real-time access capability that provides for the production of:

i. Daily indicator reports of system readiness, which will at a minimum, include event or incident name; resource and NIMS type (if applicable); assistance requested; requestor and receiver; date, duration, and cost of support; and a brief statement of activities / accomplishments. This will inform FEMA on the national resilience posture of the Nation. FEMA will provide specific guidance on the format of this and other data reports;
ii. Automated and on-demand reports requested by FEMA in real-time or near real-time. FEMA will determine the criteria and format for the reports;
iii. Reports on the corrective actions that EMAC addressed from After-Action Reports for incidents following activations;
iv. Historical data of all EMAC requests, as well as an annual report of system effectiveness as requested by FEMA. This shall include, but not be limited to, data reports on EMAC requests and deployment during and after incidents as requested by the local, state, tribal, territorial, insular areas. FEMA will provide specific guidance on the format of the data reports.

d. By September 2018, develop, enhance, and maintain MASS for the availability, request, dispatch, use, tracking, and return of

resources in all states during all-hazard incidents requiring mutual aid with less than 5 percent error rate. The system will:

i. Aid in categorizing and tracking organizations, people, and equipment deployable for interstate mutual aid;
ii. Integrate available national NIMS resource typing definitions, to include NQS positions;
iii. Interface with existing information management systems used by states, locals, and other stakeholders to automate and expedite mutual aid – including the EMAC Operations System (EOS);
iv. Provide a mechanism to analyze the data included in MASS, an online inventory of resources potentially available for deployment through EMAC, in order to assess gaps in resource types, resource requirements, and mutual aid.

3. By September 2018, conduct EMAC supporting activities through the following actions:
    a. Maintain and support the EMAC advisory group to serve as a forum for mutual aid stakeholders to provide input and guidance, at least semi-annually, that enhances EMAC and advances mutual aid between the private sector and all jurisdictional levels. The EMAC advisory group should be comprised of whole community partners and mutual aid stakeholders across all communities of practice and levels of government;
    b. Develop, maintain, and implement a formalized subaward program in coordination with FEMA:
        i. This effort will include the development, jointly with FEMA, and use of a set of criteria for the solicitation and selection of subawards, prior to making subawards. The formalization of the subaward program will also include the establishment of a set of outcome measures and subaward deliverable acceptance criteria;
        ii. The subaward program will focus on aiding the development of more robust intrastate, interstate, and tribal mutual aid programs, compacts, agreements and capabilities at the local level that will in turn enhance EMAC as mutual aid scales during a governor-declared state of emergency. Activities that should be supported through sub-awards are development of locally based and nationally scalable mutual aid information management solutions; development of resource typing definitions and job titles/position qualifications; integration of resource types into mission ready packages, piloting national preparedness-related tools, guides, and guidelines, such as Comprehensive Preparedness Guides; and exercises

included within the National Exercise Program;

iii. The subaward program will engage multiple major mutual aid stakeholder professional associations and national tribal organizations that have expertise in developing, and implementing mutual aid agreements and systems.

c. Prepare and deliver briefings upon request for local, state, territorial, tribal, and Federal agencies, the White House National Security Council, and other appropriate stakeholders to develop and sustain historical and institutional knowledge of EMAC;

d. NEMA/EMAC conducts annual transition exercise to train incoming the National Coordinating State (NCS), which serves as the primary operational contact for the EMAC Member States.

B. Federal Award Information

Estimated Award Amounts, Important Dates, and Extensions
Available Funding for the NOFO: $2,000,000.00

Projected Number of Awards: 1

Period of Performance: 12 months

Extensions to the period of performance are not allowable.

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

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

Funding Instrument: Cooperative Agreement

Program authority and responsibility under this Cooperative Agreement resides 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 including work plans, goals and objectives, timelines, deliverables and effectiveness measures, selection of key players, development of any outreach or educational materials, and coordination of multi-state efforts and will 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 recipient's application without prior approval and the issuance of an amendment to the award by FEMA.

Throughout the performance period of this Cooperative Agreement, FEMA's NIC will be substantially involved in the implementation of the program. Such involvement includes, but is not limited to, the following roles and responsibilities:

- Providing consultation to NEMA on EMAC to ensure all efforts are aligned;
- Maintaining clear communications with the NEMA to ensure all intended outcomes are achieved;
- Jointly developing the program management plan & program spend plan;
- Providing frequent consultation with NEMA to ensure NIMS implementation remains aligned with the latest guidance;
- Providing insight to EMAC on data points that are of interest to FEMA in the assessment and reporting of national preparedness; and
- Aligning processes with intended outcomes.

FEMA also participates in the EMAC Advisory Group to ensure alignment of related efforts in support of a national mutual aid system and coordinates meetings between NEMA leadership and various FEMA internal components when mission areas intersect.

C. Eligibility Information

Eligible Applicant

The National Emergency Management Association (NEMA) is the only eligible applicant for the NIMS program.

Eligibility Criteria

This Notice of Funding Opportunity is open only to NEMA as the Administrator of EMAC.

Maintenance of Effort (MOE)

Maintenance of effort is NOT required under this program.

Cost Share or Match

There is no Cost Share or Cost Match requirement for this program.

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov: 08/07/2017

Application Submission Deadline: 08/21/2017 at 11:59 PM ET

FEMA/NIC must receive the applicant's initial application

through the Grants.gov portal no later than the application submission deadline. A late submission will affect the timely review of the application and award of the Cooperative Agreement. This will influence the program objectives' implementation and may disrupt on-going programmatic activities. The applicant's acknowledgement of receipt will be through the Grants.gov portal.

Anticipated Funding Selection Date: 08/25/2017

Anticipated Award Date: 09/15/2017

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.
Submit initial application in Grants.gov	One week before actual submission deadline.
Submit final application in ND Grants	One week before actual submission deadline.

Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov; select "Applicant" then "Apply for Grants." 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.

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.

Initial applications are submitted through the Grants.gov portal and complete applications are submitted through ND Grants.

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 timely application submission, the applicant should

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 the five 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:

i. Applying for, updating or verifying their DUNS Number
ii. Applying for, updating or verifying their EIN Number
iii. Updating or verifying their SAM Number
iv. Submitting an initial application in Grants.gov, and
v. Submitting the complete application in ND Grants

For additional information regarding the DUNS Number, EIN Number, SAM Number, and AOR requirements, please see the sections below entitled Dun and Bradstreet Universal Numbering System (DUNS) Number, System for Award Management (SAM), and Authorized Organizational Representative (AOR).

Submitting an Initial Application in GRANTS.GOV

All applicants submit the initial application through http://www.grants.gov. The initial application in Grants.gov requires completing:

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

Both forms are available in the Forms tab under SF-424 Family. The applicant has confirmed registration in SAM is required prior to the initial application's submission in Grants.gov.

Application forms and instructions are available at GRANTS.GOV. To access these materials, go to http://www.grants.gov, select *Apply for Grants*, enter the CFDA number or the Opportunity ID Number noted in this NOFO, select *Download Application Package*, and follow the prompts to download the application package. ND Grants will retrieve the information submitted in Grants.gov, which will allow FEMA to determine if an applicant is eligible. Applicant is encouraged to submit their initial application in Grants.gov at least ten days before the application deadline. If you need assistance applying through Grants.gov, please go to http://www.grants.gov/web/grants/applicants/apply-for-grants.html support@Grants.gov, or call 800-518-4726.

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

FEMA will notify the eligible applicant and ask them to proceed with submitting their complete application package in ND Grants located at https://portal.fema.gov/famsVuWeb/home. Applicant can register early with ND

Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicant to have adequate time to start and complete their application.

ND Grants prompts the applicant to submit all of the information contained in the following forms. Applicant should review these forms found under the Forms tab under SF-424 Family before applying to ensure they have all the information required.

- Budget Information for Non-construction Programs (SF-424A);
- Assurances for Non-construction Programs (SF-424);
- Grants.gov Lobbying Form (if the recipient has engaged or intend to engage in lobbying activities).

In addition, applicant must submit copies of the following to ND Grants:

- Indirect Cost Agreement, if applicable.

If you need assistance registering for the ND Grants system, please contact support@grants.gov or (800) 865-4076.

Unique Entity Identifier and System for Award Management (SAM)

Before you can apply for a DHS grant at Grants.gov, you must have an Employer Identification Number (EIN), DUNS number, be registered in SAM, and be approved as an Authorized Organizational Representative (AOR).

DHS is participating in the Grants.gov initiative that provides the grant community a single site to find and apply for grant funding opportunities; therefore, applicants with electronic access are to submit their applications electronically through http://www.grants.gov/web/grants/applicants/apply-for-grants.html. Before you can apply for a DHS grant at grants.gov, you must have a DUNS number, be registered in SAM, and be approved as an Authorized Organizational Representative (AOR).

Applicants are 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.

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/cooperative agreement award payment; both are required to register with SAM (see below). The EIN base for an organization is the Internal Revenue Service (IRS) Tax ID number, for individuals it is their social security number, both of which are nine-digit numbers. Organizations and individuals submitting their applications must correctly 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's applicant applying for an EIN should plan on a minimum of two 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 applicant with questions related to obtaining a current EIN.

DUNS number. Instructions for obtaining a DUNS number can be found at the following website: http://www.grants.gov//web/grants/applicants/organization-registration/step-1-obtain-duns-number.html. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Forms (SF)-424 forms submitted as part of this application.

System for Award Management. In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with 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. Failure to register with SAM will result in your application being rejected by Grants.gov during the submissions process.

Authorized Organizational Representative. The next step in the registration process is creating a username and password with Grants.gov to become an AOR. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for valid submissions. To read more detailed instructions for creating a profile on Grants.gov visit: http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html.

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

Electronic Signature. Applications submitted through Grants.gov constitute a submission as electronically signed applications. 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.

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. Applicant must contact their State's Single Point of Contact (SPOC) to comply with the State's process under Executive Order 12372 (see: https://www.archives.gov/federal-register/codification/executive-order/12372.html). Names 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 are only used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

Pre-award costs

Pre-award costs are allowable only with the written consent of FEMA and if they are included in the award agreement. Applicant must notify the Program Officer in the FEMA/National Integration Center to request authorization for pre-award costs.

Direct Costs

Cost Principles

Costs charged to this award must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E.

Travel

Domestic:

Domestic travel costs are allowable under this program.

International:
International travel is not an allowable cost under this program unless approved in advance by FEMA.

Construction and Renovation

Construction and renovation costs are not allowable under this program.

Management and Administration (M&A) Costs.

Management and Administration costs are allowable by FEMA under this program. Management and Administration costs are activities directly related to administering the award, such as financial management and monitoring. Recipients may use up to 3 percent of the amount of the award for their M&A.

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

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 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 subrecipients proposing projects that have the potential to affect 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.

Additionally, all recipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FP 108-023-1, Environmental Planning and Historic Preservation Policy Guidance, and FP

108.024.4, Environmental Planning and Historical Preservation Policy

National Incident Management System Implementation

Prior to allocation of any Federal preparedness awards in FY 2017, recipients must ensure and maintain adoption and implementation of NIMS. The list of objectives used for progress and achievement reporting is at http://www.fema.gov/national-incident-management-system/implementation-guidance-and-reporting.

The primary recipient/administrator of this FY 2017 EMAC NIMS Cooperative Agreement award funds is responsible to contact the NIC – Program Office to determine if subrecipients (if a state) have demonstrated sufficient progress in NIMS implementation to receive awards, and if they have submitted their annual SPR for the year preceding their baseline assessment.

Program Management Deliverables

In addition to furthering the program objectives stated above, the awardee must complete the following within 30 days of the award. Award funds are placed on hold until the recipient completes these deliverables:

1. Program Management Plan, developed jointly with FEMA, that includes:
    a. Goals, objectives, and outcomes of the proposal and the discrete activities to be conducted to accomplish the goals, objectives, and outcomes of the proposal;
    b. A complete description of the program management structure addressing how the program will be structured, organized, and managed;
    c. An organizational chart and description of how it supports program execution;
    d. A list of specific quality assurance activities, initiatives, and measures that will ensure the attainment of the goals, objectives, and outcomes of the proposal; and
    e. A high-level, detailed, program schedule to reflect the program life cycle, phases, deliverables, and outcomes. This will include quality assurance measures incorporated throughout the program life cycle.
2. Risk management plan, describing the approach for identifying and managing risks, and identifying known or anticipated events, or factors that could prevent the recipient from meeting program objectives (i.e., cost, schedule, scope, performance, or quality);
3. Performance-based evaluation plan, including program performance measures that will assess the attainment of goals, objectives, outcomes, and which details a data collection plan including how the recipient will analyze data;
4. A Work Breakdown Structure (WBS), which is a task-oriented schematic of activities that organizes, defines, and graphically displays the total work needed to achieve the final objectives of a project. Each descending level represents an increasingly detailed definition of the project objective. It is a system for

subdividing a project into manageable work packages, components, or elements to provide a common framework for scope/cost/schedule communications, allocation of responsibility, monitoring, and management.

5. A program narrative to address the following elements:
    a. Activities that will build sustainable preparedness at the state and local level through the use of EMAC;
    b. A capacity-building component for state and local jurisdictions to employ themselves (e.g., job aids, planning tools, performance support tools);
    c. A process for identifying lessons learned and best practices for inclusion in on-going Department of Homeland Security efforts; and
    d. Congruence with the National Preparedness Goal and System, NIMS, and National Planning Frameworks.
6. A detailed program budget by task and a summary budget aggregating task costs into the categories described below. The program budget will be developed in coordination with FEMA to ensure consistency with the jointly developed Program Management Plan.
    a. Personnel: indicate the total projected salary and wages for all project personnel. Compensation paid for employees engaged in activities must be consistent with that paid for similar work within the applicant's organization.
    b. Fringe benefits: fringe benefits should be based on actual known costs or an established formula.
    c. Travel: provide the total projected cost for travel. Applicant should determine costs by the projected number of trips multiplied by the number of people traveling multiplied by an average cost for travel and per diem (airfare, lodging, meals).
    d. Equipment: provide the total projected cost of non-expendable items that need to be purchased. Non-expendable equipment is tangible property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. The organization's own capitalization policy and threshold amount for classification of equipment may be used. Expendable items should be included either in the "supplies" category or in the "other" category. The applicant should analyze the costs and benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases require identification and explanation. For more information regarding property management standards for equipment, please reference 2 C.F.R. §§ 200.310 – 200.316.
    e. Supplies: provide the total projected cost of supplies (e.g., office supplies, postage, training materials, copying paper, and other expendable items such as books and handheld tape recorders). The organization's own capitalization policy and threshold amount for classification of supplies may be used. Generally, supplies include any materials that are expendable or consumed during the course

of the project.

f. Subaward: provide the total projected amount allocated for subawards.
g. Other costs: provide a total projected cost of miscellaneous items (*e.g.*, rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds).
h. Total budget: provide the total dollar value by category for all activities.

E. Application Review Information

Application Evaluation Criteria

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

Criteria

Application reviews will help ensure conformance with the Eligibility Criteria of this NOFO and Content and Form of Application Submission. An applicant that does not meet eligibility requirements will be removed from consideration.

Review and Selection Process

FEMA/NIC will review the submitted application for completeness and compliance with all application requirements.

The application will be evaluated and selected for funding based on:

1. The applicant's proposed projects are compatible with NIMS priorities and requirements.
2. The applicant's proposed costs are complete, reasonable, and cost-effective in relation to proposed projects and tasks.

For a NIMS award with a total amount of Federal share greater than the simplified acquisition threshold, currently $150,000 (2 C.F.R. § 200.88), DHS, prior to making the award will:

1. Review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
2. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
3. DHS will consider any comments by the applicant, in addition to the other

information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205 Federal awarding agency review of risk posed by applicants.

F. Federal Award Administration Information

Notice of Award

Notification of award approval comes through the ND Grants system through an automatic e-mail to the awardee point of contact (the "authorized official") listed in the initial application. The award date is the approval date. The awardee should follow the directions in the notification to accept the award.

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify the awarding agency of its intent to accept and proceed with work under the award through the ND Grants system. For instructions on how to accept or decline and award in the ND Grants system, please see pages 40-43 in the ND Grants Grantee Training Manual.

Funds will remain on hold until the recipient accepts the award through official correspondence (e.g., written, electronic signature, signed letter, or fax to the Programs Office) and all other conditions of award have been satisfied, or the award is rescinded. Failure to accept the cooperative agreement 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 DHS Standard Terms and Conditions

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

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

Reporting

Recipients are required to submit various financial and programmatic reports as a condition of their award acceptance. 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 online at: https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html SF-425 *OMB #4040-0014*

Financial and Program Reporting Periods and Due Dates

The following reporting periods and due dates apply:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

Financial and Compliance Audit Report

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of Government Accountability Office's Generally Accepted 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 https://www.ecfr.gov/cgi-bin/text-idx?SID=976b22c591bc2fc7a7136fbff68977a5&mc=true&node=sp2.1.200.f&rgn=div6

Program Performance Reporting Requirements

Recipients are responsible for providing updated performance reports in Microsoft Word on a quarterly basis. The report is due within 30 days after the end of the reporting period. Recipients must submit it as an attachment to the ND Grants system.

Reporting requirements must be met throughout the life of the cooperative agreement (refer to the program guidance and the special conditions found in the award package for a full explanation of these requirements).

Close Out Reporting Requirements

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 https://www.gsa.gov/portal/forms/download/149866.

After the NIC reviews and approves these reports, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

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

G. DHS Awarding Agency Contact Information

Contact and Resource Information

Program Office – National Integration Center (NIC)

The NIC provides fiscal and program support, including pre-and post-award administration and technical assistance to the cooperative agreement included in this solicitation:

Konstanty Kaminski, Program Officer
FEMA/National Integration Center
400 C Street SW
Washington, DC 20024
Phone: (202) 384-5008
Email: Konstanty.Kaminski@fema.dhs.gov

H. Additional Information

Extensions

Extensions to the stated period of performance are not allowable.

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 and cooperative agreement 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 is reachable 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 is obtainable 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 subrecipients. Send all inquiries and communications about EHP compliance for FEMA grant or cooperative agreements' projects or the EHP review process to:

Portia Ross, CFM
Integration and Technology Branch Chief
Office of Environmental Planning and Historic Preservation
FEMA / DHS
Desk: 202-212-5929
Cell: 303-386-2316
Email: portia.ross@fema.dhs.gov

Payment
FEMA uses Pay and Reporting System (PARS) for financial reporting, invoice processing, and tracking payments.

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

Monitoring
Programmatic and financial monitoring of recipients will occur on an annual and as needed basis, by FEMA staff, to ensure the activities, project goals, objectives, performance requirements, timelines, milestones, budgets, and program criteria are being met.

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

Conflict of Interest
To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients, and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable State, local or tribal statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or regulations or their own existing policies, which may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or

potential conflicts to Program Officer within five days of learning of the conflict of interest. Similarly, subrecipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable State, local, or tribal statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a Federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, subapplicant, recipient, subrecipient, or FEMA employee.