



U.S. DEPARTMENT OF HOMELAND SECURITY

Fiscal Year 2008

**CITIZEN CORPS PROGRAM
NATIONAL EMERGENCY TECHNOLOGY
GUARD (NET GUARD)
PILOT PROGRAM**

GUIDANCE AND APPLICATION KIT

June 2008



U.S. DEPARTMENT OF HOMELAND SECURITY

HIGHLIGHTS

The Fiscal Year (FY) 2008 Citizen Corps Program (CCP) National Emergency Technology Guard (NET Guard) Pilot Program, under the direction of the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (NPD), Community Preparedness Division (CPD) will support the program development and pilot testing for a potential Citizen Corps NET Guard Program.

The Federal Emergency Management Agency (FEMA) has the lead for designing and operating the administrative mechanisms needed to manage DHS's core grant programs, including this competitive grant program. In short, FEMA is responsible for ensuring compliance with all relevant Federal grant management requirements and delivering the appropriate grant management tools, financial controls, audits and program management discipline needed to support grant recipients.

The National Preparedness Guidelines outline eight national priorities to guide preparedness efforts and that meet the Nation's most urgent needs. NET Guard directly supports three of these national priorities:

- Strengthen Information-Sharing and Collaboration Capabilities.
- Strengthen Interoperable and Operable Communications Capabilities.
- Community Preparedness: Strengthening Planning and Citizen Capabilities.

NET Guard is envisioned as part of the Citizen Corps grassroots network of local volunteer teams, organized in partnership among local public safety, emergency management, non-profit, for profit, and other non-governmental entities, and affiliated with local Citizen Corps Councils. In this way, the NET Guard Pilot Program supports the Citizen Corps mission to bring community and government leaders together to involve community members and organizations in all-hazards emergency preparedness, planning, mitigation, response, and recovery. While the NET Guard concept is that the primary role of the NET Guard Teams is response, as is case with other Citizen Corps programs, at local option and volunteer interest, volunteers could be used to support other functions including planning and public education. Net Guard Teams, as is case with other Citizen Corps program teams, would be deployable locally through emergency management plans.

NET Guard assists local communities in preparing for, responding to, and recovering from incidents that cause damage or destruction to information systems and communications infrastructure through local teams of volunteers with relevant expertise affiliated with and deployed by local emergency management.

The Department of Homeland Security (DHS) has elected to enter into Cooperative Agreements with FY 2008 NET Guard Grant Program funding recipients. Cooperative Agreements contemplate substantial Federal involvement in all aspects of the program

and may include joint conduct of a project. Other examples of prospective substantial Federal involvement may include the following:

- Collaboration, participation, and/or intervention in activity covered by the Cooperative Agreement;
- Approval from DHS prior to the selection of a new project or commencement of the next phase of an approved project;
- Authority for DHS to halt activity if detailed performance specifications are not met;
- Authority for DHS to direct or redirect the scope of work of a project based on new circumstances; and,
- Authority for DHS to create a working group of key Federal and private sector stakeholders to provide guidance and coordination.

Cooperative Agreements will be awarded to four selected eligible applicants to pilot, test, design and develop tools and best practices for use by Federal, State, local, and Tribal jurisdictions in establishing a NET Guard Program and NET Guard teams. Effective program management involves a partnership with DHS/FEMA, the boundaries of which have been defined by the Secretary of Homeland Security. To make this partnership seamless to external partners, upon competitive award of a FY 2008 NET Guard grant, each grantee will be provided a primary program manager from FEMA. This individual will be assigned as the facilitator for the grants. They will meet directly with grantees as needed.

All applicants are required to read and conform to all requirements of this grant guidance document and must have read and accepted all program guidance as binding.

To ensure NET Guard is part of the integrated All-Hazards approach to homeland security, funding for state and local implementation of NET Guard in FY 2009 and beyond would be available through the Homeland Security Grant Program. A separate NET Guard grant program will not be implemented.

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PART I.

PROGRAM APPLICATION GUIDANCE

INTRODUCTION

Information Technology (IT) and communications systems are vulnerable to damage from natural hazards, accidents, and acts of terrorism and play an essential part in the effectiveness of response operations. Most of the National Planning Scenarios contemplate the loss of, or significant damage to, IT and communications systems. Following authorization in the Homeland Security Act of 2002, the NET Guard program concept was developed through a DHS scoping initiative and work group involving stakeholders and potential partners including state and local government representatives, emergency managers, potential private sector partners and DHS Divisions. DHS/FEMA will use the NET Guard Pilot Programs to test and further evaluate and develop the program concept. The NET Guard Program is envisioned as a means to provide emergency, temporary reconstitution of IT and communications systems, or installation of emergency, temporary IT and communications systems, for governmental entities, private non-profit entities performing governmental functions, and private sector entities providing essential services. The NET Guard Program is also envisioned as a means to surge additional IT and communications resources into impacted areas to assist entities with emergency IT and communications system activities.

Through the NET Guard Program, DHS/FEMA will provide tools for local communities and private sector entities to build teams of volunteers with IT and communications expertise to assist States and localities in responding to and recovering from incidents that cause significant damage or destruction to IT and communications infrastructure. NET Guard teams will assist with temporary reconstitution of IT and communications systems, installation of temporary systems, and related technical services, primarily for public and non-profit entities providing essential services. Teams will be a local asset, managed at the local level, and deployed in response to a request from local or State authorities. Teams can also be incorporated into regional mutual aid and assistance agreements. As envisioned, NET Guard teams will be established and maintained by either governmental or private-sector sponsors, or both, under the overall umbrella of the local FEMA registered Citizen Corps program.

The Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (NPD), Community Preparedness Division (CPD) is accepting applications for the Fiscal Year 2008 Citizen Corps National Emergency Technology Guard (NET Guard) Pilot Program.

Cooperative Agreements will be awarded to four eligible NET Guard Pilot Program applicants to design and develop program tools and best practices for use by Federal, State, local and Tribal jurisdictions and their Citizen Corps Councils and Programs. A Cooperative Agreement will allow for a higher level of Federal involvement in assisting

grantees in plan development and implementation. The specific language of the Agreements will be drafted and executed between the parties after award of a grant.

A. Authorized Program Purpose

This Program is authorized by the Homeland Security Act of 2002 (P.L. 107-296), Section 224, under which the Secretary of Homeland Security may “establish a national technology guard, to be known as ‘NET Guard’, comprised of local teams of volunteers with expertise in relevant areas of science and technology, to assist local communities to respond and recover from attacks on information systems and communications networks.”

Funding is provided through the Fiscal Year 2008 Consolidated Appropriations Act (P.L. 110-161).

B. Program Description

The mission of the NET Guard Program is to assist local communities in preparing for, responding to and recovering from incidents that cause damage or destruction to information systems and communications infrastructure through the use of local teams of volunteers with relevant local emergency management expertise. NET Guard teams may assist local communities in temporarily reconstituting voice, data, and other IT and communications systems for governmental entities, private non-profit entities performing governmental functions, and private sector entities providing essential services. NET Guard teams may also assist local communities in establishing basic voice, data, and other IT and communications systems for use by individuals affected by significant incidents who temporarily come under the care of government.

Specifically, NET Guard teams may provide emergency, temporary reconstitution of IT and communications systems, or installation of emergency, temporary IT and communications systems, for governmental entities, private non-profit entities performing governmental functions, and private sector entities providing essential services. NET Guard teams may also surge additional IT and communications resources to assist entities with emergency IT and communications systems activities.

NET Guard teams will not respond to cyber incidents that require real-time network response, nor engage in full repair or reconstruction of public and private sector proprietary information management systems or other IT and communications systems. NET Guard team activities also will not substitute for advance planning for contingencies, risk management and disaster recovery activities by local governments or non-governmental entities.

NET Guard teams should all share the basic capability to establish and maintain a local area network for data communications in an austere environment, using donated equipment, the jurisdiction’s existing equipment, or equipment purchased for that

purpose by the jurisdiction. NET Guard teams may also have additional capabilities, including but not limited to the following:

- Assisting in IT and communications system triage in order to assess damage to infrastructure and recommend temporary solutions.
- Assisting in temporary restoration of governmental voice and data communications networks for emergency management and emergency services.
- Establishing alternate or backup voice and data communications systems for governmental entities, non-profit organizations, and private sector organizations providing essential services.
- Establishing alternate or backup systems for alerting the public to or providing information following an emergency.
- Assisting in establishing and administering database management systems for displaced individuals.
- Assisting in establishing resource tracking systems, including information systems to support the receipt, assessment, and distribution of donated resources.
- Assisting in related advance planning, prevention, and preparedness activities, including establishing a community inventory or registry of IT and communications systems and anticipated needs during an incident; assisting in the preparation of IT and communications-related continuity of operations and continuity of government plans; analyzing anticipated IT and communications failure points and recommending proactive solutions; and providing outreach and education to the community on IT and Communications preparedness.

C. Applicant Eligibility

As the basis for determining that applicants have demonstrated the knowledge, skills and abilities required to conduct this pilot testing and to be eligible to apply under this solicitation, applicants must meet all of the following criteria:

- 1) Applicants must be the local government entity responsible for emergency management including development of the Emergency Operations Plan, e.g. the Office of Emergency Management and/or Emergency Management and Homeland Security.
- 2) Applicants must be a jurisdiction located in one of the urban areas designated by the 2008 DHS Urban Area Security Initiatives (UASI).
- 3) Applicants must have a Citizen Corps Council and program activity managed through the jurisdiction's Office of Emergency Management or local elected leadership.

- 4) Applicants must have three or more Citizen Corps Partner Programs sponsored by their government jurisdiction (e.g., Community Emergency Response Teams (CERT), Medical Reserve Corps (MRC), Fire Corps, Neighborhood Watch/USAonWatch, and Volunteers in Police Service).
- 5) Applicants must have deployed jurisdiction resources through the Emergency Management Assistance Compact (EMAC).
- 6) Applicants must have used private for profit entity resources provided on a voluntary basis in a disaster response or recovery activity.
- 7) Applicants must have the signed agreement of participation by the jurisdiction's office responsible for disaster-related communications and IT functions i.e. lead office for ESF #2

D. Application Requirements

Applicants must apply for Fiscal Year 2008 Citizen Corps NET Guard Pilot Program funding through Grants.gov.

1. **Application via [grants.gov](http://www.grants.gov).** DHS/FEMA participates in the Administration's e-government initiative. As part of that initiative, all applicants must file their applications using the Administration's common electronic "storefront" -- [grants.gov](http://www.grants.gov). Eligible applicants must apply for funding through this portal, accessible on the Internet at <http://www.grants.gov>. See Appendix 3, Grants.gov Instructions.
2. **Application deadline.** Completed Applications must be submitted to DHS/FEMA via [grants.gov](http://www.grants.gov) no later than **11:59 PM EST, July 18, 2008**.

E. Program Narrative and Budget Proposals

To be considered, all applications must: 1) comply with all requirements identified in Appendix 2, Application Guidance; and 2) must be approved via signature by the jurisdiction's Emergency Manager, Citizen Corps Council Chair, and the Office responsible for the jurisdiction's communications and IT functions of Emergency Support Function #2.

Acceptable applications will be evaluated based on the quality of the Program Narrative and Budget proposals. The proposal must clearly demonstrate the ability to address the following requirements for developing and pilot testing a NET Guard Program and NET Guard Team/s:

1. **Program Establishment and Partnerships**
 - Describe local and UASI community preparedness, and citizen preparedness and participation efforts and how these will support, or be used as a base for establishing NET Guard.
 - Establish a NET Guard pilot program with one or more NET Guard teams.
 - Work with the local Citizen Corps Council or Councils to establish the pilot program.

- Provide information concerning the NET Guard concept and pilot program to the Urban Area Security Initiative (UASI) Working Group or appropriate subcommittee, if applicable.
- Include the State Citizen Corps Council and the State Administrative Agency (SAA) in program updates.
- Work with the local Citizen Corps Council or Councils to identify and recruit partners in the community to participate in NET Guard team development, including public sector, private sector, higher educational and other non-governmental organizations that will contribute information technology (IT) and communications volunteer personnel, donated equipment, or other goods and services.
- Document successful outreach and agreements concerning roles and responsibilities among partners for program activities, including community outreach, recruitment of team members, development of functions/services to be performed by the NET Guard team, and methods for validating capabilities of the NET Guard team and its members.
- Recommend national NET Guard program governance and partnership models.

2. *Functions and Capabilities*

- Identify the functions that your NET Guard team will provide.
- Identify the personnel, skills, and equipment that you believe are necessary to provide those functions.

3. *Training and Other Requirements*

- Identify existing National Incident Management System (NIMS), Incident Command System (ICS), National Response Plan (NRP), and other training that members of a NET Guard team should complete.
- Provide feedback and suggestions for continued development of NET Guard-specific training.
- Identify any other areas of training necessary, and any existing training that you use or develop, that NET Guard team members and leaders would need to have in order to be able to demonstrate required capabilities.
- Identify and document the combination of requirements (industry-based certifications, training, capability assessments, experience and other factors) that will be required as pre-requisites in order to validate team and member capabilities to perform the functions identified for performance.

4. *Credentialing*

- Identify the methods for credentialing team members.
- Include and identify methods to be used for background checks and other requirements that will be the basis for credentialing.

5. *Organization*

- Develop program and team configuration consistent with NIMS and ICS based on local needs, including program management, team leadership, and team organization.

- Recommend a national baseline NET Guard program and team configuration(s).

6. *Deployment and Integration*

- Identify and document protocols for activation of NET Guard members.
- Identify and document protocols for potential deployment of the NET Guard team and/or its members outside of their home jurisdiction.
- Integrate the NET Guard team/concept into local emergency plans and document the process.
- Describe how the NET Guard team was integrated into local, regional, or State Emergency Support Functions or affiliated volunteer programs.
- Identify legal, liability, and other issues relating to deployment and integration, and describe how those issues were addressed.

7. *Communications*

- Identify the process by which NET Guard program management will activate and otherwise communicate with team leadership.
- Identify the process by which team leadership will activate and otherwise communicate with team members.
- Identify any equipment necessary for NET Guard program management, team leaders, and team members to communicate with the team, with local incident management, or with incident management in mutual aid jurisdictions.

8. *Exercises*

- Hold a tabletop exercise based on a FEMA-provided format to test NET Guard team performance and assess the effectiveness of this exercise.
- Identify and participate in one broader community exercise, and write an after-action report on your team's participation in this exercise.

9. *Equipment*

- Develop a list of equipment that would be needed (both on hand and just in time) in order to perform the minimum functions of a NET Guard team. Identify potential sustainable sources for equipment.
- Develop a list of equipment that would be needed (both on hand and just in time) in order to perform the functions that you identify for your NET Guard team. Identify potential sustainable sources for equipment.

10. *National Program Development*

- Participate as requested in teleconferences with national program management, other pilot NET Guard jurisdictions, and the NET Guard Working Group.
- Attend and report at one meeting in the National Capital Region of the NET Guard Working Group at the conclusion of the pilot; FEMA will provide invitational travel for one representative.
- Participate in other meetings of the NET Guard Working Group as requested; FEMA will provide invitational travel for one representative.

- Submit a final report addressing all of the items set forth here within 30 days of the completion of the 12-month pilot period.

11. Budget

- Based on the assumption that there will be no ongoing dedicated Federal NET Guard Program funding after the conclusion of the pilot program, provide information concerning the budget necessary to establish and maintain a NET Guard Program and NET Guard team(s).
- Identify potential non-Federal funding sources for establishment and maintenance of a NET Guard Program and NET Guard team(s). See Appendix 5 for Sample Budget Detail Worksheet.

E.1. Program Narrative Requirements

Narrative Work Plan: Please provide a detailed work plan to address the planned activities, projects, timelines, and measurable achievement outcomes related to the program requirements under the FY 2008 Citizen Corps Program NET Guard Pilot Program. The work plan should include a description of current resource management capabilities to develop, implement, and manage the programmatic requirements associated with the FY 2008 Citizen Corps Program NET Guard Pilot Program.

The work plan must include a complete program management plan for the entire twelve (12) month period. This plan must include:

- Identification of the major organizations, committees, and other structures accountable for implementing the program requirements
- Indicate the staffing/resource levels within these core organizations responsible for program administration and oversight.
- Goals and objectives of the proposal and the activities to be conducted to accomplish the goals and objectives of the proposal.
- A complete description of the program management structure addressing how the program will be structured, organized, and managed within the recipient’s jurisdiction. The applicant must provide an organization chart and describe how the organization will support the program.
- A program schedule containing a high-level schedule that reflects the program life cycle and shows phases and deliverables.
- A risk management plan describing the approach for identifying and managing risks, and identifying known or postulated events or factors that could prevent program objectives (cost, schedule, function, performance, or quality) from being met.
- A performance-based evaluation plan including program performance measures that will assess the attainment of goals and objectives and details a data collection plan including how data will be analyzed.
- A quality control plan to be incorporated into the development and delivery of programs and courses.

The work plan must be attached within Grants.gov. Please see Appendix 1 for a work plan template with required items.

E.2. Budget Requirements

The FY2008 Citizen Corps NET Guard Pilot Program project award recipient is required to submit a budget narrative and budget detail worksheets addressing FY2008 Citizen Corps NET Guard Pilot Program related costs and expenses, as a part of the CCP application. This budget narrative should be detailed and should serve to: (1) explain how the costs were estimated, and (2) justify the need for the costs incurred to the measurable achievement outcomes as stated in the work plan. For clarification purposes, the narrative should include tables describing cost and expense elements (e.g. personnel list with functions, time, costs). The narrative and accompanying budget worksheets must be attached within *Grants.gov*. Please see Appendix 5 for Sample Budget Summary and Detail Worksheet. A copy of this budget worksheet may be found at <http://www.ojp.usdoj.gov/forms.htm>.

F. Available Funding

A total of \$80,000 is available for each pilot jurisdiction and four pilot grants will be awarded. Funding will be provided in the form of a Cooperative Agreement directly to the selected applicants.

G. Performance Period

The Period of Performance will be twelve (12) months.

H. Cost Sharing

There is no match requirement for this grant.

I. Drawdown of Funds

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

The Recipient may be paid in advance, or reimbursed by completing the Standard Form (SF) 270, Request for Advance/Reimbursement. In accordance with Treasury regulations at 31 CFR Part 205, the Recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds (See 44 CFR Part 13.21(i)) regarding payment of interest earned on advances. In order to request an advance, the Recipient must maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds from DHS and expenditure and disbursement by the Recipient. When these

requirements are not met, the Recipient will be required to be on a reimbursement for costs incurred method.

Grantee shall Complete and return form SF1199A and the SF 270 via the following address:

FEMA Finance Center
Attn: Vendor Payments
PO Box 800
Berryville, VA 22611

In order to download the Standard Forms 270 and 1199A, the Recipient may use the Internet at:

<http://www.whitehouse.gov/omb/grants/sf270.pdf>

<http://www.fms.treas.gov/eft/1199a.pdf>.

NOTE: FUNDS WILL NOT BE AUTOMATICALLY TRANSFERRED UPON ISSUANCE OF THE GRANT. YOU MUST SUBMIT A REQUEST FOR ADVANCE/REIMBURSEMENT (SF270) IN ORDER FOR THE FUNDS TO BE TRANSFERRED TO YOUR ACCOUNT.

PART II. APPLICATION EVALUATION PROCESS

A. Application Deadline.

For specific application instructions, please refer to Appendix 3, *Grants.gov* Instructions.

Completed Applications must be submitted to DHS/FEMA via [grants.gov](https://www.grants.gov) **no later than 11:59 PM EST, July 18, 2008.**

B. Review Process.

The following represents examples of unacceptable applications:

- Jurisdiction does not meet eligibility requirements
- Incomplete information
- Does not comply with format requirements specified in Appendix 2.
- Was not submitted through the official online application portal

No additions to submitted applications or application resubmissions will be allowed.

FEMA in conjunction with subject matter experts from appropriate DHS components will evaluate all acceptable applications within 90 days following close of the application period. The following process will be used to make awards under the program:

- FEMA will verify compliance with all administrative and eligibility criteria identified in the application kit, to include the required submission by the established due date.
- The review panel of FEMA and DHS subject matter experts will assess all eligible and acceptable applications and make selections based on 1) the quality of the Program Narrative and Budget proposals; 2) the anticipated quality of the pilot program as a basis for national promulgation; and 3) geographic distribution to include highly qualified applicants from the Western, Central, and Eastern regions of the United States.
- Applications will be reviewed for adherence to applicant eligibility criteria, content and format requirements established in this guidance, and narrative and budget proposals.

Applicants will be notified about their selection status once the FEMA review has been completed.

Appendix 1

Program Narrative Work Plan Template

The work plan should describe how the applicant intends to address the following:

1. ***Program Establishment and Partnerships***

- Describe local and UASI community preparedness, and citizen preparedness and participation efforts and how these will support, or be used as a base for establishing NET Guard.
- Establish a NET Guard pilot program with one or more NET Guard teams.
- Establish a linkage with the local and State Citizen Corps Councils.
- Provide information concerning the NET Guard concept and pilot program to the Urban Area Security Initiative Working Group or appropriate subcommittee, if applicable.
- Identify and recruit partners in the community to participate in NET Guard team development, including public sector, private sector, higher educational and other non-governmental organizations that will contribute information technology (IT) and communications volunteer personnel, donated equipment, or other goods and services.
- Document successful outreach and agreements concerning roles and responsibilities among partners for program activities, including community outreach, recruitment of team members, development of functions/services to be performed by the NET Guard team, and methods for validating capabilities of the NET Guard team and its members.
- Recommend national NET Guard program governance and partnership models.

2. ***Functions and Capabilities***

- Identify the functions that your NET Guard team will provide.
- Identify the personnel, skills, and equipment that you believe are necessary to provide those functions.

3. ***Training and Other Requirements***

- Identify existing National Incident Management System (NIMS), Incident Command System (ICS), National Response Framework (NRF), and other training that members of a NET Guard team should complete.
- Provide feedback and suggestions for continued development of NET Guard-specific training.
- Identify any other areas of training necessary that NET Guard team members and leaders would need to have in order to have and be able to demonstrate required capabilities.
- Identify and document the combination of requirements (industry-based certifications, training, capability assessments, experience and other factors)

that will be required as pre-requisites in order to validate team and member capabilities to perform the functions identified for performance.

4. Credentialing

- Identify the methods for credentialing team members.
- Identify any background checks or other requirements that will be required for credentialing.

5. Organization

- Develop program and team configuration consistent with NIMS and ICS based on local needs, including program management, team leadership, and team organization.
- Recommend a national baseline NET Guard program and team configuration(s).

6. Deployment and Integration

- Identify and document protocols for activation of NET Guard members.
- Identify and document protocols for potential deployment of the NET Guard team and/or its members outside of their home jurisdiction.
- Integrate the NET Guard team/concept into local emergency plans and document the process.
- Describe how the NET Guard team was integrated into local, regional, or State emergency support functions or affiliated volunteer programs.
- Identify legal, liability, and other issues relating to deployment and integration, and describe how those issues were addressed.

7. Communications

- Identify the process by which NET Guard program management will activate and otherwise communicate with team leadership.
- Identify the process by which team leadership will activate and otherwise communicate with team members.
- Identify any equipment necessary for NET Guard program management, team leaders, and team members to communicate with the team, with local incident management, or with incident management in mutual aid jurisdictions.

8. Exercises

- Hold a tabletop exercise based on a FEMA-provided format to test NET Guard team performance, and assess the effectiveness of this exercise.
- Identify and participate in one broader community exercise, and write an after-action report on your team's participation in this exercise.

9. Equipment

- Develop a list of equipment that would be needed (both on hand and just in time) in order to perform the minimum functions of a NET Guard team.

- Develop a list of equipment that would be needed (both on hand and just in time) in order to perform the functions that you identify for your NET Guard team.

10. National Program Development

- Participate as requested in teleconferences with national program management, other pilot NET Guard jurisdictions, and the NET Guard Working Group.
- Attend and report at one meeting in the National Capital Region of the NET Guard Working Group at the conclusion of the pilot; FEMA will provide invitational travel for one representative.
- Participate in other meetings of the NET Guard Working Group as requested; FEMA will provide invitational travel for one representative.
- Submit a final report addressing all of the items set forth here within 30 days of the completion of the 12-month pilot period.

11. Budget

- Based on the assumption that there will be no ongoing dedicated Federal NET Guard Program funding after the conclusion of the pilot program, provide information concerning the budget necessary to establish and maintain a NET Guard Program and NET Guard team(s).
- Identify potential non-Federal funding sources for establishment and maintenance of a NET Guard Program and NET Guard team(s).

Program Management Plan:

The work plan must include a complete program management plan for the entire twelve (12) month period. This plan must include:

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

- A quality control plan to be incorporated into the development and delivery of programs and courses.

Appendix 2

Application Guidance

Format

The application must include two required attachments, the Program Narrative Proposal, and the Budget Proposal: Summary and Detail. Please refer to Appendix 3 for additional submission guidance and required standard forms and certification.

A. Program Narrative Proposal. The program narrative proposal should be not more than 20 pages with a minimum of 1” margins. The text must be 12 point New Times Roman type, double-spaced. The application should include the following sections:

Section 1: Title Page/Executive Summary

- *Title:* Citizen Corps Program: NET Guard Pilot Program.
- *Organization Identifier:* Provide the name and address of your organization and the primary point of contact.
- *Total Budget:* Provide the total dollar amount of your application, as detailed in the budget summary page.
- *Executive Summary:* In 350 words or less, describe the proposed program implementation plan including partnerships, program functions, and methods for recruiting, training, credentialing, exercising and deploying the NET Guard pilot teams. *Information contained in this Executive Summary supports an important component of the FEMA application review process; failure to provide this summary in a clear and concise manner may unfavorably impact the results of this review.*
- *Leadership Support:* Signatures of the jurisdiction’s Emergency Manager, Citizen Corps Council Chair, and the Office responsible for the jurisdiction’s communications and IT functions of Emergency Support Function #2.

Section 2: Applicant Eligibility – Expertise, experience, support, collaboration

Briefly describe the bases for determining that the jurisdiction can demonstrate the knowledge, skills and abilities required to conduct this pilot testing and the basis for applicant eligibility for each of the following criteria detailed in Part I.C:

- 1) Submitted by Emergency Management entity responsible for Emergency Operations Plan (EOP)

- 2) UASI Jurisdiction
- 3) Citizen Corps Council (CCC) based in office responsible for Emergency Management or local elected leadership
- 4) Citizen Corps Partner Programs in jurisdiction
- 5) Experience with EMAC
- 6) Evidence of collaboration with Private Sector for Profit
- 7) Participation by ESF #2 Lead

Section 3: Program Narrative

Concisely describe the overall partnerships, mechanisms, strategies that will be used to develop NET Guard Teams to enhance a jurisdiction's capability for restoring or establishing IT and communications support functions in disasters, and show workable strategies in developing, implementing and documenting the NET Guard program elements outlined in Part I.E.

Section 4: Project Management for Implementation and Evaluation

Demonstrate a capacity to develop and deliver the NET Guard program pilot on time, and within budget. Provide a brief staffing and collaboration plan that is realistic, fiscally responsible, and attainable. The work plan must provide a complete program management plan for the entire twelve (12) month period. This plan must include the elements outlined in Part I.E.

B. Budget Proposal: Summary and Detail

Provide total estimated costs for the following general categories: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Consultants/Contracts, Other Costs, Indirect Costs, and Total Estimated Budget; ensure allocations are defensible, particularly for staffing, travel, and equipment; provide a defensible indirect cost rate (if applicable); provide a brief written rationale for how the budget was derived and identify key assumptions and methods for cost estimations. This section is similar to the grants.gov SF 424A Budget Information form; however, applicants must provide this short budget summary, using the prescribed elements stated below, as an integral part of their application, regardless of how they complete or submit the grants.gov Budget Information form. The Sample Budget Summary and Detail Worksheet in Appendix 5 may be used as a guide.

Please provide an estimated cost for each of the following categories:

- **Personnel:** Indicate the total projected salary and wages for all project personnel. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.
- **Fringe Benefits:** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

- **Travel:** Provide the total travel budget, based on projected travel expenses for project personnel.
- **Equipment:** Provide the total projected cost of non-expendable items that need to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Note: Organization’s own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the “Supplies” category or in the “Other” category Rented or leased equipment costs (e.g. badging equipment) should be listed in the “Contractual” category.
- **Supplies:** Provide the total projected cost of supplies (e.g. office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders). Organization’s own capitalization policy and threshold amount for classification of supplies may be used. Generally, supplies include any materials that are expendable or consumed during the course of the project.
- **Consultants/Contracts:** Provide the total projected cost of consultants and contracts.
- **Other Costs:** Provide a total projected cost of miscellaneous items (e.g., reproduction, telephone, background checks)
- **Indirect Costs:** Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), will be required prior to an award. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant’s accounting system permits, costs may be allocated in the direct costs categories.
- **Total Estimated Budget:** The total dollar value for all categories.
- **Budget Rationale** – A brief narrative that explains the key assumptions and methods used for cost estimations.

Narrative Proposal File Naming Convention.

The Program Narrative Proposal and the Budget Proposal: Summary and Detail must be submitted with the grant application as file attachmenst within grants.gov. Applicants must use the following file naming convention when submitting these required documents as part of the FY 2008 NET Guard Grant Program:

- NET Guard PNP_Jurisdiction_State_Last Name of POC

(Example: NET Guard PNP_City_ST_Smith)

- NET Guard BP_Jurisdiction_State_Last Name of POC

(Example: NET Guard BP_City_ST_Smith)

Appendix 3

Grants.gov Instructions

The following steps must be completed using the on-line [grants.gov](http://www.grants.gov) system to ensure a successful application submission, however applicants should review the relevant program-specific sections of this Guidance for additional requirements that may apply.

1. **Application via [grants.gov](http://www.grants.gov).** FEMA participates in the Administration's e-government initiative. As part of that initiative, all applicants must file their applications using the Administration's common electronic "storefront" -- [grants.gov](http://www.grants.gov). Eligible applicants must apply for funding through this portal, accessible on the Internet at <http://www.grants.gov>.
2. **Application deadline.** Completed Applications must be submitted to [grants.gov](http://www.grants.gov) no later than **11:59 PM EST, July 18, 2008**.
3. **Valid Central Contractor Registry (CCR) Registration.** The application process also involves an updated and current registration by the applicant. Eligible applicants must confirm CCR registration at <http://www.ccr.gov>, as well as apply for funding through [grants.gov](http://www.grants.gov).
4. **On-line application.** The on-line application must be completed and submitted using [grants.gov](http://www.grants.gov) after CCR registration is confirmed. The on-line application includes the following required forms and submissions:
 - Standard Form 424, Application for Federal Assistance
 - Standard Form 424B Assurances
 - Standard Form LLL, Disclosure of Lobbying Activities
 - Standard Form 424A, Budget Information
 - Certification Regarding Debarment, Suspension, and Other Responsibility Matters
 - Additional Required Attachments: 1) The Program Narrative Proposal and 2) The Budget Proposal: Summary and Detail

The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is "*Citizen Corps*." The CFDA number is **97.053**. When completing the on-line application, applicants should identify their submissions as new, non-construction applications

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

6. DUNS number. The applicant must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number with their application. This number is a required field within [grants.gov](http://www.grants.gov) and for CCR Registration. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at (800) 333-0505.

7. Standard financial requirements.

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

7.2 -- Assurances. Assurances forms (SF-424B and SF-424D) can be accessed at http://www07.grants.gov/agencies/approved_standard_forms.jsp. It is the responsibility of the recipient of the Federal funds to understand fully and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award or other sanctions. The applicant will be agreeing to these assurances upon the submission of the application.

7.3 -- Certifications regarding lobbying, debarment, suspension, other responsibility matters and the drug-free workplace requirement. This certification, which is a required component of the on-line application, commits the applicant to compliance with the certification requirements under 44 CFR part 17, *Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)*; 44 CFR part 18, *New Restrictions on Lobbying*. All of these can be referenced at http://www.access.gpo.gov/nara/cfr/waisidx_07/44cfrv1_07.html. http://www.access.gpo.gov/nara/cfr/waisidx_00/44cfrv1_00.html.

Having met all application requirements, a FEMA Panel will review all applications for completeness, adherence to programmatic guidelines, feasibility, and how well the proposed applicant addresses the identified need(s) or capability shortfall(s). The applicant requires narrative on strategic alignment, funding plan, milestones, project management, potential challenges, impact and sustainability for each proposal. This information will be used to evaluate the anticipated effectiveness of all proposed applicants.

8. Administrative requirements.

8.1 -- Freedom of Information Act (FOIA). FEMA recognizes that much of the information submitted in the course of applying for funding under this program or provided in the course of its grant management activities may be considered law enforcement sensitive or otherwise important to national security interests. While

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

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

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

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

- *Title VI of the Civil Rights Act of 1964, as amended, 42. U.S.C. 2000 et. seq.* – no person on the grounds of race, color or national origin will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity receiving Federal financial assistance. More information can be found at <http://usinfo.state.gov/usa/infousa/laws/majorlaw/civilr19.htm>
- *Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794* – no qualified individual with a disability in the United States, shall, by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or

activity receiving Federal financial assistance. More information can be found at <http://www.section508.gov/index.cfm?FuseAction=Content&ID=15>.

- *Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq.* – discrimination on the basis of sex is eliminated in any education program or activity receiving Federal financial assistance. More information can be found at <http://www.usdoj.gov/crt/cor/coord/titleix.htm>.
- *The Age Discrimination Act of 1975, as amended, 20 U.S.C. 6101 et. seq.* – no person in the United States shall be, on the basis of age, excluded from participation in, denied the benefits of or subjected to discrimination under any program or activity receiving Federal financial assistance.

Grantees must comply with all regulations, guidelines, and standards adopted under the above statutes. The grantee is also required to submit information, as required, to the DHS Office for Civil Rights and Civil Liberties concerning its compliance with these laws and their implementing regulations.

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

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

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

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

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

8.6 -- Compliance with the National Energy Conservation Policy and Energy Policy Acts. In accordance with the FY08 DHS Appropriations Act, all FY 2008 grant funds must comply with the following two requirements:

- None of the funds made available through shall be used in contravention of the Federal buildings performance and reporting requirements of Executive Order No. 13123, part 3 of title V of the National Energy Conservation Policy Act (42 USC §8251 et. Seq.), or subtitle A of title I of the Energy Policy Act of 2005 (including the amendments made thereby).
- None of the funds made available shall be used in contravention of Section 303 of the Energy Policy Act of 1992 (42 USC §13212).

8.7 -- Environmental and Historic Preservation Compliance. FEMA is required to consider the potential impacts to the human and natural environment of projects proposed for FEMA funding. FEMA, through its Environmental and Historic

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

The grantee shall provide any information requested by FEMA to ensure compliance with applicable Federal EHP requirements. Any project with the potential to impact EHP resources (see Section E.8) cannot be initiated until FEMA has completed its review. Grantees may be required to provide detailed information about the project, including the following: location (street address or map coordinates); description of the project including any associated ground disturbance work, extent of modification of existing structures, construction equipment to be used, staging areas, access roads, etc.; year the existing facility was built; natural, biological, and/or cultural resources present in the project vicinity; visual documentation such as site and facility photographs, project plans, maps, etc; and possible project alternatives.

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

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

For more information on FEMA's EHP requirements, applicants should refer to FEMA's Information Bulletin #271, *Environmental Planning and Historic Preservation Requirements for Grants*.

8.8 -- National Preparedness Reporting Compliance. The Government Performance and Results Act (GPRA) requires that the Department collect and report performance information on all programs. For grant programs, the prioritized Investment Justifications and their associated milestones provide an important tool for assessing grant performance and complying with these national preparedness reporting requirements. FEMA will work with grantees to develop tools and processes to support this requirement. FEMA anticipates using this information to inform future-year grant program funding decisions.

8.9 -- Single Point of Contact (SPOC) review. Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State SPOC, if one exists, and if this program has been selected for review by the State. Applicants must contact their State SPOC to determine if the program has been selected for State review. Executive Order 12372 can be referenced at <http://www.archives.gov/federal-register/codification/executive-order/12372.html>.

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

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

8.12-- 28 C.F.R. Part 23 guidance. FEMA requires that any information technology system funded or supported by Homeland Security Grant Program funds comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if this regulation is determined to be applicable.

8.13-- Compliance with the National Energy Conservation Policy and Energy Policy Acts. In accordance with the FY 2008 DHS Appropriations Act, all FY 2008 grant funds must comply with the following two requirements:

8.13.1 None of the funds made available through shall be used in contravention of the Federal buildings performance and reporting requirements of Executive Order No. 13123, part 3 of title V of the National Energy Conservation Policy Act (42 USC §8251 *et seq.*), or subtitle A of title I of the Energy Policy Act of 2005 (including the amendments made thereby).

8.13.2 None of the funds made available shall be used in contravention of section 303 of the Energy Policy Act of 1992 (42 USC §13212).

Appendix 4

Award and Reporting Requirements

Prior to the transition to FEMA, the former Office of Grants and Training preparedness programs followed The Department of Justice’s codified regulations, 28 CFR and the OGO Financial Management Guide. The former Office of Grants and Training is now within FEMA and all preparedness programs will follow FEMA’s codified regulations, 44 CFR.

A. Grant Award and Obligation of Funds.

Upon approval of an application, the grant will be awarded to the grant recipient. The date that this is done is the “award date.”

The period of performance is 12 months. Any unobligated funds will be de-obligated at the end of this period. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications why an extension is required.

B. Post Award Instructions.

The following is provided as a guide for the administration of awards. Additional details and requirements may be provided to the grantee in conjunction with finalizing an award.

1. Review award and special conditions document. Notification of award approval is made by e-mail through the Grants Management System (GMS). Once an award has been approved, a notice is sent to the e-mail address of the authorized grantee official and point of contact listed in the application. Follow the directions in the notification email and log into GMS to access the award documents. The authorized grantee official should carefully read the award and special condition documents. If you do not receive a notification email, please contact GMS Program Analyst for your award number. Once you have the award number, contact the GMS Help Desk at (888) 549-9901, option 3 to obtain the username and password associated with the new award.

If you agree with the terms and conditions, the authorized grantee official should sign and date both the original and the copy of the award document page in Block 19 and initial the special conditions page(s). Retain a copy and fax the documents to (202) 786-9905 Attention: Control Desk or send the original signed documents to:

**U.S. Department of Homeland Security/FEMA
Grants Program Directorate/Control Desk 4th Floor, TechWorld
500 C St SW
Washington, DC 20472**

If you do not agree with the terms and conditions, contact the GMS Program Analyst named in the award package.

2. Request for Reimbursement. DHS uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a Standard Form 1199A, Direct Deposit Form.

The Recipient may be paid in advance, or reimbursed by completing the Standard Form (SF) 270, Request for Advance/Reimbursement. In accordance with Treasury regulations at 31 CFR Part 205, the Recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds (See 44 CFR Part 13.21(i)) regarding payment of interest earned on advances. In order to request an advance, the Recipient must maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds from DHS and expenditure and disbursement by the Recipient. When these requirements are not met, the Recipient will be required to be on a reimbursement for costs incurred method.

Grantee shall Complete and return form SF1199A and the SF 270 via the following address:

FEMA Finance Center
Attn: Vendor Payments
PO Box 800
Berryville, VA 22611

In order to download the Standard Forms 270 and 1199A, the Recipient may use the Internet at:

<http://www.whitehouse.gov/omb/grants/sf270.pdf>
<http://www.fms.treas.gov/eft/1199a.pdf>.

NOTE: FUNDS WILL NOT BE AUTOMATICALLY TRANSFERRED UPON ISSUANCE OF THE GRANT. YOU MUST SUBMIT A REQUEST FOR ADVANCE/REIMBURSEMENT (SF270) IN ORDER FOR THE FUNDS TO BE TRANSFERRED TO YOUR ACCOUNT.

3. Reporting requirements.

Reporting requirements must be met throughout the life of the grant (refer to the program guidance and the special conditions found in the award package for a full explanation of these requirements).

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

FSRs must be submitted to the following contacts:

Community Preparedness Division, Citizen Corps POC
Jacqueline Snelling Jacqueline.snelling@dhs.gov
(202) 786-9577

FEMA Chief Financial Office
FEMA Finance Center
Attn: JeDonne Anderson
Sherry Yates
PO Box 800
Berryville, VA 22611

FEMA Grant Programs Directorate
Andrea Gordon
Andrea.Gordon@dhs.gov
202-786-9462

Required submission: Financial Status Report (FSR) SF-269a (due quarterly).

4. Questions about your award? A reference sheet is provided containing frequently asked financial questions and answers. Questions regarding your grant should be directed to the FEMA call center at 1-866-927-5646 or sent via email to ask-OGO@dhs.gov.

Note: If you have any questions about GMS, need to establish a GMS account, or require technical assistance with accessing your award, contact the GMS Help Desk at (888) 549-9901.

2. Categorical Assistance Progress Report (CAPR). Following an award, the awardees will be responsible for providing updated obligation and expenditure information on a semi-annual basis. The applicable grantee is responsible for completing and submitting the CAPR reports. Grantees will be required to submit the CAPR form.

The CAPR are due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1 through December 31).

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

Required submission: CAPR (due semi-annually).

3. Exercise Evaluation and Improvement. Exercises implemented with grant funds should be threat- and performance-based and should evaluate performance of critical prevention and response tasks required to respond to the exercise scenario. Guidance on conducting exercise evaluations and implementing improvement is defined in the *Homeland Security Exercise and Evaluation Program (HSEEP) Volume II: Exercise Evaluation and Improvement* located at <http://www.fema.gov/government/grant/administration.shtm>. Grant recipients must report on scheduled exercises and ensure that an After Action Report (AAR) and Improvement Plan (IP) are prepared for each exercise conducted with FEMA support (grant funds or direct support) and submitted to FEMA within 60 days following completion of the exercise.

The AAR documents the performance of exercise related tasks and makes recommendations for improvements. The IP outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the AAR. Generally the IP, with at least initial action steps, should be included in the final AAR. FEMA is establishing a national database to facilitate the scheduling of exercises, the submission of the AAR/IPs and the tracking of IP implementation. Guidance on the development of AARs and IPs is provided in Volume II of the HSEEP manuals.

Required submissions: AARs and IPs (as applicable).

4. Financial and Compliance Audit Report.

4.1 Financial and Compliance Audit Report. Non-Federal entities that cumulatively expend \$500,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accountability Office, *Government Auditing Standards*, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB *Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*, located at <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year. In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY 2008 NET Guard assistance for audit and examination purposes, provided that, in the opinion of the Secretary or the Comptroller, these

documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller, through any authorized representative, access to, and the right to examine all records, books, papers or documents related to the grant.

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

4.2 Exemption when Federal awards expended are less than \$500,000. Non-Federal entities that expend less than \$500,000 cumulatively a year in Federal awards are exempt from Federal audit requirements for that year. However, records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO). SEE *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*, located at <http://www.whitehouse.gov/omb/circulars/a133/a133.html>.

5. Federal Funding Accountability and Transparency Act. The Federal Funding Accountability and Transparency Act of 2006, Public Law 109-282, will affect NET Guard reporting requirements. The Act requires the Federal government to create a publicly searchable online database of Federal grant recipients by January 1, 2008 with an expansion to include sub-grantee information by January 1, 2009. Grantees should expect that all information required by the Act will be reported and placed on the searchable database.

E. Monitoring.

In addition to requirements set forth in a Cooperative Agreement, grant recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based reviews and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, performance and administrative issues relative to each program and will identify areas where technical assistance and other support may be needed.

The recipient is responsible for monitoring award activities, to include sub-awards, to provide reasonable assurance that the Federal award is administered in compliance with requirements. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining of adequate financial records, and refunding expenditures disallowed by audits.

F. Grant Close-Out Process.

Within 90 days after the end of the award period, the grantee must submit a final FSR and final CAPR detailing all accomplishments throughout the project. After these

reports have been reviewed and approved by FEMA, a Grant Adjustment Notice (GAN) will be completed to close out the grant. The GAN will indicate the project as being closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FSR. After the financial information is received and approved by GPD, the grant will be identified as "Closed by the Grant Programs Directorate."

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

Appendix 5

Sample Budget Detail Worksheet and Budget Summary

OMB Approval No. 1121-0188

Purpose. The Budget Detail Worksheet may be used as a guide to assist applicants in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

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

TOTAL _____

B. Fringe Benefits. Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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TOTAL _____

Total Personnel & Fringe Benefits _____

C. Travel. Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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TOTAL _____

D. Equipment. List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Note: Organization’s own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the “Supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
-------------	--------------------	-------------

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

TOTAL _____

E. Supplies. List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. (Note: Organization’s own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
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TOTAL _____

F. Consultants/Contracts. Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	-------------------------	--------------------	-------------

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

Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

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

Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. .

<u>Item</u>	<u>Cost</u>
--------------------	--------------------

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

Subtotal _____

TOTAL _____

G. Other Costs. List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

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

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

TOTAL _____

H. Indirect Costs. Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant’s accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	---------------------------	--------------------

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

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

Budget Proposal: Summary and Detail Submission and File Naming Convention.

The Budget Proposal with Summary and Detail Budget information must be submitted with the grant application as a file attachment within grants.gov. Applicants must use the following file naming convention when submitting required documents as part of the FY 2008 NET Guard Grant Program:

- NET Guard BP_Jurisdiction_State_Last Name of POC
(Example: NET Guard BP_City_ST_Smith)

Appendix 6

Additional Resources

This Appendix describes several resources that may help applicants in completing a CCP NET Guard Pilot Program application.

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

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

2. Grant Programs Directorate (GPD). FEMA GPD and FEMA Regions will provide fiscal support and technical assistance for this grant program.

For financial and administrative questions, all grant and sub-grant recipients should refer to 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Institutions of higher education, hospitals, and other non-profit organizations should refer to 2 CFR Part 215 for the applicable uniform administrative requirements.

Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via email to ask-OGO@dhs.gov.

3. GSA's Cooperative Purchasing Program. The U.S. General Services Administration (GSA) offers two efficient and effective procurement programs for State and local governments to purchase products and services to fulfill homeland security and other technology needs. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term, indefinite delivery, indefinite quantity, government-wide contracts with commercial firms of all sizes.

- Cooperative Purchasing Program
Section 211 of the E-Government Act of 2002, authorized GSA sales of Schedule 70 IT products and services to State and Local Governments through the introduction of Cooperative Purchasing. The Cooperative Purchasing program allows State and local governments to purchase from Schedule 70 (the Information Technology Schedule) and

the Consolidated Schedule (containing IT Special Item Numbers) **only**. Cooperative Purchasing is authorized by Federal law and was enacted when Section 211 of the E-Government Act of 2002 amended the Federal Property and Administrative Services Act.



Under this program, State and local governments have access to over 3,500 GSA Schedule contractors who have voluntarily modified their contracts to participate in the Cooperative Purchasing program. The U.S. General Services Administration provides a definition of State and local governments as well as other vital information under the frequently asked questions section on its website at <http://www.gsa.gov/cooperativepurchasing>.

- **Disaster Recovery Purchasing Program**

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

In the aftermath of emergency events, State or local governments' systems may be disrupted. Thus, use of Federal Supply schedule contracts prior to these events to acquire products or services to be used to facilitate recovery is authorized. State or local governments will be responsible for ensuring that purchased products or services are to be used to facilitate recovery.

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

State and local governments can find a list of eligible contractors on GSA's website, <http://www.gsalibrary.gsa.gov>, denoted with a  or  symbol.

Assistance is available from GSA on the Cooperative Purchasing and Disaster Purchasing Program at the local and national levels. For assistance at the local level, visit <http://www.gsa.gov/csd> to find the point of contact in your area. For assistance at the national level, contact Tricia Reed at patricia.reed@gsa.gov, 571-259-9921. More information is available at <http://www.gsa.gov/cooperativepurchasing> and <http://www.gsa.gov/disasterrecovery>.

4. Exercise Direct Support. FEMA has engaged multiple contractors with significant experience in designing, conducting, and evaluating exercises to provide support to Regions, States and local jurisdictions in accordance with State Homeland Security Strategies and the Homeland Security Exercise and Evaluation Program (HSEEP). Contract support is available to conduct a Training and Exercise (T&E) Plan Workshop

to develop a Multi-year Exercise T&E Plan and build or enhance the capacity of jurisdictions to design, develop, conduct, and evaluate effective exercises.

In FY 2008, support for planning and conduct of exercises has shifted in strategy from a State-focused approach, organized by National Preparedness Directorate Headquarters, to a regional (multi-State) approach, organized by the FEMA Regions, to more efficiently integrate national, regional, territorial, tribal, State and local preparedness exercises. At this time, the Regional Exercise Support Program will provide support for one discussion-based exercise (i.e., seminar, workshop or tabletop) and five operations-based (i.e., drills, functional exercises, full scale exercises) exercises within each of the 10 FEMA Regions. The Regional Exercise Support Program support is not limited to new exercises initiatives and can be applied to ongoing exercises to maintain continuity of existing planning schedules. State requests for support will be considered, however priority will be given to exercise initiatives that support collaboration within a Region.

Additional guidance on the Regional Exercise Support Program to include the application process, as well as information on the HSEEP, is available at <http://hseep.dhs.gov>.

5. Homeland Security Preparedness Technical Assistance Program. The Homeland Security Preparedness Technical Assistance Program (HSPTAP) provides technical assistance on a first-come, first-served basis (and subject to the availability of funding) to eligible organizations to enhance their capacity and preparedness to respond to CBRNE terrorist incidents. In addition to the risk assessment assistance already being provided, FEMA also offers a variety of other technical assistance programs.

More information can be found at <http://www.fema.gov/government/grant>

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

The LLIS website also includes a national directory of responders and homeland security officials, as well as an updated list of homeland security exercises, events, and conferences. Additionally, LLIS includes online collaboration tools, including secure email and message boards, where users can exchange information. LLIS uses strong encryption and active site monitoring to protect all information housed on the system. The LLIS website is <https://www.llis.gov>.

7. Information Sharing Systems. FEMA encourages all State, regional, local, and Tribal entities using FY08 HSGP funding in support of information sharing and

intelligence fusion and analysis centers to leverage available Federal information sharing systems, including Law Enforcement Online (LEO) and the Homeland Security Information Network (HSIN). For additional information on LEO, contact the LEO Program Office at leoprogramoffice@leo.gov or 202-324-8833. For additional information on HSIN and available technical assistance, contact the HSIN Help Desk at (703) 674-3003.