OVERVIEW INFORMATION

Issued By: U.S. Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA)

Catalogue of Federal Domestic Assistance (CFDA) Number: 97.107

CFDA Title: National Incident Management System

Funding Opportunity Announcement Title: Fiscal Year (FY) 2012 Emergency Management Assistance Compact (EMAC) National Incident Management System (NIMS) Implementation Cooperative Agreement

Authorizing Authority for Program: Homeland Security Act of 2002, as amended, 6 U.S.C. § 101, *et seq.*; section 661 of the Post-Katrina Emergency Management Reform Act of 2006 (Pub. L. No. 109-295) 6 U.S.C § 761.

Appropriation Authority for Program: P.L. 112-74, Consolidated Appropriations Act, 2012

FOA Number: DHS-12-NPD-107-000-01

Key Dates and Time:

Application Start Date:	08/29/2012
Application Submission Date:	08/12/2012 *at* 11:59:59 PM EDT
Award Date:	09/30/2012

Other Key Dates: *N/A*

Application Submission Extension: Is an extension to the application submission deadline permitted? ☐ Yes ☒ No

Intergovernmental Review: Is an intergovernmental review required? ☐ Yes ☒ No
This funding opportunity is not subject to Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs"

FOA EXECUTIVE SUMMARY

Program Type:

☐ New ☒ Continuing ☐ One-time

Date of origin for Program: 2006

Opportunity Category:
☒ Discretionary ☐ Non-Competitive ☐ Discretionary/Competitive ☐ Mandatory/Non-competitive

Application Process: DHS makes all funding opportunities available through the common electronic "storefront" grants.gov, accessible on the Internet at http://www.grants.gov. If you experience difficulties accessing information or have any questions please call the grants.gov customer support hotline at (800) 518-4726.

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

Eligible Applicants: This solicitation is open only to the National Emergency Management Association (NEMA) as administrator of the Emergency Management Assistance Compact.

Type of Funding Instrument: Select the applicable funding instrument

☐ Grant ☒ Cooperative Agreement ☐ Loan

This program benefits the public by providing a legal and reliable system for interstate mutual aid. The Emergency Management Assistance Compact (EMAC) is a mutual aid agreement between states and territories of the United States, which is administered by the National Emergency Management Association (NEMA). It enables states to share resources during natural and man-made disasters, including terrorism. EMAC complements the national disaster response system. EMAC is used alongside federal assistance or when federal assistance is not warranted. EMAC facilitates the maximum use of all available resources within member states' inventories.

FEMA's National Integration Center will be substantially involved in the implementation of the project, much more so than would be the case if this were a grant. In addition to

administrative functions, the FEMA liaison will provide consultation to NEMA on EMAC to ensure all efforts are aligned and maintain clear communications to ensure all intended outcomes are achieved. FEMA's direct involvement with this program includes, but is not limited to, frequent consultation with NEMA to ensure NIMS implementation remains aligned with latest regulatory requirements, to provide insight to EMAC on data points of interest to FEMA in the assessment and reporting of national preparedness, and to ensure alignment of processes with intended outcomes. The FEMA liaison or alternate also serves on advisory groups for the development of pilot methodologies and coordinates meetings between NEMA leadership and various FEMA internal components when mission areas intersect.

Cost Share or Match:

☐ Cost Match ☐ Cost Share ☒ None Required

Maintenance of Effort:

Is there a Maintenance of Effort (MOE) requirement? ☐ Yes ☒ No

Management and Administration:

Management and Administration Costs (M&A): The FY12 EMAC NIMS Implementation Cooperative Agreement allows administrative costs including, but not limited to, travel, meeting-related expenses, and salaries of full/part-time staff in direct support of the program. As such, these are to be itemized in financial reports. Applicant is required to provide a copy of the official Negotiated Agreement in effect at the time of application.

Indirect Cost (IDC): Indicate if IDC is allowable by the grantee and sub-grantee. Since IDC is based on a Federally approved and negotiated rate, if IDC is allowable request that the applicant provide a copy of an official letter confirming the negotiated rate at the time of application.

FULL ANNOUNCEMENT

I. Funding Opportunity Description

Program Overview and Priorities:

The mission of the Federal Emergency Management Agency (FEMA) is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and deliver core capabilities required to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk. FEMA both leads and supports the Nation in a risk-based, comprehensive emergency management system.

Homeland Security Presidential Directive 5 (HSPD-5) "Management of Domestic Incidents", signed on February 28, 2003, called for the establishment of "a single, comprehensive approach to domestic incident management." The National Incident Management System (NIMS) is a system that improves emergency management and response operations through preparedness and the use of standard procedures such as the Incident Command System (ICS). NIMS also serves as a foundation for the development of multi-jurisdictional and interstate regional mechanisms for coordinating incident management and obtaining assistance during large-scale, complex, or catastrophic incidents. The Emergency Management Assistance Compact (EMAC) is one of the methods by which NIMS is implemented nationwide.

Presidential Policy Directive 8 (PPD-8): National Preparedness set forth the Nation's strategy for enhancing preparedness through addressing the greatest risks in a unified way and on a national scale. The National Preparedness System, established as a requirement of PPD-8, identifies the system components required to build, sustain, and deliver the capabilities needed for a secure and resilient Nation. The components of the National Preparedness System include: identifying and assessing risk, estimating the level of capabilities needed to address those risks, building or sustaining the required levels of capability, developing and implementing plans to deliver those capabilities, validating and monitoring progress, and reviewing and updating efforts to promote continuous improvement.

Resources needed to enable core capabilities that allow the Nation to achieve the National Preparedness Goal must be managed, and their delivery planned for. With this understanding, tools and processes are developed and refined, and relationships among resource providers and users formalized. Mutual aid is a priority of the National Strategy for the Department of Homeland Security. Interstate mutual aid through EMAC also assures a high level of reliability and effectiveness since it is the only mutual aid compact that has been ratified by Congress, all 50 states, and several territories. FEMA sees mutual aid as a crucial element in the building, sustaining and delivery of capabilities necessary to prevent, protect against, mitigate, respond to, and recover from disasters. Effective mutual aid agreements can help fill the resource gaps that a jurisdiction may have, and bring the skills, unique knowledge and tactical resources to the table to support state-to-state mutual aid efforts that strengthen the resiliency of communities.

The Department of Homeland Security (DHS) and FEMA are focused on building stronger capabilities at the local and state levels. Inter- and intra-state mutual aid is an integral component to enhancing our nation's resilience and ensuring the ability to respond to disasters regardless of size, scope, or complexity. The EMAC, created in 1993 and ratified by Congress in 1996, is a national interstate mutual aid agreement that allows states to share resources across jurisdictional lines during disasters. EMAC is managed and administered by NEMA, a 501(c)(3) non-profit organization with headquarters in Lexington, KY, which represents emergency management directors in the 50 States, US Territories, and the District of Columbia.

This Cooperative Agreement advances the Nation's preparedness and implementation of the National Incident Management System (NIMS) through the development and deployment of consistent systems for the request, dispatch, use and return of resources needed to support local capabilities, and change outcomes for survivors.

Program Objectives: Specifically, this EMAC NIMS Cooperative Agreement will provide for:

1) Continued implementation of the National Incident Management System.
2) Development and maintenance of Mutual Aid Compacts between State and local governments.
3) Development, sustainment, and maintenance of consistent systems for the request, dispatch, use and return of resources in all States during all-hazard incidents requiring mutual aid.
4) Development of comprehensive after action reports (AARs) for incidents following major activations of the EMAC system, large scale mutual aid operations, or mutual aid related exercises.
5) Development, sustainment, and maintenance of a credentialed cadre of personnel to support mutual aid operations. Deployment and direct assistance by credentialed personnel to: States requesting assistance; state providing assistance; EMAC Coordinating Teams; EMAC headquarters; and operations by other national coordinating groups.
6) Maintenance and support of an EMAC Advisory Group to serve as a forum for mutual aid stakeholders to provide input and feedback that enhances EMAC and advances inter- and intra-state mutual aid. The EMAC Advisory Group should be comprised of whole community partners and mutual aid stakeholders across all communities of practice and levels of government.
7) Sustainment and maintenance of the EMAC Operations System.
8) Development, sustainment, and maintenance of a micro sub-grant program to include measures of success and acceptance criteria for states to support the building and sustainment of intra- or inter-state mutual aid and EMAC in alignment with national priorities and implementation of PPD-8. Focus areas should include EMAC/mutual aid training and exercises, mission ready packaging, and capacity building.
9) Support exploration and development of a standardized international mutual aid

agreement that incorporates the concepts and core tenets of EMAC.

10) Preparation and conduct of briefings for local, State, territorial, Tribal, and Federal agencies, the White House National Security Council, and other appropriate stakeholders to develop and sustain historical and institutional knowledge of EMAC.

Deliverables: Specific deliverables include:

1) Provide a Program Management Plan to include:
   a. Goals, objectives, and outcomes of the activities to be conducted.
   b. Description of the program management structure that addresses how the program will be structured (including an organizational chart), organized, and managed within the recipient's organization.
   c. A detailed program execution plan and work breakdown structure to reflect the program and project life cycles, milestones, deliverables, and outcomes.
   d. Risk management plan describing the approach for identifying and managing risks (cost, schedule, scope, performance, or quality) that could prevent program objectives from being met.
   e. Performance-based evaluation plan, including measures of effectiveness, program performance measures, and a data collection plan that will assess progress towards and the attainment of goals, objectives, and outcomes.
2) Provide a Program Narrative to address the following elements:
   a. The ability to build sustainable preparedness at the State and local level
   b. A capacity-building component for local and State jurisdictions to employ themselves (e.g. job aids, planning tools, performance support tools, etc.).
   c. A process for identifying lessons learned and best practices for inclusion in ongoing Department of Homeland Security efforts.
   d. Alignment with the National Preparedness Goal, NIMS, all applicable mission area Frameworks, and PPD-8.

II. Funding Information

Award Amounts, Important Dates, and Extensions:

Available Funding for the FOA:	$ 2,012,000
Projected Award Start Date(s):	09/30/2012
Projected Award End Date(s):	09/29/2013
Period of Performance:	12 months

Period of Performance: 30 September 2012 – 29 September 2013.

Is an extension to the period of performance permitted?

☒ Yes ☐ No

The grantee must submit a formal request to FEMA, at least 60 days prior to end of performance period, with specific and compelling justifications as to why an extension is required.

III. Eligibility Information

Eligibility Criteria:

Under this solicitation, the National Emergency Management Association, as the administrator of the Emergency Management Assistance Compact (EMAC), is the only eligible applicant.

IV. Funding Restrictions

Restrictions on Use of Award Funds:

These grant funds may only be used for the purpose set forth in this cooperative agreement, and must be consistent with the statutory authority for the award. Cooperative agreement funds may not be used for matching funds for any other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity.

Pre-award costs are allowable only with the written consent of DHS and if they are included in the award agreement.

Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award.

This cooperative agreement may not be used for funding new capital construction.

V. Application Review and Selection Information

Application Review Information:

Applications will be reviewed and recommended for further funding by DHS/FEMA based on the program criteria identified in this announcement. The application will be reviewed

to ensure the items listed have costs that are reasonable, allowable, and allocable to the program. Any questions will be submitted to the applicant for discussion. This is not a competitive program.

Use of the Budget Sample Format (Appendix A) will assist the applicant in providing the appropriate level of information when applying to this cooperative agreement solicitation.

Once the complete application is received, members of the DHS FEMA National Preparedness Directorate (NPD) National Integration Center (NIC) Program Office will review the application to ensure all items included are within scope and have sufficient detail to ensure basis of the costs that are provided, e.g. when providing travel cost estimates, include information on how this total figure was derived; if certain cost estimates are based on historical data, state so.

Once the application has been reviewed by the Program Office, it will be forwarded to the Grants Program Directorate (GPD) for review and then routed through the process for approval and award.

Application Selection Process:

The application will be reviewed by the NIC Program Office and GPD, and the award will be made by GPD Assistance Officers.

Funds will not be made available for obligation, expenditure, or drawdown until the applicant's budget and budget narrative have been approved by FEMA.

The applicant must provide a detailed budget for the funds requested. The detailed budget must be submitted as an attachment to the grant application package in the ND Grants system. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, appropriate narrative, and a detailed justification of Management and Administrative (M&A) costs.

VI. Post-Selection and Pre-Award Guidelines

Notice of Award:

Upon approval of the application, the award will be made in the form of a cooperative agreement. The date of approval of award entered into the system is the "award date." Notification of award approval is made through the ND Grants system through an automatic email to the point of contact at NEMA, as the administrator of EMAC, listed in the initial application. Once an award has been approved and recorded in the system, a notice is sent to the authorized grant official. Follow the directions in the notification to accept your award documents. The authorized grant official (NEMA POC) should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under Federal awards.

Awarded funds will be loaded into the Payment and Reporting System (PARS) and available for drawdown by NEMA, unless otherwise instructed.

Administrative and Federal Financial Requirements:

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available on page 6 of http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf

Reporting requirements must be met throughout the life of the grant (refer to the program guidance and the special conditions found in the award package for a full explanation of these requirements). Any reports or documents prepared as a result of this grant shall be in compliance with Federal "plain English" policies, directives, etc. Please note that PARS contains edits that will prevent access to funds if reporting requirements are not met on a timely basis.

Grantees are obligated to submit various financial and programmatic reports as a condition of their award acceptance. Please see below for a summary of financial and/or programmatic reports as required. Future awards and fund drawdowns may be withheld if these reports are delinquent:

FFRs must be filed electronically through PARS.

FFRs **must be filed according to the process and schedule below:**

1. The **Quarterly Federal Financial Report (FFR) – SF-425**, due within 30 days after the end of each quarter: January 30th, April 30th, July 30th, October 30th.

2. The **Final Federal Financial Report (FFR)**, **SF-425,** due within 90 days after the Period of Performance expires.

3. **Final Payment/Unexpended Funds:** due within 90 days after the Period of Performance expires.

A complete list of Federal Financial Requirements is available at: http://www.whitehouse.gov/omb/grants_forms.

Programmatic Reporting Requirements:

1. **Monthly Progress Reports**, to include technical progress made, schedule status of deliverables, travel conducted, meetings attended, issues and recommendations. They should provide the "burn rate" indicating funding expended/invoiced, funding remaining, and rate of use of the funding. Provide a monthly report of all EMAC requests to include how requests were adjudicated and with what resources.
2. **Progress Reports**, reflecting progress toward the accomplishment of cooperative

agreement objectives, due within 30 days after the end of each quarter ending December 31st, March 31st, June 30th, and September 30th.

3. **Final Comprehensive Report,** submitted at the end of the period of performance to provide final results on EMAC utilization by States and local governments and final funding evaluation to indicate outstanding payments or remaining invoices**.**

    3.1. At the end of the period performance, provide a final report of all requests and what resources were provided to the requesting agencies to include the total cost of each of these resources.

4. **Ad-Hoc Reports** to provide historical data of all EMAC requests, as requested by the government

Monitoring: Grant recipient will be monitored by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based desk reviews and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, performance, and administrative issues relative to the program and will identify areas where technical assistance or other support may be needed.

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

VII. DHS FEMA Contact Information

Contact and Resource Information:

This section describes several resources that may help applicants in completing a FEMA grant application:

1. **Grants.gov.** For assistance with grants.gov, please call the grants.gov customer support hotline at (800) 518-4726
2. **ND Grants.** For assistance registering with the ND Grants system, please contact FEMA's Enterprise Service Desk at (888) 457-3362
3. **FEMA, National Integration Center** will provide fiscal and programmatic support, including pre- and post-award administration and technical assistance to the cooperative agreement included in this solicitation:

    Konstanty Kaminski, Program Officer
    999 E Street, NW, Room 309

Washington, D.C., 20004
Phone: (202) 384-5008
Email: Konstanty.Kaminski@fema.dhs.gov

4. **Grant Programs Directorate (GPD).** FEMA GPD's Grant Operations Division Business Office will provide fiscal support, including pre- and post-award administration and technical assistance, to the cooperative agreement included in this solicitation:

   Ms. Tawana Mack
   Phone: (202) 786-9863
   Email: Tawana.Mack@fema.dhs.gov

   Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

5. **Centralized Scheduling and Information Desk (CSID).** CSID is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, State, and local levels. CSID can be reached by phone at (800) 368-6498 or by e-mail at ASKCSID@dhs.gov, Monday through Friday, 9:00 AM – 5:30 p.m. (EST)

VIII. Other Critical Information

Additional Information:

National Incident Management System Implementation Compliance
In accordance with Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the adoption of NIMS is a requirement to receive Federal preparedness assistance, through grants, contracts, and other activities.

Federal FY 2011 NIMS implementation must be considered prior to allocation of any Federal preparedness awards in FY 2012. The list of objectives against which progress and achievement are assessed and reported can be found at *http://www.fema.gov/emergency/nims/ImplementationGuidanceStakeholders.shtm#item2*

State Preparedness Reporting Requirement
In accordance with the Post Katrina Emergency Management Reform Act of 2006, states and territories who receive grant funding from DHS are required to submit an annual State Preparedness Report (SPR).

The primary grantee/administrator of this FY2012 EMAC NIMS Cooperative Agreement award funds is responsible for determining if sub-awardees have demonstrated sufficient progress in NIMS implementation to disburse awards and have submitted their annual SPR for the year preceding their baseline assessment.

IX. How to Apply

Applicant is to use the Budget Sample Format provided in Appendix A as a guideline to submit a budget narrative that is within the scope of this cooperative agreement as outlined herein.

1. **Application via *www.grants.gov*.** All applicants must file their applications using the Administration's common electronic "storefront" - *www.grants.gov*. Eligible grantees must apply for funding through this portal, accessible on the Internet at *www.grants.gov*.

   The application must be completed and submitted using *www.grants.gov* after Central Contractor Registration (CCR) is confirmed. The on-line application includes the following required forms and submissions:

   - Standard Form 424, Application for Federal Assistance
   - Standard Form 424A, Budget Information (Non-construction)
   - Standard Form 424B, Standard Assurances (Non-construction)
   - Standard Form 424C, Budget Information (Optional - Construction)
   - Standard Form 424D, Standard Assurances (Optional - Construction)
   - Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities)
   - Grants.gov (GG) Lobbying Form, Certification Regarding Lobbying

   The program title listed in the CFDA is "National Incident Management System". The CFDA number is 97.107.

2. **Dun and Bradstreet Data Universal Numbering System (DUNS) number.** The applicant must provide a DUNS number with their application. This number is a required field within *www.grants.gov* and for CCR. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at (866) 705-5711**.**

3. **Central Contractor Registration (CCR).** The application process also involves an updated and current CCR by the applicant, which must be confirmed at *http://www.ccr.gov*.

4. **Submission Dates and Times:** Completed applications must be submitted electronically through *www.grants.gov* **no later than 11:59 PM EST, June 1st, 2012**. Upon successful submission, a confirmation e-mail message will be sent with a *grants.gov* tracking number, which is needed to track the status of the application.

5. **Intergovernmental Review:** Applicants must contact their State Single Point of Contact (SPOC) to find out about and comply with the State's process under Executive Order 12372. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at: *http://www.whitehouse.gov/omb/grants_spoc*

X. Application and Submission Information

Applicants will obtain FOA Overviews and Full Announcement information from the Grants.gov website where the full FOA is posted. For a hardcopy of the full announcement, please email your request to: Konstanty.Kaminski@fema.dhs.gov or send a hard copy request to:

Konstanty Kaminski, Program Officer
999 E Street, NW, Room 309
Washington, D.C., 20004
Phone: (202) 384-5008
Email: Konstanty.Kaminski@fema.dhs.gov

Applications will be processed through the Grants.gov portal and the ND Grants System. Hard copies of the application will not be accepted.

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: 1-800-462-7585.

APPENDIX A

Budget Sample Format

Purpose. This sample format may be used as a guide to assist applicant in the preparation of the Budget and Budget Narrative. You may submit the Budget and Budget Narrative using this format or in the format of your choice (explain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel. List each position by the title and name of employee, if applicable. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	**Computation**	**Cost**

Total _____

B. Fringe Benefits. Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category A and only for the percentage of time devoted to the project.

Name/Position	**Computation**	**Cost**

Total _____

C. Travel. Itemize travel expenses of project personnel, e.g. staff to training, field interviews, advisory group meetings, etc. Show the basis of computation, e.g. six people to three-day training at $*x* Airfare, $*x* Lodging, and $*x* Subsistence. In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	**Location**	**Item**	**Computation**	**Cost**

Total _____

D. Equipment. List non-expendable items that are to be purchased. Equipment means tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. A grantee may use its own definition of equipment provided that such equipment would at least include all equipment defined above. Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicant should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing procurement method to be used.

Item **Computation** **Cost**

Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

TOTAL _____

E. Supplies. List items by type, e.g. office supplies, postage, training materials, copying paper, and other expendable items such as books, and hand-held tape recorders, and show the basis for computation.)Note: Organization's own capitalization policy and threshold amount for classification of supplies may be used.) Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items **Computation** **Cost**

TOTAL _____

F. Consultants/Contracts. Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant, enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.

Name of Consultant **Service Provided** **Computation** **Cost**

Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

Subtotal _____

Consultant Expenses. List all expenses to be paid from the grant to the individual consultant in addition to their fees, e.g. travel, meals, lodging, etc.

Description	**Computation**	**Cost**

Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

Subtotal _____

Contracts. Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of $100,000.

Item	**Cost**

Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

Subtotal _____

TOTAL _____

G. Other Costs. List items, e.g. reproduction, janitorial or security services, and investigative or confidential funds, by the major type and the basis of computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent. These costs are applicable to the overall M&A cap of three percent (3%).

Description	**Computation**	**Cost**

Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

TOTAL _____

H. Indirect Costs. Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully-executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, for review of documentation for rate approval for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs category.

Description	**Computation**	**Cost**

TOTAL _____

Budget Summary – When you have completed all of the applicable budget categories, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds, if any, that will support the project.

Budget Category	**Federal Amount**	**Non-Federal Amount**
A. Personnel	_____	_____
B. Fringe Benefits (if applicable)	_____	_____
C. Travel	_____	_____
D. Equipment	_____	_____
E. Supplies	_____	_____
F. Consultants/Contracts	_____	_____
G. Other	_____	_____
Total Direct Costs	_____	_____
H. Indirect Costs	_____	_____
TOTAL PROJECT COSTS	_____	_____
Federal Request	_____	
Non-Federal Amount		_____