



U.S. DEPARTMENT OF HOMELAND SECURITY

**FISCAL YEAR 2009**

**EMERGENCY OPERATIONS CENTER**

**GUIDANCE AND APPLICATION KIT**

**DECEMBER 2008**



U.S. DEPARTMENT OF HOMELAND SECURITY

**Title of Opportunity:** Emergency Operations Center (EOC) Grant Program

**Funding Opportunity Number:** DHS-09-GPD-052-1970

**Federal Agency Name:** FEMA Grant Programs Directorate (GPD)

**Announcement Type:** Initial

**Dates:** All competitive and non-competitive Investment Justifications should be submitted by the eligible State, local, or tribal government's principal EOC to the State Administrative Agency (SAA) **no later than 11:59 PM EST, February 6, 2009** to ensure adequate time for a State review of competitive applications and consolidation of the non-competitive Investment Justifications. Completed applications must be submitted by the SAA electronically through [www.grants.gov](http://www.grants.gov) **no later than 11:59 PM EST, February 27, 2009**.

**Additional overview information:** In Fiscal Year (FY) 2009, the EOC Grant Program includes competitive funding available to all eligible State, tribal, and local government's principal EOC, as well as non-competitive funding available to designated EOC projects throughout the Nation.

# CONTENTS

Contents.....	1
Part I. FUNDING OPPORTUNITY DESCRIPTION.....	2
Part II. AWARD INFORMATION .....	3
Part III. ELIGIBILITY INFORMATION .....	5
A.    Eligible Applicants.....	5
B.    Cost Sharing .....	5
C.    Restrictions .....	5
Part IV. APPLICATION AND SUBMISSION INFORMATION.....	6
A.    Address to Request Application Package .....	6
B.    Content and Form of Application .....	6
C.    Submission Dates and Times .....	12
D.    Intergovernmental Review .....	12
E.    Funding Restrictions.....	12
Part V. APPLICATION REVIEW INFORMATION .....	16
A.    Review Criteria.....	16
B.    Review and Selection Process .....	16
C.    Anticipated Announcement and Award Dates .....	17
Part VI. AWARD ADMINISTRATION INFORMATION .....	18
A.    Notice of Award .....	18
B.    Administrative and National Policy Requirements .....	18
C.    Reporting Requirements .....	26
Part VII. FEMA CONTACTS.....	29

## PART I.

# FUNDING OPPORTUNITY DESCRIPTION

The FY 2009 EOC Grant Program is intended to improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, and interoperable EOCs with a focus on addressing identified deficiencies and needs. The EOC Grant Program is authorized by section 614 of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (42 U.S.C. 6196c) as amended by the *Implementing Recommendations of the 9/11 Commission Act of 2007* (Public Law 110-53). Funds for the FY 2009 EOC Grant Program are appropriated under the *Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009* (Public Law 110-329).

The FY 2009 EOC Grant Program will provide \$34,002,500 for construction or renovation of a State, local, or tribal government's principal EOC. Of this amount, \$21,645,000 in non-competitive funding has been appropriated for designated local EOC projects throughout the Nation. The remaining \$12,357,500 shall be allocated competitively to eligible State, local, or tribal government's principal EOCs. **Eligible EOCs requesting competitive funding may request up to \$1,000,000 for construction projects or up to \$250,000 for renovation projects through the FY 2009 EOC Grant Program.**

During the FY 2008 EOC Grant Program, FEMA received a total of 675 individual EOC project applications from State, local, and tribal governments. FEMA was able to select 22 EOC projects for the \$14,572,500 of available FY 2008 funding. Recognizing the limited amount of competitive funding available, consideration will be given to EOC projects that are not already receiving EOC construction and renovation funding through the FY 2008 EOC Grant Program, FY 2009 non-competitive EOC Grant Program, or FY 2009 Emergency Management Performance Grant (EMPG). This grant program is also not intended to fund the construction or renovation of State, local, or tribal fusion centers.

“Construction,” as defined in this program, refers to building a new facility or any changes to the footprint of an existing facility, while “renovation” refers to internal improvements to an existing facility. *Note: Construction or renovation projects requested and funded under the EOC Grant Program must directly support EOC mission goals and cannot supplant projects/activities funded under the Homeland Security Grant Program (HSGP) or EMPG.*

Fully capable emergency operations facilities at the State and local levels are an essential element of a comprehensive national emergency management system and are necessary to ensure continuity of operations and continuity of government in major disasters or emergencies caused by any hazard.

## PART II. AWARD INFORMATION

This section summarizes the award period of performance and the total amount of funding available under the FY 2009 EOC Grant Program, describes the basic distribution method used to determine final grant awards, and identifies all eligible applicants for FY 2009 non-competitive funding.

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

The period of performance of this grant is 36 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.

### ***Available Funding***

The FY 2009 EOC Grant Program will provide \$34,002,500 for construction or renovation of a State, local, or tribal government's principal EOCs. Of this amount, \$21,645,000 in non-competitive funding has been appropriated for designated local EOC projects throughout the Nation. The remaining \$12,357,500 shall be allocated competitively to eligible State, local, or tribal government's principal EOCs. **Eligible EOCs requesting competitive funding may request up to \$1,000,000 for construction projects or up to \$250,000 for renovation projects through the FY 2009 EOC Grant Program.**

**Under the FY 2009 EOC Grant Program, competitive and non-competitive EOCs may propose only one construction or renovation Investment Justification.**

Please see Table 1 for the designated EOCs eligible to receive non-competitive funding.

**Table 1. FY 2009 EOC Grant Program Non-Competitive Allocations**

<b>State</b>	<b>EOC Recipient</b>	<b>FY 2009 Allocation</b>
Arkansas	Sebastian County	\$750,000
California	American Red Cross, Sacramento Sierra Chapter	\$35,000
	City of Bell Gardens	\$175,000
	City of Cudahy	\$50,000
	City of Half Moon Bay	\$750,000
	City of Rialto	\$225,000
	City of Rio Vista	\$150,000
	San Diego Unified School District	\$400,000
	San Francisco Police Department	\$1,000,000
Florida	City of Coral Springs	\$550,000
	City of Miami Beach	\$1,000,000
	Lake County	\$1,000,000
	Marion County	\$750,000
	Sarasota County	\$1,000,000
	Town of Pomona Park	\$300,000
Georgia	Douglas County	\$500,000
Illinois	Cook County	\$1,000,000
Indiana	Spencer County Commissioners	\$1,000,000
Kentucky	Crittenden County	\$750,000
Louisiana	Tensas Parish Police Jury	\$750,000
Michigan	City of Detroit	\$1,000,000
New Jersey	County of Atlantic	\$750,000
	Hudson County	\$1,000,000
New York	Village of Bellerose	\$200,000
North Carolina	North Carolina Department of Crime Control and Public Safety	\$1,000,000
Oregon	City of Gladstone	\$60,000
Pennsylvania	Northumberland County, Department of Public Safety	\$1,000,000
Texas	City of Del Rio	\$500,000
Vermont	Vermont Emergency Management Agency	\$1,000,000
Virginia	Chesterfield County	\$250,000
	City of Richmond	\$750,000
Washington	Snohomish County	\$1,000,000
Wisconsin	Village of Poynette	\$1,000,000
<b>Total</b>		<b>\$21,645,000</b>

## PART III.

# ELIGIBILITY INFORMATION

### A. Eligible Applicants

The Governor of each State and territory is required to designate a SAA to apply for and administer the funds awarded under the FY 2009 EOC Grant Program. **The SAA is the only eligible entity able to apply for the available funding on behalf of each eligible State, local, and tribal government's principal EOC.**

To be eligible to receive FY 2009 EOC Grant Program funding, applicants must meet NIMS compliance requirements. The NIMSCAST will be the required means to report FY 2008 NIMS compliance for FY 2009 preparedness award eligibility. All State and territory grantees were required to submit their compliance assessment via the NIMSCAST by September 30, 2008 in order to be eligible for FY 2009 preparedness programs. The State or territory department/agency grantee reserves the right to determine compliance reporting requirements of their sub-awardees (locals) in order to disperse funds at the local level.

For FY 2009 there are no new NIMS compliance objectives. If FY 2008 NIMS compliance was reported using NIMSCAST and the grantee has met all NIMS compliance requirements, then NIMSCAST will only require an update in FY 2009. Additional information on achieving compliance is available through the FEMA National Integration Center (NIC) at <http://www.fema.gov/emergency/nims/>.

### B. Cost Sharing

The FY 2009 EOC Grant Program has a 75 percent Federal and 25 percent grantee cost share cash- or in-kind match requirement. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. In accordance with 48 U.S.C. 1469a, match requirements are waived for the U.S. Territories of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands. FEMA administers cost sharing requirements in accordance with 44 CFR §13.24, which is located at [http://www.access.gpo.gov/nara/cfr/waisidx\\_07/44cfrv1\\_07.html](http://www.access.gpo.gov/nara/cfr/waisidx_07/44cfrv1_07.html).

### C. Restrictions

Please see Part IV.E. for Management & Administration (M&A) limits and allowable/unallowable costs guidance.

## PART IV.

# APPLICATION AND SUBMISSION INFORMATION

### A. Address to Request Application Package

DHS participates in the Administration's e-government initiative. As part of that initiative, all applications must be filed using the Administration's common electronic "storefront" -- [grants.gov](http://www.grants.gov). Eligible SAAs must apply for funding through this portal, accessible on the Internet at <http://www.grants.gov>. To access application forms and instructions, select "Apply for Grants," and then select "Download Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select "Download Application Package," and then follow the prompts to download the application package. To download the instructions, go to "Download Application Package" and select "Instructions." If you experience difficulties or have any questions, please call the [grants.gov](http://www.grants.gov) customer support hotline at (800) 518-4726.

### B. Content and Form of Application

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

- Competitive Investment Justifications from each eligible State, local, tribal government's principal EOC
- Prioritization of Competitive Investment Justifications (in rank order) in FEMA-provided template
- Non-competitive Investment Justifications from designated local EOCs
- Standard Form 424, Application for Federal Assistance
- Standard Form 424C, Budget Information – Construction Form (if applicable)<sup>1</sup>
- Standard Form 424D, Assurances – Construction Programs (if applicable)
- Standard Form LLL, Disclosure of Lobbying Activities

The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is "*Emergency Operations Centers.*" The CFDA number is **97.001**.

**2. Application via [grants.gov](http://www.grants.gov).** DHS participates in the Administration's e-government initiative. As part of that initiative, all applicants must file their applications using the

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<sup>1</sup> The SAA does not need to collate the individual State, local, and tribal EOC applicants' SF-424C included in the individual Investment Justifications.



Administration's common electronic "storefront" -- [grants.gov](http://www.grants.gov). Eligible SAAs must apply for funding through this portal, accessible on the Internet at <http://www.grants.gov>.

3. **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 (866) 705-5711.
4. **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) at the time of application.
5. **Investment Justification.** As part of the FY 2009 EOC Grant Program application process, both competitive and non-competitive applicants must develop a formal Investment Justification that addresses the construction or renovation Investment proposed for funding and demonstrate how the selected review criteria and proposed EOC project information will improve emergency management and preparedness capabilities. Under the FY 2009 EOC Grant Program, competitive and non-competitive EOCs may propose only one construction or renovation Investment Justification.

FEMA has developed guidelines that establish the required Investment Justification content and helps ensure that submissions are organized in a consistent manner while addressing key data requirements. **Failure to address these data elements in the prescribed format, including the strict formatting guidelines, will result in the rejection of the Investment Justification from review consideration.**

The Investment Justification must: 1) Be created and submitted in Microsoft Word (\*.doc) or text (\*.text); 2) **Not exceed five (5) single-spaced pages, in 12 point Times New Roman font, with a minimum of 1" margins.** The eligible EOC is required to adhere to and include the following section headings, page restrictions, character limitations and scoring criteria within the Investment Justification. Separate attachments **will neither be accepted, nor reviewed**. Additionally, scanned or imaged applications will not be accepted. Applications must use the following file naming convention when submitting required documents as part of the FY 2009 EOC: "FY 2009 EOC <State Abbreviation> - <EOC Name>." The Investment Justifications must be sent electronically to the SAA **no later than 11:59 PM EST, February 6, 2009** to ensure adequate time for a State review of EOC applications.

## FY 2009 EOC Grant Program Investment Justification and Scoring Criteria

Question	Scoring Criteria
<b>I. APPLICANT INFORMATION</b>	
<p><b>Investment Heading:</b></p> <ul style="list-style-type: none"> <li>• Emergency Operations Center Name</li> <li>• FY 2009 EOC Grant Program Project Name</li> <li>• Indicate whether a State, Local, or Tribal EOC</li> <li>• Indicate whether a competitive or non-competitive EOC</li> <li>• Dun and Bradstreet Number<sup>2</sup></li> <li>• Identify any FY 2008 EOC Grant Program funding received, including amount, or any FY 2009 non-competitive EOC Grant Program funding designated</li> <li>• Identify any FY 2009 EMPG funding allocated, including amount</li> <li>• Investment Type: Construction or Renovation<sup>3</sup></li> <li>• Total Cost of proposed EOC Project               <ul style="list-style-type: none"> <li>○ Requested FY 2009 EOC Grant Program Federal funds<sup>4</sup> (0.75 x total cost of proposed project)</li> <li>○ Grantee matching funds (0.25 x total cost of proposed project)</li> </ul> </li> </ul> <p><b>Match Requirement:</b></p> <ul style="list-style-type: none"> <li>• Response Instructions: Describe how the 25% program match requirement for the FY 2009 EOC Grant Program award will be met</li> </ul> <p><b>(800 Character Max not including spaces)</b></p>	<p>This information is for informational purposes only and will not be scored</p>
<b>II. OVERALL</b>	
<p><b>Overall Purpose of Investment:</b></p> <ul style="list-style-type: none"> <li>• Response Instructions: Describe at a high level what will be implemented and accomplished by this Project Investment.</li> </ul> <p><b>(1,800 Character Max not including spaces)</b></p>	<p>The response describes what will be implemented and accomplished by this Investment.</p>
<b>III. NEEDS ASSESSMENT</b>	
<p><b>Needs Assessment:</b></p> <ul style="list-style-type: none"> <li>• Response Instructions: Certify that a facility assessment has been conducted (to include the date and conductor of assessment). Outline how the project will address the identified deficiencies or needs identified in the assessment. Address the impact of project (loss of services) on population/risk.</li> </ul> <p><b>(1,800 Character Max not including spaces)</b></p>	<p>The response describes how the project will address identified deficiencies and needs.</p>

<sup>2</sup> FY 2009 EOC applications can only be submitted with a **current** and **valid** Dun and Bradstreet Data Universal Numbering System (DUNS) number; pending DUNS number **will not be accepted**

<sup>3</sup> “Construction” as defined in this program, refers to building a new facility or any changes to the footprint of an existing facility, while “renovation” refers to internal improvement to an existing facility.”

<sup>4</sup> An EOC may request up to \$1,000,000 for a construction project or up to \$250,000 for a renovation project.

Question	Scoring Criteria
<b>IV. INVESTMENT IMPACT</b>	
<p><b>Investment Impact:</b></p> <ul style="list-style-type: none"> <li>• Response Instructions: Describe how the project will enhance emergency management capabilities for the State, local, or tribal applicant; also noting how the project will be accomplished in a cost effective manner.</li> </ul> <p><b>(1,500 Character Max not including spaces)</b></p>	<p>The response describes how the Investment will mitigate needs and deficiencies outlined in the Needs Assessment portion of the Investment Justification.</p>
<b>V. PRE-EXISTING PLANNING</b>	
<p><b>Pre-Existing Planning</b></p> <ul style="list-style-type: none"> <li>• <b>Facility Assessment</b> Response Instructions: Describe any pre-existing planning that has taken place relative to the deficiencies noted in the facility assessment, including: <ul style="list-style-type: none"> <li>▪ Architectural plans developed</li> <li>▪ Permits in Place</li> <li>▪ Explanation of proposed project including design criteria to address the identified hazards and threats</li> </ul> </li> <li>• Describe any pre-existing planning that has taken place relative to the proposed project.</li> <li>• <b>Hazard-Resistance Guidance</b> Response Instructions: Describe hazard-resistance design guidance utilized as part of the pre-existing planning, such as, but not limited to: <ul style="list-style-type: none"> <li>▪ FEMA 426/452 for identifying and mitigating man-made and terrorist threats</li> <li>▪ FEMA 361 and FEMA 543 for identifying and mitigating flood and wind hazards</li> <li>▪ FEMA 310 (ASCE 31) and FEMA 356 for identifying and mitigating seismic hazards</li> </ul> </li> <li>• <b>Deficiencies/Needs</b> Response Instructions: Describe any current activities that have taken place relative to rectifying the deficiencies or needs identified in the assessment.</li> </ul> <p><b>(2,200 Character Max not including spaces)</b></p>	<p>The response describes how the Facility Assessment and Hazard –Resistance Guidance have helped identify and mitigate against the needs and deficiencies described in the Investment challenges portion of the Investment Justification.</p>

Question	Scoring Criteria
<b>VI. FUNDING PLAN</b>	
<p><b>Funding Plan:</b></p> <ul style="list-style-type: none"> <li>• Response Instructions: This section will focus solely on the amount of Federal funds being requested for this construction or renovation project (<b><u>up to \$1,000,000 for construction projects or up to \$250,000 for renovation projects</u></b>). <ul style="list-style-type: none"> <li>▪ Applicants must make funding requests that are reasonable and justified by direct linkages to activities outlined in this particular Investment.</li> </ul> </li> <li>• <b>Budget Narrative</b> – Each State, local, and tribal EOC applicant must outline proposed costs in the categories identified in the budget detail worksheet.</li> <li>• <b>Budget Detail Worksheet</b> – Each State, local, and tribal EOC applicant must complete and attach the <i>SF 424C: Budget Information – Construction Programs</i> available at: <a href="http://www.grants.gov/agencies/aapproved_standard_forms.jsp#1">http://www.grants.gov/agencies/aapproved_standard_forms.jsp#1</a></li> </ul> <p><i>Note: Investments will be evaluated on the expected impact on security relative to the amount of the Investment (i.e., cost effectiveness).</i></p> <p><b>(800 Character Max not including spaces)</b></p>	<p>The response references the appropriate activities and outlines estimated costs used specifically for the Investment.</p>
<b>VII. FUNDING SOURCES</b>	
<p><b>Supplemental Funding:</b></p> <ul style="list-style-type: none"> <li>• Response Instructions: In addition to the required cash- or in-kind match, discuss other funding sources (e.g., non-FY 2009 EOC Grant Program funds, public or private agreements, future fiscal year grants) that you plan on utilizing for the implementation and/or continued sustainment of this Investment. <ul style="list-style-type: none"> <li>▪ If no other funding resources have been identified beyond the required cash match, or if none are necessary, provide rationale as to why the requested FY 2009 EOC Grant Program funding is sufficient for the implementation and sustainment of this Investment.</li> </ul> </li> </ul> <p><b>(800 Character Max not including spaces)</b></p>	<p>The response addresses aggregate funds required and provides rationale for what is estimated to be sufficient funding for implementation and sustainment of Investment.</p>

Question	Scoring Criteria
<b>VIII. INVESTMENT CHALLENGES</b>	
<p><b>Investment Challenges:</b></p> <ul style="list-style-type: none"> <li>• Response Instructions: List and identify potential challenges to effective implementation of this Investment over the period of performance. Provide a brief description of how each challenge will be addressed and mitigated, and indicate a probability of occurrence (high, medium, or low). Be sure to address the following: <ul style="list-style-type: none"> <li>▪ The necessary steps and stages that will be required for successful implementation of the Investment;</li> <li>▪ Identify areas of possible concern or potential pitfalls in terms of Investment implementation; and,</li> <li>▪ Explain why those areas present the greatest challenge to a successful Investment implementation.</li> </ul> </li> </ul> <p><b>(2,000 Character Max not including spaces)</b></p>	<p>The information provided will be scored based on the indication of an understanding of the Investment’s risk, including cost and schedule.</p>
<b>IX. PROJECT MANAGEMENT</b>	
<p><b>Project Management:</b></p> <ul style="list-style-type: none"> <li>• Response Instructions: Explain how the management team members will organize and work together in order to successfully manage the Investment.</li> </ul> <p><b>(2,000 Character Max not including spaces)</b></p>	<p>Response describes, at a high-level, the roles and responsibilities of the management team, governance structures, and subject matter expertise required to manage the Investment.</p>
<b>X. MILESTONES</b>	
<p><b>Milestones:</b></p> <ul style="list-style-type: none"> <li>• Response Instructions: Provide descriptions of up to 10 major milestones that are critical to the success of the Investment; <ul style="list-style-type: none"> <li>▪ Milestones are for this discrete Investment – those that are covered by the requested FY 2009 EOC Grant Program funds and will be completed over the period of performance for the grant;</li> <li>▪ Milestones should be kept to high-level, major tasks that will need to occur;</li> <li>▪ Identify the planned start date associated with the identified milestone. The start date should reflect the date at which the earliest action will be taken to start achieving the milestone;</li> <li>▪ Identify the planned completion date when all actions related to the milestone will be completed and overall milestone outcome is met; and,</li> <li>▪ List any relevant information that will be critical to the successful completion of the milestone (such as those examples listed in the question text above).</li> </ul> </li> </ul> <p><b>(1,000 Character Max not including spaces)</b></p>	<p>Milestones collectively present a clear sequence of events that will allow the Investment to reach its objectives for this period of performance.</p>

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

Completed applications must be submitted electronically through [www.grants.gov](http://www.grants.gov) no later than **11:59 PM EDT, February 27, 2009**. Late applications will neither be considered, nor reviewed. Upon successful submission, a confirmation e-mail message will be sent with a [grants.gov](http://www.grants.gov) tracking number, which is needed to track the status of the application.

### **D. Intergovernmental Review**

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact their State SPOC to determine if the program has been selected for State review. Executive Order 12372 can be referenced at <http://www.archives.gov/federal-register/codification/executive-order/12372.html>. The names and addresses of the SPOCs are listed on OMB's home page available at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

### **E. Funding Restrictions**

FY 2009 EOC Grant Program funds may only be expended for EOC construction or renovation costs. Allowable costs include EOC design, construction, and renovation costs including, but not limited to, hardening of the structure and building envelope to resist natural and man-made hazards (requirements above code minimums are allowable) and the hardening of systems to better resist damage and contamination from natural and man-made events. Funds must be spent in compliance with rules and regulations noted in this EOC Grant Program Guidance and Application Kit. In addition, planning costs to support the EOC construction or renovation activities are allowable.

#### **1. Management and Administrative (M&A) Costs Guidance**

M&A activities are those defined as directly relating to the management and administration of EOC Grant Program funds, such as financial management and monitoring. A maximum of up to three percent of FY 2009 EOC Grant Program funds awarded may be retained by the State and any funds retained are to be used solely for management and administrative purposes associated with the award. Subgrantees may also use a maximum of up to three percent of the FY 2009 EOC Grant Program funds to be used solely for management and administrative purposes associated with the award.

#### **2. Allowable Costs**

EOC Grant Program funds may only be expended for EOC construction or renovation costs. Funds must be spent in compliance with rules and regulations noted in this EOC Grant Program Guidance and Application Kit.

### **Planning**

Planning costs to support the EOC construction or renovation activities are allowable. These planning activities include the following:

- Developing plans, protocols, or procedures for the operation and use related to new capabilities as a result of the construction or renovation
- Conducting physical security assessments
- Ensuring EOC continuity of operations
- Analyzing constructed or renovated space to support the design and implementation of protection systems (e.g., fire protection and suppression, atmospheric filtration, explosives mitigation)

### **Equipment**

Only equipment integral to EOC construction and renovation activities is allowable. The allowable equipment categories for FY 2009 EOC Grant Program are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), which is sponsored by FEMA at <https://www.rkb.us>.

The Standardized Equipment List (SEL) is located at this site as well. In some cases, items on the SEL are not allowable under EOC or will not be eligible for purchase unless specific conditions are met. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

The select allowable equipment includes equipment from the following AEL categories:

- Explosive Device Mitigation and Remediation (Category 2)
- Information Technology (Category 4)
- Cyber-Security Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Power Equipment (Category 10)
- CBRNE Reference Materials (Category 11)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

If State agencies and/or local governments have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their FEMA Headquarters Program Analyst at (800) 368-6498 for clarification.

States that are using FY 2009 EOC Grant Program funds to purchase Interoperable Communications Equipment (Category 6) must consult SAFECOM's coordinated grant guidance which outlines standards and equipment information to enhance interoperable communications. This guidance can be found at <http://www.safecomprogram.gov>. Additionally, grantees are encouraged to

coordinate with other State and local partners in integrating their interoperable communications plans and projects as outlined in each State's State Interoperable Communications Plan, which were submitted to DHS in December 2007 as part of the DHS/Department of Commerce's Public Safety Interoperable Communications (PSIC) Grant Program.

### **Construction and Renovation**

"Construction," as defined in this program, refers to building a new facility or any changes to the footprint of an existing facility, while "renovation" refers to internal improvements to an existing facility. As noted previously, eligible competitive EOCs may request up to \$1,000,000 for construction projects or up to \$250,000 for renovation projects through the FY 2009 EOC Grant Program. Non-competitive EOCs have been allocated a designated amount of funding, which may be applied entirely towards construction or renovation projects without the cap noted above.

FY 2009 EOC grantees using funds for construction projects must comply with the Davis-Bacon Act. Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor wage determinations, is available from the following website:

<http://www.dol.gov/esa/programs/dbra/>.

All proposed construction and renovation activities must undergo an Environmental and Historic Preservation (EHP) review, including approval of the review from FEMA, prior to undertaking any action related to the project. Any applicant that is proposing a construction project under the FY 2009 EOC should pay special attention to the EHP requirements contained in Part VI (B, 5.7) of the Guidance. Failure of a grant recipient to meet these requirements may jeopardize Federal funding.

### **3. Unallowable Costs**

FY 2009 EOC Grant Program funds may **not** be spent towards **organization, training, or exercises** costs. In addition, FY 2009 EOC Grant Program funds may not be spent towards:

- Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers and related equipment (other than for allowable M&A activities, or otherwise associated preparedness or response functions), general-use vehicles, licensing fees, weapons systems and ammunition
- Costs to support the hiring of emergency managers or the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Activities unrelated to the completion and implementation of EOC construction or renovation



- Other items not in accordance with the portions of the AEL and allowable costs listed above

## PART V.

# APPLICATION REVIEW INFORMATION

### A. Review Criteria

FEMA recognizes that each State, local, and tribal jurisdiction has unique emergency management needs. Construction and renovation projects will be reviewed based on how well they address the following criteria:

- State-identified priorities
- Quality of justification
- Preexisting planning

Applications will be reviewed for completeness, adherence to programmatic guidelines, feasibility, and how well the Investment Justification addresses the improvement of emergency management and preparedness capabilities.

Recognizing the limited amount of competitive funding available, consideration will be given to EOC projects that are not already receiving construction and renovation funding through the FY 2008 EOC Grant Program, FY 2009 non-competitive EOC Grant Program, or FY 2009 EMPG.

### B. Review and Selection Process

Applications will be reviewed in two phases to leverage local knowledge and understanding of the applicant's emergency management and preparedness capabilities, while also ensuring coordination and alignment with Federal, State, and local preparedness efforts.

- **State Review:** All competitive and non-competitive Investment Justifications should be submitted by the eligible State, local, or tribal government's principal EOC to the SAA **no later than 11:59 PM EST, February 6, 2009** to ensure adequate time for a State review of competitive applications and consolidation of the non-competitive Investment Justifications.

The SAA, in coordination with the State Emergency Management Agency, will review all Investment Justifications to score and prioritize the competitive projects and review the non-competitive projects. The SAA has the discretion to include other State, tribal, or local government representatives to participate in the State review.

FEMA will provide the SAA the *Prioritization of Competitive Investment Justifications* template, which will allow the SAA to provide the scores from the State Review along with a prioritized list of EOC projects, ranked in consideration of two factors:

- Need – The relative need for the EOC compared to the other applicants
- Impact – The potential impact of the EOC Investment on achieving maximum emergency management and preparedness capabilities at minimal cost

The method by which an SAA chooses to review Investments using the two factors is at the discretion of the SAA and State Emergency Management Agency, provided the output of the State Review is:

- Completed *Prioritization of Competitive Investment Justifications* template
- Competitive Investment Justifications
- Non-competitive Investment Justifications.

The completed template **must** be submitted to FEMA with the applicable Investment Justifications **no later than 11:59 PM EDT, February 27, 2009**.

- **National Review**

The highest-scoring and highest-priority competitive Investment Justifications will be reviewed by a National review panel, to include FEMA headquarters and regional staff and peer subject matter experts. FEMA will use the results of the reviews to make competitive funding recommendations to the Secretary of Homeland Security. In addition, the non-competitive Investment Justifications will be reviewed by the National review panel to ensure the proposed project is properly substantiated.

**NOTE: Upon award, the recipient may only fund construction and renovation activities that were included in the FY 2009 EOC Grant Program Investment Justification submitted to FEMA and evaluated through the National review process. In addition, release of non-competitive EOC Grant Program funding is subject to successful completion and approval of Investment Justifications.**

### **C. Anticipated Announcement and Award Dates**

FEMA will evaluate and act on applications in a timeframe consistent with the *Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009* (Public Law 110-329). Awards will be made on or before September 30, 2009.

## PART VI.

# AWARD ADMINISTRATION INFORMATION

### A. Notice of Award

Upon approval of an application, the grant will be awarded to the grant recipient. The date that this is done is the “award date.” Notification of award approval is made through the Grants Management System (GMS). Once an award has been approved, a notice is sent to the authorized grantee official. The grantee must follow the directions in the notification 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, please contact your 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.

The period of performance is 36 months. Any unobligated funds will be deobligated at the end of the 90 day close-out period. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications why an extension is required.

### B. Administrative and National Policy Requirements

1. **State Preparedness Report.** The *Post-Katrina Emergency Management Reform Act of 2006* (Public Law 109-295) requires any State that receives Federal preparedness assistance to submit a State Preparedness Report to DHS. FEMA will provide additional guidance on the requirements for updating State Preparedness Reports. **Receipt of this report is a prerequisite for applicants to receive any FY 2009 DHS preparedness grant funding.**
2. **Standard Financial Requirements.** The grantee and any subgrantee shall comply with all applicable laws and regulations. A non-exclusive list of regulations commonly applicable to DHS grants is listed below:
  - 2.1 -- **Administrative Requirements.**
    - 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
    - 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)

## **2.2 -- Cost Principles.**

- 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
- 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
- 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
- Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

## **2.3 -- Audit Requirements.**

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

**2.4 -- Duplication of Benefits.** There may not be a duplication of any federal assistance, per A-87, Basic Guidelines Section C.3 (c), which states: Any cost allocable to a particular Federal award or cost objective under the principles provided for in this Circular may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by law or terms of the Federal awards, or for other reasons. However, this prohibition would not preclude governmental units from shifting costs that are allowable under two or more awards in accordance with existing program agreements.

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

## **4. Technology Requirements.**

**4.1 -- 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 grant awards. Further information about the required use of NIEM specifications and guidelines is available at <http://www.niem.gov>.

**4.2 -- 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>.

**4.3 -- 28 CFR Part 23 guidance.** FEMA requires that any information technology system funded or supported by these funds comply with 28 CFR Part 23, Criminal Intelligence Systems Operating Policies, if this regulation is determined to be applicable.

## 5. Administrative Requirements.

**5.1 -- Freedom of Information Act (FOIA).** FEMA recognizes that much of the information submitted in the course of applying for funding under this program or provided in the course of its grant management activities may be considered law enforcement sensitive or otherwise important to national security interests. While this information under Federal control is subject to requests made pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the FEMA FOIA Office, and may likely fall within one or more of the available exemptions under the Act. The applicant is encouraged to consult its own State and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. The 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.

**5.2 -- Protected Critical Infrastructure Information (PCII).** The PCII Program, established pursuant to the Critical Infrastructure Information Act of 2002 (Public Law 107-296) (CII Act), created a new framework, which enables State and local jurisdictions and members of the private sector to voluntarily 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 a formal recognition that the covered government entity has the capacity and capability to receive and store PCII. DHS encourages all SAAs to pursue PCII accreditation to cover their State government and attending local government agencies. Accreditation activities include signing a memorandum of agreement (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](mailto:pcii-info@dhs.gov).

**5.3 -- 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.

- *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.
- *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.
- *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.

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

**5.5 -- 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 assistance from FEMA. In addition, Executive Order 13347, *Individuals with Disabilities in Emergency Preparedness* signed in July 2004, requires the Federal Government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. Executive Order 13347 requires the Federal government to encourage consideration of the needs of individuals with

disabilities served by State, local, and tribal governments in emergency preparedness planning.

FEMA 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:

- **Comprehensive Preparedness Guide 301 (CPG-301): Interim Emergency Management Planning Guide for Special Needs Populations:** CPG-301 is designed to aid tribal, State, territorial, and local governments in planning for individuals with special needs. CPG-301 outlines special needs considerations for: Developing Informed Plans; Assessments and Registries; Emergency Public Information/Communication; Sheltering and Mass Care; Evacuation; Transportation; Human Services/Medical Management; Congregate Settings; Recovery; and Training and Exercises. CPG-301 is available at <http://www.fema.gov/pdf/media/2008/301.pdf>.
- **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 Federal, State, and local 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.



**5.6 -- Compliance with the National Energy Conservation Policy and Energy Policy Acts.** In accordance with the *Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009* (Public Law 110-329), grant funds must comply with the following two requirements:

- None of the funds made available shall be used in contravention of the Federal buildings performance and reporting requirements of Executive Order 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 USC13212).

**5.7 -- 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 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 these 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.

Recipient shall not undertake any project having the potential to impact EHP resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and **modifications to buildings, structures and objects** that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. **Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.**

For more information on FEMA's EHP requirements, SAAs should refer to FEMA's Information Bulletin #271, *Environmental Planning and Historic Preservation Requirements for Grants*, available at <http://ojp.usdoj.gov/odp/docs/info271.pdf>. Additional information and resources can also be found at <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm>.

**5.8 -- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121-5206, and Related Authorities.** Awards of funding under this program are subject to the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Public Law 93-288), as amended. Specifically, 42 U.S.C. 5196, Subtitle A, Powers and Duties, Section 611, Detailed Functions of Administration, Subsection (j)(9), Financial Contributions, requires recipients of funds under Title VI of the Stafford Act for construction projects to comply with the Davis-Bacon Act. Additionally, 42 U.S.C.

5206 requires all recipients of funds under the Stafford Act to comply with the Buy American Act (41 U.S.C. 10a et seq.).

**5.9 -- Royalty-free License.** Applicants are advised that FEMA reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes: (a) the copyright in any work developed under an award or sub-award; and (b) any rights of copyright to which an award recipient or sub-recipient purchases ownership with Federal support. Award recipients must agree to consult with FEMA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

**5.10 -- FEMA GPD Publications Statement.** Applicants are advised that all publications created with funding under any grant award shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."

**5.11 -- Equipment Marking.** Applicants are advised that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."

**5.12 -- Disadvantaged Business Requirement.** Applicants are advised that, to the extent that recipients of a grant use contractors or subcontractors, such recipients shall use small, minority, women-owned or disadvantaged business concerns and contractors or subcontractors to the extent practicable.

**5.13 -- National Preparedness Reporting Compliance.** *The Government Performance and Results Act* (Public Law 103-62) (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. Award recipients must agree to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within their grant agreement. This includes any assessments, audits, or investigations conducted by the Department of Homeland Security, Office of the Inspector General, or the Government Accountability Office.

## C. Reporting Requirements

Reporting requirements must be met throughout the life of the grant. Please note that FEMA Payment and Reporting System (PARS) contains edits that will prevent access to funds if reporting requirements are not met on a timely basis.

- 1. 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 filed online** through the PARS.

Reporting periods and due dates:

- October 1 – December 31; *Due January 30*
- January 1 – March 31; *Due April 30*
- April 1 – June 30; *Due July 30*
- July 1 – September 30; *Due October 30*

- 2. 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 SAAs are responsible for completing and submitting the CAPR reports. Awardees should include a statement in the narrative field of the CAPR that reads: *See BSIR*.

The CAPR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1 through December 31). Future awards and fund drawdowns may be withheld if these reports are delinquent.

CAPRs must be filed online at <https://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. Initial Strategy Implementation Plan (ISIP).** Following an award, the awardees will be responsible for providing updated obligation and expenditure information to meet the pass-through requirement. The applicable SAAs are responsible for completing and submitting the ISIP online.

***Required submission: ISIP (due within 45 days of the award date).***

- 4. Biannual Strategy Implementation Reports (BSIR).** Following an award, the awardees will be responsible for providing updated obligation and expenditure information on a semi-annual basis. The applicable SAAs are responsible for completing and submitting the BSIR reports which is a component of the CAPR. The BSIR submission will satisfy the narrative requirement of the CAPR. SAAs are still required to submit the CAPR with a statement in the narrative field that reads: *See BSIR.*

The BSIR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1 through December 31). Updated obligations and expenditure information must be provided with the BSIR to show progress made toward meeting strategic goals and objectives. Future awards and fund drawdowns may be withheld if these reports are delinquent.

***Required submission: BSIR (due semi-annually).***

- 5. Financial and Compliance Audit Report.** Recipients that expend \$500,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with 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 2009 EOC Grant Program 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.

### ***Monitoring***

Grant recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met. Programmatic monitoring may also include the Regional Federal Preparedness Coordinators, when appropriate, to ensure consistency of project Investments with Regional and National goals and policies, as well as to help synchronize similar Investments ongoing at the Federal, State, and local levels.

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.

### ***Grant Close-Out Process***

Within 90 days after the end of the period of performance, grantees 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 close-out notice will be completed to close out the grant. The notice will indicate the project 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 FSR. The grantee is responsible for returning any funds that have been drawdown but remain as unliquidated on grantee financial records.

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

## PART VII.

# FEMA CONTACTS

This section describes several resources that may help applicants in completing a FEMA grant application and to help in submission of projects that will have the highest impact on reducing risks.

- 1. Centralized Scheduling & Information Desk (CSID) Help Line.** 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. CSID provides general information on all FEMA grant programs and information on the characteristics of CBRNE, agro-terrorism, defensive equipment, mitigation techniques, and available Federal assets and resources.

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. CSID can be contacted at (800) 368-6498 or [askcsid@dhs.gov](mailto: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 will provide fiscal support, including pre- and post-award administration and technical assistance, to the grant programs included in this solicitation. FEMA GPD, in coordination with the FEMA Regions, will also provide programmatic support to grantees to ensure EOC grants funds are expended and managed appropriately, as well as in coordination with EMPG funding where appropriate. Additional fiscal guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@dhs.gov](mailto:ASK-GMD@dhs.gov).

- 3. FEMA Regions.** FEMA Regions provide grant management support for FY 2009 EOC Grant Program grant awards after FEMA GPD issues the award. These contacts include:

FEMA Region I	(617) 832-4752
FEMA Region II	(212) 680-3647
FEMA Region III	(215) 931-5586
FEMA Region IV	(770) 220-5304
FEMA Region V	(312) 408-5395
FEMA Region VI	(940) 898-5575
FEMA Region VII	(816) 283-7084
FEMA Region VIII	(303) 235-4625

FEMA Region IX (510) 627-7021  
FEMA Region X (425) 487-4693

**4. GSA's State and Local Purchasing Programs.** 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  
Cooperative Purchasing, authorized by statute, allows State and local governments to purchase a variety of supplies (products) and services under specific GSA Schedule contracts to save time, money, and meet their everyday needs and missions.



The Cooperative Purchasing program allows State and local governments to purchase alarm and signal systems, facility management systems, firefighting and rescue equipment, law enforcement and security equipment, marine craft and related equipment, special purpose clothing, and related services off of Schedule 84 and Information Technology products and professional services off of Schedule 70 and the Consolidated Schedule (containing IT Special Item Numbers) **only**. Cooperative Purchasing for these categories is authorized under Federal law by the *Local Preparedness Acquisition Act* (Public Law 110-248) and Section 211 of the *E-Government Act of 2002* (Public Law 107-347).

Under this program, State and local governments have access to 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 GSA to provide State and Local governments the use of ALL GSA Federal Supply Schedules 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*.



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 contractors on GSA's website, <http://www.gsaelibrary.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 a local customer service director in your area. For assistance at the national level, contact Tricia Reed at [tricia.reed@gsa.gov](mailto:tricia.reed@gsa.gov) or (571) 259-9921. More information is available on all GSA State and local programs at: [www.gsa.gov/stateandlocal](http://www.gsa.gov/stateandlocal).

- 5. Homeland Security Preparedness Technical Assistance Program.** The Homeland Security Preparedness Technical Assistance Program (HSPTAP) provides direct support 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 prevent, protect against, respond to, and recover from terrorist and all hazard threats. In addition to the risk assessment assistance already being provided, FEMA also offers a variety of other direct support assistance programs.

More information can be found at [http://www.fema.gov/about/divisions/pppa\\_ta.shtm](http://www.fema.gov/about/divisions/pppa_ta.shtm).

- 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 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 FY 2009 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](mailto: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.