<h1 style="text-align:center">The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2020 Intercity Bus Security Grant Program (IBSGP)</h1>

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

A. <u>Program Description</u>

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)**
   97.057

3. **Assistance Listings Title (formerly CFDA Title)**
   Intercity Bus Security Grant Program

4. **Funding Opportunity Title**
   Intercity Bus Security Grant Program

5. **Funding Opportunity Number**
   DHS-20-GPD-057-000-01

6. **Authorizing Authority for Program**
   Section 1513 of the *Implementing Recommendations of the 9/11 Commission Act of 2007* (Pub. L. No. 110-53) (6 U.S.C. § 1182)

7. **Appropriation Authority for Program**
   Department of Homeland Security Appropriations Act, 2020 (Pub. L. No. 116-93)

8. **Announcement Type**
   New

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

Overview
The Fiscal Year (FY) 2020 Intercity Bus Security Grant Program (IBSGP) is one of four grant programs that constitute the Department of Homeland Security (DHS) DHS/Federal Emergency Management Agency's (FEMA's) focus on transportation infrastructure security activities. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by the DHS to help strengthen the nation's critical infrastructure against potential terrorist attacks. IBSGP provides funds to intercity bus companies to protect critical surface transportation infrastructure and the traveling public from acts of terrorism. Among the five basic homeland security missions noted in the 2018 DHS Quadrennial Homeland Security Review, the IBSGP supports the goal to Strengthen National Preparedness and Resilience.

The 2018-2022 FEMA Strategic Plan creates a shared vision for managing the risks posed by terrorism and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. IBSGP supports the goals of Building a Culture of Preparedness and of Readying the Nation for Catastrophic Disasters. We invite our stakeholders and partners to also adopt these priorities and join us in building a more prepared and resilient nation.

Finally, for FY 2020, DHS is focused on the criticality of information sharing and collaboration to building a national culture of preparedness and protecting against terrorism and other emerging threats to our national security. DHS and its homeland security mission were born from the "failures among federal agencies and between the federal agencies and state and local authorities to share critical information related to the threat of terrorism" prior to the September 11, 2001, attacks.[1] The threat profile has changed in the last two decades – we now face continuous cyber threats by sophisticated actors, threats to soft targets and crowded places, threats to our democratic election process and threats from new and emerging technologies. But information sharing and cooperation between state, local, and tribal authorities and federal agencies, including all DHS officials, is just as vital, and perhaps even more vital, today. Therefore, for FY 2020, we have identified three priority areas, tied to some of the most serious threats that recipients should address with their IBSGP funds. Perhaps most importantly, DHS will be focused on forging partnerships to strengthen information sharing and collaboration in each of these priority areas and looking for recipients to remove barriers to communication and cooperation with DHS and other federal agencies.

Objectives
The objective of the FY 2020 IBSGP is to provide funds to eligible private operators of intercity over-the-road bus transportation systems to protect critical transportation infrastructure and travelling public from acts of terrorism, and to increase the resilience of the transit infrastructure.

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[1] Homeland Security Act of 2002: Report Together with Minority and Dissenting Views 222, Select Committee on Homeland Security: 107th Congress, U.S. House of Representatives (2002) (H. Rpt. 107-609).

Priorities

Given the evolving threat landscape, it is incumbent upon DHS/FEMA to continuously evaluate the national risk profile and set priorities that help ensure appropriate allocation of scarce security dollars. In assessing the national risk profile for FY 2020, three areas attract the most concern:

1) Enhancing cybersecurity;
2) Enhancing the protection of soft targets/crowded places; and
3) Addressing emerging threats (e.g., transnational criminal organizations, weapons of mass destruction [WMD], unmanned aerial systems [UASs], etc.).

Likewise, there are several enduring security needs that crosscut the homeland security enterprise. The following are second-tier priorities that help recipients implement a comprehensive approach to securing critical transportation infrastructure:

1) Effective planning;
2) Training and awareness campaigns;
3) Equipment and capital projects; and
4) Exercises.

The table below provides a breakdown of these priority areas for the FY 2020 IBSGP, showing both the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for each area. A detailed description of allowable investments for each project type is included in the Preparedness Grants Manual. As discussed in Section E, projects that sufficiently address one or more of the three National Priorities (enhancing cybersecurity; enhancing the projection of soft targets/crowded places; or addressing emerging threats) will have their final review scores increased by a multiplier of twenty (20) percent.

FY 2020 IBSGP Funding Priorities

Priority Areas	Core Capabilities	Lifelines	Example Project Types
National Priorities			
Enhancing Cybersecurity	• Cybersecurity • Intelligence and information sharing	• Safety and security • Transportation	• Cybersecurity risk assessments • Projects that address vulnerabilities identified in cybersecurity risk assessments ○ Improving cybersecurity of critical infrastructure to meet minimum levels identified by CISA • Cybersecurity training and planning

Priority Areas	Core Capabilities	Lifelines	Example Project Types

Enhancing the Protection of Soft Targets/Crowded Places	• Operational coordination
	• Public information and warning
	• Intelligence and information sharing
	• Interdiction and disruption
	• Screening, search, and detection
	• Access control and identity verification
	• Physical protective measures
	• Risk management for protection programs and activities
		• Safety and security
		• Transportation
			• Physical security enhancements at bus stations located in historically eligible Urban Area Security Initiative (UASI) cities
			  o Security cameras (CCTV)
			  o Security screening equipment and technology for people and baggage
			  o Access controls
			    ▪ Fencing, gates, barriers, etc.
			• Remote disabling technology for over-the-road bus fleets
			• Automatic Vehicle Location (AVL) technology
			• Global Positioning Software (GPS)

Addressing Emerging Threats, such as Transnational Criminal Organizations, WMD and UAS	• Interdiction and disruption • Screening, search and detection • Physical protective measures • Intelligence and information sharing	• Safety and security • Transportation	• Chemical Biological Radiological Nuclear and Explosive (CBRNE) detection equipment at bus stations located in historically eligible UASI jurisdictions o Security screening equipment and technology for people and baggage • Stand-off detection systems
Enduring Needs			

Planning	• Planning
	• Risk management for protection programs & activities
	• Risk & disaster resilience assessment
	• Threats and hazards identification
	• Operational coordination
		• Safety and security
		• Transportation
			• Development of:
			  o System-wide Security Risk Management Plans
			  o Continuity of Operations Plans
			  o Response Plans/Station Action Plans
			  o Risk assessments
			  o Asset-specific remediation plans
			• Efforts to strengthen governance integration between/among regional partners

Training & Awareness	• Long-term vulnerability reduction
	• Public information & warning
		• Safety and security
		• Transportation
			• Security training for employees, to include:
			  o Basic security awareness
			  o Active shooter/attacker
			• Public awareness/preparedness campaigns

Exercises	• Long-term vulnerability reduction	• Safety and security • Transportation	• Security exercises to enhance prevention, response, and coordination capabilities related to the effects of a terrorist attack scenario

10. Performance Metrics

Performance metrics for this program are as follows:

• Percentage of funding allocated by the recipient to core capabilities to build or sustain the national priorities identified in the section above.

B. Federal Award Information

1. **Available Funding for the NOFO:** $2,000,000

2. **Period of Performance:**   24 months

3. **Projected Period of Performance Start Date(s):**   9/01/2020

4. **Projected Period of Performance End Date(s):**   8/31/2022

5. **Funding Instrument Type:**   Grant

C. Eligibility Information

1. **Eligible Applicants**
   Private operators providing intercity over-the-road bus transportation that have also completed a vulnerability assessment and developed a security plan, which the Secretary of Homeland Security has approved as described in Section 1531 of the Implementing Recommendations of the 9/11 Commission Act of 2007 (9/11 Act) (Pub. L. No. 110-53) (6 U.S.C. § 1181). Private Operators are non-governmental entities that may include, but are not limited to, sole proprietorships, affiliates, parent companies and subsidiaries.

2. **Applicant Eligibility Criteria**
   Eligibility for funding is further limited to applicants that meet one or both of the following criteria:

   - Operate fixed-route intercity bus transportation providing services to one or more historically eligible Urban Area Security Initiative (UASI) jurisdictions as indicated below.

   - Operate a charter bus service using over-the-road buses and provide a minimum of 50 trips annually to one or more historically eligible UASI jurisdictions as indicated below.

   The following definitions are applicable for the purpose of meeting FY 2020 program eligibility requirements:

   - Charter bus service is defined as a bus service that operates neither over fixed-routes nor on regular schedules. Note: A charter bus service is characterized by the rental of a bus and the services of a driver to a person or group where all passengers embark and disembark at the same point. A charter bus service must use over-the-road buses.

   - Fixed-route intercity bus service is defined as passenger transportation service provided to the general public for compensation over specified, predetermined, and published routes between cities or terminals using over-the-road-buses.

   - An over-the-road bus is defined as a vehicle designated for long-distance transportation of passengers, characterized by integral construction with an

elevated passenger deck located over a baggage compartment and at least 35 feet in length, with a capacity of more than 30 passengers. Only over-the-road buses are eligible for vehicle security enhancements through this program. Limousines, mini-coaches, school buses, or any other vehicle that does not fit the definition of an over-the-road bus are not eligible.

- A trip is defined as a single bus journey from an embarkation point to the furthest destination in that journey. For example, a trip from New York City to Denver to San Francisco would be considered a single trip. A trip is made to an historically eligible UASI jurisdiction if at any point in the trip the bus stops in an historically eligible UASI jurisdiction and embarks or disembarks passengers. For example, a trip from Newburgh, NY to Manhattan to Charleston, WV is a trip to an historically eligible UASI jurisdiction if passengers embark or disembark in Manhattan.

- An historically eligible UASI jurisdiction is a high-risk urban area that has received UASI funding in the past.

List of Historically Eligible UASI Jurisdictions

State	Urban Area
Arizona	Phoenix
	Tucson
California	Anaheim-Santa Ana
	Bakersfield
	Bay Area
	Fresno
	Los Angeles-Long Beach
	Oxnard
	Riverside
	Sacramento
	San Diego
Colorado	Denver
Connecticut	Bridgeport
	New Haven
	Hartford
District of Columbia/ Maryland/ Virginia	National Capitol Region
Florida	Fort Lauderdale
	Jacksonville
	Miami
	Orlando
	Tampa
Georgia	Atlanta
Hawaii	Honolulu
Illinois	Chicago
Indiana	Indianapolis
Kentucky	Louisville

State	Urban Area
Kansas/Missouri	Kansas City
Louisiana	Baton Rouge
	New Orleans
Maryland	Baltimore
Massachusetts	Boston
Michigan	Detroit
Minnesota	Twin Cities
Missouri/Illinois	St. Louis
Nebraska	Omaha
Nevada	Las Vegas
New Jersey	Jersey City-Newark
New York	Albany
	Buffalo
	New York City
	Rochester
	Syracuse
North Carolina	Charlotte
Ohio	Cincinnati
	Cleveland
	Columbus
	Toledo
Oklahoma	Oklahoma City
	Tulsa
Oregon	Portland
Pennsylvania	Pittsburgh
	Philadelphia
Puerto Rico	San Juan
Rhode Island	Providence
Tennessee	Memphis
	Nashville
Texas	Austin
	Dallas-Fort Worth-Arlington
	El Paso
	Houston
	San Antonio
Utah	Salt Lake City
Virginia	Norfolk
	Richmond
Washington	Seattle
Wisconsin	Milwaukee

3. Other Eligibility Criteria

Application Limitations

- Eligible applicants may only submit one application; and
- Each application may only include one investment justification (IJ).

Vulnerability Assessment and Security Plan

To be eligible for the FY 2020 IBSGP, operators must have developed or updated their organization's Vulnerability Assessment and Security Plan (VASP) that must be based on a security assessment, such as the Baseline Assessment for Security Enhancement (BASE) performed by Transportation Security Inspectors-Surface from the Transportation Security Administration (TSA). Private operators providing transportation with an over-the-road bus system must have completed or updated their VASP within the past three years before the opening of the FY 2020 IBSGP application period. Additionally, a copy of the VASP certification must be submitted along with the application in order to be considered eligible. Failure to include this certification will result in the application being deemed ineligible. All operators must have completed or updated a VASP as required by Section 1531 of the 9/11 Act (6 U.S.C. § 1181) as follows:

1) Assessments and security plans should include, as appropriate:

- Identification and evaluation of critical assets and infrastructure, including buses, platforms, stations, terminals, and information systems

- Identification of vulnerabilities to those assets and infrastructure

- Identification of gaps in physical security; passenger and cargo security; the security of programmable electronic devices, computers, or other automated systems that are used in providing over-the-road bus transportation; alarms, cameras, and other communications systems and utilities needed for over-the-road bus security purposes, including dispatching systems; emergency response planning; and employee training

Security plans should also include, as appropriate:

- The identification of a security coordinator having authority to implement security actions, coordinate security improvements, and receive communications from appropriate Federal officials regarding over-the-road bus security;

- A list of needed capital and operational improvements;

- Procedures to be implemented or used by the operator in response to a terrorist attack, including evacuation and passenger communication plans that include individuals with access and functional needs;

- The identification of steps taken with state and local law enforcement agencies, emergency responders, and Federal officials to coordinate security measures and plans for response to a terrorist attack;

- A strategy and timeline for conducting training to prepare frontline employees for potential security threats and conditions;

- Enhanced security measures to be taken by the operator when the Secretary of Homeland Security declares a period of heightened security risk; and

- Plans for providing redundant and backup systems required to ensure the continued operation of critical elements of the operator's system in the event of a terrorist attack.

For additional information on the above requirements, please contact highwaysecurity@tsa.dhs.gov. Project requests will not be considered until bus operators develop and certify vulnerability assessments and security plans. See below for a template VASP certification statement.

Vulnerability Assessment and Security Plan Certification Statement

Applicants must certify that they have had a vulnerability assessment completed and a security evaluation preparedness plan developed or updated within the past three years. Failure to submit this certification or modifying the language in this certification may result in an application not be considered for funding. Applicants are also required to submit their vulnerability assessments and security plans to DHS/FEMA upon request.

I, [insert name], as [insert title] of [insert name of bus company], certify that a vulnerability assessment has been completed and a security evaluation preparedness plan has been developed or updated for my company within the last three years.

_____

Signature   Date

National Incident Management System (NIMS)

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

Ineligible Applicants

Applicants that do not meet the requirements under "Eligible Applicants" in this Notice of Funding Opportunity Announcement, and Section 1531 of the 9/11 Act (6 U.S.C. § 1181).

Ineligible Service Categories

- School buses;

- Fixed-service routes under contract to transit authorities within UASI jurisdictions;

- Fixed-service routes not stopping in qualifying UASI jurisdictions;

- Intra-city trolley and/or tour services;

- Bus company owners that are not operators; and

- Intra-city bus service is not eligible for funding under the FY 2020 IBSGP. Funding for intra-city bus security is addressed through the FY 2020 Transit Security Grant Program.

Ineligible Applications

- An application submitted by an entity that does meet the eligibility requirements, as described in this NOFO;

- An application submitted by an eligible entity that is deficient in any of the documentary submission requirements, as described in this NOFO;

- An application submitted by an eligible applicant, when the submitter is not authorized to act on behalf of the potential recipient; and

- Regardless of an applicant's intent, applications for funding that are deemed "Duplicate Applications" are generally ineligible. As an example, if two applications for the same potential recipient are submitted, both applications will be deemed "Duplicate Applications" and both may be ineligible. However, FEMA retains the discretion to fund one of those duplicate applications based on the criteria set forth in this NOFO.

4. **Cost Share or Match**

The FY 2020 IBSGP has a cost share requirement.

- *Cash (Hard Match):* The only acceptable form of cost sharing is a hard match, meaning cash, by the recipient. In-kind contributions, also known as soft matches, are not acceptable for the recipient's cost share requirement. Eligible IBSGP applicants shall agree to make available non-Federal funds to carry out an IBSGP award in an amount equal to, and not less than, 50 percent of the total project cost as submitted in the application and approved in the award. If the total project cost is ultimately higher than anticipated and submitted at the time of application, the recipient is responsible for all additional costs. If the total project cost is less than the amount anticipated at the time of award, the recipient must ensure that it matches the Federal funds expended with an amount equal to, and not less than, 50 percent in non-Federal funds. The recipient's contribution should be specifically identified for each proposed project. The non-Federal contribution has the same eligibility requirements as the Federal share and must be justified as part of the project within the investment justification.

For example, if the Federal award requires a 50 percent cost share and the total project cost is $100,000, then:

- Federal share is 50 percent of $100,000 = $50,000

- Recipient cost share is 50 percent of $100,000 = $50,000

With this example, if the total project cost ends up being $120,000, the Federal share would remain at 50 percent of the underlined original project cost of $100,000 (i.e., $50,000). Conversely, if the total project cost ends up being $80,000, then Federal share would be $40,000 versus $50,000. In that case, the recipient would owe FEMA this $10,000 as the

difference between the 50 percent cost share under the original project cost versus the decreased actual project cost.

These cash, hard-match contributions must consist of eligible costs and must be identified as part of the submitted application. A cash match includes cash spent for project related costs. The cost match requirement for the IBSGP award may not be met by funds from another Federal grant or assistance program or funds used to meet matching requirements for another Federal grant or assistance program, unless otherwise permitted by Federal statute. Additionally, normal routine operational costs cannot be used as a cost match unless a completely new capability is being awarded. Please see 2 C.F.R. § 200.306, as applicable, as well as the Preparedness Grants Manual for additional guidance regarding cost matching.

D. Application and Submission Information

1. Key Dates and Times:

a. **Application Start Date:**   2/14/2020

b. **Application Submission Deadline:**   4/15/2020 *at 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 not received by 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 the 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 Headquarters (HQ) Program Analyst prior to the application deadline. If applicants do not know their FEMA HQ Program Analyst or if there are programmatic questions or concerns, please contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by e-mail at askcsid@fema.gov, Monday through Friday, 9 a.m. – 5 p.m. ET.

c. **Anticipated Funding Selection Date:**   *No later than* 7/1/2020

d. **Anticipated Award Date:**   *No later than* 9/30/2020

e. **Other Key Dates:**

Event	Suggested Deadline for Completion
Obtaining DUNS Number	3/1/2020

Obtaining a valid EIN	3/1/2020
Updating SAM registration	3/1/2020
Completing initial application in Grants.gov	4/8/2020
Submitting final application in the Non-Disaster (ND) Grants System	4/15/2020, 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**
   Application forms and instructions are available on Grants.gov. To access these materials, go to http://www.grants.gov, select "Applicants" then "Apply for Grants. Hard copies of the NOFO and associated application materials are not available. In order to obtain the application package, select "Download a Grant Application Package." Enter the Assistance Listings (formerly CFDA) and/or the funding opportunity number located on the cover of this NOFO, select "Download Package," and then follow the prompts to download the application package. In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice and all relevant NOFOs is (800) 462-7585. Initial applications are processed through the Grants.gov portal. Final applications are completed and submitted through FEMA's Non-Disaster Grants (ND Grants) System. Application forms and instructions are available at Grants.gov. Applications will be processed through the Grants.gov portal and ND Grants.

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;
   d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
   e. Create a Grants.gov account;
   f. Add a profile to a Grants.gov account;
   a. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
   b. Submit an initial application in Grants.gov;
   g. Submit the final application in the ND Grants system; and
   h. 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 is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity. For this funding opportunity, applicants are required to submit applications through Grants.gov and 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**
Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NOFO, you can create individual instances of a workspace. Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

a. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

b. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

c. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

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

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

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

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

g. *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically

assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace. For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html

h. *Applicant Support*: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist DHS with tracking your issue and understanding background information on the issue.

8. **Submitting the Final Application in Non-Disaster Grants System (ND Grants)**
For assistance registering for the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see https://www.fema.gov/non-disaster-grants-management-system.

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.

9. **Timely Receipt Requirements and Proof of Timely Submission**
Online Submissions: As application submission is a two-step process, the applicant with the Authorized Organization Representative (AOR) role who submitted the application in Grants.gov will receive an acknowledgement of receipt, a tracking number (GRANTXXXXXXXX) from 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. All applications must be received in ND Grants 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. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

10. **Content and Form of Application Submission**
In ND Grants applicants will be prompted to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they have all the information required:
- Standard Form 424A, Budget Information (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:

- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Standard Form 424D, Standard Assurances (Construction) if applying for funds to use for construction;
- Investment Justification(s);
- Detailed Budget(s); and
- Indirect Cost Agreement, if applicable.

IBSGP Specific Application Instructions

All applicants will submit their IBSGP grant application, associated Investment Justification (IJ), their VASP Certification Statement, and a Detailed Budget as file attachments within ND Grants prior to the application deadline.

Priority Investments (IBSGP)

Cybersecurity

Cybersecurity investments must support core capabilities as they relate to achieving target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.

Soft Targets and Crowded Places

Soft targets and crowded places are increasingly appealing to terrorists and other extremist actors because of their relative accessibility and the large number of potential targets. This challenge is complicated by the prevalent use of simple tactics and less sophisticated attacks. Segments of our society are inherently open to the general public, and by nature of their purpose do not incorporate strict security measures. Given the increased emphasis by terrorists and other extremist actors to leverage less sophisticated methods to inflict harm in public areas, it is vital that the public and private sectors collaborate to enhance security of locations such as transportation centers, parks, restaurants, shopping centers, special event venues, and similar facilities. Additional resources and information regarding securing soft targets and crowded places are available through the Cybersecurity and Infrastructure Security Agency.

Emerging Threats

The spread of rapidly evolving and innovative technology, equipment, techniques, and knowledge presents new and emerging dangers for homeland security in the years ahead. Terrorists remain intent on acquiring weapons of mass destruction (WMD) capabilities, and rogue nations and non-state actors are aggressively working to develop, acquire, and modernize WMDs that they could use against the Homeland. Meanwhile, biological and chemical materials and technologies with dual use capabilities are more accessible throughout the global market. Due to the

proliferation of such information and technologies, rogue nations and no-state actors have more opportunities to develop, acquire, and use WMDs than ever before. Similarly, the proliferation of unmanned aircraft systems, artificial intelligence, and biotechnology increase opportunities of threat actors to acquire and use these capabilities against the United States and its interests. Additional resources and information regarding emerging threats are available through the Countering Weapons of Mass Destruction Office and the Cybersecurity and Infrastructure Security Agency.

Investment Justification

As part of the FY 2020 IBSGP application process, applicants must develop a single formal IJ that addresses each initiative being proposed for funding, including a project's Management and Administration (M&A) costs. The IJ must demonstrate how proposed projects address gaps and deficiencies (identified in a current vulnerability assessment) in current programs and capabilities, and link to one or more core capabilities identified in the Goal.

The applicant may attach the vulnerability assessment or cite relevant sections/passages within the IJ to demonstrate the linkage between the project request and the identified vulnerability. The IJ should also describe the agency's current security posture to demonstrate why the proposed project is necessary and appropriate. The IJ must demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by DHS/FEMA.

IBSGP projects must be: 1) both feasible and effective at reducing the risks for which the project was designed and 2) able to be fully completed within the three-year period of performance. Applicants must ensure that the IJ is consistent with all requirements outlined in this NOFO. Applicants must provide information in the following categories for their single proposed investment:

1. Background
2. Strategic and Program Priorities
3. Impact
4. Funding/Implementation Plan

Applicants must use the following file naming convention when submitting their IJ as part of the FY 2020 IBSGP:

Organization Name_Project Name

Detailed Budget
Applicants must provide a detailed budget for the funds requested. The detailed budget must be submitted with the grant application as a file attachment within ND Grants. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of M&A costs. Applicants receiving funds may not obligate, expend, or draw down funds until budgets and budget narratives

have been approved by DHS/FEMA. The budget detail worksheet may be used as a guide to assist applicants in the preparation of budgets and budget narratives. ***Note: Design and Planning/Engineering costs must be clearly identified in a separate line item in order for partial funding to be released prior to Environmental Planning and Historic Preservation (EHP) review and approval.***

Please see the Preparedness Grants Manual for information on the EHP review process. Detailed budgets must be submitted with the grant application as a file attachment within ND Grants. Applicants must use the following file naming convention when submitting detailed budgets as part of the IBSGP application process:

Organization Name_Budget Name

Sensitive Security Information (SSI) Requirements
A portion of the information that is routinely submitted in the course of applying for funding or reporting under certain programs or that is provided in the course of an entity's grant management activities under those programs that are under Federal control may be subject to protection under an SSI marking and must be properly identified and marked accordingly. SSI is a control designation used by DHS/FEMA to protect transportation security-related information. It is applied to information about security programs; vulnerability and threat assessments; screening processes; technical specifications of certain screening equipment and objects used to test screening equipment; and equipment used for communicating security information relating to air, land, or maritime transportation. Further information can be found at 49 C.F.R. Part 1520, Protection of Sensitive Security Information.

For the purposes of the IBSGP, and due to the high frequency of SSI found in IBSGP-related IJs, all IBSGP IJs shall be considered SSI and treated as such until they have been subject to review for SSI by DHS/FEMA. Therefore, applicants shall label all application documents as SSI in accordance with 49 C.F.R. § 1520.13.

11. 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).

12. Funding Restrictions
All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, the terms and conditions of the award, or the Preparedness Grants Manual. For more information on FEMA's implementation of 2 C.F.R. Part 200, see Information Bulletin (IB) No. 400.

Federal funds made available through this award may be used for the purposes set forth in this award and must be consistent with the statutory authority for the award.

Award funds may not be used for matching funds for any other Federal awards, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal Government or any other government entity. For additional information on allowable costs and Funding Restrictions, please refer to the [Preparedness Grants Manual](#).

13. Allowable Costs

Cost Principles
Costs charged to this award must be consistent with the Cost Principles in the Federal Acquisition Regulation (FAR) Part 31.2 in lieu of 2 C.F.R. Part 200, Subpart E. Any conflicts between FAR Part 31.2 and 2 C.F.R. Part 200, Subpart E shall be resolved in favor of the applicable provision in FAR Part 31.2.

Pre-Award Costs
Pre-award costs are not allowable and will not be approved, with the exception of costs resulting from pre-award grant writing services provided by an independent contractor that shall not exceed $1,500.

Direct Costs

a. **Construction and Renovation**
   Construction and renovation costs for modifying terminals, garages, and facilities, including terminals and other over-the-road bus facilities owned by state or local governments, to enhance their security are allowed under this program only as described in this NOFO. For more information, please reference the [Preparedness Grants Manual](#).

b. **Operational Overtime**
   Operational overtime costs are allowed under this program only as described in this NOFO.

c. **Travel**
   Domestic travel costs are allowed under this program only as described in this NOFO. International travel is not an allowable cost under IBSGP.

d. **Maintenance and Sustainment**
   Maintenance- and sustainment-related costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA Policy FP 205-402-125-1 (http://www.fema.gov/media-library/assets/documents/32474). For additional details on allowable costs under the IBSGP, see the [Preparedness Grants Manual](#).

e. **Management and Administration (M&A) Costs**
   M&A costs are allowed. Recipients may use up to 5 percent of the amount of the award for their M&A. M&A activities are those defined as directly relating to the

management and administration of IBSGP funds, such as financial management and monitoring. M&A expenses must be based on actual expenses or known contractual costs. Requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement.

M&A costs are not operational costs. They are the necessary costs 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. Examples include preparing and submitting required programmatic and financial reports, establishing and/or maintaining equipment inventory, documenting operational and equipment expenditures for financial accounting purposes; and responding to official informational requests from state and Federal oversight authorities.

If an applicant uses an outside consultant or contractor to provide pre-award grant writing services or post-award grant management services, the following considerations and restrictions shall apply.

f. **Authorized Use of Contractual Grant Writers and/or Grant Managers**
A grant applicant may procure the services of a contractor to provide support and assistance for pre-award grant development services (grant writing) or post-award grant management and administrative services (grant management). As with all Federal grant-funded procurements, grant writer or grant management services must be procured in accordance with the Federal procurement standards at 2 C.F.R. §§ 200.317 – 200.326. See the [Preparedness Grants Manual](#) section regarding procurement integrity, particularly the sections applicable to non-state entities that discuss organizational conflicts of interest under 2 C.F.R. § 200.319(a) and traditional conflicts of interest under 2 C.F.R. § 200.318(c)(1).

DHS/FEMA considers a contracted grant-writer to be an agent of the recipient for any subsequent contracts the recipient procures under the same Federal award in which the grant-writer provided grant writing services. Federal funds and funds applied to the award's cost share generally cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of such specifications. An eligible bus operator, as defined in the aforementioned criteria, must follow the same policies and procedures it uses for procurements of its non-Federal funds, pursuant to 2 C.F.R. § 200.317.

Regardless of whether an applicant or recipient uses grant writing and/or grant management services, the recipient is solely responsible for the fiscal and programmatic integrity of the grant and its authorized activities and expenditures. The recipient must ensure adequate internal controls, including separation of duties, to safeguard grant assets, processes, and documentation, in keeping with the terms and conditions of its award, including this NOFO, and 2 C.F.R. Part 200.

g. **Grant Writers**
Grant writing contractors may assist the applicant in preparing, writing, and finalizing grant application materials and assisting the applicant with handling online application and submission requirements in Grants.gov and ND Grants. Grant writers may assist in a variety of ways up to and including the actual submission of the application. Ultimately, however, the applicant that receives an award is solely responsible for all grant award and administrative responsibilities and an employee of that applicant must be one of the listed points of contact.

By submitting the application, applicants certify that all of the information contained therein is true and an accurate reflection of the organization, and that regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by DHS/FEMA. These actions include, but are not limited to, the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the DHS Office of the Inspector General.

To assist applicants with the cost of grant writing services, DHS/FEMA is permitting a one-time pre-award cost of no more than $1,500 per applicant per year for contractual grant writing services as part of the recipient's M&A costs. This is only intended to cover costs associated with a grant writer and may not be used to reimburse the applicant for their own time and effort in the development of a grant application. Additionally, the applicant may be required to pay this fee with its own funds during the application preparation and submission period; if the applicant subsequently receives an award, the applicant may then request to be reimbursed once grant funds become available for that cost, not to exceed $1,500. If the applicant does not receive an award, this cost will not be reimbursed by the Federal Government. The applicant must understand this risk and be able to cover this cost if an award is not made.

If an applicant intends to request reimbursement for this one-time pre-award cost, it must include this request in its application materials, including in the Budget Detail Worksheet for the Investment Justification. Failure to clearly identify this as a separate cost in the application may result in its disallowance. This is the only pre-award cost eligible for reimbursement. Recipients must maintain grant writer fee documentation including, but not limited to: a copy of the solicitation, such as a quote request, rate request, invitation to bid, or request for proposals, if applicable; a copy of the grant writer's contract agreement; a copy of the invoice or purchase order; and a copy of the canceled check or proof of payment. These records must be made available to DHS/FEMA upon request.

Pursuant to 2 C.F.R. Part 180, recipients may not use Federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by the Federal Government from receiving funding under Federally funded grants or contracts. Recipients must verify that the contractor is not suspended or debarred from participating in specified Federal procurement or non-

procurement transactions pursuant to 2 C.F.R. § 180.300. FEMA recommends recipients use SAM.gov to conduct this verification.

Furthermore, regardless of whether any grant writer fees were requested, unless a single contract covering both pre- and post-award services was awarded to the grant writer and procured in compliance with 2 C.F.R. §§ 200.317 – 200.326, Federal funds and funds applied to the award's cost share cannot be used to pay the grant writer to provide post-award services.

h. **Grant Managers**
Grant management contractors provide support in the day-to-day management of an active grant and their services may be incurred as M&A costs of the award. Additionally, recipients may retain grant management contractors at their own expense.

i. **Indirect (Facilities & Administrative [F&A]) Costs**
Indirect costs are allowable under this program as described in 2 C.F.R. pt. 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. pt. 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. pt. 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.

14. **Excess Funds**
After completing the initial project proposed in the recipient's application, some recipients may have unexpended funds remaining in their budgets. These excess funds may result from any combination of under-budget acquisition activities or competitive procurement processes. In such cases, excess funds must be returned to FEMA upon project completion.

15. **Emergency Communications and Resilience**
Please see the Preparedness Grants Manual for more information on Emergency Communications guidance.

E. **Application Review Information**

1. **Application Evaluation Criteria**

a. **Programmatic Criteria**
FY 2020 IBSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Applicants can score a maximum of 100 points in this evaluation process. Applications requesting funds will be reviewed and selected based on the following criteria:

- Scope of work (purpose and objectives of the project, identification of what is being protected)
- Desired outcomes, including expected long-term impact where applicable
- Summary of status of planning and design accomplished to date (e.g. included in a capital improvement plan)
- Project schedule

The IJ should provide details on specific needs to be addressed, vision, goals, and objectives. It should also provide evidence of how the project fits into an overall effort to meet critical infrastructure security requirements, and how the investment provides a significant security impact.

Possible Review Panel Funding Guidelines Score: 0-20 points

Cost effectiveness. Projects will be evaluated and prioritized based on the expected impact on security relative to the investment. The IJ should provide quantitative evidence of the security impact, as well as justification for the strategic use of the proposed budget. The project cost levels should be commensurate with the security impact, and the proposed solution should be reasonable and advantageous over other possible solutions.

Possible Review Panel Cost Effectiveness Score: 0-15 points

Ability to reduce risk of catastrophic events. Projects will be evaluated and prioritized based on their ability to reduce risk. The IJ should demonstrate an ability to reduce risk, providing quantitative evidence of the project's security impact, potential consequences of not funding the project, and a strategy to address specific risk areas. The IJ should also reflect robust regional coordination and an investment strategy that institutionalizes regional security strategy integration in the Nation's highest risk metropolitan areas.

Possible Review Panel Risk Reduction Score: 0-35 points

Sustainability without additional Federal funds and leveraging of other funding. Projects will be evaluated and prioritized regarding the extent to which they exhibit a likelihood of success, or continued success, without requiring additional Federal assistance.

Possible Review Panel Sustainability Score: 0-10 points

Timeline. Projects will be evaluated and prioritized on the ability of the applicant to complete the proposed project within submitted timelines. The IJ should provide a timeline and demonstrate evidence of ability to complete the project within submitted timeline based on proposed strategy, identified implementation challenges, management and resource plan, and reasonableness of anticipated schedule.

Possible Review Panel Timelines Score: 0-10 points

Risk to critical infrastructure. The FY 2020 IBSGP will use risk-based prioritization consistent with DHS policy. This score is calculated using a risk process developed and maintained by TSA and provided separately in accordance with proper Sensitive Security Information (SSI) handling protocol. Scores from

TSA are informed by their risk methodology ranking, the relative risk of high-risk UASI jurisdictions, and giving higher priority to those with routes passing through underwater tunnels.

Possible Review Panel Critical Infrastructure Score: 0-10 points

National Priority Areas. Projects that sufficiently address one or more of the three National priorities (enhancing cybersecurity; enhancing the protection of soft targets/crowded places; or addressing emerging threats) will have their final scores increased by a multiplier of 20 percent.

Possible Review Panel National Priorities Score: Increase by a multiplier of 20 percent

b. **Financial Integrity Criteria**
    Prior to making a federal award, the 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.

c. **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 2008, Pub. L. No. 115-91, OMB Memorandum M-18-18 at https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf; *see also* FEMA GPD Information Bulletin No. 434, Increases and Changes to the Micro-Purchase and Simplified Acquisition Thresholds):

    i.   Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
    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 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**

Recipients must comply with all administrative requirements described herein—including the submission of the IJ, budget, and other application materials as required. Having met all administrative requirements, the application will be scored based on a methodology that will ensure consistent and accurate evaluations of projects and proposals.

The following process will be used to make awards for the program:

- DHS/FEMA will verify compliance with each of the administrative and eligibility criteria identified in the NOFO.

- Eligible applications will be reviewed and scored by the National Review Panel (NRP). Each panelist will independently review each application and score it based on the above criteria using a standard scoring sheet.

- The NRP will meet to review and compare scores and discuss project criteria. Each panelist will then confirm their final scores. Panelist scores will be averaged to obtain scores for each criterion on each project.

- DHS/FEMA will calculate a total score for each project. The total score will consist of the sum of the Funding Guidelines score (0-20), Cost Effectiveness score (0-15), Risk Reduction score (0-35), Sustainability score (0-10), Timeline score (0-10), and Risk to Critical Infrastructure score calculated by TSA (0-10). ***As stated above, proposed projects that sufficiently address one or more of the National Priorities will receive and additional twenty (20) percent score increase.***

- The NRP results, scoring summary, and funding recommendations, will be reviewed by an Executive Committee made up of senior leadership from DHS/FEMA and TSA.

- The output of the Executive Committee review will be the final list of recommended projects, the associated funding recommendations and official comments and justifications. DHS/FEMA and TSA will brief the final results of the Executive Committee's review, approved projects and funding recommendations to senior DHS leadership through multiple briefings.

- Ultimately, IBSGP authorizing statutes place final funding determinations at the discretion of the Secretary of Homeland Security.

- The final list of approved projects will then be forwarded to GPD for final award processing.

- DHS/FEMA may conduct additional pre-award vetting of proposed recipients, to include: (1) whether any of the bus companies have been declared an "imminent hazard" or fined by either the Federal or any state department of transportation and (2) whether any of the bus company owner/operators have been convicted of human trafficking or criminally transporting illegal immigrants on buses.

F. Federal Award Administration Information

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

2. **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. Please see the [Preparedness Grants Manual](#) for further information on Administrative and National Policy requirements.

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

   a. **Closeout Reporting Requirements**
      Please see the [Preparedness Grants Manual](#) for information regarding the closeout of award.

   b. **Disclosing Information per 2 C.F.R. § 180.335**
      This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA the recipient must notify FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:
      1) Are presently excluded or disqualified;
      2) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
      3) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
      4) Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

      At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

4. **Monitoring**
   Per 2 C.F.R. § 200.336, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems to review project accomplishments and to provide any required technical assistance. During site visits, FEMA will review grant recipients' files related to the grant award. As part of any monitoring and program evaluation activities, grant recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the grant program**.**

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 FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, state, and local levels. When necessary, recipients will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at askcsid@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 Grant Operations Help Center via e-mail at ASK-GMD@fema.gov.

   FEMA Regional Offices
   FEMA Regional Offices also may provide support, including pre- and post-award administration and technical assistance such as conducting cash analysis, financial monitoring, and audit resolution to the grant programs included in this solicitation. GPD will provide programmatic support and technical assistance. FEMA Regional Office contact information is available at https://www.fema.gov/fema-regional-contacts.

   GPD Environmental Planning and Historic Preservation (GPD EHP)
   The FEMA GPD EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects or the EHP review process, including the submittal of EHP review materials, should be sent to gpdehpinfo@fema.gov. EHP Technical Assistance, including the EHP Screening Form, can be found online at https://www.fema.gov/media-library/assets/documents/90195.

2. **Systems Information**

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

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

   Payment and Reporting System (PARS)
   DHS/FEMA uses the 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, recipients must complete a Standard Form 1199A, Direct Deposit Form.

H. Additional Information

1. **Period of Performance Extensions**
   Extensions to the period of performance under this program are allowed on a case-by-case basis. Please see the Preparedness Grants Manual for additional information regarding extension requests.

2. **Other**
   GPD has developed the Preparedness Grants Manual to guide applicants and recipients of grant funding on how to manage their grants and other resources. 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, in order 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 http://www.fema.gov/national-planning-frameworks.

   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.