

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year (FY) 2020 Regional Catastrophic Preparedness Grant Program
(RCPGP)**

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 four (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.

A. Program Description

1. Issued By

U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

2. Assistance Listings Number (formerly Catalog of Federal Domestic Assistance Number)

97.111

3. Assistance Listings Title (formerly CFDA Title)

Regional Catastrophic Preparedness Grant Program (RCPGP)

4. Funding Opportunity Title

Regional Catastrophic Preparedness Grant Program

5. Funding Opportunity Number

Grant Program Title	NOFO Number
RCPGP – Region I	DHS-20-GPD-111-01-01
RCPGP – Region II	DHS-20-GPD-111-02-01
RCPGP – Region III	DHS-20-GPD-111-03-01
RCPGP – Region IV	DHS-20-GPD-111-04-01
RCPGP – Region V	DHS-20-GPD-111-05-01
RCPGP – Region VI	DHS-20-GPD-111-06-01
RCPGP – Region VII	DHS-20-GPD-111-07-01
RCPGP – Region VIII	DHS-20-GPD-111-08-01
RCPGP – Region IX	DHS-20-GPD-111-09-01
RCPGP – Region X	DHS-20-GPD-111-10-01

6. Authorizing Authority for Program

Department of Homeland Security Appropriations Act, 2020 (Pub. L. No. 116-93)

7. Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2020 (Pub. L. No. 116-93)

8. Announcement Type

Initial

9. Program Overview, Objectives, and Priorities

Program Overview

Preparedness is the shared responsibility of our entire nation and requires an approach that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations (FBO's), and all levels of government across the [whole community](#).

The [National Preparedness System](#) is the instrument the nation employs to build, sustain, and deliver core capabilities needed to achieve the goal of a more secure and resilient nation. Each community contributes to achieving the national goal by addressing the risks that are most relevant and urgent for them individually, which in turn strengthens the collective security and resilience of the nation. They do this through the National Preparedness System components of:

- Identifying and Assessing Risk;
- Estimating Capability Requirements;
- Building and Sustaining Capabilities;
- Planning to Deliver Capabilities;
- Validating Capabilities; and
- Reviewing and Updating.

The FY 2020 RCPGP represents one part of a comprehensive set of actions authorized by Congress and implemented by the Administration to build preparedness capabilities. [The National Preparedness Goal \(the Goal\)](#) defines what it means to be prepared for a wide range of threats and hazards, including catastrophic incidents.

The purpose of the RCPGP is to build state and local capacity to manage catastrophic incidents by improving and expanding regional collaboration for catastrophic incident preparedness. In light of the ongoing COVID-19 public health emergency, the program purpose has been expanded to include regional pandemic preparedness. The [National Response Framework \(4th edition, 2019\)](#) (or superseding edition) defines a catastrophic incident as any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, or government functions. The regional interdependencies of effective Prevention, Protection, Mitigation, Response, and Recovery activities require a cohesive regional approach to catastrophic planning, including pandemic preparedness.

The [2018-2022 FEMA Strategic Plan](#) creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The RCPGP supports FEMA

Strategic Goal 2: Ready the Nation for Catastrophic Disasters. FEMA invites all its stakeholders and partners to also adopt these priorities and join in building a stronger and more prepared and resilient nation.

Objectives

The overall objective of the RCPGP is to close known preparedness capability gaps, encourage innovative regional solutions to issues related to catastrophic incidents, and build on existing regional preparedness efforts.

New for FY 2020, regional pandemic preparedness is added as a program objective, with specific focus on pandemic planning activities, to address the [Community Lifelines](#) and [Core Capabilities](#) that are essential to pandemic preparedness. In addition to development of regional pandemic plans, training and exercise activities should be considered for inclusion in project proposals to validate regional pandemic preparedness capabilities and evaluate plan effectiveness. FEMA's evaluation of pandemic preparedness project proposals will be measured against capability gaps identified through relevant [Threat and Hazard Identification and Risk Assessment \(THIRA\)/Stakeholder Preparedness Review \(SPR\)](#) reports and the potential impact the proposed project will have on improving those capabilities.

Initial lessons learned from the COVID-19 public health emergency point to a need for greater regional collaboration in pandemic planning efforts. For example, rather than competing for scarce resources during a pandemic, regional leaders and planners must coordinate in advance to decide how resources can be most effectively shared within the region, while ensuring "hot spots" receive the immediate attention they need. Although planning for worst-case scenarios is important, state and local planners must acknowledge that it may be impossible to acquire, in advance, all the resources needed to meet worst-case needs. Stockpiling critical equipment and supplies may sufficiently address a jurisdiction's short-term needs, but for worst-case scenarios this approach is generally cost prohibitive and impractical. In addition, using the global supply chain to address shortfalls is a risky and unreliable solution. To maximize efficient use of scarce resources, regional partners should share non-consumable resources such as medical equipment and supplies. To ensure resources are available as soon as they are needed without compromising the availability of resources for hot-spots, applicants should consider developing a just-in-time delivery approach. This is just one potential solution to a common problem experienced during the early stages of the COVID-19 response. Regional pandemic plans should develop innovative solutions to address this and other related challenges to promote shared agreement and unity of effort amongst regional pandemic stakeholders, including relevant public health department officials.

Recognizing the value of all-hazards emergency preparedness planning, and consistent with the objectives of the FY 2019 RCPGP, applicants may continue to consider projects that improve capability levels in the **Food, Water, and Sheltering Community Lifeline** as measured in the *Housing or Logistics and Supply Chain Management* core capabilities reported through the [Threat and Hazard Identification and Risk Assessment \(THIRA\)/Stakeholder Preparedness Review \(SPR\)](#). These core capabilities were selected based on data-driven analyses of national preparedness data and key national-level guidance sources showing these focus areas as continuing gaps.

Where Housing or Logistics/Supply Chain Management projects are proposed, the applicant is encouraged to consider how pandemic preparedness needs can be integrated into their broader regional catastrophic preparedness investment proposals. For example, a proposed investment that addresses the Housing capability should consider common problems and lessons-learned from the current COVID-19 emergency and how housing and shelter needs would be impacted when dealing with both a major disaster and ongoing pandemic. Similarly, a proposed Logistics and Supply Chain Management investment should consider the COVID-19 emergency and the challenges associated with the acquisition and distribution of critical equipment and supplies.

Through regional collaboration, the RCPGP supports the development and delivery of projects that address [Community Lifelines](#), which are critical to managing catastrophic incidents. For more information on Community Lifelines, please refer to **Appendix A: Incorporating Community Lifelines**. Stabilizing and restoring lifelines in catastrophes requires solutions that go beyond scaling up existing plans and capabilities to maximize the creative power of cross-sector coordination while respecting the roles of private sector partners and agency authorities at all levels of government.

To this end, RCPGP applicants are encouraged to develop projects that build a continuous cycle of planning, organizing, training, and exercising with regional partners across the whole community to improve their collective readiness posture.

Applicants are also encouraged to review the following for more information:

- [National Response Framework \(4th edition, 2019\)](#) (or superseding edition): The Framework describes ways to improve coordination and response structures to build preparedness for catastrophic incidents.
- [Community Lifelines Implementation Toolkit](#): The Toolkit provides whole community partners the information and resources to understand lifelines, coordinate with entities using lifelines, and implement the lifeline construct during incident response.

Priorities

The FY 2020 RCPGP requires that recipients develop and deliver one project that addresses specific capability gaps based on [Threat and Hazard Identification and Risk Assessment \(THIRA\)/Stakeholder Preparedness Review \(SPR\)](#) results.

a. Pandemic Preparedness Projects:

For pandemic preparedness related projects, applicants are required to identify the specific lifelines and capabilities that will be improved through the proposed project. At a minimum, within the **Health and Medical Lifeline**, the *Public Health, Healthcare, and Emergency Medical Service; Fatality Management Services; Economic Recovery; Health and Social Services; and Logistics and Supply Chain Management* core capabilities should be addressed. Applicants should also consider how regional preparedness capabilities may be impacted by a major disaster while dealing with an ongoing pandemic emergency. **Table 1** describes submittal instructions for these core capabilities. See also **Appendix A: Incorporating Community Lifelines**.

Table 1: RCPGP Support for Community Lifelines	
Primary Lifeline Component for Health and Medical	Associated Core Capability
All Components	Public Health, Healthcare, and Emergency Medical Services
FEMA invites applicants to submit applications that identify current and emerging gaps across the lifeline's components related to the Public Health, Healthcare, and Emergency Medical Services core capability and corresponding solutions to provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.	
Fatality Management	Fatality Management Services
FEMA invites applicants to submit applications that identify current and emerging gaps across the lifeline's components related to the Fatality Management Services core capability and corresponding solutions to provide fatality management services, including decedent remains recovery and victim identification, working with local, state, tribal, territorial, insular area, and federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.	
N/A*	Health and Social Services
FEMA invites applicants to submit applications that identify current and emerging gaps across the lifeline's components related to the Health and Social Services core capability and corresponding solutions to restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.	
N/A*	Logistics and Supply Chain Management
FEMA invites applicants to submit applications that identify current and emerging gaps across the lifeline's components related to the Logistics and Supply Chain Management core capability and corresponding solutions to deliver critical medical equipment, supplies and services to support the Health and Medical Lifeline. Proposed solutions should consider how a major disaster during an ongoing pandemic may impact this core capability, to include delivery of essential commodities, equipment, and services in support of impacted communities and survivors; emergency power and fuel support; coordination of access to community staples; and synchronizing logistics capabilities to enable the restoration of impacted supply chains. Testing and updating of Distribution Management Plans should also be considered.	
Primary Lifeline Component for Food, Water, Sheltering	Core Capability
All Components	Logistics and Supply Chain Management
See above description for Logistics and Supply Chain Management core capability.	
N/A*	Economic Recovery
FEMA invites applicants to submit applications that identify current and emerging gaps across the lifeline's components related to the Economic Recovery core capability and corresponding	

Table 1: RCPGP Support for Community Lifelines

solutions to return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.

*All N/A's cannot be directly aligned to a Lifeline. Lifelines exist only for Response Core Capabilities.

A wealth of guidance is available on the internet to support pandemic preparedness planning and development of RCPGP applications. Applicants are advised to conduct their own research but should consider reviewing the information available through the websites listed below, which represents a partial listing of publicly available pandemic preparedness resources.

- The U.S. Department of Health and Human Services (HHS) and Centers for Disease Control (CDC) offer abundant planning resources for public health and emergency management officials:
 - <https://www.cdc.gov/cpr/readiness/capabilities.htm>
 - <https://www.cdc.gov/flu/pandemic-resources/index.htm>
 - <https://www.phe.gov/emergency/Tools/Pages/default.aspx>
 - <https://www.phe.gov/Preparedness/planning/hpp/reports/Documents/2017-2022-healthcare-pr-capabilities.pdf>
 - <https://asprtracie.hhs.gov/COVID-19>
 - <https://emergency.cdc.gov/planners-responders.asp>
- The following DHS/FEMA and other U.S. Government websites provide a variety of pandemic preparedness resources:
 - <https://www.usa.gov/coronavirus>
 - <https://www.dhs.gov/epidemicpandemic>
 - <https://www.fema.gov/coronavirus>
 - <https://www.ready.gov/pandemic>
 - https://www.fema.gov/pdf/about/org/ncp/pandemic_influenza.pdf
 - https://www.fema.gov/media-library-data/1396880633531-35405f61d483668155492a7cccd1600b/Pandemic_Influenza_Template.pdf
 - <https://www.fema.gov/media-library/assets/documents/181470>
- The Pan American Health Organization, National Governor's Association, American Planning Association, and International Association of Emergency Managers also provide valuable pandemic preparedness guidance for governors, senior state officials, municipal leaders, and emergency managers:
 - <https://www.nga.org/wp-content/uploads/2020/02/Pandemic-Influenza-Primer.pdf>
 - <https://www.planning.org/resources/covid-19/>
 - <https://www.iaem.org/resources/COVID-19>
 - <https://www.paho.org/en/health-emergencies>

- https://www.paho.org/disasters/index.php?option=com_docman&view=download&category_slug=tools&alias=542-pandinflu-leadershipduring-tool-15&Itemid=1179&lang=en

b. Housing and Logistics/Supply Chain Management Projects

Within the **Food, Water, and Sheltering Community Lifeline**, Housing and Logistic/Supply Chain Management projects, must address gaps in those specific capabilities based on THIRA/SPR results.

Table 2 describes submittal instructions for the aforementioned core capabilities. See also **Appendix A: Incorporating Community Lifelines**.

Table 2: RCPGP Support for Food, Water, and Sheltering Community Lifeline	
Primary Lifeline Component for Food, Water, Sheltering	Associated Core Capability
Shelter	Housing
FEMA invites applicants to submit applications that identify current and emerging gaps in the Shelter lifeline component related to the Housing core capability and to implement corresponding housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience. In addition, applicants should consider how pandemic preparedness needs can be integrated into broader catastrophic preparedness projects that address the Housing core capability, including how housing and shelter needs would be impacted when dealing with both a major disaster and ongoing pandemic.	
All Components	Logistics and Supply Chain Management
FEMA invites applicants to submit applications that identify current and emerging gaps across the lifeline's components related to the Logistics and Supply Chain Management core capability and corresponding solutions to deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples, and to synchronize logistics capabilities and enable the restoration of impacted supply chains. Testing and updating of Distribution Management Plans should also be considered. Additionally, applicants should examine how Logistics and Supply Chain Management capabilities may be impacted by an ongoing pandemic, including the challenges associated with acquisition and distribution of critical equipment and supplies.	

For more information, refer to the Housing and Logistics and Supply Chain Management core capability definitions in the [National Response Framework \(4th edition, 2019\)](#) (or superseding edition) or here: <https://www.fema.gov/core-capability-development-sheets>.

Applicants are also encouraged to consult other FEMA planning guidance, including the [Supply Chain Resilience Guide](#), [Distribution Management Plan Guide](#), and other strategic and operational planning guidance available at: <https://www.fema.gov/plan> and <https://www.fema.gov/media-library/assets/documents/178513>. In addition, for presentations on supply chains and private sector resilience visit www.fema.gov/preptalks.

10. Performance Metrics

Communities provide data on their proficiency across [32 core capabilities](#) through the [THIRA/SPR](#), after-action reports, and other preparedness data.

a. Performance Measures:

- Pandemic Preparedness Projects: FEMA will measure the percent change in targeted capability gaps and percent improvement in the *Public Health, Healthcare, and Emergency Medical Services*; *Fatality Management Services*; *Health and Social Services*; *Logistics and Supply Chain Management*; and *Economic Recovery* core capabilities as reported through the required THIRA/SPR covering the community.
- Housing and Logistics/Supply Chain Management Projects: FEMA will measure the percent change in targeted capability gaps and percent improvement in the *Housing* and *Logistics and Supply Chain Management* core capabilities as reported through the required THIRA/SPR covering the community.

b. Performance Criteria:

- Pandemic Preparedness Projects: FEMA will compare the current baseline capability level of the *Public Health, Healthcare, and Emergency Medical Services*; *Fatality Management Services*; *Health and Social Services*; *Logistics and Supply Chain Management*; and *Economic Recovery* core capabilities against the community's capability level as reported at the end of the grant. Baseline capability assessments will be taken from the calendar year 2019 THIRA/SPR data; end of the grant performance data will be drawn from the calendar year 2023 THIRA/SPR data.

The specific capability assessments FEMA will use in the RCPGP performance measure analysis include:

- *Public Health, Healthcare, and Emergency Medical Services*: Within (#) (time) of an incident, complete triage, begin definitive medical treatment, and transfer to an appropriate facility (#) people requiring medical care.
- *Fatality Management Services*: Within (#) (time) of an incident, complete the recovery, identification, and mortuary services, including temporary storage services, for (#) fatalities.
- *Health and Social Services*: Within (#) (time) of an incident, restore functions at (#) affected healthcare facilities and social service organizations.
- *Logistics and Supply Chain Management*: Within (#) (time) of an incident, identify and mobilize life-sustaining commodities, resources, and services to (#) people requiring shelter and (#) people requiring food and water. Maintain distribution system for (#) (time).
- *Economic Recovery*: Within (#) (time) of an incident, reopen (#) businesses closed due to the incident.

- Housing and Logistics/Supply Chain Management Projects: FEMA will compare the current baseline capability level of the *Housing and Logistics and Supply Chain Management* core capabilities against the community's capability level as reported at the end of the grant. Baseline capability assessments will be taken from the calendar year 2019 THIRA/SPR data; end of the grant performance data will be drawn from the calendar year 2023 THIRA/SPR data.

The specific capability assessments FEMA will use in the RCPGP performance measure analysis include:

- *Housing*: Within (#) (time) of an incident, (#) people requiring long-term housing, including (#) people with access and functional needs requiring accessible long-term housing, find and secure long-term housing.
- *Logistics and Supply Chain Management*: Within (#) (time) of an incident, identify and mobilize life-sustaining commodities, resources, and services to (#) people requiring shelter and (#) people requiring food and water. Maintain distribution system for (#) (time).

B. Federal Award Information

1. Available Funding for the NOFO: \$10,000,000

2. Maximum Funding per Applicant: \$1,000,000

Funds will be competitively awarded under the FY 2020 RCPGP. Applicants are eligible to apply for up to, but no more than, \$1,000,000.

3. Projected Number of Awards: 10-20

4. Period of Performance: Thirty-six (36) months

Extensions to the period of performance are allowed only in limited circumstances. For additional information on period of performance extensions, refer to Section H - Additional Information of this NOFO.

5. Projected Period of Performance Start Date(s): 09/01/2020

6. Projected Period of Performance End Date(s): 08/31/2023

7. Funding Instrument Type: Grant

C. Eligibility Information

1. Eligible Applicants

The following are eligible applicants for this funding opportunity:

- States as defined by [2 C.F.R. § 200.90](#) (this definition includes the District of Columbia and territories); and
- Local governments as defined by [2 C.F.R. § 200.64](#)

The following eligibility restrictions for these groups applies:

- A State or territory is eligible to apply if one or more of the 100 most populous [Metropolitan Statistical Areas \(MSAs\)](#) per the [Census Bureau's 2019 Population Estimates](#) (as listed in **Appendix B: 100 Most Populous Metropolitan Statistical Areas [2019]**) is located within the state or territory.
- Local Governments must be located within one of the 100 most populous MSAs. DHS/FEMA will accept no more than **one application** per MSA.

The application may be submitted by either:

- The State Administrative Agency (SAA);
- The first principal city, as indicated in **Appendix B: 100 Most Populous Metropolitan Statistical Areas [2019]** in bold; or,
- A different local government located within the MSA only if the application includes a letter of support from the office of the chief executive (e.g., mayor or city manager) of the first principal city, as indicated in **Appendix B: 100 Most Populous Metropolitan Statistical Areas [2019]**.

2. Applicant Eligibility Criteria

Applications must conform to the guidance provided in **Appendix C: Project Narrative Template** of this NOFO. Applicants that do not meet eligibility and application submission requirements will not be evaluated and scored by the review panel.

3. Other Eligibility Criteria

National Incident Management System (NIMS) Implementation

Recipients must ensure and maintain adoption and implementation of NIMS. Emergency management and incident response activities require carefully managed resources to meet incident needs. Use of the standardized resource management concepts such as typing, credentialing, and inventorying promotes a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications is available on DHS/FEMA's website under <http://www.fema.gov/resource-management-mutual-aid>.

DHS/FEMA developed the NIMS Guideline for Credentialing of Personnel to describe national credentialing standards and provide written guidance regarding the use of those standards. That guideline describes credentialing and typing processes and identifies tools that Federal Emergency Response Officials (FEROs) and emergency managers at all levels of government may use, both routinely and to facilitate multijurisdictional coordinated responses.

Additional information is available at <http://www.fema.gov/nims-doctrine-supporting-guides-tools>.

4. Maintenance of Effort (MOE)

Maintenance of effort is **NOT** required under this program.

5. Cost Share

There is no mandatory cost share requirement. However, bonus points will be added to applications that commit to a 10 percent or higher cost share. The proposed cost share commitment must be indicated as a percentage of the total cost of the proposed project(s). Details of the application scoring process can be found in **Appendix D: Evaluation Criteria and Scoring**.

Applicants may choose to voluntarily commit to include a cost share in its application pursuant to the terms of Section E and Appendices C and D of this NOFO. A voluntary committed cost share is not a requirement to apply for or receive an award. Any applicant choosing to include a voluntary committed cost share in their application will, however, be required to include that cost share should they receive an award. Applicants that include a voluntary committed cost share will have their proposed cost share included as a binding requirement of any Federal Award they receive as a term and condition of that award. For example, if an applicant voluntarily offers a 10 percent cost share in its application that is approved for a Federal award by DHS/FEMA, that Federal award will include a binding 10 percent cost sharing requirement.

DHS/FEMA administers cost-sharing requirements in accordance with [2 C.F.R. § 200.306](#). To meet cost sharing requirements, a recipient's contributions must be verifiable, reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations. The non-Federal entity cost share contribution can be cash or third-party in-kind. Applicants must present voluntary committed cost sharing or matching in terms of a percentage of the Federal award. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds.

6. Other RCPGP-Specific Application Information

Applications must include:

- *For States and Territories Only:* A written statement explaining the statewide or multi-state impact of the proposed investment and attesting to the advance coordination and support of at least one of the 100 most populous MSAs within the state or territory.
- *For Local Governments Only:* A written statement certifying that the applicant's chief executive (e.g., mayor, city manager, or county executive) and, as applicable, the chief executive of the first principal city of the MSA, supports the application as the local government's single application being submitted for consideration by DHS/FEMA. DHS/FEMA reserves the right to exclude multiple applications submitted from the same jurisdiction or to exclude multiple applications from multiple jurisdictions located within the same MSA.
- *All Applicants:* Names of all entities partnering on the project, including but not limited to states, territories, local or tribal governments, non-profit organizations, and other non-government entities, including those partnering as subrecipients. Partner entities can extend beyond the boundaries of the state/territory or MSA, and can be located in other states/territories or MSAs, for the purposes of regional collaboration.

- *All Applicants:* Letters of support from partner entities or a written statement certifying the involvement and support of all partner entities that will participate in the proposed project; and, if applicable, information on the relationship between the applicant and partnering entities, e.g. existing letters of cooperation/support or administrative agreements, such as Memoranda of Understanding (MOU).

The involvement of regional preparedness partners is critical to the success of this program. Therefore, DHS/FEMA will take necessary actions to verify the accuracy of written statements that are submitted to satisfy the requirements outlined above. Applications found to contain false or inaccurate information will be rejected. In addition, FEMA will conduct post-award monitoring activities to verify that RCPGP-funded projects are carried out in accordance with the terms and conditions of the award, to include verifying the involvement of committed partner entities as indicated in the application. Failure to comply the terms and conditions of the award is addressed in the [Actions to Address Noncompliance](#) section of this NOFO.

Applicants not familiar with conducting their own THIRA/SPR should consult with their State Administrative Agency (SAA) to utilize the SAA's 2019 THIRA/SPR information or for help developing capability assessments as part of their application. For additional information on the THIRA/SPR, also refer to Comprehensive Preparedness Guide (CPG) 201, Third Edition, available at <http://www.fema.gov/threat-and-hazard-identification-and-risk-assessment>.

RCPGP recipients should include their community's capability levels for the Housing or Logistics and Supply Chain Management core capabilities into their own THIRA/SPR, and/or incorporate their results of those capability assessments into their SAA's THIRA/SPR.

The following eligibility criteria apply for projects submitted as part of this application:

- Proposed capability-building projects must be **regional** and benefit **multi-state or intrastate regions**.
- Applicants need to propose a capability-building project that is **replicable and/or sustainable after the grant period of performance ends**.
- Each application will describe **one proposed project** to build capability within **one core capability** from the priority focus areas (Housing or Logistics and Supply Chain Management), as referenced in the **Objectives** of this NOFO.
- Recipients should plan to sustain these new capabilities in subsequent years with non-Federal resources.
- Applications will be evaluated using a scoring rubric, which is described in **Section E. Application Review Information** and **Appendix D: Evaluation Criteria and Scoring**.

Each project can address more than one of the Planning, Organization, Training, or Exercises (POTE) solution areas. Investing in these areas will promote the creation of new capabilities among recipients. Equipment purchases **are not allowed** under RCPGP.

For more information on the Planning, Organization, Training, or Exercise solution areas, refer to the CPG 201, Third Edition, available at <http://www.fema.gov/threat-and-hazard-identification-and-risk-assessment>. For further information on application forms or information to submit, see Section D.10, [Content and Form of Application Submission](#). For further information on funding restrictions and allowable costs, see Section D.13, [Funding Restrictions](#), and Section D.14, [Allowable Costs](#).

D. Application and Submission Information

1. Key Dates and Times

- a. **Application Start Date:** 05/20/2020
- b. **Application Submission Deadline:** 07/15/2020 at 5:00 PM EDT

All applications **must** be received by the established deadline. The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of their submission. For additional information on how an applicant will be notified of application receipt, see the section titled “Timely Receipt Requirements and Proof of Timely Submission.”

DHS/FEMA will not review applications that are received after the deadline or consider them for funding. DHS/FEMA may, however, extend the application deadline on request for an applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant’s control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for DHS/FEMA to make an award.

Applicants experiencing technical problems outside of their control must notify the respective FEMA Program Analyst as soon as possible and before the application deadline. Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. “Timely notification” of FEMA means the following: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at (800) 865-4076 or NDGrants@fema.dhs.gov. The ND Grants Service Desk is available Monday through Friday, 9:00 a.m. – 5:00 p.m. ET. If applicants do not know their FEMA Program Analyst or if there are programmatic questions or concerns, please contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov, Monday through Friday, 9:00 a.m. – 5:00 p.m. ET.

- c. **Anticipated Funding Selection Date:** 08/07/2020
- d. **Anticipated Award Date:** 09/01/2020

e. Other Key Dates

Event	Suggested Deadline for Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	
Updating SAM registration	
Final application in Grants.gov	One week before actual submission deadline
Final application in ND Grants	By the application deadline

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. Address to Request Application Package

Initial applications are processed through the [Grants.gov](https://www.grants.gov) portal. Final applications are completed and submitted through FEMA's Non-Disaster Grants (ND Grants) System. Application forms and instructions are available on [Grants.gov](https://www.grants.gov), and hard copies of the NOFO and associated application materials are not available. 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 Assistance Listings (formerly 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 and all relevant NOFOs is (800) 462-7585.

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

Applying for an award under the programs covered by this Manual is a multi-step process. To ensure that their applications are submitted on time, applicants are advised to start the required steps well in advance of their application submissions. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

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

- a. Apply for, update, or verify their Data Universal Numbering System (DUNS) Number from Dun & Bradstreet (D&B) and Employer ID Number (EIN) from the Internal Revenue Service;
- b. In the application, provide a valid DUNS number, which is currently the unique entity identifier;
- c. Have an account with [login.gov](https://www.login.gov);
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Create a Grants.gov account;

- f. Add a profile to a Grants.gov account;
- g. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
- h. Register in ND Grants;
- i. Submit an initial application in Grants.gov;
- j. **Submit the final application in ND Grants, including electronically signing applicable forms;** and
- k. 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 federal awarding agency.

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

Specific instructions on how to apply for, update, or verify a DUNS number or SAM registration or establish an AOR are included below in the steps for applying through Grants.gov. Applicants are advised that DHS/FEMA may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when DHS/FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, DHS/FEMA 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.

5. Electronic Delivery

DHS/FEMA 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/FEMA requires applicants to submit their initial applications online through Grants.gov and to submit their final applications through ND Grants.

6. How to Register to Apply through Grants.gov

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

information before beginning the registration process will alleviate last-minute searches for required information.

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

Organizations must have a 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, then you may begin with step 3, Create a Grants.gov account, listed below.

Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Complete organization instructions can be found on Grants.gov here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>.

- 1) *Obtain a DUNS Number:* All entities applying for funding, including renewal funding, must have a 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>

- 2) *Obtain Employer Identification Number:* In addition to having a DUNS number, all entities applying for funding must provide an employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting:

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

- 3) *Create a login.gov account:* Applicants must have a login.gov account in order to register with SAM or update their SAM registration. Applicants can create a login.gov account here:

https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd3

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

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.

- 5) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Applicants must know their or their organization's DUNS number to complete this process. Follow the on-screen instructions or refer to the detailed instructions here: <https://www.grants.gov/web/grants/applicants/registration.html>
- 6) *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>

- 7) *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>

- 8) *Track Role Status*: To track your role request, refer to: <https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>
- 9) *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed, and it is crucial for valid and timely submissions.**

7. How to Submit the Initial Application to DHS/FEMA via Grants.gov

All applicants must submit their initial application through [Grants.gov](https://www.grants.gov). Successful completion of this step is necessary for DHS/FEMA to determine eligibility of the applicant.

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NOFO, you can create individual instances of a workspace. Applicants are encouraged to submit their initial applications in Grants.gov at least seven days before the application deadline.

In Grants.gov, applicants need to submit the following forms:

- SF-424, Application for Federal Assistance
- Grants.gov Lobbying Form, Certification Regarding Lobbying

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>

- Create a Workspace:* Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- Complete a Workspace:* Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
- Adobe Reader:* If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

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

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

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant 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 DHS with tracking your issue and understanding background information on the issue.

8. Submitting the Final Application in Non-Disaster Grants System (ND Grants)

After submitting the initial application in Grants.gov, DHS/FEMA notify and advise eligible applicants to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement or, at the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their applications.

Applicants needing assistance registering for the ND Grants system should contact ndgrants@fema.dhs.gov or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see <https://www.fema.gov/non-disaster-grants-management-system>.

In ND Grants, applicants will be prompted to submit the standard application information required as described in the “Content and Form of Application Submission” section below. The Standard Forms are auto-generated in ND Grants, but applicants may access these forms in advance through the Forms tab under the SF-424 family on Grants.gov. Applicants should review these forms before applying to ensure they have all the information required.

For program-specific application submission requirements, please refer to Section C.6, Other RCPGP-Specific Application Information.

9. Timely Receipt Requirements and Proof of Timely Submission

All applications must be received by **07/15/2020 at 5:00 PM EDT**. 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.

10. Content and Form of Application Submission

RCPGP-specific submission requirements include a project narrative, a budget worksheet (see Appendix F for a template that applicants may use), and information regarding regional preparedness partners as described in Section C.6, Other RCPGP-Specific Application Information. All project narratives must conform with the guidance provided in **Appendix C: Project Narrative Template**.

The following forms or information are required to be submitted in either Grants.gov or ND Grants. The Standard Forms (SFs), submitted either through Grants.gov, through forms generated in ND Grants, or as an attachment in ND Grants, are available at <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

- **SF-424, Application for Federal Assistance**, submitted through Grants.gov
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**, submitted through Grants.gov
- **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants
- **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants
- **SF-LLL, Disclosure of Lobbying Activities**, via the forms generated by ND Grants
- **Indirect Cost Agreement or Proposal**, submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. See further information below regarding allowability of indirect costs and documentation requirements, including if the applicant does not have or is not required to have an indirect cost rate agreement or proposal, or contact the relevant Program Analyst or Grants Management Specialist for further instructions.

11. Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (See <https://www.archives.gov/federal-register/codification/executive->

[order/12372.html; https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf](https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf)).

12. Environmental Planning and Historic Preservation (EHP) Compliance

As a federal agency, DHS/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 DHS/FEMA, including grant-funded projects, comply with Federal EHP regulations, laws, and Executive Orders, as applicable.

Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, modification of existing buildings, structures, and facilities, must participate in the DHS/FEMA EHP review process.

The EHP review process involves the submission of a detailed project description along with any supporting documentation requested by DHS/FEMA in order to determine whether the proposed project has the potential to impact environmental resources or historic properties.

In some cases, DHS/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; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies.

Additionally, all recipients and subrecipients receiving funding under a program covered by this Manual are required to comply with [DHS/FEMA EHP Policy Guidance, FEMA Policy #108-023-1](#). The EHP screening form is located <https://www.fema.gov/media-library/assets/documents/90195>, and further EHP guidance can be found at <https://www.fema.gov/media-library/assets/documents/118323>.

13. Funding Restrictions

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal award, 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.

Further description of allowable and unallowable costs is in the following section. See also Section C.6, **Other RCPGP-Specific Application Information** for additional information on funding restrictions.

14. Allowable Costs

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](#). Allowable costs include:

- a. *Pre-Award Costs*: Pre-award costs are allowable only with the prior written approval of DHS/FEMA and as included in the award agreement. To request pre-award costs, a written request must be included with the application, signed by the Authorized Representative of the entity. The letter must outline what the pre-award costs are for, including a detailed budget break-out of pre-award costs from the post-award costs, and a justification for approval

- b. *Management and Administration (M&A) Costs:* M&A activities are those directly relating to the management and administration of the RCPGP funds, such as financial management and monitoring. The recipient may retain a maximum of 5 percent of RCPGP funds awarded for M&A purposes associated with the RCPGP award. Subrecipients may also retain a maximum of 5 percent of the subaward for M&A purposes associated with the RCPGP award.
- c. *Indirect Facilities & Administrative (F&A) Costs:* Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including [2 C.F.R. § 200.414](#). Applicants with a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above.
- d. *Direct Costs (including unallowable costs):*
 - 1) *Planning:* Planning costs are allowed under this program only as described in this NOFO.
 - 2) *Organization:* Organization costs are allowed under this program only as described in this NOFO.
 - 3) *Equipment:* Equipment costs **are NOT allowed** under this program.
 - 4) *Training:* Training costs are allowed under this program only as described in this NOFO.
 - 5) *Exercises:* Exercise costs are allowed under this program only as described in this NOFO.
 - 6) *Personnel:* Personnel hiring, overtime, and backfill expenses, including related fringe benefits, are permitted under this program to perform allowable assessment, planning, training, and exercise activities. Overtime costs for backfill and overtime to enable personnel to train or participate in exercises are allowed under this program only as described in this NOFO.
 - 7) *Consultants/Contractors:* Hiring of full-time or part-time contract planners or consultants to assist with identifying gaps, planning, training, and exercise activities is allowable under this program. Hiring public safety personnel fulfilling traditional public safety duties is **not an allowable cost** under this program.
 - 8) *Travel:* Domestic travel costs are allowed under this program, as provided for in this NOFO. International travel is **not an allowable cost** under this program unless approved in advance by DHS/FEMA.
 - 9) *Conferences:* Rental of space/locations for conferences, meetings, workshops, and webinars are allowable under this program to perform assessments, planning,

training, and exercise activities in a manner consistent with [2 C.F.R. § 200.432](#). Recipients are encouraged to use free public space/locations, whenever available, prior to the rental of space/locations.

- 10) *Supplies*: Materials or supplies are allowable under this program to conduct gap identification, planning, training, and exercise activities.
- 11) *Construction and Renovation*: Construction and renovation costs **are not an allowable cost** under this program.
- 12) *Maintenance and Sustainment*: Maintenance and sustainment are **not an allowable cost** under this program.

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

Applications must conform with the guidance provided in **Appendix C: Project Narrative Template**. FY 2020 RCPGP applications will be also evaluated for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed Project Narrative template. Below is a short summary of the evaluation criteria. The full criteria can be found in **Appendix D: Evaluation Criteria and Scoring**, which details the specific criteria aligned to each of the Project Narrative requirements and the maximum number of points an application can receive for each criterion. The five base criteria earn up to 100 total possible points; the BONUS criterion brings the total to 115 possible points.

- 1) Need: The applicant demonstrates need for grant funds, including identifying their current capabilities (as applicable) and associated gaps/needs for a project to build beyond current capabilities within the core capabilities of interest. (Possible Points: 0 – 20 max)
- 2) Project Design: The applicant demonstrates an effective and sustainable project approach for building their current capability within the 36-month period of performance, including the specific project implementation, project management, and regional collaboration approaches. (Possible Points: 0 – 35 max)
- 3) Impact: The applicant demonstrates the proposed project's regional impact, including how the project will build the applicant's capabilities, performance measures the project is expected to achieve, and how the project can be scaled or replicated to benefit national preparedness. (Possible Points: 0 – 25 max)
- 4) Budget: The applicant demonstrates a reasonable and cost-effective budget (based on the Budget Detail Worksheet and Project Narrative), including explanation of reasonable project costs across the requested categories, the project's relative cost effectiveness and sustainability, and the applicant's ability to manage federal grants. (Possible Points: 0 – 20 max)

5) Bonus: Bonus points will be applied for project proposals that:

- Address regional pandemic preparedness, including Housing or Logistics/Supply Chain Management projects that address pandemic preparedness considerations.
- Benefit multiple states or more than one of the top 100 most-populous MSAs.
- Commit to a 10% or greater cost share in the proposal.

See **Appendix D: Evaluation Criteria and Scoring** for additional details on how bonus points will be applied.

b. Financial Integrity Criteria

Prior to making a federal award, DHS/FEMA is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- 1) Financial stability.
- 2) Quality of management systems and ability to meet management standards.
- 3) History of performance in managing federal award.
- 4) Reports and findings from audits.
- 5) Ability to effectively implement statutory, regulatory, or other requirements.

c. Supplemental Financial Integrity Review

Prior to making a Federal award where the anticipated Federal share of a Federal award will be greater than the simplified acquisition threshold, currently \$250,000 (see Section 805 of the National Defense Authorization Act for Fiscal Year 2008, Pub. L. No. 115-91, OMB Memorandum M-18-18 at:

<https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>; see also *FEMA GPD Information Bulletin No. 434, Increases and Changes to the Micro-Purchase and Simplified Acquisition Thresholds*):

- 1) DHS/FEMA is required to review and consider any information about the applicant in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS) and is also accessible through the SAM website.
- 2) An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a Federal awarding agency previously entered.
- 3) DHS/FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants, as described in 2 C.F.R. § 200.205.

2. Review and Selection Process

a. Initial Review

Eligibility Screening: FY 2020 RCPGP applications will receive an initial screening to verify applicant eligibility by FEMA prior to the Review Panel's application consideration. FEMA will not process incomplete applications for further review and will not consider them for funding.

FEMA will conduct an initial review of all applications to verify applicant eligibility and ensure each application is complete. All eligible and complete applications will progress to the applicable FEMA program office for further review. FEMA staff will review the following during the eligibility screening:

- 1) Applicant is an eligible jurisdiction as defined under the Eligible Applicants header of Section C of this NOFO, above.
- 2) Applicant has conformed to the Eligibility Criteria in Section C of this NOFO, above.
- 3) Applicant has submitted all required assurances and standard forms.
- 4) Application includes a Project Narrative that aligns with the format requirements specified in **Appendix C: Project Narrative Template**.
- 5) Application includes a Budget Detail Worksheet (**Appendix F: Budget Detail Worksheet Template**).

b. Application Review Process

Review Panel: Applications will be reviewed and scored by a review panel comprising personnel from FEMA headquarters and regional offices. Applicants that do not meet eligibility and application submission requirements will not be evaluated and scored by the review panel. The review panel will score applications based on specific criteria aligned to the requirements outlined in **Appendix C: Project Narrative Template**. Each application will be reviewed by no less than two reviewers. The review panel will score applications based on the evaluation criteria, taking into consideration completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed project.

c. Application Selection Process

All final scores will be sorted in descending order and applicants will be selected for recommendation from the highest score to lowest score until available FY 2020 RCPGP funding has been exhausted.

FEMA senior leadership will review all ranked scoring results to prioritize the top-scoring applications. Final funding determinations will be made by the Administrator of FEMA.

F. Federal Award Administration Information

1. Notice of Award

The ND Grants system will notify applicants of award approval through an automatic electronic mail to the awardee-authorized official listed in the initial application. The “award date” for the FY 2020 RCPGP Program will be the date that DHS/FEMA approves the award. The awardee should follow the directions in the notification to confirm acceptance of the award.

Recipients must accept their awards no later than 60 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 an award in the ND Grants system, please see the [ND Grants Grant Recipient User Guide](#).

Funds will remain on hold until the recipient accepts the award through the ND Grants system and satisfies all other conditions of award, or if the award is otherwise rescinded. Failure to accept the grant award within the 60-day timeframe may result in a loss of funds.

2. Administrative and National Policy Requirements

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

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

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.

3. Reporting

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

a. Federal Financial Reporting Requirements

- 1) *Federal Financial Report (FFR)*: Recipients must report obligations and expenditures on a quarterly basis through the FFR form (SF-425) to DHS/FEMA. Recipients may review the Federal Financial Reporting Form (FFR) (SF-425) at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1>. Recipients must file the FFR electronically using the Payment and Reporting Systems ([PARS](#)).

- 2) *Financial Reporting Periods and Due Dates*: An FFR must be submitted quarterly throughout the period of performance (POP), including partial calendar quarters, as well as in periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate a lack of progress, or are insufficient in detail.

The following reporting periods and due dates apply for the FFR:

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

b. Program Performance Reporting Requirements

- 1) *Performance Progress Reports (PPR)*: Recipients are responsible for providing updated performance reports to FEMA Regions using a Microsoft Word document summary attached in ND Grants on a semiannual basis. The Performance Progress Reports must be based on the approved RCPGP Project Narrative (Refer to **Appendix C: Project Narrative Template** for additional details).

The Performance Progress Report must include the following in the status summary:

- Provide a brief narrative of the overall project status;
- Identify accomplishments and milestones achieved as they relate to building the approved project by Planning, Organization, Training, and Exercises;
- Summarize build expenditures by Planning, Organization, Training, and Exercises;
- Describe any potential issues that may affect project completion; and
- Describe any potential changes to the selected performance measures for the project.

- 2) *Program Performance Reporting Periods and Due Dates*

The following reporting periods and due dates apply for the Program Performance Reports:

Reporting Period	Report Due Date
January 1 – June 30	July 30
July 1 – December 31	January 30

Grant recipients will be required to submit an application, annual SPR submission, and final narrative report. If the grant recipient is not otherwise required to complete an annual SPR they must either partner with their state and use the state's annual SPR submission to meet this requirement or work with their

SAA to develop the THIRA/SPR capability assessment as part of their grant application and again at the end of the period of performance.

Application and reporting materials will be uploaded into ND Grants.

c. Close Out Reporting Requirements

Within 90 days after the end of the POP for the prime award or after an amendment has been issued to close out an award, whichever occurs first, recipients must submit the following documentation in ND Grants:

- 1) The final request for payment, if applicable;
- 2) The final FFR (SF-425);
- 3) Final PPR;
- 4) A qualitative narrative summary of the impact of those accomplishments throughout the entire POP submitted to the respective FEMA Program Analyst; and
- 5) Other documents required by program guidance, NOFOs, appendices to this Manual, or terms and conditions of the award.

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. § 200.343. Recipients must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to DHS/FEMA during the closeout of their prime award.

After the prime award closeout reports have been reviewed and approved by DHS/FEMA, a closeout notice will be completed. The notice will indicate the POP as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the award records for at least three years from the date of the final FFR. The record retention period may be longer than three years due to an audit, litigation, or other circumstances outlined in 2 C.F.R. § 200.333.

Recipients are responsible for refunding to FEMA any unobligated balances that FEMA paid that are not authorized to be retained per 2 C.F.R. § 200.343(d).

d. Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with DHS/FEMA the recipient must notify DHS/FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

- 1) Are presently excluded or disqualified;
- 2) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;

- 3) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
- 4) Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

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

e. Reporting of Matters Related to Recipient Integrity and Performance

Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds \$10,000,000 for any period of time during the period of performance of an award under this funding opportunity. Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

f. Single Audit Report

For fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000.00 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report, also known as a “single audit” report.

The audit must be performed in accordance with the requirements of Government and Accountability Office’s (GAO) Government Auditing Standards, located at <https://www.gao.gov/yellowbook/overview>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f>.

4. Monitoring and Evaluation

Per 2 C.F.R. § 200.336, DHS/FEMA through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems to review project accomplishments and to provide any required technical assistance. During site visits, DHS/FEMA will review grant recipients’ files related to the grant award. As part of any monitoring and program evaluation activities, grant recipients must permit DHS/FEMA, upon reasonable notice, to review grant-related records and to interview the organization’s staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to DHS/FEMA requests for information relating to the grant program.

RCPGP recipients will be monitored programmatically and financially annually and as needed by DHS/FEMA Regional staff to ensure that activities, project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review, onsite 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 that may be needed.

As part of its grant oversight responsibility, DHS/FEMA is conducting a series of grant effectiveness case studies jointly with grant recipients to highlight how states and urban areas have used Federal grants to improve preparedness. The purpose of the project is to better understand the factors that jurisdictions consider when determining which grant projects to fund, understand how jurisdictions measure grant effectiveness, and document key findings and success stories that will help both grant recipients and DHS/FEMA more effectively communicate the importance of Federal grant programs to policymakers and the public. Although not mandatory, recipients are encouraged to participate given the mutual benefits to be gained from this collaborative effort.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

a. FEMA Regional Offices

FEMA Regional offices manage, administer, and conduct the application budget review, create the award package, approve, amend, and close out awards, as well as conduct cash analysis, financial and programmatic monitoring, and audit resolution for the RCPGP. The Regions also provide technical assistance to RCPGP awardees. FEMA Regional Office contact information is available at <https://www.fema.gov/fema-regional-contacts>.

b. Program Office

The FEMA Program Office provides support in addressing specific programmatic questions regarding the FY 2020 RCPGP Program. The Program Office can be reached by e-mail at: FEMA-RCPGP@fema.dhs.gov.

c. Centralized Scheduling and Information Desk (CSID)

CSID is a non-emergency comprehensive management and information resource developed by DHS/FEMA for grants stakeholders. CSID provides general information on all DHS/FEMA grant programs and maintains a comprehensive database containing key personnel contact information. When necessary, recipients will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by email at ASKCsid@fema.dhs.gov, Monday through Friday, 9 a.m. – 5 p.m. ET.

d. DHS/FEMA/GPD Grant Operations Division

GPD's Grant Operations Division Business Office provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the FEMA Call Center via email to ASK-GMD@fema.dhs.gov.

e. GPD Environmental Planning and Historic Preservation (GPD EHP)

The DHS/FEMA GPD EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects or the EHP review process, including the submittal of EHP review materials, should be sent to gpdehpinfo@fema.dhs.gov. EHP Technical Assistance, including the EHP Screening Form, can be found online at <https://www.fema.gov/media-library/assets/documents/90195>.

2. Systems Information

a. Grants.gov

For technical assistance with [Grants.gov](https://www.grants.gov), please call the [Grants.gov](https://www.grants.gov) customer support hotline at (800) 518-4726. Grants.gov Applicant Support is available 24/7 (except federal holidays). For more information: <https://www.grants.gov/web/grants/support.html>.

b. ND Grants System

For technical assistance with the ND Grants System, please contact the ND Grants Helpdesk at ndgrants@fema.dhs.gov or (800) 865-4076, Monday through Friday, 9 a.m. – 5 p.m. ET.

c. Payment and Reporting System (PARS)

DHS/FEMA uses the DHS/FEMA [Payment and Reporting System \(PARS\)](#) for financial reporting, invoicing, 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 recipients must complete a Standard Form 1199A, Direct Deposit Form.

H. Additional Information

1. Extensions

DHS/FEMA will generally not extend the period of performance of an award under this NOFO. DHS/FEMA will only grant extensions to an award's period of performance on request for any recipient who can demonstrate good cause exists to justify extending the period of performance. Good cause for an extension may include technical problems outside of the recipient's control that prevent completion of the award by the end of the period of performance, or other exigent or emergency circumstances. Extensions based on exigent or emergency circumstances will be made on case-by-case basis, with the final determination resting with DHS/FEMA.

Extensions to the initial POP identified in the award will only be considered through formal, written requests to the recipient's FEMA Program Analyst and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with the FEMA Program Analyst as needed when preparing an extension request. All extension requests must address the following:

- The grant program, fiscal year, and award number;
- Reason for the delay, including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline;

- Current status of the activity(is);
- Approved POP termination date and new project completion date;
- Amount of funds drawn down to date;
- Remaining available funds, both federal and non-federal;
- Budget outlining how remaining federal and non-federal funds will be expended;
- Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and
- Certification that the activity(ies) will be completed within the extended POP without any modification to the original Statement of Work, as described in the investment justification and as approved by FEMA.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the grant recipient with vendors or subrecipients prevent completion of the project within the existing POP;
- The project must undergo a complex environmental review that cannot be completed within the existing POP;
- Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
- Where other special or extenuating circumstances exist.

Recipients should submit all proposed extension requests to FEMA for review and approval at least 90 days prior to the end of the POP to allow sufficient processing time. Extensions are typically granted for no more than a six-month period.

2. Revision of Budget and Project Plans

Under limited circumstances, a recipient may revise their budget and project plans with prior written approval from FEMA, and in a manner consistent with 2 C.F.R. § 200.308. Circumstances to allow such reprogramming requests may include, but are not limited to: THIRA/SPR updates that point to an urgent need to revise project plans; an inability to complete the original project; disaster events perpetuating an immediate need to reprioritize funds; and changes in regulatory requirements. A recipient's reprogramming request must explain the deviation from the original project, including the reasons that necessitate modifications to the original, approved project and what specific circumstances occurred after the time of its award that necessitate the reprogramming request. The recipient must also identify how the reprogramming request aligns with RCPGP priorities and the recipient's original application. Reprogramming requests must be submitted in writing to the FEMA Regional Office that is responsible for administering the award.

3. Procurement Integrity

Through audits conducted by DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with Federal procurement policies jeopardizes the integrity of the grant as

well as the grant program. Noncompliance with the Federal procurement rules may result in FEMA imposing specific conditions as described in [2 C.F.R. § 200.207](#) or other remedies for noncompliance under [2 C.F.R. § 200.338](#).

The below highlights the Federal procurement requirements for FEMA recipients when procuring goods and services with Federal grant funds. DHS will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with Federal Procurement Standards at [2 C.F.R. §§ 200.317 – 200.326](#).** Select requirements under these standards are listed below. The recipient must comply with all requirements, even if they are not listed below.

Under [2 C.F.R. § 200.317](#), when procuring property and services under a Federal award, states must follow the same policies and procedures they use for procurements from their non-Federal funds; additionally, states must follow [2 C.F.R. § 200.322](#) regarding procurement of recovered materials, and [2 C.F.R. § 200.326](#) regarding required contract provisions.

All other non-Federal entities, such as tribes, must use their own documented procurement procedures which reflect applicable state, local, territorial and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in [2 C.F.R. Part 200](#). These standards include, but are not limited to, providing for full and open competition consistent with the standards of [2 C.F.R. § 200.319](#).

a. Competition and Conflicts of Interest

Among the requirements of [2 C.F.R. § 200.319\(a\)](#) applicable to all non-Federal entities other than states, to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers this an organizational conflict of interest and interprets this restriction as applying to contractors that help a recipient develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when such former employees worked on such activities while they were employees of the non-Federal entity.

Under this prohibition, unless the non-Federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with [2 C.F.R. §§ 200.317 – 200.326](#), Federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of such specifications. This rule applies to all contracts funded with Federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business.
- Requiring unnecessary experience and excessive bonding.
- Noncompetitive pricing practices between firms or between affiliated companies.
- Noncompetitive contracts to consultants that are on retainer contracts.
- Organizational conflicts of interest.
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement.
- Any arbitrary action in the procurement process.

Pursuant to [2 C.F.R. § 200.319\(b\)](#), non-Federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, territorial or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Under [2 C.F.R. § 200.318\(c\)\(1\)](#), non-Federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity

If the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-Federal entity must

disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

b. Supply Schedules and Purchasing Programs

Generally, a non-Federal entity may seek to procure goods or services from a Federal supply schedule, state supply schedule, or group purchasing agreement.

- 1) *General Services Administration Schedules:* States, tribes, and local governments, and any instrumentality thereof (such as local education agencies or institutions of higher education) may procure goods and services from a General Services Administration (GSA) schedule. GSA offers multiple efficient and effective procurement programs for state, tribal, and local governments, and instrumentalities thereof, to purchase products and services directly from pre-vetted contractors. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term government-wide contracts with commercial firms that provide access to millions of commercial products and services at volume discount pricing.

Information about GSA programs for states, tribes, and local governments, and instrumentalities thereof, can be found at <https://www.gsa.gov/resources-for/programs-for-State-and-local-governments> and <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments>.

For tribes, local governments, and their instrumentalities that purchase off of a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, tribes, local governments, and their instrumentalities will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.326, such as contract cost and price (§ 200.323) and solicitation of minority, women-owned, or small businesses (§ 200.321).

- 2) *Other Supply Schedules and Programs:* For non-Federal entities other than states, such as tribes, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, for such procurements by to be permissible, the following must be true:
 - The procurement of the original contract or purchasing schedule and its use by the recipient complies with state and local law, regulations, and written procurement procedures.
 - The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the recipient and other similar types of entities.
 - The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-Federal entity falls within the scope of work under the contract as to type, amount, and geography.

- The procurement of the original contract or purchasing schedule complied with all the procurement standards applicable to a non-Federal entity other than states under at [2 C.F.R. §§ 200.317 – 200.326](#).
- With respect to the use of a purchasing schedule, the recipient must follow ordering procedures that adhere to state and local laws and regulations and the minimum requirements of full and open competition under [2 C.F.R. Part 200](#).

If a non-Federal entity other than a state seeks to use such a state supply schedule, cooperative purchasing program, or other similar type of arrangement, it is recommended that recipients discuss their procurement plans with the FEMA Grant Programs Directorate.

c. Procurement Documentation

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. States and territories are encouraged to maintain this information as well and are reminded that in order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g). Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

4. Actions to Address Noncompliance

Non-federal entities receiving financial assistance from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, policies, and this Manual. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient. This potential or actual noncompliance may be discovered through routine monitoring, audits, closeout, or reporting from various sources.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.207 and 200.338, FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. § 200.338, or it may do both. In the event the noncompliance is not able to be corrected by imposing additional conditions or if the recipient or subrecipient refuses to correct the matter, FEMA may use other remedies allowed under 2 C.F.R. § 200.338. These remedies

include actions to disallow costs, recover funds, wholly or partly suspend or terminate the award, initiate suspension and debarment proceedings, withhold further federal awards, or take other actions that may be legally available.

FEMA may discover and take action on noncompliance even after an award has been closed. The closeout of an award does not affect FEMA's right to disallow costs and recover funds as long the action to disallow costs takes place during the record retention period. *See* 2 C.F.R. §§ 200.333, 200.344(a). Closeout also does not affect the obligation of the non-federal entity to return any funds due as a result of later refunds, corrections, or other transactions. 2 C.F.R. § 200.344(a)(2). The types of funds FEMA might attempt to recover include, but are not limited to, improper payments, cost share reimbursements, program income, interest earned on advance payments, or equipment disposition amounts.

FEMA may seek to recover disallowed costs through a Notice of Potential Debt Letter, Remedy Notification, or other letter. The document will describe the potential amount owed, the reason why FEMA is recovering the funds, the recipient's appeal rights, how the amount can be paid, and the consequences for not appealing or paying the amount by the deadline. If the recipient neither appeals nor pays the amount by the deadline, the amount owed will become final. Potential consequences if the debt is not paid in full or otherwise resolved by the deadline include the assessment of interest, administrative fees, and penalty charges; administratively offsetting the debt against other payable federal funds; and transferring the debt to the U.S. Department of the Treasury for collection.

FEMA notes the following common areas of noncompliance for the preparedness grant programs:

- Insufficient documentation and lack of record retention.
- Failure to follow the procurement under grants requirements.
- Failure to submit closeout documents in a timely manner.
- Failure to follow EHP requirements.
- Failure to comply with the POP deadline.

5. Disability and Limited English Proficiency Integration

Preparedness grant recipients should engage with the whole community to advance individual and community preparedness and to work as a nation to build and sustain resilience. In doing so, recipients are encouraged to consider the needs of individuals with disabilities and limited English proficiency in the activities and projects funded by the grant.

FEMA expects that the integration of the needs of people with disabilities and limited English proficiency will occur at all levels, including planning; alerting, notification, and public outreach; training; protective action implementation; and exercises/drills. The following are examples that demonstrate the integration of the needs of people with disabilities and limited English proficiency in carrying out FEMA awards:

- Include representatives of organizations that work with/for people with disabilities on planning committees, work groups and other bodies engaged in development and implementation of the grant programs and activities.

- Hold all activities related to the grant in locations that are accessible to persons with physical disabilities to the extent practicable.
- Acquire language translation services, including American Sign Language, that provide public information across the community and in shelters.
- Ensure shelter-specific grant investments are in alignment with FEMA's [Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters](#).
- Implement specific procedures used by public transportation agencies that include evacuation and passenger communication plans and measures for individuals with disabilities.
- Identify, create, and deliver training to address any training gaps specifically aimed toward whole-community preparedness. Include and interact with individuals with disabilities, aligning with the designated program capability.
- Establish best practices in inclusive planning and preparedness that consider physical access, language access, and information access. Examples of effective communication access include providing auxiliary aids and services such sign language interpreters, Computer Aided Real-time Translation (CART), and materials in braille or alternate formats.

RCPGP grant recipients can fund projects towards the resiliency of the whole community, including people with disabilities and limited English proficiency, such as training and exercises, provided that the project aligns with this NOFO and the terms and conditions of the award.

Appendix A: Incorporating Community Lifelines

FEMA places significant emphasis on development and delivery of programs that enable [Community Lifelines](#). Community Lifelines are a construct that characterize essential functions and services that must be rapidly stabilized for a community to recover from an incident and allows decision-makers to:

- Prioritize, sequence, and focus response efforts towards maintaining or restoring the most critical services and infrastructure;
- Utilize a common lexicon to facilitate unity of purpose across all stakeholders;
- Promote a response that facilitates unity of purpose and better communication amongst the whole community (federal, state, tribal, territorial, and local governments, and private sector and non-governmental entities); and
- Clarify which components of the disaster are complex (multifaceted) or complicated (difficult), requiring cross-sector coordination.

Lifelines will be used to:

- Enhance the ability to gain, maintain, and communicate situational awareness for the whole community in responding to disasters;
- Analyze impacts to the various lifelines and develop priority focus areas for each operational period during response;
- Identify and communicate complex interdependencies to identify major limiting factors hindering stabilization; and
- Update the National Response Framework to reflect use of lifelines in response planning.

Lifelines include opportunities to:

- Enable a true unity of effort between government, non-governmental organizations, and the private sector, including infrastructure owners and operators;
- Integrate preparedness efforts, existing plans, and identify unmet needs to better anticipate response requirements; and
- Refine reporting sources and products to enhance situational awareness, best determine capability gaps, and demonstrate progress towards stabilization.

The Community Lifelines are Safety and Security; Food, Water, and Sheltering; Health and Medical; Energy (Power and Fuel); Communications; Transportation; and Hazardous Material.

In developing applications for the FY 2020 RCPGP, recipients will be required to fund projects that align to the following core capability priority areas, depending on selected project type:

- Pandemic Preparedness Projects: In support of the **Health and Medical** community lifeline, at a minimum, the proposed project must support both the *Public Health, Healthcare, and Emergency Medical Services* and *Fatality Management Services* core capabilities.
- Housing and Logistics/Supply Chain Management Projects: In support of the **Food, Water, and Sheltering** community lifeline, the proposed project must support either the *Housing* or the *Logistics and Supply Chain Management* core capability.

Appendix B: 100 Most Populous Metropolitan Statistical Areas (2019)

The following list of the 100 most populous MSAs is taken from [Census Bureau's 2019 Population Estimates](#). **Bolding** indicates the first principal city for each MSA.

- | | | |
|---|--|--|
| 1. New York -Newark-Jersey City, NY-NJ-PA | 27. Pittsburgh , PA Metro Area | 64. Albany -Schenectady-Troy, NY |
| 2. Los Angeles -Long Beach-Anaheim, CA | 28. Las Vegas -Henderson-Paradise, NV | 65. McAllen -Edinburg-Mission, TX |
| 3. Chicago -Naperville-Elgin, IL-IN-WI | 29. Cincinnati , OH-KY-IN | 66. Knoxville , TN |
| 4. Dallas -Fort Worth-Arlington, TX | 30. Austin -Round Rock-Georgetown, TX | 67. New Haven -Milford, CT |
| 5. Houston -The Woodlands-Sugar Land, TX | 31. Kansas City , MO-KS | 68. Baton Rouge , LA |
| 6. Washington -Arlington-Alexandria, DC-VA-MD-WV | 32. Columbus , OH | 69. Oxnard -Thousand Oaks-Ventura, CA |
| 7. Miami -Fort Lauderdale-Pompano Beach, FL | 33. Cleveland -Elyria, OH | 70. Allentown -Bethlehem-Easton, PA-NJ |
| 8. Philadelphia -Camden-Wilmington, PA-NJ-DE-MD | 34. Indianapolis -Carmel-Anderson, IN | 71. El Paso , TX |
| 9. Atlanta -Sandy Springs-Alpharetta, GA | 35. San Juan -Bayamón-Caguas, PR | 72. Columbia , SC |
| 10. Boston -Cambridge-Newton, MA-NH | 36. San Jose -Sunnyvale-Santa Clara, CA | 73. North Port -Sarasota-Bradenton, FL |
| 11. Phoenix -Mesa-Chandler, AZ | 37. Nashville -Davidson--Murfreesboro--Franklin, TN | 74. Dayton -Kettering, OH |
| 12. San Francisco -Oakland-Berkeley, CA | 38. Virginia Beach -Norfolk-Newport News, VA-NC | 75. Charleston -North Charleston, SC |
| 13. Riverside -San Bernardino-Ontario, CA | 39. Providence -Warwick, RI-MA | 76. Greensboro -High Point, NC |
| 14. Detroit -Warren-Dearborn, MI | 40. Milwaukee -Waukesha, WI | 77. Cape Coral -Fort Myers, FL |
| 15. Seattle -Tacoma-Bellevue, WA | 41. Jacksonville , FL | 78. Stockton , CA |
| 16. Minneapolis -St. Paul-Bloomington, MN-WI | 42. Oklahoma City , OK | 79. Little Rock -North Little Rock-Conway, AR |
| 17. San Diego -Chula Vista-Carlsbad, CA | 43. Raleigh -Cary, NC | 80. Colorado Springs , CO |
| 18. Tampa -St. Petersburg-Clearwater, FL | 44. Memphis , TN-MS-AR | 81. Boise City , ID |
| 19. Denver -Aurora-Lakewood, CO | 45. Richmond , VA | 82. Lakeland -Winter Haven, FL |
| 20. St. Louis , MO-IL | 46. New Orleans -Metairie, LA | 83. Akron , OH |
| 21. Baltimore -Columbia-Towson, MD | 47. Louisville /Jefferson County, KY-IN | 84. Springfield , MA |
| 22. Charlotte -Concord-Gastonia, NC-SC | 48. Salt Lake City , UT | 85. Des Moines -West Des Moines, IA |
| 23. Orlando -Kissimmee-Sanford, FL | 49. Hartford -East Hartford-Middletown, CT | 86. Poughkeepsie -Newburgh-Middletown, NY |
| 24. San Antonio -New Braunfels, TX | 50. Buffalo -Cheektowaga, NY | 87. Ogden -Clearfield, UT |
| 25. Portland -Vancouver-Hillsboro, OR-WA | 51. Birmingham -Hoover, AL | 88. Winston-Salem , NC |
| 26. Sacramento -Roseville-Folsom, CA | 52. Rochester , NY | 89. Madison , WI |
| | 53. Grand Rapids -Kentwood, MI | 90. Deltona -Daytona Beach-Ormond Beach, FL |
| | 54. Tucson , AZ | 91. Syracuse , NY |
| | 55. Tulsa , OK | 92. Toledo , OH |
| | 56. Fresno , CA | 93. Wichita , KS |
| | 57. Urban Honolulu , HI | 94. Durham -Chapel Hill, NC |
| | 58. Worcester , MA-CT | 95. Provo -Orem, UT |
| | 59. Bridgeport -Stamford-Norwalk, CT | 96. Augusta -Richmond County, GA-SC |
| | 60. Omaha -Council Bluffs, NE-IA | 97. Jackson , MS |
| | 61. Albuquerque , NM | 98. Palm Bay -Melbourne-Titusville, FL |
| | 62. Greenville -Anderson, SC | 99. Harrisburg -Carlisle, PA |
| | 63. Bakersfield , CA | 100. Chattanooga , TN-GA |

Appendix C: Project Narrative Template

A. Required Format

Applicants must format the application according to the following guidance.

- Document Type: The Project Narrative must be submitted in Microsoft Word or Adobe Portable Document Format (PDF).
- Spacing: Single
- Typeface:
 - Narrative: Times New Roman, Arial, Calibri, or Cambria; 12 pt. font size
 - Citations (in-text, endnote/footnote): Times New Roman, Arial, Calibri, or Cambria 10, 11, or 12 pt. font sizes
 - Spreadsheet or Table Data Figures, Notes, and Titles: Times New Roman, Arial, Calibri, or Cambria 10, 11, or 12 pt. font sizes
 - Graphics (such as pictures, models, charts, and graphs): Times New Roman, Arial, Calibri, or Cambria 10, 11, or 12 pt. font sizes
- Margins: 1 inch
- Indentation/Tabs: Applicant's discretion
- Page Orientation: Portrait; exception: landscape may be used for spreadsheets and tables
- Maximum number of pages, not including cover and indirect cost rate agreement: 10 (see the Project Narrative below for the maximum number of pages for each section).
- Graphics (e.g., pictures, models, charts, and graphs) will be accepted but are not required.
- Primary font color will be black; however, other colors such as red and blue may be used for emphasis as appropriate.
- Bold or italicized font may be used but is not required.
- Spreadsheet or table format is acceptable where appropriate (e.g., timelines and matrices) but not mandatory.

DHS/FEMA will not review or consider for funding any application that does not conform to the above criteria.

B. Required Application Contents

Applicants must present the contents of the application using the following arrangement.

Applications must not include any Classified information and should not include any Law Enforcement Sensitive information.

FEMA will not consider any letters of endorsement or support submitted separately from an application. If statements of endorsement or support testimony are provided, they must be included in the Project Narrative.

Project Narrative			
Section	Question	Response	Possible Points
Background	<ol style="list-style-type: none"> 1. Identify the primary applicant applying for the program and the Points of Contact (POC)s for this project, including the following: <ul style="list-style-type: none"> - Name of primary applicant - Name and title of the lead POC - POC's full mailing address - POC's telephone number - POC's email address 2. Name and title of the single authorizing official, or AOR, for the organization (i.e., the individual authorized to sign a grant award) <ul style="list-style-type: none"> - Authorizing official's full mailing address - Authorizing official's telephone number - Authorizing official's email address 3. Names of any additional entity(ies) participating on the project. 	Does not count toward the total page count limitation.	N/A
Need	<ol style="list-style-type: none"> 1. Select one or more core capability focus areas addressed by the project (see Project Narrative Option Descriptions). 2. Provide or complete capability assessment for the core capability focus area(s) (see Project Narrative Option Descriptions). 3. Describe the applicant's existing capability levels for the selected core capability focus area(s). 4. Describe the current capability gap/need identified to build within the core capability focus area(s). 	Two (2) pages maximum	0-20
Project Design	<ol style="list-style-type: none"> 1. Describe the proposed activities of the project, including any planning, organization, training and/or exercises. 2. Describe why/how this project is the best approach to build upon current capabilities. 3. Provide a breakdown of roles & contributions between each of the 	Six (6) pages maximum	0-35

Project Narrative			
Section	Question	Response	Possible Points
	<p>project partners. If no additional partners are participating, please explain why.</p> <p>4. <i>For States and Territories Only:</i> Provide a written statement explaining the statewide or multi-state impact of the proposed investment and attesting to the advance coordination and support of at least one of the 100 most populous MSAs within the state/territory.</p> <p>5. <i>Local Governments Only:</i> Provide a written statement certifying that the applicant's chief executive (e.g., mayor, city manager, or county executive) and, as applicable, the chief executive of the first principal city of the MSA, supports the application as the local government's single application.</p> <p>6. Describe an overall project plan, timeline and milestones that are critical to the success of the project and associated dates.</p>		
Impact	<p>1. Complete performance measures this project is expected to achieve (see Project Narrative Option Descriptions).</p> <p>2. Complete an estimated capability assessment for the core capability focus area(s) AFTER completion of the project (see Project Narrative Option Descriptions).</p> <p>3. Describe how core capabilities will be improved/built after the completion of this project.</p> <p>4. Describe how the findings or deliverables from the proposed project can be scaled, replicated, or otherwise benefit national preparedness.</p>	Two (2) pages maximum	0-25
Budget	<p>1. Provide a budget narrative and detailed budget worksheet of the</p>	Two (2) pages maximum	0-20

Project Narrative			
Section	Question	Response	Possible Points
	<p>project, including how project dollars requested will be used in the Planning, Organization, Training, or Exercises (POTE) solution area(s).</p> <p>a. Please include total project dollars in the detailed budget worksheet, including alternate funding sources, match, or cost share agreements.</p> <p>2. Describe the applicant's plan for sustaining the capabilities built from this funding, including the resources the applicant will use to support sustainment after the grant funds and period of performance expires. If no other funding sources are necessary, please explain.</p> <p>3. Describe the applicant's ability to manage federal grants, such as (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing Federal awards; (4) reports and findings from audits; and (5) ability to implement effectively statutory, regulatory, or other requirements.</p>		

Project Narrative Option Descriptions			
Regional Pandemic Preparedness Projects			
Section	Requirement	Mandatory	Optional
Need	1. Address project need based on identified core capability gaps.	Address <u>each</u> of the following core capabilities: A. <i>Public Health, Healthcare, and Emergency Medical Services</i> ; B. <i>Fatality Management Services</i> ; C. <i>Health and Social Services</i> ; D. <i>Logistics and Supply Chain Management</i> ; E. <i>Economic Recovery</i> .	Address other core capabilities applicable to regional pandemic preparedness.
Need	2. Complete the current capability assessment/target for each of the above core capabilities.	A. Within (#) (time) of an incident, complete triage, begin definitive medical treatment, and transfer to an appropriate facility (#) people requiring medical care. B. Within (#) (time) of an incident, complete the recovery, identification, and mortuary services, including temporary storage services, for (#) fatalities. C. Within (#) (time) of an incident, restore functions at (#) affected healthcare facilities and social service organizations. D. Within (#) (time) of an incident, identify and mobilize life-sustaining commodities, resources, and services to (#) people requiring shelter and (#) people requiring food and water. Maintain distribution system for (#) (time). E. Within (#) (time) of an incident, reopen (#) businesses closed due to the incident.	See Appendix E for capability assessments for each pandemic related core capability.
Impact	3. Complete applicable solution area performance measures this project is expected to achieve for the applicant.	<i>Planning</i> <ul style="list-style-type: none"> • # of new plans and protocols developed • # of new mutual aid agreements developed <i>Organizing</i> <ul style="list-style-type: none"> • # of new, full-time agency personnel hired • # of new part-time staff or contractors/consultants hired • # of new volunteers recruited • # of new partner organizations recruited • # of new standard operating procedures developed 	

		<ul style="list-style-type: none"> • # of new financial resource supports <i>Training</i> <ul style="list-style-type: none"> • # of training workshops or conferences held • # of attendees at training workshops or conferences held • # of personnel certified <i>Exercising</i> <ul style="list-style-type: none"> • # of gaps or challenges identified from exercises • # of new individuals participating in exercises • # of new organizations/partners participating in exercises • # of After-Action Reports/Improvement Plans (AAR/IP) submitted 	
Impact	4. Complete an estimated capability assessment for the applicant's core capability focus area (AFTER completion of the project.)	<p>A. Within (#) (time) of an incident, complete triage, begin definitive medical treatment, and transfer to an appropriate facility (#) people requiring medical care.</p> <p>B. Within (#) (time) of an incident, complete the recovery, identification, and mortuary services, including temporary storage services, for (#) fatalities.</p> <p>C. Within (#) (time) of an incident, restore functions at (#) affected healthcare facilities and social service organizations.</p> <p>D. Within (#) (time) of an incident, identify and mobilize life-sustaining commodities, resources, and services to (#) people requiring shelter and (#) people requiring food and water. Maintain distribution system for (#) (time).</p> <p>E. Within (#) (time) of an incident, reopen (#) businesses closed due to the incident.</p>	See Appendix E for capability assessments for each pandemic related core capability.

Project Narrative Option Descriptions			
Housing or Logistics/Supply Chain Management Projects			
Section	Requirement	Option	
		A	B
Need	1. Select one core capability, either Housing or Logistics and Supply Chain Management, as a focus area of the project under Food, Water, Sheltering.	A. Housing	B. Logistics and Supply Chain Management
Need	2. Complete the current capability assessment for the applicant for the core capability focus area.	F. Within (#) (time) of an incident, (#) people requiring long-term housing, including (#) people with access and functional needs requiring accessible long-term housing, find and secure long-term housing.	G. Within (#) (time) of an incident, identify and mobilize life-sustaining commodities, resources, and services to (#) people requiring shelter and (#) people requiring food and water. Maintain distribution system for (#) (time).
Impact	3. Complete applicable solution area performance measures this project is expected to achieve for the applicant.	<p><i>Planning</i></p> <ul style="list-style-type: none"> • # of new plans and protocols developed • # of new mutual aid agreements developed <p><i>Organizing</i></p> <ul style="list-style-type: none"> • # of new, full-time agency personnel hired • # of new part-time staff or contractors/consultants hired • # of new volunteers recruited • # of new partner organizations recruited • # of new standard operating procedures developed • # of new financial resource supports <p><i>Training</i></p> <ul style="list-style-type: none"> • # of training workshops or conferences held • # of attendees at training workshops or conferences held • # of personnel certified <p><i>Exercising</i></p> <ul style="list-style-type: none"> • # of gaps or challenges identified from exercises • # of new individuals participating in exercises • # of new organizations/partners participating in exercises • # of After-Action Reports/Improvement Plans (AAR/IP) submitted 	
Impact	4. Complete an estimated capability assessment for the applicant's core capability focus area (AFTER completion of the project.)	A. Within (#) (time) of an incident, (#) people requiring long-term housing, including (#) people with access and functional needs requiring accessible long-term housing, find and secure long-term housing.	B. Within (#) (time) of an incident, identify and mobilize life-sustaining commodities, resources, and services to (#) people requiring shelter and (#) people requiring food and water. Maintain distribution system for (#) (time).

Appendix D: Evaluation Criteria and Scoring

The review panel will score applications based on specific criteria aligned to the Project Narrative requirements. The table below details the specific criteria aligned to each of the Project Narrative requirements, and the maximum number of points an application can receive for each criterion. Each question will be scored from 0-5 points or 0-10 points based on the complexity within the requirement and priority to the program.

Project Narrative Requirement	Evaluation Criteria	Possible Points
Need (0-20 Points)		
<ol style="list-style-type: none"> 1. Select one or more core capabilities (as applicable based on project type) to align with the proposed project. 2. Provide or complete capability assessment for the core capability focus area(s). 3. Describe the applicant's existing capability levels for the selected core capability focus area(s). 4. Describe the current capability gaps/needs identified to build within the core capability focus area(s). 	Do the selected capability assessments align with the stated gaps/needs of the applicant?	0-5
	How well does the applicant complete the capability assessment for the core capability focus area(s)?	0-5
	How well does the applicant describe existing capability levels?	0-5
	How well does the applicant describe current gaps or needs within the focus area(s) of interest?	0-5
Project Design (0-35 Points)		
<ol style="list-style-type: none"> 1. Describe the proposed activities of the project, including any planning, organization, training and/or exercises. 2. Describe why/how this project is the best approach to build upon current capabilities. 3. Provide a breakdown of roles & contributions between each of the project partners. If no additional partners are participating, please explain why. 4. <i>For States and Territories Only:</i> Provide a written statement explaining the statewide or multi-state impact of the proposed investment and attesting to the advance coordination and support of at least one of the 100 most populous MSAs within the state/territory. 5. <i>For Local Governments Only:</i> Provide a written statement certifying that the applicant's chief executive (e.g., mayor, city manager, or county executive) and, as applicable, the chief executive of the first principal city of the MSA, supports the 	Are the proposed project activities clear, logical, and realistic?	0-10
	How well does the applicant describe why they selected the project to build the identified core capabilities?	0-5
	How well does the applicant describe roles between partners that is clear, logical, and realistic?	0-10
	How well does the applicant describe a project plan that is clear, logical, and realistic?	0-10

Project Narrative Requirement	Evaluation Criteria	Possible Points
<p>application as the local government's single application.</p> <p>6. Describe an overall project plan, timeline and milestones that are critical to the success of the project and associated dates.</p>		
Impact (0-25)		
<p>1. Complete performance measures this project is expected to achieve.</p> <p>2. Complete an <u>estimated</u> capability assessment for core capability focus area(s) AFTER completion of the project.</p> <p>3. Describe how the core capabilities will be improved/built after the completion of this project.</p> <p>4. Describe how findings or deliverables from the proposed project can be scaled, replicated, or otherwise benefit national preparedness.</p>	How well do the performance measures align to the project, clearly contribute to building the capabilities of interest, and are realistic to achieve?	0-10
	How well do the outcomes of the project clearly and realistically contribute to building the core capabilities of interest and logically relate to the stated gaps?	0-10
	How well does the applicant describe how the project can benefit the nation?	0-5
Budget (0-20 Points)		
<p>1. Provide a budget narrative and detailed budget worksheet of the project, including how project dollars requested will be used by POTE.</p> <p>a) Please include total project dollars in the detailed budget worksheet, including alternate funding sources, match, or cost share agreements.</p> <p>2. Describe the applicant's plan for sustaining the capabilities built from this funding, including the resources the applicant will use to support sustainment after the grant funds and period of performance expires. If no other funding sources are necessary, please explain.</p> <p>3. Describe the applicant's ability to manage federal grants, such as (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing Federal awards; (4) reports and findings from audits; and (5) ability to implement effectively statutory, regulatory, or other requirements.</p>	Did the applicant provide a budget narrative and detailed budget worksheet that are clear, logical, and identify reasonable items?	0-10
	How well does the applicant describe a specific plan and the resources necessary to sustain the built capabilities developed through this effort?	0-5
	How well does the applicant describe their capacity and ability to manage federal grants?	0-5

Project Narrative Requirement	Evaluation Criteria	Possible Points
BONUS: (15 Points)		
BONUS – Pandemic Preparedness Focus: The applicant proposes a project that focuses on regional pandemic preparedness. This includes Housing or Logistics/Supply Chain Management projects that incorporate pandemic planning.	The proposed applicant project supports regional pandemic preparedness.	0-5
BONUS – Multi-State/MSA Benefit: The applicant proposes a project that benefits multiple states or more than one of the top 100 most-populous MSAs.	The proposed applicant project benefits multiple states/MSAs	0-5
BONUS – Cost Share: The applicant commits to a 10% or greater cost share or match.	The application indicates a 10% or greater cost share or match commitment	0-5

Appendix E: Pandemic Incident Core Capability Assessment Guidance

Pandemic Incident Scenario

Associated Core Capabilities, Functional Areas, and Targets

The following table includes core capabilities, functional areas, and 12 targets associated with a human pandemic incident scenario. Core capabilities are comprised of several functional areas and each required target addresses one or more functional areas. The functional areas addressed by each target are in **bold**.

Core Capability	Functional Areas	Target Name	Target Language
Cross-Cutting			
Public Information and Warning	<ul style="list-style-type: none"> ▪ Delivering Actionable Guidance ▪ Alerts and Warnings ▪ Culturally and Linguistically Appropriate Messaging ▪ Inclusiveness of the Entire Public ▪ Developing Standard Operating Procedures for Public Information ▪ New Communications Tools and Technologies ▪ Protecting Sensitive Information ▪ Public Awareness Campaigns ▪ Traditional Communications Mechanisms 	Information Delivery	Within (#) (time) notice of an incident, deliver reliable and actionable information to (#) people affected, including (#) people with access and functional needs (affected) and (#) people with limited English proficiency affected.
Operational Coordination	<ul style="list-style-type: none"> ▪ Command, Control, and Coordination ▪ National Incident Management System/Incident Command System Compliance ▪ Stakeholder Engagement *Allocating and Mobilizing Resources ▪ Determining Priorities, Objectives, Strategies ▪ Emergency Operations Center Management ▪ Ensuring Continuity of Government and Essential Services ▪ Ensuring Information Flow ▪ Ensuring Unity of Effort ▪ Establishing a Common Operating Picture ▪ Establishing Lines of Communication ▪ Establishing Roles and Responsibilities 	Unified Operations	Within (#) (time) of a potential or actual incident, establish and maintain a unified and coordinated operational structure and process across (#) jurisdictions affected and with (#) partner organizations involved in incident management. Maintain for (#) (time).

Prevention/Protection			
Intelligence and Information Sharing	<ul style="list-style-type: none"> ▪ Analysis of Intelligence and Information ▪ Developing Reports and Products ▪ Disseminating Intelligence and Information ▪ Exploiting and Processing Information ▪ Feedback and Evaluation ▪ Gathering Intelligence *Continuous Threat Assessment ▪ Establishing Intelligence and Information Requirements ▪ Monitoring Information ▪ Safeguarding Sensitive Information 	Intelligence Cycle Auditing/Execution	<p>During steady state, and in conjunction with the fusion center and/or Joint Terrorism Task Force (JTTF), every (#) (time), review ability to effectively execute the intelligence cycle, including the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information, and identify the (#) personnel assigned to support execution of the intelligence cycle.</p> <p>Then, within (#) (time) of the identification or notification of a credible threat, identify/analyze local context of the threat for the respective area of responsibility, and facilitate the sharing of threat information with (#) priority intelligence stakeholder agencies/entities in accordance with the intelligence cycle, and all dissemination protocols.</p>
Screening, Search, and Detection	<ul style="list-style-type: none"> ▪ Screening ▪ Wide-Area Search ▪ Biosurveillance ▪ CBRNE Detection ▪ Chemical and Biological Detection ▪ Electronic Search ▪ Explosives Detection ▪ Laboratory Testing ▪ Locating Terrorists ▪ Physical Investigation ▪ Promoting an Observant Nation ▪ Radiological and Nuclear Detection 	Conduct Screening Operations	<p>Within (#) (time) of notice of a credible threat, conduct screening, search, and detection operations for (#) people requiring screening, including (#) people with access and functional needs (requiring screening).</p>
Mitigation			
Risk and Disaster Resilience Assessment	<ul style="list-style-type: none"> ▪ Modeling and Analysis ▪ Obtaining and Sharing Data ▪ Education and Training 	Threat and Hazard Modeling	<p>Every (#) (time), after identifying threats and hazards of concern, model the impacts of (#) threat and hazard scenarios to incorporate into planning efforts.</p>

Response			
Operational Communications	<ul style="list-style-type: none"> ▪ Interoperable Communications Between Responders ▪ Communication Between Responders and the Affected Population ▪ Data Communications ▪ Re-Establishing Communications Infrastructure ▪ Re-Establishing Critical Information Networks ▪ Voice Communications 	Interoperable Communications	Within (#) (time) of an incident, establish interoperable communications across (#) jurisdictions affected and with (#) partner organizations involved in incident management. Maintain for (#) (time).
Fatality Management Services	<ul style="list-style-type: none"> ▪ Body Recovery ▪ Mortuary Services ▪ Victim Identification ▪ Bereavement Counseling ▪ Family Reunification 	Body Recovery/Storage	Within (#) (time) of an incident, complete the recovery, identification, and mortuary services, including temporary storage services, for (#) fatalities.
Public Health, Healthcare, and Emergency Medical Services	<ul style="list-style-type: none"> ▪ Triage and Initial Stabilization ▪ Emergency Medical Services ▪ Definitive Care ▪ Clinical Laboratory Testing ▪ Health Assessments ▪ Medical Countermeasures ▪ Medical Surge ▪ Public Health Interventions 	Medical Care	Within (#) (time) of an incident, complete triage, begin definitive medical treatment, and transfer to an appropriate facility (#) people requiring medical care.
Critical Transportation	<ul style="list-style-type: none"> ▪ Debris Removal ▪ Establishing Access ▪ Airspace Management ▪ Delivery of Response Assets ▪ Reentering Affected Area ▪ Transportation Safety and Condition Assessments 	Evacuation	Within (#) (time) of an incident, clear (#) miles of road affected, to enable access for public, private, and non-profit emergency responders.
On-Scene Security, Protection, and Law Enforcement	<ul style="list-style-type: none"> ▪ Law Enforcement ▪ Protecting Response Personnel ▪ Securing Disaster Areas 	Community Protection	Within (#) (time) of an incident, provide security and law enforcement services to protect emergency responders and (#) people affected.

Recovery			
Economic Recovery	<ul style="list-style-type: none"> ▪ Reopening Businesses ▪ Business/Economic Continuity Planning ▪ Developing Recovery Objectives ▪ Developing the Workforce ▪ Disseminating Information ▪ Economic Impact Assessments ▪ Incentivizing Entrepreneurial and Business Development ▪ Management Planning 	Reopen Businesses	Within (#) (time) of an incident, reopen (#) businesses closed due to the incident.
Health and Social Services	<ul style="list-style-type: none"> ▪ Healthcare Facilities and Coalitions ▪ Social Services ▪ Behavioral Health ▪ Determining Health and Social Needs ▪ Ensuring Access ▪ Environmental Health ▪ Food Safety ▪ Health Assessment ▪ Medical Products and Services ▪ Public Awareness ▪ Public Health Measures ▪ Response and Recovery Worker Health ▪ School Impacts 	Reestablish Services	Within (#) (time) of an incident, restore functions at (#) affected healthcare facilities and social service organizations.

Appendix F: Budget Detail Worksheet Template

The Budget Detail Worksheet Template (below) may be used as a guide to assist applicants in the preparation of their Budget Detail Worksheet. **Applicants may submit the Budget Detail Worksheet using this template or in the format of their choosing (plain sheets, independently created forms, or a variation of this form).** However, applicants must provide all the requested information identified in the general instructions (below), as well as the instructions for each section, and categorize it by activity and allowable cost.

General Instructions

Populate the tables to identify the cost to implement the proposed project.

- The applicant should list and describe all activities and associated costs required to implement the project.
- Funds must be aligned to allowable cost categories (e.g., personnel, travel, supplies) within each of the four solution areas: (1) Planning, (2) Organizing, (3) Training, and (4) Exercising.
- A justification of costs for each section, including the identification of any cost savings measures, should be addressed in the Budget portion of the project narrative.

Budget Detail Worksheet									
Planning Activities									
Name/Description	Costs								
	Personnel	Fringe	Contractual	Travel	Conferences	Supplies	Other	Indirect	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Planning Total:	\$	\$	\$	\$	\$	\$	\$	\$	\$
Organizing Activities									
Name/Description	Costs								
	Personnel	Fringe	Contractual	Travel	Conferences	Supplies	Other	Indirect	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$

	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Organizing Total:	\$	\$	\$	\$	\$	\$	\$	\$	\$
Training Activities									
Name/Description	Costs								
	Personnel	Fringe	Contractual	Travel	Conferences	Supplies	Other	Indirect	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Training Total:	\$	\$	\$	\$	\$	\$	\$	\$	\$
Exercising Activities									
Name/Description	Costs								
	Personnel	Fringe	Contractual	Travel	Conferences	Supplies	Other	Indirect	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Exercising Total:	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Project Costs									
Personnel	Fringe Benefits	Contractual	Travel	Conferences	Supplies	Other	Indirect	Total	
\$	\$	\$	\$	\$	\$	\$	\$	\$	

Appendix G: FY 2019 RCPGP Project Summaries

Below are project summaries from applications that were awarded FY 2019 RCPGP funding. They are offered as examples to assist potential applicants in identifying competitive projects in the *Housing* and *Logistics and Supply Chain Management* core capability focus areas.

City of Baltimore, MD

The City of Baltimore project will support the Logistics and Supply Chain core capability. With this funding, the City of Baltimore proposes to develop and/or update local and regional plans for each jurisdiction and ensure they are deconflicted for the region under the guidance of a regional working group; identify leading indicators for the government entities, non-profit entities, and the private sector entities to use to begin to address food and water needs throughout the region; and develop checklists and Standard Operating Procedures (SOPs) for each stakeholder to ensure they respond to and address food and water needs throughout the region appropriately and according to the plans. The grant recipient will also train stakeholders in resource management, logistics, and supply chain management; train stakeholders on the plans that are written and/or revised, leading indicators, and checklists/SOPs. Lastly, the grant recipient will create an exercise cycle consisting of a tabletop exercise and either a functional or full-scale exercise specifically to test the stakeholders on plans, leading indicators, and checklists/SOPs. The grant recipients will update the plans as necessary after the exercises and implement a plan review/update schedule to ensure sustainment into the future.

City of Boston, MA

The City of Boston project will support the Housing core capability. With this funding, the City of Boston proposes to develop a Regional Disaster Housing Committee (RDHC) to inform the project through meetings on at least a quarterly basis and will enlist subject matter experts to provide guidance throughout the four (4) phases of the project. In Phase 1, the grant recipient will conduct a Gap Analysis/Needs Assessment to validate and inform potential solutions, a Land Suitability Analysis to identify potential areas for redevelopment and map the areas that are suitable for short-term relocation and long-term redevelopment post-disaster, and an Analysis of Pre-Disaster Housing Stock Profile to help officials refine their assessment of housing needs and plan their post-disaster housing plans. In Phase 2, the grant recipient will educate all participants on creative solutions through a series of workshops and roundtables and an RFI and Showcase. In Phase 3, the grant recipient will integrate the information gathered in Phases 1 and 2 into a series of usable products focused on Information Flow and Policy. In Phase 4, the grant recipient will conduct a Training Needs Assessment, develop a training program for personnel involved with disaster housing, and conduct a series of Homeland Security Exercise and Evaluation Program (HSEEP)-compliant discussion-based exercises to test and validate disaster housing capability improvements made as part of this RCPGP initiative.

City of El Paso, TX

The City of El Paso “Paso Del Norte Supply Chain Resilience Project” will support the Logistics and Supply Chain Management core capability. With this funding, the City of El Paso proposes to conduct research and data analysis to examine regional supply chain vulnerabilities and help develop three plans. The Regional Supply Chain Resilience Plan will focus on mobilizing and

delivering resources to save and sustain lives, meet basic human needs, stabilize the incident, and transition to recovery. The Regional Mass Evacuation Plan will contain regional procedures for establishing evacuation routes and disseminating public information. The Regional Mass Shelter Plan will identify risks and vulnerabilities within the region, provide operational procedures for activating primary and alternative sheltering sites and facilities within the regional footprint, and develop a sustainable mass shelter planning task force for the region. This project will also include organizational activities including building regional response strategies, developing relationships to understand hierarchical structures among the stakeholders, and develop a systematic approach to managing regional disasters. Lastly, the grant recipient will conduct regional meetings, workshops, seminars, trainings, and an exercise to provide regional partners the opportunity to practice effective implementation of the plans. Additionally, the grant recipient will conduct after-action reviews and collect feedback from regional stakeholders to capture lessons learned that could be included in each of the main components of the project.

City of Houston, TX

The City of Houston project will support the Logistics and Supply Chain Management core capability. With this funding, the City of Houston proposes to integrate its efforts with the existing Regional Catastrophic Planning Initiative (RCPI) Sustainment Planner to develop a suite of products and events under this project, including: community lifeline seminars to bring together partners to begin a dialogue about existing food, water, and sheltering gaps and how they might work together to address them; a baseline community lifelines assessment highlighting social vulnerability and areas that are most at risk of being underserved in a catastrophic disaster; planning templates addressing actionable considerations to help jurisdictions be better prepared to address food, water, and shelter issues during an incident; planning workshops to help jurisdictions complete the planning templates; and a lifelines assessment tool to help jurisdictions improve their overall resilience when faced with disruptions to their community lifelines. The grant recipient will then conduct trainings and exercise to help implement the products described above and follow-on tabletop exercises with jurisdictions that have a more mature implementation of their local Food, Water, and Sheltering Lifeline program.

City of Jacksonville, FL

The City of Jacksonville “Regional Logistics and Supply Chain Management (RLSCM) Resilience Initiative Project” will support the Logistics and Supply Chain Management core capability. With this funding, the City of Jacksonville proposes to coordinate a regional Threat and Hazard Identification and Risk Assessment (THIRA) in support of the Logistics and Supply Chain Management core capability, update existing plans within the region, and develop a new regional plan addressing the capability. The grant recipient will also coordinate a customized training curriculum for the region and a Homeland Security Exercise and Evaluation program (HSEEP) compliant exercise program to take place over the course of 36 months. The grant recipient identified fourteen (14) training courses from the FEMA Emergency management Institute (EMI) Course Catalog to address existing gaps identified in their Logistics and Supply Chain Management core capability. To complement the training curriculum, the grant recipient will develop an HSEEP compliant exercise series to occur through the duration of the RCPGP and update existing plans according to after-action reports and Lessons Learned as a result of the exercise series.

City of San Francisco, CA

The City of San Francisco “Life Sustaining Commodity Distribution Planning” project will support the Logistics and Supply Chain Management core capability. With this funding, the City of San Francisco proposes to develop written procedures establishing local systems for receiving, staging, and distributing commodities and bulk donations, train local staff and appropriate personnel in emergency logistics, and conduct a regional full-scale exercise to test logistics response capabilities. The grant recipient will develop 70 Commodity Points of Distribution (C-POD) site plans, share those site plans with the California Office of Emergency Services (Cal OES) and FEMA Region IX partners, develop memoranda of understanding (MOUs)/letters of understanding (LOAs) for the C-POD site locations, develop a template and format for pre-scripting resources requests for life sustaining commodities, and develop guidance for local commodity distribution plans. The grant recipient will also conduct at least four (4) offerings of a previously developed C-POD Train the Trainer class and at least four (4) offerings of a regional logistics training. Next, the grant recipient will develop and conduct a series of workshops and tabletop exercises to test the plans and inform the development of a region-wide functional/full-scale exercise that they will conduct. Lastly, the grant recipient will develop an exercise after-action report and update and finalize the plans and a C-POD Planning Toolkit.

District of Columbia

The District of Columbia project will support the Logistics and Supply Chain Management core capability. With this funding, the District of Columbia proposes to conduct a supply chain risk and resilience analysis describing the supply chain components, analyzing their dependencies, and identifying expected supply chain disruptions from likely threat and hazard scenarios to provide a baseline for developing a food and water delivery and restoration plan. Next, the grant recipient will conduct a requirements analysis that identifies expected food and water needs for the metropolitan statistical area (MSA) for likely threat and hazard scenarios to provide the scope of needs to be addressed by the foods and water restoration plan. The grant recipient will then leverage existing Web Emergency Operations Center (WebEOC) and geographic information system (GIS) products to develop, test, and prepare to deploy online tools that provide public and private sector officials with real-time awareness of food and water availability during and after a disaster and that enable and coordinate private sector donations to meet needs across the region. Next, the grant recipient will recommend a food and water supply delivery and restoration plan that defines public and private sector responsibilities, maximizes private sector participation, and coordinates with the location and operation of established Points of Distribution across the MSA. Upon completion of the food and water supply delivery and restoration plan, the grant recipient will identify, evaluate, and recommend options for operationalizing the plan. Lastly, the grant recipient will plan and conduct a Stakeholder Summit to bring together all regional stakeholder partners to present the plan, solicit input on implementation actions, and identify sustainment strategies. A post-event report with action items will be prepared and shared with all participants and other relevant parties.

Snohomish County, WA

Snohomish County “Sustaining Survivors After a Catastrophic Incident” project will support the Logistics and Supply Chain Management core capability. With this funding, Snohomish County proposes to develop a comprehensively planned, trained, and exercised post-catastrophic

earthquake concept of operations (CONOPS) for logistics. Three areas of emphasis contain the objectives to achieve that goal. The first area of emphasis identifies viable community points of distribution (CPODs) by engaging a consultant to refine the method already used by Snohomish County and train CPOD staff using an updated training package and planning guide based on pre-existing materials. The second area of emphasis is designed to expand the participating jurisdictions' private-sector partnerships with the maritime industry and develop a framework that identifies methods, resources and opportunities for the movement of supplies via waterways. The third and final area of emphasis connects the first and second, analyzing plans that focus on post-disaster transportation via roadways to determine the connections between goods arriving via existing or improvised ports and the viable CPOD locations. The grant recipient will conduct two (2) transportation-focused workshops to test and refine the project and, in June 2022, participate in the Cascadia Rising exercise to evaluate their ability to implement the planning and training done under the project.