

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2019 Port Security Grant Program (PSGP)**

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 four weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/register.html>.

A. Program Description

Issued By

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

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

97.056

Assistance Listings Title (formerly CFDA Title)

Port Security Grant Program

Notice of Funding Opportunity Title

Port Security Grant Program

NOFO Number

DHS-19-GPD-056-00-01

Authorizing Authority for Program

Section 102 of the Maritime Transportation Security Act of 2002 (Pub. L. No. 107-295, as amended) (46 U.S.C. § 70107)

Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2019, (Pub. L. No. 116-6)

Program Type

New

Program Overview, Objectives and Priorities

Overview

The Fiscal Year (FY) 2019 Port Security Grant Program (PSGP) is one of four grant programs that constitute DHS/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 Administration to help strengthen the Nation's critical infrastructure against risks associated with potential terrorist attacks. The PSGP provides funds to state, local, and private sector partners to support increased port-wide risk management and protect critical surface transportation infrastructure from acts of terrorism, major disasters, and other emergencies. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, the PSGP 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 Port Security Grant Program supports the goal of Ready the Nation for Catastrophic Disasters. We invite all of our stakeholders and partners to also adopt these priorities and join us in building a more prepared and resilient Nation.

Objectives

The objective of the FY 2019 PSGP is to provide funding to port authorities, facility operators, and state and local agencies for activities associated with implementing Area Maritime Security Plans (AMSPs), facility security plans, and other port-wide risk management efforts.

Performance Metrics

Performance metrics for this program are as follows:

- Percentage of funding building new capabilities
- Percentage of funding sustaining existing capabilities

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 2019, four priority areas emerge:

- 1) Enhancing the protection of soft targets/crowded places;
- 2) Enhancing weapons of mass destruction (WMD) and improvised explosive device (IED) prevention, detection, response, and recovery capabilities;
- 3) Enhancing cybersecurity; and
- 4) Addressing emergent threats, such as unmanned aerial systems (UAS).

Likewise, there are several enduring security needs that crosscut the Transportation Sector and form a second tier of priorities that help ensure a comprehensive approach to securing the Nation’s transportation systems. These are:

- 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 2019 PSGP, showing both the core capabilities impacted, 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](#).

Priority Areas	Core Capabilities Enhanced	Example Project Types
National Priorities		
Enhancing the Protection of Soft Targets/Crowded Places	<ul style="list-style-type: none"> • Interdiction & disruption • Screening, search & detection • Access control & identity verification • Physical protective measures 	<ul style="list-style-type: none"> • Physical security enhancements at cruise and ferry terminals <ul style="list-style-type: none"> ○ Explosive detection canine teams ○ Security cameras (CCTV) ○ Security screening equipment for people and baggage ○ Access controls <ul style="list-style-type: none"> ▪ Landside fencing, gates, barriers, etc. ▪ Marine (floating) barriers to prevent access to sensitive berthing areas • Enhanced security aboard ferries <ul style="list-style-type: none"> ○ Explosive detection canine teams ○ Security cameras (CCTV) • Rapid response boats • High speed vessels critical for preventing or responding to security incidents on waterways, especially in and around airports, cruise terminals, ferry terminals, etc.
Enhancing WMD & IED Prevention, Detection, Response & Recovery Capabilities	<ul style="list-style-type: none"> • Interdiction & disruption • Screening, search & detection 	<ul style="list-style-type: none"> • Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) detection, prevention, response, and recovery equipment • Explosives detection canine teams • Small boats that are specifically designed and equipped as CBRNE detection, prevention, response, and/or recovery platforms for eligible maritime law enforcement and fire departments. For a vessel to be considered a CBRNE platform, it must include one or more of the general equipment noted below: <ul style="list-style-type: none"> ○ Radioisotope Identification Device (RIID) ○ Radiation detection backpack(s) ○ Boat-mounted Radiation detection system

Priority Areas	Core Capabilities Enhanced	Example Project Types
		<ul style="list-style-type: none"> ○ Personal Radiation Detector (PRD) in conjunction with a RIID, backpack, or vessel mounted system.
Enhancing Cybersecurity	<ul style="list-style-type: none"> ● Cybersecurity 	<ul style="list-style-type: none"> ● Projects that enhance the cybersecurity of: <ul style="list-style-type: none"> ○ Access controls; sensors; security cameras; badge/ID readers; ICS/SCADA systems; process monitors and controls (such as those that monitor flow rates, valve positions, tank levels, etc.) ○ Security/safety of the ship-to-port-to-facility-to -intermodal interface, and systems that control vital cargo machinery at the ship/shore interface (such as cranes, manifolds, loading arms, etc.) ○ Passenger/vehicle/cargo security screening equipment (cybersecurity assessments are allowable)
Addressing Emergent Threats, such as UAS	<ul style="list-style-type: none"> ● Interdiction & disruption ● Screening, search & detection 	<ul style="list-style-type: none"> ● UAS detection technologies
Enduring Needs		
Effective Planning	<ul style="list-style-type: none"> ● Planning ● Risk management for protection programs & activities ● Risk & disaster resilience assessment ● Threats and hazards identification ● Operational coordination 	<ul style="list-style-type: none"> ● Development of: <ul style="list-style-type: none"> ● Port-wide Risk Security Management Plans ● Continuity of Operations Plans ● Response Plans ● Efforts to Strengthen Governance Integration Between/Among Regional Partners
Training & Awareness Campaigns	<ul style="list-style-type: none"> ● Long-term vulnerability reduction ● Public information & warning 	<ul style="list-style-type: none"> ● Active Shooter Training ● Shipboard Firefighting Training ● Public Awareness/Preparedness Campaigns ● Maritime Domain Awareness Projects

Priority Areas	Core Capabilities Enhanced	Example Project Types
Equipment & Capital Projects	<ul style="list-style-type: none"> • Long-term vulnerability reduction • Infrastructure systems • Operational communications • Interdiction & disruption • Screening, search & detection • Access control & identity verification • Physical protective measures 	<ul style="list-style-type: none"> • Implementing Risk Mitigation projects that support port resilience and recovery • Implementing Physical Security projects, to include Transportation Worker Identification Credential (TWIC) projects
Exercises	<ul style="list-style-type: none"> • Long-term vulnerability reduction 	<ul style="list-style-type: none"> • Response Exercises

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the FY 2019 PSGP: \$100,000,000

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](#).

Projected Period of Performance Start Date: September 1, 2019

Projected Period of Performance End Date: August 31, 2022

Funding Instrument: Grant

C. Eligibility Information

Eligible Applicants

All entities subject to an AMSP, as defined by 46 U.S.C. § 70103(b), may apply for PSGP funding. Eligible applicants include but are not limited to port authorities, facility operators, and state and local government agencies. A facility operator owns, leases, or operates any structure or facility of any kind located in, on, under, or adjacent to any waters subject to the jurisdiction of the United States. Examples of facility operators include, but are not limited to terminal operators, ferry systems, bar/harbor pilots, and merchant's exchanges. See the "Applications Submitted by Eligible Entities" section below for further detail.

Eligibility Criteria

Pursuant to the Maritime Transportation Security Act of 2002 (MTSA), as amended, DHS established a risk-based grant program to support maritime security risk management. Funding is directed towards the implementation of AMSPs, Facility Security Plans (FSPs), and Vessel Security Plans (VSPs) among port authorities, facility operators, and state and local government agencies that are required to provide port security services. In administering the grant program, national, economic, energy, and strategic defense concerns based upon the most current risk assessments available will be considered.

Port Area Definition

A Port Area is a location on a coast, shore, or inland waterway containing one or more harbors where vessels can dock and transfer people or cargo to or from land. For the purpose of PSGP, the presence of MTSA-regulated facilities are the primary consideration of harbors that define a Port Area.

Applications Submitted by Eligible Entities

Subject to the information and exceptions in this section, ***an eligible entity may submit only one application within each Port Area. An application may contain up to five investment justifications.*** (See Section D, below, for further instructions regarding investment justifications.)

- A single eligible entity may have multiple facilities, departments, subcomponents, or agencies operating within a Port Area. ***FEMA will generally view multiple agencies within a local government (e.g., police department, fire department, emergency management office) operating within one Port Area as a single eligible entity.*** An applicant's DUNS number and EIN will help inform FEMA's determination of which applicants may constitute a single eligible entity.
 - An eligible entity operating multiple facilities, departments, subcomponents, or agencies within a single Port Area may choose to submit separate applications for facilities, departments, subcomponents, or agencies within it, but any such separate applications will be considered part of the same eligible entity for purposes of the cost share requirements, as discussed further below.
 - If a single eligible entity chooses to have its components submit separate applications, each individual facility, department, subcomponent, or agency of that single eligible entity should submit no more than one application. For example, a police department should submit no more than one collective application. If an individual facility, department, subcomponent, or agency of an eligible entity submits more than one application for a single Port Area, FEMA reserves the discretion to consolidate the projects or determine which application(s) to approve or deny.
- Funding allocation decisions are based partially on Port Area risk. Therefore, ***no single application should include investment justifications for projects intended to be implemented in multiple Port Areas.*** For example, a State agency or facility operator that operates in multiple Port Areas must submit separate applications to fund projects in each Port Area.

Compliance with Maritime Security Regulations

As a condition of eligibility, all PSGP applicants must be fully compliant with relevant Maritime Security Regulations (33 C.F.R. Parts 101-106). Any applicant who, as of the grant application deadline, has an open or outstanding Notice of Violation (NOV) will not be considered for PSGP funding if:

1. The applicant has failed to pay the NOV within 45 days of receipt of the NOV and the applicant has failed to decline the NOV within 45 days of receipt of the NOV,

resulting in the U.S. Coast Guard entering a finding of default in accordance with 33 C.F.R. § 1.07- 11(f)(2); or

2. The applicant appealed the NOV pursuant to 33 C.F.R § 1.07-70 and received a final appeal decision from the Commandant, U.S. Coast Guard, as described in 33 C.F.R. § 1.07-75, and failed to come into compliance with the terms of the final appeal decision within the timelines noted herein.

The local U. S. Coast Guard (USCG) Captain of the Port (COTP) will verify security compliance eligibility during the field review process. Eligibility does not guarantee grant funding.

Ferry Systems

Ferry systems are eligible to apply for FY 2019 PSGP funds. However, any ferry system receiving funds under the FY 2019 PSGP will not be eligible for funding under the FY 2019 Transit Security Grant Program (TSGP). Likewise, any ferry system that participates in the TSGP will not be eligible for funding under the PSGP.

Subawards

Subawards are prohibited under PSGP. Applicants are also prohibited from applying on behalf of other, separate entities. Notwithstanding this prohibition, however, community-based projects, to include planning, training, and exercises that may include multiple beneficiaries (e.g., a port authority hosts a large training session or exercise) in which the applicant applies for and administers the grant award are allowable.

Other Eligibility Criteria

Prior to allocation of any federal preparedness awards in FY 2019, recipients must adopt and/or maintain implementation of the National Incident Management System (NIMS). Please see the [Preparedness Grants Manual](#) for further information on NIMS.

Cost Share or Match

The FY 2019 PSGP has a cost share requirement. The non-federal entity contribution can be cash (hard match) or third-party in-kind (soft match), with the exception of construction activities, which must be a cash (hard) match. In-kind contributions are defined as third-party contributions per 2 C.F.R. § 200.306.

All applicants will be required to commit to the cost share requirement at the time of application. **The required cost share is based on and calculated against the total of all PSGP funds awarded to an eligible entity as described in the “Applications Submitted by Eligible Entities” section above during this fiscal year within a single Port Area.** For example, if an entity operates multiple facilities within the same Port Area, FEMA will view these projects collectively for purposes of determining the appropriate cost share. As a result, multiple components within a single eligible entity (i.e., port authority, facility operator, local government, or state government) are strongly encouraged to coordinate their applications if they apply separately (even if addressing multiple, disparate projects within the port area) for these cost share purposes.

Public-Sector Cost Share

All public sector and non-governmental, nonprofit PSGP award recipients—meaning recipients other than private, for-profit entities—must provide a non-federal entity contribution supporting 25 percent of the total of all project costs as submitted in the application and approved in the award. The non-federal contribution should be specifically identified for each proposed project. The non-federal contribution, whether cash or third-party in-kind match, has the same eligibility requirements as the federal share (e.g., operational costs for routine patrol are ineligible, and operational costs for overtime to conduct an approved exercise may be eligible as part of the investment justification) and must be justified as part of the project within the investment justification. For example, if the federal award for a public sector recipient requires a 25 percent cost share and the total project cost is \$100,000, then:

- Federal share is 75 percent of \$100,000 = \$75,000
- Recipient cost share is 25 percent of \$100,000 = \$25,000

Private-Sector Cost Share

Private, for-profit PSGP award recipients must provide a non-federal entity contribution supporting 50 percent of the total of all project costs as submitted in the application and approved in the award. The non-federal entity contribution should be specifically identified for each proposed project. The non-federal contribution, whether cash (hard) or third-party in-kind (soft), has the same eligibility requirements as the federal share (e.g., operational costs for routine patrol are ineligible, and operational costs for overtime to conduct an approved exercise may be eligible as part of the investment justification) and must be justified as part of the project within the investment justification. For example, if the federal award for a public sector recipient 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

Ultimately, the recipient is responsible for ensuring that it contributes the proper cost share to its actual project costs. **If actual total project costs exceed the projected total project costs stated in the Federal Award, the recipient will not receive any additional federal funding and will be responsible for contributing additional funds above the required cost match.** If actual total project costs are less than the projected total project costs stated in the Federal Award, the recipient will be responsible for contributing a cost match calculated as a percentage of those actual project costs.

Cash and third-party in-kind matches must consist of eligible costs (i.e., same allowability as the federal share) and must be identified as part of the submitted detailed budget worksheet. A cash-match includes cash spent for project-related costs, while a third-party in-kind match includes the valuation of in-kind services. The cost match requirement for the PSGP award may not be met by funds from another federal grant or assistance program, or by funds used to meet matching requirements for another federal grant program, unless otherwise permitted by Federal statute. Likewise, third-party in-kind matches used to meet the matching requirement for the PSGP award may not be used to meet matching requirements for any

other federal grant program. Additionally, normal routine operational costs cannot be used as cost match unless a completely new capability is being awarded.

Please see 2 C.F.R. § 200.306, as applicable, for further guidance regarding cost matching.

Exceptions to the Cost Match Requirements

The following exceptions to the cost-match requirement may apply:

- The cost-match requirements for projects that have a port-wide benefit need only to be funded at the public-sector matching fund level of 25 percent. These projects must be certified by the COTP as having a port-wide benefit. Examples of projects with a port-wide benefit include, but are not limited to:
 - Port-wide planning, training, and exercises;
 - Security camera systems with shared access;
 - Response vessels; and
 - Other maritime domain awareness systems.
- There is no matching requirement for grant awards where the total project cost for all projects under the award is \$25,000 or less in accordance with 46 U.S.C. § 70107(c)(2)(A). If multiple small projects are submitted totaling more than \$25,000 under this exemption, a cost match is required to be demonstrated at the time of application.
- There is no matching requirement for grants to train law enforcement agency personnel in the enforcement of security zones as defined by 46 U.S.C. § 70132 or in assisting in the enforcement of such security zones.
- Requests for cost-match waivers as outlined in 46 U.S.C. § 70107(c) may be considered for successful applicants only after awards have been made. Applicants must have demonstrated the ability to comply with the cost match requirement at the time of application and since being awarded the grant, have experienced significant financial constraints as outlined in [DHS/FEMA Information Bulletin \(IB\) 376](#), (i.e., specific economic issues preclude provision of the cost-share identified in the original grant application). Cost-share waiver requests that do not demonstrate new, post-award difficulties and cost-share waivers submitted at the time of application will not be considered. Cost-share waiver requests must comply with the process identified in IB 376.

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov: April 12, 2019

Application Submission Deadline: May 29, 2019 at 5:00 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, 9:00 a.m. – 5:00 p.m. ET.

Anticipated Funding Selection Date: August 2, 2019

Anticipated Award Date: No later than September 30, 2019

Other Key Dates

Event	Suggested Deadline For Completion
Obtaining DUNS Number	May 1, 2019
Obtaining a valid EIN	May 1, 2019
Updating SAM registration	May 1, 2019
Submitting initial application in Grants.gov	May 22, 2019
Submitting final application in ND Grants	May 29, 2019, 5:00 p.m. ET

Agreeing to Terms and Conditions of the Award

By submitting an application, the applicant agrees to comply with the requirements of this NOFO and the terms and conditions of its award should it receive an award.

Address to Request Application Package

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

Content and Form of Application Submission

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

Unique Entity Identifier and System for Award Management (SAM)

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

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 to submit final applications through [ND Grants](#).

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 Non-Disaster Grants System (ND Grants)

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

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>

PSGP Specific Application Instructions

All applicants will submit their PSGP grant applications, the associated Investment Justifications (IJs), including detailed budgets and any associated Memoranda of Understanding (MOU)/Memoranda of Agreement (MOA) as file attachments within ND Grants prior to the application deadline.

Investment Justification

As part of the FY 2019 PSGP application process, applicants must use the formal IJ template to address each initiative being proposed for funding. A separate IJ should be submitted for each proposed project. *Please refer to the “Applications Submitted by Eligible Entities” language in section C above regarding the limitations on the number of applications per eligible entity or facilities, departments, subcomponents, or agencies within a single eligible entity. No single application or IJ may include projects intended to be implemented in different Port Areas, subject to the provisions of this section, below. Applicants may submit up to five IJs within a single application.*

IJs must demonstrate how proposed projects address gaps and deficiencies in one or more of the core capabilities outlined in the Goal. In the IJ, the applicant must demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by DHS/FEMA. PSGP projects must be both 1) feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the thirty-six (36) month period of performance. For information on the feasibility and effectiveness determination, please see the Review and Selection Process as outlined in this NOFO.

For the purposes of a PSGP application, a Port Area is selected for funding based on the project location. Eligible entities that have facilities in multiple Port Areas should apply for projects based on the Port Area where the project/asset will be implemented, housed, or maintained, not the entity’s headquarters location. For entities submitting applications for a single project that spans multiple Port Areas, such as one patrol vessel that may be deployed outside of the primary Port Area, the project location is considered to be the

predominant Port Area in which the project will be utilized. Large projects that implement multiple components in multiple Port Areas, such as state agency purchases of multiple patrol vessels for multiple Port Areas, should be submitted as separate applications (e.g., State Police vessel project in Port Area #1 is one application; State Police vessel project in Port Area #2 is a separate application). All eligible and complete applications will be provided to the applicable COTP for further review.

Applicants seeking to participate in large-scale regional projects requiring the purchase of services or equipment should directly reference this need in their applications. Applicants should specify their portion of the requested project funding and role in the project. Applicants should also note if their portion of a project can be completed independently of the large-scale regional project.

Applicants will find the IJ template on Grants.gov in the “Related Documents” tab of the PSGP posting. This IJ template must be used for each project submitted.

Applicants must provide information in the following categories for each proposed investment:

- A. Background
- B. Strategic and Program Priorities
- C. Impact
- D. Funding/Implementation Plan

Applicants must use the following file naming convention when submitting an IJ as part of the FY 2019 PSGP:

Name of Applicant_Name of Project_IJ Number (Example: XYZ Oil_Facility Security_IJ#1)

Detailed Budget

All applicants must provide detailed budget worksheets that include project milestones for the funds requested at the time of application. The detailed budget must be complete, reasonable, and cost-effective in relation to the proposed project and should provide the basis of computation of all project-related costs (including management and administrative costs) and any appropriate narrative.

Review panels must be able to thoroughly evaluate the projects being submitted based on the information provided. Consequently, applicants must provide an appropriate level of detail within the detailed budget worksheets to clarify what will be purchased and spent. These worksheets may be used as a guide to assist applicants in the preparation of budgets and budget narratives.

Applications that do not include a detailed budget narrative will not be considered for funding. Detailed budgets often assist reviewers in determining what type of equipment or service is being purchased, which may assist in determining the effectiveness of a project. Additionally, a detailed budget must demonstrate the required cost share, either cash (hard) or third-party in-kind (soft), of the recipient based on the projected project cost. Applications failing to demonstrate the required cost share will not be considered for

funding.

Cash and third-party in-kind matches must consist of eligible costs (i.e., same allowability as the federal share) and must be identified as part of the submitted detailed budget worksheet. A cash (hard) match includes cash spent for project-related costs while a third-party in-kind (soft) match includes the valuation of in-kind services. The cost-match requirement for a PSGP 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 program. Likewise, third-party in-kind matches used to meet the matching requirement for the PSGP award may not be used to meet matching requirements for any other federal grant program. Please see “Cost Share” in section C of this NOFO, also reference 2 C.F.R. § 200.306, as applicable, for further guidance regarding cost matching.

Applicants must use the following file naming convention when submitting their detailed budget worksheets as part of the FY 2019 PSGP:

Name of Applicant_Name of Project_Budget Number (Example: XYZ Oil_Facility Security_Budget #1)

Memorandum of Understanding/Memorandum of Agreement (MOU/MOA) Requirement for Security Services Providers

State and local agencies that are required to provide security services to one or more MTSA regulated facilities within a Port Area may apply for PSGP funding. However, ***a copy of a signed MOU/MOA between the security service agency and the MTSA regulated facilities receiving these services within the applicant port area will be required prior to receipt of PSGP funding*** and must include an acknowledgement of the security services, roles, and responsibilities of all entities involved. This information must be provided using one of the attachment fields within ND Grants.

The MOU/MOA must address the following points:

- The nature of the security service that the applicant agrees to supply to the MTSA regulated facility (waterside surveillance, increased screening, etc.);
- The roles and responsibilities of the MTSA regulated facility and the applicant during different Maritime Security (MARSEC) levels;
- An acknowledgement by the MTSA regulated facility that the applicant is part of the facility’s security plan; and
- An acknowledgment that the applicant will provide semi-annual progress reports on project status to the local applicable Area Maritime Security Committee (AMSC) and/or COTP.

The signed MOU/MOA for state or local agencies providing security services to regulated entities must be submitted with the grant application as a file attachment within ND Grants (<https://portal.fema.gov>).

A sample MOU/MOA can be found in the [Preparedness Grants Manual](#). Applicants must use the following file naming convention for FY 2019 MOUs and MOAs:

Name of Applicant_MOU (Example: Harris County_MOU)

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 is subjected to protection under SSI requirements and must be properly identified and marked. 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 located in Title 49, Part 1520, Sections 1 to 19 of the Code of Federal Regulations (49 C.F.R. §§ 1520.1-15.20.19).

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

Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the 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-2019-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 5:00 p.m. Eastern Time on May 29, 2019. 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.

Intergovernmental Review

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

Funding Restrictions

Federal funds made available through the PSGP may be used only for the purpose set forth in this NOFO and the terms and conditions of the award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal award, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity.

For additional information on allowable costs and Funding Restrictions, please refer to the [Preparedness Grants Manual](#).

Environmental Planning and Historic Preservation (EHP) Compliance

Information on Environmental Planning and Historic Preservation (EHP) compliance can be found in the [Preparedness Grants Manual](#).

Emergency Communications and Resilience

All entities using PSGP funding to support emergency communications investments are required to comply with the [SAFECOM Guidance on Emergency Communications Grants \(SAFECOM Guidance\)](#). More information on Emergency Communications can be found in the [Preparedness Grants Manual](#).

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.

Cost Principles

Costs charged to this award must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E. For more information on 2 C.F.R. Part 200, please visit https://www.fema.gov/media-library-data/1419366341862-296dd0cc30bbf64a6b45581afe9d8b17/InformationBulletin400_2CFRPart200_FINAL.pdf.

Direct Costs

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

Construction and Renovation

Certain construction and renovation costs to achieve capability targets related to preventing, preparing for, protecting against, or responding to acts of terrorism are allowed under this program. For construction costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds for construction or renovation. Limits on the total amount of grant funding that may be used for construction or renovation may apply. Additionally, recipients must submit a SF-424C form and include details in the detailed budget worksheet citing the project costs. Please see the PSGP appendix located in the [Preparedness Grants Manual](#) for specific construction costs guidance.

Operational Overtime

Operational Overtime 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 only as described in this NOFO and the [Preparedness Grants Manual](#). International travel is not an allowable cost under PSGP.

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 PSGP, please see the [Preparedness Grants Manual](#), including the PSGP appendix to the [Preparedness Grants Manual](#).

Management and Administration (M&A) Costs

Management and administration costs are allowed. Recipients may use *up to* 5 percent of the amount of the award for their M&A costs. M&A activities are those defined as directly relating to the management and administration of PSGP 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.

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](#) 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 a federal 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. A state 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.

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](https://www.grants.gov) and [ND Grants](https://www.nd.gov/ndgrants). 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.

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 an 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 each IJ. 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 cancelled 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](https://www.sam.gov) to conduct this verification.

Further, 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.

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.

Indirect (Facilities & Administrative [F&A]) Costs

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this award. A copy of the approved rate (that is, a fully executed agreement negotiated with the applicant’s cognizant federal agency) is required at the time of application, and must be provided to DHS/FEMA before indirect costs are charged to the award.

E. Application Review Information

Application Evaluation Criteria

Programmatic Criteria

The PSGP uses a risk-based methodology for making funding decisions whereby each Port Area’s relative threat, vulnerability, and consequences from acts of terrorism are considered. This approach helps ensure that program funding is directed toward those Port Areas that present the highest risks in support of the National Preparedness Goal (the Goal) of a secure and resilient Nation. Please refer to the [Preparedness Grants Manual](#) for further information on the Goal. The PSGP will only fund those eligible projects that close or mitigate maritime security risk vulnerabilities gaps as identified in the applicable AMSP, FSP, VSP, and/or Port-wide Risk Management Plan (PRMP). Projects that enhance business continuity and resumption of trade within a Port Area will also be considered for funding.

FY 2019 PSGP applications will be evaluated through a three-part review and selection process that encompasses: 1) an Initial Screening; 2) a Field Review; and 3) a National Review. There are five core PSGP scoring criteria applied in each step of this process:

- 1) Projects that support development and sustainment of the core capabilities in the Goal and align to PSGP-specific priorities identified in the [Preparedness Grants Manual](#).
 - PSGP priorities are ranked and weighted based on alignment with Core Capabilities (CC) across the five mission areas of the Goal. Each IJ will be given a score based on how well it addresses each of the PSGP priorities. A composite score is given to each project to determine Port Area prioritized

ranking of all reviewed projects based on composite scores. The following scale point shall be used:

0=None; 1=Minimal; 3=Moderate; 9=Significant/Gap Filled

- 2) Projects that address priorities outlined in the applicable AMTSP, FSP, and/or VSP, as mandated under the MTSA and/or in an applicable PRMP.

- AMSP priorities are the top three Transportation Security Incidents (TSIs) (as defined in 46 U.S.C. § 70101(6)) ranked and correspondingly weighted. Each IJ will be given a score (using the same scale as the National Priorities module) based on how well it addresses one or more TSIs within the context of the five mission areas of the Goal: Prevention, Protection, Mitigation, Response, and Recovery. The following scale shall be used:

0=None; 1=Minimal; 3=Moderate; 9=Significant/Gap Filled

- 3) Projects that address additional maritime security priorities based on the USCG COTP's expertise and experience within the specific Port Area.
- 4) Projects that are eligible and feasible, based on the available period of performance. In addition, a recipient's past performance demonstrating competent stewardship of Federal funds may influence funding decisions.

- IJs should justify the scope, breadth, and cost of a project, as well as a timeline for completing the project as required within this NOFO. Projects failing to demonstrate these minimum funding considerations may be denied funding. The following scale shall be used:

0=No Funding Recommended; 1=Funding Recommended

- 5) Projects submitted by a public sector applicant or projects otherwise certified by the USCG COTP as having a port-wide benefit (please see the [Preparedness Grants Manual](#) as well as the cost match section of this NOFO for further information regarding what constitutes a port-wide benefit) will have their final scores increased by a multiplier of 10 percent.

Financial Integrity Criteria

Prior to making a federal award, DHS/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.

Supplemental Financial Integrity Review

Prior to making a Federal award where 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](#)):

- DHS/FEMA is required to review and consider any information about the applicant in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the [Federal Awardee Performance and Integrity Information System](#) (FAPIIS) and is also accessible through the [SAM](#) website.
- An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a Federal awarding agency previously entered.
- DHS/FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, 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.

Review and Selection Process

FY 2019 PSGP applications will be evaluated through a three-part review and selection process that encompasses: 1) an Initial Screening; 2) a Field Review; and 3) a National Review. During the Initial Screening and Field Review, applications are evaluated for eligibility, completeness, adherence to programmatic guidelines, and the anticipated effectiveness of investments being proposed. Failure to note the required cost match on the SF-424 and detailed budget worksheet at time of application will result in an application being deemed ineligible. Following the Field Review, a National Review will identify a ranked list of eligible projects from across all eligible Port Areas.

Grant projects must be both 1) feasible and effective at reducing the risks for which the project was designed and 2) able to be fully completed within the thirty-six (36) month period of performance. Information that would assist in the feasibility and effectiveness determination includes the following:

- 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; and
- PSGP priorities (weighted equally) found in the [Preparedness Grants Manual](#).

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices.

1) Initial Screening

DHS/FEMA will conduct an initial screening of all FY 2019 PSGP applications to verify applicant eligibility and to ensure each application is complete. All eligible and complete applications will be provided to the applicable USCG COTP for further consideration as part of the Field Review. DHS/FEMA staff will review the following during the initial screening:

- Initial application was submitted into Grants.gov;
- Application was submitted into ND Grants;
- Applicant was associated with an organization within ND Grants;
- Applicant submitted all required assurances and standard forms;
- Application included an IJ;
- Application included a detailed budget worksheet; and
- Application is labeled as SSI.

DHS/FEMA will use the information provided in the application as well as any supporting documentation to determine the feasibility and effectiveness of the grant project. Failure to note the required cost match on the detailed budget worksheet at time of application will result in an application being deemed ineligible. Incomplete applications will not be processed for further review and will not be considered for funding.

2) Field Review

The Field Review will be led by the applicable USCG COTP in coordination with the Gateway Directors of the U.S. Department of Transportation's (DOT) Maritime Administration (MARAD) and appropriate personnel from the AMSC or AMSC Regional Subcommittee (where established), including owner/operators of MTSA-regulated facilities and vessels as well as federal, state, and local agencies, as identified by the USCG COTP.

AMSC members representing state and local agencies should coordinate the field review results with the applicable State Administrative Agency (SAA) and State Homeland Security Advisor (HSA) to support coordination of proposed maritime security projects with the state and urban area homeland security strategies as well as other applicable state and local security plans. Although coordination with the applicable SAA is not required during the Field Review, periodic coordination throughout the year is encouraged.

The Field Review for all Port Areas occurs immediately following the Initial Screening by DHS/FEMA staff. During the Field Review, each project is scored for compliance with the application review criteria outlined above. The project scores help determine project rank within each Port Area. The USCG COTPs then provide DHS/FEMA with a prioritized list of maritime security projects recommended for funding within each Port Area based on these scoring results.

3) National Review

Following the USCG COTP-led Field Review, a National Review, led by DHS/FEMA, will convene. The National Review encompasses 1) a review by a panel of subject-matter experts (SMEs) from DHS/FEMA and other federal partners that validates the USCG COTP-led Field Review results and identifies projects to receive an additional 10 percent

score increase for addressing the National Priorities; and 2) a detailed administrative/financial review of applications recommended for funding. As part of the National Review, the SME panel will have the ability to recommend partial funding for individual projects and eliminate others that are determined to be duplicative or require a sustained federal commitment to fully realize the intended risk mitigation. ***In addition, the SME panel will validate proposed project costs. Decisions to reduce requested funding amounts or eliminate requested items deemed inappropriate under the scope of the FY 2019 PSGP will take into consideration the ability of the revised project to address the intended PSGP priorities and whether it will achieve the intended risk mitigation goal.*** Historically, the PSGP has placed a high priority on providing full project funding rather than partial funding.

Elements of the application considered during the National Review include the following as specified within this NOFO:

- Eligibility of an applicant;
- Allowable costs;
- Required cost share; and
- Alignment with program priorities

Independent of the Field and National Reviews, a risk score will also be calculated for each Port Area in which an eligible entity applies for funding under PSGP. A port area risk score will be calculated based on the relative threat, vulnerability, and consequences from acts of terrorism. The risk methodology used to calculate this score is focused on three elements:

- *Threat* – likelihood of an attack being attempted by an adversary;
- *Vulnerability* – likelihood that an attack is successful, given that it is attempted; and
- *Consequence* – effect of an event, incident, or occurrence.

The risk methodology determines the relative risk of terrorism faced by a given Port Area, considering the potential risk of terrorism to people, critical infrastructure, economic security, and national security missions. The analysis includes threats from domestic violent extremists, international terrorist groups, and individuals inspired by terrorists abroad.

A risk and effectiveness prioritization will then be applied to the SME panel's recommended list of projects for each port area. This analysis considers the following factors to produce a comprehensive national priority ranking of port security proposals:

- Relationship of the project to one or more of the national port security priorities;
- Relationship of the project to the local port security priorities;
- Risk level of the Port Area in which the project would be located;
 - Those port areas that have a measurable risk of at least 1 percent of the overall maritime security risk based on the comprehensive DHS/FEMA risk

methodology would be prioritized above those with less than 1 percent of the overall risk;

- To ensure that the most effective projects are funded, the risk and effectiveness prioritization could be limited by Port Area, based on the Port Area's relative risk score; and
- Effectiveness and feasibility of the project to be completed in support of the priorities highlighted above during the period of performance.

Projects recommended for funding will also receive a detailed administrative/financial review to ensure compliance with all program requirements. As a part of this, applications will be reviewed to ensure there are no ineligible costs, there is an appropriate nexus to maritime security, etc.

FEMA may place a risk-based funding cap on port areas to ensure a wide distribution of program funds among multiple port areas. This will ensure that minimally effective projects in the highest risk port areas are not funded ahead of highly effective projects in lower risk port areas; however, this does not guarantee that port areas with minimal risk scores will receive funding.

All funding recommendations will be provided to the inter-agency partners for concurrence. All final funding determinations will then be made by the Secretary of Homeland Security, who retains the discretion to consider other factors and information in addition to DHS/FEMA's funding recommendations.

Reprogramming award funds

The purpose of the grant award is to implement projects pursuant to the authorities at 46 U.S.C. § 70107. Under extreme circumstances, a recipient may reprogram award funds from one project to another with the written prior-approval from FEMA, and in a manner consistent with 2 C.F.R. § 200.308. Circumstances include, but are not limited to, an inability to complete the original project; disaster events perpetuating an immediate need to reprioritize funds; and changes in regulatory requirements. A recipient must explain the deviation from the original project, including why it is deviating from or scaling down the original project, and what specific circumstances that occurred after the time of its award that necessitate the reprogramming request, in its reprogramming request. The recipient must also identify how the reprogramming request aligns with PSGP priorities and the recipient's original application. FEMA will also coordinate such reprogramming requests with the USCG Captain of the Port (COTP), and these requests must be verified and supported by the COTP as essential in addressing Port Area priorities.

F. Federal Award Administration Information

Notice of Award

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

Administrative and National Policy Requirements

Please see the [Preparedness Grants Manual](#) for information on Administrative and National Policy requirements, including the DHS Standard Terms and Conditions.

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.

G. DHS Awarding Agency Contact Information

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 e-mail at askcsid@fema.gov, Monday through Friday, 9:00 a.m. – 5:00 p.m. ET.

GPD Grant Operations Division

GPD's Grant Operations Division Business Office provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the FEMA's Grant Operations Help Desk via e-mail to ASK-GMD@fema.gov.

FEMA Regional Offices

DHS/FEMA Regional Offices also may provide fiscal 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. A list of contacts in FEMA Regions is available online 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. 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>.

Systems Information

Grants.gov

For technical assistance with [Grants.gov](https://www.grants.gov), please call the customer support hotline at (800) 518-4726.

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, 9:00 a.m. – 5:00 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 recipient 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. 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 <https://www.fema.gov/media-library/assets/documents/177222>.