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The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year (FY) 2019 Regional Catastrophic Preparedness Grant Program
(RCPGP)

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NOTE: If you are going to apply for this funding opportunity and have <u>not</u> obtained a Data Universal Numbering System (DUNS) number and/or <u>are not</u> currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take four (4) weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/web/grants/register.html. **Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.**

A. <u>Program Description</u>

Issued By
U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Resilience/National Preparedness Directorate (NPD)/National Preparedness Assessment Division (NPAD)

Assistance Listings Number (formerly Catalog of Federal Domestic Assistance Number)
97.111

Assistance Listings Title (formerly CFDA Title)
Regional Catastrophic Preparedness Grant Program (RCPGP)

Notice of Funding Opportunity Title
Regional Catastrophic Preparedness Grant Program

NOFO Number

Grant Program Title	NOFO Number
RCPGP – Region I	DHS-19-NPD-111-01-01
RCPGP – Region II	DHS-19-NPD-111-02-01
RCPGP – Region III	DHS-19-NPD-111-03-01
RCPGP – Region IV	DHS-19-NPD-111-04-01
RCPGP – Region V	DHS-19-NPD-111-05-01
RCPGP – Region VI	DHS-19-NPD-111-06-01
RCPGP – Region VII	DHS-19-NPD-111-07-01
RCPGP – Region VIII	DHS-19-NPD-111-08-01
RCPGP – Region IX	DHS-19-NPD-111-09-01
RCPGP – Region X	DHS-19-NPD-111-10-01

Authorizing Authority for Program
Department of Homeland Security Appropriations Act, 2019 ([Pub. L. No. 116-6](#))

Appropriation Authority for Program
Department of Homeland Security Appropriations Act, 2019 ([Pub. L. No. 116-6](#))

Program Type
New

Program Overview, Objectives, and Priorities

Program Overview
Preparedness is the shared responsibility of our entire nation and requires an approach that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government across the [whole community](#). The [National Preparedness System](#) is the instrument the nation employs to build, sustain, and deliver core capabilities needed to achieve the goal of a more secure and resilient nation. Each community contributes to achieving the national goal by addressing the risks that are most relevant and urgent for them individually, which in turn strengthens the collective security and resilience of the nation. They do this through the National Preparedness System components of Identifying and Assessing Risk; Estimating Capability Requirements; Building and Sustaining Capabilities; Planning to Deliver Capabilities; Validating Capabilities; and Reviewing and Updating. To this end, the FY 2019 RCPGP represents one part of a comprehensive set of actions authorized by Congress and implemented by the Administration to build preparedness capabilities. [The National Preparedness Goal (the Goal)](#) defines what it means to be prepared for a wide range of threats and hazards, including catastrophic incidents.

The purpose of the RCPGP is to build state and local capacity to manage catastrophic incidents by improving and expanding regional collaboration for catastrophic incident preparedness. The [National Response Framework (3rd edition, 2016)](#) (or superseding edition) defines a catastrophic incident as any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, or government functions. The regional interdependencies of effective Prevention, Protection, Mitigation, Response, and Recovery activities require a cohesive regional approach to catastrophic planning.

The [2018-2022 FEMA Strategic Plan](#) creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The RCPGP supports FEMA Strategic Goal 2: Ready the Nation for Catastrophic Disasters. FEMA invites all its stakeholders and partners to also adopt these priorities and join in building a stronger and more prepared and resilient nation.

Objectives
The objective of RCPGP is to close known capability gaps, encourage innovative regional solutions to issues related to catastrophic incidents, and build on existing regional efforts. Applicants' RCPGP projects should increase capability levels in the Food, Water, and

Sheltering Community Lifeline as measured in the Housing or Logistics and Supply Chain Management core capabilities reported through the [Threat and Hazard Identification and Risk Assessment (THIRA)](#)/[Stakeholder Preparedness Review (SPR)](#).

Through regional collaboration, the RCPGP supports the development and delivery of projects that address [Community Lifelines](#), which are critical to manage catastrophic incidents. For more information on Community Lifelines, please refer to **Appendix A: Incorporating Community Lifelines**. Stabilizing and restoring lifelines in catastrophes requires solutions that go beyond scaling up existing plans and capabilities to maximize the creative power of cross-sector coordination while respecting the roles of private sector partners and agency authorities at all levels of government.

To this end, RCPGP applicants are encouraged to develop projects that build a continuous cycle of planning, organizing, training, and exercising with regional partners across the whole community to improve their collective readiness posture.

Applicants are also encouraged to review the following for more information:

- [National Response Framework (3rd edition, 2016)](#) (or superseding edition): The Framework describes ways to improve coordination and response structures to build preparedness for catastrophic incidents.
- [Community Lifelines Implementation Toolkit](#): The Toolkit provides whole community partners the information and resources to understand lifelines, coordinate with entities using lifelines, and implement the lifeline construct during incident response.

Priorities

The FY 2019 RCPGP requires that recipients develop and deliver one project that builds capability to address a gap in the **Food, Water, and Sheltering Community Lifeline**, specifically in the Housing and/or Logistics and Supply Chain Management core capabilities. These core capabilities were selected based on data-driven analyses of national preparedness data and key national-level guidance sources showing these focus areas as consistent gaps. Table 1 describes submittal instructions for the aforementioned core capabilities. See also **Appendix A: Incorporating Community Lifelines.**

Table 1: RCPGP Support for Food, Water, and Sheltering Community Lifeline	
Primary Lifeline Component for Food, Water, Sheltering	**Associated Core Capability**
Shelter	**Housing**
FEMA invites applicants to submit applications that identify current and emerging gaps in the Shelter lifeline component related to the Housing core capability and to implement corresponding housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.	
All Components	**Logistics and Supply Chain Management**
FEMA invites applicants to submit applications that identify current and emerging gaps across the lifeline's components related to the Logistics and Supply Chain Management core capability and corresponding solutions to deliver essential commodities, equipment, and	

Table 1: RCPGP Support for Food, Water, and Sheltering Community Lifeline	
Primary Lifeline Component for Food, Water, Sheltering	**Associated Core Capability**
services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples, and to synchronize logistics capabilities and enable the restoration of impacted supply chains.	

For more information, refer to the Housing and Logistics and Supply Chain Management core capability definitions in the National Response Framework (3rd edition, 2016) (or superseding edition) or here: https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities/development-sheets.

Performance Metrics
Communities provide data on their proficiency across 32 core capabilities through the THIRA/SPR, after-action reports, and other preparedness data.

Performance Measure: FEMA will measure the percent change in capability gaps and percent improvement in the Housing and Logistics and Supply Chain Management core capabilities as reported through the required THIRA/SPR covering the community.

Performance Criteria: FEMA will compare the current baseline capability level of the Housing and Logistics and Supply Chain Management core capabilities against the community's capability level as reported at the end of the grant. Baseline capability assessments will be taken from the calendar year 2018 THIRA/SPR data; end of the grant performance data will be drawn from the calendar year 2022 THIRA/SPR data.

The specific capability assessments FEMA will use in the RCPGP performance measure analysis include:
- Housing: Within (#) (time) of an incident, (#) people requiring long-term housing, including (#) people with access and functional needs requiring accessible long-term housing, find and secure long-term housing.

- Logistics and Supply Chain Management: Within (#) (time) of an incident, identify and mobilize life-sustaining commodities, resources, and services to (#) people requiring shelter and (#) people requiring food and water. Maintain distribution system for (#) (time).

B. Federal Award Information

Award Amounts, Important Dates, and Extensions
Available Funding for the NOFO: $10,000,000

Maximum Funding per Applicant: $1,500,000
Funds will be competitively awarded under the FY 2019 RCPGP. Applicants are eligible to apply for up to, but no more than, $1,500,000.

Projected number of Awards: 10-15

Period of Performance: Thirty-six (36) months

Extensions to the period of performance are allowed only in limited circumstances. For additional information on period of performance extensions, refer to Section H - Additional Information of this NOFO.

Projected Period of Performance Start Date(s):   10/01/2019

Projected Period of Performance End Date(s):   09/30/2022

Funding Instrument
Grant

C. Eligibility Information

Eligible Applicants
Local Governments (as defined by 2 C.F.R. § 200.64) located within one of the 100 most populous Metropolitan Statistical Areas (MSAs) per the Census Bureau's 2018 Population Estimates (as listed in **Appendix B: 100 Most Populous Metropolitan Statistical Areas [2018])** are eligible to apply for this funding opportunity. DHS/FEMA will accept no more than **one application** per MSA.

The application may be submitted by either:

1. The first principal city, as indicated in **Appendix B: 100 Most Populous Metropolitan Statistical Areas [2018]** in bold; or,
2. A different local government located within the MSA only if the application includes a letter of support from the office of the chief executive (e.g., mayor or city manager) of the first principal city, as indicated in **Appendix B: 100 Most Populous Metropolitan Statistical Areas [2018]**.

States (including territories and tribes) and other entities that are not local governments located within an MSA are not eligible to apply directly to FEMA for RCPGP funding. Such entities may partner with, and receive subawards from, eligible applicants.

Eligibility Criteria

Applications must conform to the guidance provided in **Appendix C: Project Narrative Template** of this NOFO. Applicants that do not meet eligibility and application submission requirements will not be evaluated and scored by the review panel.

Other Eligibility Criteria
National Incident Management System (NIMS) Implementation
Recipients must ensure and maintain adoption and implementation of NIMS. Emergency management and incident response activities require carefully managed resources to meet incident needs. Use of the standardized resource management concepts such as typing, credentialing, and inventorying promotes a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management and

NIMS resource typing definitions and job titles/position qualifications is available on DHS/FEMA's website under http://www.fema.gov/resource-management-mutual-aid.

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

Additional information is available at http://www.fema.gov/nims-doctrine-supporting-guides-tools.

Maintenance of Effort (MOE)
Maintenance of effort **is NOT** required under this program.

Cost Share
There is no mandatory cost share requirement.

Applicants may choose to voluntarily commit to include a cost share in its application pursuant to the terms of Section E and Appendices C and D of this NOFO. A voluntary committed cost share is not a requirement to apply for or receive an award. Any applicant choosing to include a voluntary committed cost share in their application will, however, be required to include that cost share should they receive an award. Applicants that include a voluntary committed cost share will have their proposed cost share included as a binding requirement of any Federal Award they receive as a term and condition of that award. For example, if an applicant voluntarily offers a 15 percent cost share in its application that is approved for a Federal award by DHS/FEMA, that Federal award will include a binding 15 percent cost sharing requirement.

DHS/FEMA administers cost-sharing requirements in accordance with 2 C.F.R. § 200.306. To meet cost sharing requirements, a recipient's contributions must be verifiable, reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations. The non-Federal entity cost share contribution can be cash or third-party in-kind. Applicants must present voluntary committed cost sharing or matching in terms of a percentage of the Federal award. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds.

Other RCPGP-Specific Application Information

Applications must include:
- A letter of support from the office of the applicant's chief executive (e.g., mayor, city manager, or county executive) that certifies the chief executive's office supports the application as the local government's single application being submitted for consideration by DHS/FEMA. DHS/FEMA reserves the right to exclude multiple applications submitted from the same jurisdiction or to exclude multiple applications from multiple jurisdictions located within the same MSA.

- Names of all entities partnering on the project, including but not limited to states, territories, local or tribal governments, non-profit organizations, and other non-government entities, including those partnering as subrecipients. Partner entities can extend beyond the boundaries of the MSA, and can be located in other MSAs, for the purposes of regional collaboration.
- Letters of support from all partner entities. If applicable, information on the relationship between the applicant and partnering entities, e.g. existing letters of cooperation/support or administrative agreements, such as Memoranda of Understanding (MOU).
- Applicants not familiar with conducting their own THIRA/SPR should consult with their State Administrative Agency (SAA) to utilize the SAA's 2018 THIRA/SPR information or for help developing capability assessments as part of their application. For additional information on the THIRA/SPR, also refer to Comprehensive Preparedness Guide (CPG) 201, Third Edition, available at http://www.fema.gov/threat-and-hazard-identification-and-risk-assessment.
- RCPGP recipients should include their community's capability levels for the Housing or Logistics and Supply Chain Management core capabilities into their own THIRA/SPR, and/or incorporate their results of those capability assessments into their SAA's THIRA/SPR.

The following eligibility criteria apply for projects submitted as part of this application:

- Proposed capability-building projects must be **regional** and benefit **multi-state or intrastate regions**.
- Applicants need to propose a capability-building project that is **replicable and/or sustainable after the grant period of performance ends**.
- Each application will describe **one proposed project** to build capability within **one core capability** from the priority focus areas (Housing or Logistics and Supply Chain Management), as referenced in the **Objectives** of this NOFO.
- Recipients should plan to sustain these new capabilities in subsequent years with non-Federal resources.
- Applications will be evaluated using a scoring rubric, which is described in **Section E. Application Review Information** and **Appendix D: Evaluation Criteria and Scoring**.

Each project can address more than one of the Planning, Organization, Training, or Exercises (POTE) solution areas. Investing in these areas will promote the creation of new capabilities among recipients. Equipment purchases **are not allowed** under RCPGP. For more information on the Planning, Organization, Training, or Exercise solution areas, refer to the CPG 201, Third Edition, available at http://www.fema.gov/threat-and-hazard-identification-and-risk-assessment.

D. **Application and Submission Information**

Key Dates and Times

Date Posted to Grants.gov: 05/23/2019

Application Submission Deadline: 07/08/2019 at 11:59:59 PM Eastern Daylight Time (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. **DHS/FEMA will not review applications submitted after the deadline or consider them for funding.** DHS/FEMA may, however, extend the application deadline, upon 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. Extensions based on exigent or emergency circumstances will be made on case-by-case basis, with the final determination resting with DHS/FEMA. If applicants experience technical issues, they must notify their FEMA Regional Program Manager. If applicants do not know their FEMA Regional Program Manager or if there are programmatic questions or concerns, please contact the Centralized Scheduling and Information Desk (CSID) by phone at 800 368-6498 or by e-mail at askcsid@fema.gov, Monday through Friday, 9 a.m. – 5 p.m. Eastern Time (ET).

Anticipated Funding Selection Date: 08/12/2019

Anticipated Award Date: 09/01/2019

Other Key Dates

Event	Suggested Deadline for Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Final application in Grants.gov	One week before actual submission deadline
Final application in ND Grants	07/08/2019 by 11:59:59 PM EDT

Agreeing to Terms and Conditions of the Award
By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

Address to Request Application Package
Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov, select "Applicants" then "Apply for Grants." To obtain the application package, select "Download a Grant Application Package." Enter the Assistance Listings (formerly 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.

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

DHS/FEMA will process initial applications through the Grants.gov portal and the complete application through the ND Grants System.

Content and Form of Application Submission
Applying for an award under this program is a multi-step process and requires time to complete. **To ensure that DHS/FEMA will consider your application for funding, applicants should start the prerequisite steps required to submit an application well in advance of the submission deadline, leaving enough time to submit an application by the deadline in the event a technical or other issue arises. The registration process can take four weeks or longer to complete. Please review the table above under "Submission Dates and Other Key Dates and Times" for estimated deadlines to complete each of the prerequisite steps listed below.** Failure of an applicant to comply with any of the required steps before the application deadline may disqualify their application from funding.

The following prerequisite steps are required to apply for an award under this program:

1. Applying for, updating, or verifying their DUNS Number
2. Applying for, updating, or verifying their EIN Number
3. Updating or verifying their System for Award Management (SAM) Number
4. Create a user name and password with Grants.gov to become an Authorized Organizational Representative (AOR)
5. Submitting an initial application in Grants.gov, and
6. Submitting the complete application in Non-Disaster Grants.

DHS/FEMA will only accept electronic applications. It will not accept hard copy applications.

Unique Entity Identifier and System for Award Management (SAM)

1. **Data Universal Number System (DUNS) number.**
   Instructions for obtaining a DUNS number are available at the following website: http://www.grants.gov//web/grants/applicants/organization-registration/step-1-obtain-duns-number.html. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Forms (SF)-424 forms submitted as part of this application.

2. **Employer Identification Number (EIN)**
   DHS/FEMA requires both the EIN and a DUNS number prior to the issuance of a financial assistance award and for grant award payment; both EIN and DUNS are also required to register with SAM (see below). The EIN base for an organization is the Internal Revenue Service (IRS) Tax ID number, and for individuals it is their social security number (both the EIN and social security number are nine-digit numbers). Organizations and individuals submitting their applications must correctly differentiate the EIN from the DUNS, as both are nine-digit numbers. Please differentiate your EIN number from your DUNS number or this may result in a delay in the issuance of the funding award or incorrect payment to a recipient organization.

   Organizations applying for an EIN should plan on a minimum of two full weeks to obtain an EIN. For assistance in registering an EIN, please contact the IRS helpline:

https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein.
DHS/FEMA cannot assist applicants with questions related to obtaining a current EIN.

3. **System for Award Management (SAM)**
Step-by-step instructions for registering with SAM can be found at
http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html. Failure to register with SAM will result in the rejection of your
application by Grants.gov during the submission process.

4. **Authorized Organizational Representative (AOR).**
The next step in the registration process is to create a username and password with
Grants.gov to become an AOR. AORs will need to know the DUNS number of the
organization for which they will be submitting applications to complete this process.
Applicants must register the individual who is able to make legally binding commitments
for the applicant organization as the AOR. Applicants often miss this step; however, it is
crucial for valid submissions. To read more detailed instructions for creating a profile
onGrants.gov visit https://www.grants.gov/web/grants/applicants/registration.html.

AOR Authorization. After creating a profile on Grants.gov, the E-Biz Point of Contact
(POC), who is a representative from your organization listed as the contact for SAM, will
receive an email to grant the AOR permission to submit applications on behalf of their
organization. The E-Biz POC will then log in to Grants.gov and approve an individual as
the AOR, thereby giving him or her permission to submit applications. After receiving
the POC's approval, the AOR will be able to apply online. To learn more about AOR
Authorization, visit https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html. To track AOR status, visit
https://www.grants.gov/web/grants/applicants/registration/track-role-status.html.

**Electronic Delivery. DHS is participating in the Grants.gov initiative to provide the
grant community with a single site to find and apply for grant funding
opportunities. DHS encourages applicants to submit their applications online
through Grants.gov.** Applications submitted through Grants.gov constitute a submission
as electronically signed applications. When you submit the application through
Grants.gov, the name of your AOR on file will be inserted into the signature line of the
application.

If you experience difficulties accessing information or have any questions, please call the
Grants.gov customer support hotline at (800) 518-4726 or email Grants.gov at
support@grants.gov.

The Federal awarding agency will not grant a Federal award to an applicant until the
applicant has complied with all applicable DUNS and SAM requirements. If an applicant
has not fully complied with the requirements by the time the Federal awarding agency is
ready to make a Federal award, the Federal awarding agency may determine that the
applicant is not qualified to receive a Federal award and use that determination as a basis
for making a Federal award to another applicant.

How to Register to Apply through Grants.gov

1. *Instructions:* Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

   The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

   Organizations must have a DUNS Number, active SAM registration, and Grants.gov account to apply for grants.

   If individual applicants are eligible to apply for this grant funding opportunity, refer to https://www.grants.gov/web/grants/applicants/registration.html.

   Organization applicants can find complete instructions here: https://www.grants.gov/web/grants/applicants/organization-registration.html.

2. *Obtain a DUNS Number*: All entities applying for funding, including renewal funding, must have a DUNS number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.

   For more detailed instructions for obtaining a DUNS number, refer to https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html.

3. *Register with SAM*: In addition to having a DUNS number, all organizations applying online through Grants.gov must register with the SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

   For more detailed instructions for registering with SAM, refer to https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html.

4. *Create a Grants.gov Account*: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process.

   For more information, follow the on-screen instructions or refer to https://www.grants.gov/web/grants/applicants/registration.html.

5. *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile.

   For more detailed instructions about creating a profile on Grants.gov, refer to https://www.grants.gov/web/grants/applicants/registration/add-profile.html.

6. *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

   For more detailed instructions about creating a profile on Grants.gov, refer to https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html.

7. *Track Role Status*: To track your role request, refer to https://www.grants.gov/web/grants/applicants/registration/track-role-status.html.

8. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed, and it is crucial for valid and timely submissions.**

How to Submit an Application to DHS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different Webforms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to https://www.grants.gov/web/grants/applicants/workspace-overview.html.

1. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
2. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission.

3. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

   NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html.

4. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

5. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

6. *Submit a Workspace*: An application may be submitted through workspace by clicking the "Sign and Submit" button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

7. *Track a Workspace*: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to https://www.grants.gov/web/grants/applicants/applicant-training.html.

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant for which you are applying.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist DHS with tracking your issue and understanding background information on the issue.

Submitting an Initial Application in Grants.gov

All applicants must submit their initial application through Grants.gov. If you do not already have a user profile on Grants.gov, you will need to create one by visiting the *Get Registered* section of the Grants.gov website. Successful completion of this step is necessary for

DHS/FEMA to determine eligibility of the applicant. Applicants should complete this initial step on-line, which requires completing:

- Standard Form 424 (SF-424), Application for Federal Assistance.

The form is available in the Forms tab under SF-424 Family. The initial application cannot be started or submitted in Grants.gov unless the applicant's registration in SAM is confirmed.

ND Grants will retrieve the information submitted in Grants.gov, which will allow DHS/FEMA to determine if an applicant is eligible.

Applicants experiencing difficulties accessing information should call the *Grants.gov* customer support hotline at 800-518-4726 or email Grants.gov at support@grants.gov. *DHS/FEMA cannot assist applicants with questions related to registering with* Grants.gov.

Submitting the Final Application in Non-Disaster Grants System (ND Grants)

DHS/FEMA will notify eligible applicants after the initial application is submitted in Grants.gov and asked to proceed with submitting their complete application package in ND Grants. 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.

ND Grants will prompt applicants to submit all the information contained in the following forms. Applicants should review these forms before applying to ensure they include all required information. Forms are located at http://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html#sortby=1.

- Standard Form 424A, Budget Information (Non-construction)

- Standard Form LLL, Disclosure of Lobbying Activities

- Indirect Cost Rate Agreement, if applicable

In addition, applicants must submit copies of the following in ND Grants:

- **Project Narrative** that describes the applicant's proposed project and how it aligns with the FY 2019 RCPGP Program Objectives. (Refer to **Appendix C: Project Narrative Template** for additional details.)

- **Budget Detail Worksheet** that identifies all project costs and provides justification for the costs identified (including management and administration [M&A]). (Refer to **Appendix E: Budget Detail Worksheet and Template** for additional details.)

- **A letter of support** from the office of the applicant's chief executive (e.g., mayor or city manager) that certifies the chief executive's office supports the application as the local government's single application being submitted for consideration by DHS/FEMA.

- **Letters of support** from all partner entities.

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

Timely Receipt Requirements and Proof of Timely Submission
Online Submissions. All applications must be received by **07/08/2019 at 11:59:59 PM EDT** on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When DHS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by DHS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Intergovernmental Review
An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (See https://www.archives.gov/federal-register/codification/executive-order/12372.html; https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf).

Funding Restrictions
Federal funds made available through this award may only be used for the purpose set forth in this 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.

Environmental Planning and Historic Preservation (EHP) Compliance
As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grant funded projects, comply with Federal EHP regulations, laws and Executive Orders, as applicable. Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, construction of communication towers, modification or renovation of existing buildings, structures and

facilities, or new construction including replacement of facilities, must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a detailed project description along with supporting documentation, so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, DHS/FEMA is also required to consult with other regulatory agencies and the public to complete the review process. The EHP review process must be completed and approved before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to non-compliance with EHP laws, executive orders, regulations, and policies.

Additionally, all recipients are required to comply with DHS/FEMA EHP Policy Guidance, FEMA Policy 108-023-1. Please refer to the EHP Screening Form; further EHP guidance can be found at https://www.fema.gov/grants/preparedness/preparedness-grants-ehp-compliance.

Management and Administration (M&A) Costs
M&A activities are those directly relating to the management and administration of the RCPGP funds, such as financial management and monitoring. The recipient may retain a maximum of 5 percent of RCPGP funds awarded for M&A purposes associated with the RCPGP award. Subrecipients may also retain a maximum of 5 percent of the subaward for M&A purposes associated with the RCPGP award.

Indirect Facilities & Administrative (F&A) Costs
Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of those recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. 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 and must be provided to DHS/FEMA before indirect costs are charged to the award.

Other Submission Requirements
Pre-award Costs
Pre-award costs are allowable only with the prior written approval of DHS/FEMA and if they are included in the award agreement. To request pre-award costs, an applicant must include a written request signed by the Authorized Representative of the entity in his or her application. The letter must outline the purpose of the pre-award costs, including a detailed budget breakout distinguishing pre-award costs from the post-award costs and a justification for approval.

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.

Direct Costs
  Planning
  Planning costs are allowed under this program only as described in this NOFO.

  Organization
  Organization costs are allowed under this program only as described in this NOFO.

Equipment
Equipment costs are **NOT allowed** under this program.

Training
Training costs are allowed under this program only as described in this NOFO.

Exercises
Exercise costs are allowed under this program only as described in this NOFO.

Personnel
Personnel hiring, overtime, and backfill expenses, including related fringe benefits, are permitted under this program to perform allowable identifying gaps, planning, training, and exercise activities. Overtime costs for backfill and overtime to allow personnel to train or participate in exercises are allowed under this program only as described in this NOFO.

Consultants/Contractors
Hiring of full-time or part-time contract planners or consultants to assist with identifying gaps, planning, training, and exercise activities is allowable under this program. Hiring public safety personnel fulfilling traditional public safety duties is **not an allowable cost** under this program.

Travel
Domestic travel costs are allowed under this program, as provided for in this NOFO. International travel is **not an allowable cost** under this program unless approved in advance by DHS/FEMA.

Conferences
Rental of space/locations for conferences, meetings, workshops, and webinars are allowable under this program to perform gap identification, planning, training, and exercise activities in a manner consistent with 2 C.F.R. § 200.432. Recipients are encouraged to use free public space/locations, whenever available, prior to the rental of space/locations.

Supplies
Materials or supplies are allowable under this program to conduct gap identification, planning, training, and exercise activities.

Construction and Renovation
Construction and renovation costs are **not an allowable cost** under this program.

Maintenance and Sustainment
Maintenance and sustainment are **not an allowable cost** under this program.

E. Application Review Information

Financial Integrity Criteria
Prior to making a federal award, the Federal Awarding Agency is required by 31 U.S.C § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 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.
5. Ability to effectively implement statutory, regulatory, or other requirements.

Application Evaluation Criteria
Applications must conform with the guidance provided in **Appendix C: Project Narrative Template**. FY 2019 RCPGP applications will be also evaluated for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed Project Narrative template. Below is a short summary of the evaluation criteria. The full criteria can be found in **Appendix D: Evaluation Criteria and Scoring**, which details the specific criteria aligned to each of the Project Narrative requirements and the maximum number of points an application can receive for each criterion. The five base criteria earn up to 100 total possible points; the BONUS criterion brings the total to 115 possible points.

- Need: The applicant demonstrates need for grant funds, including identifying their current capability and a gap/need for a project to build beyond current capability within the core capability of interest. *(Possible Points: 0 – 20 max)*
- Project Design: The applicant demonstrates an effective and sustainable project approach for building their current capability within the 36-month period of performance, including the specific project implementation, project management, and regional collaboration approaches. *(Possible Points: 0 – 35 max)*
- Impact: The applicant demonstrates the proposed project's regional impact, including how the project will build the applicant's capability, performance measures the project is expected to achieve, and how the project can be scaled or replicated to benefit national preparedness. *(Possible Points: 0 – 25 max)*
- Budget: The applicant demonstrates a reasonable and cost-effective budget (based on the Budget Detail Worksheet and Project Narrative), including explanation of reasonable project costs across the requested categories, the project's relative cost effectiveness and sustainability, and the applicant's ability to manage federal grants. *(Possible Points: 0 – 20 max)*
- BONUS - Regional Collaboration: The applicant demonstrates collaboration with partners on their project, through submission of letters of support and/or in-kind or funding match or cost-share agreements that support the total project cost. *(0 – 15 max)*

FEMA will not consider any letters of endorsement or support submitted separately from an application. If statements of endorsement or support testimony are provided, they must be included in the Project Narrative.

Review and Selection Process
Initial Review
FY 2019 RCPGP applications will receive an initial screening to verify applicant eligibility by FEMA prior to the Review Panel's application consideration. FEMA will not process incomplete applications for further review and will not consider them for funding.

Eligibility Screening. FEMA will conduct an initial review of all applications to verify applicant eligibility and ensure each application is complete. All eligible and complete applications will progress to the applicable FEMA program office for further review. FEMA staff will review the following during the eligibility screening:

- Applicant is an eligible jurisdiction as defined under the Eligible Applicants header of Section C of this NOFO, above.
- Applicant has conformed to the Eligibility Criteria in Section C of this NOFO, above.
- Applicant has submitted all required assurances and standard forms.
- Application includes a Project Narrative that aligns with the format requirements specified in **Appendix C: Project Narrative Template**.
- Application includes a Budget Detail Worksheet (**Appendix E: Budget Detail Worksheet Template**).

Application Review Process
Review Panel
Applications will be reviewed and scored by a review panel comprising personnel from FEMA headquarters and regional offices. Applicants that do not meet eligibility and application submission requirements will not be evaluated and scored by the review panel. The review panel will score applications based on specific criteria aligned to the requirements outlined in **Appendix C: Project Narrative Template**. Each application will be reviewed by no less than two reviewers. The review panel will score applications based on the evaluation criteria, taking into consideration completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed project.

Application Selection Process
All final scores will be sorted in descending order and applicants will be selected for recommendation from the highest score to lowest score until available FY 2019 RCPGP funding has been exhausted.

FEMA senior leadership will review all ranked scoring results to prioritize the top-scoring applications. Final funding determinations will be made by the Administrator of FEMA.

Supplemental Financial Integrity Review
If the anticipated federal share of a federal award will be greater than the simplified acquisition threshold, currently $250,000 (see Section 805 of the National Defense Authorization Act for Fiscal year 2008, Pub. L. No. 115-91, OMB Memorandum M-18-18 at https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf):

- Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, DHS is required to review and

consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).

- An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
- DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, 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 federal awarding agency review of risk posed by applicants.

F. Federal Award Administration Information

Notice of Award

The ND Grants system will notify applicants of award approval through an automatic electronic mail to the awardee-authorized official listed in the initial application. The "award date" for the FY 2019 RCPGP Program will be the date that DHS/FEMA approves the award. The awardee should follow the directions in the notification to confirm acceptance of the award.

Recipients must accept their awards no later than 60 days from the award date. The recipient shall notify the awarding agency of its intent to accept and proceed with work under the award through the ND Grants system. For instructions on how to accept or decline an award in the ND Grants system, please see the *ND Grants Recipient Training Manual*.

Funds will remain on hold until the recipient accepts the award through the ND Grants system and satisfies all other conditions of award, or if the award is otherwise rescinded. Failure to accept the grant award within the 60-day timeframe may result in a loss of funds.

Administrative and National Policy Requirements

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: DHS Standard Terms and Conditions.

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made, unless the application is for a continuation award. In that event, the terms and conditions in effect at the time the original award was made will generally apply. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

Before accepting the award, the AOR should carefully read the award package for 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 program.

Reporting

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

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, recipients must submit a final (Federal Financial Report) FFR and final progress report detailing all accomplishments and a summary of the impact of those accomplishments throughout the period of performance, as well as the following documentation:

1) Final request for payment, if applicable;
2) SF-425 – Final Federal Financial Report;
3) Final Performance Progress Report attached in ND Grants;
4) A summary of the impact of accomplishments throughout the entire period of performance. This summary is submitted to the respective FEMA Regional Program Manager in a Word document attached in ND Grants and recipients should answer the following:
   a. Provide an overview of the completed activities of the project;
   b. Complete reporting on performance measures the project achieved;
   c. Complete capability assessment for core capability focus area;
   d. Describe how/why the capability assessment improved due to the capability built by the project; and
      i. If capability assessment stayed the same or decreased from application submission, please describe why and how the project should be improved.
   e. Provide a recommendation if the project should be replicated in other jurisdictions or other opportunities this project can otherwise benefit national preparedness.
5) Other documents required by program guidance or terms and conditions of the award.

Federal Financial Reporting Requirements

Recipients must report obligations and expenditures on a quarterly basis through the FFR (SF-425) to DHS/FEMA. Recipients must file the FFR electronically using the Payment and Reporting System (PARS). An FFR must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. The final FFR is due 90 days after the end of the performance period. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Recipients may review the FFR at https://www.gsa.gov/forms-library/Federal-financial-report.

Financial Reporting Periods and Due Dates

The following reporting periods and due dates apply for the FFR:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

Financial and Compliance Audit Report

For audits of fiscal years beginning on or after December 26, 2014, 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 Government and Accountability Office's (GAO) 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 http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f.

Program Performance Reporting Requirements

Performance Progress Reports (PPR)

Recipients are responsible for providing updated performance reports to FEMA Regions using a Microsoft Word document summary attached in ND Grants on a semiannual basis. The Performance Progress Reports must be based on the approved RCPGP Project Narrative (Refer to **Appendix C: Project Narrative Template** for additional details).

The Performance Progress Report must include the following in the status summary:

- Provide a brief narrative of the overall project status;
- Identify accomplishments and milestones achieved as they relate to building the approved project by Planning, Organization, Training, and Exercises;
- Summarize build expenditures by Planning, Organization, Training, and Exercises;
- Describe any potential issues that may affect project completion; and
- Describe any potential changes to the selected performance measures for the project.

Program Performance Reporting Periods and Due Dates

The following reporting periods and due dates apply for the Program Performance Reports:

Reporting Period	Report Due Date
January 1 – June 30	July 30
July 1 – December 31	January 30

Grant recipients will be required to submit an application, annual SPR submission, and final narrative report. If the grant recipient is not otherwise required to complete an annual SPR they must either partner with their state and use the state's annual SPR submission to meet this requirement or work with their SAA to develop the THIRA/SPR capability assessment as part of their grant application and again at the end of the period of performance.

Application and reporting materials will be uploaded into ND Grants.

Close Out Reporting Requirements

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, recipients must submit a final FFR and final performance progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

If applicable, an inventory of all construction projects that used funds from this program must be reported with the final progress report.

After these reports have been reviewed and approved by DHS/FEMA, a closeout 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, unless a longer period applies, such as due to an audit, litigation, or other circumstances outlined in 2 C.F.R. § 200.333.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with a federal agency, the recipient must notify the federal agency if it knows if any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335. At any time after accepting the award, if the recipient learns that any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to the federal agency in accordance with 2 C.F.R. § 180.335.

G. **DHS Awarding Agency Contact Information**

Contact and Resource Information

Program Office
The FEMA Program Office provides support in addressing specific programmatic questions regarding the FY 2019 RCPGP Program. The Program Office can be reached by e-mail at: FEMA-RCPGP@fema.dhs.gov.

Centralized Scheduling and Information Desk (CSID)
CSID is a non-emergency comprehensive management and information resource developed by DHS/FEMA for grants stakeholders. CSID provides general information on all DHS/FEMA grant programs and maintains a comprehensive database containing key personnel contact information. 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 email at ASKCsid@fema.gov, Monday through Friday, 9 a.m. – 5 p.m. ET.

DHS/FEMA/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 via email to ASK-GMD@fema.gov.

FEMA Regional Offices
FEMA Regional offices manage, administer, and conduct the application budget review, create the award package, approve, amend, and close out awards, as well as conduct cash analysis, financial and programmatic monitoring, and audit resolution for the RCPGP. The Regions also provide technical assistance to RCPGP awardees. FEMA Regional Office contact information is available at https://www.fema.gov/fema-regional-contacts.

GPD Environmental Planning and Historic Preservation (GPD EHP)
The DHS/FEMA GPD EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects or the EHP review process, including the submittal of EHP review materials, should be sent to gpdehpinfo@fema.gov. EHP Technical Assistance, including the Additionally, all recipients are required to comply with DHS/FEMA EHP Policy Guidance, FEMA Policy 108-023-1. Please refer to the EHP Screening Form. Further EHP guidance can be found at https://www.fema.gov/grants/preparedness/preparedness-grants-ehp-compliance.

Systems Information

Grants.gov
For technical assistance with Grants.gov, please call the Grants.gov, customer support hotline at (800) 518-4726. Grants.gov Applicant Support is available 24/7 (except federal holidays). For more information: https://www.grants.gov/web/grants/support.html.

ND Grants System
For technical assistance with the ND Grants System, please contact the ND Grants Helpdesk at ndgrants@fema.gov or (800) 865-4076, Monday through Friday, 9 a.m. – 5 p.m. ET.

Payment and Reporting System (PARS)
DHS/FEMA uses the DHS/FEMA Payment and Reporting System (PARS) for financial reporting, invoicing, and tracking payments. DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, the recipients must complete a Standard Form 1199A, Direct Deposit Form.

H. Additional Information

Extensions
DHS/FEMA will generally not extend the period of performance of an award. DHS/FEMA will only grant extensions to an award's period of performance on request for any recipient who can demonstrate good cause exists to justify extending the period of performance. Good cause for an extension may include technical problems outside of the recipient's control that prevent completion of the award by the end of the period of performance, or other exigent or emergency circumstances. Extensions based on exigent or emergency circumstances will be made on case-by-case basis, with the final determination resting with DHS/FEMA.

Monitoring and Evaluation
RCPGP recipients will be monitored programmatically and financially annually and as needed by DHS/FEMA Regional staff to ensure that activities, project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review, onsite 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 that may be needed.

As part of its grant oversight responsibility, DHS/FEMA is conducting a series of grant effectiveness case studies jointly with grant recipients to highlight how states and urban areas have used Federal grants to improve preparedness. The purpose of the project is to better understand the factors that jurisdictions consider when determining which grant projects to fund, understand how jurisdictions measure grant effectiveness, and document key findings and success stories that will help both grant recipients and DHS/FEMA more effectively communicate the importance of Federal grant programs to policymakers and the public. Although not mandatory, recipients are encouraged to participate given the mutual benefits to be gained from this collaborative effort.

Procurement Integrity
Through audits conducted by DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with Federal procurement policies jeopardizes the integrity of the grant as well as the grant program. Noncompliance with the Federal procurement rules may result in FEMA imposing specific conditions as described in 2 C.F.R. § 200.207 or other remedies for noncompliance under 2 C.F.R. § 200.338.

The below highlights the Federal procurement requirements for FEMA recipients when procuring goods and services with Federal grant funds. DHS will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.** Select requirements under these standards are listed below. The recipient must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a Federal award, states must follow the same policies and procedures they use for procurements from their non-Federal funds; additionally, states must follow 2 C.F.R. § 200.322 regarding procurement of recovered materials, and 2 C.F.R. § 200.326 regarding required contract provisions.

All other non-Federal entities, such as tribes, must use their own documented procurement procedures which reflect applicable state, local, territorial and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319.

Competition and Conflicts of Interest
Among the requirements of 2 C.F.R. § 200.319(a) applicable to all non-Federal entities other than states, to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. **FEMA considers this an organizational conflict of interest and interprets this restriction as applying to contractors that help a recipient develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when such former employees worked on such activities while they were employees of the non-Federal entity.**

Under this prohibition, unless the non-Federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.326, Federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of such specifications. This rule applies to all contracts funded with Federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business.
- Requiring unnecessary experience and excessive bonding.
- Noncompetitive pricing practices between firms or between affiliated companies.
- Noncompetitive contracts to consultants that are on retainer contracts.
- Organizational conflicts of interest.
- Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement.
- Any arbitrary action in the procurement process.

Pursuant to 2 C.F.R. § 200.319(b), non-Federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, territorial or tribal geographical preferences in the evaluation of bids or

proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Pursuant to 2 C.F.R. § 200.318(c)(1), non-Federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

If the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-Federal entity must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

Supply Schedules
Generally, a non-Federal entity may seek to procure goods or services from a Federal supply schedule, state supply schedule, or group purchasing agreement. State and local governments may procure goods and services from a General Services Administration (GSA) schedule. Information about GSA programs for state and local governments can be found at https://www.gsa.gov/resources-for/programs-for-state-and-local-governments. For local governments that purchase off a GSA schedule, this will satisfy the Federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, local governments will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.326, such as contract cost and price (§ 200.323) and solicitation of minority, women-owned, or small businesses (§ 200.321).

For non-Federal entities other than states, such as tribes, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, for such procurements by to be permissible, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the recipient complies with state and local law, regulations, and written procurement procedures.
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the recipient and other similar types of entities.
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-Federal entity falls within the scope of work under the contract as to type, amount, and geography.
- The procurement of the original contract or purchasing schedule complied with all the procurement standards applicable to a non-Federal entity other than states under at 2 C.F.R. §§ 200.317 – 200.326.
- With respect to the use of a purchasing schedule, the recipient must follow ordering procedures that adhere to state and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-Federal entity other than a state seeks to use such a state supply schedule, cooperative purchasing program, or other similar type of arrangement, it is recommended that recipients discuss their procurement plans with the FEMA Grant Programs Directorate.

Documentation
Non-Federal entities are required to maintain and retain the following:

- Backup documentation, such as bids and quotes.
- Cost/price analyses on file for review by Federal personnel, if applicable.
- Other documents required by Federal regulations applicable at the time a grant is awarded to a recipient.

FEMA requires that non-Federal entities maintain the following documentation for Federally funded purchases:

- Specifications;
- Solicitations;
- Competitive quotes or proposals;
- Basis for selection decisions;
- Purchase orders;
- Contracts;
- Invoices; and
- Canceled checks.

Non-Federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks for verification.

Non-Federal entities who fail to fully document all purchases will find their expenditures questioned and subsequently disallowed.

Conflicts of Interest in the Administration of Federal Awards or Subawards

For conflicts of interest under grant-funded procurements and contracts, please refer to the section on Procurement Integrity in this NOFO and 2 C.F.R. §§ 200.317 – 200.326.

To eliminate and reduce the impact of conflicts of interest in the sub-award process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making sub-awards. Recipients and pass-through entities also are required to follow any applicable state, local, territorial or tribal statutes or regulations governing conflicts of interest in the making of sub-awards.

The recipient or pass-through entity must disclose to DHS/FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, territorial 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 Regional RCPGP Manager 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, territorial or tribal statutes or regulations.

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

Appendix A: Incorporating Community Lifelines

FEMA places significant emphasis on development and delivery of programs that enable Community Lifelines. Community Lifelines are a construct that characterize essential functions and services that must be rapidly stabilized for a community to recover from an incident and allows decision-makers to:

- Prioritize, sequence, and focus response efforts towards maintaining or restoring the most critical services and infrastructure;
- Utilize a common lexicon to facilitate unity of purpose across all stakeholders;
- Promote a response that facilitates unity of purpose and better communication amongst the whole community (federal, state, tribal, territorial, and local governments, and private sector and non-governmental entities); and
- Clarify which components of the disaster are complex (multifaceted) or complicated (difficult), requiring cross-sector coordination.

Lifelines will be used to:

- Enhance the ability to gain, maintain, and communicate situational awareness for the whole community in responding to disasters;
- Analyze impacts to the various lifelines and develop priority focus areas for each operational period during response;
- Identify and communicate complex interdependencies to identify major limiting factors hindering stabilization; and
- Update the National Response Framework to reflect use of lifelines in response planning.

Lifelines include opportunities to:

- Enable a true unity of effort between government, non-governmental organizations, and the private sector, including infrastructure owners and operators;
- Integrate preparedness efforts, existing plans, and identify unmet needs to better anticipate response requirements; and
- Refine reporting sources and products to enhance situational awareness, best determine capability gaps, and demonstrate progress towards stabilization.

The Community Lifelines are Safety and Security; Food, Water, and Sheltering; Health and Medical; Energy (Power and Fuel); Communications; Transportation; and Hazardous Material.

In developing applications for the FY 2019 RCPGP, recipients will be required to fund projects that align to the following core capability priority areas in support of the **Food, Water, and Sheltering** community lifeline:

- **Housing**
- **Logistics and Supply Chain Management.**

Appendix B: 100 Most Populous Metropolitan Statistical Areas (2018)

The following list of the 100 most populous MSAs is taken from Census Bureau's 2018 Population Estimates. **Bolding** indicates the first principal city for each MSA.

1. **New York**-Newark-Jersey City, NY-NJ-PA
2. **Los Angeles**-Long Beach-Anaheim, CA
3. **Chicago**-Naperville-Elgin, IL-IN-WI
4. **Dallas**-Fort Worth-Arlington, TX
5. **Houston**-The Woodlands-Sugar Land, TX
6. **Washington**-Arlington-Alexandria, DC-VA-MD-WV
7. **Miami**-Fort Lauderdale-West Palm Beach, FL
8. **Philadelphia**-Camden-Wilmington, PA-NJ-DE-MD
9. **Atlanta**-Sandy Springs-Roswell, GA
10. **Boston**-Cambridge-Newton, MA-NH
11. **Phoenix**-Mesa-Scottsdale, AZ
12. **San Francisco**-Oakland-Hayward, CA
13. **Riverside**-San Bernardino-Ontario, CA
14. **Detroit**-Warren-Dearborn, MI
15. **Seattle**-Tacoma-Bellevue, WA
16. **Minneapolis**-St. Paul-Bloomington, MN-WI
17. **San Diego**-Carlsbad, CA
18. **Tampa**-St. Petersburg-Clearwater, FL
19. **Denver**-Aurora-Lakewood, CO
20. **Baltimore**-Columbia-Towson, MD
21. **St. Louis, MO**-IL
22. **Orlando**-Kissimmee-Sanford, FL
23. **Charlotte**-Concord-Gastonia, NC-SC
24. **San Antonio**-New Braunfels, TX
25. **Portland**-Vancouver-Hillsboro, OR-WA
26. **Pittsburgh, PA**
27. **Sacramento**--Roseville--Arden-Arcade, CA
28. **Las Vegas**-Henderson-Paradise, NV
29. **Cincinnati**, OH-KY-IN
30. **Austin**-Round Rock, TX
31. **Kansas City, MO**-KS
32. **Columbus, OH**
33. **Cleveland**-Elyria, OH
34. **Indianapolis**-Carmel-Anderson, IN
35. **San Juan**-Carolina-Caguas, PR
36. **San Jose**-Sunnyvale-Santa Clara, CA
37. **Nashville**-Davidson--Murfreesboro--Franklin, TN
38. **Virginia Beach**-Norfolk-Newport News, VA-NC
39. **Providence**-Warwick, RI-MA
40. **Milwaukee**-Waukesha-West Allis, WI
41. **Jacksonville**, FL
42. **Oklahoma City**, OK
43. **Raleigh, NC**
44. **Memphis**, TN-MS-AR
45. **Richmond, VA**
46. **Louisville**/Jefferson County, KY-IN
47. **New Orleans**-Metairie, LA
48. **Salt Lake City, UT**
49. **Hartford**-West Hartford-East Hartford, CT
50. **Birmingham**-Hoover, AL
51. **Buffalo**-Cheektowaga-Niagara Falls, NY
52. **Rochester, NY**
53. **Grand Rapids**-Wyoming, MI
54. **Tucson, AZ**
55. **Fresno, CA**
56. **Tulsa, OK**
57. **Urban Honolulu, HI**
58. **Bridgeport**-Stamford-Norwalk, CT
59. **Worcester, MA**-CT
60. **Omaha**-Council Bluffs, NE-IA
61. **Albuquerque, NM**
62. **Greenville**-Anderson-Mauldin, SC
63. **Bakersfield, CA**
64. **Knoxville, TN**
65. **Albany**-Schenectady-Troy, NY
66. **McAllen**-Edinburg-Mission, TX
67. **New Haven**-Milford, CT
68. **Oxnard**-Thousand Oaks-Ventura, CA
69. **El Paso, TX**
70. **Allentown**-Bethlehem-Easton, PA-NJ
71. **Columbia, SC**
72. **Baton Rouge, LA**
73. **North Port**-Sarasota-Bradenton, FL
74. **Dayton, OH**
75. **Charleston**-North Charleston, SC
76. **Greensboro**-High Point, NC
77. **Cape Coral**-Fort Myers, FL
78. **Stockton**-Lodi, CA
79. **Little Rock**-North Little Rock-Conway, AR
80. **Colorado Springs, CO**
81. **Boise City, ID**
82. **Lakeland**-Winter Haven, FL
83. **Akron, OH**
84. **Ogden**-Clearfield, UT
85. **Winston-Salem, NC**
86. **Madison, WI**
87. **Deltona**-Daytona Beach-Ormond Beach, FL
88. **Des Moines**-West Des Moines, IA
89. **Syracuse, NY**
90. **Wichita, KS**
91. **Provo**-Orem, UT
92. **Springfield, MA**
93. **Augusta**-Richmond County, GA-SC
94. **Toledo, OH**
95. **Palm Bay**-Melbourne-Titusville, FL
96. **Jackson, MS**
97. **Durham**-Chapel Hill, NC
98. **Harrisburg**-Carlisle, PA
99. **Spokane**-Spokane Valley, WA
100. **Chattanooga, TN**-GA

Appendix C: Project Narrative Template

A. Required Format

Applicants must format the application according to the following guidance.

- Document Type: The Project Narrative must be submitted in Microsoft Word or Adobe Portable Document Format (PDF).
- Spacing: Single
- Typeface:
  - Narrative: Times New Roman, Arial, Calibri, or Cambria; 12 pt. font size
  - Citations (in-text, endnote/footnote): Times New Roman, Arial, Calibri, or Cambria 10, 11, or 12 pt. font sizes
  - Spreadsheet or Table Data Figures, Notes, and Titles: Times New Roman, Arial, Calibri, or Cambria 10, 11, or 12 pt. font sizes
  - Graphics (such as pictures, models, charts, and graphs): Times New Roman, Arial, Calibri, or Cambria 10, 11, or 12 pt. font sizes
- Margins: 1 inch
- Indentation/Tabs: Applicant's discretion
- Page Orientation: Portrait; exception: landscape may be used for spreadsheets and tables
- Maximum number of pages, not including cover and indirect cost rate agreement: 10 (see the Project Narrative below for the maximum number of pages for each section).
- Graphics (e.g., pictures, models, charts, and graphs) will be accepted but are not required.
- Primary font color will be black; however, other colors such as red and blue may be used for emphasis as appropriate.
- Bold or italicized font may be used but is not required.
- Spreadsheet or table format is acceptable where appropriate (e.g., timelines and matrices) but not mandatory.

DHS/FEMA will not review or consider for funding any application that does not conform to the above criteria.

B. Required Application Contents

Applicants must present the contents of the application using the following arrangement.

Applicants should not include any Classified or Law Enforcement Sensitive information in their applications for this program.

FEMA will not consider any letters of endorsement or support submitted separately from an application. If statements of endorsement or support testimony are provided, they must be included in the Project Narrative.

Project Narrative			
Section	**Question**	**Response**	**Possible Points**
Background	• Identify the primary applicant applying for the program and the Points of Contact (POC)s for this project, including the following: - Name of primary applicant - Name and title of the lead POC - POC's full mailing address - POC's telephone number - POC's email address • Name and title of the single authorizing official, or AOR, for the organization (i.e., the individual authorized to sign a grant award) - Authorizing official's full mailing address - Authorizing official's telephone number - Authorizing official's email address • Names of any additional entity(ies) participating on the project.	Does not count toward the total page count limitation.	N/S
Need	1. Select one core capability focus area of project (see Project Narrative Option Descriptions). 2. Provide or complete capability assessment for the core capability focus area (see Project Narrative Option Descriptions). 3. Describe the applicant's existing capability levels for the selected core capability focus area. 4. Describe the current capability gap/need identified to build within the core capability focus area.	Two (2) pages maximum	0-20
Project Design	1. Describe the proposed activities of the project, including any planning, organization, training and/or exercises. 2. Describe why/how this project is the best approach to build upon current capabilities. 3. Provide a breakdown of roles & contributions between each of the project partners. If no additional	Four (4) pages maximum *Note: Letters of support will not count towards the total number of pages submitted with the Project Narrative.*	0-35

Project Narrative			
Section	**Question**	**Response**	**Possible Points**
	partners are participating, please explain why. a. Please provide letters of support as documentation for additional partners of the project. Letters of support should be from the additional entity(ies)'s appropriate senior executive official indicating support for the project, participation for completing the full program, and providing the necessary resources. 4. Provide a letter of support from the office of the applicant's chief executive (e.g., mayor, city manager, or county executive) that certifies the chief executive's office supports the application as the local government's single application being submitted for consideration by DHS/FEMA. 5. Describe an overall project plan, timeline and milestones that are critical to the success of the project and associated dates.		
Impact	1. Complete performance measures this project is expected to achieve (see Project Narrative Option Descriptions). 2. Complete an <u>estimated</u> capability assessment for core capability focus area AFTER completion of the project (see Project Narrative Option Descriptions). 3. Describe how the core capability will be improved/built after the completion of this project. 4. Describe how the proposed project can be scaled, replicated, or otherwise benefit national preparedness.	Two (2) pages maximum	0-25

Project Narrative			
Section	**Question**	**Response**	**Possible Points**
Budget	1. Provide a budget narrative and detailed budget worksheet of the project, including how project dollars requested will be used in the Planning, Organization, Training, or Exercises (POTE) solution area(s). a. Please include total project dollars in the detailed budget worksheet, including alternate funding sources, match, or cost share agreements. 2. Describe the applicant's plan for sustaining the capabilities built from this funding, including the resources the applicant will use to support sustainment after the grant funds and period of performance expires. If no other funding sources are necessary, please explain. 3. Describe the applicant's ability to manage federal grants, such as (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing Federal awards; (4) reports and findings from audits; and (5) ability to implement effectively statutory, regulatory, or other requirements.	Two (2) pages maximum	0-20

Project Narrative Option Descriptions			
Section	**Question**	**Option A**	**Option B**
Need	**1. Select one core capability, either Housing or Logistics and Supply Chain Management, as a focus area of the project under Food, Water, Sheltering.**	A. Housing	B. Logistics and Supply Chain Management
Need	**2. Complete the capability assessment for the applicant for the core capability focus area.**	A. Within (#) (time) of an incident, (#) people requiring long-term housing, including (#) people with access and functional needs requiring accessible long-term housing, find and secure long-term housing.	B. Within (#) (time) of an incident, identify and mobilize life-sustaining commodities, resources, and services to (#) people requiring shelter and (#) people requiring food and water. Maintain distribution system for (#) (time).
Impact	**3. Complete applicable solution area performance measures this project is expected to achieve for the applicant.**	*Planning* • # of new plans and protocols developed • # of new mutual aid agreements developed *Organizing* • # of new, full-time agency personnel hired • # of new part-time staff or contractors/consultants hired • # of new volunteers recruited • # of new partner organizations recruited • # of new standard operating procedures developed • # of new financial resource supports *Training* • # of training workshops or conferences held • # of attendees at training workshops or conferences held • # of personnel certified *Exercising* • # of gaps or challenges identified from exercises • # of new individuals participating in exercises • # of new organizations/partners participating in exercises • # of After-Action Reports/Improvement Plans (AAR/IP) submitted	
Impact	**4. Complete an estimated capability assessment for the applicant's core capability focus area (AFTER completion of the project.)**	A. Within (#) (time) of an incident, (#) people requiring long-term housing, including (#) people with access and functional needs requiring accessible long-term housing, find and secure long-term housing.	B. Within (#) (time) of an incident, identify and mobilize life-sustaining commodities, resources, and services to (#) people requiring shelter and (#) people requiring food and water. Maintain distribution system for (#) (time).

Appendix D: Evaluation Criteria and Scoring

The review panel will score applications based on specific criteria aligned to the Project Narrative requirements. The table below details the specific criteria aligned to each of the Project Narrative requirements, and the maximum number of points an application can receive for each criterion. Each question will be scored from 0-5 points or 0-10 points based on the complexity within the requirement and priority to the program.

Project Narrative Requirement	Evaluation Criteria	Possible Points
Need (0-20 Points)		
1. Select one core capability focus, either Housing or Logistics and Supply Chain Management, as a focus area of the project. 2. Provide or complete capability assessment for the core capability focus area. 3. Describe the applicant's existing capability levels for the selected core capability focus area. 4. Describe the current capability gap/need identified to build within the core capability focus area.	**Do the selected capability assessments align with the stated gap/need of the applicant?**	0-5
	How well does the applicant identify existing capability levels?	0-10
	How well does the applicant describe a current gap or need within the focus area of interest?	0-5
Project Design (0-35 Points)		
1. Describe the proposed activities of the project, including any planning, organization, training and/or exercises. 2. Describe why/how this project is the best approach to build upon current capabilities. 3. Provide a breakdown of roles & contributions between each of the project partners. If no additional partners are participating, please explain why. a) Please provide letters of support as documentation for additional partners of the project. A letter of support from the additional entity(ies)'s appropriate senior executive official that supports the project and participation for completing the full program and providing the necessary resources. 4. Provide a letter of support from the office of the applicant's chief executive (e.g., mayor or city manager) that certifies the chief executive's office supports the application as the local government's	**Are the proposed project activities clear, logical, and realistic?**	0-10
	How well does the applicant describe why they selected the project to build the identified core capability?	0-10
	How well does the applicant describe roles between partners that is clear, logical, and realistic?	0-5
	How well does the applicant describe a project plan that is clear, logical, and realistic?	0-10

single application being submitted for consideration by DHS/FEMA. 5. Describe an overall project plan, timeline and milestones that are critical to the success of the project and associated dates.		
Impact (0-25)		
1. Complete performance measures this project is expected to achieve. 2. Complete an <u>estimated</u> capability assessment for core capability focus area AFTER completion of the project. 3. Describe how the core capability will be improved/built after the completion of this project. 4. Describe how the proposed project can be scaled, replicated, or otherwise benefit national preparedness.	**How well do the performance measures align to the project, clearly contribute to building the capability of interest, and are realistic to achieve?**	0-10
	How well do the outcomes of the project clearly and realistically contribute to building the core capability of interest and logically relate to the stated gaps?	0-10
	How well does the applicant describe how the project can benefit the nation?	0-5
Budget (0-20 Points)		
1. Provide a budget narrative and detailed budget worksheet of the project, including how project dollars requested will be used by POTE. a) Please include total project dollars in the detailed budget worksheet, including alternate funding sources, match, or cost share agreements.	**Did the applicant provide a budget narrative and detailed budget worksheet that are clear, logical, and identify reasonable items?**	0-10
2. Describe the applicant's plan for sustaining the capabilities built from this funding, including the resources the applicant will use to support sustainment after the grant funds and period of performance expires. If no other funding sources are necessary, please explain. 3. Describe the applicant's ability to manage federal grants, such as (1) financial stability; (2) quality of	**How well does the applicant describe a specific plan and the resources necessary to sustain the built capability developed through this effort?**	0-5

management systems and ability to meet management standards; (3) history of performance in managing Federal awards; (4) reports and findings from audits; and (5) ability to implement effectively statutory, regulatory, or other requirements.	**How well does the applicant describe their capacity and ability to manage federal grants?**	0-5
BONUS: Regional Collaboration (0-15 Points)		
BONUS – Letters of Support: The applicant demonstrates collaboration with partners on their project through submission of letters of support. One point will be awarded per letter (two for letters from the applicant's state) up to a maximum of five.	**How well does the applicant demonstrate regional collaboration through letters of support?**	0-5
BONUS – In-Kind or Funding Support: The applicant demonstrates collaboration with partners on their project through in-kind or funding match or cost share agreements that support the total project cost. Points will increase depending on the type of match/cost share and on the percentage of total project costs shared.	**How well does the applicant demonstrate regional collaboration through in-kind or funding support?**	0-10

Appendix E: Budget Detail Worksheet Template

The Budget Detail Worksheet Template (below) may be used as a guide to assist applicants in the preparation of their Budget Detail Worksheet. **Applicants may submit the Budget Detail Worksheet using this template or in the format of their choosing (plain sheets, independently created forms, or a variation of this form).** However, applicants must provide all the requested information identified in the general instructions (below), as well as the instructions for each section, and categorize it by activity and allowable cost.

General Instructions
Populate the tables to identify the cost to implement the proposed project.
- The applicant should list and describe all activities and associated costs required to implement the project.
- Funds must be aligned to allowable cost categories (e.g., personnel, travel, supplies) within each of the four solution areas: (1) Planning, (2) Organizing, (3) Training, and (4) Exercising.
- A justification of costs for each section, including the identification of any cost savings measures, should be addressed in the Budget portion of the project narrative.

Budget Detail Worksheet									
Planning Activities									
Name/Description	Costs								
	Personnel	**Fringe**	**Contractual**	**Travel**	**Conferences**	**Supplies**	**Other**	**Indirect**	**Total**
	$	$	$	$	$	$	$	$	$
	$	$	$	$	$	$	$	$	$
	$	$	$	$	$	$	$	$	$
Planning Total:	$	$	$	$	$	$	$	$	$
Organizing Activities									
Name/Description	Costs								
	Personnel	**Fringe**	**Contractual**	**Travel**	**Conferences**	**Supplies**	**Other**	**Indirect**	**Total**
	$	$	$	$	$	$	$	$	$
	$	$	$	$	$	$	$	$	$
	$	$	$	$	$	$	$	$	$

	Personnel	Fringe	Contractual	Travel	Conferences	Supplies	Other	Indirect	Total
Organizing Total:	$	$	$	$	$	$	$	$	$

Training Activities

Name/Description	Costs								
	Personnel	Fringe	Contractual	Travel	Conferences	Supplies	Other	Indirect	Total
	$	$	$	$	$	$	$	$	$
	$	$	$	$	$	$	$	$	$
	$	$	$	$	$	$	$	$	$
Training Total:	$	$	$	$	$	$	$	$	$

Exercising Activities

Name/Description	Costs								
	Personnel	Fringe	Contractual	Travel	Conferences	Supplies	Other	Indirect	Total
	$	$	$	$	$	$	$	$	$
	$	$	$	$	$	$	$	$	$
	$	$	$	$	$	$	$	$	$
Exercising Total:	$	$	$	$	$	$	$	$	$

Total Project Costs

Personnel	Fringe Benefits	Contractual	Travel	Conferences	Supplies	Other	Indirect	Total
$	$	$	$	$	$	$	$	$