The Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) Chemical Stockpile Emergency Preparedness Program

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/web/grants/register.html. Detailed information regarding DUNS and SAM is also provided in Section D of this Notice of Funding Opportunity (NOFO), subsection "Content and Form of Application Submission."

A. Program Description

Issued By

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

Catalog of Federal Domestic Assistance (CFDA) Number

97.040

CFDA Title

Chemical Stockpile Emergency Preparedness Program (CSEPP)

Notice of Funding Opportunity Title

Chemical Stockpile Emergency Preparedness Program

NOFO Number

DHS-18-NPD-040-000-99

Authorizing Authority for Program

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

Appropriation Authority for Program

The Consolidated Appropriations Act, 2016 (Pub. L. No. 114-113)

The *Consolidated Appropriations Act, 2017* (P.L. 115-31), Division C--Department of Defense Appropriations Act, 2017, Title VI--Other

Department of Defense Programs, Chemical Agents and Munitions Destruction, Defense

The *Consolidated Appropriations Act, 2018* (P.L. 115-141), Division C--Department of Defense Appropriations Act, 2018, Title VI--Other Department of Defense Programs, Chemical Agents and Munitions Destruction, Defense

Program Type

New

Program Overview, Objectives, and Priorities

Program Overview

CSEPP has supported communities near U.S. Army depots that store our nation's stockpile of chemical warfare agents and munitions for more than 30 years. In 1985, Congress, as described in 50 U.S.C. § 1521(d)(1), directed the Department of Defense (DOD) to dispose of its lethal unitary (pre-mixed) chemical agents and munitions while providing "maximum protection for the environment, the general public, and the personnel who are involved." FEMA joined the Army in implementing CSEPP through a memorandum of understanding originally signed in August 1988.

Under this agreement, the Army provides protection for personnel at its chemical depots (on-post), and FEMA assists state, local, and tribal governments in executing the emergency preparedness and response functions in communities surrounding the Army's remaining chemical stockpile sites (off-post). The Assistant Secretary of the Army for Acquisition, Logistics, and Technology Joint Program Executive Office – Chemical and Biological Defense is responsible for overseeing CSEPP execution. FEMA executes through the Technological Hazards Division of the National Preparedness Directorate of FEMA as well as FEMA regional program offices where chemical installations are located.

Recognizing that preparedness is a shared responsibility, CSEPP presents a whole community approach to build a culture of preparedness by engaging with government at all levels, communities, individuals, and the private sector to protect the general public from the unlikely event of a chemical agent accident/incident at one of the Department of the Army's remaining chemical stockpile sites. The CSEP Program aligns with and supports the FEMA 2018-2022 Strategic Plan through the twelve CSEP Program benchmarks. These benchmarks contribute to the accomplishment of the Plan's three Strategic Goals: create a culture of preparedness; ready the Nation for disasters; and reduce the complexity of FEMA. CSEPP contributes to the National Preparedness Goal (Goal) by building and sustaining core capabilities within all five-mission areas that

address risk and vulnerabilities associated with chemical stockpile sites, and thereby strengthening community security and resiliency.

Program Priority

The program priority is to sustain the statutorily mandated maximum protection for citizens at the two chemical stockpile sites. CSEPP measures performance using preparedness benchmarks established by the U.S. Army and FEMA in their joint CSEPP Strategic Plan (November 2013) to guide the development and assessment of CSEPP capabilities until the Army completes destruction of the stockpile, thus eliminating the risk to the public. The Strategic Plan specifies the actions required for recipients to achieve compliance and the performance measures for each benchmark identified in Appendix B.

Program Objectives

The objectives of the program are:

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

Performance Metrics

The Chemical Stockpile Emergency Preparedness Program Strategic Plan states in the Administrative Support Benchmark that CSEPP ensures "timely programming and budgeting actions and release of annual funding to the grantees addressing all validated requirements." CSEPP uses the following metrics to ensure successful program resourcing:

- 100% of funded requests are consistent with the Program Objectives and requirements are tied to building capabilities related to the twelve program benchmarks.
- 100% of awards are obligated during specified period of performance to ensure identified capability gaps are addressed in a timely manner with appropriate year funding.
- 100% of recipients accept the award within 90 days.
- 100% of annual performance and financial progress reports demonstrate capability development or sustainment of one or more of the twelve benchmarks, and indicate that recipients are on schedule to complete approved projects.
- 100% of awards are closed out in accordance with 2 CFR.200.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the FY 2018 CSEPP Cooperative Agreement: $34,454,272

Projected Number of Awards: Two (2)

Period of Performance: Twenty-four (24) months

FEMA will allow an extension to the period of performance for this program.

FEMA will consider extensions to the period of performance only through formal requests to FEMA with specific and compelling justifications as to why an extension is required. For details on the requirements for requesting an extension to the period of performance, please refer to Part H: Extensions of the Full Announcement.

Projected Period of Performance Start Date: 10/01/2017

Projected Period of Performance End Date: 09/30/2019

Funding Instrument:

Cooperative Agreement

FEMA will be substantially involved in the activities of the recipient throughout the period of performance. FEMA's involvement in post-award activity is to provide ongoing programmatic and technical guidance and support to the CSEPP recipients to ensure the achievement of programmatic goals.

Specifically, FEMA will maintain the authority to direct or suspend the recipient's federally funded activity where FEMA deems the activity inconsistent with or counter to the purposes and goals of the program.

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

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

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

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

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

Recipients have the authorization to issue procurement contracts under the CSEPP Cooperative Agreement for goods and services that support the CSEPP mission as defined by the program benchmarks.

C. Eligibility Information

Eligible Applicants

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

Eligibility Criteria

Pursuant to 50 U.S.C. § 1521(e)(2)(A), the Department of Defense has identified the State of Colorado and the Commonwealth of Kentucky as the two jurisdictions being at risk from the storage of lethal chemical agents and munitions at military installations in the continental United States.

Other Eligibility Criteria

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

National Incident Management System (NIMS) Implementation
Prior to allocation of any Federal preparedness awards in FY 2018, recipients must ensure and maintain adoption and implementation of NIMS. Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, credentialing, and inventorying promote a strong national mutual aid capability needed to support the delivery of core capabilities. Additional information on resource management, NIMS resource typing definitions, job titles, and position qualifications is on FEMA's website at http://www.fema.gov/resource-management-mutual-aid.

FEMA developed the NIMS Guideline for the Credentialing of Personnel to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes

credentialing and typing processes, and identifies tools which Federal Emergency Response Officials and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although state, local, tribal, and private sector partners (including nongovernmental organizations) are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so in order to leverage the Federal investment in the Federal Information Processing Standards 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction.

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

Maintenance of Effort (MOE)

There is no maintenance of effort requirement.

Cost Share or Match

There is no cost share or match requirement.

D. Application and Submission Information

Key Dates and Times

Application Start Date:
06/12/2018

Application Submission Deadline:
07/12/2018 at 11:59 p.m. local time or receipt of all applications

Anticipated Funding Selection Date:
07/12/2018 or one business day after all eligible applications have been received

Anticipated Award Date:
No later than 08/01/2018

The appropriate FEMA Regional office must receive application packages via mail, electronic submittal, or personal/courier delivery by the date and time specified as the deadline for submission. FEMA will consider late applications only if notification of a late submission is provided to the FEMA Regional CSEPP Program Manager prior to the submission deadline stating the circumstances leading to the late submission. The FEMA Program Manager will make determination of submission date and

time based upon electronic time/date stamps or by the stamped time/date receipt on mail or personal/courier delivery submissions. Regional offices will confirm receipt of all applications via telephone, e-mail, electronic or regular mail.

Other Key Dates

Event	Suggested Deadline For Completion
Obtaining DUNS Number	One week before actual submission deadline
Obtaining a valid Employee Identification Number (EIN)	One week before actual submission deadline
Updating SAM registration	One week before actual submission deadline

Address to Request Application Package

Application forms and instructions are available through CSEPPWebCA (https://www.cseppwebca.net) or from the FEMA Regional office.

FEMA Region IV
National Preparedness Division/CSEP Program Manager
Attn: Kevin Wells
3003 Chamblee Tucker Road
Atlanta, GA 30341
(202) 702-7605
kevin.wells@fema.dhs.gov

FEMA Region VIII
National Preparedness Division/CSEP Program Manager
Attn: Cheryl Layman
Denver Federal Center
Bldg. 710, Box 25267
Denver, CO 80225-0267
(303) 235-4761
cheryl.layman@fema.dhs.gov

Hard Copies of the NOFO

Hard copies of the NOFO are available at Grants.gov or via email from the applicant's FEMA Regional CSEP Program Manager.

Telecommunications Device for the Deaf

The Telecommunications Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is (800) 462-7585.

Content and Form of Application Submission

Applying for an award under this program is a multi-step process and requires time to complete. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their

submission. **Applicants should allow at least 15 business days (three weeks) to complete the steps of applying listed below.** Failure of an applicant to comply with any of the required steps before the deadline for submitting their application will automatically disqualify their application from funding.

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

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

Recipients must print a complete application package in CSEPPWebCA, and then sign and submit the package in hard copy or electronically to the applicants' FEMA Regional CSEPP Program Manager. The required documents for the application (available through CSEPPWebCA (https://www.cseppwebca.net) or from the FEMA Regional office) include:

1. Standard Form (SF)-424, Application for Federal Assistance;
2. A fully executed Indirect Cost Agreement negotiated with the applicant's cognizant Federal agency (if reimbursement for indirect costs is requested);
3. Program Narrative Statement;
4. Work Plans for all CSEPP-funded personnel; and
5. Request for Funding Worksheets.

Obtain a DUNS Number

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

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

Unique Entity Identifier and System for Award Management (SAM)

All applicants for this award must:

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

DHS may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DHS is ready to make a federal award. DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Register with SAM

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

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

Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (See *http://www.fws.gov/policy/library/rgeo12372.pdf*).

Funding Restrictions

Recipients/sub-recipients may only use Federal funds made available through this award for the purpose set forth in this award and in a manner consistent with the statutory authority for the award. Recipients/sub-recipients may not use award funds for matching funds for any other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, recipients/sub-recipients may not use Federal funds to sue the Federal Government or any other governmental entity.

CSEPP recipients may only fund activities and projects that were included in the FY 2018 CSEPP application package that the recipient submitted and that FEMA approved. Activities and projects may include the sustainment of capabilities supported by previous CSEPP funds.

Appendices A and B are general restrictions on the use of CSEPP award. Table B-1 of Appendix B is CSEPP specific allowable cost principles.

Management and Administration (M&A) Costs

FEMA determined that costs associated with M&A of this award are allowable. FEMA has not established any pre-determined limits on the amount of M&A funding that recipients may request. However, recipients

must negotiate all M&A costs with their respective FEMA Regional Office. Management and Administration activities are those directly related to managing and administering the award such as financial management and monitoring. Refer to Table B-1 in Appendix B for guidance on allowable costs.

Indirect Facilities and Administrative Costs

Indirect costs are allowable under this program as described in 2 Code of Federal Regulations (CFR) § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 CFR § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application and must be provided to FEMA before indirect costs are charged to the award.

Other Submission Requirements

Environmental Planning and Historic Preservation (EHP) Compliance

As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws, and Executive Orders as applicable. Recipients and sub-recipients who propose projects that have the potential to affect the environment—including but not limited to construction of communication towers; modification or renovation of existing buildings, structures, and facilities; or new construction including the replacement of facilities—must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. FEMA must complete the EHP review process before releasing funds to carry out the proposed project. FEMA will not fund projects without the required EHP review.

Program Narrative

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

A program narrative statement must be prepared for each applicable CSEPP National Benchmark (CNB). Each CNB aligns with the National Preparedness Goal core capabilities by mission area. The Help Pre-Award Section of CSEPPWebCA provides guidance for preparing narratives in the Cooperative Agreement. A suggested template for CNB program narratives is available from the Regional CSEPP Program Manager.

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

i. Objective (Goal)

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

ii. Approach (Plan of Action)

a. Outline a plan of action pertaining to the scope and detail how you will accomplish the proposed work for each Cooperative Agreement program. Organize the plan of action by mission area or core capability, as appropriate.

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

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

d. Provide projections of the accomplishments that you will achieve through the Cooperative Agreement. List a schedule, in chronological order, of accomplishments.

e. Identify the kinds of data that you will collect and maintain, and discuss the criteria you will use to evaluate the results and successes of the project.

f. Explain the methodology to determine if you have met the needs identified and discussed and if you are achieving the results and benefits identified.

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

iii. Results or Benefits Expected (Expected Outcomes)

Identify results and benefits, and annotate how these outcomes address more broadly the reliant mission area, or more narrowly the relevant core capability.

iv. Work Plans

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

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

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

3. For federally declared disasters, the recipient/sub-recipient should charge employees' time directly to the disaster code for the entire time worked.

4. If CSEPP partially funds a position, the recipient/sub-recipient must ensure that the individual's time performing CSEPP-related work is proportional to the percentage paid by CSEPP.

b. Identify tasks that the individual staffing each fully or partially CSEPP-funded position will perform.

1. Describe tasks in measureable terms.

2. Identify expected results of task performance.

3. Identify schedules for performance of tasks.

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

E. Application and Review Information

Application Evaluation Criteria

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

1. Financial stability.
2. Quality of management systems and ability to meet management standards.
3. History of performance in managing federal award.

4. Reports and findings from audits.
5. Ability to effectively implement statutory, regulatory, or other requirements.

FEMA will select applications for funding that clearly demonstrate the applicant's ability to enhance and sustain emergency preparedness programs in communities near the two U.S. Army chemical weapons stockpiles.

Review and Selection Process

Submitted applications will undergo a complete content review within their respective FEMA Region. Each FEMA Regional CSEPP Program Manager will be responsible for coordinating the review of the completed application package for their respective state. Section C of Appendix B provides detailed guidance on applicable community emergency preparedness capabilities. The results from the review process may require applicants to revise submissions before the release of CSEPP funding.

Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)).

An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

DHS will consider comments by the applicant in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205, Federal awarding agency review of risk posed by applicants.

F. Federal Award Administration Information

Notice of Award

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

sign the SF-112-0-7 and return the document to FEMA before the recipient can draw down funds.

Administrative and National Policy Requirements

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions.

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

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

Reporting

Recipients are required to submit various financial and programmatic reports as a condition of their award acceptance. FEMA may withhold future awards and fund drawdowns if these reports are delinquent.

Federal Financial Reporting Requirements

Recipients must report obligations and expenditures on a quarterly basis through the FFR (SF-425) to DHS/FEMA. Recipients must file the FFR electronically within the Payment and Reporting Systems (PARS) and CSEPPWebCA. An FFR must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. If there is no activity during a calendar quarter, the recipient must transmit a performance report noting the inactivity. If reports are delinquent, PARS will automatically prohibit the recipient's ability to request reimbursement for expenses and FEMA may withhold future awards and fund drawdowns. The final FFR is due 90 days after the end of the performance period.

The Federal Financial Reporting Form (FFR) is available online at: SF-425 *OMB #4040-0014*

Program Performance Reporting Requirements

The recipient is responsible for using CSEPPWebCA for quarterly performance reporting. The recipient can require sub-recipients to provide performance data using the CSEPP Cooperative Agreement quarterly

worksheet in the Tools section of CSEPPWebCA or another tool as negotiated with FEMA. The sub-recipient can upload performance-reporting worksheets to the CSEPPWebCA Filing Cabinet.

Performance reporting is required for each funded benchmark for all open cooperative agreements that have expended and/or unexpended funds in the reporting quarter. CSEPPWebCA automatically determines which benchmarks are subject to reporting.

Financial and Program Reporting Periods and Due Dates

The following reporting periods and due dates apply:

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

Closeout Reporting Requirements

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

If applicable, an inventory of all construction projects that used funds from this program must be reported with the final progress report.

After these reports have been reviewed and approved by the Regional CSEPP Program Office, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds the recipient has not drawn down that will be de-obligated, address requirements for maintaining the grant records for three years from the date of the final FFR, and address disposition and reporting requirements for any equipment or real property purchased using CSEPP grant funding.

The recipient is responsible for returning any funds that the recipient/sub-recipient has drawn down but remains as unliquidated on recipient financial records.

In addition, CSEPP recipients are responsible for closing out all sub-grants made under the CSEPP award as described in 2 CFR § 200.343. CSEPP recipients must ensure that they complete the closeout of these sub-awards in time to submit all necessary documentation and information to FEMA during the closeout of their own award.

G. DHS Awarding Agency Contact Information

Contact and Resource Information

Chemical Stockpile Emergency Preparedness Program

FEMA Headquarters administers CSEPP in partnership with the CSEPP Regional Offices.

Office of Environmental Planning and Historic Preservation (OEHP)

OEHP provides guidance and information about the EHP review process to FEMA programs and its recipients and sub-recipients. Recipients should send all inquiries and communications about EHP compliance for FEMA grant projects or the EHP review process to emily.blanton@fema.dhs.gov.

Program Office Contact

FEMA Headquarters, FEMA CSEPP Program Office (Washington, DC, EST)
Terrance Hobbs, Branch Chief, (202) 212-7961,
terry.hobbs@fema.dhs.gov
Jonathan Evans, Financial Management Specialist, (202) 802-2457,
jonathan.evans@fema.dhs.gov

FEMA Region Contacts

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

Region IV (Atlanta, EST)

Kevin Wells, CSEP Program Manager, (202) 702-7605
kevin.wells@fema.dhs.gov
Sharrie Abrams, Grants Management Division Director, (770) 220-5231
sharrie.abrams@fema.dhs.gov

Region VIII (Denver, MST)

Cheryl Layman, CSEP Program Manager (303) 235-4761
cheryl.layman@fema.dhs.gov
Bradford Hufford, Grants Division Director, (303) 235-4871
bradford.hufford@fema.dhs.gov

H. Additional Information

Extensions

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

FEMA allows extensions. A recipient may make a formal written request, no later than 60 days prior to expiration of the period of performance, for

authority to extend the period of performance and/or carry some or all of the unobligated funds forward during the extended period to complete the approved Cooperative Agreement projects. The request for an extension must provide adequate justification for the action requested and includes the following information:

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

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

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

If the FEMA Regional Office is still reviewing the request at the end of the performance period and has made no determination, the recipient should undertake no further activity until the FEMA Regional Assistance Officer provides written notification.

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

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

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

Extensions require explicit prior FEMA Headquarters Program Office approval when:

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

FEMA may extend performance periods even if no funds remain available for obligation in order to complete Cooperative Agreement management activities.

Other

National Preparedness

The National Preparedness System is the instrument the Nation employs to build, sustain, and deliver core capabilities in order to achieve the National Preparedness Goal of a secure and resilient Nation. Complex and far-reaching threats and hazards require a collaborative and whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes, and systems that support each component of the National Preparedness System allow for the integration of preparedness efforts that build, sustain, and deliver core capabilities and achieve the desired outcomes identified in the Goal. Information on the National Preparedness System can be found at https://www.fema.gov/national-preparedness-system.

DHS/FEMA coordinates with local, state, territorial, and tribal governments as well as the private and non-profit sectors to facilitate a whole community, risk-driven, and capabilities-based approach to preparedness. This approach is grounded in the identification and assessment of risk through the Threat and Hazard Identification and Risk Assessment (THIRA). Additional information on THIRA can be found at https://www.fema.gov/threat-and-hazard-identification-and-risk-assessment.

FY 2018 CSEPP grant recipients are encouraged to participate in the THIRA process by coordinating with the appropriate State Administrative Agency or Urban Area Working Group. Jurisdictions that have previously completed a THIRA and/or a Stakeholder Preparedness Review (SPR) should leverage the findings to help inform application submissions.

The SPR is an annual self-assessment of state preparedness submitted by the 56 states, tribes and territories to DHS/FEMA. The Post-Katrina Emergency Management Reform Act of 2006 requires an SPR from any state or territory receiving Federal preparedness assistance administered by DHS.

Threat and Hazard Identification and Risk Assessment (THIRA)

The THIRA is a grant requirement for all states, territories, and UASIs. The THIRA is a risk-informed assessment of capability requirements that helps jurisdictions identify, understand, and plan for its worst most plausible threats and hazards. A single THIRA submission will support multiple grant awards received by a jurisdiction. This submission is valid for the entire PoP of the individual grant award(s). By December 31, 2018, jurisdictions will complete all steps of the revised THIRA methodology for Response, Recovery, and Cross-Cutting capabilities only. By December 31, 2019, states, territories, and UASIs will complete the entire methodology for all 32 core capabilities and will submit a THIRA every three (3) years starting in 2019 to establish a consistent baseline for assessment.

The SPR is a grant requirement for all states, territories, tribes and UASIs. The SPR is an annual capability assessment that helps jurisdictions identify capability gaps and prioritize investments required to reach the targets set in their THIRA. Completing the SPR and tying the results to funding requests creates a stronger investment justification. Each state, territory, and UASI must submit an annual SPR to DHS/FEMA.

Payment

FEMA utilizes the Payment and Reporting System (PARS) and the Payment Management System (PMS) for financial reporting, invoicing, and tracking payments.

Visit https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true for additional information on PARS.

PMS, commonly referred to as Smartlink, is a web-based application hosted by the Department of Health and Human Services. FEMA uses PMS to disburse grant funds to recipients and then track and maintain payment and expenditure data. Additional information on PMS is available at http://www.dpm.psc.gov/.

DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, the recipient must complete SF-1199A, Direct Deposit Form.

Monitoring

FEMA staff will monitor recipients periodically, both programmatically and financially, to ensure that the recipient is meeting project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria.

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

The recipient is responsible for monitoring award activities, to include sub-awards, to provide reasonable assurance that the recipient and sub-recipient are administering the Federal award in compliance with requirements. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining of adequate financial records, and refunding of expenditures disallowed by audits.

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

Conflict of Interest

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

The recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or regulations or their own existing policies that may arise during the administration of the Federal award. Recipients and pass-through entities must disclose any real or potential conflicts to the Regional Program Manager within five days of learning of the conflict of interest. Similarly, sub-recipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable state, local, or tribal statutes or regulations.

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

Appendix A: Articles of Agreement

Federal Emergency Management Agency
Agreement Articles – CSEPP Cooperative Agreement (CFDA # 97.040)

Recipient: _____

Agreement Number: _____ **Amendment Number:** _____

Designated Agency: _____

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

_____

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

_____

Performance Period Using Procurement Funds: _____

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

_____

ARTICLE I: PROGRAM DESCRIPTION

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

ARTICLE II: PERIOD OF PERFORMANCE

This Cooperative Agreement takes on the award date of October 1, 2017.

ARTICLE III: AMOUNT AWARDED

The recipient will undertake the tasks approved in CSEPPWebCA utilizing the funds identified on SF 112-0-7.

ARTICLE IV: REQUEST FOR ADVANCE/REIMBURSEMENT

FEMA will pay the recipient in advance using the Department of Health and Human Services Smartlink System or the PARS, provided the recipient maintains or demonstrates the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of the funds and their disbursement by the recipient. When the recipient does not meet these requirements, the recipient will be required to use the reimbursement method as the preferred funding method.

ARTICLE V: FEMA OFFICIALS

FEMA officials for this Cooperative Agreement are as follows:

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

ARTICLE VI: TERMS AND CONDITIONS

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

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

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

C. The recipient will undertake the tasks approved in CSEPPWebCA utilizing the funds identified on SF 112-0-7.

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

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

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

G. The recipient shall not transfer funds to agencies other than those identified in the approved Cooperative Agreement application without prior approval of FEMA.

H. The recipient shall submit financial reports 30 days after the end of each quarter. Reporting dates are January 30, April 30, July 30, and October 30. The final performance reports are due 90 days after the close of the Cooperative Agreement. The recipient shall submit copies of the Federal FFR SF-425 to the FEMA Regional Office, Attn: Assistance Officer.

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

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

K. Prior to the start of any construction activity, the recipient shall ensure compliance with all applicable Federal, state, or tribal government and local permit and clearance requirements, to include environmental planning and historic preservation compliance.

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

M. FEMA may not approve any subsequent Cooperative Agreements, monetary increase amendments, or time extension amendments unless the recipient has submitted all overdue financial or performance reports to the appropriate Regional Office. The recipient agrees, by accepting the funds in the aforementioned Cooperative Agreement from FEMA, to comply with all the provisions of 2 CFR § 200.313, which states "[a] physical inventory must be taken and the results reconciled with the property records at least once every two years." Upon request, the recipient shall provide these inventory records to FEMA.

N. The recipient may not use CSEPP funds to fund other programs required by other laws for existing needs. The recipient may not use CSEPP funds to supplant other forms of emergency management funding. An example of the inappropriate use of CSEPP funds would be charging all or a substantial portion of personnel costs or Emergency Operations Center (EOC) costs to CSEPP when they should be and/or were previously part of the ongoing emergency management budget.

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

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

Q. CSEPP personnel positions fully funded by CSEPP are restricted in their availability to perform non-CSEPP activities and must work full time on CSEPP. CSEPP-funded employees can respond and support emergencies or non –federally declared disasters within their jurisdictions for a period of up to two weeks (14 days). Work plans should identify positions that are partially CSEPP-funded. The supervisor is responsible and accountable for ensuring that the individual's time performing for CSEPP is in direct proportion to the percent paid by CSEPP.

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

S. Recipients will participate annually in the national CSEPP exercise program. The FEMA/Army Exercise Co-Directors are responsible for production of the report. After-action reports (AARs)/improvement plans (IPs) provide timely feedback that enables exercise participants to continually improve emergency preparedness. The evaluation team will write an AAR/IP for all federally funded CSEPP annual exercises. The team should provide a draft AAR/IP to the jurisdictions within seven calendar days after the exercise. Comments or concurrences to the draft AAR/IP are due to the Exercise Co-Directors 30 days after the jurisdictions receive the draft. If jurisdictions do not make comments, CSEPP will assume that all jurisdictions agree with the draft report. IPs will at a minimum address all findings identified, and the authors will coordinate with the appropriate Exercise Co-Director. CSEPP will issue the final AAR 30 calendar days after the Exercise Co-Directors receive the comments to the draft AAR. The report will include the final IPs. The Exercise Co-Directors are responsible for the timely conduct of reviews and will track the progress of corrective actions. The AAR/IP will be documented in accordance with CSEP program guidance.

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

ARTICLE VII: OTHER TERMS AND CONDITIONS

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

B. FEMA will conduct on-site monitoring visits to review the program and financial progress of the Cooperative Agreement's activities. FEMA will provide technical assistance upon request. Following these on-site visits, FEMA will make recommendations and/or adjustments as needed.

ARTICLE VIII: GOVERNING PROVISIONS

FEMA hereby incorporates the following provisions into this agreement by reference. The recipient and any sub-recipients shall comply with all applicable laws and regulations. Below is a non-exclusive list of laws and regulations commonly applicable to FEMA grants for reference only:

1. Section 1412 of the Department of Defense Authorization Act of 1986 (Pub. L. No. 99-145), as amended (50 U.S.C §§ 1521)
2. 2 CFR Part 200

Appendix B: Program-Specific Guidance

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

A. Definitions

Period of Performance:

- The period of performance is the period of time defined in the Agreement Articles of an approved Cooperative Agreement for a Federal award during which the recipient is expected to perform the activities and obligate the funds that are outlined in the Cooperative Agreement.
- The period of performance is the period of time during which a non-Federal entity may incur new obligations to carry out work authorized under a Federal award. The Federal awarding agency or pass-through entity must include start and end dates for the period of performance in the award. (See 2 CFR § 200.210 – Information Contained in a Federal Award, paragraph (a)(5), and 2 CFR § 200.331 – Requirements for Pass-through Entities, paragraph (a)(1)(iv).)
- A recipient may not obligate CSEPP funds either before or after the expiration of the specified period of performance unless the applicable FEMA Regional Office extends the period of performance.
- The recipient has up to 90 days following the expiration of the period of performance to liquidate valid obligations that it incurred during the performance period.

Unliquidated Obligations: Valid obligations incurred by the recipient during the stated period of performance for which payment has not occurred.

Unobligated Balances: The portion of funds not yet obligated by the recipient. They are determined by deducting the cumulative obligations from the cumulative funds authorized.

Pass-through Entity: Eligible state government that provides a sub-award to sub-recipients to carry out part of CSEPP.

Closeout: The process by which FEMA or a pass-through entity determines that all applicable administrative actions and work required under the Federal award have been completed and FEMA or the pass-through agency takes actions as described in 2 CFR § 200.343.

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

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

B. Indirect Costs

CSEPPWebCA is an online program that automatically calculates indirect costs. Information on indirect cost calculation is located in the Help feature of CSEPPWebCA.

Recipients may not submit revised indirect cost agreements to adjust rates for sub-recipients during the performance period of a Cooperative Agreement.

Funding for indirect costs will end at the conclusion of CSEPP funding. The availability of indirect costs may end sooner, however, in cases where specific types of costs are the basis for indirect costs. For example, if the basis for indirect costs is equipment expenditures and equipment expenditures cease at the conclusion of preparedness activities, no additional indirect cost funding will be available during the closeout period.

C. Performance Measurement

Beginning in 1993, the Army and FEMA defined a set of CNBs to guide the development and assessment of CSEPP capabilities. These twelve benchmarks serve as the core long-term goals for the program: Administration, Alert and Notification, Automation, Communications, Coordinated Plans, Emergency Operations Centers, Exercises, Medical Preparedness, Personnel, Protective Actions, Public Outreach and Education, and Training. These capabilities are a key tool in the planning, programming, and budgeting of CSEPP efforts at installations and in conjunction with state and local governments. These measures have been aligned to the DHS/FEMA Core Capabilities to improve coordination across all-hazards preparedness initiatives. In addition, the program uses these capabilities to assess and report on the status of CSEPP efforts at and around the two chemical stockpile sites within the United States.

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

D. Allowable Costs

DHS adopted the "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" ("Uniform Guidance") found at 2 CFR Part 200 through Federal Register Number 79 FR 75867 (December 19, 2014). For awards issued on or after December 26, 2014, this rule establishes the regulatory provisions applicable to CSEPP Cooperative Agreements. § 200.400 consolidates the new allowable cost provisions. These provisions do not apply retroactively to existing awards. The regulations and cost principles in effect at the time FEMA awarded a grant govern that award. The effective date of the Uniform Guidance for sub-awards is the same as the effective date of the original Federal award. The requirements for a sub-award, no matter when made, flow from the requirements of the original Federal award from the Federal awarding agency. Past editions of the CFR, by year, are available at http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR. Prior editions of OMB circulars, since consolidated in 2 CFR, may be found at https://www.whitehouse.gov/omb/grants_circulars (copy and paste link into browser). Please contact the FEMA Regional Assistance Officer for specific inquiries on existing awards.

A list of procurement standards applicable to recipients and sub-recipients is identified in 2 CFR § 200.317–200.326. Any procurements (purchases) transacted with Federal funds must comply with these standards.

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

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

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

E. Changes to the Cooperative Agreement

Revisions of Program Narratives and Budget

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

Budget Changes

Recipients shall obtain prior approval from FEMA whenever they anticipate any of the following changes:

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

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

Only FEMA Headquarters can adjust the award amount in CSEPPWebCA for the above changes. Therefore, after FEMA makes the initial award, the recipient must forward such budget changes to FEMA Headquarters through the FEMA CSEPP Regional Program Manager.

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

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

F. Exercises

Recipients should manage and execute exercises conducted with CSEPP funding support in accordance with the Exercise Policy and Guidance for CSEPP Exercise, which integrates HSEEP. Exercise Policy and Guidance for CSEPP Exercise is located at https://www.csepportal.net/secure/portal/Benchmarks/Exercise/Exercise%20Documents/Blue_Book_December_2012.pdf.

HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning is located within the Preparedness Toolkit at https://preptoolkit.fema.gov/web/hseep-resources.

G. Cooperative Agreement Closeout

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

- No later than 60 days prior to the expiration of the performance period, the Regional Assistance Officer notifies the recipient that the assistance agreement will end. This

notification also includes the actions the recipient will accomplish in fulfillment of their responsibilities.

- Actions that must precede closeout are the receipt of all required reports; the disposition or recovery of all Federal property; and adjustment of the award amount and the amount of Federal cash paid the recipient.
- Unobligated balances are that portion of the funds that the recipient has not obligated. They are determined by deducting the cumulative obligations from the cumulative funds authorized. If any unobligated balance remains at the end of the period of performance, these funds are no longer available to FEMA or the recipient and are subject to return to the U.S. Treasury.
- Unliquidated obligations are valid obligations incurred by the recipient during the stated period of performance for which payment has not occurred. Recipients must liquidate obligations within 90 days of the end of the period of performance for the CSEPP award.
- Equipment inventories and requests for disposition of equipment should be prepared and submitted to the FEMA Region in accordance with the provisions of 2 CFR Section 200.313; equipment that will continue to be used and maintained in CSEPP shall be noted on the disposition request.
- Separate requirements exist for property provided by Federal agencies.
- After the 90-day closeout period, the recipient must submit a final FFR and final progress report detailing all accomplishments throughout the period of performance. Recipients should use CSEPPWebCA to create the final SF-425 and the final quarterly performance report, which will serve as the final progress report. FEMA will review the official file to identify missing items needed for project closeout. FEMA will notify the recipient of all missing items, outstanding reports, and requirements needed to complete closeout. The FEMA Regional Assistance Officer or the FEMA CSEPP Regional Program Manager will upload closeout documents not created in CSEPPWebCA into the CSEPPWebCA Filing Cabinet.
- After closeout requirements have been satisfied, the Regional Assistance Officer will send the Closeout Satisfaction Letter to the Recipient.
- The recipient will maintain the Cooperative Agreement records for three years from the date of the Closeout Satisfaction Letter.
- The recipient is responsible for returning any funds that they have drawn down but remain as unliquidated on recipient financial records.
- If funds need to be returned to FEMA after the completion of grant closeout (e.g., because of a subsequent audit), the FEMA Regional Office will notify the FEMA Headquarters CSEPP office of any adjustments to the final approved expenditures.
- Recipients are encouraged to complete the closeout of prior year Cooperative Agreements before the end of the performance period of that Cooperative Agreement. Within the closeout report and in accordance with 2 CFR Section 200.343, recipients should include an explanation of any remaining funds totaling $100,000 or more. Explanation should clearly identify line item(s) of significant activities that were not

completed and why. Recipients should also identify any cost saving measure(s) that were conducted that reduced the amount of funding needed to complete the line item(s).

- Upon completion of closeout of the cooperative agreement, recipients and sub-recipients will no longer be able to make changes to closeout data. FEMA will make a compact disk for the recipient and/or sub-recipient available upon request. Recipients should direct any subsequent requirements for access to the system to the CSEPPWebCA Help Desk at (888) 784-6610.
- The Help section within CSEPPWebCA contains guidance on how to initiate and complete the closeout process.

H. Inventory Records

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

I. Life Cycle Cost Estimate (LCCE)

Recipients should review and update the LCCE annually in coordination with the FEMA CSEPP Regional Program Manager. Cost estimates projected under the LCCE do not constitute an entitlement of funds to the state or to local governments. However, recipients should use the LCCE as the basis for preparing future budget requests. The FEMA CSEPP Regional Program Manager must validate funding requirements identified in the LCCE and FEMA, and the recipient must prioritize these requirements in the budget submission process. FEMA will reduce cost estimates for validated requirements in the LCCE if expenditures are consistently lower than projected estimates.

J. Final Program Closeout

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

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

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

and munitions at the installation or facility and does not consider destruction of hydrolysate or any contaminated materials or structures.

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

FEMA will only consider those line items in the Cooperative Agreement or reallocations during this 180-day period that have been sufficiently justified to FEMA for funding during the 180-day period. FEMA will not establish a specific list of expenses that are allowable during the 180-day period but will review line items for consideration.

Table B-1: CSEPP Policy: Allowable Costs

Non-Federal entities should use this table in combination with the CSEPP Program Guidance, other information in this appendix, the Articles of Agreement, and the appropriate laws and regulations to determine whether a given cost is appropriate. FEMA does not intend that it be a stand-alone reference.

Exceptions
On a case-by-case limited basis, FEMA Headquarters CSEPP will consider granting exceptions to the guidance in this table upon the following conditions:

1. Submittal in advance of written justification of the proposed expense from the requesting non-Federal entity; and
2. Submittal in advance of written recommendations supporting the proposed expense from the recipient and the FEMA Regional Program Manager.

Non-Federal entities should submit exception requests through CSEPPWebCA as part of the associated budget or amendment request.

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
General Rules for All Benchmarks	▪ Negotiated costs requirements necessary for CSEPP response capabilities and allowed by regulation ▪ General preparedness activities, if the benefit to CSEPP can be demonstrated and documented, either in funded employee work plans, in the negotiated budget, or in project plans coordinated between the non-Federal entities and FEMA prior to any obligation of CSEPP funds (with reference to the jurisdiction's response plans and the CSEPP Program Guidance)	▪ Preprogramming funds to cover cost overruns without prior FEMA Region approval ▪ Assigning liability to CSEPP for costs greater than an approved budget item	▪ Shared costs that contribute to CSEPP capabilities as well as other required emergency programs; requests for apportionment of allowable cost items must be approved by the Regional Assistance Officer and the CSEPP Regional Program Manager

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
Administration (ADM)	▪ Costs for office operations and maintenance for all CNBs except medical ▪ Business cards for 100 percent CSEPP-funded personnel ▪ Telephone charges and associated utilities, such as gas, electric, and water ▪ Supplies as defined in 2 CFR 200.94 ▪ Contracted services including contracted personnel not attributable to another CNB; to be reviewed on a case-by- case basis ▪ Travel and per diem for all CSEPP purposes except medical ▪ One leased vehicle for state government CSEPP travel ▪ One leased vehicle for Immediate Response Zone county CSEPP travel ▪ Vehicle operations and maintenance ▪ Any allowable item not covered by another CNB category definition ▪ One local area news subscription and one emergency management professional journal per jurisdiction; subscriptions must belong to the emergency management agency and not to an individual	▪ Stationery, uniforms, and membership dues ▪ Payments for copyrights ▪ Mileage and per diem rates in excess of approved local, state, or Federal rates ▪ A vehicle for CSEPP emergency response by EOC staff **Note:** Vehicles for decontamination and screening response (such as equipment trailers, trailer- mounted decontamination systems, or prime movers for these trailers) may be allowable and should be requested under the Protective Action benchmark ▪ A leased vehicle for Protective Action Zone or host county CSEPP travel ▪ Travel to non-CSEPP events, e.g., conferences, meetings or responses not involving the chemical stockpile; refer to the Training Benchmark for travel related to training	
Alert and Notification (A&N)	▪ Costs, including contracts, for the planning, locating, and acquisition of equipment and/or leasing, installation, testing, operating, and maintaining of CSEPP public alert and notification systems **Note:** Systems include indoor/outdoor alerting devices such as sirens and public address speakers, tone alert	▪ Weather warning capabilities, except weather alert radios used as tone alert radios/indoor alerting systems under an agreement between the recipient or sub-recipient and the National Weather Service ▪ Systems and equipment that do not comply with the FY 2013 SAFECOM Guidance for Emergency	

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
	radios, telephone-based warning systems, hotline ring- down systems, and other warning devices included in the Integrated Public Alert and Warning System	Communication Grants (see notes following the table for more information)	
Automation (AUT)	▪ Costs, including contracts, for planning, equipment acquisition and leasing, software acquisition, installation, testing, maintenance, and licensing	▪ Hardware, software, and automation equipment/maintenance that does not support CSEPP	▪ Operating and maintaining automation systems for all benchmarks that support CSEPP as well as other operations
Communication System (COM)	▪ Costs, including contracts, for planning, locating, equipment acquisition and leasing, installation, testing, operating, and maintaining communications services for direct support of emergency response operations ▪ Network linkage communications, dedicated non-public telephone systems, mobile and portable radio systems, pagers, and base stations **Note:** Mobile and portable radios must be distributed in accordance with the jurisdiction's CSEPP plans to agencies involved in CSEPP response	▪ Communication systems not specifically required by CSEPP or systems supporting areas outside of CSEPP response communities ▪ Cell phones and user charges for non-CSEPP employees ▪ Systems and equipment that do not comply with the FY 2017 SAFECOM Guidance for Emergency Communication Grants (see notes following the table for more information)	
Coordinated Plans (COP)	▪ Costs, including contracts, for developing, maintaining, integrating, and coordinating CSEPP plans, including planning for recovery and re-entry		
Emergency Operations Center (EOC)	▪ Costs, including contracts, for planning, equipment acquisition and/or leasing, installing, testing, operating, and maintaining an EOC facility ▪ General first aid items and public access-type automated external		▪ Mobile EOCs, EOC medical equipment beyond general first aid and public access defibrillators; alternate EOCs and equipment; and routine custodial, maintenance, and utility costs

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
	defibrillators (AEDs) must be in accordance with applicable state regulations for public access defibrillators		
Exercise Program (EX)	▪ Costs, including contracts, for planning, conducting, and evaluating exercises of emergency preparedness plans and procedures in response to a simulated chemical agent incident/accident ▪ Reimbursement for exercise expenses, such as meals and travel costs for volunteer participants, as specified in the Program Guidance and Exercise Blue Book ▪ Other exercise-related stipends and costs as negotiated between the recipient/sub-recipient and the Region CSEP Program Manager in advance and documented appropriately, and accounted for with appropriate supporting documentation following the exercise. All documentation shall be filed in WebCA und the appropriate CA.		
Medical (MED)	▪ CSEPP costs for planning and operating medical services and operating public health/medical support facilities ▪ Acquisition of medical equipment and supplies specific to a CSEPP response ▪ Salaries and benefits directly associated with the CSEPP medical program ▪ All travel, contractual costs, minor construction, or renovation costs	▪ Construction of fixed decontamination facilities or decontamination rooms inside hospitals ▪ Mobile decontamination units for hospital use; conversion of mobile units no longer required for field use to	▪ Specialty medical equipment (portable ventilators, portable monitor/defibrillators) with a demonstrable secondary CSEPP application in addition to a broader medical use

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
	associated with the CSEPP medical program ▪ Indirect costs associated with the CSEPP medical program ▪ Training and exercising of personnel associated with the CSEPP medical program, as further defined in the Training Benchmark ▪ Modification of an existing structure to create a decontamination capability is allowable	fixed hospital installations may be considered on a case-by-case basis ▪ Additional personnel to perform decontamination ▪ Development of new CSEPP medical training courses ▪ Public access-type AEDs for non-EOC/Joint Information Center (JIC) occupancies	
Personnel (PER)	▪ Salaries and fringe benefits for full- and part-time state and local government employees with approved work plans; these employees may or may not be covered by a state or local merit plan ▪ Salaries and benefits for CSEPP-funded positions with approved work plans up until the end of the performance period **Exception:** Salaries and benefits directly associated with the medical program are to be reported in the Medical benchmark ▪ Salaries and benefits for CSEPP-funded employees to perform general preparedness activities, if the benefit to CSEPP can be demonstrated and documented in funded employee work plans (with reference to the jurisdiction's response plans and the CSEPP Program Guidance) ▪ Salaries and benefits for CSEPP-funded positions for work performed during non-Federally declared disasters, incidental work and work	▪ Reallocation of salary and benefit funds or other personnel expenses without prior approval ▪ Additional CSEPP Full Time Equivalents (FTEs) **Note:** Adjustments within approved positions are allowable as long as there is no net FTE increase ▪ Salaries and benefits for any positions after the end of the performance period, during the liquidation period ▪ Salaries and benefits for CSEPP employees working on a Federally declared disaster; non-Federal entities should bill these costs to the disaster in accordance with the appropriate rules for disaster reimbursement	

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
	fluctuations outside of CSEPP; please reference 2 CFR Part 200.430, Compensation- Personal Services, (i) Standards for Documentation of Personnel Expenses, (viii) (A)(B)(C) ▪ Reference the Articles of Agreement, Article VI Terms and Conditions, Item Q		
Protective Actions (PRO)	▪ Equipment only for public and private sector responders whose agencies or organizations have a defined role in CSEPP, as delineated in the jurisdiction's plan; this includes designated CSEPP hospitals **Note:** Equipment purchased with CSEPP funds shall be appropriate for the response activities specified in the CSEPP Program Guidance ▪ Respiratory protection equipment may only be supplied to agencies having a respiratory protection plan that meets applicable Federal, state, and local regulations ▪ Costs, including contracts, for evacuation planning; shelter-in-place planning; sheltering improvements by expedient measures, permanent enhancements, or pressurization, if required and approved; evacuation activities; reception center activities;	▪ Special facility structures, equipment, and supplies for prolonged collective protection or sheltering **Note:** "Prolonged" is understood to mean weeks or months, not days ▪ Public or private sector first responder positions ▪ Occupational Safety and Health Administration (OSHA) Level A ensembles (as the missions typically performed in this level of protective clothing are not consistent with CSEPP guidance) ▪ Public access-type AEDs for non-EOC/JIC occupancies	▪ Respiratory protection equipment and systems in excess of the level typically provided by CSEPP; equipment may be considered only for public and private-sector responders whose agencies or organizations have a defined role in CSEPP as delineated in the jurisdiction's plan ▪ Respiratory protection equipment may only be supplied to agencies having a respiratory protection plan that meets applicable Federal, state, and local regulations

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
	mass care facilities; and decontamination activities ▪ Costs for personal protective equipment (PPE) acquisition ▪ Equipment acquisition for operating traffic and access control points, including: • Barricades • Traffic cones • Portable visual alerting devices such as electronic message signs • Strobes • Flares ▪ Vehicles for decontamination and screening response (such as equipment trailers, trailer-mounted decontamination systems, or prime movers for these trailers) may be allowable		
Public Outreach and Education (POE)	▪ Costs, including contracts, for planning, equipment acquisition, and production and distribution of materials needed to inform and educate the public about CSEPP ▪ Costs for planning, equipment acquisition and/or leasing, installation, testing, and operating a JIC facility ▪ General first aid items and public access-type AEDs for a JIC facility are permissible; deployment of AEDs must be in accordance with applicable state	▪ Souvenirs, models, gifts, or items that purely promote an agency	

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
	regulations for public access defibrillators ▪ All-hazards calendars as long as the format and priority content support CSEPP preparedness ▪ General preparedness outreach activities as part of a coordinated community outreach plan, if the benefit to CSEPP can be demonstrated and documented, either in funded employee work plans, in the negotiated budget, or in project plans coordinated between the non-Federal entities and FEMA (with reference to the jurisdiction's response plans and the CSEPP Program Guidance)		
Training (TNG)	▪ Training with documented/demonstrated benefit to CSEPP for public and private sector personnel, including traditional first responders (paid or voluntary), EOC/JIC staff (paid or voluntary), and others whose agencies or organizations have a defined role in CSEPP as delineated in the jurisdiction's plan. This includes hospital employees, medical and non-medical, whose facilities are designated CSEPP hospitals. These personnel need not be otherwise CSEPP-funded ▪ Costs, including contracts, consistent with the current CSEPP Training Plan and necessary to maintain the proficiency of emergency services providers/responders and CSEPP staff ▪ Training for qualifying personnel that meets other statutory or regulatory	▪ Training to meet statutory or regulatory requirements (including but not limited to OSHA PPE requirements, Hazardous Waste Operations, and OSHA employee emergency response requirements) for responders that do not have a defined role in CSEPP, as delineated in the jurisdiction's plan; this includes hospital employees whose facilities are designated CSEPP hospitals but are not part of the CSEPP response plan ▪ Reallocation of training funds without prior approval ▪ Tuition and travel costs for individuals in organizations that do not have a defined role in CSEPP who are filling open spaces in CSEPP-funded classes	▪ Training with CSEPP- applicable content, where the majority of learning objectives are not directly applicable to CSEPP, may be funded on a cost-apportionment basis with prior approval

Benchmark	Allowable Costs	Unallowable Costs	Cost Apportionment Items
	requirements applicable to those responders, if the majority of learning objectives are also directly applicable to CSEPP and with advance approval; examples include ICS general or position-specific training, hazardous materials training, and mass care training ▪ Professional development training for CSEPP-funded employees where the training is directly relevant to the employee's CSEPP mission; the FEMA CSEPP Regional Program Manager will approve non-CSEPP-specific courses on a case-by-case basis ▪ Professional development for non-CSEPP funded employees, including traditional first responders (paid or voluntary), EOC/JIC staff (paid or voluntary), and others whose agencies or organizations have a defined role in CSEPP as delineated in the jurisdiction's plan, as approved by the FEMA CSEPP Regional Program Manager on a case-by-case basis ▪ CSEPP-related credentialing expenses for CSEPP-funded employees, as approved by the FEMA CSEPP Regional Program Manager on a case-by-case basis		

Notes to Table B-1

General

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

For purposes of determining which type of appropriated funding non-Federal entities should request for new equipment or equipment replacement, the following applies:

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

While there is no CSEPP requirement for cost sharing, the cost apportionment column provides guidance where the Program has an option to negotiate CSEPP costs that contribute to broader core capability attainment. Cost apportionment items refer to those projects for which recipients request funding to support a jurisdiction's core capability to respond to emergencies. Such requests must also be demonstrated by the non-Federal entity to have a clear nexus to its CSEPP response plans and thus to the provision of maximum protection of the public in the case of a CSEPP event. The Regional Assistance Officer and the CSEPP Regional Program Manager will manage approvals guided by 2 CFR 200.306.

This table is a user guide and not an exhaustive list of costs.

Administration

Travel and per diem costs should reflect actual travel cost projections for FY 2018.

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

Alert and Notification

Recipients and sub-recipients using CSEPP funds to support emergency communications activities must comply with the current SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of interoperable

communications equipment and technologies such as voice-over-Internet protocol bridging or gateway devices. Digital voice systems, including radios, must be compliant with the Project 25 (P25) suite of standards, capable of AES encryption, and operate in accordance with the recipients' Statewide Interoperability Communications Plan. SAFECOM guidance is available at http://www.safecomprogram.gov. P25 guidance is available at http://www.project25.org.

Communications
Recipients and sub-recipients using CSEPP funds to support emergency communications activities must comply with the current SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of interoperable communications equipment and technologies such as voice-over-Internet protocol bridging or gateway devices. Digital voice systems, including radios, must be compliant with the P25 suite of standards, capable of AES encryption, and operate in accordance with the recipients' Statewide Interoperability Communications Plan. SAFECOM guidance is available at http://www.safecomprogram.gov. P25 guidance is available at http://www.project25.org. Additional information may also be found at https://www.dhs.gov/publication/funding-documents.

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

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

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

Non-Federal entities should document requests to fund any vacant position in the agency explanation section to include a projected hire date, salary, and percentage of time devoted to CSEPP. An employee work plan must be completed and submitted.

Non-Federal entities should only request funding for salary and benefits for those positions that they anticipate to fill. This step is critical for recipients or sub-recipients that are requesting reimbursement for indirect costs based on salaries and benefits.

At a minimum, non-Federal entities must report salaries on a budget line item noted as "Personnel" and fringe benefits on a line item noted as "Fringe Benefits." They may enter positions on separate line items, if desired. In either case, the following data is required for each CSEPP position in the Agency Explanation section: title/position, salary, and percentage of time attributable to CSEPP.

Non-Federal entities may, with approval of the state and CSEPP Regional Program Manager, reassign CSEPP positions to achieve the most benefit to the program.
CSEPP will only pay cost-of-living or appropriately scheduled raises for CSEPP-funded personnel. Non-Federal entities must submit a copy of the statute that approves the cost-of-living raise or other documentation for the salary increase to the CSEPP Regional Program Manager.

For certain, limited-term projects, FEMA may authorize the use of personnel specifically for the performance of the project. Non-Federal entities may contract or hire these personnel under their own authority for limited term or temporary personnel. To differentiate from authorized continuing program FTEs normally carried under the Personnel benchmark (or Medical benchmark, where appropriate), the expense may be carried under a benchmark appropriate to the limited term. The narrative shall describe the duties of the personnel, the method used to secure their services, the associated project, and the expected term that includes submitting a work plan.

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

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

Training
Non-Federal entities should account for travel costs for training under Administration. They should address and coordinate all training through the local site Integrated Process Team.