

**FY 2013 NATIONAL SPECIAL SECURITY EVENT (NSSE)
GRANT PROGRAM
FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)**

OVERVIEW INFORMATION

Issued By

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

Catalog of Federal Domestic Assistance (CFDA) Number

97.126

CFDA Title

National Special Security Event

Funding Opportunity Announcement Title

Fiscal Year (FY) 2013 National Special Security Event (NSSE) Grant Program

Authorizing Authority for Program

Section 547 of *the Department of Homeland Security Appropriations Act, 2013* (Public Law 113-6)

Appropriation Authority for Program

The Department of Homeland Security Appropriations Act, 2013 (Public Law 113-6)

FOA Number

DHS-13-GPD-126-000-01

Key Dates and Time

Application Start Date: Rolling basis

Application Submission Deadline Date: Rolling basis

Anticipated Funding Selection Date: Rolling awards

Anticipated Award Date: Rolling awards

Other Key Dates

N/A

Intergovernmental Review

Is an intergovernmental review required?

Yes No

This program is excluded from coverage under Executive Order 12372

FOA EXECUTIVE SUMMARY

Program Type

Select the applicable program type:

New Continuing One-time

Date of origin for Program: 09/30/2011

Opportunity Category

Select the applicable opportunity category:

Discretionary Mandatory Competitive Non-competitive

Application Process

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

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

For additional details see section X of the full FOA.

Eligible Applicants

The following entities are eligible to apply directly to FEMA under this solicitation:

State and local governments

For additional information, see the *Eligibility Criteria* section of this FOA.

Type of Funding Instrument

Select the applicable funding instrument:

Grant Cooperative Agreement

Cost Share or Match

Select the applicable requirement:

Cost Match Cost Share None Required

Maintenance of Effort

Is there a Maintenance of Effort (MOE) requirement?

Yes No

Management and Administration

Management and Administration (M&A) activities are unallowable costs for the FY 2013 NSSE Grant Program.

Indirect Costs

Indirect costs are allowable only if the applicant has an approved indirect cost rate with the cognizant Federal agency. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application. Indirect costs will be evaluated as part of the application for Federal funds to determine if allowable and reasonable.

FULL FOA

I. Funding Opportunity Description

Program Overview and Priorities

The mission of the NSSE Grant Program is to provide supplemental Federal assistance to reimburse State and local governments for certain actual costs associated with providing emergency management, public safety, and security during the preparation and conduct of an NSSE.

The Secretary of the U.S. Department of Homeland Security designates events of national significance as NSSEs based on factors including, but not limited to: anticipated attendance by U.S. officials and foreign dignitaries; the size of the event; and, the significance of the event. By statute, the United States Secret Service (USSS) is designated as the lead Federal agency for planning, coordinating, and implementing security operations at NSSEs, in accordance with 18 U.S.C. § 3056. The FY 2013 NSSE Grant Program was developed by FEMA in coordination with USSS.

Program Objectives

The funding made available under this FOA will reimburse the actual costs to State and local governments for providing emergency management, public safety, and security at events, as determined by the Administrator of the Federal Emergency Management Agency, related to the presence of a NSSE.

II. Funding Information

Award Amounts, Important Dates, and Extensions

Available Funding for this FOA: \$4,619,706

Projected Number of Awards: Multiple

Projected Award Start Date(s): Rolling awards

Projected Award End Date(s): 09/30/2014

Period of Performance: The period of performance of this grant is 90 days, defined as the 60 days prior to and the 30 days after the NSSE.

Period of Performance

Is an extension to the period of performance permitted?

Yes No

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. Agencies should request extensions sparingly and expect extensions to be granted only under exceptional circumstances. For additional information on the period of performance extensions, refer to Information Bulletin (IB) 379 located at <http://www.fema.gov/grants/grant-programs-directorate-information-bulletins>.

III. Eligibility Information

Eligibility Criteria

All 56 States and territories governments that host an NSSE that will occur prior to September 30, 2014, are eligible to apply for NSSE Grant Program funds. Applications shall be for costs that support an event-specific to the Operational Security Plan developed in coordination with the interagency NSSE Executive Steering Committee.

IV. Funding Restrictions

Restrictions on Use of Award Funds

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.

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

For additional details on restrictions on the use of funds, please refer to Appendix C - *Funding Guidelines*.

V. Application Review Information and Selection Process

Application Review Information

The following process will be used to make awards under the FY 2013 NSSE Grant Program:

- FEMA will review each application and verify compliance with all administrative and eligibility criteria identified in the application kit;
- Eligible applications will be reviewed and prioritized based upon the expected loss of unreimbursed costs and lack of alternate funding sources.

Application Selection Process

Priority will be given to applicants meeting the following criteria:

Significant Unreimbursed Costs

Applicants demonstrating unreimbursed costs directly related to the provision of security, public safety and emergency management for the designated NSSE. Significant unreimbursed costs are considered to be those costs over and above normal expenditures.

Lack of Alternate Funding Sources

Applicants hosting types of NSSEs which have not in the past received direct Congressional appropriations or event-related presidential declarations.

Funds will only be made available for event-specific costs that directly support the Operational Security Plan approved by the USSS. These costs must be specified in a Budget Detail Worksheet, which must be submitted to and approved by FEMA.

VI. Post-Selection and Pre-Award Guidelines

Notice of Award

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available within Section 6.1.1 of <http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf>.

Upon approval of an application, the award will be made in the form of a grant. The date the approval of award is entered in the system is the “award date.” Notification of award approval is made through the ND Grants system through an automatic e-mail to the grantee point of contact listed in the initial application. Once an award has been approved and recorded in the system, a notice is sent to the authorized grant official. Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under Federal awards.

Administrative and Federal Financial Requirements

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

- 1. Federal Financial Report (FFR) – required quarterly.** Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425). 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, demonstrate lack of progress, or are insufficient in detail. The final FFR is due 90 days after the end date of the performance period. FFRs must be filed electronically through the Payment and Reporting System (PARS).
- 2. Grant Close-Out Process.** Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, grantees must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. 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 drawn down but remain as unliquidated on grantee financial records. As part of the final report, grantees must submit the Tangible Personal Property Report (SF-428), available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428.pdf, to provide an inventory of all tangible personal property acquired using NSSE funds. An inventory of all construction projects that used NSSE funds has to be reported using the Real Property Status Report (Standard Form SF 429) available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf

Programmatic Reporting Requirements

- 1. Performance Progress Report (SF-PPR).** Grantees are responsible for providing updated performance reports using the SF-PPR (OMB Control Number: 0970-0334) on a semi-annual basis. The SF-PPR 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). Grantees must submit the cover page of the SF-PPR as an attachment to the ND Grants system. The SF-PPR can be accessed online at http://www.na.fs.fed.us/fap/SF-PPR_Cover%20Sheet.pdf.

Grantees will be required to report on progress towards implementing plans described in their application.

- 2. State Preparedness Report (SPR) Submittal.** Section 652(c) of the *Post-Katrina Emergency Management Reform Act of 2006* (Public Law 109-295), 6 U.S.C. §752(c), requires any State that receives Federal preparedness assistance to submit an SPR (OMB Control Number: 1660-0131) to FEMA. States submitted the most recent SPR in December 2012 thus satisfying this requirement in order to receive funding under the FY 2013 NSSE.
- 3. Biannual Strategy Implementation Reports (BSIR).** In addition to the Quarterly Reports grantees are responsible for completing and submitting BSIR reports. 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 within the BSIR to show progress made toward meeting strategic goals and objectives as well as how expenditures support Planning, Organization, Equipment, Training and Exercises (POETE). The first BSIR is not due until at least six months after the award notice has been received by the grantee.
- 4. Monitoring.** Grant recipients will be monitored on an annual and as needed basis 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 may be accomplished through a desk-based review, on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

VII. DHS FEMA Contact Information

Contact and Resource Information

This section describes several resources that may help applicants in completing a FEMA grant application. These points of contact are also available for successful applicants who may require assistance during execution of their award.

Financial and Administrative Information

- 1. Grant Programs Directorate (GPD).** GPD's Grant Operations Division Business Office provides financial support and technical assistance. 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.
- 2. FEMA Regions.** FEMA Regions may also provide support, including pre- and post-award administration and technical assistance to the grant programs included in this solicitation. For a list of contacts, please go to <http://www.fema.gov/about/contact/regions.shtm>.
- 3. GPD Environmental Planning and Historic Preservation (GPD-EHP).** The FEMA GPD-EHP Team provides guidance and information to grantees and sub-grantees related to submission of materials for EHP review. All EHP Review Packets should be sent to gpdehpinfo@fema.gov.

Programmatic Information

- 1. Centralized Scheduling and Information Desk (CSID).** CSID is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, State, and local levels. When necessary, grantees will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at askcsid@dhs.gov, Monday through Friday, 8:00 a.m. – 5:30 p.m. EST.

Systems Information

1. **Grants.gov.** For technical assistance with Grants.gov, please call the Grants.gov customer support hotline at (800) 518-4726.
2. **Non Disaster (ND) Grants.** For technical assistance with the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

VIII. Other Critical Information

Emergency Management Assistance Compact (EMAC) Membership

In support of the National Preparedness Goal (NPG), grantees must belong to, be located in, or act as a temporary member States of EMAC, except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time. All assets supported in part or entirely with FY 2013 NSSE funding by states, territories and tribes must be readily deployable to support emergency or disaster operations per existing EMAC agreements. In addition, funding may be used for the sustainment of core capabilities that, while they may not be physically deployable, support national response capabilities such as Geographic/Geospatial Information Systems (GIS), interoperable communications systems, capabilities as defined under the mitigation mission area of the NPG, and fusion centers.

National Preparedness

DHS coordinates with local, State, territory, tribal, and Federal governments as well as the private and nonprofit sectors to facilitate an all-of-nation/whole community, risk driven, and capabilities-based approach to preparedness. The FY 2013 NSSE Program plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities. Core capabilities are essential for the execution of critical tasks for each of the five mission areas outlined in the NPG. Information on the National Preparedness System (NPS) can be found in the National Preparedness System Description (released Nov 2011), which is posted on the FEMA website at <http://www.fema.gov/national-preparedness/national-preparedness-system>. Additional details regarding the NPS and how it's supported by NSSE can be found in Appendix B – *FY 2013 NSSE Grant Program Priorities*

National Incident Management System (NIMS) Implementation

Prior to allocation of any Federal preparedness awards in FY 2013, grantees must ensure and maintain adoption and implementation of NIMS.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, inventorying, and cataloging promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management

and national Tier I NIMS Resource Types can be found at <http://www.fema.gov/resource-management>.

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

Although State, local, tribal, and private sector partners—including nongovernmental organizations—are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so in order to leverage the Federal investment in the Federal Information Processing Standards (FIPS) 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction. Additional information can be found at http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf.

SAFECOM Guidance for Emergency Communications Grants Compliance

Grantees (including sub-grantees) that are using HSGP funds to support emergency communications activities should comply with the *FY 2013 SAFECOM Guidance for Emergency Communications Grants*. SAFECOM Guidance is available at <http://www.safecomprogram.gov/grant/Default.aspx>.

Emergency Operation Plans (EOPs)

Grantees must update their EOP's at least once every two years. An evaluation matrix to describe and calculate the percentage towards the completion of compliance with CPG 101 v.2 is available at <http://www.fema.gov/plan>.

Application Development and Reimbursement

Requests for reimbursement must be submitted to FEMA no later than 120 days after the NSSE or 30 days before the end of the FY 2014, whichever date occurs first.

As a critical part of the application, applicants must provide a letter of certification that states that all costs support the event-specific Operational Security Plans approved by USSS. These costs have to be specified in a Budget Detail Worksheet, which has to be submitted to and approved by FEMA.

Obligation of Federal Funds and Disbursement to Sub-Grantees

FEMA will coordinate to the extent possible with the grantee to expedite the financial review and access of NSSE Grant Program funds enabling reimbursement to the sub-grantees.

An applicant must submit documentation to account for all incurred costs to the grantee. The grantee is responsible for ensuring that all incurred costs are associated with the

approved scope of work and for certifying that work has been completed in accordance with FEMA standards and policies.

FEMA is responsible for confirming with USSS that costs are appropriate and were incurred in support of an Operational Security Plan and for making the approved amount available to the grantee. FEMA also notifies the grantee that the Federal funds are available but reside in a Federal account until the grantee is ready to award grants to the appropriate sub-grantees.

IX. How to Apply

Application Instructions

All NSSE Grant Program applicants are encouraged to use the template provided by FEMA to submit a required Operational Security Plan, in coordination with their interagency NSSE Executive Steering Committee, and Budget Detail Worksheet that outlines the costs associated with support of the NSSE. **Please do not include any classified information within the plan or budget. While all NSSEs have classified aspects, those details should NOT be submitted to FEMA.** The applicant must only submit an unclassified copy of the Plan and Budget Detail Worksheet to FEMA.

For additional details on Application instructions please refer to Appendix A - *FY 2013 NSSE Grant Program Budget Detail Worksheet Template*.

X. Application and Submission Information

Address to Request Application Package

FEMA makes all funding opportunities available on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the Grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select "Apply for Grants," then select the CFDA number (97.126) or the FOA Number noted in the Overview Information section of the FOA and then select "Download Application Package". 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."

Content and Form of Application

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

The application must be started and submitted using Grants.gov after registration in the System for Award Management (SAM) is confirmed. The on-line application includes the following required form:

- Standard Form 424, Application for Federal Assistance

When applicants apply through <http://www.grants.gov>, the Standard Form 424 in the initial Grants.gov application will need to be submitted. The Standard Form 424 will be retrieved by ND Grants and the system will automatically populate the relevant data fields in the application. Based on FEMA's initial review of the Standard Form 424, FEMA will determine whether an application should proceed further and the applicant will be notified to complete their submission by fulfilling additional application requirements (e.g., budget, Investment Justification, Work Plan, etc.).

The applicant must submit a complete and final application through the ND Grants system located at <https://portal.fema.gov> no later than 120 days after the NSSE or 30 days before the end of FY 2014, whichever is shorter. Applications received later may not be eligible for full reimbursement of costs before the NSSE. If you need assistance registering for the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076. Applicants are encouraged to begin their ND Grants registration at the time of solicitation to ensure they have adequate time to start and complete their application submission. Unless otherwise referenced, the ND Grants system includes the following required forms and submissions:

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form 424C, Budget Information (Construction)
- Standard Form 424D, Standard Assurances (Construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities)
- Grants.gov (GG) Lobbying Form, Certification Regarding Lobbying
- FEMA Form 112-0-3C, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Certification from the SAA stating that all costs being submitted for reimbursement support event-specific Operational Security Plans for the NSSE and that these plans were developed by NSSE Executive Steering Committee and the USSS.
- Budget Detail Worksheet

The program title listed in the CFDA is "National Special Security Event". The CFDA number is **97.126**.

- 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 <http://www.grants.gov> and for SAM. 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. System for Award Management (SAM).** The application process also involves an updated and current SAM registration by the applicant at <http://www.sam.gov>. Please ensure that your organization's name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in SAM; therefore it is imperative that the information is correct.

Applicants will obtain FOA Overviews and Full Announcement information from the grants.gov website where the full FOA is posted.

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

Applications will be processed through the Grants.gov portal and the ND Grants system.

Hard copies of the application will not be accepted.

Appendix A – FY 2013 NSSE Grant Program Budget Detail Worksheet Template

Budget Detail Worksheet Instructions

As part of the FY 2013 NSSE Grant Program application process, each eligible State and local government scheduled to host an NSSE and applying for NSSE Grant Program funds must develop a Budget Detail Worksheet. The sample table provided below may be used as a guide to the applicant in the preparation of the budget. Using the tables below, compute the total estimated costs and provide the amount of Federal funds requested to support the NSSE.

Sample - Cost Estimates/Funding Requests:

- 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.

Name/Position	Computation	Cost
		\$
Total Personnel		\$

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

Name/Position	Computation	Cost
		\$
Total 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). Travel and meals for trainees should be listed separately under the training category. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
				\$
Total Travel				\$

D. 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.)

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

Item	Location	Computation	Cost
			\$
Subtotal – Consultant Expenses			\$

E. 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.

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

Item	Cost
	\$
Subtotal – Contracts	\$
Total Consultants/Contracts	\$

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.

Budget Category	Federal Amount	
A. Personnel	\$	
B. Fringe Benefits	\$	
C. Travel	\$	
D. Consultants	\$	
E. Contracts	\$	

Total Requested Federal Amount	
\$	

Appendix B – FY 2013 NSSE Grant Program Priorities

Building and Sustaining Core Capabilities

The FY 2013 NSSE focuses on the development and sustainment of core capabilities as outlined in the National Preparedness Goal. Particular emphasis will be placed on building and sustaining capabilities that address high consequence events that pose the greatest risk to the security and resilience of the United States and that can be utilized nationwide. The NSSE uses a comprehensive process for assessing regional and national risks and identifying capability needs in order to prioritize and invest in key deployable assets, as well as those elements that support deployment.

Capabilities are the means to accomplish a mission, function, or objective based on the performance of related tasks, under specified conditions, to target levels of performance. The most essential capabilities are the core capabilities identified in the Goal.

Working together, individuals, government officials, and elected leaders can develop strategies to allocate resources effectively and reduce risk. For these plans to be effective, those involved must consider methods to reduce and manage risk as well as how to sustain appropriate levels of capability and address potential shortfalls in order to achieve the Goal.

Achieving the Goal will require participation and resources from the whole community. Not all capabilities can be addressed in a given local, State, or Federal funding cycle, nor can funding be expected to flow from any one source. Officials must prioritize the achievement of certain capabilities to most effectively ensure their security and resilience while understanding the effects of not addressing other identified needs. Building and sustaining capabilities will include a combination of organizational resources, equipment, training, and education. Consideration must also be given to finding, connecting to, and strengthening community resources by using the expertise and capacity of individuals, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. Jurisdictions must also use mutual aid agreements to fill needs and work with partners to develop regional capabilities. Ultimately, a jurisdiction may need to rely on other levels of government or partners to address a particular need. This expectation should be communicated well before an event occurs when the capabilities are most urgently needed.

As these issues are considered in light of the eligible activities, the results of an effective risk assessment must inform jurisdictions' planning efforts. This risk picture will provide an understanding of potential consequences from the range of threats and hazards a community faces daily as well as those infrequent events that would stress the core capabilities of a jurisdiction. Coupled with the desired outcomes and capability targets established by a community, this combined perspective is crucial to enabling all

levels of government to effectively estimate the level of capabilities required to manage its greatest risks.

Files and information on the NPS can be found at <http://www.fema.gov/national-preparedness/national-preparedness-system>.

Appendix C – Funding Guidelines

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 and Federal entities may not receive funds under this award.

1. Allowable Costs.

Funding provided may be used to reimburse certain actual costs incurred by State and local governments for providing emergency management, public safety, and security directly related to the presence of a specific NSSE. Allowable Costs must directly support the NSSE. Costs must be reasonable and necessary to accomplish the work; be compliant with Federal, State, and local requirements for procurement; and be incurred in support of Operational Security Plans developed in collaboration with the interagency NSSE Executive Steering Committee.

Allowable expenses include those related to:

Planning

- Planning, training and costs associated with implementing intrastate or interstate mutual aid agreements for prevention, protection, mitigation, response and recovery activities directly related to the NSSE

Personnel

- Personnel overtime and backfill costs for security, public safety, emergency management, fire and emergency medical services, including training and exercise directly related to the NSSE

Organization

- Program management
- Activities that facilitate shared situational awareness between the public and private sectors
- Operational support, including for select operational expenses associated with increased security measures at critical infrastructure sites under Title 32 or State Active Duty National Guard deployments to protect critical

infrastructure sites, including all resources that are part of the standard National Guard deployment package

2. Unallowable Costs

- Management and Administration (M&A) activities
- Equipment
- Hiring of permanent personnel
- Expenditures for items such as general-use software, general-use computers and related equipment (other than for those associated with preparedness or response functions), general-use vehicles, licensing fees, weapons systems and ammunition
- Activities unrelated to the implementation and completion of the FY 2013 NSSE Grant Program
- Costs incurred as a result of normal agency activities (e.g. salaries incurred during normal hours for security-related operations that do not require overtime or to backfill a position)
- Consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package
- Other items not in accordance with allowable costs listed above
- Construction and renovation

No assistance will be provided to an applicant for damages caused by its own negligence through failure to take reasonable protective measures. If negligence by another party results in damages, assistance may be provided on the condition that the applicant agrees to cooperate with FEMA in all efforts to recover the cost of such assistance from the negligent party.

For more guidance and clarification regarding these allowable and unallowable costs, applicants should review **2 CFR Part 225**, as the lists above are not comprehensive.