



U.S. DEPARTMENT OF HOMELAND SECURITY

**FISCAL YEAR 2009**

**EMERGENCY MANAGEMENT PERFORMANCE  
GRANTS**

**GUIDANCE AND APPLICATION KIT**

**NOVEMBER 2008**



U.S. DEPARTMENT OF HOMELAND SECURITY

**Title of Opportunity:** Emergency Management Performance Grants

**Funding Opportunity Number:** DHS-09-GPD-042-1971

**Federal Agency Name:** FEMA Grant Programs Directorate (GPD)

**Announcement Type:** Initial

**Dates:** Completed applications must be submitted **no later than 11:59 PM EST, December 19, 2008.**

**Additional overview information:** For FY 2009 EMPG, construction and renovation activities for emergency operations centers have been reinstated as allowable costs (see Part IV.E for additional information).

# CONTENTS

Contents.....	1
Part I. FUNDING OPPORTUNITY DESCRIPTION.....	2
Part II. AWARD INFORMATION .....	6
Part III. ELIGIBILITY INFORMATION .....	8
A.    Eligible Applicants.....	8
B.    Cost Sharing .....	8
C.    Restrictions .....	8
Part IV. APPLICATION AND SUBMISSION INFORMATION.....	9
A.    Address to Request Application Package .....	9
B.    Content and Form of Application .....	9
C.    Submission Dates and Times .....	21
D.    Intergovernmental Review .....	21
E.    Funding Restrictions.....	21
Part V. APPLICATION REVIEW INFORMATION .....	29
A.    Review Criteria.....	29
B.    Review and Selection Process .....	29
C.    Anticipated Announcement and Award Dates .....	29
Part VI. AWARD ADMINISTRATION INFORMATION .....	30
A.    Notice of Award .....	30
B.    Administrative and National Policy Requirements .....	31
C.    Reporting Requirements .....	38
Part VII. FEMA CONTACTS.....	42

## PART I.

# FUNDING OPPORTUNITY DESCRIPTION

The events surrounding Hurricanes Gustav and Ike highlighted the critical importance of effective catastrophic all-hazards planning, which includes the spectrum of prevention, protection, response, and recovery activities. State and local jurisdictions must engage in comprehensive national and regional planning processes that seek to enhance emergency management and catastrophic planning capabilities. These processes can be supported through strengthened national and regional relationships and the allocation of resources toward all-hazards planning, including updating and maintaining current hazard mitigation plans.

An all-hazards approach to emergency response, including the development of a comprehensive program of planning, training, and exercises, provides the foundation for an effective and consistent response to any threatened or actual disaster or emergency, regardless of the cause. As appropriated by the *Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009* (Public Law 110-329), the FY 2009 Emergency Management Performance Grant (EMPG) Program provides \$306,022,500 to assist State and local governments to enhance and sustain all-hazards emergency management capabilities.

States have the opportunity to use EMPG funds to further strengthen their ability to support emergency management mission areas while simultaneously addressing issues of national concern as identified in the National Priorities of the National Preparedness Guidelines.

A comprehensive State emergency management system must be inclusive of local programs and input. Local emergency management organizations should remain informed and have the opportunity to provide input to State planning processes. Although DHS expects States to include support for their local jurisdictions in the EMPG programs, each Governor is responsible for determining the appropriate amount of funding to be passed through to support the development or enhancement of local emergency management capabilities and to support mitigation activities.

An essential component in meeting emergency management capabilities involves establishing strong working relationships with neighboring jurisdictions. These relationships are essential for developing emergency management capabilities that leverage joint operations, effective mutual aid and support local, regional, tribal, State-to-State, and nationwide priorities, particularly when responding to a catastrophic event. States have the flexibility to leverage FY 2009 EMPG funds to develop intra-state and inter-state emergency management systems that encourage building partnerships

across all levels of government and with non-governmental<sup>1</sup> organizations, including continued coordination through the Senior Advisory Committee<sup>2</sup>.

### ***Supporting National Priorities***

The National Preparedness Guidelines, issued in September 2007, provide an all-hazards preparedness goal as directed by Homeland Security Presidential Directive (HSPD)-8. The National Preparedness Guidelines reinforce the fact that preparedness is a shared responsibility and seek to organize and synchronize national (including Federal, State, local, tribal, and territorial) efforts to strengthen national preparedness. The National Preparedness Guidelines outline eight national priorities to guide preparedness efforts and that meet the Nation's most urgent needs. EMPG directly supports several of these national priorities, including strengthening planning, expanding regional collaboration, and implementing the National Incident Management System (NIMS) and National Response Framework (NRF).

**Strengthen Planning.** The 2006 Nationwide Plan Review highlighted the critical importance of effective catastrophic all-hazards planning, which includes pre-disaster hazard mitigation planning, as well as planning for post-disaster recovery and reconstruction. State and local jurisdictions must engage in comprehensive national and regional planning processes that seek to enhance emergency management and emergency response capabilities. The planning processes can be supported through strengthened national and regional relationships and the allocation of resources toward all-hazards planning.

In spring 2007, FEMA initiated the Gap Analysis Program as a pilot with 20 States and territories in the hurricane-prone regions with a focus on the following critical response areas: debris removal, interim housing, sheltering, evacuation, commodity distribution, medical needs, fuel, and communications. The purpose of the FEMA Gap Analysis Program is to engage State, Federal, and other partners in a process that identifies and addresses shortfalls in meeting disaster resource and planning requirements. Gaps are identified by comparing current capabilities to disaster response requirements. These shortfalls are addressed through collaborative planning by State, Federal, and other partners. The program has since been expanded to support all-hazards planning within all States and territories and supports the following objectives through collaborative planning by State, Federal, and other partners:

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<sup>1</sup> Nongovernmental entities include private sector, faith-based, community, nonprofit, and volunteer organizations.

<sup>2</sup> The membership of the Senior Advisory Committee must, at a minimum, include the following State officials directly responsible for the administration of FEMA grants and Centers for Disease Control and Prevention (CDC) and Health Resources and Services Administration (HRSA) cooperative agreements: the State Administrative Agency (SAA), HRSA Bioterrorism Hospital Preparedness Program Coordinator, and CDC Public Health Emergency Preparedness Program Director. In addition, program representatives from the following entities should be members of the committee: State Homeland Security Advisor (if this role is not also the SAA); State Emergency Management Agency Director; State Public Health Officer; State Public Safety Officer (and SAA for Justice Assistance Grants, if different); State Court Official; State EMS Director; State Trauma System Manager; State Communications Officer (NECP, etc.); State Citizen Corps POC; Urban Area POC; United States Coast Guard Area Command or Captain of the Port; Senior Members of the Regional Transit Security Working Group; Senior Security Officials from Major Transportation Systems; and the Adjutant General.

- Engage local and State jurisdictions in a consistent, on-going process of self-assessment to determine requirements and capabilities and mechanisms to meet those requirements in pre-defined critical areas
- Identify State assessed shortfalls in meeting their requirements (“gaps”) and work with State partners through FEMA Regions to develop solutions to fill gaps
- Reduce State reliance on Federal support by working with State partners to develop and implement strategies to strengthen State capabilities
- Build and establish a strong partnership between the Federal government and State and local disaster response communities by providing a consistent process for evaluating critical resource needs

Additionally, on December 3, 2007, President Bush issued Annex I to HSPD-8. This Annex describes the development of a national planning system in which all levels of government work together in a collaborative fashion to create plans for various planning scenarios. Comprehensive Preparedness Guide 101, *Producing Emergency Plans: A Guide for All-Hazard Operations Planning for State, Territorial, Local and Tribal Governments (Interim)* provides guidance for the implementation of this effort at the State and local level. Recipients of EMPG funding are encouraged to apply their funding toward the development of comprehensive plans that discuss the activities of the jurisdiction to prevent, protect against, respond to and recover from the specific threats and hazards faced by the jurisdiction. To assist in planning, a set of specific priority scenarios of national concern may be found in the NRF or by contacting your EMPG Program Manager.

State and local emergency management agencies should also continue to focus on enhancing response planning. Some response planning activities include conducting a thorough capability assessment of critical response areas, such as commodities management, debris clearing, fuel and emergency power, shelter (including general population, special needs, and pets), transportation and evacuation, communications, and search and rescue. This planning effort should set the baseline of current resources and identify resources available through various partnerships. After this initial assessment, stakeholders will have the ability to define various disaster scenarios and use modeling to project potential needs for any incident which would stretch stakeholder resources. After determining the potential shortfalls by comparing capabilities and needs, States and local jurisdictions should focus on actionable strategies to address identified shortfalls. Examples of strategies supported by EMPG include the development of new contracts with the private sector, new agreements with nongovernmental organizations (NGOs), providing additional training, hosting coordination workshops, or additional reliance on the Emergency Management Assistance Compact (EMAC) and other interstate agreements.

***At least 25 percent of FY 2009 EMPG funds must be allocated to the Strengthen Planning priority through planning, training and exercise activities.***

**Expand Regional Collaboration.** Standardized structures and processes for regional collaboration enable entities to collectively manage and coordinate activities for operations and preparedness consistently and effectively. In FY 2009, FEMA regional offices will be working closely with State and local jurisdictions to enhance planning capabilities, to include assisting States in completing the FEMA Gap Analysis Program and addressing various preparedness assessment findings, such as the FEMA Gap Analysis Program and the Nationwide Plan Review. States must work closely with FEMA regional offices in developing their EMPG Work Plans to address critical assessment findings and ensure appropriate regional coordination and collaboration.

**Implement NIMS and NRF.** NIMS, released in March 2004, provides a consistent framework for government entities at all levels to work together to manage domestic incidents, regardless of cause, size, or complexity. NIMS includes a core set of guidelines, standards, and protocols for incident command and management, preparedness, resource management, communications and information management, supporting technologies, and coordination and maintenance to promote interoperability and compatibility among Federal, State, local, tribal, and territorial capabilities. Meeting NIMS compliance requirements remains necessary for States to receive Federal preparedness funding. The NRF, released in draft in September 2007 and approved in its final version on January 22, 2008, establishes a comprehensive, national, all-hazards approach to domestic incident response. Replacing the former National Response Plan, the NRF presents an overview of key response principles, roles and structures that guide the national response. Emergency managers at all levels of government should strive to ensure that emergency management plans and operations are conducted in alignment with the NIMS and NRF.

## PART II.

# AWARD INFORMATION

This section summarizes the award period of performance and the total amount of funding available under the FY 2009 EMPG, describes the basic distribution method used to determine final grants awards, and identifies all eligible applicants for FY 2009 funding.

### ***Award Period of Performance***

The period of performance of this grant is 24 months, beginning October 1, 2008. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications why an extension is required.

### ***Available Funding***

In FY 2009, the total amount of funds distributed under the FY 2009 EMPG will be \$306,022,500. FY 2009 EMPG allocations are determined as authorized by the *Implementing Recommendations of the 9/11 Commission Act of 2007* (Public Law 110-53). All 50 States, the District of Columbia, and Puerto Rico will receive a base amount of 0.75 percent of the total available grant funding. Four Territories (American Samoa, Guam, Northern Mariana Islands, and the U.S. Virgin Islands) will receive a base amount of 0.25 percent of the total available grant funding. The balance of EMPG funds is distributed on a population-share basis. Pursuant to the Compact of Free Association, funds are available for the Federated States of Micronesia and for the Republic of the Marshall Islands. Table 1 provides a breakdown by State of FY 2009 EMPG funding allocations.



**Table 1. FY 2009 EMPG Funding Allocations**

<b>State/Territory</b>	<b>Allocation</b>	<b>State/Territory</b>	<b>Allocation</b>
Alabama	\$5,070,565	New Hampshire	\$3,084,292
Alaska	\$2,705,062	New Jersey	\$7,504,254
Arizona	\$6,096,622	New Mexico	\$3,476,558
Arkansas	\$3,995,242	New York	\$13,868,325
California	\$24,216,716	North Carolina	\$7,729,215
Colorado	\$5,210,697	North Dakota	\$2,678,816
Connecticut	\$4,395,560	Ohio	\$9,172,062
Delaware	\$2,813,782	Oklahoma	\$4,464,531
District of Columbia	\$2,647,977	Oregon	\$4,542,578
Florida	\$13,240,731	Pennsylvania	\$9,751,313
Georgia	\$8,019,308	Rhode Island	\$2,929,568
Hawaii	\$3,064,837	South Carolina	\$4,938,542
Idaho	\$3,194,384	South Dakota	\$2,772,671
Illinois	\$10,003,047	Tennessee	\$5,987,452
Indiana	\$6,100,540	Texas	\$16,631,007
Iowa	\$4,087,148	Utah	\$3,881,616
Kansas	\$3,959,979	Vermont	\$2,667,745
Kentucky	\$4,838,849	Virginia	\$6,920,233
Louisiana	\$4,869,872	Washington	\$6,174,386
Maine	\$3,085,119	West Virginia	\$3,381,875
Maryland	\$5,664,580	Wisconsin	\$5,654,562
Massachusetts	\$6,163,190	Wyoming	\$2,608,718
Michigan	\$8,335,401	Puerto Rico	\$4,659,474
Minnesota	\$5,412,265	U.S. Virgin Islands	\$830,929
Mississippi	\$4,045,611	American Samoa	\$803,934
Missouri	\$5,820,548	Guam	\$870,532
Montana	\$2,869,601	Northern Mariana Islands	\$817,001
Nebraska	\$3,359,408	Republic of the Marshall Islands	\$50,000
Nevada	\$3,833,670	Federated States of Micronesia	\$50,000
<b>Total</b>			<b>\$306,022,500</b>

## PART III.

# ELIGIBILITY INFORMATION

### A. Eligible Applicants

The Governor of each State and territory is required to designate a State Administrative Agency (SAA) to apply for and administer the funds awarded under EMPG. **The SAA is the only entity eligible to apply to FEMA for EMPG funds on behalf of State and local emergency management agencies.**

To be eligible to receive FY 2009 EMPG funding, applicants must meet NIMS compliance requirements. The NIMSCAST will be the required means to report FY 2008 NIMS compliance for FY 2009 preparedness award eligibility. All State and territory grantees were required to submit their compliance assessment via the NIMSCAST by September 30, 2008 in order to be eligible for FY 2009 preparedness programs. The State or territory department/agency grantee reserves the right to determine compliance reporting requirements of their sub-awardees (locals) in order to disperse funds at the local level.

For FY 2009 there are no new NIMS compliance objectives. If FY 2008 NIMS compliance was reported using NIMSCAST and the grantee has met all NIMS compliance requirements, then NIMSCAST will only require an update in FY 2009. Additional information on achieving compliance is available through the FEMA National Integration Center (NIC) at <http://www.fema.gov/emergency/nims/>.

### B. Cost Sharing

In FY 2009, EMPG has a 50 percent Federal and 50 percent State cost share, cash- or in-kind, match requirement. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. In accordance with 48 U.S.C. 1469a, match requirements are waived for the U.S. Territories of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands. FEMA administers cost sharing requirements in accordance with 44 CFR §13.24, which is located at [http://www.access.gpo.gov/nara/cfr/waisidx\\_07/44cfrv1\\_07.html](http://www.access.gpo.gov/nara/cfr/waisidx_07/44cfrv1_07.html).

### C. Restrictions

Please see Part IV.E. for Management & Administration (M&A) limits and allowable/unallowable costs guidance.

PART IV.  
**APPLICATION AND SUBMISSION  
INFORMATION**

**A. Address to Request Application Package**

DHS participates in the Administration’s e-government initiative. As part of that initiative, all applications must be filed using the Administration’s common electronic “storefront” -- [grants.gov](http://www.grants.gov). Eligible SAAs must apply for funding through this portal, accessible on the Internet at <http://www.grants.gov>. To access application forms and instructions, 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.” If you experience difficulties or have any questions, please call the [grants.gov](http://www.grants.gov) customer support hotline at (800) 518-4726.

**B. Content and Form of Application**

**1. On-line application.** The on-line application must be completed and submitted using [grants.gov](http://www.grants.gov) after Central Contractor Registry (CCR) registration is confirmed. The on-line application includes required forms and submissions:

- EMPG Work Plan
- Standard Form 424, Application for Federal Assistance
- Standard Form 424A, Budget Information
- Standard Form 424B Assurances
- Standard Form 424C, Budget Information – Construction Programs, if applicable
- Standard Form 424D, Assurances – Construction Programs, if applicable
- Standard Form LLL, Disclosure of Lobbying Activities

The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is “*Emergency Management Performance Grants.*” The CFDA number is **97.042**.

**2. Application via [grants.gov](http://www.grants.gov).** FEMA participates in the Administration’s e-government initiative. As part of that initiative, all applicants must file their applications using the Administration’s common electronic “storefront” -- [grants.gov](http://www.grants.gov). Eligible SAAs must apply for funding through this portal, accessible on the Internet at <http://www.grants.gov>.

3. **DUNS number.** The applicant must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number with their application. This number is a required field within [grants.gov](http://grants.gov) and for CCR Registration. 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.
4. **Valid Central Contractor Registry (CCR) Registration.** The application process also involves an updated and current registration by the applicant. Eligible applicants must confirm CCR registration at <http://www.ccr.gov>, as well as apply for funding through [grants.gov](http://grants.gov).
5. **EMPG Work Plan (Program Narrative, Budget Narrative, and Project Outline).** All EMPG applicants must submit a Work Plan that outlines the State's emergency management sustainment and enhancement efforts, including projects, proposed for the FY 2009 EMPG period of performance. In addition, the Work Plan must include a detailed budget-build (within the Budget Narrative section) that enumerates all expenses associated with project execution; including management and administration costs. FEMA regional offices will work closely with States to assist, as needed, and monitor Work Plans during the performance period to ensure regional coordination and collaboration. In addition, FEMA regional offices must concur on final Work Plans before States may draw down EMPG funds. Grant funds will be released on a rolling basis upon approval of the State's final Work Plan.

The EMPG Work Plan must be included as an attachment to the Standard Form 424 Mandatory Form to fulfill the "*Consolidated Application/Plan/Funding Request Explanation*" response on page four of the form, which is found at [http://www.grants.gov/techlib/SF424\\_Mandatory.pdf](http://www.grants.gov/techlib/SF424_Mandatory.pdf).

In order to address national preparedness issues while also providing the flexibility to manage State and local preparedness issues, States are strongly encouraged to draw upon the following criteria as a basis for developing FY 2009 EMPG Work Plans:

- Emergency Management Standard by the Emergency Management Accreditation Program (EMAP) (September 2007)
- National Preparedness Guidelines, Target Capabilities List, and National Planning Scenarios
- FEMA Gap Analysis Program
- Nationwide Plan Review
- National Disaster Housing Strategy (*new in FY 2009*)

Specifically, States must focus FY 2009 EMPG program activities on addressing shortfalls and sustaining capabilities in their emergency management program, as identified through either the FEMA Gap Analysis Program, Nationwide Plan Review, the EMAP process, or other emergency management assessment process, with a

specific focus on planning for catastrophic events and to reduce loss of life and property through mitigation activities. States can use the Work Plan to demonstrate how they have already addressed existing shortfalls and how they plan to further enhance or sustain those capabilities. Results from other assessments can also serve as a reference, and can include specific targeting of the EMPG funding to those areas identified as needing improvement or sustainment.

Additionally, FY 2009 EMPG places a high priority in developing scenario-specific plans that incorporate the findings of the Gap Analysis Program and the Nationwide Plan Review, consistent with Annex I to HSPD-8.

- **Emergency Management Standard.** The Emergency Management Standard by the Emergency Management Accreditation Program (EMAP) (September 2007) is based on the National Fire Protection Association (NFPA) 1600 Standard on Disaster/Emergency Preparedness and Business Continuity Programs, 2004 edition, with language added to provide standards for public sector emergency management accreditation purposes.

States are not required to pursue accreditation under EMAP, but as an existing national standard, it is being considered for use with the National Preparedness Guidelines and its supporting materials as the basis for future national assessments.

Additional information on the EMAP Standard is available at <http://www.emaponline.org/index.cfm>. Using the EMAP Standard, the National Emergency Management Baseline – Capability Assessment Program (NEMB-CAP) was an effort sponsored by FEMA that analyzed existing State and territory emergency management programs. Concluding on June 30, 2006 and encompassing 52 States and territories, findings from the NEMB-CAP process revealed weaknesses in key operational areas and catastrophic planning efforts that reinforce and correspond with findings from the Nationwide Plan Review. These findings include:

- Incident management
  - Planning, including continuity of operations and recovery strategies
  - Hazard identification, risk assessment, and impact analysis
  - Pre-disaster resource management, including identification of resource objectives by hazard
- **FEMA Gap Analysis Program.** State and local jurisdictions should leverage EMPG funds to engage in a process that identifies and addresses shortfalls utilizing a scenario that may stretch State capabilities. In FY 2009, FEMA regional leadership will continue to work closely with State and local jurisdictions to determine requirements and capabilities to meet those requirements in pre-defined critical areas.

- **Nationwide Plan Review.** States should focus on developing scenario-specific plans that incorporate findings identified through the 2006 Nationwide Plan Review. Of particular importance are the areas of evacuation and re-entry planning, long-term housing, and continuity of operations. These focus areas target large-scale or catastrophic incidents, however they involve capabilities that will also support common scenarios described in local hazard mitigation plans.

### **Evacuation Planning**

Evacuation planning encompasses not only the movement of people, but also alert/warnings and crisis communications, the ability to care for those people and the ability to plan for re-entry. Given these needs, it is important that overall planning for evacuation issues within a jurisdiction must consider the safety of the proposed shelter, evacuation routes that are pre-identified prior to a hurricane event, public information concerning safety and evacuation routing, communications to the public, traffic management, special needs populations, mass care and sheltering, alternative means of transportation, and when necessary, isolation and quarantine. While levels of planning for this focus area will vary greatly depending on the jurisdiction, it should be noted that urban areas should have detailed plans to address issues associated with this focus area and States should have plans in place that identify how the State will support the local effort.

### **Continuity of Operations / Continuity of Government Planning (COOP/COG)**

COOP/COG planning is the fundamental responsibility of every government agency that performs an essential function at the State and local level. In order to conduct necessary emergency operations, recovery actions, and other key essential functions during a large-scale or catastrophic event, the agency must have effective COOP plans in place to support continued operations. COOP efforts also provide the foundational basis for COG programs, such as succession planning, which are designed to ensure the survival of not only leadership at the State and local level, but also an enduring constitutional government. State and local plans to address COOP/COG issues should be consistent with HSPD-20, *National Continuity Policy*, which provides guidance for State, local, territorial, and tribal governments, and private sector organizations to ensure a comprehensive and integrated national continuity program, and DHS COOP Planning Guidance. Issues to address include, but are not limited to:

- Delineate essential functions and activities, agency interdependencies, and the resources needed to perform them
- Establish orders of succession and delegations of authority to key agency positions and establish and maintain current roster(s) of fully equipped and trained COOP personnel with the authority to perform essential functions

- Provide for the identification and preparation of alternate operating facilities for relocated operations
- Provide for the regular training, testing, and exercising of COOP personnel, systems, and facilities
- Provide for reconstitution of agency capabilities, and transition from continuity operations to normal operations

### ***EMPG Work Plan***

The EMPG Work Plan must provide a detailed description of the State's planned use for FY 2009 EMPG funds, including sustaining or enhancing emergency management capabilities through personnel and activities. The EMPG Work Plan must include a Program and Budget Narrative. In addition, EMPG projects must be outlined using the Project Outline template. FEMA regional offices will work closely with States to assist in the development of EMPG Work Plans, as needed, to ensure regional coordination and collaboration. In addition, FEMA regional offices must concur on final Work Plans before States may draw down EMPG funds.

### **Program Narrative**

Provide a brief description of the State emergency management priorities and initiatives that will be addressed with FY 2009 EMPG funds. In addition, the narrative must address, if applicable, the following:

- Overview of the State's risk profile (natural, technological, man-made)
- Baseline inventory of where States are now relative to achieving target capabilities
- State emergency management priorities and planning focus for FY 2009
- Relationship of those priorities to the State's Homeland Security Strategy
- Relationship of those priorities to the four Homeland Security mission areas: Prevent, Protect, Respond, and Recover
- Relationship of those priorities to targeted capabilities found within the target capabilities list (TCL)
- Relationship with the objectives of the FEMA Gap Analysis Program to support a consistent, ongoing process of self-assessment to determine requirements and capabilities to meet those requirements in pre-defined critical areas and develop solutions to fill gaps
- Areas of need identified through Nationwide Plan Review, EMAP process, Statewide Communications Interoperability Plan, Tactical Interoperable Communications Plan<sup>3</sup>, or other emergency management assessment process
- Number of State and/or local emergency management personnel in total and the number of State and/or local emergency management personnel either fully or partially supported by EMPG funds

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<sup>3</sup> All EMPG projects associated with interoperable communications capabilities must be referenced in existing Tactical Interoperable Communications Plans or emerging Statewide Interoperable Communications Plans.

- State and/or local equipment acquisition
- Type and number of State and/or local training sessions to be conducted or developed, including the estimated number of emergency responders to be trained in each training
- Type and number of State and/or local exercises, including the number of emergency responders to participate in each exercise

Consistent with the emergency management function chosen, the State may propose activities at a local level, as well as activities that have statewide application. For example, a State's program objective for exercises may include those conducted by counties or municipalities, as well as those conducted by the State.

**Budget Narrative**

Provide a budget detail worksheet outlining allowable cost categories and description breakdowns of projected expenditures within each category for all FY 2009 funds; including management and administration costs. In addition, the State must outline how it intends to meet the cash or in-kind match requirement. Funds will not be available until a budget is approved by the Grants Management Division.



# Sample Budget Detail Worksheet

**Budget Detail Worksheet Purpose**

The Budget Detail Worksheet may be used as a guide to assist applicants in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain 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 title and name of employee, if available. 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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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**Note:** Personnel costs are only allowable for direct management and administration of the grant award, i.e., preparation of mandatory post-award reports.

**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. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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**TOTAL** \_\_\_\_\_

**Total Personnel & Fringe Benefits** \_\_\_\_\_

**C. Travel.** Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$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.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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**TOTAL** \_\_\_\_\_

**D. Equipment.** List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Note: Organization’s own capitalization policy and threshold amount for classification of equipment

may be used). Expendable items should be included either in the “Supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical 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 the procurement method to be used.

<u><b>Item</b></u>	<u><b>Computation</b></u>	<u><b>Cost</b></u>
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**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

**TOTAL** \_\_\_\_\_

**E. Supplies.** List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, 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. These costs will contribute to the 3 percent M&A cap.

<u><b>Supply Items</b></u>	<u><b>Computation</b></u>	<u><b>Cost</b></u>
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**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.

<u><b>Name of Consultant</b></u>	<u><b>Service Provided</b></u>	<u><b>Computation</b></u>	<u><b>Cost</b></u>
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**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 (i.e., travel, meals, lodging, etc.)

<u><b>Item</b></u>	<u><b>Location</b></u>	<u><b>Computation</b></u>	<u><b>Cost</b></u>
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**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., rent, reproduction, telephone, security services, and investigative or confidential funds) by major type and the basis of the 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.

**Description**

**Computation**

**Cost**

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

**Important Note:** If applicable to the project, construction costs should be included in this section of the Budget Detail Worksheet.

**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, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

**Description**

**Computation**

**Cost**

**TOTAL** \_\_\_\_\_

**Budget Summary** - When you have completed the budget worksheet, 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 that will support the project.

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

## **EMPG Project Outline**

To facilitate performance measures and focus on outcomes, a Project Outline must be completed for each project supported, including construction and renovation projects, with FY 2009 EMPG funds. "Project" is defined here, for example, as developing or updating a plan, implementing an interoperable communications network, launching a training initiative. Although a Project Outline can be completed for describing staffing for day-to-day operations, it is not necessary.

For each project, complete a template as shown on the next page and address the following areas:

- **EMF:** Identify how the project relates to the Emergency Management Functions identified through the EMAP Standard (e.g., Resource Management, Communications and Warning, etc.).
- **EMPG Objective:** Briefly explain the major objective of the project.
- **Preparedness Strategy Objective:** Please identify the objective in the State Homeland Security Strategy and/or the State's all-hazard strategic plan that this project will support.
- **National Priority/Target Capability:** Identify the National Priority this project supports and the target capability this project supports, if applicable.
- **Area of Need Addressed:** Identify the emergency management shortfall that this project will address and whether this shortfall was identified through the FEMA Gap Analysis Program, Nationwide Plan Review, EMAP process, or other relevant emergency management assessment; or, whether this project addresses the NRF or NIMS implementation.
- **Performance Measure and Basis of Evaluation:** Indicate the performance measure(s) that will be used to evaluate this project and the basis for developing the measure(s), including linkage to National Priority and target capability.
- **Challenges/Risks:** Identify any challenges to implementing this project.
- **Budget:** This section must: (1) explain how the costs were estimated; (2) justify the need for all costs; and, (3) outline how the cash or in-kind match requirement of the grant program will be met. For clarification purposes, this information may be cross-referenced with the Budget Detail Worksheet.
- **Quarterly Activity:** For each quarter, briefly identify the expected outcome. This information will provide the foundation for the Quarterly Progress Report.

**FY 2009 EMPG, Sample Project Outline Template**

<b>EMF #:</b>	
<b>EMPG Objective:</b>	
<b>Preparedness Strategy Objective:</b>	
<b>National Priority/Target Capability:</b>	
<b>Area of Need Addressed:</b>	
<b>Performance Measure(s) and Basis of Evaluation:</b>	
<b>Challenges/risks:</b>	
<b>Budget</b>	
<b>1<sup>st</sup> Quarter Activity</b>	<b>Expected Outcome:</b>
<b>2<sup>nd</sup> Quarter Activity</b>	<b>Expected Outcome:</b>
<b>3<sup>rd</sup> Quarter Activity</b>	<b>Expected Outcome:</b>
<b>4<sup>th</sup> Quarter Activity</b>	<b>Expected Outcome:</b>

## C. Submission Dates and Times

Completed applications must be submitted electronically through [www.grants.gov](http://www.grants.gov) no later than **11:59 PM EST, December 19, 2008**. Late applications will neither be considered nor reviewed. Upon successful submission, a confirmation e-mail message will be sent with a [grants.gov](http://www.grants.gov) tracking number, which is needed to track the status of the application.

## D. Intergovernmental Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact their State SPOC to determine if the program has been selected for State review. Executive Order 12372 can be referenced at <http://www.archives.gov/federal-register/codification/executive-order/12372.html>. The names and addresses of the SPOCs are listed on OMB's home page available at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

## E. Funding Restrictions

The following pages outline general allowable and unallowable EMPG costs guidance.

### 1. Management and Administrative (M&A) Costs Guidance

M&A activities are those defined as directly relating to the management and administration of EMPG funds, such as financial management and monitoring. It should be noted that salaries of State and local emergency managers are not typically categorized as M&A, unless the State or local EMA chooses to assign personnel to specific M&A activities.

M&A costs are allowable for both State and local-level EMAs. The State EMA may use up to **three percent (3%) of the total amount** for M&A purposes. If the SAA is not the EMA, the SAA is **not** eligible to retain funds for M&A. In addition, local EMAs may retain and use up to **3% of their subaward** from the State for local M&A purposes.

M&A costs include the following categories of activities:

- Hiring of full-time or part-time staff or contractors/consultants:
  - To assist with the management of FY 2009 EMPG funds
  - To assist with design, requirements, and implementation of the FY 2009 EMPG Program
- Hiring of full-time or part-time staff or contractors/consultants and expenses related to:
  - FY 2009 EMPG pre-application submission management activities and application requirements

- Meeting compliance with reporting/data collection requirements, including data calls
- Development of operating plans for information collection and processing necessary to respond to FEMA data calls
- Travel expenses directly related to management and administration of EMPG grant funds
- Meeting-related expenses directly related to management and administration of EMPG grant funds
- Acquisition of authorized office equipment, including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which are used primarily in support the implementation of EMPG-related activities
- The following are allowable only within the period of performance of the grant program:
  - Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc. which are directly related to management and administration of FY 2009 EMPG grant funds
  - Leasing and/or renting of space for newly hired personnel to administer FY 2009 EMPG grant funds

## **2. Allowable Costs**

### ***Planning***

FY 2009 EMPG funds may be used for a range of emergency management planning activities, including activities and costs related to the FEMA Gap Analysis Program and EMAP accreditation process (State and/or local). As indicated, grant recipients should place a high priority on developing/enhancing scenario specific plans that incorporate activities across the pillars of prevention, protection, and response and recovery. These plans may include aspects of the following, but are not limited to:

- Disaster housing planning
- Planning for NIMS implementation
- Modifying existing incident management and emergency operations plans to ensure proper alignment with the NIMS and NRF coordinating structures, processes, and protocols
- Developing/enhancing comprehensive emergency management plans
- Conducting a hazard analysis and risk assessment prior to mitigation plan development
- Developing/enhancing all-hazards mitigation plans
- Developing/enhancing catastrophic incident plans
- Developing/enhancing COOP/COG plans
- Developing/enhancing logistics and resource management plans
- Developing/enhancing evacuation plans, including alerts/warning, crisis communications, sheltering, and re-entry
- Developing/enhancing mass casualty and mass fatality plans



- Developing/enhancing financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program
- Public education and awareness
- Updating the State and/or Urban Area Homeland Security Strategy to address all hazards
- Developing/enhancing other response and recovery plans
- Developing/enhancing emergency management and operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation

In support of efforts by State and local governments to improve their preparedness programs, program evaluations are now allowable planning costs. Program evaluations provide valuable information regarding a program's outcomes, efficiency, and effectiveness. Beyond financial audits and program monitoring, evaluations can help managers track progress and demonstrate performance by quantitatively measuring the results of programs.

### **Organization**

Per the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, (Public Law 93-288), as amended, 42 U.S.C. 5121-5207, EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management, including hazard mitigation staffing of the State Hazard Mitigation Officer (SHMO) position. Proposed staffing activities should be linked to achieving goals outlined in the EMPG Work Plan.

Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable costs with FY 2009 EMPG funds. These costs must comply with 2 CFR Part 225, *Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)*. Proposed personnel costs should be linked to achieving objectives outlined in the EMPG Work Plan.

### **Equipment**

Allowable equipment categories for FY 2009 EMPG are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by FEMA at <http://www.rkb.us>.

The Standardized Equipment List (SEL) is located at this site as well. In some cases, items on the SEL are not allowable under EMPG or will not be eligible for purchase unless specific conditions are met. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

The select allowable equipment includes equipment from the following AEL categories:

- Information Technology (Category 4)
- Cyber-Security Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- CBRNE Reference Materials (Category 11)
- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

If State agencies and/or local governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their EMPG Program Manager for clarification.

States that are using EMPG funds to purchase Interoperable Communications Equipment (Category 6) must consult SAFECOM's coordinated grant guidance which outlines standards and equipment information to enhance interoperable communications. This guidance can be found at <http://www.safecomprogram.gov>. Additionally, grantees are encouraged to coordinate with other State and local partners in integrating their interoperable communications plans and projects as outlined in each State's State Communication Interoperability Plan (SCIP), which were submitted to DHS in December 2007 as part of the DHS/Department of Commerce's Public Safety Interoperable Communications (PSIC) Grant Program.

### ***Training***

EMPG funds may be used for a range of emergency management-related training activities to enhance the capabilities of State and local emergency management personnel through the establishment, support, conduct, and attendance of training. Types of training include, but are not limited to, the following:

- Developing/enhancing systems to monitor training programs
- Conducting all hazards emergency management training, including NIMS training requirements
- Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses, not limited to terrorism-related courses
- Attending other FEMA-approved emergency management training

Allowable training-related costs include the following:

- **Funds used to develop, deliver, and evaluate training** – Includes costs related to administering the training: planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment.

- **Overtime and Backfill** – Overtime costs which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. Overtime payments related to backfilling personnel who have been sent to training are also allowable, but only for the marginal added cost to the grantee of having to pay overtime instead of regular time. The grantee must maintain financial responsibility for the regular time portion of backfill costs. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities.
- **Travel** – Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.
- **Hiring of Full or Part-Time Staff or Contractors/Consultants** – Full- or part-time staff may be hired to support direct training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or awarding agency, whichever is applicable.
- **Certification/Recertification of Instructors** – Costs associated with the certification and re-certification of instructors are allowed. States are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses which involve training of trainers.

### **Exercises**

EMPG funds may be used to design, develop, conduct, and evaluate emergency management related exercises. Exercises must be consistent with the principles outlined in the Homeland Security Exercise and Evaluation Program (HSEEP), as well as applicable existing emergency management standards. *HSEEP Volumes I-III* contains guidance and recommendations for designing, developing, conducting, and evaluating exercises. *HSEEP Volume IV* provides sample exercise materials. All four volumes can be found at the HSEEP website (<http://hseep.dhs.gov>). Exercises conducted using EMPG funding must be NIMS compliant.

Types of exercises include, but are not limited to, the following:

- Developing/enhancing systems to monitor exercise programs
- Conducting all-hazards exercises, based on the likely hazards/scenarios a jurisdiction may encounter
- Conducting emergency management exercises, while incorporating NIMS exercise requirements

Allowable exercise-related costs include:

- **Funds Used to Design, Develop, Conduct and Evaluate an Exercise** – Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation.
- **Hiring of Full or Part-Time Staff or Contractors/Consultants** – Full- or part-time staff may be hired to support direct exercise activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.
- **Overtime and Backfill** – Overtime costs which are the direct result of time spent on the design, development and conduct of exercises are allowable expenses. Overtime payments related to backfilling personnel who have been sent to exercises are also allowable but only for the marginal added cost to the grantee of having to pay overtime instead of regular time. The grantee must maintain financial responsibility for the regular time portion of backfill costs. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities.
- **Travel** – Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s).
- **Supplies** – Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment).
- **Implementation of HSEEP** – This refers to costs related to developing and maintaining a self-sustaining State Homeland Security Exercise and Evaluation Program which is modeled after the national HSEEP.
- **Other Items** – These costs are limited to items consumed in direct support of exercise activities such as the rental of space/locations for planning and conducting an exercise, rental of equipment (e.g., portable toilets, tents), and the procurement of gasoline, exercise signs, badges, and other essential nondurable goods.

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage.
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).
- Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct.

### ***Construction and Renovation***

FEMA recognizes that an updated, functioning emergency operations center (EOC), accessible to and usable by individuals with disabilities, is a core component of an effective emergency management system. Therefore, construction and renovation activities for a State, local, or tribal government's principal EOC are allowable under EMPG. Allowable costs for EOC construction and renovation are consistent with the FY 2008 EOC Grant Program. In addition, EOCs may use up to \$1,000,000 for construction projects or up to \$250,000 for renovation projects. However, the match requirement for EOC construction and renovation with EMPG funding is 50 percent federal and 50 percent grantee.

FY 2009 EMGP grantees using funds for construction projects must comply with the Davis-Bacon Act. Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor wage determinations, is available from the following website:

<http://www.dol.gov/esa/programs/dbra/>.

In order for grantees to drawdown funds for limited EOC construction and renovation projects under EMPG:

- Grantee must provide to FEMA:
  - Description of the EOC facility, location, and the scope of the construction or renovation project
  - Certification that an assessment has been conducted to identify EOC needs regarding such issues as the facility, communications capability, computer systems and network capabilities, survivability, and sustainability
  - How the construction or renovation project will address the needs identified from the assessment
  - Consequences of not implementing the construction or renovation project
  - NEPA Compliance Checklist

- Written approval must be provided by FEMA prior to the use of any EMPG funds for construction or renovation

All proposed construction and renovation activities must undergo an Environmental and Historic Preservation (EHP) review, including approval of the review from FEMA, prior to undertaking any action related to the project. Any applicant that is proposing a construction project under the FY 2009 EMGP should pay special attention to the EHP requirements contained in Part VI (B, 4.7) of the Guidance. Failure of a grant recipient to meet these requirements may jeopardize Federal funding.

### **3. Unallowable Costs**

- Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers and related equipment (other than for allowable M&A activities, or otherwise associated preparedness or response functions), general-use vehicles, licensing fees, weapons systems and ammunition.
- Personnel costs (except for costs as detailed above). Costs to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
- Activities unrelated to the completion and implementation of the EMPG.
- Other items not in accordance with the portions of the AEL and allowable costs listed in Part IV.E.

## PART V.

# APPLICATION REVIEW INFORMATION

### A. Review Criteria

Immediately following the submission and receipt of State and territory FY 2009 EMPG grant applications, FEMA headquarters components and regional offices will begin a thorough review of the grant application components. This includes review of the EMPG Work Plan, Project Narrative, corresponding budget, and all other applicable documents for completeness and adherence to program requirements.

### B. Review and Selection Process

All Work Plans will require final approval by the corresponding FEMA Regional Administrator or their designee for each State and territory. Grantees will be notified by their FEMA regional office should any component of the EMPG application require corrective action. FEMA regional offices must concur on final Work Plans before States may draw down the full amount of their FY 2009 EMPG award. The full award will be released upon the regional office's approval of the State's final Work Plan.

### C. Anticipated Announcement and Award Dates

FEMA will evaluate and act on applications within 30 days following close of the application period, consistent with the *Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009* (Public Law 110-329). Awards will be made on or before September 30, 2009.

## PART VI.

# AWARD ADMINISTRATION INFORMATION

### A. Notice of Award

Upon approval of an application, the grant will be awarded to the grant recipient. The date that this is done is the “award date.” Notification of award approval is made through the Grants Management System (GMS). Once an award has been approved, a notice is sent to the authorized grantee official. Follow the directions in the notification and log into GMS to access the award documents. The authorized grantee official should carefully read the award and special condition documents. If you do not receive a notification, please contact your Program Analyst for your award number. Once you have the award number, contact the GMS Help Desk at (888) 549-9901, option 3, to obtain the username and password associated with the new award.

Each State shall obligate 100% of its total EMPG allocation amount to the designated State-level EMA. If the SAA is also the EMA, this requirement is automatically met. If the SAA is separate, or has separate budget processes, then these funds must be obligated to the EMA within 15 days of the grant award date. State EMAs are encouraged to pass EMPG funds through to local EMAs, as determined by the Governor.

Due to the unique nature of the territorial governments in Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands, no pass-through requirements will be applied to these territories. However, these territories are expected to take into account the needs of local communities.

The State’s obligation period must be met within 15 days of the award date. An obligation is defined as a definite commitment which creates a legal liability for the payment of funds for goods and services ordered or received. Four requirements must be met to obligate grant funds:

- There must be some action to establish a firm commitment on the part of the awarding entity.
- The condition must be unconditional on the part of the awarding entity.
- There must be documentary evidence of the commitment.
- The award terms must be communicated to the official grantee.

Within 15 days of the grant award, the SAA will submit a certification to FEMA that funds have been passed through to the designated State-level EMA.



The period of performance is 24 months. Any unobligated funds will be deobligated at the end of the 90 day close-out period. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications why an extension is required.

## **B. Administrative and National Policy Requirements**

**1. State Preparedness Report.** The *Post-Katrina Emergency Management Reform Act of 2006* (Public Law 109-295) requires any State that receives Federal preparedness assistance to submit a State Preparedness Report to DHS. FEMA will provide additional guidance on the requirements for updating State Preparedness Reports. **Receipt of this report is a prerequisite for applicants to receive any FY 2009 DHS preparedness grant funding.**

**2. Standard Financial Requirements.** The grantee and any subgrantee shall comply with all applicable laws and regulations. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:

### **2.1 -- Administrative Requirements.**

- 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)

### **2.2 -- Cost Principles.**

- 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
- 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
- 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
- Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

### **2.3 -- Audit Requirements.**

- OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

**2.4 -- Duplication of Benefits.** There may not be a duplication of any federal assistance, per A-87, Basic Guidelines Section C.3 (c), which states: Any cost allocable to a particular Federal award or cost objective under the principles provided for in this Circular may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by law or terms of the Federal awards, or for other reasons. However, this prohibition would not

preclude governmental units from shifting costs that are allowable under two or more awards in accordance with existing program agreements.

**3. Non-supplanting Requirement.** Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or grantees may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

**4. Technology Requirements.**

**4.1 -- National Information Exchange Model (NIEM).** FEMA requires all grantees to use the latest NIEM specifications and guidelines regarding the use of Extensible Markup Language (XML) for all grant awards. Further information about the required use of NIEM specifications and guidelines is available at <http://www.niem.gov>.

**4.2 -- Geospatial Guidance.** Geospatial technologies capture, store, analyze, transmit, and/or display location-based information (i.e., information that can be linked to a latitude and longitude). FEMA encourages grantees to align any geospatial activities with the guidance available on the FEMA website at <http://www.fema.gov/grants>.

**4.3 -- 28 CFR Part 23 guidance.** FEMA requires that any information technology system funded or supported by these funds comply with 28 CFR Part 23, Criminal Intelligence Systems Operating Policies, if this regulation is determined to be applicable.

**5. Administrative Requirements.**

**5.1 -- Freedom of Information Act (FOIA).** FEMA recognizes that much of the information submitted in the course of applying for funding under this program or provided in the course of its grant management activities may be considered law enforcement sensitive or otherwise important to national security interests. While this information under Federal control is subject to requests made pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the FEMA FOIA Office, and may likely fall within one or more of the available exemptions under the Act. The applicant is encouraged to consult its own State and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. The applicant may also consult FEMA regarding concerns or questions about the release of information under State and local laws. The grantee should be familiar with the regulations governing Sensitive Security Information (49 CFR Part 1520), as it may provide additional protection to certain classes of homeland security information.

**5.2 -- Protected Critical Infrastructure Information (PCII).** The PCII Program, established pursuant to the *Critical Infrastructure Information Act of 2002* (Public Law 107-296) (CII Act), created a new framework, which enables State and local jurisdictions and members of the private sector to voluntarily submit sensitive information regarding critical infrastructure to DHS. The Act also provides statutory protection for voluntarily shared CII from public disclosure and civil litigation. If validated as PCII, these documents can only be shared with authorized users who agree to safeguard the information.

PCII accreditation is a formal recognition that the covered government entity has the capacity and capability to receive and store PCII. DHS encourages all SAAs to pursue PCII accreditation to cover their State government and attending local government agencies. Accreditation activities include signing a memorandum of agreement (MOA) with DHS, appointing a PCII Officer, and implementing a self-inspection program. For additional information about PCII or the accreditation process, please contact the DHS PCII Program Office at [pcii-info@dhs.gov](mailto:pcii-info@dhs.gov).

**5.3 -- Compliance with Federal civil rights laws and regulations.** The grantee is required to comply with Federal civil rights laws and regulations. Specifically, the grantee is required to provide assurances as a condition for receipt of Federal funds that its programs and activities comply with the following:

- *Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et. seq.* – no person on the grounds of race, color, or national origin will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity receiving Federal financial assistance.
- *Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794* – no qualified individual with a disability in the United States, shall, by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity receiving Federal financial assistance.
- *Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq.* – discrimination on the basis of sex is eliminated in any education program or activity receiving Federal financial assistance.
- *The Age Discrimination Act of 1975, as amended, 20 U.S.C. 6101 et. seq.* – no person in the United States shall be, on the basis of age, excluded from participation in, denied the benefits of or subjected to discrimination under any program or activity receiving Federal financial assistance.

Grantees must comply with all regulations, guidelines, and standards adopted under the above statutes. The grantee is also required to submit information, as

required, to the DHS Office for Civil Rights and Civil Liberties concerning its compliance with these laws and their implementing regulations.

**5.4 -- Services to limited English proficient (LEP) persons.** Recipients of FEMA financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, natural origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of limited English proficiency. To ensure compliance with Title VI, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The grantee is encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. For additional information, see <http://www.lep.gov>.

**5.5 -- Integrating individuals with disabilities into emergency planning.** Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against people with disabilities in all aspects of emergency mitigation, planning, response, and recovery by entities receiving financial from FEMA. In addition, Executive Order 13347, *Individuals with Disabilities in Emergency Preparedness* signed in July 2004, requires the Federal Government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. Executive Order 13347 requires the Federal government to encourage consideration of the needs of individuals with disabilities served by State, local, and tribal governments in emergency preparedness planning.

FEMA has several resources available to assist emergency managers in planning and response efforts related to people with disabilities and to ensure compliance with Federal civil rights laws:

- **Comprehensive Preparedness Guide 301 (CPG-301): Interim Emergency Management Planning Guide for Special Needs Populations:** CPG-301 is designed to aid tribal, State, territorial, and local governments in planning for individuals with special needs. CPG-301 outlines special needs considerations for: Developing Informed Plans; Assessments and Registries; Emergency Public Information/Communication; Sheltering and Mass Care; Evacuation; Transportation; Human Services/Medical Management; Congregate Settings; Recovery; and Training and Exercises. CPG-301 is available at <http://www.fema.gov/pdf/media/2008/301.pdf>.

- **Guidelines for Accommodating Individuals with Disabilities in Disaster:** The Guidelines synthesize the array of existing accessibility requirements into a user friendly tool for use by response and recovery personnel in the field. The Guidelines are available at <http://www.fema.gov/oer/reference/>.
- **Disability and Emergency Preparedness Resource Center:** A web-based “Resource Center” that includes dozens of technical assistance materials to assist emergency managers in planning and response efforts related to people with disabilities. The “Resource Center” is available at <http://www.disabilitypreparedness.gov>.
- **Lessons Learned Information Sharing (LLIS) resource page on Emergency Planning for Persons with Disabilities and Special Needs:** A true one-stop resource shop for planners at all levels of government, non-governmental organizations, and private sector entities, the resource page provides more than 250 documents, including lessons learned, plans, procedures, policies, and guidance, on how to include citizens with disabilities and other special needs in all phases of the emergency management cycle.

LLIS.gov is available to emergency response providers and homeland security officials from the Federal, State, and local levels. To access the resource page, log onto <http://www.LLIS.gov> and click on *Emergency Planning for Persons with Disabilities and Special Needs* under *Featured Topics*. If you meet the eligibility requirements for accessing Lessons Learned Information Sharing, you can request membership by registering online.

**5.6 -- Compliance with the National Energy Conservation Policy and Energy Policy Acts.** In accordance with the *Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009* (Public Law 110-329), grant funds must comply with the following two requirements:

- None of the funds made available shall be used in contravention of the Federal buildings performance and reporting requirements of Executive Order 13123, part 3 of title V of the National Energy Conservation Policy Act (42 USC 8251 et. Seq.), or subtitle A of title I of the Energy Policy Act of 2005 (including the amendments made thereby).
- None of the funds made available shall be used in contravention of section 303 of the Energy Policy Act of 1992 (42 USC13212).

**5.7 -- Environmental and Historic Preservation Compliance.** FEMA is required to consider the potential impacts to the human and natural environment

of projects proposed for FEMA funding. FEMA, through its Environmental and Historic Preservation (EHP) Program, engages in a review process to ensure that FEMA-funded activities comply with various Federal laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898). The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural, historical, and cultural resources, as well as to minimize potential adverse effects to children and low-income and minority populations.

The grantee shall provide any information requested by FEMA to ensure compliance with applicable Federal EHP requirements. Any project with the potential to impact EHP resources cannot be initiated until FEMA has completed its review. Grantees may be required to provide detailed information about the project, including the following: location (street address or map coordinates); description of the project including any associated ground disturbance work, extent of modification of existing structures, construction equipment to be used, staging areas, access roads, etc.; year the existing facility was built; natural, biological, and/or cultural resources present in the project vicinity; visual documentation such as site and facility photographs, project plans, maps, etc; and possible project alternatives.

For certain types of projects, FEMA must consult with other Federal and State agencies such as the U.S. Fish and Wildlife Service, State Historic Preservation Offices, and the U.S. Army Corps of Engineers, as well as other agencies and organizations responsible for protecting natural and cultural resources. For projects with the potential to have significant adverse effects on the environment and/or historic properties, FEMA's EHP review and consultation may result in a substantive agreement between the involved parties outlining how the grantee will avoid the effects, minimize the effects, or, if necessary, compensate for the effects.

Because of the potential for significant adverse effects to EHP resources or public controversy, some projects may require an additional assessment or report, such as an Environmental Assessment, Biological Assessment, archaeological survey, cultural resources report, wetlands delineation, or other document, as well as a public comment period. Grantees are responsible for the preparation of such documents, as well as for the implementation of any treatment or mitigation measures identified during the EHP review that are necessary to address potential adverse impacts. Grantees may use these funds toward the costs of preparing such documents and/or implementing treatment or mitigation measures. Failure of the grantee to meet Federal, State, and local EHP requirements, obtain applicable permits, and comply with any conditions that may be placed on the project as the result of FEMA's EHP review may jeopardize Federal funding.



Recipient shall not undertake any project having the potential to impact EHP resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and **modifications to buildings, structures and objects** that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. **Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not eligible for FEMA funding.**

For more information on FEMA's EHP requirements, SAAs should refer to FEMA's Information Bulletin #271, *Environmental Planning and Historic Preservation Requirements for Grants*, available at <http://ojp.usdoj.gov/odp/docs/info271.pdf>. Additional information and resources can also be found at <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm>.

**5.8 -- Royalty-free License.** Applicants are advised that FEMA reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes: (a) the copyright in any work developed under an award or sub-award; and (b) any rights of copyright to which an award recipient or sub-recipient purchases ownership with Federal support. Award recipients must agree to consult with FEMA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

**5.9 -- FEMA GPD Publications Statement.** Applicants are advised that all publications created with funding under any grant award shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."

**5.10 -- Equipment Marking.** Applicants are advised that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."

**5.11 -- Disadvantaged Business Requirement.** Applicants are advised that, to the extent that recipients of a grant use contractors or subcontractors, such recipients shall use small, minority, women-owned or disadvantaged business concerns and contractors or subcontractors to the extent practicable.

**5.12 -- National Preparedness Reporting Compliance.** *The Government Performance and Results Act (Public Law 103-62) (GPRA) requires that the Department collect and report performance information on all programs. For grant programs, the prioritized Investment Justifications and their associated milestones provide an important tool for assessing grant performance and complying with these national preparedness reporting requirements. FEMA will work with grantees to develop tools and processes to support this requirement. FEMA anticipates using this information to inform future-year grant program funding decisions. Award recipients must agree to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within their grant agreement. This includes any assessments, audits, or investigations conducted by the Department of Homeland Security, Office of the Inspector General, or the Government Accountability Office.*

## **C. Reporting Requirements**

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). Please note that FEMA Payment and Reporting System (PARS) contains edits that will prevent access to funds if reporting requirements are not met on a timely basis.

- 1. Financial Status (FSR) -- required quarterly.** Obligations and expenditures must be reported on a quarterly basis through the FSR, which is due within 30 days of the end of each calendar quarter (e.g., for the quarter ending March 31, FSR is due no later than April 30). A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld if these reports are delinquent. The final FSR is due 90 days after the end date of the performance period.

**FSRs must be filed online** through the PARS.

Reporting periods and due dates:

- October 1 – December 31; *Due January 30*
- January 1 – March 31; *Due April 30*
- April 1 – June 30; *Due July 30*
- July 1 – September 30; *Due October 30*

- 2. Categorical Assistance Progress Report (CAPR).** Following an award, the awardees will be responsible for providing updated obligation and expenditure information on a semi-annual basis. The applicable SAAs are responsible for completing and submitting the CAPR reports. Awardees should include a statement



in the narrative field of the CAPR that reads: *See Biannual Strategy Implementation Report (BSIR).*

The CAPR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1 through December 31). Future awards and fund drawdowns may be withheld if these reports are delinquent.

CAPRs must be filed online at <https://grants.ojp.usdoj.gov>. Guidance and instructions can be found at <https://grants.ojp.usdoj.gov/gmsHelp/index.html>.

***Required submission: CAPR (due semi-annually).***

- 3. Quarterly Progress Reports.** EMPG Quarterly Progress Reports must be submitted to the EMPG Program Manager located at the FEMA regional office on a quarterly basis. The Quarterly Progress Reports should be based on the objectives, performance measures and evaluation, activities, and expected outcomes outlined by the grantee in the EMPG Work Plan. The Quarterly Progress Report should be completed using the SF-Performance Progress Report, available at [http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html). Copies of the Quarterly Progress Reports will be kept on file with the FEMA regional office EMPG Program Manager, as well as at FEMA's Grant Programs Directorate.

***Required submission: Project Report (quarterly).***

- 4. Biannual Strategy Implementation Reports (BSIR).** Following an award, the awardees will be responsible for providing updated obligation and expenditure information on a semi-annual basis. The applicable SAAs are responsible for completing and submitting the BSIR reports which is a component of the CAPR. The BSIR submission will satisfy the narrative requirement of the CAPR. SAAs are still required to submit the CAPR with a statement in the narrative field that reads: *See BSIR.*

The BSIR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1 through December 31). Updated obligations and expenditure information must be provided with the BSIR to show progress made toward meeting strategic goals and objectives. Future awards and fund drawdowns may be withheld if these reports are delinquent.

***Required submission: BSIR (due semi-annually).***

- 5. Exercise Evaluation and Improvement.** Exercises, implemented with grant funds, should be threat and performance-based and should evaluate performance of the targeted capabilities required to respond to the exercise scenario. Guidance related to the conduct exercise evaluations and the implementation of improvement is

defined in the *Homeland Security Exercise and Evaluation Program (HSEEP) Manual* located at <http://www.fema.gov/government/grant/administration.shtm>. Grant recipients must report on scheduled exercises and ensure that an After Action Report (AAR) and Improvement Plan (IP) are prepared for each exercise conducted with FEMA support (grant funds or direct support) and submitted to the FEMA secure Portal (<https://preparednessportal.dhs.gov/>) within 60 days following completion of the exercise.

The AAR documents the demonstrated performance of targeted capabilities and identifies recommendations for improvements. The IP outlines an exercising jurisdiction(s) plan to address the recommendations contained in the AAR. At a minimum, the IP must identify initial action items and be included in the final AAR. Guidance for the development of AARs and IPs is provided in the HSEEP manual.

***Required submissions: AARs and IPs (as applicable).***

- 6. Financial and Compliance Audit Report.** Recipients that expend \$500,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accountability Office, *Government Auditing Standards*, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, located at <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year. In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY 2009 EMPG assistance for audit and examination purposes, provided that, in the opinion of the Secretary or the Comptroller, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller, through any authorized representative, access to, and the right to examine all records, books, papers or documents related to the grant.

The State shall require that sub-grantees comply with the audit requirements set forth in *OMB Circular A-133*. Recipients are responsible for ensuring that sub-recipient audit reports are received and for resolving any audit findings.

***Monitoring***

Grant recipients will be monitored periodically 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. Programmatic monitoring may also include the Regional Federal Preparedness Coordinators, when appropriate, to ensure consistency of project investments with Regional and National goals and policies, as well as to help synchronize similar investments ongoing at the Federal, State, and local levels.

Monitoring will be accomplished through a combination of office-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 technical assistance and other support may be needed.

The recipient is responsible for monitoring award activities, to include sub-awards, 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 of adequate financial records, and refunding expenditures disallowed by audits.

***Grant Close-Out Process***

Within 90 days after the end of the period of performance, grantees must submit a final FSR and final CAPR detailing all accomplishments throughout the project. After these reports have been reviewed and approved by FEMA, a close-out notice will be completed to close out the grant. The notice will indicate the project as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FSR. The grantee is responsible for returning any funds that have been drawdown but remain as unliquidated on grantee financial records.

***Required submissions: (1) final SF-269a, due 90 days from end of grant period; and (2) final CAPR, due 90 days from the end of the grant period.***

## PART VII.

# FEMA CONTACTS

This section describes several resources that may help applicants in completing a FEMA grant application and to help in submission of projects that will have the highest impact on reducing risks.

- 1. Centralized Scheduling & Information Desk (CSID) Help Line.** CSID is a non-emergency resource for use by emergency responders across the nation. CSID is a comprehensive coordination, management, information, and scheduling tool developed by DHS through FEMA for homeland security terrorism preparedness activities. CSID provides general information on all FEMA grant programs and information on the characteristics of CBRNE, agro-terrorism, defensive equipment, mitigation techniques, and available Federal assets and resources.

CSID maintains a comprehensive database containing key personnel contact information for homeland security terrorism preparedness programs and events. These contacts include personnel at the Federal, State and local levels. CSID can be contacted at (800) 368-6498 or [askcsid@dhs.gov](mailto:askcsid@dhs.gov). CSID hours of operation are from 8:00 am–6:00 pm (EST), Monday-Friday.

- 2. Grant Programs Directorate (GPD).** FEMA GPD will provide fiscal support, including pre- and post-award administration and technical assistance, to the grant programs included in this solicitation. 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](mailto:ASK-GMD@dhs.gov).
- 3. GSA's State and Local Purchasing Programs.** The U.S. General Services Administration (GSA) offers two efficient and effective procurement programs for State and local governments to purchase products and services to fulfill homeland security and other technology needs. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term, indefinite delivery, indefinite quantity, government-wide contracts with commercial firms of all sizes.
  - Cooperative Purchasing Program  
Cooperative Purchasing, authorized by statute, allows State and local governments to purchase a variety of supplies (products) and services under specific GSA Schedule contracts to save time, money, and meet their everyday needs and missions.

The Cooperative Purchasing program allows State and local governments to purchase alarm and signal systems, facility management systems, firefighting and rescue equipment, law enforcement and security equipment, marine craft and related equipment, special purpose clothing, and related services off of Schedule 84 and Information Technology products and professional services off of Schedule 70 and the Consolidated Schedule (containing IT Special Item Numbers) **only**. Cooperative Purchasing for these categories is authorized under Federal law by the *Local Preparedness Acquisition Act* (Public Law 110-248) and Section 211 of the *E-Government Act of 2002* (Public Law 107-347).

Under this program, State and local governments have access to GSA Schedule contractors who have voluntarily modified their contracts to participate in the Cooperative Purchasing program. The U.S. General Services Administration provides a definition of State and local governments as well as other vital information under the frequently asked questions section on its website at <http://www.gsa.gov/cooperativepurchasing>.

- **Disaster Recovery Purchasing Program**  
GSA plays a critical role in providing disaster recovery products and services to Federal agencies. Now State and Local Governments can also benefit from the speed and savings of the GSA Federal Supply Schedules. Section 833 of the *John Warner National Defense Authorization Act for Fiscal Year 2007* (Public Law 109-364) amends 40 U.S.C. §502 to authorize GSA to provide State and Local governments the use of ALL GSA Federal Supply Schedules for purchase of products and services to be used to *facilitate recovery from a major disaster declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act or to facilitate **recovery** from terrorism or nuclear, biological, chemical, or radiological attack.*

GSA provides additional information on the Disaster Recovery Purchasing Program website at <http://www.gsa.gov/disasterrecovery>.

State and local governments can find a list of contractors on GSA's website, <http://www.gsaelibrary.gsa.gov>, denoted with a **COOP PURCH** or **DISAST RECOV** symbol.

Assistance is available from GSA on the Cooperative Purchasing and Disaster Purchasing Program at the local and national levels. For assistance at the local level, visit <http://www.gsa.gov/csd> to find a local customer service director in your area. For assistance at the national level, contact Tricia Reed at [tricia.reed@gsa.gov](mailto:tricia.reed@gsa.gov), (571) 259-9921. More information is available on all GSA State and local programs at: [www.gsa.gov/stateandlocal](http://www.gsa.gov/stateandlocal).

4. **Exercise Direct Support.** FEMA provides support to Regions, States, and local jurisdictions in accordance with State Homeland Security Strategies and the Homeland Security Exercise and Evaluation Program (HSEEP). Support is available

to conduct a Training and Exercise Plan (TEP) workshop, to develop a Multi-year TEP, and to build or enhance the capacity of a jurisdiction to design, develop, conduct, and evaluate effective exercises.

In FY 2009, support for planning and conduct of exercises has shifted in strategy from a State-focused approach, organized by National Preparedness Directorate Headquarters, to a regional (multi-State) approach, organized by the FEMA Regions, to more effectively integrate national, regional, territorial, tribal, State, and local preparedness exercises. At this time, the Regional Exercise Support Program will support discussion-based exercises (i.e., seminar, workshop or tabletop), operations-based exercises (i.e. drills, functional exercises, full scale exercises), and TEP workshops within each of the 10 FEMA Regions. The Regional Exercise Support Program support is not limited to new exercise initiatives and can be applied to ongoing exercises to maintain continuity of existing planning schedules. Applicants are encouraged to coordinate requests for exercise support through the appropriate FEMA Regional Exercise Officer. State requests for support will be considered, however, priority will be given to exercise initiatives that support collaboration within a Region.

Additional guidance on the Regional Exercise Support Program to include the application process and information on the HSEEP is available on the HSEEP website, <https://hseep.dhs.gov>.

- 5. Homeland Security Preparedness Technical Assistance Program.** The Homeland Security Preparedness Technical Assistance Program (HSPTAP) provides direct support assistance on a first-come, first-served basis (and subject to the availability of funding) to eligible organizations to enhance their capacity and preparedness to prevent, protect against, respond to, and recover from terrorist and all hazard threats. In addition to the risk assessment assistance already being provided, FEMA also offers a variety of other direct support assistance programs.

More information can be found at [http://www.fema.gov/about/divisions/pppa\\_ta.shtm](http://www.fema.gov/about/divisions/pppa_ta.shtm).

- 6. Lessons Learned Information Sharing (LLIS) System.** LLIS is a national, online, secure website that houses a collection of peer-validated lessons learned, best practices, AARs from exercises and actual incidents, and other relevant homeland security documents. LLIS facilitates improved preparedness nationwide by providing response professionals with access to a wealth of validated front-line expertise on effective planning, training, equipping, and operational practices for homeland security.

The LLIS website also includes a national directory of homeland security officials, as well as an updated list of homeland security exercises, events, and conferences. Additionally, LLIS includes online collaboration tools, including secure email and message boards, where users can exchange information. LLIS uses strong

encryption and active site monitoring to protect all information housed on the system. The LLIS website is <https://www.llis.gov>.

- 7. Information Sharing Systems.** FEMA encourages all State, regional, local, and Tribal entities using FY 2009 funding in support of information sharing and intelligence fusion and analysis centers to leverage available Federal information sharing systems, including Law Enforcement Online (LEO) and the Homeland Security Information Network (HSIN). For additional information on LEO, contact the LEO Program Office at [leoprogramoffice@leo.gov](mailto:leoprogramoffice@leo.gov) or (202) 324-8833. For additional information on HSIN and available technical assistance, contact the HSIN Help Desk at (703) 674-3003.