



U.S. DEPARTMENT OF HOMELAND SECURITY

**FISCAL YEAR 2010**

**CITIZEN CORPS PROGRAM - NATIONAL VOLUNTEER  
FIRE COUNCIL**

**GUIDANCE AND APPLICATION KIT**

**MAY 2010**



U.S. DEPARTMENT OF HOMELAND SECURITY

**Title of Opportunity:** Citizen Corps Program - National Volunteer Fire Council

**Funding Opportunity Number:** DHS-10-NPD-053-000-02

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

**Announcement Type:** Initial

**Dates:** Completed applications must be submitted **no later than 11:59 PM Eastern, May 14, 2010.**

**Additional overview information:**

The Fiscal Year (FY) 2010 Citizen Corps Program (CCP), under the direction of the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), will award funds to the National Volunteer Fire Council (NVFC) to support the Fire Corps Program. Fire Corps, a Program Partner of FEMA's Citizen Corps Program, supports the Citizen Corps mission of engaging citizens in community security by making it possible for citizens and other community members to volunteer at their local fire/EMS department in non-emergency roles thereby increasing the fire/EMS department capabilities.

NVFC will work closely with FEMA to promote State and local fire and emergency services representation on State and local Citizen Corps Councils and to develop tools and resources to build community resiliency. Where a Fire Corps program exists in the local community, leadership from the local fire service should be actively involved in their local Council.

Many fire departments utilize Fire Corps and Community Emergency Response Team (CERT) members to provide volunteer staffing for firefighter rehabilitation during major events. The CERT program trains citizens to safely help themselves, their family and their neighbors during an emergency. CERT members may also provide a place for firefighters to rest, get hydrated and nourished, and receive medical evaluation. The FY2010 Citizen Corps Program - NVFC Cooperative Agreement calls for a partnership between the National CERT Program and Fire Corps. In order to facilitate the partnership, the NVFC will develop a *Fire Corps Guide to Providing Rehab* to assist fire departments in implementing a rehab program that utilizes the Fire Corps and/or CERT members; the National CERT Program will develop a module to train volunteers to perform rehab functions.

The applicant is required to conform to all requirements of this grant guidance document and must accept all program guidance as binding.

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# PART I.

## FUNDING OPPORTUNITY DESCRIPTION

### **A. Program Overview**

Fire Corps continues to support and supplement resource-constrained fire and EMS departments through the use of volunteers for non-operational activities. Fire Corps provides information to local fire and EMS departments nationwide on how to implement a volunteer program and promote it in their community. The National Volunteer Fire Council (NVFC) strives to generate increased awareness of the Fire Corps program while also eliminating many of the barriers and difficulties experienced by fire and EMS departments in implementing or maintaining a Fire Corps program. This heightened awareness of local Fire Corps programs should increase the number of registered Fire Corps programs as well as the number of engaged and active citizen volunteers, allowing our nation's fire and emergency services to provide additional and improved services and making our communities safer, stronger, and better prepared.

NVFC coordinates the Fire Corps National Advisory Committee made up of 15 national fire service organizations to provide important feedback and input. These member organizations and NVFC also encourage State and local fire and emergency service representatives to participate on State and local Citizen Corps Councils.

NVFC will work closely with FEMA to promote State and local fire and emergency services representation on State and local Citizen Corps Councils and to develop tools and resources to build community resiliency. Where a Fire Corps program exists in the local community, leadership from the local fire service should be actively involved in their local Council.

### **B. Program Narrative and Budget Proposals**

The application must comply with all requirements identified in the narrative and budget sections below. An acceptable application will be evaluated based on the quality of the Program Narrative and Budget Proposal. The application must clearly demonstrate the ability to address the narrative work plan and budget requirements as listed below.

### **C. Program Narrative Requirements**

The applicant must clearly demonstrate the ability to maintain the Fire Corps Program, administer the National Advisory Council (NAC) recommendations associated with this program, and support national partnerships across responder disciplines (public health, law enforcement) and with leaders from the civic sector. The applicant must also

develop new tools and build relationships aimed at enhancing the Citizen Corps Program and the services it can provide to first responders and fire service participation on local Citizen Corps Councils.

The Program Narrative Proposal must be submitted with the grant application on grants.gov as a file attachment, named: **ICPD\_IACP\_FY10\_PNP**.

The applicant must provide a detailed work plan to address the planned activities, projects, timelines and measurable achievement outcomes related to the initiatives under the FY 2010 Citizen Corps Program – NVFC. The applicant must also provide a description of current resource management capabilities to develop, implement, and manage the programmatic requirements associated with the development of the toolkit.

The applicant must provide a complete program management plan for the entire twelve month period. At a minimum, the work plan must include the following:

- Goals and objectives of the proposal and the activities to be conducted to accomplish the goals and objectives.
- Complete description of the program management structure addressing how the program will be structured, organized, and managed within the recipient's organization. The applicant must provide an organization chart of the agency and describe how the organization will support the program.
- Program schedule containing a high-level schedule that reflects the program life cycle and shows phases and deliverables.
- Risk management plan describing the approach for identifying and managing risks, and identifying known or postulated events or factors that could prevent program objectives (cost, schedule, function, performance, or quality) from being met.
- Performance based evaluation plan including program performance measures that will assess the attainment of goals and objectives and details a data collection plan including how data will be analyzed.
- Quality control plan to be incorporated into the development and delivery of programs and courses.

The proposal must clearly demonstrate the ability to address the following requirements:

### **Task 1: Program Administration**

The NVFC shall continue to maintain a Program Director and staff necessary to administer and fulfill the objectives of the Fire Corps program. The Director and staff will maintain communication with the National Advisory Committee (NAC) to garner feedback and program direction. In addition to a Program Director, Fire Corps will have the unique ability to utilize the services of two full-time NVFC employees, including an Administrative Assistant and a Director of Communications on a part-time basis. In addition, Fire Corps will benefit from three part-time Program Coordinators who have an extensive history with the program both at the local and national levels. This task

includes oversight and support from other NVFC staff including the Executive Director who will review and evaluate the program to ensure the successful completion of the program. The NVFC will contract with an independent auditing firm to conduct the A-133 program audit as required by DHS/FEMA grant regulations. This task includes but is not limited to:

- Oversight and evaluation by the Executive Director.
- Provision of a Program Director.
- Provision of a Deputy Director.
- Provision of two part-time Program Coordinators.
- Provision of a part-time Administrative Assistant.
- Provision of a part-time Communications Director.
- General supplies, postage, and shipping.
- Program audit (A-133).

### **Task 2: National Advisory Committee**

The NVFC will host one annual meeting for the members of the Fire Corps National Advisory Committee (NAC). The NVFC shall develop the agenda, as well as establish dates and venues for this meeting. In addition, the NVFC will hold quarterly conference calls with the NAC. The meeting as well as the quarterly conference calls will be utilized to make decisions regarding future Fire Corps activities, develop recommendations for department and volunteer recruitment, and to determine ways to initiate increased collaboration between Fire Corps programs and Citizen Corps Councils. Data gleaned from these events will be utilized to develop Fire Corps activities and goals.

In addition to providing invaluable input on the current state of the fire and emergency services and the direction of the Fire Corps program, the NAC will also serve as fire service representatives to Citizen Corps to support national partnership across responder disciplines (including public health and law enforcement.) The NAC will provide direction on engaging fire and emergency service leadership on state and local Citizen Corps Councils. This task includes but is not limited to:

- Travel reimbursement and related meeting expenses for one annual meeting of the Fire Corps National Advisory Committee. Expenses, such as catering expenses, are estimated based on prior year costs and costs for similar events hosted by the NVFC.
- Quarterly conference calls with the Fire Corps National Advisory Committee.
- Written summaries of each event to be provided to Citizen Corps.

### **Task 3: State Advocate Network**

Reaching out to fire/EMS departments and existing Fire Corps programs at the grassroots level is key to program growth and volunteer recruitment. At the base of this grassroots initiative is the State Advocate Network. The NVFC will continue to cultivate

this critical network, with a goal to add 5 additional state representatives, and 10 regional (interstate) representatives to the network, and coordinating State Advocate involvement with Citizen Corps Councils. This will be accomplished through ongoing training, education, monthly newsletters, conference calls, and other outreach as necessary. In return, these Advocates will reach out to fire/EMS departments within their state or region to educate them on Fire Corps and/or assist them with implementing and sustaining a program.

In addition, the NVFC will design and implement a State Advocate Award program to recognize an outstanding Advocate each year. The Award winner will be recognized at the National Advisory Committee meeting. This task includes but is not limited to:

- Identification of 5 new State Advocates and 10 regional Advocates.
- Outreach to all State Advocates, including the bi-monthly *Advocate Network* newsletter, monthly conference calls, Advocate section of the Fire Corps web site, and web-based training as new Advocates are added.
- State Advocate outreach and involvement in at least twenty (20) state Citizen Corps Councils meetings or other events promoting Fire Corps, to include travel reimbursement of approximately \$500 (per event) to facilitate travel.
- Materials to support the State Advocates including the provision of email addresses, business cards, and handouts to be distributed at the state and local level.
- State Advocate of the Year Award, to be presented at the National Advisory Committee meeting. Award costs include travel for the recipient to receive the award.

#### **Task 4: Fire Corps Regional Conference**

In the FY08 funding period, the NVFC hosted four (4) grassroots roundtable events. These events brought together local Fire Corps program coordinators, volunteers, State Advocates, Citizen Corps representatives, and other key Fire Corps stakeholders. These roundtables were a tremendous success in the FY08 funding period and assisted the NVFC in identifying Fire Corps best practices, challenges, effective retention and recruitment practices, and garnering recommendations and feedback from the grassroots level. More importantly, these forums allowed for critical networking links to be made between programs, developed avenues of peer support, and identified a need for more information-sharing opportunities. The NVFC will expand on this idea by hosting one regional conference that will include representatives from local Fire Corps programs, State Advocates, and Citizen Corps Councils. A region with significant Fire Corps interest will be identified in an effort to attract as many participants as possible. Possible locations include Maryland, Virginia, Arkansas, Colorado, or Arizona. A small travel stipend will be provided to assist program coordinators and State Advocates to attend. This event will be led by a professional facilitator and will include presentations from State Advocates, Fire Corps staff, and Program Coordinators along with breakout sessions on key topics.

The NVFC will develop an agenda for the event and a final report using information gathered from each roundtable. The final report will include challenges, innovative practices and recommendations to improve the Fire Corps program. Data gleaned from this event will be utilized to identify future Fire Corps activities and resources and will be shared with other current and prospective programs to allow them to learn and benefit from the experience of others. This report will be available on the Fire Corps web site and shared with Citizen Corps. This task includes but is not limited to:

- One (1) regional conference with approximately 75 attendees, consisting of State Advocates, Citizen Corps representatives, local Fire Corps program representatives, 1-800-FIRE-LINE contacts, and Fire Corps volunteers. These will be facilitated by a professional facilitator and travel reimbursement of approximately \$500/person will be provided to facilitate involvement by area participants.
- Final report which will be shared with Citizen Corps and the data used to identify future Fire Corps initiatives and resources, as well as shared with existing and prospective programs to assist them in implementing proven strategies for program success.

#### **Task 5: Fire Corps Academy**

The NVFC will expand on the Fire Corps Curriculum task outlined in the previous grant year by developing a Fire Corps Academy that will incorporate all curriculums and trainings developed by Fire Corps in previous grant years.

In addition to providing a minimum of two iterations of each of the three workshops created with FY09 funds, the NVFC will develop three additional workshops designed for both in-person and web-based delivery methods to assist local fire and emergency service departments. Workshop topics will include volunteer management, funding and support for Fire Corps programs, and utilizing Fire Corps for public education. Each new workshop will be developed and piloted as a webinar with an estimated 30 participants per pilot. Participants will be solicited through web site and newsletter outreach as well as through web-banners that will be distributed to the NVFC's 49 state member associations, Fire Corps State Advocates, and to Fire Corps partners.

The curriculum will be developed and members of the Fire Corps National Advisory Committee will participate in the curriculum review process. Curriculum development meetings will consist of weekly conference calls. A pre- and post-test will be given to assess the level of knowledge gained in the workshop and effectiveness of the delivery method. After each pilot, modifications to the curriculum will be made as necessary. Each participant will be tracked and provided with a certificate of completion. A final report on the effectiveness of the curriculum and delivery method will be compiled and made available to Citizen Corps. Future offerings of the courses will be offered via web or in-person depending on available funding levels.

In addition, the NVFC will identify two Fire Corps Training Coordinators who will be contracted to provide support to the Fire Corps Academy and its participants, including participating in the development of the new Academy curriculums. These Coordinators will work to maintain the currency of all of the curriculums, identify emerging training needs, provide technical support to local programs needing training assistance, and promote the Fire Corps Academy. The Coordinators will be fire service professionals and well-versed in fire service training and Fire Corps. With first-hand knowledge of running a Fire Corps program at the local level, as well as how the fire service operates, they will be able to utilize their expertise to assist other programs. This task includes but is not limited to:

- Provision of a minimum of six (6) workshops based on three existing curriculums created in the previous funding year.
- Identification of two (2) Training Coordinators to maintain/update curriculums and presentations, provide training support to local programs, and promote the Fire Corps Academy. These Coordinators will also be contracted to teach the workshops.
- Twelve (12) weekly conference calls with the curriculum development team
- Development and a web-based pilot of a Volunteer Management curriculum. This workshop will touch on how to effectively recruit, retain, train, motivate, manage, and reward Fire Corps volunteers.
- Development and web-based pilot of a Finding Funding and Support for your Fire Corps Program curriculum. This workshop will address how fire departments can identify and obtain financial and in-kind support for their Fire Corps program. It will address existing federal and non-federal grants for Fire Corps and provide tips for reaching out to local businesses for support. Best practices will be identified.
- Development and a web-based pilot of a “Fire Corps in Public Education” curriculum. This workshop will teach participants how Fire Corps can be used to in local fire prevention and life safety education activities. The workshop will highlight best practices and provide information and tips on training, screening and monitoring volunteers for public education activities.

### **Task 6: Retention and Recruitment**

The success of any Fire Corps program depends on the ability to retain and recruit advocates to perform these essential, non-emergency department functions. The NVFC will incorporate a variety of outreach methods including email, physical mail, web sites and other electronic mediums, to reach and recruit new Fire Corps programs and citizen volunteers. This task includes but is not limited to:

- Development and dissemination of twelve (12) monthly Fire Corps E-Update newsletters.
- Development of a Fire Corps section in four (4) NVFC *Dispatch* newsletters, one (1) Annual Report, as well as inclusion of Fire Corps information in at

- least five (5) other agency-wide communications mediums employed by the NVFC (member brochures, podcasts, etc.).
- Outreach to existing/prospective Fire Corps programs via a quarterly postcard campaign to educate them on resources and opportunities available to them through Fire Corps.
  - Representation at six (6) key trade shows and/or conferences to promote Fire Corps through booth exhibition, educational seminars, and information sessions. These tradeshows will be identified by the NVFC, a schedule developed, and speakers will be derived from the Speakers Bureau. In addition to four national tradeshows, Fire Corps will exhibit at two State shows to reach a more local audience.
  - Three (3) speaking engagements at key meetings and events. These speaking engagements will be identified by the NVFC and a schedule developed, and speakers will be derived from staff and the Speakers Bureau.
  - Updates and reprinting of key Fire Corps resources as needed, to include brochures, Fire Corps Starter Kits, and more. This task also includes the purchase of promotional items for use at tradeshows and speaking engagements. Many items were updated in 2009 and will need to be updated and/or reprinted by 2011.
  - Update and maintenance of the Fire Corps web site ([www.firecorps.org](http://www.firecorps.org)). This task will include a redesign of the Fire Corps site to accommodate the multitude of new resources and components developed since its last redesign several years ago. This task also includes ongoing, regular updates such as press releases, calendar items, articles, resources, maintenance of the web-based Fire Corps database, hosting fees, and the purchase of domains.

### **Task 7: 1-800-FIRE-LINE**

The NVFC will continue to coordinate all 1-800-FIRE-LINE efforts, including ensuring that all calls to 1-800-FIRE-LINE are routed correctly, maintaining an updated list of state contacts for 1-800-FIRE-LINE, and providing support for participating states. This task includes but is not limited to:

- Monthly outreach to all participating states and facilitation of a connection between state FIRE LINE contacts, State Advocates, and state Citizen Corps Councils.
- Development and placement of 1-800-FIRE-LINE ads to be placed on Facebook in an effort to recruit volunteers.
- Provision of 1-800-FIRE-LINE Toolkits (created through a previous agreement) to states, departments, and Citizen Corps Councils, as requested.
- Provision of a small stipend (\$300) to encourage participation in new states. This stipend will cover start-up fees for the line.

## **Task 8: Fire Corps Guide to Providing Rehab**

Many fire departments utilize Fire Corps or CERT volunteers to provide assistance to departments during major events by establishing a rehabilitation team to provide a place for rest, hydration, nourishment, and even medical evaluation for emergency personnel. The NVFC will, in partnership with National CERT Program (CERT), develop a Guide designed to assist departments in implementing a rehab program utilizing their Fire Corps and/or CERT team and will include best practices. The Guide will supplement a 3-4 hour classroom-based training, developed by CERT, in partnership with Fire Corps, for CERT and Fire Corps volunteers on Firefighter Rehab. The training is in development at the submission of this proposal. The training materials developed by CERT and the Guide developed by Fire Corps will cross-reference each other and both will concur with USFA's February 2008 publication, *Emergency Incident Rehabilitation*. Both the training and the Guide will be co-branded with both CERT and Fire Corps. CERT and Fire Corps will pilot the Firefighter Rehab training along with the Guide at two fire department locations, incorporating both CERT and Fire Corps volunteers and department leadership. In addition, this task will include site visits to departments utilizing Fire Corps teams for rehab to research best practices and develop department profiles. Departments will be located in areas near Fire Corps staff or State Advocates to minimize travel expenses. This task includes but is not limited to:

- Site visits to departments utilizing Fire Corps for rehab.
- Development of Fire Corps Rehab Guide available for download.
- Pilot of Firefighter Rehab training and Guide at two locations.

## **Task 9: Evaluate Program Activities**

The NVFC will evaluate program activities and the state of volunteerism in the fire and emergency services. This task will include but is not limited to:

- Program audit.
- Continuation of an annual Fire Corps Member Survey used for benchmarking and measuring program success.

## **Task 10: Fire Corps Sustainability Plan**

The NVFC will update the sustainability plan developed in the previous grant year for FY10. This plan will address FY11 and beyond and will include the following:

- Proposal to secure funding to supplement current Citizen Corps resources by FY11 and beyond.
- Financial management structure to facilitate the procurement of ongoing supplemental resources to sustain the program.
- Quarterly reports will be submitted to Citizen Corps detailing efforts to procure supplemental resources in support of Fire Corps.

#### **D. Budget Narrative Requirements**

The Fiscal Year 2010 Citizen Corps Program award recipient is required to submit a budget narrative and budget detail worksheets addressing the FY 2010 Citizen Corps Program (CCP) - National Volunteer Fire Council to support Fire Corps-related costs and expenses, as a part of the CCP application. This budget narrative should be detailed and should serve to: (1) explain how the costs were estimated, and (2) justify the need for the costs incurred to the measurable achievement outcomes as stated in the work plan. For clarification purposes, the narrative should include tables describing cost and expense elements. The narrative and accompanying budget worksheets must be attached within <http://www.grants.gov>.

The Budget Narrative Proposal must be submitted with the grant application as a file attachment, named **ICPD\_IACP\_FY10\_BNP** within grants.gov.

## PART II.

# AWARD INFORMATION

Only the National Volunteer Fire Council is eligible for applying for this Cooperative Agreement. Applications and budget plans will be reviewed by the Program Office and Grant Programs Directorate. Any issues or concerns noted in the application will be negotiated with the NVFC prior to the award being issued.

### ***Substantial Involvement***

Program authority and responsibility under this cooperative agreement resides with FEMA. FEMA will work with the recipient to review and refine work plans to ensure program goals and objectives can be effectively accomplished.

The recipient shall not develop or engage in the development of tasks not approved in recipient's application without post-award approval from the program office and the issuance of a Grant Amendment from FEMA. FEMA will monitor the project on a continual basis by maintaining ongoing contact with the recipient and will provide input to the program's direction, in consultation with the recipient, as needed.

### ***Authorizing Statutes***

The Department of Homeland Security Appropriations Act, 2010 (Public Law 111-83) and the Homeland Security Act of 2002, as amended, (6 USC §101 et seq.).

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

The period of performance of this grant is 12 months. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications as to why an extension is required.

### ***Available Funding***

In FY 2010, the total amount of funds distributed under this cooperative agreement will be \$650,000. Funds will be allocated to the National Volunteer Fire Council (NVFC) on behalf of Fire Corps.

## PART III.

# ELIGIBILITY INFORMATION

### A. Eligible Applicant

The National Volunteer Fire Council is the only eligible applicant for this funding which will be awarded as a cooperative agreement.

### B. Cost Sharing

There is no required cost sharing, matching, or cost participation for the FY 2010 Citizen Corps Program.

### C. Restrictions

Refer to Part IV.E. Funding Restrictions

### D. Other

#### ***National Incident Management System Implementation Compliance***

In accordance with Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, the adoption of the National Incident Management System (NIMS) is a requirement to receive Federal assistance, through grants, contracts, and other activities. The NIMS provides a consistent nationwide template to enable all levels of government, tribal nations, nongovernmental organizations, and private sector partners to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity.

Federal FY 2009 NIMS implementation must be considered prior to allocation of any Federal awards in FY 2010. The primary grantee/administrator of FY 2010 Citizen Corps Program - National Volunteer Fire Council award funds is responsible for determining if sub-awardees have demonstrated sufficient progress in NIMS implementation to disburse awards.

## PART IV.

# APPLICATION AND SUBMISSION INFORMATION

### A. Address to Request Application Package

FEMA makes all funding opportunities available through the common electronic “storefront” [grants.gov](http://www.grants.gov), accessible on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the [grants.gov](http://www.grants.gov) customer support hotline at (800) 518-4726.

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

### B. Content and Form of Application

1. **Application via [www.grants.gov](http://www.grants.gov).** All applicants must file their applications using the Administration’s common electronic “storefront” - [www.grants.gov](http://www.grants.gov). Eligible grantees must apply for funding through this portal, accessible on the Internet at [www.grants.gov](http://www.grants.gov).

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

- Standard Form 424, Application for Federal Assistance
- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities)
- [grants.gov](http://www.grants.gov), (GG) Lobbying Form, Certification Regarding Lobbying
- FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Program Narrative and Budget Proposal

The program title listed in the CFDA is “*Citizen Corps Program.*” The CFDA number is **97.053**.

- 2. Dun and Bradstreet Data Universal Numbering System (DUNS) number.** The applicant must provide a DUNS number with their application. This number is a required field within [www.grants.gov](http://www.grants.gov) and for CCR. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at (866) 705-5711.
- 3. Central Contractor Registration (CCR).** The application process also involves an updated and current CCR by the applicant, which must be confirmed at <http://www.ccr.gov>.

#### **4. Program Specific Narrative or Workplan**

The applicant must comply with all requirements identified in the narrative and budget plans in Part 1.C. – Funding Opportunity Descriptions, Program Narrative and Budget Proposals. An acceptable application will be evaluated based on the quality of the Program Narrative and Budget Proposal.

#### **C. Submission Dates and Times**

Application submissions will be received by midnight, **May 14, 2010**, EST. Only applications made through [www.grants.gov](http://www.grants.gov) will be accepted.

#### **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**

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

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

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

## PART V.

# APPLICATION REVIEW INFORMATION

### A. Review Criteria

FEMA will verify compliance with all administrative and eligibility criteria identified in the application kit, to include the required submission by the established due date. The application will be reviewed for adherence to the applicant narrative and budget proposals. Also, the applicant will be notified about their selection status once the FEMA review has been completed.

### B. Review and Selection Process

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

The applicant must provide a detailed budget for the funds requested. The detailed budget must be submitted with the grant application as a file attachment within [www.grants.gov](http://www.grants.gov). The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of M&A costs.

### C. Anticipated Announcement and Award Dates

FEMA will evaluate and act on applications consistent with the *Department of Homeland Security Appropriations Act, 2010* (Public Law 111-83.). Awards will be made on or before September 30, 2010.

## PART VI.

# AWARD ADMINISTRATION INFORMATION

### A. Notice of Award

Upon approval of an application, the grant will be awarded to the grantee. 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 grant official. Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the award and special condition documents. If you do not receive a notification, please contact your FEMA Program Office for your award number. Once you have the award number, contact the GMS Help Desk at (888) 549-9901, option three, to obtain the username and password associated with the new award.

The period of performance is 12 months and begins on the Project Period/Budget Period start date listed in the award package. Any unobligated funds will be de-obligated at the end of the 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. All extension requests must be submitted to FEMA at least 60 days prior to the end of the period of performance and must address:

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

### B. Administrative and National Policy Requirements

The recipient and any sub-recipient(s) must, in addition to the assurances made as part of the application, comply and require each of its subcontractors employed in the completion of the project to comply with all applicable statutes, regulations, executive orders, OMB Circulars, terms and conditions of the award, and the approved application.

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

**1.1 – 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)

**1.2 – 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)
- 48 CFR Part 31.2, *Federal Acquisitions Regulations (FAR), Contracts with Commercial Organizations*

**1.3 – Audit Requirements.**

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

**1.4 – Duplication of Benefits.** There may not be a duplication of any Federal assistance by governmental entities, per 2 CFR Part 225, 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 Authority 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. Non-governmental entities are also subject to this prohibition per 2 CFR Parts 220 and 230 and 48 CFR Part 31.2.

**2. Payment.** DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a Standard Form 1199A, Direct Deposit Form, found at <http://www.fms.treas.gov/eft/1199a.pdf>.

FEMA utilizes the FEMA Payment and Reporting System (PARS) for payments made under this program.

(<https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>)

**2.1 – Advance Payment.** In accordance with Treasury regulations at 31 CFR Part 205, the Recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds (See 44 CFR Part 13.21(i)) regarding payment of interest earned on advances. In order to request an advance, the Recipient must maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds from DHS and expenditure and disbursement by the Recipient. When these requirements are not met, the Recipient will be required to be on a reimbursement for costs incurred method.

**NOTE: FUNDS WILL NOT BE AUTOMATICALLY TRANSFERRED UPON ISSUANCE OF THE GRANT. GRANTEES MUST SUBMIT A REQUEST FOR ADVANCE/REIMBURSEMENT (SF-270) IN ORDER FOR THE FUNDS TO BE TRANSFERRED TO THE GRANTEE’S ACCOUNT.**

**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. Administrative Requirements.**

**4.1 – 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 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.

**4.2 – 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. – Provides that no person on the grounds of race, color, or national

origin 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. Title VI also extends protection to persons with Limited English Proficiency (LEP). (42 U.S.C. §2000d et seq.)

- *Title IX of the Education Amendments of 1972*, as amended, 20 U.S.C. §1681 et seq. – Provides that no person, *on the basis of sex*, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance.
- *Section 504 of the Rehabilitation Act of 1973*, as amended, 29 U.S.C. §794 – Provides that no otherwise qualified individual with a disability in the United States, shall, *solely* by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or subject to discrimination in any program or activity receiving Federal financial assistance.
- *The Age Discrimination Act of 1975*, as amended, 20 U.S.C. §6101 et seq. – Provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subject 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.

**4.3 – 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>.

**4.4 – Certifications and Assurances.** Certifications and assurances regarding the following apply:

- *Lobbying.* 31 U.S.C. §1352, *Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions.* – Prohibits the use of Federal funds in lobbying members and employees of Congress, as well as employees of Federal agencies, with respect to the award or amendment of any Federal grant, cooperative agreement, contract, or loan. FEMA and DHS have codified restrictions upon lobbying at 44 CFR Part 18 and 6 CFR Part 9. (Refer to form included in application package.)
- *Drug-free Workplace Act,* as amended, 41 U.S.C. §701 et seq. – Requires the recipient to publish a statement about its drug-free workplace program and give a copy of the statement to each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out. Also, place(s) where work is being performed under the award (i.e., street address, city, state and zip code) must be maintained on file. The recipient must notify the Grants Officer of any employee convicted of a violation of a criminal drug statute that occurs in the workplace. For additional information, see 44 CFR Part 17.
- *Debarment and Suspension.* – Executive Orders 12549 and 12689 provide protection from fraud, waste, and abuse by debarring or suspending those persons that deal in an irresponsible manner with the Federal government. The recipient must certify that they are not debarred or suspended from receiving Federal assistance. For additional information, see 2 CFR Part 3000.
- *Federal Debt Status.* – The recipient may not be delinquent in the repayment of any Federal debt. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129) (Refer to SF-424, item number 17.)
- *Hotel and Motel Fire Safety Act of 1990.* – In accordance with section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. §2225a, the recipient agrees to ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds, complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, 15 U.S.C. §2225.

Grantees must comply with all regulations, guidelines, and standards adopted under the above statutes.

#### **4.5 – 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 funding 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.

#### **4.6 – Environmental Planning and Historic Preservation Compliance.**

FEMA is required to consider the potential impacts to the human and natural environment of projects proposed for FEMA grant funding. FEMA, through its Environmental Planning 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*, the *Clean Water Act*, and Executive Orders on Floodplains (11988), Wetlands (11990), 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 low-income and minority populations.

The grantee shall provide all relevant information to FEMA to ensure compliance with applicable Federal EHP requirements. Any project with the potential to impact natural or biological resources or historic properties cannot be initiated until FEMA has completed the required EHP review. In addition to a detailed project description that describes what is to be done with the grant funds, how it will be done, and where it will be done, grantees shall provide detailed information about the project (where applicable), including, but not limited to, the following:

- Project location (i.e., exact street address or map coordinates)
- Total extent of ground disturbance and vegetation clearing
- Extent of modification of existing structures
- Construction equipment to be used, staging areas, etc.
- Year that any affected buildings or structures were built
- Natural, biological, and/or cultural resources present within the project area and vicinity, including wetlands, floodplains, geologic resources, threatened or endangered species, or National Register of Historic Places listed or eligible properties, etc.
- Visual documentation such as good quality, color and labeled site and facility photographs, project plans, aerial photos, maps, etc.

- Alternative ways considered to implement the project (not applicable to procurement of mobile and portable equipment)

For projects that have the potential to impact sensitive resources, FEMA must consult with other Federal, State, and tribal 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 the protection and/or management of natural and cultural resources, including Federally-recognized Indian tribes, Tribal Historic Preservation Offices, and the Department of the Interior, Bureau of Indian Affairs. For projects with the potential to have adverse effects on the environment and/or historic properties, FEMA's EHP review process 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. Grantees who are proposing communication tower projects are encouraged to complete their Federal Communications Commission (FCC) EHP process prior to preparing their EHP review materials for FEMA, and to include their FCC EHP materials with their submission to FEMA. Completing the FCC process first and submitting all relevant EHP documentation to FEMA will help expedite FEMA's review.

Because of the potential for 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 grant funds toward the costs of preparing such documents. The use of grant funds for mitigation or treatment measures that are not typically allowable expenses will be considered on a case-by-case basis. Failure of the grantee to meet Federal, State, local and territorial EHP requirements, obtain required 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.

Recipients shall not undertake any project without the prior approval of FEMA, and must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project description 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 their FEMA Program Office, and the appropriate State Historic Preservation Office. Any projects that have been initiated prior to approval will result in a non-compliance finding and will not be eligible for funding.

For more information on FEMA's EHP requirements, Grantees should refer to FEMA's Information Bulletin #329, *Environmental Planning and Historic Preservation Requirements for Grants*, available at <http://www.fema.gov/pdf/government/grant/bulletins/info329.pdf>. Additional information and resources can also be found at <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm>.

## 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). Any reports or documents prepared as a result of this grant shall be in compliance with Federal "plain English" policies, directives, etc. Please note that PARS contains edits that will prevent access to funds if reporting requirements are not met on a timely basis.

- 1. Federal Financial Report (FFR) – required quarterly.** Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425), which replaced the SF-269 and SF-272, which is due within 30 days of the end of each calendar quarter (e.g., for the quarter ending March 31, the FFR 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 FFR is due 90 days after the end date of the performance period.

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

FFRs must be filed electronically through 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. Progress Reports.

**Semi-Annual Assistance Progress Report (SAPR)** - Following the award, the awardee will be responsible for providing updated obligation and expenditure information on a semi-annual basis. The applicant is responsible for completing and submitting the SAPR reports.

- 3. 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 GAO's *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 2010 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.

4. **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.

Monitoring will be accomplished through a combination of desk-based reviews and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, performance and administrative issues relative to each program and will identify areas where 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.

5. **Grant Close-Out Process.** Within 90 days after the end of the period of performance, grantees must submit a final FFR and final progress report detailing all accomplishments throughout the period of performance. 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 period of performance 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 FFR. 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-425, due 90 days from end of grant period; and (2) final progress report, due 90 days from the end of the grant period.***

## PART VII.

# FEMA CONTACTS

**1. Grant Programs Directorate (GPD).** FEMA GPD's Grants Management Division 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).

**2. National Preparedness Directorate Program Office Contact.**

Angela Palombaro  
[Angela.Palombaro@dhs.gov](mailto:Angela.Palombaro@dhs.gov)  
202-786-9557

Karen Marsh  
[Karen.Marsh@dhs.gov](mailto:Karen.Marsh@dhs.gov)  
202-786-9530