

**The U.S. Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year (FY) 2017 Presidential Residence Protection Assistance Grant**

A. Program Description

Issued By

U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

Catalog of Federal Domestic Assistance (CFDA) Number

97.134

CFDA Title

Presidential Residence Protection Assistance Grant

Notice of Funding Opportunity Title

FY 2017 Presidential Residence Protection Assistance Grant

NOFO Number

DHS-17-GPD-134-00-01

Authorizing Authority for Program

Department of Homeland Security Appropriations Act, 2017 (Pub. L. No. 115-31)

Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2017 (Pub. L. No. 115-31)

Program Type

New

Program Overview and Objective

Overview

The Fiscal Year (FY) 2017 Presidential Residence Protection Assistance (PRPA) Grant will provide Federal funds to reimburse state and local law enforcement agencies (LEAs) for law enforcement personnel costs incurred while protecting any non-governmental residence of the President that is designated or identified to be secured by the United States Secret Service (USSS) in accordance with Section 544 of the *Department of Homeland Security Appropriations Act, 2017*, which states in part:

- (a) For an additional amount for ‘‘Federal Emergency Management Agency—Federal Assistance’’, \$41,000,000, to remain available until September 30, 2018, exclusively for providing reimbursement of

extraordinary law enforcement personnel costs for protection activities directly and demonstrably associated with any residence of the President that is designated or identified to be secured by the United States Secret Service.

Objective

The objective of the FY 2017 PRPA Grant is to reimburse extraordinary costs incurred by law enforcement agencies while protecting the president’s residences. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, the FY 2017 PRPA Grant supports the goal to Prevent Terrorism and Enhance Security.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the PRPA Grant NOFO: \$41,000,000

Period of Performance: 253 Days

Extensions to the period of performance are not allowed, per Pub. L. No. 115-31 § 544(b)(1).

Period of Performance Start Date: January 21, 2017

Period of Performance End Date: September 30, 2017

Funding Instrument: Grant

C. Eligibility Information

Eligible Applicants

Eligible applicants are limited to state and local law enforcement agencies, either directly or through the State Administrative Agency (SAA), that conducted protection activities associated with any non-governmental residence of the President of the United States designated or identified to be secured by the United States Secret Service.

The SAA may apply on behalf of one or more eligible state or local law enforcement agencies. If the SAA submits an application on behalf of any law enforcement agency, those law enforcement agencies covered under the SAA’s application cannot also apply directly to FEMA for funding under this NOFO. Multiple applications may result in a delay in reimbursement and/or an application to be denied funding. Coordination between the SAA and any eligible state or local law enforcement agency is therefore encouraged.

Cost Share or Match

There is no cost share or match requirement for the FY 2017 PRPA Grant.

Allowable Costs

Operational Overtime activities are the only costs eligible for reimbursement under this grant.

Pre-Award Costs

Costs incurred prior to the Federal award date (the date when FEMA signs the grant award) are allowable, provided that such costs were incurred and obligated during the award's period of performance and are otherwise allowable, consistent with the terms of this NOFO and the award letter. Costs incurred or obligated prior to January 21, 2017, are not allowable.

D. Application and Submission Information

Key Dates and Times

Date Posted to [Grants.gov](https://www.grants.gov): August 17, 2017

Application Submission Deadline: **October 31, 2017** at 5:00 p.m. EDT

All applications **must** be received by the established deadline. The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of the full application. In general, DHS/FEMA will not review applications that are not received by the deadline or consider them for funding. DHS/FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances.

If there are technical issues, please notify the respective FEMA Headquarters (HQ) Program Analyst before the application deadline. Applicants should contact the Centralized Scheduling and Information Desk (CSID) for FEMA HQ Program Analyst contact information. CSID can be reached by phone at (800) 368-6498 or by e-mail at askcsid@dhs.gov, Monday through Friday, 9:00 a.m. – 5:00 p.m. EDT.

Anticipated Award Date: December 31, 2017

Applications will be processed and evaluated in the order they are received and awards will be made on a rolling basis. Awards may be made as early as September 30, 2017. FEMA anticipates that all awards will be made no later than December 31, 2017.

Address to Request Application Package

Application forms and instructions are available at [Grants.gov](https://www.grants.gov) (hard copies of the NOFO and associated application materials are not available). To access these materials, go to [Grants.gov](https://www.grants.gov), select "Applicants" then "Apply for Grants." In order to obtain the application package select "Download a Grant Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this NOFO,

select "Download Package," and then follow the prompts to download the application package.

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

Applications will be processed through the [Grants.gov](https://www.Grants.gov) portal and FEMA's Non-Disaster Grants ([ND Grants](#)) System.

Content and Form of Application Submission

Applying for an award under this grant is a multi-step process consisting of [Pre-Application Steps](#), [Submitting an Initial Application](#), and [Submitting a Final Application](#). To ensure that an application is submitted on time, applicants are advised to start the required steps well in advance of their submissions. Failure of an applicant to comply with any of the required steps before the application deadline may disqualify their application from funding.

Pre-Application Steps

There are five pre-application steps that must be completed before an initial application can be submitted. The pre-application steps involved in applying for an award under this program are:

Unique Entity Identifier and System for Award Management

1. Obtain, Update, or Verify a Dun and Bradstreet Data Universal Numbering System (DUNS) Number

The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the SF-424 form in [Grants.gov](https://www.Grants.gov). Instructions for obtaining a DUNS number can be found at the following website:

<http://www.Grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>.

Applicants can receive a DUNS number at no cost by calling the DUNS number request line at (866) 705-5711.

FEMA cannot assist applicants with questions related to obtaining a DUNS number.

2. Obtain or Verify an Internal Revenue Service (IRS) Tax ID

FEMA requires both the IRS Tax ID (often referred to as an Employer Identification Number or EIN) and DUNS number prior to the issuance of a financial assistance award and for grant award payment. Applicants submitting their applications must correctly differentiate the IRS Tax ID from the DUNS number since both are nine-digit numbers.

Organizations [applying for an IRS Tax ID](#) should plan on a minimum of two full weeks to obtain an IRS Tax ID. For assistance in registering an IRS Tax ID please contact the [IRS helpline](#).

FEMA cannot assist applicants with questions related to obtaining a current EIN.

3. Register with the System for Award Management (SAM)

Applicants applying for grant funds electronically through [Grants.gov](http://www.Grants.gov) must register with SAM. Step-by-step instructions for registering with SAM can be found here: <http://www.Grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. Failure to register with the SAM will result in the application being rejected by [Grants.gov](http://www.Grants.gov) during the submissions process.

SAM registration is a multi-step process including validating the EIN with the IRS to obtain a Commercial and Government Entity (CAGE) code. The CAGE code is only valid for one year after issuance and must be current at the time of application. To update or renew the Entity records(s) in SAM, applicants will need to create a SAM User Account and link it to the migrated Entity records.

Payment under this grant is contingent on the recipient's having a current [SAM](http://www.SAM.gov) registration. The SAM registration process must be completed by the applicant.

For assistance registering, please go to [SAM.gov](http://www.SAM.gov) or call 866-606-8220.

FEMA cannot assist applicants with questions related to registering in SAM or obtaining a current CAGE code.

4. Register with Grants.gov

The next step in the registration process is creating a profile in [Grants.gov](http://www.Grants.gov) as the Authorized Organization Representative (AOR). Applicants must register the individual who is able to make legally binding commitments for the organization.

To read more detailed instructions for creating a profile on [Grants.gov](http://www.Grants.gov) visit: <http://www.Grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.

FEMA cannot assist applicants with questions related to registering with Grants.gov.

5. AOR Authorization and Permission to Submit Applications

After creating a profile on [Grants.gov](http://www.Grants.gov), the E-Biz Point of Contact (POC), who is a representative from the applicant organization listed as the contact for SAM, will receive an email instructing them to grant the AOR permission to submit applications on behalf of the organization. The E-Biz POC will then log in to [Grants.gov](http://www.Grants.gov) and approve an individual as the AOR, thereby granting permission to submit applications.

To learn more about AOR Authorization, visit: <http://www.Grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>.

To track an AOR status, visit:

<http://www.Grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

Submitting an Initial Application in Grants.gov

Following completion of the pre-application procedures, all applicants must submit their Initial Application through [Grants.gov](http://www.Grants.gov) which requires completing:

- [Standard Form-424](#) (SF-424), Application for Federal Assistance, and
- [Grants.gov](#) Form (SF-GG) Certification Regarding Lobbying.

Both forms are available in the Forms tab under SF-424 Family.

Applicants are encouraged to submit their initial application in [Grants.gov](http://www.Grants.gov) no later than 10 days before their final application is submitted to ensure sufficient time to upload required documents and submit the final application in ND Grants on time.

The information submitted in [Grants.gov](http://www.Grants.gov) will be retrieved by ND Grants, which will allow FEMA to determine if an applicant is eligible.

Applicants experiencing difficulties accessing information should call the [Grants.gov](http://www.Grants.gov) customer support hotline at 800-518-4726 or email [Grants.gov](mailto:support@Grants.gov) at support@Grants.gov.

FEMA cannot assist applicants with questions related to registering with [Grants.gov](http://www.Grants.gov).

Submitting the Final Application in ND Grants

After submitting the initial application in [Grants.gov](http://www.Grants.gov), eligible applicants will be notified by FEMA to proceed with submitting their final application package in [ND Grants](http://www.NDGrants.gov). Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.

In [ND Grants](http://www.NDGrants.gov), applicants will be prompted to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they have all the information required:

- [Standard Form-424A](#), Budget Information;
- [Standard Form-424B](#), Standard Assurances; and
- [Standard Form-LLL](#), Disclosure of Lobbying Activities.

In addition to the required forms listed above, the Final Application for the FY 2017 PRPA Grant submitted via [ND Grants](http://www.NDGrants.gov) must include the attachments described in the [FY 2017 PRPA Grant-Specific Application Instructions](#) below.

Applicants needing assistance registering for ND Grants should contact ndgrants@fema.gov or (800) 865-4076.

Electronic Signature

Applications submitted through Grants.gov constitute an electronically signed application. When submitting the application through Grants.gov, the name of the applicant's AOR will be inserted into the signature line of the application.

Applicants experiencing difficulties accessing information or who have questions should call the Grants.gov customer support hotline at (800) 518-4726 or email [Grants.gov](mailto:support@Grants.gov) at support@Grants.gov.

FY 2017 PRPA Grant – Specific Application Instructions

Application

Only one application (submitted initially via Grants.gov and subsequently via [ND Grants](http://ND.Grants)), due no later than October 31, 2017, at 5:00 pm EDT, is required for each applicant.

Reimbursement Requests

The following two options are available to applicants for submitting reimbursement requests:

1. **Option 1:** Applicants may submit reimbursement requests (including the required documentation) with their application in [ND Grants](http://ND.Grants) at any time during the period of performance (until September 30, 2017, at 5:00 pm EDT).
 - a. If Option 1 is used, the applicant may submit one additional reimbursement request (as an amendment in [ND Grants](http://ND.Grants)) for incurred costs that were not included in the initial reimbursement request.
 - b. Example: If an applicant submits a reimbursement request with its application covering costs incurred from January 21, 2017 through July 31, 2017 and is thereafter awarded funding for allowable costs, it may submit an amendment in ND Grants requesting reimbursement for additional costs incurred from August 1, 2017 through September 30, 2017 prior to the end of the application period (October 31, 2017, at 5:00 pm EDT).
2. **Option 2:** Applicants may wait until the end of the period of performance (September 30, 2017) and thereafter submit all reimbursement requests with their application in [ND Grants](http://ND.Grants) no later than October 31, 2017, at 5:00 pm EDT).
 - a. If Option 2 is used, the applicant may not make an amendment request for additional costs.
 - b. Example: If an applicant waits to submit its final application until October, and then realizes it missed some costs that may have been eligible, it may not then submit an amendment request to be reimbursed for those missed costs.

Documentation

Documentation supporting reimbursement requests must be submitted **as an attachment in [ND Grants](#)**. All four categories of documentation (Investment Narrative, Detailed Budget Spreadsheets, Disclosure of Pending Applications, Certifications) described below are required for both Option 1 and Option 2. Information in these documents will be used to evaluate allowable costs.

1. Investment Narrative

The Investment Narrative, a written narrative distinct from the detailed Budget Spreadsheets, must include:

- A title,
- A list of each law enforcement agency covered under the application,
- Descriptions of the extraordinary law enforcement protection activities engaged in as they related to providing security during the FY 2017 PRPA Grant Period of Performance (PoP) for the designated residences of the President,
- Descriptions of the financial burden these operational overtime costs have placed on the law enforcement agency, and
- A list of any and all agreements and/or memoranda of understanding (MOU) that were enacted to establish the security-related activities undertaken to protect the designated residences.

The Investment Narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 10 pages. Please number pages “1 of 10,” “2 of 10,” etc.

The file should be named in the following format “[Name of LEA]_2017_PRPA Grant_Narrative” or other similarly descriptive naming convention.

If the Investment Narrative fails to comply with these length-related restrictions, FEMA may consider such noncompliance in review and in final award decisions.

2. Detailed Budget Spreadsheet

Include a detailed budget spreadsheet in Microsoft Excel that identifies each law enforcement agency listed in the Investment Narrative and provide the following columns of information for each law enforcement personnel seeking reimbursement for operational overtime:

- Position/Rank,
- Compensation rate,
- Overtime compensation rate,
- Fringe benefits,
- Dates overtime worked,
- Total number of hours overtime worked,
- Total amount of overtime cost requested, and
- Indicate the [Allocation Priority](#) (Priority 1, 2, or 3).

In an effort to ensure Personally Identifiable Information (PII) is not unnecessarily used, applicants are not required to provide names or badge numbers for law

enforcement personnel at the time of application. However, the Detailed Budget Spreadsheets must be organized in a way that lists each law enforcement personnel separately, so that during monitoring and audit, the reimbursements requested can be directly cross-walked to the source documents supporting the reimbursement.

The file should be named in the following format “[Name of LEA]_Detailed_Budget_Spreadsheet.”

Note: Upon request by DHS/FEMA, evidence must be provided that supports the expenses submitted for reimbursement in the Detailed Budget Spreadsheets (e.g., valid time cards that contain detailed descriptions of the services performed or other supporting documentation permitted under 2 C.F.R. § 200.430).

3. Disclosure of Pending Applications or Open Awards

Each applicant shall disclose whether it or any law enforcement agency covered under the application has any pending applications or open awards for Federally funded grants or cooperative agreements that (1) include requests for funding to support the same Investment Narrative being proposed in the application under this NOFO, and (2) would cover any identical cost items outlined in the budget submitted to FEMA as part of the application under this NOFO.

The applicant shall disclose applications or requests made to FEMA or other Federal awarding agencies, and also applications for subawards of Federal funds (e.g., applications to other State agencies that subaward Federal funds).

Each applicant that has one or more pending applications or open awards as described above is to provide the following information about pending applications submitted within the last 12 months:

- The Federal awarding agency,
- The solicitation name/project name, and
- The point of contact information at the applicable Federal awarding agency.

An applicant without any pending applications or open awards as described above must submit, as a separate attachment, a statement to this effect:

“[Applicant Name on SF-424] does not have any pending applications submitted within the last 12 months for Federally funded grants or cooperative agreements (or for subawards under Federal grants or cooperative agreements) that request funding to support the same investment being proposed in this application to FEMA and that would cover any identical cost items outlined in the budget submitted as part of in this application.”

The file should be named “[Name of LEA]_Disclosure_of_Pending_Applications.”

4. Certifications

The applicant must include in its application a signed letter from the head of each state or local law enforcement agency for which reimbursement is requested. The certification letter must be addressed to the FEMA Administrator and certify that the protection activities were requested by the Director of the USSS, for all overtime for which reimbursement under this grant is requested. The certifications must be included as separate attachments to the application.

The file should be named in the following format “[Name of LEA]_Certification.”

Funding Restrictions

Federal funds made available through this award may be used only for the purpose set forth in this NOFO and the Federal award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal award, 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.

Costs incurred as a result of normal agency activities (e.g., salaries incurred during normal patrol hours for security operations, also known as “straight time”) are not allowable for reimbursement.

Funding shall not be used for hiring new or additional personnel.

Funding shall not be used for purchasing equipment.

Cost Principles

Costs charged to this award must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E.

E. Application Review Information

Review

Prior to making a Federal award, FEMA is required by 31 U.S.C. § 3321 and 41 U.S.C. § 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

FEMA will review each application and make a determination as to the level of reimbursement, if any, after consideration of the information provided in response to the requirements set forth in this NOFO, and contingent upon available funding.

FEMA may request to review source documents to verify allowability of costs prior to making awards. Failure to provide adequate source documentation may result in some or all of the reimbursement requests to be denied.

Application Evaluation Criteria

The following criteria will be used to determine whether claimed costs are allowable for reimbursement:

Table 1: Application Evaluation Criteria

Evaluation Criteria	Source of Verification
Were the costs incurred between January 21, 2017 and September 30, 2017?	Detailed Budget Worksheet(s)
Were the costs incurred by law enforcement personnel?	Investment Narrative, Detailed Budget Spreadsheet(s)
Were the costs incurred for operational overtime?	Investment Narrative, Detailed Budget Spreadsheet(s)
Were the costs incurred extraordinary? – meaning costs over and above normal expenditures of the law enforcement agency, which cumulatively present a financial burden on the law enforcement agency?	Investment Narrative, Detailed Budget Spreadsheet(s), Disclosure of Pending Applications or Open Awards
Were the costs incurred directly attributable to the protection of a non-governmental residence of the President designated or identified to be secured by the USSS?	Investment Narrative, Detailed Budget Spreadsheet(s), USSS Validation
Were the costs incurred as the result of an official request by the Director of the USSS pursuant to section 3 or section 4 of the <i>Presidential Protection Assistance Act of 1976</i> (Pub. L. No. 94-524)?	Certifications, USSS Validation
Does the applicant have any pending applications or open awards for Federally-funded grants or cooperative agreements that (1) include requests for funding to support the same Investment Narrative being proposed in the application under this NOFO, and (2) would cover any identical cost items outlined in the budget submitted to FEMA as part of the application under this NOFO?	Disclosure of Pending Applications or Open Awards.
Has the applicant been approved for overtime requests for the purposes outlined in this NOFO through any open FEMA Grant Award?	FEMA Official Grant Files

Allocation

Applicants that have identified other sources of reimbursement (e.g., U.S. Department of Justice financial assistance, direct appropriation, etc.) for costs incurred protecting the

President's designated residences may not be reimbursed or may not be reimbursed at the same level as other applicants.

Allocation Priorities

Priority 1: Priority for allocation of funding will be to law enforcement agencies that incurred extraordinary law enforcement operational overtime costs while the President, First Lady, or their minor child were at the designated residence.

Priority 2: Additional funding may be allocated for operational overtime costs associated with transportation of the President, First Lady, or their minor child to and from the designated residence within the state.

Priority 3: Remaining funding may be provided on a pro-rata basis for reimbursement of extraordinary law enforcement operational overtime costs incurred by law enforcement agencies for maintaining the security of the designated residences in the absence of the President, First Lady, or their minor child.

Supplemental Financial Integrity Review

If the anticipated Federal award amount will be greater than the simplified acquisition threshold, currently \$150,000:

- Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, FEMA is required to review and consider any information about the applicant in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#).
- An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a Federal awarding agency previously entered.
- FEMA will consider any comments by the applicant, in addition to the FAPIIS information, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants, as described in 2 C.F.R. § 200.205.

F. Federal Award Administration Information

Notice of Award

Notification of award approval is made through ND Grants through an automatic electronic mail to the authorized official listed in the initial application. The "award date" for the FY 2017 PRPA Grant will be the date that FEMA approves the award. The awardee should follow the directions in the notification to confirm acceptance of the award.

Funds will remain on hold until the recipient accepts the award through ND Grants and all other conditions of the award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within 90 days may result in a loss of funds.

For instructions on how to accept or decline an award in ND Grants, please see the [ND Grants Recipient Training Manual](#).

The Notice of Award will include a list of funding amounts for each law enforcement agency.

Administrative and National Policy Requirements

Recipients under the FY 2017 PRPA Grant are required to comply with DHS Standard Administrative Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#)

The applicable DHS Standard Administrative Terms and Conditions will be those in effect at the time the award was made.

Before accepting the award, the AOR should carefully review the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this grant.

Financial Reporting

Recipients are required to submit the following financial reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

Federal Financial Report (FFR)

Recipients must report obligations and expenditures through the FFR (SF-425) to FEMA. Recipients must file the FFR electronically using the [Payment and Reporting Systems \(PARS\)](#). The FFR must be submitted only once, during Closeout.

The FFR Form SF-425 OMB #4040-0014 is available online at:
<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1>

Financial and Compliance Audit Report

Recipients that expend \$750,000 or more from all Federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of the U.S. Government Accountability Office's (GAO) Generally Accepted Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/xml/CFR-2014-title2-vol1-part200-subpartF.xml>.

Programmatic Reporting

Recipients are required to submit one Programmatic Report. The Programmatic Report is a qualitative narrative summary on the impact reimbursements had on each law enforcement agency. The Programmatic Report must be submitted only once, during Closeout.

Liquidation Requirements

Within 90 days after the end of the PoP, recipients must liquidate all obligations incurred under the Federal award.

Closeout Reporting Requirements

Within 90 days after the end of the PoP, recipients must submit the following closeout reporting requirements to their respective FEMA Headquarters (HQ) Program Analyst.

1. Final request for payment, if applicable;
2. Federal Financial Report SF-425;
3. Programmatic Report; and
4. Any other documents required by grant guidance or terms and conditions of the award.

Recipients may request FEMA to extend this 90-day closeout period. Such requests must be made in writing to the recipient's FEMA HQ Program Analyst. After these reports have been reviewed and approved by FEMA, a closeout notice will be completed. As the PoP will have already closed on September 30, 2017, the closeout notice will list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

In addition, any pass-through entities are responsible for closing out their sub-awards as described in 2 C.F.R. § 200.343. The SAA and any other pass-through entities must ensure that they complete the closeout of their sub-awards in time to submit all necessary documentation and information to FEMA during the closeout of their own grant award. The recipient is responsible for returning any balances of unobligated cash consistent with 2 C.F.R. § 200.343 (d).

Monitoring

Monitoring involves 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. Recipients may be monitored through an on-site monitoring visit by DHS/FEMA staff.

Office of the Inspector General (OIG) Audit

The *Department of Homeland Security Appropriations Act, 2017* charges the DHS OIG with auditing reimbursements made under the FY 2017 PRPA Grant. Evidence that supports the expenses submitted for reimbursement in the Detailed Budget Spreadsheet(s) (e.g., signed and approved time cards that contain detailed descriptions of the services performed or other supporting documentation permitted under 2 C.F.R. § 200.430) must be maintained by the non-federal entity and be provided to DHS/FEMA upon request pursuant to 2 C.F.R. §§ 200.333 – 200.337.

G. Awarding Agency Contact Information

FEMA Headquarters Office

Federal Emergency Management Agency
Grant Programs Directorate

400 C Street SW
Washington D.C. 20472

Applicants and recipients should contact their FEMA HQ Program Analyst with any questions or concerns. Applicants or recipients that may be unsure of whom their respective FEMA HQ Program Analyst is should contact the Centralized Scheduling and Information Desk (CSID) below.

Centralized Scheduling and Information Desk (CSID)

CSID is a non-emergency comprehensive management and information resource developed by FEMA for grant stakeholders. CSID provides general information on FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, state, and local levels. When necessary, recipients 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, 9:00 a.m. – 5:00 p.m. EDT.

GPD Grant Operations Division

GPD's Grant Operations Division Business Office provides support regarding financial matters and budgetary 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.

Systems Information

Grants.gov. For technical assistance with Grants.gov, please call the customer support hotline at (800) 518-4726.

ND Grants System. For technical assistance with ND Grants, please contact ndgrants@fema.gov or (800) 865-4076.

H. Additional Information

Payments

FEMA uses the [Payment and Reporting System \(PARS\)](#) for financial reporting, invoicing, and tracking payments.

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

Conflict of Interest

The following conflict of interest provision from [FEMA Information Bulletin 400](#) applies to all FEMA grant programs:

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own

policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable State, local, or tribal statutes or regulations governing conflicts of interest in the making of subawards.

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

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

Extensions

Extensions to the period of performance are not allowed, per Pub. L. No. 115-31 § 544(b)(1).