The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
School-Age Trauma Training (SATT)

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/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.

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A. Program Description

Issued By

U.S. Department of Homeland Security (DHS) Science and Technology (S&T), First Responders Group (FRG) Information Applications and Systems (IAS) and the Federal Emergency Management Agency (FEMA), Individual and Community Preparedness Division (ICPD).

Catalog of Federal Domestic Assistance (CFDA) Number
97.108

CFDA Title
DHS S&T - First Responders Group

Notice of Funding Opportunity Title
School-Age Trauma Training (SATT)

NOFO Number
DHS-ST-18-108-FR04

Authorizing Authority for Program
Section 308(b)(1)(C) of the Homeland Security Act of 2002, (Pub. L. No. 107-296), as amended.

Appropriation Authority for Program

Public Law 115-31, Department of Homeland Security Appropriations Act, 2017, Title IV, Research, Development, Training and Services

Program Type

New

Program Overview, Objectives, and Priorities

DHS S&T-FRG-IAS and FEMA-ICPD are seeking to address trauma training for the high school-age communities under this NOFO. School-Age Trauma Training (SATT - final name of training to be proposed by grantee and approved by FEMA) is intended to establish a long-term, self-sustaining mechanism (e.g. no further Federal funding beyond Phase III), to deliver free to the public, lifesaving trauma training to high school age students for mass casualty events. The government expects the grantee to design, develop and implement a training capability based upon the Phase tasks and to sustain the offerings beyond the Phase III funding resource provided by the government.

Uncontrolled bleeding is the number one cause of preventable death from trauma. This initiative is designed to enhance a bystander's ability to take decisive, lifesaving action to assist victims with traumatic injuries. The training is intended to provide the knowledge necessary to stabilize the injured and until first responders arrive on the scene. The effort is aimed at a broad youth-based approach through public/private schools, not-for-profit organizations, faith-based and other civic communities of interest. This high school centric training initiative is designed to enhance a bystander's ability to take decisive, lifesaving action to assist victims with traumatic injuries. The training is intended to provide the knowledge necessary to stabilize the injured and control severe bleeding until first responders arrive on the scene. The training provides research-validated guidance to stop uncontrolled bleeding from traumatic injuries using materials readily found at an incident or worn by the victim and citizen responders. The primary target audience is high school age students.

The design, development, delivery and operational maintenance of the SATT initiative is intended to be a self-sustaining, not-for-profit-based, public/private partnership to advance life saving techniques into high schools and other age appropriate youth-based communities of interest.

For additional direction and information on SATT, please refer to the Appendix: Statement of Objectives.

Milestones

The work for this initiative will be divided into three (3) Phases. Each Phase has multiple tasks, performance periods and funding levels. Successful completion of each Phase is required to progress to the subsequent Phase.

It is anticipated that Phase I will include 1-2 awardees.

It is anticipated that Phase II will include one (1) awardee.

It is anticipated that Phase III will include one (1) awardee.

Phase II and Phase II are contingent upon government approval and funding availability.

Task Deliverables

PHASE I: School-Age Trauma Training (SATT) Design

The Recipient(s) will successfully deliver all Phase I tasks described below:

Task 1: Project Management

- Project kick-off
- Project Work Plans (tasks, schedules, milestones, performance metrics, deliverables and work breakdown structure)
- Bi-weekly Quad chart status reviews
- Monthly technical and financial status reports
- Final briefing of SATT Phase I tasks, deliverables and proposed Phase II implementation

Task 2: SATT Requirements, Performance Metrics, Content and Materials

- Coordinate requirements and performance metrics with Government stakeholders: FEMA ICPD collects metrics for online and in-person trainings. FEMA accomplishes this assessment through OMB-approved survey mechanisms that collect participant's opinions on the quality of programming, as well as the likelihood of the training to positively influence participants' preparedness behavior. An example of current data collection efforts regarding training can be found on the *You Are the Help Until Help Arrives* webpage.

  ICPD also uses established course evaluation processes for deliveries of Emergency Management Institute trainings held at the EMI campus and across the country. FEMA expects grantees will follow similar rigorous standards in the execution, monitoring, and evaluation of any products developed as part of the School Aged Trauma Training

initiative.

FEMA's Strategic Plan 2018-2022 Objective 1.3 has a specific performance measure of; "Deliver training to community-based and non-profit organizations to help them continue service delivery following disaster." In addition to this Strategic Objective, potential examples of performance metrics include the following:

- Draft content outline for SATT curriculum(s), both instructor-led and self-taught
- Draft materials for the SATT curriculum(s)
- Number of organizations, associations, communities-of-interest requesting training and the membership total of those institutions
- Number of trainings performed and number of attendees on a monthly basis
- Number of and amount of philanthropic contributions to the training
- Number of sponsoring organizations of the training

Task 3: Audio / Visual Learning Aids

- Draft audio / visual aids
- Draft mobile applications
- Draft learning and delivery aids

Task 4. On-line Delivery Mechanisms

- Draft content and initial functional capability for an on-line presence that serves as an outreach, awareness and central access point to view, access training content as well as to purchase or donate resources to the SATT initiative.

Task 5. Strategic Business Plan

- Business Plan outlining the approaches to be used to deliver the self-sustaining, publically available training including methods, operational costs and resource sustainment projections for promoting and securing sponsorship and/or donations for the training.
- Metrics and measures for SATT implementation, adoption and maintenance.

Number of awardees for Phase I: 1-2
Period of Performance: 6 months from award date
Award Amount: $125,000
Phase II: Conditional upon Phase I acceptance and approval

PHASE II: School-Age Trauma Training (SATT) Prototype Development, Test & Evaluation
The Recipient will successfully deliver all Phase II tasks described below:

Task 1: Project Management

- Project Kick-off
- Project Work Plans (tasks, schedules, milestones, performance metrics and deliverables)
- Bi-weekly Quad chart reviews
- Monthly technical and financial status reports

• Final briefing of SATT Phase II tasks, deliverables and proposed Phase III implementation

Task 2: SATT Training Content and Materials

• Production-ready content for SATT curriculum(s), both instructor-led and self-taught
• Production-ready materials for the SATT curriculum(s)
• SATT implementations/demonstrations (25) at communities of interest in coordination with government
• SATT curriculum enhancements based upon demonstration and community results
• Final operational SATT curriculum(s), both instructor-led and self-taught

Task 3: Audio / Visual Learning Aids

• Production-ready audio / visual aids
• Production-ready mobile applications
• Production-ready learning and delivery aids
• Final operational SATT audio / visual learning aids

Task 4. On-line Delivery Mechanisms

• Final operational capability for an on-line presence that serves as an outreach, awareness and central access point to view, access training content as well as to purchase or donate financial self-sustainment resources to the SATT initiative.

Task 5. Strategic Business Plan Implementation

• Business Plan implementation and demonstrated results for self-sustainment
• SATT fund sustainment metrics and long-term reporting of training adoption.

Number of awardees for Phase II: 1 award
Period of Performance: 18 months from Phase II award date
Award Amount: $1,623,317
Phase III: Conditional upon Phase II acceptance and approval

PHASE III: School-Age Trauma Training (SATT) Sustainment and Enhancement

The Recipient will successfully deliver those funded Phase III tasks described below. All task execution based upon funding availability:

Task 1: Project Management

• Project Kick-off
• Project Work Plans (tasks, schedules, milestones, performance metrics and deliverables)
• Bi-weekly Quad chart reviews
• Monthly technical and financial status reports
• Final briefing of SATT Phase III tasks and deliverables

Task 2: Enhanced SATT Training Content and Materials

• Enhanced content for SATT curriculum(s), both instructor-led and self-taught

- Enhanced materials for the SATT curriculum(s)
- SATT implementations/demonstrations (numbers to be determined by funding levels)

Task 3: Enhanced Audio / Visual Learning Aids

- Enhanced audio / visual aids
- Enhanced mobile applications
- Enhanced learning and delivery aids

Task 4. Enhanced Online Delivery Mechanisms

- Enhanced on-line capability, including additional tools and capabilities

Task 5. Enhanced Strategic Business Plan Implementation

- Business Plan refinement and expansion
- SATT fund sustainment metrics and reporting

Number of Awards for Phase III: One (1) award
Period of Performance: 12 months from Phase III authorization date
Award Amount: $618,528

Phase III: Conditional upon Phase II acceptance approval

- More details of deliverables provided in Appendix (Statement Of Objectives).

Across the Department of Homeland Security, this program addresses the 2014 Quadrennial Homeland Security Review Mission 5: Strengthen National Preparedness and Resilience. Specifically, Goal 5.1 both a) Empower individuals and communities to strengthen and sustain their own preparedness; and b) Build and sustain core capabilities nationally to prevent, protect against, mitigate, respond to, and recover from all hazards. The nation's responders, both uniformed and non-uniformed, are the beneficiaries of this effort. In fact, they are the front line of our nation's ability to meet goal 5 and this project will enhance their ability to do so safely and efficiently.

Across FEMA, this program addresses the *Federal Emergency Management Agency's 2018-2022 Strategic Plan* (https://www.fema.gov/media-library/assets/documents/160940) and several of its strategic goals and priorities to include:

1) STRATEGIC GOAL 1: BUILD A CULTURE OF PREPAREDNESS
   Objective 1.3 Help People Prepare For Disasters

"Strategic Goal 1 promotes the idea that everyone should be prepared when disaster strikes. To be prepared, however, we must all understand our local and community risks, reflect the diversity of those we serve, and foster partnerships that allow us to connect with a diverse Nation. People who are prepared will be able to act quickly and decisively in the face of disasters, thereby preventing death and injuries, minimizing loss of property, and allowing for a more rapid and efficient recovery."

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO:	**$1,833,767**
Phase I: Projected number of Award(s)	**1-2**
Period of Performance:	**6 months**
Award level:	**$125,000/awardee**
Phase II: Projected number of Awards	**1**
Period of Performance:	**18 months**
Award level:	**$1,623,317**
Phase III: Projected number of Awards*	**1**
Period of Performance:	**12 months**
Award level:	**$618,528**
Total Period of Performance	***36 months***

Extension to the period of performance is permitted (see Section H below)

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

Projected Period of Performance End Date(s): ***09/29/2021***

Funding Instrument: Cooperative Agreement

DHS Programmatic Involvement
The DHS Program Manager (PM) will:

Provide technical guidance and direction in the form of emails and teleconferences.

Coordinate discussions, as required, with the appropriate stakeholders for input on program requirements and the Recipient's proposed solutions.

Review and comment within 15 business days of submission to S&T on any information (e.g., papers, briefings, posters) to be publicly released by the awardee.

Participate in a bi-weekly face-to-face or teleconference meetings to discuss government furnished Quad chart (Government provided) project status reviews and Monthly Project Status Report with the Recipient's Project Team.

Kickoff Meeting: A Kickoff meeting will be held within the first one (1) week after the start of the program. The Kickoff meeting will take place at DHS S&T or FEMA headquarters in Washington, DC, at the Recipient's facility, or via teleconference. The Kickoff meeting will be comprehensive in nature and the following information will be discussed:

a. Introduction of the Recipient's Project Team, including any subcontractor personnel;
b. Government stakeholder requirements: FEMA's Individual, Community Preparedness Division (ICPD)
c. Program technical goals;
d. Technical Approach for the Phases of the Project;
e. Metrics / testing that will be used to measure progress against Phase and Project goals;
f. Potential technical risks and mitigation strategies;

End of Phase Meetings: Participate in End of Phase reviews for each project Phase to discuss the work that was conducted during the Phase and plans for the next Phase of the Program. The main purpose of this review is to evaluate the progress of the awardee in meeting the overall performance goals, and resolving any key technical risks necessary to continue the program. The End of Phase review will be the basis for determining continued funding for the follow-on Phase. The review shall include the following, where appropriate:

a. Review of the ending Phase's activity;
b. Technical progress achieved against project and Phase goals;
c. Difficulties encountered and recovery actions;
d. An overview of all funds expended by task to date;
e. Scope of work for the proposed following Phase;
f. Schedule and cost breakdown for the proposed following Phase; and
g. Lessons learned and their impact on future R&D efforts for this Program.

The Recipient is required to maintain close and regular contact with the program office which includes submission of Monthly Project Status Reports (due by the 15th of the following month), biweekly calls to discuss the Quad charts and Monthly Project Status Report, and status updates from all sub-contractors to this effort. These discussions and/or correspondence will update the DHS Program Manager on each aspect of the effort and current funding levels and expenditures. In order to facilitate the timely exchange of information, the Recipient will also provide the Program Manager with Primary and Secondary Points of Contacts, e-mail addresses, office telephone numbers, and mobile telephone numbers.

C. Eligibility Information

Education Organizations

- Independent school districts

- Public and state controlled institutions of higher education
- Private institutions of higher education

Nonprofit Organizations

- Nonprofits having a 501(c)(3) status with the Internal Revenue Service (IRS), other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

For-Profit Organizations

- Organizations other than small businesses

Small Businesses

- Small business grants may be awarded to companies meeting the size standards established by the U.S. Small Business Administration (SBA) for most industries in the economy.

Eligibility Criteria

Multiple submissions will not be accepted from the same organization; however, offerors may be encouraged to collaborate with the Phase II awardee; whereby maximizing the benefit to the government and the offerors.

Maintenance of Effort (MOE)
Not Applicable.

Cost Share or Match

Not Applicable.

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov:

Application Submission Deadline:	Monday, August 27th at 11:59:59:EST late applications are neither reviewed or considered
Anticipated Funding Selection Date:	***09/14/2018***
Anticipated Award Date:	***09/21/2018***

Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov, select "Applicants" then "Apply for Grants." In order to obtain the application package select "Download a Grant Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this NOFO, select "Download Package," and then follow the prompts to download the application package.

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

Janet Bailey
Office of Procurement Operations (MGMT I OPO)
245 Murray Lane SW
Mail Stop 0115
Washington, D.C. 20528-0115
Phone: 202-447-0362
Email: janet.bailey@HQ.DHS.GOV

Applications will be processed through the Grants.gov portal.

Content and Form of Application Submission

Applicants must submit a Full Application by the specified due date and time to be considered for funding under this FOA. Applicants must complete the following application forms found on the Grants.gov website at https://www.grants.gov, in accordance with the instructions.

Application Instructions

The Program Narrative

The Program Narrative shall not exceed 30 single-sided pages in length, not including the cover page, Table of Contents, and resumes for key personnel. Any submissions where the Program Narrative exceeds 30 pages will not be evaluated. The cover page, Table of Contents and resumes for key personnel are not subject to the page limitation. The page size shall be 8-1/2 x 11 inches, single or double spaced, with 1 inch margins. Times New Roman 12 point font should be used for the submission (Text embedded within graphics or tables in the body of the Program Narrative shall be legible and not smaller than 8 point). Electronic files will be in portable document format (PDF), readable by IBM-compatible PCs. Each file size must be no more than 10 MB.

Cover Page: This shall include the words "Program Narrative" and the following:

1) NOFO number;
2) Title of Full Proposal;
3) Identity of prime Offeror and complete list of subcontractors, if applicable;
4) Technical point of contact (name, address, phone/fax, electronic mail address);
5) Administrative/business point of contact (name, address, phone/fax, electronic mail address); and,
6) The signature and title of an authorized representative of the entity submitting the full proposal. If multiple organizations are participating, one signature from the

principal/leading organization is acceptable.

The Program Narrative shall include the following:

1. **Executive Summary**- that summarizes the full proposal and the expected benefits of the solution.
2. **Proposal**: Describe the proposed work and the associated technical and management issues.
3. **Performance Goals:** Describe the overall methodology and how it will meet the program objectives and the specific Technical Task Area.
4. **Detailed Technical Approach:** Describe the proposed design and technical approach for each of the Tasks (see Appendix: Statement Of Objectives) addressing the evaluation criteria listed in Table 1 of Section E (Evaluation Criteria). Describe how each Task will be performed and identify sub-tasks, if appropriate. Provide an integrated display for the proposed research, showing each Task with major milestones. Include a proposed schedule for the effort (estimated dates of Tasks, milestones and deliverables). Provide a brief summary of all deliverables proposed under this effort, along with suggested due dates (calendar days after the effective date of award).
5. **Management Plan:** Provide a summary of the management approach, including an explicit description of what role each participant or team member will play in the project, and their past experience in technical areas related to this proposal.
6. **Facilities:** List the location(s) where the work will be performed, and the facilities to be used. Describe any specialized or unique facilities which directly affect the effort.
7. **Government-Furnished Resources:** Provide a brief summary of required information and data which must be provided by the Government to support the proposed work, if any.
8. **Resumes for Key Personnel:** In Appendix A, provide resumes and *curriculum vitae* (CVs) for each of the key personnel. These resumes do not count toward the 30-page limit.

No Classified Proposals (or portions of proposals) will be accepted.

There are two groups of forms associated with this application: mandatory and optional. Please read the instructions carefully to determine which forms you must submit.

MANDATORY FORMS

SF424 (R&R)

Instructions for Application for Federal Assistance (SF-424)

Item	Field Name	Information
1.	Type of Submission:	(Required) Select one type of submission in accordance with agency instructions. • Pre-application • Application • Changed/Corrected Application - Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.
2.	Type of Application:	(Required) Select one type of application in accordance with agency instructions. • New - An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)
3.	Date Received:	Leave this field blank. This date will be assigned by the Federal agency.
4.	Applicant Identifier:	Leave this field blank.
5a.	Federal Entity Identifier:	Enter the Funding Opportunity Number.
5b.	Federal Award Identifier:	For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award grant number.
6.	Date Received by State:	Leave this field blank.
7.	State Application Identifier:	Leave this field blank.
8.	Applicant Information:	Enter the following in accordance with agency instructions:

	a. Legal Name:	(Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov.
	b. Employer/Taxpayer Number (EIN/TIN):	(Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.
	c. Organizational DUNS:	(Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov.
	d. Address:	Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).
	e. Organizational Unit:	Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.
	f. Name and contact information of person to be contacted on matters involving this application:	Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.	A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs)

		T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify)
10.	Name Of Federal Agency:	(Required) Enter the name of the federal agency from which assistance is being requested with this application.
11.	Catalog Of Federal Domestic Assistance Number/Title:	Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12.	Funding Opportunity Number/Title:	(Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
13.	Competition Identification Number/Title:	Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
14.	Areas Affected By Project:	This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
15.	Descriptive Title of Applicant's Project:	(Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
16.	Congressional Districts Of:	15a. (Required) Enter the applicant's congressional district. 15b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation - 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
17.	Proposed Project Start and End Dates:	(Required) Enter the proposed start date and end date of the project.
18.	Estimated Funding:	(Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on

		appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
19.	Is Application Subject to Review by State Under Executive Order 12372 Process?	(Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
20.	Is the Applicant Delinquent on any Federal Debt?	(Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
21.	Authorized Representative:	To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

Research & Related (R&R) Budget

An R&R Budget is required for ALL applications. Please ensure that the total requested corresponds to Block 16.a on the SF 424 R&R form.

The Budget Justification

A Budget Justification is also required for ALL applications.

The Budget Justification shall not exceed 10 single-sided pages in length, not including the cover page. The page size shall be 8-1/2 x 11 inches, single or double spaced, with 1 inch margins. Times New Roman 12 point font should be used for the submission (text embedded within graphics or tables in the body of the Budget Justification shall be legible and not smaller than 8 point).Electronic files will be in portable document format (PDF), readable by IBM-compatible PCs. Each file size must be no more than 10 MB.

Cover Page: This shall include the words “Budget Justification” and the following:

1) NOFO number;
2) Title of Full Proposal;
3) Identity of prime Offeror and complete list of subcontractors, if applicable;
4) Technical point of contact (name, address, phone/fax, electronic mail address);
5) Administrative/business point of contact (name, address, phone/fax, electronic mail

address); and,

6) The signature and title of an authorized representative of the entity submitting the full proposal. If multiple organizations are participating, one signature from the principal/leading organization is acceptable.

Part 1: Detailed breakdown of all costs by the cost categories (below). The Applicant shall provide a total estimated price for major demonstrations and other activities associated with the Program Narrative. The Applicant shall state whether any Independent Research and Development (IR&D) program is or will be dedicated to this effort, or if IR&D is being pursued to benefit related programs as well.

Part 2: Cost breakdown by task/sub-task using the same task numbers in the Statement of Objectives/Appendix.

The Budget Justification shall be consistent with the application for this Cooperative Agreement. Activities such as demonstrations required to reduce the various technical risks shall be identified and reflected in the Budget Justification. The Applicant shall provide a total estimated price for the activities associated with the program.

Please ensure that items listed in the budget justification correspond to the funds requested on the R&R Budget form. Attach the Budget Justification to the R&R Budget form. If you need to attach more than one file to fully capture your budget justification, you may use the optional "Attachments" form.

Please use the following guidance when assembling your budget justification:

Use the following cost categories to group items of cost in your budget justification.

PERSONNEL (Direct Labor-Individual labor category or person, with associated labor hours and **unburdened** direct labor rates;) If subcontractors are participating, then include a detailed description of that participation. If Consultants are participating, then provide the consultant agreement or other document which verifies the proposed loaded daily/hourly rate.

FRINGE BENEFITS

TRAVEL - Number of trips, destinations, durations, etc. (Travel estimate shall include costs for attendance/presentation at an annual one-day First Responders Group Review that is held in the Washington metropolitan area.)

EQUIPMENT (see item C on R&R Budget Form)

SUPPLIES/MATERIALS - shall be specifically itemized with costs or estimated costs. Where possible, indicate purchasing method, (Competition, engineering estimate, market survey, etc.) (see item F.1 on R&R Budget Form)

CONTRACTUAL (see item F.5 on R&R Budget Form)

OTHER DIRECT COSTS - particularly any proposed items of equipment

or facilities. Equipment and facilities generally must be furnished by the contractor/recipient. Justifications must be provided when Government funding for such items is sought. (see items under item F on R&R Budget Form) -

INDIRECT COSTS - Fringe Benefits, Overhead, G&A, COM, etc. (***Must show base amount and rate***)

FEE/PROFIT - including fee percentage.

Please ensure that you supply a total for each of the cost categories listed above (and related fields on the R&R Budget Form) for the proposed budget period in your application.

Research & Related Project/Performance Site Location(s)
Please provide information for every site (including subcontractors and outside vendors, with sub-awards or subcontracts of $25,000 or more) in your project.

SF 424B Assurances for Non-Construction Programs
Submit this form. It will be electronically signed upon submission to Grants.gov as part of your application.

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

Research & Related Senior/Key Person Profile
Please supply biographical information on key personnel. The files can be attached at item 12 on the "Other Project Information Form", or use the optional "Attachments" form.

OPTIONAL FORMS

SF-LLL Disclosure of Lobbying Activities
Do NOT submit this form UNLESS paragraph 2 of the "Certification Regarding Lobbying" form applies to your organization. Some items on this form auto-populate once you complete the SF-424.

Attachments Form
Use this form to attach other documents if you need another place to electronically attach portions of your application.2. Content and Form of Application Submission.

Unique Entity Identifier and System for Award Management (SAM)

All applicants for this award must:

1. Be registered in SAM before submitting its application;
2. Provide a valid DUNS number in its application; and
3. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a DHS FAO.

DHS 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 DHS is ready to make a federal award. DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages applicants to submit their applications online through Grants.gov.

How to Register to Apply through Grants.gov

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

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

   Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants.

   If individual applicants are eligible to apply for this grant funding opportunity, refer to: https://www.grants.gov/web/grants/applicants/registration.html

   Organization applicants can find complete instructions here: https://www.grants.gov/web/grants/applicants/organization-registration.html

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

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

3. *Register with SAM*: In addition to having a DUNS number, all organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying

through Grants.gov. SAM registration must be renewed annually.

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

4. *Create a Grants.gov Account*: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process.

   For more information, follow the on-screen instructions or refer to: https://www.grants.gov/web/grants/applicants/registration.html

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

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

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

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

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

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

How to Submit an Application to DHS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

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

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

2. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission.

3. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

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

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

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

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

7. *Track a Workspace*: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated

after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

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

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

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

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

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

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

Funding Restrictions

Equipment

1. Title to equipment acquired by the Recipient with Federal funds provided under this Award shall vest in the Recipient, subject to the conditions pertaining to equipment in OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Learning, Hospitals and Other Non-Profit Organizations, relocated to 2 CFR Part 215.

2. Prior to the purchase of Equipment in the amount of $5,000 or more per unit cost, the Recipient must obtain the written approval from DHS.

3. For equipment purchased with Award funds having a $5,000 or more per unit cost, the Recipient shall submit a monthly inventory with the Financial Status Report, that will include a description of the property; manufacturer model number, serial number or other identification number; the source of property; name on title; acquisition date; and cost of the unit; the address of use; operational condition of the property; and, disposition data, if applicable. A Final Report will be due with the Final Performance Report at the expiration of the Project Period, and may be emailed to DHS-GrantReports@dhs.gov (include the Recipient name and DHS grant number in the subject line).

Travel

Domestic Travel: Domestic travel required in the performance of the duties approved in this Award must be approved by DHS in advance and in writing and comply with the applicable OMB Cost Principles Circular and Federal travel regulations. Requests for travel identifying the traveler, the purpose, the destination, and the estimated travel costs must be submitted to the DHS Grants Officer 30 days prior to the commencement of travel.

Foreign Travel: Foreign travel required in the performance of the duties approved in this Award is not anticipated. However, if foreign travel is required, it must be approved by DHS in advance and in writing and comply with the applicable OMB Cost Principles Circular. Requests for foreign travel identifying the traveler, the purpose, the destination, and the estimated travel costs must be submitted to the DHS Grants Officer 60 days prior to the commencement of travel.

Management and Administration (M&A) Costs.

Discretionary M&A costs are allowable in the event the Recipient does not have an indirect cost rate agreement. The Recipient is allowed a maximum of up to ten (10) percent for M&A costs in these instances.

M&A are not operational costs but are necessary costs incurred in direct support of the grant or as a consequence of it, such as travel, meeting-related expenses, and salaries of full/part-time staff in direct support of the program. As such these can be itemized in financial reports. An application must provide in the project narrative a detailed description of these expenses.

Indirect Facilities & Administrative (F&A) Costs.

Indirect costs are allowable. Provide a copy of the latest rate agreement negotiated with a cognizant Federal agency. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the award. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant's organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Other Submission Requirements

Only electronic submissions will be accepted.

E. Application Review Information

Application Evaluation Criteria

Prior to making a federal award, the DHS FAO 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.
5. Ability to effectively implement statutory, regulatory or other requirements.

Criteria: General Objectives

DHS S&T-FRG-IAS and FEMA-ICPD are seeking applications from qualified industry, institutions, organizations and associations for a citizen centric training initiative, aimed primarily at high school-age students, designed to enhance a bystander's ability to take decisive, lifesaving action to assist victims with traumatic injuries, including but not limited to bleeding control at mass casualty events.

The training is intended to provide research-validated knowledge and accepted practices necessary to stabilize the injured and control severe bleeding until first responders arrive on the scene. The effort is aimed at a broad youth-based approach through public/private schools, not-for-profit organizations, faith-based and other civic communities of interest. The training provides practical guidance to stop uncontrolled bleeding from traumatic injuries using

materials readily found at an incident or worn by the victim and citizen responders. The primary target audience is high school age students. The training is expected to be self-sustaining from philanthropic contributions and donations as well as procured from governments and academic institutions and other community-based organizations. The successful candidate(s) will demonstrate proven programmatic ability to design, develop and sustain a public-facing training campaign and self-sustaining funding practices.

The specific evaluation criterial for the tasks and personnel / organization and weighted with a total value of 100 points. The criteria, description and value weight are provided in Table 1 below.

Evaluation Criteria	Description	Value Weight
Criteria 1. Project Management	1.1 How does applicant propose to manage team?	0-3
	1.2 How will applicant ensure government stakeholder coordination and communication?	0-2
Criteria 2. SATT Requirements, Performance Metrics, Content & Materials	2.1 How will applicant develop requirements, performance metrics, and research-validated curriculum content and materials?	0-10
	2.2 How will applicant design and validate age-appropriate curriculum content and materials for instructor-led and self-taught training?	0-5
Criteria 3. Audio and Visual Learning Aids	3.1 What delivery mediums and mechanisms will applicant propose for content and material?	0-5
	3.2 How will applicant validate age appropriateness of Learning Aids and their delivery mechanism(s)?	0-5
Criteria 4. On-line Delivery Mechanisms	4.1 How will applicant design and validate effectiveness of on-line request and delivery of content and materials?	0-5
	4.2 How will applicant design and validate effectiveness of on-line and other resourcing methods?	0-5
Criteria 5. Business Plan Execution	5.1 How will applicant achieve adoption within the Public school systems?	0-15
	5.2 How will applicant achieve self-sustainment resourcing?	0-10
	5.3 Demonstrated success in establishing and sustaining public facing training and awareness programs.	0-5

Criteria 6. Key Personnel Organizations	6.1 Demonstrated alignment / participation with established medical sector organizations for the research-validated approach and content of the training.	0-10
	6.2 Applicants with trauma care experience.	0-5
	6.3 Applicants with charitable fund raising capabilities	0-5
	6.4 Demonstrated alignment / participation with established voluntary, philanthropic and other appropriate service centered organizations for the distribution and widespread adoption and delivery of the training.	0-5
Criteria 7. Budget Justification	7.1 The Budget Justification will be evaluated for reasonableness and completeness of the proposed contract cost.	0-5

Table 1. Evaluation Criteria

Eligible entities that can meet the general objectives and specific criteria, as well as addressing the more detailed information provided in the Appendix (Statement Of Objectives) are encouraged to apply. Cost sharing will not be considered in the evaluation.

Review and Selection Process

DHS will conduct an initial review of applications to determine the responsiveness of the application. If an applicant is determined to be ineligible (see Section C. Eligibility Information) or an application is determined to be non-responsive, DHS will notify the applicant.

Applications will be evaluated relative to the requirements of the funding opportunity announcement. Therefore, interested parties should be aware that evaluators will distinguish between what is required information and rationalizations, "brochuremanship," or extraneous information. Final consideration will, however, take into consideration additional information submitted that supports claims in proposals for this opportunity.

The applicant has the responsibility to provide information that clearly demonstrates its ability to satisfactorily respond to the requirements of the funding opportunity announcement.

DHS Science and Technology (S&T), First Responders Group (FRG) Information Applications and Systems (IAS) and the Federal Emergency Management Agency (FEMA), Individual and Community Preparedness Division (ICPD) program managers will perform the reviews. Other DHS subject matter experts may also be requested to review the proposals.

S&T's policy is to ensure an impartial, equitable, and comprehensive evaluation of all proposals and to select the source (or combination of sources) whose offer is most advantageous to the government. All properly submitted proposals that conform to the requirements will be reviewed by a Government Evaluation Panel comprised of federal government employees as the sole voting members.

All government personnel are bound by public law to protect proprietary information. Further, Contractor personnel who will have access to any proprietary data will be bound by appropriate non-disclosure agreements to protect proprietary and source-selection information and shall certify that they have no financial interest in any submissions evaluated. They will not be permitted to release any source-selection information to third parties, including others in their organization. Submissions and information received in response to this solicitation constitute permission to disclose that information to certified evaluators under these conditions.

When the anticipated Federal award amount will be greater than the simplified acquisition threshold, currently $150,000 (see 2 CFR §200.88), the following applies:

i. "Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
ii. 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.
iii. DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 federal awarding agency review of risk posed by applicants."

Anticipated Announcement and Federal Award Dates (*Optional)*

See Section D.

F. Federal Award Administration Information

Notice of Award

The applicant can expect to receive a grant award by email executed by a DHS Grants Officer authorized to obligate DHS funding.

Administrative and National Policy Requirements

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

DHS Standard Terms and Conditions

The applicable DHS Standard Terms and Conditions will be for the last year specified at that URL, unless the application is for a continuation award. In that event, the terms and conditions in effect for the fiscal year that award was originally made will apply.

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.

Program Performance Reporting Requirements.

The U.S. Department of Homeland Security (DHS) is committed to using cutting-edge technologies and scientific talent in its quest to make America safer. The DHS Directorate of Science and Technology (S&T) is tasked with researching and organizing the scientific, engineering, and technological resources of the United States and leveraging these existing resources into technological tools to help protect the homeland. The First Responders Group (FRG) mission is to advance the safety and effectiveness of first responders. The FRG accomplishes this mission through research, development, testing and evaluation of new and emerging technology.

The DHS S&T Program Manager (PM) requires grantees to manage and monitor each program, project, sub-award, function, or activity supported by the award through the use of bi-weekly Quad charts and monthly progress reports (templates to be provided by the government). The submission of bi-weekly Quad charts and monthly performance reports will facilitate the government's ability to make recommendations and suggestions to ensure that needs and operational requirements of the targeted communities of this award are being met.

Bi-weekly Quad Charts and Monthly Progress Reports

These progress reports shall include a summary of the accomplishments and activities, progress toward meeting milestones and deliverables including percentage complete, planned activities for the next reporting period, and identified risks or issues encountered. Bi-Weekly Quad Charts and Monthly Reports (e.g. Financial and Technical) shall be delivered to DHS according to the appropriate timeline per the kickoff meeting and should be electronically submitted to DHS PM Jeffrey Booth (Jeffrey.Booth@hq.dhs.gov).

Bi-Weekly Quad Cart Progress Report - will detail the activities of the reporting period, including the following at a minimum:

1. List of Work Plan Task's schedule, milestones and deliverables;
2. Summary of technical progress including significant technical information mapped to the task schedule;
3. Past two (2) week accomplishments, projected accomplishments subsequent two (2) weeks and a 30-60 day anticipated activities;
4. Unanticipated technical or management risks or issues;
5. Steps taken to resolve risks or issues;

6. Recommendations for resolution of risks or issues; and
7. Real or estimated impact to schedule, budget and milestone deliverables.

Monthly Financial Status Report - will detail the activities of the reporting period, including the following at a minimum:

1. A breakdown of costs incurred during the period, mapped to the categories of funding in the executed contract, including all direct and indirect labor, other direct, subcontract, other indirect, and travel costs;
2. A cumulative accounting of total costs by cost element versus budget cost to date;
3. Projection of the estimated cost and budget for the project to completion;
4. Estimated percentage of physical completion of the contract; and
5. Equipment inventory (if applicable)

Monthly Technical Status Reports - will detail the activities of the reporting period, including the following at a minimum:

1. List of Work Plan task schedule, milestones and deliverables;
2. Summary of technical progress including significant technical information mapped to the task schedule;
3. Summary of important meetings, briefings, or conferences that occurred during the reporting period or are anticipated for the future;
4. Unanticipated technical or management risks or issues;
5. Steps taken to resolve risks or issues;
6. Recommendations for resolution of risks or issues; and
7. Real or estimated impact to schedule, budget and milestone deliverables.

Project Meeting Minutes – The Recipient will also provide the DHS PM, if requested, with Meeting Minutes of all project meeting and teleconferences conducted within five (5) business days of the date of the meeting.

Additional Meetings and Reports – In addition to the Quad Chart, Financial and Technical Reports, the Recipient shall also provide the following documents which are due to the DHS PM as indicated below and in the Appendix:

1. Kick-off Meeting – award plus 7 days;
2. Project Work Plan (draft) – award plus 10 days
3. Project Work Plan (final) – award plus 15 days;
4. Bi-weekly Quad Charts – begins award plus 30 days; and
5. Subcontracting Plan – as part of the final Project Work Plan.
6. One page project Summary / Information Sheet per DHS S&T format – award plus 30 days.

Project Phases

The work for this SATT initiative will be divided into Phases (see Appendix for details). Successful completion of each Phase is required to progress to the following Phase. DHS obligation to provide funding for each Phase is contingent on satisfactory performance on each Phase and the availability of funds. Accordingly, no legal liability on the part of the DHS

exists unless or until funds are made available to the grantor and notice of such availability is confirmed by an amended Notice of Award which indicates performance of the research is deemed satisfactory in the judgment of the Program Official.

All submissions shall be professionally written using complete sentences and correct sentence structure. Submissions shall require minimal editing by DHS S&T personnel and provide sufficient details to provide the DHS PM with a full understanding of the work performed, the issues discussed, etc.

Federal Financial Reporting Requirements.

The Federal Financial Reporting Form (FFR) is available online at:

https://www.grants.gov/web/grants/forms.html

Close Out Reporting Requirements.

At 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 and briefing detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

If applicable, an inventory of materials purchase using DHS funds from this program must be reported with the final progress report.

After these reports have been reviewed and approved by DHS S&T, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be 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 that have been drawn down but remain as unliquidated on recipient financial records.

G. DHS Awarding Agency Contact Information

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

Mr. Jeffrey Booth
Department of Homeland Security
Science & Technology Directorate
First Responders Group
DHS S&T FRG – Mail Stop 0201
245 Murray Lane
Washington, DC 20528-0201

(202) 254-6347
Email: Jeffrey.Booth@hq.dhs.gov

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

Janet Bailey
Office of Procurement Operations (MGMT I OPO)
245 Murray Lane SW
Mail Stop 0115
Washington, D.C. 20528-0115
Phone: 202-447-0362
Email: Janet.Bailey@hq.dhs.gov

H. Additional Information

Extensions

Extensions to this program are allowed.

If the project Recipient believes they require additional time to meet the requirements of the Topic area, they should submit a written request to the IAS PM no later than 45 days before the end of the scheduled Period of Performance (POP). The written request shall contain the reasons for the extension request and the requested new expiration date for the POP. The IAS PM will then review the request and discuss it, if necessary, with the project Recipient. If an extension request is approved by the PM, it will be forwarded to the Grants Officer for consideration.

Financial Risk Assessment Evaluation

DHS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria, and results from this evaluation will inform funding decisions. If DHS determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award.

In evaluating risks, DHS may consider the following:

- Financial stability
- Quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance
- Applicant's record in managing previous DHS awards, cooperative agreements, or procurement awards, including:

1. Timeliness of compliance with applicable reporting requirements

2. Accuracy of data reported

3. Conformance to the terms and conditions of previous federal awards

4. If applicable, the extent to which any previously awarded amounts will be expended prior to future awards

5. Information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as: Federal Awardee Performance and Integrity Information System (FAPIIS), DUNS and SAM

6. Reports and findings from single audits performed under Subpart F – Audit Requirements, 2 C.F.R. Part 200 and findings and reports of any other available audits

7. Applicant organization's annual report

8. Publicly available information, including information from the applicant organization's website

9. Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients.

In addition, organizations who have not received prior DHS awards may be required to complete a risk assessment questionnaire as part of the pre-award financial and administrative review.

Applicant Disclosure of Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated at a higher risk by another federal grant making agency, you must submit the following information at the time of application submission:

- The federal agency that currently designated the applicant as high risk.

- Date the applicant was designated at a higher risk.

- The higher risk point of contact name, phone number, and email address, from that federal agency.

- Reasons for the higher risk status.

DHS seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this higher risk information does not disqualify any organization from receiving a DHS award. However, additional grant oversight may be included, if necessary, in award documentation.

Obligation by DHS/GFAD

Publication of this Notice of Funding Opportunity (NOFO) does not obligate the Department of Homeland Security (DHS), Grants and Financial Assistance Division (GFAD) to award any specific number of grants and/or cooperative agreements or to obligate any particular amount of funding.

Program Income

No program income is anticipated to be generated under the award(s) at this point. However, if program income generates during the implementation of the program, the Grants Officer reserves his/her rights in determining exactly how that income will be treated and considered under the award, in line with 2 CFR 200.307. Otherwise, the following will be observed:

For U.S. Organizations, the following paragraph (e) (1) of the 2 CFR 200.307 must apply: "(1) Deduction. Ordinarily program income must be deducted from total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the Federal awarding agency authorizes otherwise. Program income that the non- Federal entity did not anticipate at the time of the Federal award must be used to reduce the Federal award and non-Federal entity contributions rather than to increase the funds committed to the project." For non-U.S. organizations, see the provision named "Program Income."