

**The Department of Homeland Security (DHS)  
Notice of Funding Opportunity (NOFO)  
Fiscal Year (FY) 2020 Emergency Management Performance Grant Program  
(EMPG)**

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

**A. Program Description**

**1. Issued By**

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

**2. Assistance Listings (formerly Catalog of Federal Domestic Assistance (CFDA) Number)**

97.042

**3. Assistance Listings Title (formerly CFDA Title)**

Emergency Management Performance Grant Program (EMPG)

**4. Funding Opportunity Title**

Emergency Management Performance Grant Program

**5. Funding Opportunity Number**

DHS-20-GPD-075-00-01

**6. Authorizing Authority for Program**

*Section 662 of the Post-Katrina Emergency Management Reform Act of 2006 (PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.); the Earthquake Hazards Reduction Act of 1977, as amended (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 et seq.); and the National Flood Insurance Act of 1968, as amended (Pub. L. No. 90448) (42 U.S.C. §§ 4001 et seq.).*

**7. Appropriation Authority for Program**

*Department of Homeland Security Appropriations Act, 2020 (Pub. L. No. 116-93)*

## **8. Announcement Type**

Formula

## **9. Program Overview, Objectives, and Priorities**

### **Overview**

The Fiscal Year (FY) 2020 Emergency Management Performance Grant (EMPG) Program is one of the grant programs that constitute the Department of Homeland Security (DHS)/Federal Emergency Management Agency's (FEMA's) focus on all-hazards emergency preparedness. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the five basic homeland security missions noted in the 2018 DHS Quadrennial Homeland Security Review, EMPG supports the goal to Strengthen National Preparedness and Resilience. The 2018-2022 FEMA Strategic Plan creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The EMPG Program supports the goals of Building a Culture of Preparedness and Ready the Nation for Catastrophic Disasters. We invite all stakeholders and partners to also adopt these priorities and join us in building a more prepared and resilient nation.

### **Objectives**

The FY 2020 EMPG program will provide funds to assist State, local, tribal, and territorial emergency management agencies to implement the National Preparedness System and the National Preparedness Goal (the Goal) of a secure and resilient nation.

### **Priorities**

All EMPG applicants must develop and submit a Work Plan as described in the "EMPG Work Plan" section of the Preparedness Grants Manual. All EMPG Work Plans will require final approval by the Regional Administrator. Prior to submission of the EMPG Work Plan, the applicant must work with the Regional Administrator or designated FEMA Regional Program Manager to ensure that regional or state priorities are properly addressed in the EMPG Work Plan. In general, these priorities will address the "persistent preparedness challenges" identified in the National Preparedness Report (NPR), which evaluates progress in building, sustaining, and delivering the core capabilities outlined in the National Preparedness Goal. This analysis provides a national perspective on critical preparedness trends for whole community partners to use to inform program priorities, allocate resources, and communicate with stakeholders about issues of shared concern. The NPR can be found at <http://www.fema.gov/national-preparedness-report>.

A goal of this approach will be funding projects that address areas for improvement identified through lessons-learned from recent disasters, including:

- Logistics – Distribution Management Planning;
- Evacuation Plan/Annex;
- Disaster Financial Management;
- Catastrophic Disaster Housing; and
- Resilient Communications.

EMPG funding also can be used to assist emergency managers with implementing community lifelines. The lifelines concept simplifies incident information to provide decision makers with clearly identified impacts to critical community services and root causes that inform response and recovery actions. The [Community Lifelines Implementation Toolkit](#) provides whole community partners the information and resources to understand lifelines and to coordinate with entities using lifelines. The toolkit serves as basic guidance for how to implement the lifeline construct during incident response.

The table below provides a high-level breakdown of priority areas, showing both the core capabilities enhanced and lifelines supported, as well as examples of project types for each area. A detailed description of allowable investments for each project type is included in the [Preparedness Grants Manual](#).

#### FY 2020 EMPG Funding Priorities

Priority Area	Core Capabilities	Lifelines	Example Project Types
Logistics – Distribution Management Planning	<ul style="list-style-type: none"> <li>• Logistics and Supply Chain Management</li> <li>• Supply Chain Integrity and Security</li> </ul>	<ul style="list-style-type: none"> <li>• Food, Water and Shelter</li> <li>• Health and Medical</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Development of a Distribution Management Plan which addresses:               <ul style="list-style-type: none"> <li>○ State/local staging site plans</li> <li>○ State/local commodity point of distribution site plans</li> <li>○ Staging and Point of Distribution staffing strategies/plans</li> <li>○ Transportation strategies/plans</li> <li>○ Resource sourcing strategies/plans</li> </ul> </li> </ul>

Priority Area	Core Capabilities	Lifelines	Example Project Types
Evacuation Plan/Annex	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Risk Management for Protection Programs &amp; Activities</li> <li>• Risk &amp; Disaster Resilience Assessment</li> <li>• Threats and Hazards Identification</li> <li>• Operational Coordination</li> <li>• Long-Term Vulnerability Reduction</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Identify plausible, worst case threats and hazards</li> <li>• Identify planning gaps and capability shortfalls</li> <li>• Identify access and functional needs considerations</li> <li>• Identify animal evacuation considerations</li> <li>• Identify embarkation/debarkation sites</li> <li>• Development of phased-zone evacuation approach</li> </ul>
Disaster Financial Management	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Risk management for protection programs &amp; activities</li> <li>• Risk &amp; disaster resilience assessment</li> <li>• Community resilience</li> <li>• Economic recovery</li> </ul>	<ul style="list-style-type: none"> <li>• Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Development of plan for the sequencing of Federal, nonprofit, and State disaster programs</li> <li>• Development of Disaster Financial Management Plan</li> </ul>
Catastrophic Disaster Housing	<ul style="list-style-type: none"> <li>• Housing</li> <li>• Planning</li> <li>• Situational assessment</li> <li>• Physical protective measures</li> </ul>	<ul style="list-style-type: none"> <li>• Food, Water and Shelter</li> </ul>	<ul style="list-style-type: none"> <li>• Development of State-led disaster housing task force plan</li> <li>• Establishment of State Disaster Recovery Coordinator</li> <li>• Completion of State Housing Strategy template</li> </ul>

Priority Area	Core Capabilities	Lifelines	Example Project Types
Resilient Communications	<ul style="list-style-type: none"> <li>• Operational Communications</li> <li>• Planning</li> <li>• Public Information and Warning</li> <li>• Operational Coordination</li> <li>• Intelligence and Information Sharing</li> <li>• Cybersecurity</li> <li>• Physical Protective Measures</li> <li>• Long-Term Vulnerability Reduction</li> <li>• Risk and Disaster Resilience Assessment</li> <li>• Threats and Hazards Identification</li> <li>• Infrastructure Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Development of Statewide Communication Interoperability Plans (SCIP), Tactical Interoperable Communications Plans (TICP), and Standard Operating Procedures (SOPs) that address continuity and recovery of emergency communication systems</li> <li>• Conducting of risk and vulnerability assessments associated with emergency communications systems, to include cybersecurity risks.</li> <li>• Conducting of National Incident Management System (NIMS) compliant training, exercise, and evaluation activities to test emergency communications capabilities, to include testing of resiliency and continuity of communications.</li> <li>• Physical hardening of infrastructure systems and support emergency communications.</li> </ul>
Implementation of Community Lifelines	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Situational Assessment</li> <li>• Operational Coordination</li> <li>• Community Resilience</li> </ul>	<ul style="list-style-type: none"> <li>• Safety and Security</li> <li>• Food, Water and Shelter</li> <li>• Health and Medical</li> <li>• Energy</li> <li>• Communications</li> <li>• Transportation</li> <li>• Hazardous Materials</li> </ul>	<ul style="list-style-type: none"> <li>• Hiring or contracting of planners to update emergency operations plans to address community lifelines</li> <li>• Training of emergency managers on community lifelines concept and use</li> <li>• Exercises to measure effectiveness of community lifelines implementation.</li> </ul>

DHS/FEMA also requires EMPG recipients to complete a THIRA/SPR and to prioritize grant funding to support closing capability gaps or sustaining capabilities that address the Region-specific priorities. Additional information on the THIRA/SPR process, including other National Preparedness System (NPS) tools and resources, can be found at <https://www.fema.gov/national-preparedness-system>.

#### **10. Performance Metrics**

Performance metrics for this program are as follows:

- Percentage improvement in Stakeholder Preparedness Review (SPR) capabilities against Threat and Hazard Identification and Risk Assessment (THIRA) targets

### **B. Federal Award Information**

#### **Award Amounts, Important Dates, and Extensions**

**Available Funding for the EMPG:     \$355,100,000**

EMPG awards are based on section 662 of the *Post-Katrina Emergency Management Reform Act of 2006*, as amended, (6 U.S.C. § 762). All 50 States, the District of Columbia, and Puerto Rico receive a base amount of 0.75 percent of the total available funding appropriated for the EMPG program. Four territories (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands) receive a base amount of 0.25 percent of the total available funding appropriated for the EMPG program. The remaining balance of the funds appropriated for the EMPG funds are distributed on a population-share basis. Pursuant to Article X of the Federal Programs and Services Agreement of the *Compact of Free Association Act* (Pub. L. No. 108-188), a set amount of funds (\$100,000 total) are also available from the Disaster Relief Fund for the Federated States of Micronesia and for the Republic of the Marshall Islands.

## FY 2020 EMPG Allocations

FY 2020 Emergency Management Performance Grant (EMPG) Funding Allocations			
State/Territory	Allocation	State/Territory	Allocation
Alabama	\$5,810,021	New Hampshire	\$3,535,345
Alaska	\$3,132,104	New Jersey	\$8,364,279
Arizona	\$7,334,955	New Mexico	\$4,008,526
Arkansas	\$4,599,731	New York	\$15,150,401
California	\$28,026,736	North Carolina	\$9,395,157
Colorado	\$6,359,228	North Dakota	\$3,151,693
Connecticut	\$4,951,179	Ohio	\$10,166,130
Delaware	\$3,287,592	Oklahoma	\$5,202,614
District of Columbia	\$3,115,544	Oregon	\$5,370,008
Florida	\$16,449,788	Pennsylvania	\$10,880,531
Georgia	\$9,478,184	Rhode Island	\$3,342,540
Hawaii	\$3,571,396	South Carolina	\$5,967,634
Idaho	\$3,809,678	South Dakota	\$3,230,393
Illinois	\$10,796,972	Tennessee	\$7,046,379
Indiana	\$6,984,140	Texas	\$21,275,940
Iowa	\$4,687,846	Utah	\$4,720,513
Kansas	\$4,532,655	Vermont	\$3,063,060
Kentucky	\$5,530,451	Virginia	\$8,141,739
Louisiana	\$5,646,719	Washington	\$7,550,758
Maine	\$3,525,395	West Virginia	\$3,812,940
Maryland	\$6,543,427	Wisconsin	\$6,400,118
Massachusetts	\$7,087,032	Wyoming	\$3,034,025
Michigan	\$9,073,402	Puerto Rico	\$4,712,641
Minnesota	\$6,282,771	U.S. Virgin Islands	\$955,950
Mississippi	\$4,572,991	American Samoa	\$919,683
Missouri	\$6,602,323	Guam	\$995,439
Montana	\$3,348,585	Northern Mariana Islands	\$920,700
Nebraska	\$3,904,262	Republic of the Marshall Islands	\$50,000
Nevada	\$4,639,757	Federated States of Micronesia	\$50,000
<b>Total</b>			<b>\$355,100,000</b>

**Period of Performance:**

36 months

Extensions to the period of performance are allowed. For additional information on period of performance extensions, please refer to the [Preparedness Grants Manual](#). DHS/FEMA anticipates the overall period of performance for awards issued under this NOFO will be up to 84 months, encompassing five program years. DHS/FEMA anticipates that it will fund a program year every twelve months, and that the period of performance for the funds provided in each program year will be three years. The funds provided under this announcement will be for the first program year, which will have a three-year period of performance. Annual funding for program years two through five is not currently available and will only be provided subject to the availability of funds. Should funding become available for additional

program years, applicants will be required to submit an application and proposed budget for approval by DHS/FEMA before any additional funds are awarded.

**Projected Period of Performance Start Date(s):** October 1, 2019

**Projected Period of Performance End Date(s):** September 30, 2022

**Funding Instrument Type:** Grant

### **C. Eligibility Information**

#### **1. Eligible Applicants**

State or territorial governments (the State Administrative Agency [SAA] or the State’s Emergency Management Agency [EMA]).

#### **2. Applicant Eligibility Criteria**

All 56 States and territories, as well as the Republic of the Marshall Islands and the Federated States of Micronesia (collectively “state or territory”), are eligible to apply for FY 2020 EMPG funds. Either the SAA or the EMA is eligible to apply directly to FEMA for EMPG funds on behalf of each state or territory. However, only one application will be accepted from each state or territory.

#### **3. Other Eligibility Criteria**

##### **Emergency Management Assistance Compact (EMAC) Membership**

In support of the Goal, EMPG recipients must belong to, be located in, or act as an EMAC temporary member state, except for American Samoa, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Commonwealth of the Northern Mariana Islands, which are not currently subject to these requirements. All assets supported in part or entirely with FY 2020 EMPG funding must, where applicable, be readily deployable to support emergency or disaster operations per existing EMAC agreements.

##### **National Incident Management System (NIMS)**

Prior to allocation of any Federal preparedness awards in FY 2020, recipients must ensure and maintain adoption and implementation of the National Incident Management System (NIMS). Please see the [Preparedness Grants Manual](#) for more information on NIMS.

#### **4. Cost Share or Match**

The FY 2020 EMPG program has a cost-share requirement. The recipient contribution can be cash (hard match) or third-party in-kind (soft match). Eligible EMPG program applicants shall agree to make available non-Federal funds to carry out an EMPG award in amount not less than 50 percent of the total project cost. In other words, the Federal share applied toward the EMPG budget shall not exceed 50 percent of the total budget as submitted in the application and approved in the award. If the total project ends up

costing more, the recipient is responsible for any additional costs; if the total project ends up costing less, the recipient may owe FEMA an amount required to ensure that the Federal cost share is not in excess of 50 percent. A State must at least equally match (cash or third party in-kind) the Federal contribution pursuant to sections 611(j) and 613(a) of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Pub. L. No. 93-288), as amended, (42 U.S.C. §§ 5121 *et seq.*). Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. The recipient's contribution should be specifically identified. These non-Federal contributions have the same eligibility requirements as the Federal share.

DHS/FEMA administers cost-matching requirements in accordance with 2 C.F.R. § 200.306. To meet matching requirements, the recipient contributions must be verifiable, reasonable, allowable, allocable, necessary under the grant program, and in compliance with all applicable Federal requirements and regulations.

For example, if the Federal award were at a 50 percent cost share and the total approved budget cost was \$100,000, then:

Federal share is 50 percent of \$100,000 = \$50,000  
Recipient share is 50 percent of \$100,000 = \$50,000

However, with this example, if the total cost ended up being \$120,000, the Federal share would remain at 50 percent of the total approved budget at the time of application of \$100,000. If the total cost ended up being \$80,000, then the 50 percent Federal share would decrease to \$40,000, and the recipient cost share would be \$40,000.

In accordance with 48 U.S.C. § 1469a, cost-match requirements are waived for the insular areas of the U.S. territories of American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, and the Republic of the Marshall Islands.

## **D. Application and Submission Information**

### **1. Key Dates and Times**

- a. Application Start Date:** February 14, 2020
- b. Application Submission Deadline:** April 15, 2020 5 p.m. ET

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

prevent submission of the application by the deadline or other exigent or emergency circumstances.

**Applicants experiencing technical issues must notify the FEMA Regional Program Analyst prior to the application deadline.** For FEMA regional contact information, reference <https://www.fema.gov/fema-regional-contacts> or contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by e-mail at [askcsid@fema.gov](mailto:askcsid@fema.gov), Monday through Friday, 9 a.m. – 5 p.m. ET.

- c. **Anticipated Funding Selection Date:** No later than July 1, 2020
- d. **Anticipated Award Date:** No later than September 30, 2020

<b>Event</b>	<b>Suggested Deadline for Completion</b>
Obtaining DUNS Number	March 1, 2020
Obtaining a valid EIN	March 1, 2020
Updating SAM registration	March 1, 2020
Starting application in <a href="https://www.grants.gov">Grants.gov</a>	March 1, 2020
Completing the initial application in <a href="https://www.grants.gov">Grants.gov</a>	April 8, 2020
Submitting final application in <a href="https://www.ndgrants.gov">ND Grants</a>	April 15, 2020 5 P.M. ET

2. **Agreeing to Terms and Conditions of the Award**  
By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.
3. **Address to Request Application Package**  
See the [Preparedness Grants Manual](#) for information on requesting and submitting an application. Hard copies of the NOFO are not available. Applications will be processed through the [Grants.gov](https://www.grants.gov) portal and [ND Grants](https://www.ndgrants.gov).
4. **Steps Required to Submit an Application, Unique Entity Identifier, and System for Award Management (SAM)**  
To apply for an award under this program, all applicants must:
  - a. Apply for, update, or verify their Data Universal Numbering System (DUNS) Number from Dun & Bradstreet (D&B) and Employer ID Number (EIN)
  - b. In the application, provide a valid Data Universal Numbering System DUNS number, which is currently the unique entity identifier;
  - c. Have an account with [login.gov](https://www.login.gov);
  - d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
  - e. Create a [Grants.gov](https://www.grants.gov) account;
  - f. Add a profile to a [Grants.gov](https://www.grants.gov) account;

- g. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
- h. Submit an initial application in [Grants.gov](#);
- i. Submit the final application in the [ND Grants](#) system; and
- j. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

Applicants are advised that DHS may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when DHS is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

## **5. Electronic Delivery**

DHS/FEMA is participating in the [Grants.gov](#) initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS/FEMA requires applicants to submit their initial applications online through [Grants.gov](#) and final applications through [ND Grants](#).

## **6. How to Register to Apply through Grants.gov**

- a. *Instructions:* Registering in [Grants.gov](#) is a multi-step process. Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

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

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and [Grants.gov](#) account to apply for grants. If individual applicants are eligible to apply for this grant funding opportunity, then you may begin with step 3, Create a [Grants.gov](#) account, listed below.

Creating a [Grants.gov](#) account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

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

For more detailed instructions for obtaining a DUNS number, refer to:

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

- 2) *Register with SAM:* All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

- 3) *Create a Grants.gov Account:* The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: <https://www.grants.gov/web/grants/applicants/registration.html>
- 4) *Add a Profile to a Grants.gov Account:* A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

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

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

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

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

#### **7. How to Submit an Application to DHS via Grants.gov**

See the Preparedness Grants Manual for information on Requesting and submitting an application.

#### **8. Timely Receipt Requirements and Proof of Timely Submission**

As application submission is a two-step process, the applicant with the Authorized Organization Representative (AOR) role who submitted the application in [Grants.gov](https://www.grants.gov) will receive an acknowledgement of receipt, a tracking number (GRANTXXXXXXXXXX) from [Grants.gov](https://www.grants.gov), and an Agency Tracking Number (EMX-2020 -XX-XXXX) with the successful transmission of their initial application. This notification does not serve as proof of timely submission, as the application is not complete until it is submitted in [ND Grants](https://www.ndgrants.gov). All applications must be received in [ND Grants](https://www.ndgrants.gov) by 5 p.m. Eastern Time on April 15, 2020. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by [ND Grants](https://www.ndgrants.gov). Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

#### **9. Content and Form of Application Submission**

Applicants must first submit their initial application on [Grants.gov](https://www.grants.gov) and the final submission in [ND Grants](https://www.ndgrants.gov).

Please see the [Preparedness Grants Manual](#) for additional information and detailed steps on how to submit an application.

#### **10. Other Submission Requirements**

##### **Unique Entity Identifier and System for Award Management (SAM)**

For information on the Unique Entity Identifier and SAM, see the [Preparedness Grants Manual](#).

##### **Electronic Delivery**

DHS/FEMA is participating in the [Grants.gov](https://www.grants.gov) initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS/FEMA requires applicants to submit their initial applications online through [Grants.gov](https://www.grants.gov) and final applications through [ND Grants](https://www.ndgrants.gov).

### **How to Register to Apply through Grants.gov**

Please see the [Preparedness Grants Manual](#) for information on requesting and submitting an application.

### **How to Submit an Initial Application to DHS/FEMA via Grants.gov**

Please see the [Preparedness Grants Manual](#) for information on requesting and submitting an application.

### **Submitting the Final Application in the Non-Disaster Grants System ([ND Grants](#))**

After submitting the initial application in [Grants.gov](#), eligible applicants will be notified by DHS/FEMA and asked to proceed with submitting their complete application package in [ND Grants](#). Applicants can register early with [ND Grants](#) and are encouraged to begin their [ND Grants](#) registration at the time of this announcement or at the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their application.

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

- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities

In addition, applicants must submit copies of the following in [ND Grants](#):

- Program Work Plan (located in the “Related Documents” tab in the [Grants.gov](#) posting for the FY 2020 EMPG);
- Indirect Cost Rate Agreement, if applicable.

Applicants must submit copies of the following in [ND Grants](#), if applying for construction projects:

- Standard Form 424C, Budget Information (Construction)
- Standard Form 424D, Standard Assurances (Construction)

For assistance registering for the [ND Grants](#) system, please contact [ndgrants@fema.gov](mailto:ndgrants@fema.gov) or (800)865-4076. For step-by-step instructions on using the [ND Grants](#) system and other guides, please see <https://www.fema.gov/non-disaster-grants-management-system>.

## **12. Intergovernmental Review**

An intergovernmental review may be required. Applicants must contact their state’s Single Point of Contact (SPOC) to comply with the state’s process under Executive Order 12372.

(See <https://www.archives.gov/federal-register/codification/executive-order/12372.html>; <https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf>).

### **13. Funding Restrictions**

EMPG recipients may only fund activities and projects that are included and approved in the FY 2020 EMPG Work Plan. Activities and projects may include capability sustainment supported by previous EMPG funds provided the sustainment activity is cited in the FY 2020 Work Plan. For additional information on funding restrictions, please see the [Preparedness Grants Manual](#) for information on funding restrictions.

#### **Environmental Planning and Historic Preservation (EHP) Compliance**

Please see the [Preparedness Grants Manual](#) for information on EHP Compliance.

#### **Emergency Communications and Resilience**

Please see the [Preparedness Grants Manual](#) for information on Emergency Communications and Resilience.

#### **FirstNet**

Please see [Preparedness Grants Manual](#) for information on FirstNet.

### **14. Allowable Costs**

#### **Pre-Award Costs**

Pre-award costs are allowable only with the prior written approval of DHS/FEMA and if they are included in the award agreement. To request pre-award costs, a written request must be included with the application and be signed by the Authorized Representative of the applicant. The request letter must outline what the pre-award costs are for, including a detailed budget break-out of pre-award costs from the post-award costs and a justification for approval.

#### **Cost Principles**

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

#### **Direct Costs**

Please see the [Preparedness Grants Manual](#) for additional information on Direct costs.

#### **Planning**

Planning costs are allowed under this program only as described in this NOFO and the [Preparedness Grants Manual](#).

#### **Organization**

Organization costs are allowed under this program only as described in this NOFO and the [Preparedness Grants Manual](#).

#### **Equipment**

Equipment costs are allowed under this program only as described in this NOFO and the [Preparedness Grants Manual](#).

**Training**

Training costs are allowed under this program only as described in this NOFO and the [Preparedness Grants Manual](#).

**Exercises**

Exercise costs are allowed under this program only as described in this NOFO and the [Preparedness Grants Manual](#).

**Travel**

Domestic travel costs are allowed under this program, as provided for in this NOFO and the [Preparedness Grants Manual](#). International travel is not an allowable cost under this program unless approved in advance by FEMA.

**Construction and Renovation**

Construction and renovation costs are allowed under this program only as described in this NOFO and the [Preparedness Grants Manual](#).

**Operational Overtime**

Operational overtime costs are allowed under this program only as described in this NOFO and the [Preparedness Grants Manual](#).

**Maintenance and Sustainment**

Funding may be used to sustain programs that help achieve core capabilities that, while they may not be physically deployable, support national response capabilities, such as Geographic/Geospatial Information Systems (GIS), interoperable communications systems, capabilities as defined under the Response Mission Area of the Goal, and fusion centers.

For additional details on the use of funds for maintenance and sustainment costs, please refer to the [Preparedness Grants Manual](#).

**Management and Administration (M&A) Costs**

M&A costs are allowed for both state or territory and local-level EMAs. A state EMA may use up to 5 percent of the EMPG award for M&A purposes. In addition, local EMAs may retain and use up to 5 percent of the amount they receive from the state for local M&A purposes. If the SAA is not the state or territory-level EMA, the SAA is not eligible to retain funds for M&A.

M&A costs and activities are not operational costs; they are those costs and activities incurred in direct support of the grant or as a consequence of the grant and should be allocated across the entire lifecycle of the grant. They are directly related to managing and administering the award, such as financial management and monitoring. It should be noted that salaries of state and local emergency managers are not typically categorized as M&A costs unless the state or local EMA chooses to assign personnel to specific M&A activities.

### **Indirect Facilities & Administrative (F&A) Costs**

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above.

### **EMPG Work Plan Instructions**

All EMPG applicants must develop and submit a Work Plan as described in the “EMPG Work Plan” section of the Preparedness Grants Manual. All EMPG Work Plans will require final approval by the Regional Administrator. Prior to submission of the EMPG Work Plan, the applicant must work with the Regional Administrator or designated FEMA Regional Program Manager to ensure that regional or State priorities are properly addressed in the EMPG Work Plan. All EMPG applicants are encouraged to use the templates provided in the [Preparedness Grants Manual](#) to submit a required Work Plan that outlines the State’s emergency management sustainment and enhancement efforts, including new and ongoing activities and projects, proposed for the EMPG period of performance. The Work Plan consists of a Program and Budget Narrative, Personnel Data Table, Training Data Table, Exercise Data Table, and Grant Activities Outline. This document is also located in the Related Documents tab of the [Grants.gov](#) EMPG posting.

## **E. Application Review Information**

### **1. Application Evaluation Criteria**

Please see the [Preparedness Grants Manual](#) for information on Application Evaluation Criteria.

#### **a. Financial Integrity Criteria**

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- 1) Financial stability.
- 2) Quality of management systems and ability to meet management standards.
- 3) History of performance in managing federal award.
- 4) Reports and findings from audits.
- 5) Ability to effectively implement statutory, regulatory, or other requirements.

#### **b. Supplemental Financial Integrity Criteria and Review**

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

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently \$250,000 (*see* Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91, OMB Memorandum M-18-18 at <https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>):

- i. Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, DHS/FEMA is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
- ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
- iii. DHS/FEMA will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205 Federal awarding agency review of risk posed by applicants.

## **2. Review and Selection Process**

### **Initial Review**

DHS/FEMA's Regional EMPG Managers conduct all pre-award reviews for EMPG grants. All EMPG Work Plans will require final approval by the Regional Administrator. Prior to submission of the EMPG Work Plan, the applicant must work with the Regional Administrator or designated FEMA Regional Program Manager to ensure that regional or State priorities are properly addressed in the EMPG Work Plan.

Funds for recipients who have not submitted their EMPG Work Plan as part of their application will not be released until such Work Plan is received, reviewed, and approved by DHS/FEMA. Recipients will be notified by the Regional Administrator or their FEMA Regional Program Manager should any component of the EMPG application require additional information.

### **Overall Review**

FEMA Regions are responsible for reviewing submitted applications. Each FEMA Regional EMPG Manager reviews the FY 2020 EMPG Work Plans for their States or territories to assess the proposed EMPG investments against recognized emergency

preparedness needs, including support for maintenance and sustainment of core capabilities and progress made toward implementing the National Preparedness System.

## **F. Federal Award Administration Information**

### **1. Notice of Award**

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards.

**Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program.**

Please see the [Preparedness Grants Manual](#) for information on Notice of Award.

### **Obligation or Transfer to State EMA and Pass-Through Funding**

Each State or territory shall obligate 100 percent of its total EMPG allocation to the designated State-level EMA. If the SAA is also the EMA, this requirement is automatically met. If the SAA is a separate agency or has a separate budget process, then all EMPG funds must be obligated to the EMA within 15 days of the grant award date. In instances where the State EMA is making sub-awards to local jurisdictions, DHS/FEMA expects the State EMA to make these awards as expeditiously as possible.

### **2. Administrative and National Policy Requirements**

Please see the [Preparedness Grants Manual](#) for information on Administrative and National Policy Requirements.

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

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

### **3. Reporting**

Please see the [Preparedness Grants Manual](#) for information on Reporting, including financial, programmatic, and closeout reporting and disclosing information per 2 C.F.R. § 180.335.

#### **a. Federal Financial Reporting Requirements**

See the [Preparedness Grants Manual](#) for information on Federal Financial Reporting requirements.

The Federal Financial Report (FFR) form is available online at: [SF-425 OMB #4040-0014](#)

**b. 2020/2021 Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Process**

Please see the [Preparedness Grants Manual](#) for information on the THIRA and SPR process.

**c. Supplemental Information Reporting Systems**

**Grant Reporting Tool (GRT):** EMPG recipients will submit their Biannual Strategy Implementation Report (BSIR) information in the GRT. EMPG recipients are responsible for filing a BSIR report in the GRT twice a year and should register to create an account as soon as possible. Recipients should go to the following link and follow the links to create a new account: <https://www.reporting.odp.dhs.gov/>. This report is used to track the progress toward the completion of projects.

**Unified Reporting Tool (URT):** The URT is DHS/FEMA's collection mechanism for THIRA, SPR, and related preparedness information. The URT includes questions related to NIMS adoption and implementation, Comprehensive Preparedness Guide (CPG) 101v2 compliance, and other preparedness questions, as appropriate. Information on the URT, including when recipients will receive the tool and how to use the tool, will be sent to recipients later in 2020.

See the [Preparedness Grants Manual](#) for information on Performance Reporting requirements.

**d. Closeout Reporting Requirements**

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, recipients must submit the following:

- 1) The final request for payment, if applicable;
- 2) The final FFR (SF-425);
- 3) The final progress report detailing all accomplishments;
- 4) A qualitative narrative summary of the impact of those accomplishments throughout the period of performance; and
- 5) Other documents required by this NOFO, terms and conditions of the award, or other FEMA guidance.

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

After these reports have been reviewed and approved by FEMA a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR, unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.333.

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. § 200.343. Recipients acting as pass-through entities must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to FEMA during the closeout of their prime grant award.

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

## **G. DHS Awarding Agency Contact Information**

### **1. Contact and Resource Information**

#### **Centralized Scheduling and Information Desk (CSID)**

CSID is a non-emergency comprehensive management and information resource developed by DHS/FEMA for grants stakeholders. CSID provides general information on all DHS/FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, State, and local levels. When necessary, recipients will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by email at [askcsid@fema.gov](mailto:askcsid@fema.gov), Monday through Friday, 9 a.m. – 5 p.m. ET.

#### **FEMA Grant Programs Directorate**

FEMA's Grant Programs Directorate (GPD) provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the FEMA's Grant Operations Help Desk via email at [ASK-GMD@fema.gov](mailto:ASK-GMD@fema.gov).

#### **FEMA Regional Offices**

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

#### **GPD Environmental Planning and Historic Preservation (GPD EHP)**

The DHS/FEMA GPD EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects or the EHP review process, including the submittal of EHP review materials, should be sent to [gpdehpinfo@fema.gov](mailto:gpdehpinfo@fema.gov). EHP Technical Assistance, including the EHP Screening Form, can be found at: <https://www.fema.gov/media-library/assets/documents/85376>.

### **2. Systems Information**

### **Grants.gov**

For technical assistance with [Grants.gov](#), please call the [Grants.gov](#) customer support hotline at (800) 518-4726. Support is available 24/7, except for Federal holidays.

### **ND Grants System**

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

### **Payment and Reporting System (PARS)**

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

## **H. Additional Information**

GPD has developed the [Preparedness Grants Manual](#) to guide applicants and recipients of grant funding on how to manage their grants and other resources. Information on the following list of topics is included in the manual. Recipients seeking guidance on policies and procedures for managing Preparedness Grants should reference the manual for further information. Examples of information contained in the [Preparedness Grants Manual](#) include:

- Conflicts of Interest in the Administration of Federal Awards and Subawards
- Extensions
- Monitoring
- Procurement Integrity
- Other Post-Award Requirements

In response to recent disasters, FEMA has introduced a new lifelines construct, to enable the continuous operation of government functions and critical business essential to human health, safety, or economic security during and after a disaster. To learn more about lifelines, please refer to the [Preparedness Grants Manual](#), or visit <https://www.fema.gov/media-library/assets/documents/177222>.

Additionally, recipients can access the [DHS Strategic Framework for Countering Terrorism and Targeted Violence](#) which explains how the department will use the tools and expertise that have protected and strengthened the country from foreign terrorist organizations to address the evolving challenges of today.