

**The Department of Homeland Security
Funding Opportunity Announcement**

National Urban Search & Rescue Response System

OVERVIEW INFORMATION

Issued By

U.S. Department of Homeland Security, Federal Emergency Management Agency,
Response Directorate, Operations Division, Urban Search and Rescue Branch

Catalog of Federal Domestic Assistance Number

97.025

CFDA Title

National Urban Search & Rescue Response System

Funding Opportunity Announcement Title

FY 2014 National Urban Search & Rescue Response System

Authorizing Authority for Program

Section 503(b)(2)(G) of the Homeland Security Act of 2002 (Pub. L. No. 107-296), as amended (6 U.S.C. § 313(b)(2)(G)); Section 634 of the Post-Katrina Emergency Management Reform Act of 2006 (Pub. L. No. 109-295)(6 U.S.C. § 722).

Appropriation Authority for Program

The Department of Homeland Security Appropriations Act, 2014 (Pub. L. No. 113-76)

FOA Number

DHS-14-DOD-25-000-01

Key Dates and Time

Application Start Date:	06/26/2014
Application Submission Deadline Date:	07/28/2014
Anticipated Funding Selection Date:	07/28/2014
Anticipated Award Date:	09/01/2014

Other Key Dates

Not Applicable

Intergovernmental Review

Pursuant to Executive Order 12372, an intergovernmental review may be required by applicable State law or regulation. Applicants must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under Executive Order 12372. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at http://www.whitehouse.gov/omb/grants_spoc to ensure currency.

FOA EXECUTIVE SUMMARY

Program Type

Select the applicable program type: New Continuation One-time

Date of origin for Program:

1991

Funding Opportunity Category

Select the applicable opportunity category:

- Discretionary Mandatory
 Competitive Non-competitive
 Sole Source

Application Process

DHS makes all funding opportunities available through the common electronic “storefront” grants.gov, accessible on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions please call the grants.gov customer support hotline at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.”

Eligible Applicants

FEMA’s 28 designated US&R Task Force Sponsoring Agencies.

For further details on eligible applicants see Section II Funding Information.

Type of Funding Instrument

Select the applicable funding instrument: Cooperative Agreement Grant

Program authority and responsibility under this Cooperative Agreement reside with FEMA.

FEMA retains the right to terminate all or part of the Cooperative Agreement and may conduct site visits and monitoring throughout the Period of Performance.

FEMA will work with the recipient to develop and refine the details of executing this award, for example, including work plans, goals and objectives, timelines, deliverables and effectiveness measures, selection of key players, development of any outreach or educational materials, coordination of multi state efforts, as well as define eligible and ineligible tasks to ensure that program is effectively implemented. The recipient shall not develop or engage in the development of tasks not approved in the recipients' application without prior approval and the issuance of an amendment to the award by FEMA. Details for implementing this Cooperative Agreement are provided in Appendix A, Statement of Work.

Cost Share or Match: There is no Cost Match or Cost Share requirement for this program.

Maintenance of Effort

Is there a Maintenance of Effort (MOE) requirement? Yes No

Management and Administration

Management and Administration costs ARE allowed under this program, as outlined in 44 CFR Part 208.23. Management and Administration costs are activities directly related to implementing the award. Funding levels for M&A costs, if proposed, will be negotiated on a per-applicant basis.

Indirect Cost

Indirect costs are allowable under this program, but only if the applicant has an approved indirect cost rate agreement with the cognizant Federal agency. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application.

FULL ANNOUNCEMENT

I. Funding Opportunity Description Program Overview and Priorities

a. Program Overview

The National Urban Search and Rescue Response System (US&R) provides funding for 28 national task forces staffed and equipped to conduct round-the-clock search-and-rescue operations following earthquakes, tornadoes, floods, hurricanes, aircraft accidents, hazardous materials spills and catastrophic structure collapses. These task forces, when deployed support state and local emergency responders' efforts to locate victims and manage recovery operations.

b. Program Priorities

To provide for the sustainment and readiness of the National Urban Search and Rescue Response System and their local jurisdictions, through the funding of: administration and management, training, equipment and storage and maintenance.

c. Program Objectives

- Ensure National Urban Search and Rescue Response System Sponsoring Agencies manage and administer task force affairs and activities consistent with Best Practices.
- Make available training and exercises to enable US&R personnel to safely perform assigned US&R duties in accordance with established FEMA and US&R approved standards and guidance
- Further a state of readiness and enhance operational effectiveness by acquiring and maintaining equipment and tools in accordance with the US&R Equipment Cache List as approved by the FEMA.
- Provide leased space to meet the office, training site and storage requirements of the US&R.
- Optimize standby activities by making available resources to enable catastrophic event planning, mobilization exercises and technical assistance
- Provide forums to enable FEMA and Sponsoring Agency senior leadership interaction and discussion on US&R strategic issues.

II. Funding Information
Award Amounts, Important Dates, and Extensions

Available Funding for the FOA: \$33,722,168
Projected number of Awards: 28
Projected Award Start Date(s): September 1, 2014
Projected Award End Date(s): February 28, 2016
Period of Performance: 18 Months

Period of Performance

Is an extension to the period of performance permitted? Yes No

Extensions to the initial period of performance identified in the award will be considered only through formal, written requests to FEMA and must contain specific and compelling justifications as to why an extension is required. All extension requests must address the following:

1. Form 089-0-12 – Amendment Form shall be submitted as an attachment to this request. All extension requests must address the following:
2. Brief status of ongoing activity under this Cooperative Agreement;
3. Outline of remaining funds available and necessary to finish activity during extension; and

Explanation of why activity could not be completed within the Period of Performance; Awardees should submit all proposed extension requests to DHS/FEMA for review and approval no later than 60 days before the end of the Period of Performance.

III. Eligibility Information
Eligibility Criteria

FEMA designated Urban Search and Rescue Task Force Sponsoring Agency.

IV. Funding Restrictions
Restrictions on Use of Award Funds

Federal funds made available through this award may only be used for the purpose 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 grants/cooperative agreements, 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.

i. Pre-award costs

Pre-award costs are allowable only with the written consent of DHS and if they are included in the award agreement.

To apply for pre-award costs so that they may incur costs prior to the beginning of the Period of Performance, the grantee shall submit a justification as to why the pre-award cost approval is needed, along with a detailed estimate of costs, to the US&R Branch. The US&R Branch will

review and forward to the Grant Programs Directorate point of contact for approval. The grantee will then be instructed to include their request and the approval with their application package submission.

Once the Cooperative Agreement is awarded, the grantee may then draw down this funding to cover the pre-award expenses at that time.

ii. Direct Costs

Planning

Planning related costs are allowed under this program.

Training

Training related costs are allowed under this program.

Exercises

Exercise related costs are allowed under this program.

Equipment

Equipment costs are allowed under this program.

Travel

Domestic

Domestic travel costs are allowed under this program.

International

International travel is not an allowable cost under this program unless approved in advance otherwise by the managing Federal agency.

Construction and Renovation

Construction and renovation costs are NOT allowed under this program.

iii. Other Cost Requirements

Environmental Planning and Historic Preservation (EHP) Compliance

As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Grantees and sub-grantees proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project.

V. Application Review Information and Selection Process

Application Review Information

Applications will be reviewed to ensure conformance with the Eligibility Criteria in Section III of this FOA and Application Submission Criteria in Section IX (5). Applicants that do not meet eligibility and application submission requirements will be removed from consideration.

Application Selection Process

FEMA staff, professionally and technically qualified in the National Urban Search and Rescue Response System will evaluate applications and select applicants for funding. Applicants will be evaluated and selected for funding based on the following:

- The applicant demonstrates expertise and qualifications necessary to support Emergency Support Function-9 (ESF-9) activities under the National Incident Management System and the National Response Framework.
- The applicant's proposed work plan is consistent with the US&R Task Force FY 2014 Readiness Cooperative Agreement Statement of Work.
- The applicant proposes costs that are allowable, reasonable and cost-effective in relation to proposed projects and tasks.

VI. Post-Selection and Pre-Award Guidelines

Notice of Award

Notification of award approval is made through the ND Grants system through an automatic e-mail to the awardee point of contact (the "authorized official") listed in the initial application. The date the approval of award is the "award date." The awardee should follow the directions in the notification to accept the award.

Grantees must accept their awards no later than 90 days from the award date. The grantee shall notify the awarding agency of its intent to accept and proceed with work under the award, or provide a written notice of intent to decline. Funds will remain on hold until the grantee accepts the award through official correspondence (e.g., written, electronic signature, signed letter or fax to the Programs Office) and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 90 day timeframe may result in a loss of funds.

Administrative and Federal Financial Requirements

Before accepting the award the authorized official should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal awards. Grantees must accept all conditions in this FOA as well as any Special Terms and Conditions in the Award notice to receive an award under this program. This includes compliance with the US&R

System regulations found at 44 C.F.R. § 208 and all appendices to this funding opportunity announcement.

i. Standard Terms and Conditions

A complete list of Federal Financial Requirements is available at:

http://www.whitehouse.gov/omb/grants_forms. All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are enumerated in the DHS Chief Financial Officer *Financial Management Policy Manual* and are available online at: <http://www.dhs.gov/sites/default/files/publications/Proposed%20FY%2014%20Stand%20TC%202013-12-04.pdf>

ii. Payment

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. Additional information can be obtained at <https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>.

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.

Program Performance Reporting Requirements

Awardees are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and fund drawdowns may be withheld if these reports are delinquent.

i. Financial and Compliance Audit Report:

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6>.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend \$500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

ii. Financial and Program Reporting Periods and Due Dates

The following reporting periods and due dates apply:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

iii. Federal Financial Report (FFR).

Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425) and must be filed electronically using PARS. The SF-425 form is available at http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf. An FFR report must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

iv. Program Performance Reporting Requirements

Awardees are responsible for providing updated performance reports using the FEMA Form 089-0-11 on a Semi-Annual basis through NDGrants. The FEMA Form 089-0-11 is due within 30 after the end of the reporting period grantees must complete the FEMA Form 089-0-11 and submit it as an attachment to the ND Grants system. The FEMA Form 089-0-11 can be accessed online at http://www.na.fs.fed.us/fap/SF-PPR_Cover%20Sheet.pdf.

v. Monitoring

Grant Award recipients will be monitored programmatically and financially on an annual and as needed basis by FEMA staff to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each Federal assistance award and will identify areas where technical assistance, corrective actions and other support may be needed.

vi. Close Out

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, grantees must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. As part of the final report, grantees must also submit the Tangible

Personal Property Report (SF-428), available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428.pdf, to provide an inventory of all tangible personal property acquired using US&R funds.

After these reports have been reviewed and approved by the FEMA Grant Programs Directorate and the Urban Search and Rescue Branch close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

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

VII. DHS – FEMA – Recovery Directorate - Contact Information **Contact and Resource Information**

a. Applying for an Award

a. For Program Questions About Applying for an Award

The Centralized Services Information Desk (CSID) is a non-emergency comprehensive management and information resource developed by DHS 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, grantees 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@dhs.gov, Monday through Friday, 8:00 a.m. – 5:30 p.m. EST.

b. For Financial and Administrative Questions About Applying for an Award

GPD's Grant Operations Division Business Office provides financial support and technical assistance, such as for password resets and registration requests, questions regarding Form 1199A, payment status, amendments, closeouts, and tracking de-obligation and award amounts. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

c. Office of Environmental Planning and Historic Preservation (OEHP)

OEHP provides guidance and information about the EHP review process to FEMA programs and its grantees and sub-grantees. All inquiries and communications about EHP compliance for FEMA grant projects or the EHP review process should be sent to emily.blanton@fema.dhs.gov.

VIII. Other Critical Information
Additional Information

Not Applicable

IX. How to Apply

Application Instructions

Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time applicants are advised to start the required steps well in advance of their submission. **Applicants should allow at least 15 business days (three weeks) to complete the five steps of applying listed below.** Failure of an applicant to comply with any of the required steps before the deadline for submitting their application will automatically disqualify their application from funding.

The steps involved in applying for an award under this program are:

1. Applying for, updating or verifying their DUNS Number
2. Applying for, updating or verifying their EIN Number
3. Updating or verifying their SAM Number
4. Submitting an initial application in grants.gov, and
5. Submitting the complete application in ND Grants

1. Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number

The applicant must provide a DUNS number with their application. This number is a required field for all subsequent steps in the application submission. Applicants should verify they have a DUNS number, or take the steps necessary to obtain one.

Applicants can receive a DUNS number at no cost by calling DUNS number request line at (866) 705-5711. FEMA cannot assist applicants with questions related to obtaining a current DUNS number.

2. Obtain an Employer Identification Number (EIN)

FEMA requires both the EIN and a DUNS number prior to the issuance of a funding award and , for grant award payment; both are also required to register with SAM (see below). The EIN base for an organization is the IRS Tax ID number, for individuals it is their social security number, both of which are nine-digit numbers. Organizations and individuals submitting their applications must correctly identify the EIN from the DUNS since both are 9-digit numbers. If these numbers are not correctly identified in the application, this may result in a delay in the issuance of the funding award and/or incorrect payment to a grantee organization.

Organization applicants applying for an EIN should plan on a minimum of 2 full weeks to obtain an EIN.

If you need assistance registering an EIN, please go to [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online). FEMA cannot assist applicants with questions related to obtaining a current EIN.

3. Register with the System for Award Management (SAM)

Payments are contingent on the information provided in SAM and must be completed by the applicant at <http://www.sam.gov>. It is imperative that the information provided by the applicant is correct and current. Please ensure that your organization's name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards.

SAM registration is a multi-step process including validating your EIN with the Internal Revenue Service (IRS) to obtain a Commercial and Government Entity (CAGE) code. The CAGE code is only valid for one year after issuance and must be current at the time of application. If you need assistance registering with SAM, please go to <https://www.fsd.gov/> or call 866-606-8220. FEMA cannot assist applicants with questions related to obtaining a current CAGE code.

4. Initial Application Submission in Grants.gov.

All applicants submit their initial application through Grants.gov. Applicants may need to first create a grants.gov user profile by visiting the Get Registered section of the grants.gov website. Successful completion of this step is necessary for FEMA to determine eligibility of the applicant. Applicants should complete this step at <http://www.grants.gov>. The initial on-line application in grants.gov requires completing

- Standard Form 424 (SF424), Application for Federal Assistance, and
- grants.gov (GG) Form Certification Regarding Lobbying Form.

Both forms are available in the Forms tab under SF-424 Family. The initial application cannot be started or submitted in Grants.gov unless the applicants registration in SAM is confirmed.

Application forms and instructions are available at grants.gov. To access these materials, go to <http://www.grants.gov>, select *Apply for Grants*, enter the CFDA number or the Opportunity ID Number noted in this FOA, select *Download Application Package*, and follow the prompts to download the application package. The information submitted in grants.gov will be retrieved by ND Grants, which will allow FEMA to determine if an applicant is eligible. Applicants are encouraged to submit their initial application in grants.gov at least ten days before the application deadline.

If you need assistance applying through grants.gov, please go to <http://www.grants.gov/web/grants/applicants/grant-application-process.html>, contact support@grants.gov, or call 800-518-4726. FEMA cannot assist applicants with questions related to registering with grants.gov.

5. Final Application Submission in Non Disaster Grants System (ND Grants).

Eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants located <https://portal.fema.gov>. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.

If you need assistance registering for the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076.

X. Application and Submission Information
Application and Submission Information

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 (if the grantee has engaged or intends to engage in lobbying activities).

Applicants will also be prompted to assure compliance with all Standard and Special Terms and Conditions before being eligible to receive an award under this program.

In addition applicants must submit copies of the following in ND Grants:

- a. A completed US&R Budget Narrative Workbook, FEMA Form 089-0-10
- b. Latest A-133 Audit
- c. Any requests & approvals received for pre-award costs (if applicable)
- d. Indirect Cost Rate Agreement
- e. Vehicle specifications, when a vehicle(s) is/are included in budget narrative

Hard copies of the FOA

Hard copies of the FOA can be downloaded from the common electronic “storefront” grants.gov or via email from Catherine Deel at: Catherine.Deel@fema.dhs.gov

Telephone Device for the Deaf (TDD)

The Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: (800) 462-7585.

Appendices:

A National Urban Search and Rescue Response System US&R Task Force FY 2014 Readiness Cooperative Agreement Statement of Work

B US&R Response System Task Force Narrative Workbook (FEMA Form 089-0-10)

C Cooperative Agreement Funding – Recommended Allocations

D Task Force Allocations and Budget Totals

E Administration Budget

F Special Cache Allocations (HEPP, IST, Medical)

G List of US&R Advisory Organization Members

H Summary of Deliverables

I US&R Activity Calendar, September 2013 – December 2014