

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2021 Targeted Violence and Terrorism Prevention (TVTP) Grant
Program**

NOTE: If you are going to apply for this funding opportunity and have not obtained an Employer Identification Number (EIN), a Data Universal Numbering System (DUNS) number, are not currently registered in the System for Award Management (SAM), or your SAM registration is not active, please take immediate action to obtain an EIN and DUNS Number, if applicable, and then register immediately in SAM or, if applicable, renew your SAM registration. 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> Detailed information regarding DUNS, EIN, and SAM is also provided in Section D of this NOFO under the subsection titled “How to Register to Apply through Grants.gov.” Detailed information regarding the time required for each registration is also provided in Section D of this NOFO under the subsection titled “Other Key Dates.”

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A. Program Description

1. Issued By

U.S. Department of Homeland Security (DHS), Office for Targeted Violence and Terrorism Prevention (OTVTP)/Federal Emergency Management Agency (FEMA)

2. Assistance Listings Number

97.132

3. Assistance Listings Title

Financial Assistance for Targeted Violence and Terrorism Prevention

4. Funding Opportunity Title

Fiscal Year 2021 Targeted Violence and Terrorism Prevention Grant Program

5. Funding Opportunity Number

DHS-21-TTP-132-00-01

6. Authorizing Authority for Program

Homeland Security Act of 2002, as amended (Pub. L. No 107-296) and Department of Homeland Security Appropriations Act, 2021 (Pub. L. 116-260)

7. Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2021 (Pub. L. 116-260)

8. Announcement Type

Initial

9. Program Category

Prevention

10. Program Overview, Objectives, and Priorities

a. Overview

From its founding, one of the primary missions of the Department of Homeland Security has been to “prevent terrorist attacks within the United States.” In the wake of the 9/11 attacks, DHS used this mandate to develop nationwide capabilities that help to detect and disrupt terrorist plots directed from overseas. Examples of these capabilities included stopping terrorist travel with enhanced law enforcement and intelligence capabilities and ensuring that state, local, tribal, and territorial (SLTT) governments were integrated in this mission as part of a holistic approach to preparedness. In the last decade, the terrorist threat has evolved. Domestic terrorists have caused more deaths in the United States in recent years than have terrorists connected to foreign terrorist organizations (FTOs). Domestic terrorist attacks and hate crimes sometimes overlap, as perpetrators of prominent domestic terrorist attacks have selected their targets based on factors such as: race, ethnicity, national origin, religion, sexual orientation, gender, and gender identity.

In assessing the terrorist threat, the DHS 2020 Homeland Threat Assessment finds that domestic violent extremists, to include violent white supremacists, are “the most persistent and lethal threat in the Homeland.” Since 2018, violent white supremacist extremists have conducted more lethal attacks in the United States than any other violent extremist movement. While lone offenders, as opposed to cells or organizations, are the most common perpetrators, lone offenders are also most often part of a broader movement and will sometimes engage in outreach with like-minded individuals abroad in order to expand their violent extremist networks. Violent white supremacist extremists’ outlook can generally be characterized by hatred for immigrants and ethnic minorities, often combining these prejudices with virulent anti-Semitism, anti-Muslim, and anti-LGBTQ+ views. Additionally, FTOs such as Al-Qa’eda and ISIS continue to leverage digital communication platforms to inspire domestically-based individuals to commit terrorist attacks with little to no training and preparation. Furthermore, we have seen individuals commit or plan mass casualty attacks with no clear nexus to a violent ideology, devastating hometowns across America. The latest research continues to show that the risk factors for individuals being radicalized to violence are similar across the ideological spectrum, and that other acts of targeted violence also share many of those risk factors.

The Fiscal Year 2021 (FY21) Targeted Violence and Terrorism Prevention (TVTP) Grant Program is a critical support for the development of local prevention frameworks that address priority areas and diverse threats. These frameworks are called for by the Department’s Strategic Framework and align with the Department’s goal to “Counter Terrorism and Homeland Security Threats,” as described in the DHS Strategic Plan for Fiscal Years 2020-2024. It builds off the lessons learned and promising practices from the department’s past and ongoing activities and seeks to make awards to projects that will build local capacity to prevent targeted violence and all forms of terrorism.

b. Objectives

The FY21 TVTP Grant Program seeks to provide funding to implement local prevention frameworks and explore innovative approaches to preventing targeted violence and terrorism. Applications are being sought in three application tracks: Promising Practices-Single Project, Promising Practices-Multiple Projects, and Innovation. Each track, as explained in Appendix A, supports the development of local prevention frameworks in accordance with the 2019 DHS Strategic Framework. Local prevention frameworks and the approaches sought in the Innovation track support terrorism prevention objectives in the March 2021 Interim National Security Strategic Guidance, to align resources to evolving threats.

The objectives of the TVTP Grant Program align with the objectives of developing local prevention frameworks (see Appendix A for additional details):

- Raising awareness of radicalization to violence,
- Raising awareness of the risk factors for – and the protective factors against - radicalization to violence,
- Ensuring members of the local community engage the broadest set of local stakeholders that sustain trusted partnerships and increased communications addressing radicalization to violence,

- Ensuring members of the local community have the ability to act on their awareness training by knowing how to contact – and understanding the role of – threat assessment and management teams,
- Ensuring members of the local community have access to multi-disciplinary threat assessment and management teams, and
- Ensuring the local community has a variety of programs that address risk factors while also providing services supporting threat management approaches.

The TVTP Grant Program seeks to provide funding to applications that align with these objectives and that protect privacy, civil rights, and civil liberties. Please see Appendix D for research, logic model, performance measurement, and other resources that can be referenced to design project proposals.

c. *Priorities*

The FY21 TVTP Grant Program has the following priorities:

- Preventing Domestic Violent Extremism
- Enhancing Local Threat Assessment and Management Capabilities
- Implementing Innovative Solutions for Preventing Targeted Violence and Terrorism
- Challenging Online Violence Mobilization Narratives

11. Performance Measures

Performance measures and metrics are identified in subparagraph (b) for each project type in Appendix B.

B. Federal Award Information

1. Available Funding for the NOFO: \$20,000,000.00

See Appendix B for target award amounts for each project type. These amounts are not a minimum or maximum award, but if the applicant requests an amount that significantly deviates from the target award amount for the applicable track or project type, DHS will require the applicant to include a detailed justification.

2. Period of Performance: 24 months

Extensions to the Period of Performance are allowed; please see Section H. Additional Information, Period of Performance Extensions.

FEMA awards under this program only include one budget period, so it will be same as the period of performance. *See* 2 C.F.R. § 200.1 for definitions of “budget period” and “period of performance.”

3. Projected Period of Performance Start Date(s): 10/01/2021

4. Projected Period of Performance End Date(s): 09/30/2023

5. Funding Instrument Type: Grant

C. Eligibility Information

1. Eligible Applicants

- a. Local governments as defined by 2 C.F.R. § 200.1
- b. Federally recognized Indian tribes as defined by 2 C.F.R. § 200.1
- c. Nonprofits with 501(c)(3) IRS status
- d. Institutions of higher education as defined by 2 C.F.R. § 200.1
- e. State governments as defined by 2 C.F.R. § 200.1.

2. Applicant Eligibility Criteria

Applicants must demonstrate that they have sufficient authority and capacity to implement a project outlined in Appendix B, including the capability to engage the participants they propose to include in their projects.

All applicants must include the required elements for all applications (See Appendix C, “Contents and Format of Application”), as well as specific requirements of the projects they are proposing, including performance measures, for each project type (See Appendix B). Failure to provide a complete application or significant deviation from the requirements can cause an application to be ineligible and not reviewed or scored.

3. Other Eligibility Criteria

Privacy, Civil Rights, and Civil Liberties: Proposed projects shall not infringe on individual privacy, civil rights, and civil liberties. Applications shall describe any potential impacts to privacy, civil rights, and civil liberties and ways in which applicants will prevent or mitigate those impacts and administer their projects in a nondiscriminatory manner. Applications that describe programs projects or activities that do not appropriately protect privacy, civil rights, or civil liberties will be deemed ineligible for funding.

4. Cost Share or Match

A Cost Share or Cost Match is not required.

D. Application and Submission Information

1. Key Dates and Times

- a. *Application Start Date:* 03/24/2021
- b. *Application Submission Deadline:* 05/25/2021 5:00:00 PM 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 their submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled “Timely Receipt Requirements and Proof of Timely Submission” in Section D of this NOFO.

DHS/FEMA will not review applications that are received after the deadline or consider these late applications for funding. DHS/FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for DHS/FEMA to make an award.

Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and before the application deadline. Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. "Timely notification" of FEMA means: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of FEMA contacts can be found in Section G of this NOFO, "DHS Awarding Agency Contact Information." For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at (800) 865-4076 or (b)(6). The ND Grants Service Desk is available Monday through Friday, 9:00 AM – 6:00 PM Eastern Time (ET). For programmatic or grants management questions, please contact your Program Analyst or Grants Specialist. If applicants do not know who to contact 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 (b)(6) Monday through Friday, 9:00 AM – 5:00 PM ET.

c. Anticipated Funding Selection Date:

08/31/2021

d. Anticipated Award Date:

No later than 09/30/2021

e. Other Key Dates

Event	Suggested Deadline for Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Creating a profile and organization in ND Grants	Four weeks before actual submission deadline
Starting application in Grants.gov	Four weeks before actual submission deadline
Completing Application in ND Grants	One week before actual submission deadline
Submitting the Final Application in ND Grants	By the submission deadline

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. Address to Request Application Package

Hard copies of the NOFO can be downloaded at [Grants.gov](https://www.grants.gov) or obtained via email from the Awarding Office points of contact listed in Section G of this NOFO, “DHS Awarding Agency Contact Information” or by TTY (800) 462-7585.

4. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Data Universal Numbering System (DUNS) number from Dun & Bradstreet and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide a valid DUNS number, which is currently the unique entity identifier;
- c. Have an account with login.gov;
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Create a Grants.gov account;
- f. Add a profile to a Grants.gov account;
- g. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
- h. Register in ND Grants
- i. Submit an initial application in Grants.gov;
- j. Submit the final application in ND Grants, including electronically signing applicable forms; and
- k. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant’s immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Specific instructions on how to apply for, update, or verify a DUNS number or SAM registration or establish an AOR are included below in the steps for applying through Grants.gov.

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

Per 2 C.F.R. § 25.110(c)(2)(iii), if an applicant is experiencing exigent circumstances that prevents it from receiving a DUNS number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible by contacting (b)(6) and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain a DUNS number and complete SAM registration within 30 days of the federal award date.

5. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity.

For this funding opportunity, FEMA requires applicants to submit initial applications through Grants.gov and a final application through ND Grants.

6. How to Register to Apply through Grants.gov

a. General Instructions:

Registering and applying for an award under this program is a multi-step process and requires time to complete. Read the instructions below about registering to apply for FEMA funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have a Data Universal Numbering System (DUNS) Number, Employer Identification Number (EIN), and an active System for Award Management (SAM) registration.

Organizations must also have a Grants.gov account to apply for an award under this program. Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov here: <https://www.grants.gov/web/grants/applicants/organization-registration.html>.

If individual applicants are eligible to apply for this grant funding opportunity, refer to: <https://www.grants.gov/web/grants/applicants/registration.html>.

b. *Obtain a DUNS Number:*

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

For more detailed instructions for obtaining a DUNS number, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

Note: At some point, the DUNS Number will be replaced by a “new, non-proprietary identifier” requested in, and assigned by, SAM.gov. This new identifier is being called the Unique Entity Identifier (UEI), or the Entity ID. Grants.gov has begun preparing for this transition by educating users about the upcoming changes and updating field labels and references to the DUNS Number (the current identifier) within the Grants.gov system. Users should continue using the DUNS Number in UEI fields until further notice. To learn more about SAM’s rollout of the UEI, please visit <https://gsa.gov/entityid>.

c. *Obtain Employer Identification Number*

In addition to having a DUNS number, all entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

d. *Create a login.gov account:*

Applicants must have a login.gov account in order to register with SAM or update their SAM registration. Applicants can create a login.gov account here: https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd3.

Applicants only have to create a login.gov account once. For applicants that are existing SAM users, use the same email address for the login.gov account as with SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to: <https://www.sam.gov/SAM/pages/public/loginFAQ.jsf>.

e. *Register with SAM:*

In addition to having a DUNS number, all organizations applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

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

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

Note: As a new requirement per 2 C.F.R. § 25.200, applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

I. ADDITIONAL SAM REMINDERS

Existing SAM.gov account holders should check their account to make sure it is "ACTIVE." SAM registration should be completed at the very beginning of the application period and should be renewed annually to avoid being "INACTIVE." **Please allow plenty of time before the grant application submission deadline to obtain a DUNS number and then to register in SAM. It may be four weeks or more after an applicant submits the SAM registration before the registration is active in SAM, and then it may be an additional 24 hours before FEMA's system recognizes the information.**

It is imperative that the information applicants provide is correct and current. Please ensure that your organization's name, address, DUNS number, and Employer Identification Number, or 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. Payment under any FEMA award is contingent on the recipient's having a current SAM registration.

II. HELP WITH SAM

The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at <https://www.fsd.gov/fsd-gov/home.do> or call toll free (866) 606-8220.

f. *Create a Grants.gov Account:*

The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process.

For more information, follow the on-screen instructions or refer to:

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

See also Section D.8 in this NOFO, "Submitting the Final Application in ND Grants," for instructions on how to register early in ND Grants.

i. ***Add a Profile to a Grants.gov Account:***

A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile.

For more detailed instructions about creating a profile on Grants.gov, refer to:
<https://www.grants.gov/web/grants/applicants/registration/add-profile.html>.

j. ***EBiz POC Authorized Profile Roles:***

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

For more detailed instructions about creating a profile on Grants.gov, refer to:
<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>.

k. ***Track Role Status:***

To track your role request, refer to:
<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>.

l. ***Electronic Signature:***

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

7. **How to Submit an Initial Application to FEMA via Grants.gov**

Standard Form 424 (SF-424) is the initial application for this NOFO.

Grants.gov applicants can apply online using a workspace. A workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace. Applicants are encouraged to submit their initial applications in Grants.gov at least seven days before the application deadline.

In Grants.gov, applicants need to submit the following forms:

- SF-424, Application for Federal Assistance
- Grants.gov Lobbying Form, Certification Regarding Lobbying

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

a. *Create a Workspace:*

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

b. *Complete a Workspace:*

Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission.

c. *Adobe Reader:*

If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

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

d. *Mandatory Fields in Forms:*

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

e. *Complete SF-424 Fields First:*

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

f. *Submit a Workspace:*

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

g. *Track a Workspace:*

After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the confirmation page that is generated after submission. Using the tracking

number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

h. *Additional Training and Applicant Support:*

For additional training resources, including video tutorials, refer to:
<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Grants.gov provides applicants 24/7 (except federal holidays) support via the toll-free number (800) 518-4726, email at support@grants.gov and the website at <https://www.grants.gov/support.html>. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist FEMA with tracking your issue and understanding background information on the issue.

8. Submitting the Final Application in ND Grants

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

Applicants needing assistance registering for the ND Grants system should contact (b)(6) or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see <https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system>.

In ND Grants, applicants will be prompted to submit the standard application information and any program-specific information required as described in Section D.10 of this NOFO, “Content and Form of Application Submission.”. The Standard Forms (SF) are auto generated in ND Grants, but applicants may access these forms in advance through the Forms tab under the [SF-424 family on Grants.gov](#). Applicants should review these forms before applying to ensure they have all the information required.

For additional application submission requirements, including program-specific requirements, please refer to the subsection titled “Content and Form of Application Submission” under Section D of this NOFO.

9. 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 and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission

of its 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.** Applicants can also view the ND Grants Agency Tracking Number by accessing the Details tab in the submitted workspace section in Grants.gov, under the Agency Tracking Number column. Should the Agency Tracking Number not appear, the application has not yet migrated from Grants.gov into the ND Grants System. Please allow 24 hours for your ND Grants application tracking number to migrate.

All applications must be received in ND Grants by **5:00 PM ET** on the application deadline. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

10. Content and Form of Application Submission

a. *Standard Required Application Forms and Information*

The following forms or information are required to be submitted in either Grants.gov or ND Grants. The Standard Forms (SF) are submitted either through Grants.gov, through forms generated in ND Grants, or as an attachment in ND Grants. Applicants may also access the SFs at <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

I. GRANTS.GOV

- **SF-424, Application for Federal Assistance**, initial application submitted through Grants.gov
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**, submitted through Grants.gov

II. ND GRANTS

- **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants
 - **For construction under an award, submit SF-424C, Budget Information (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424A
- **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants
 - **For construction under an award, submit SF-424D, Standard Assurances (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424B
- **SF-LLL, Disclosure of Lobbying Activities**, submitted via the forms generated by ND Grants
- **Indirect Cost Agreement or Proposal**, submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see Section D.12 of this NOFO, “Funding Restrictions and Allowable Costs,” for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal

might be available, or contact the relevant FEMA staff identified in Section G of this NOFO, “DHS Awarding Agency Contact Information” for further instructions.

b. Program-Specific Required Application Forms and Information

- Project Narrative, submitted as a single attachment in ND Grants. The Project Narrative has the following components:
 - Cover Page
 - Body
 - Appendices

See Appendix C for detailed instructions on completing the Project Narrative.

- See also Appendix E for a budget worksheet example.

11. Other Submission Requirements

For additional information and formatting instructions see Appendices C and E.

12. Funding Restrictions and Allowable Costs

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, or the terms and conditions of the award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. *See* 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards is the same as the period of performance).

In general, the Cost Principles establish standards for the allowability of costs, provide detailed guidance on the cost accounting treatment of costs as direct or administrative costs, and set forth allowability principles for selected items of cost. More specifically, except as otherwise stated in this NOFO, the terms and condition of an award, or other program materials, costs charged to awards covered by this NOFO must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E. In order to be allowable, all costs charged to a FEMA award or applied to the cost share must be reasonable in nature and amount and allocable to the particular FEMA award.

Additionally, all costs charged to awards must comply with the grant program’s applicable statutes, policies, requirements in this NOFO as well as with the terms and conditions of the award. If FEMA staff identify costs that are inconsistent with any of these requirements, these costs may be disallowed, and FEMA may recover funds as appropriate, consistent with applicable laws, regulations, and policies.

As part of those requirements, grant recipients and subrecipients may only use federal funds or funds applied to a cost share for the purposes set forth in this NOFO and the terms and conditions of the award, and those costs must be consistent with the statutory authority for the award.

Grant funds may not be used for matching funds for 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.

a. *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services*

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Effective August 13, 2020, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- (1) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (2) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- (3) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

I. DEFINITIONS

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the

Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of “covered telecommunications equipment or services.” *See* 2 C.F.R. § 200.471.

b. *Pre-Award Costs*

Pre-award costs are NOT Allowed

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

M&A costs are allowable by the recipient up to 5% of the award. M&A activities are those defined as directly relating to the management and administration of TVTP funds. 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.

d. *Indirect Facilities & Administrative (F&A) Costs*

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the DHS Program Analyst and FEMA Grants Management Specialist for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the DHS Program Analyst and FEMA Grants Management Specialist for further instructions. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable.

e. *Other Direct Costs*

Planning, training, organization, exercises, and domestic travel are allowed under this program.

E. Application Review Information

1. Application Evaluation Criteria

a. *Programmatic Criteria*

DHS will review applications submitted in three application tracks, based on project type. Applications will be scored on the following merit criteria and will be assigned points up to

the maximum number of points listed for the below criteria for a total maximum score of 100 points. Please Refer to Appendix C for a detailed description of the required elements associated with the below scoring criteria.

Needs Assessment

15 Points

Applicants will conduct a needs assessment as described in Appendix C. Applicants must describe the current local prevention framework or activities in the relevant localities that may become part of a local prevention framework as a result of the applicants' proposed project. Applicants should also demonstrate how the proposed project(s) move their locality/target population from the current state to their goal state. In order to receive maximum number of points applicants will outline activities from a broad range of stakeholders in their planned area of performance in determining their needs and currently available resources.

Applicants must outline:

- The target population for services (the group of individuals that are expected to use the proposed program) and the estimated number of people in that target population – 10 points
- An inventory of other programs that currently serve the target population – 5 points

Program Design and Implementation and Measurement Plan

45 points

The program design is a critical part of the application that demonstrates the degree to which applicants understand how their proposed work will have an impact in preventing targeted violence and terrorism. The Implementation and Measurement Plan is the applicant's opportunity to demonstrate the details of their program design as well as capacity of program design, program management, and understanding of performance measurement and reporting. Each application will be scored on the quality of their Implementation and Measurement Plan in accordance with the DHS Template. To receive the maximum number of points, applicants should complete the template in a logical way that, when used in reporting progress to DHS, conveys the most meaningful aspects of their programs. To receive the maximum number of points:

- Applications will include all of the elements of the Program Design, as described in Appendix C, including a problem statement, program goals and objectives, and a logic model/theory of change. – 10 Points
- Demonstrate a clear connection between their problem statement, program goals/objectives, logic model and theory of change such that it conveys a program that has the best chance of achieving the intended results. – 10 Points
- Demonstrate capacity to execute the program as designed and a clear understanding of performance measurement – 5 points.

Clearly outline their project goal state and target population as described in their needs assessment. – 5 points

Describe the evidence that demonstrates that the proposed strategy and approach are likely to lead to the anticipated outcomes. (5 points)

- Appropriately craft performance measures that define what constitutes the success of each activity as well as a corresponding data collection method and timeframe based on required performance measures by project as identified in Appendix B. – 10 points

- As outlined in Federal Award Administration Part 2. Administrative and National Policy Requirements, Protection of Human Subjects in Research and Appendix B, certain project types and their respective required performance measurements will meet the federal definition for research and human subject research and therefore require an IRB determination from an IRB and DHS. Such applicants should incorporate this determination process into their IMP and submit a DHS determination request form with their application.

Organization and Key Personnel

15 Points

Applicants are required to describe their organization and the key personnel that will work on the project. To receive the maximum number of points, applicants will provide:

- Details that indicate how the organization is poised to deliver the intended outcomes of their projects through past successes in prevention or related work and how the key personnel have sufficient subject matter expertise to accomplish the project.
- Projects utilizing partners to carry out significant portions of the project should include a detailed description of the partner's experience and capability as well as a letter of support or similar documentation in order to be highly scored in this category.

Sustainability

15 Points

Applicants are required to describe how the activities and capabilities in their proposed project will be sustained following the end of the period of performance. To receive the maximum number of points applicants will outline:

- A feasible plan to sustain all the capabilities developed by their project permanently without Federal funding. – 10 Points
- How the proposed project fits into the larger mission of the organization and therefore the likelihood it will be maintained beyond the period of performance. – 5 Points
- Applicants who have previously received an award under Assistance Listing 97.132 (CVE and TVTP Grant Programs) will be required to describe how their proposed project complements their past award and why the additional funding is necessary for building a local prevention framework in their community.

Budget Detail and Narrative

10 Points

The budget detail will be evaluated to determine if the proposed costs are reasonable and well supported by the budget narrative. In order to receive the maximum number of points applicants will propose an efficient, realistic budget, and if applicant deviates significantly from the target award funds associated with each project, the narrative will include a reasonable justification for the deviation.

b. *Financial Integrity Criteria*

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3354, as enacted by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of governmentwide eligibility qualification or

financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- i. Financial stability.
- ii. Quality of management systems and ability to meet management standards.
- iii. History of performance in managing federal award.
- iv. Reports and findings from audits.
- v. Ability to effectively implement statutory, regulatory, or other requirements.

c. *Supplemental Financial Integrity Criteria and Review*

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently \$250,000:

- i. FEMA is required to review and consider any information about the applicant, including information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is 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).
- ii. An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- iii. 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. § 200.206.

d. *Security Review*

Using a risk-based approach, DHS will conduct a security review of nonprofit applicants, excluding institutions of higher education, with scores in the top tier of applications to ensure that funds will be used for their intended purpose and that recipients are not known to engage in activities that raise security concerns or are otherwise contrary to the purpose of the program. DHS will use certain Personally Identifiable Information (PII) submitted by applicants as part of the application process in ND Grants and Grants.gov to query national security databases.

Additionally, if derogatory information is found through these queries, DHS may conduct additional searches using publicly available information to identify controlling individuals of the organization, including key employees and board members of the organization not otherwise identified in the grant application or materials accompanying submissions. DHS will review potentially derogatory information as well as any mitigating information in determining if any security risk exists. DHS grant awards are inherently discretionary, and

DHS will not make awards in cases when there is a credible security risk. Other than not being considered for an award, no adverse action will be taken against an applicant if they are disqualified for receiving an award under this opportunity because of the security review. **By submitting an application under this funding opportunity, applicants consent to undergoing this security review.** DHS has published a [Privacy Impact Assessment](#) (PIA) describing this process in more detail. Prospective applicants should review that document.

2. Review and Selection Process

OTVTP will review applications submitted by the deadline against the eligibility criteria in Section C. Each application deemed eligible will be reviewed and scored by two subject matter experts (SMEs) with expertise in terrorism, targeted violence, prevention, or related subjects. The SMEs scoring each application will confer to come to a consensus score with notes for each application.

OTVTP will convene a panel of SMEs drawn from OTVTP and/or other DHS or interagency Federal partners to review the top scoring applications. The panel will review applications by application track and project type identified in Appendix B. If, in the opinion of the panel, there are not sufficient quality applications in a given project type, no awards will be made in that project type. The panel will develop a recommendation on which projects, or portion of projects, to award based on the quality of the application (i.e., its scores) and some or all of the following additional factors:

- Meeting the priorities and objectives identified in Section A and Appendix A;
- achieving diversity in project type while avoiding duplication of effort;
- achieving geographic diversity (to include regions as well as type (e.g., urban, suburban, rural));
- achieving diversity in eligible applicant type; and
- maximizing the use of funds.

The panel's recommendations shall provide a listing of projects for award that will account for the entire amount of funds available under this opportunity and a reserve list of awards totaling approximately 20% of the total available funding. The reserve list will be used to replace applications removed from consideration due to negative findings in the financial integrity reviews described in paragraphs 1.b. and c. of this section, the security review described in paragraph 1.d. of this section, or if a selected application fails to accept an award within the time period indicated in Section F.

The Director of OTVTP in coordination with the FEMA Assistant Administrator, Grant Programs Directorate will provide the recommendations of the panel to the DHS Under Secretary for Strategy, Policy, and Plans for final award determination. The Under Secretary may review additional information pursuant to the security review and may also consider other factors in making their final award determination.

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and

conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO as well as any specific terms and conditions in the Notice of Award to receive an award under this program.**

Notification of award approval is made through the ND Grants system through an automatic electronic mail to the recipient's authorized official listed in the initial application. The recipient should follow the directions in the notification to confirm acceptance of the award.

Recipients must accept their awards no later than 60 days from the award date. The recipient shall notify FEMA of its intent to accept and proceed with work under the award or provide a notice of intent to decline through the ND Grants system. For instructions on how to accept or decline an award in the ND Grants system, please see the ND Grants Grant Recipient User Guide, which is available at <https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system> along with other ND Grants materials.

Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the 60-day timeframe may result in a loss of funds.

2. Administrative and National Policy Requirements

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

a. *DHS Standard Terms and Conditions*

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

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

b. *Ensuring the Protection of Civil Rights*

As the Nation works towards achieving the [National Preparedness Goal](#), it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment, and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with DHS and FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving [federal financial assistance](#) from FEMA.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the [DHS Standard Terms and Conditions](#). Additional information on civil rights provisions is available at <https://www.fema.gov/about/offices/equal-rights>.

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R. Part 7.

c. *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 historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable.

Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the 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 along with any supporting documentation requested by FEMA in order to determine whether the proposed project has the potential to impact environmental resources 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. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies.

DHS and FEMA EHP policy is found in directives and instructions available on the [FEMA.gov EHP page](#), the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders.

d. *Privacy of Project Participants*

DHS takes seriously its responsibility to protect the privacy of individuals in all of its activities. In addition to abiding by the “Best Practices for Use and Collection of Personally Identifiable Information (PII)” included in the DHS Standard Terms and Conditions, recipients of a grant under this program shall limit the collection of PII to only the information necessary to implement their project. Recipients shall not transmit PII of program participants to DHS. In the collection of information for the purposes of measuring performance, program evaluation, and meeting DHS reporting requirements, data should be aggregated or anonymized prior to transmittal.

e. *Protection of Human Subjects in Research*

Successful applicants must meet all DHS and U.S. Department of Health and Human Services (HHS) requirements regarding research involving human subjects. These

requirements can be found in 45 C.F.R. Part 46, Subparts A-D. Subpart A of 45 C.F.R. Part 46 codifies the Federal Policy for the Protection of Human Subjects (also known as The Common Rule) which represents the basic foundation for the protection of human subjects in most research conducted or support by U.S. Federal departments and agencies. Certain project types, as outlined in Appendix A, require evaluation work that may meet the definition of research and may require the grantee to receive approval from an Institutional Review Board (IRB) prior to collection of information. **Any project collecting information from minors MUST have approval from an IRB prior to initiating work with minors.** DHS IRB determination guidance and request form are provided with the application requirements. Successful applicants will incorporate an IRB determination review process into their program design where relevant. OTVTP will assess whether or not an IRB determination will be required during the application review process.

f. *Implementation and Measurement Plan*

Applicants are required to submit an Implementation and Measurement Plan (IMP) as part of their application narrative. Recipients under this program will be required to have their IMP approved by OTVTP prior to beginning performance. Receiving an award under this program does not constitute final approval of their IMP.

g. *Evaluation*

By accepting award, all recipients agree to participate in an evaluation of this grant and to follow all related protocols established by DHS, which may include analysis of the effects on individuals and providing access to program operating personnel and participants, as specified by the evaluator(s) including after the period of performance.

3. *Reporting*

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

a. *Financial Reporting Requirements*

I. *FEDERAL FINANCIAL REPORT (FFR)*

Recipients must report obligations and expenditures through the FFR form (SF-425) to FEMA.

Recipients may review the Federal Financial Reporting Form (FFR) (SF-425) at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1>

Recipients must file the FFR electronically using the Payment and Reporting Systems (PARS).

II. *FFR REPORTING PERIODS AND DUE DATES*

An FFR must be submitted quarterly throughout the POP, including partial calendar quarters, as well as in periods where no grant award activity occurs. The final FFR is due within 120 days after the end of the POP. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Except for the final FFR due at 120 days after the end of the POP for purposes of closeout, the following reporting periods and due dates apply for the FFR:

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

b. *Programmatic Performance Reporting Requirements*

1. Report Procedure and Contents

Programmatic performance reports are submitted through ND Grants and emailed to the assigned Program Analyst. The reports shall include:

- Narrative description of activities during the reporting period including
 - Issues or challenges identified
 - An assessment of whether the project is on track to meet its timeline and outcome goals.
- Information collected in accordance with their approved Implementation and Measurement Plan (IMP) with the progress reporting for the covered reporting period. Each approved IMP will include the required performance measures identified in paragraph b. for each project type in Appendix B.
- Detailed data on project outputs in a format to be prescribed by OTVTP.

2. Programmatic Reporting Frequency

Programmatic reports are due on a quarterly basis (please see above chart indicating reporting periods and due dates). For the programmatic report due for the last quarter before the end of the POP, the recipient must include a qualitative narrative summary detailing all accomplishments of the grant to date; the impact of those accomplishments; and underlying data to support the narrative. OTVTP will review the report for sufficiency and provide any necessary feedback for what needs to be submitted in the final programmatic report after the POP ends, which shall be submitted within **120 days after** the end of the period of performance as described below and per 2 C.F.R. § 200.344(a).

c. *Closeout Reporting Requirements*

I. CLOSEOUT REPORTING

Within 120 days after the end of the period of performance for the prime award or after an amendment has been issued to close out an award before the original POP ends, recipients must liquidate all financial obligations and must submit the following:

- i. The final request for payment, if applicable.
- ii. The final FFR (SF-425).
- iii. The final progress report detailing all accomplishments, including a narrative summary of the impact of those accomplishments throughout the period of performance.
- iv. Other documents required by this NOFO, terms and conditions of the award, or other FEMA guidance.

In addition, pass-through entities are responsible for closing out their subawards as described in 2 C.F.R. § 200.344; subrecipients are still required to submit closeout materials within 90 days of the period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions for subawards in time for the recipient to submit all necessary documentation and information to FEMA during the closeout of the prime award.

After the prime award closeout reports have been reviewed and approved by FEMA, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for at least three years from the date of the final FFR. The record retention period may be longer, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.334.

The recipient is responsible for refunding to FEMA any balances of unobligated cash that FEMA paid that are not authorized to be retained per 2 C.F.R. § 200.344(d).

II. ADMINISTRATIVE CLOSEOUT

Administrative closeout is a mechanism for FEMA to unilaterally move forward with closeout of an award using available award information in lieu of final reports from the recipient per 2 C.F.R. § 200.344(h)-(i). It is a last resort available to FEMA, and if FEMA needs to administratively close an award, this may negatively impact a recipient's ability to obtain future funding. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

When a recipient is not responsive to FEMA's reasonable efforts to collect required reports needed to complete the standard closeout process, FEMA is required under 2 C.F.R. § 200.344(h) to start the administrative closeout process within the regulatory timeframe. FEMA will make at least three written attempts to collect required reports before initiating administrative closeout. If the recipient does not submit all required reports in accordance with 2 C.F.R. § 200.344, this NOFO, and the terms and conditions of the award, FEMA must proceed to administratively close the award with the information available within one year of the period of performance end date. Additionally, if the recipient does not submit all required reports within one year of the period of performance end date, per 2 C.F.R. § 200.344(i), FEMA must report in FAPIIS the recipient's material failure to comply with the terms and conditions of the award.

If FEMA administratively closes an award where no final FFR has been submitted, FEMA uses that administrative closeout date in lieu of the final FFR submission date as the start of the record retention period under 2 C.F.R. § 200.334.

In addition, if an award is administratively closed, FEMA may decide to impose remedies for noncompliance per 2 C.F.R. § 200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

d. *Additional Reporting Requirements*

i. **DISCLOSING INFORMATION PER 2 C.F.R. § 180.335**

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

- i. Are presently excluded or disqualified;
- ii. Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
- iii. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
- iv. Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

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

II. **REPORTING OF MATTERS RELATED TO RECIPIENT INTEGRITY AND PERFORMANCE**

Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds \$10,000,000 for any period of time during the period of performance of an award under this funding opportunity.

Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

III. **SINGLE 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, also known as the single audit report.

The audit must be performed in accordance with the requirements of U.S. Government Accountability Office's (GAO) Government Auditing Standards, located at <https://www.gao.gov/yellowbook/overview>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f>.

4. Monitoring and Oversight

Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, OTVTP and FEMA will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit OTVTP and FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to OTVTP and FEMA requests for information relating to the award.

Effective monitoring and oversight help OTVTP and FEMA ensure that recipients use grant funds for their intended purpose(s); verify that projects undertaken are consistent with approved plans; and ensure that recipients make adequate progress toward stated goals and objectives. Additionally, monitoring serves as the primary mechanism to ensure that recipients comply with applicable laws, rules, regulations, program guidance, and requirements. FEMA regularly monitors all grant programs both financially and programmatically in accordance with federal laws, regulations (including 2 C.F.R. Part 200), program guidance, and the terms and conditions of the award. All monitoring efforts ultimately serve to evaluate progress towards grant goals and proactively target and address issues that may threaten grant success during the period of performance.

OTVTP and FEMA staff will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets, and other related award criteria are meeting Federal Government-wide and FEMA regulations. Aside from reviewing quarterly financial and programmatic reports, OTVTP and FEMA may also conduct enhanced monitoring through either desk-based reviews, onsite monitoring visits, or both. Enhanced monitoring will involve the review and analysis of the financial compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and it will identify areas where the recipient may need technical assistance, corrective actions, or other support.

Financial and programmatic monitoring are complementary processes within FEMA's overarching monitoring strategy that function together to ensure effective grants management, accountability, and transparency; validate progress against grant and program goals; and safeguard federal funds against fraud, waste, and abuse. Financial monitoring primarily focuses on statutory and regulatory compliance with administrative grant requirements, while programmatic monitoring seeks to validate and assist in grant progress, targeting issues that may be hindering achievement of project goals and ensuring compliance with the purpose of the grant and grant program. Both monitoring processes are similar in

that they feature initial reviews of all open awards, and additional, in-depth monitoring of grants requiring additional attention.

Recipients and subrecipients who are pass-through entities are responsible for monitoring their subrecipients in a manner consistent with the terms of the federal award at 2 C.F.R. Part 200, including 2 C.F.R. § 200.332. This includes the pass-through entity's responsibility to monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

In terms of overall award management, recipient and subrecipient responsibilities include, but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, or other assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 C.F.R. Part 200.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

a. *Program Office Contact*

The DHS OTVTP is the overall programmatic lead for the TVTP Grant Program; for questions related to project design, and other programmatic required elements of the program please contact the office via email at (b)(6)

b. *Centralized Scheduling and Information Desk (CSID)*

CSID is a non-emergency comprehensive management and information resource developed by FEMA for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at (b)(6) Monday through Friday, 9:00 AM – 5:00 PM ET.

c. *Equal Rights*

The FEMA Office of Equal Rights (OER) is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA grants under this NOFO should be sent to (b)(6)

d. *Environmental Planning and Historic Preservation*

The FEMA Office of Environmental Planning and Historic Preservation (OEHP) provides guidance and information about the EHP review process to FEMA programs and FEMA's recipients and subrecipients. All inquiries and communications about EHP compliance for FEMA grant projects under this NOFO or the EHP review process should be sent to (b)(6)

(b)(6)

2. Systems Information

a. *Grants.gov*

For technical assistance with [Grants.gov](https://www.grants.gov), call the customer support hotline 24 hours per day, 7 days per week (except federal holidays) at (800) 518-4726 or e-mail at support@grants.gov.

b. *Non-Disaster (ND) Grants*

For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at (b)(6) or (800) 865-4076, Monday through Friday, 9:00 AM – 6:00 PM ET. User resources are available at <https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system>

c. *Payment and Reporting System (PARS)*

FEMA uses the [Payment and Reporting System \(PARS\)](#) for financial reporting, invoicing, and tracking payments. FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, recipients must complete a Standard Form 1199A, Direct Deposit Form. If you have questions about the online system, please call the Customer Service Center at (866) 927-5646 or email [ask-](#)

(b)(6)

H. Additional Information

1. **Termination Provisions**

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

a. *Noncompliance*

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this NOFO

b. *With the Consent of the Recipient*

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

c. *Notification by the Recipient*

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

2. *Period of Performance Extensions*

Extensions to the period of performance (POP) for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to the recipient's Program Analyst and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with the Program Analyst as needed when preparing an extension request.

All extension requests must address the following:

- a. The grant program, fiscal year, and award number;
- b. Reason for the delay –including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline;
- c. Current status of the activity(ies);
- d. Approved POP termination date and new project completion date;
- e. Amount of funds drawn down to date;
- f. Remaining available funds, both federal and, if applicable, non-federal;
- g. Budget outlining how remaining federal and, if applicable, non-federal funds will be expended;
- h. Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and
- i. Certification that the activity(ies) will be completed within the extended POP without any modification to the original statement of work, as described in the Implementation and Measurement Plan and as approved by DHS.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the recipient or subrecipient with vendors prevent completion of the project, including delivery of equipment or services, within the existing POP;
- The project must undergo a complex environmental review that cannot be completed within the existing POP;
- Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
- Where other special or extenuating circumstances exist.

Recipients should submit all proposed extension requests to DHS for review and approval at least 60 days prior to the end of the POP to allow sufficient processing time.

3. Disability Integration

Pursuant to Section 504 of the Rehabilitation Act of 1973, recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against other qualified individuals with disabilities.

Grant recipients should engage with the whole community to advance individual and community preparedness and to work as a nation to build and sustain resilience. In doing so, recipients are encouraged to consider the needs of individuals with disabilities into the activities and projects funded by the grant.

FEMA expects that the integration of the needs of people with disabilities will occur at all levels, including planning; alerting, notification, and public outreach; training; purchasing of equipment and supplies; protective action implementation; and exercises/drills.

The following are examples that demonstrate the integration of the needs of people with disabilities in carrying out FEMA awards:

- Include representatives of organizations that work with/for people with disabilities on planning committees, work groups and other bodies engaged in development and implementation of the grant programs and activities.
- Hold all activities related to the grant in locations that are accessible to persons with physical disabilities to the extent practicable.
- Acquire language translation services, including American Sign Language, that provide public information across the community and in shelters.
- Ensure shelter-specific grant funds are in alignment with FEMA's [Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters](#).
- If making alterations to an existing building to a primary function area utilizing federal funds, complying with the most recent codes and standards and making path of travel to the primary function area accessible to the greatest extent possible.
- Implement specific procedures used by public transportation agencies that include evacuation and passenger communication plans and measures for individuals with disabilities.
- Identify, create, and deliver training to address any training gaps specifically aimed toward whole-community preparedness. Include and interact with individuals with disabilities, aligning with the designated program capability.
- Establish best practices in inclusive planning and preparedness that consider physical access, language access, and information access. Examples of effective communication access include providing auxiliary aids and services such as sign language interpreters, Computer Aided Real-time Translation (CART), and materials in Braille or alternate formats.

FEMA grant recipients can fund projects towards the resiliency of the whole community, including people with disabilities, such as training, outreach and safety campaigns, provided that the project aligns with this NOFO and the terms and conditions of the award.

4. Conflicts of Interest in the Administration of Federal Awards or Subawards

For conflicts of interest under grant-funded procurements and contracts, refer to the section on Procurement Integrity in this NOFO and 2 C.F.R. §§ 200.317 – 200.327.

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable federal and state, local, tribal, or territorial (SLTT) statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to the respective Program Analyst or Program Manager, in writing, any real or potential conflict of interest that may arise during the administration of the federal award, as defined by the federal or SLTT statutes or regulations or their own existing policies, within five days of learning of the conflict of interest. Similarly, subrecipients, whether acting as subrecipients or as pass-through entities, must disclose any real or potential conflict of interest to the recipient or next-level pass-through entity as required by the recipient or pass-through entity's conflict of interest policies, or any applicable federal or SLTT statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, subapplicant, recipient, subrecipient, or FEMA employees.

5. Procurement Integrity

Through audits conducted by the DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement requirements jeopardizes the integrity of the grant as well as the grant program. To assist with determining whether an action is a procurement or instead a subaward, please consult 2 C.F.R. § 200.331.

The below highlights the federal procurement requirements for FEMA recipients when procuring goods and services with federal grant funds. FEMA will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.327.** Select requirements under these standards are listed below. The recipient and any of its subrecipients must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states (including territories) must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states must now follow 2 C.F.R. § 200.321 regarding socioeconomic steps, 200.322 regarding domestic preferences for procurements, 200.323 regarding procurement of recovered materials, and 2 C.F.R. § 200.327 regarding required contract provisions.

All other non-federal entities, such as tribes (collectively, non-state entities), must have and use their own documented procurement procedures that reflect applicable SLTT laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319 and § 200.320.

a. *Important Changes to Procurement Standards in 2 C.F.R. Part 200*

OMB recently updated various parts of Title 2 of the Code of Federal Regulations, among them, the procurement standards. States are now required to follow the socioeconomic steps in soliciting small and minority businesses, women's business enterprises, and labor surplus area firms per 2 C.F.R. § 200.321. All non-federal entities should also, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States per 2 C.F.R. § 200.322.

The recognized procurement methods in 2 C.F.R. § 200.320 have been reorganized into informal procurement methods, which include micro-purchases and small purchases; formal procurement methods, which include sealed bidding and competitive proposals; and noncompetitive procurements. The federal micro-purchase threshold is currently \$10,000, and non-state entities may use a lower threshold when using micro-purchase procedures under a FEMA award. If a non-state entity wants to use a micro-purchase threshold higher than the federal threshold, it must follow the requirements of 2 C.F.R. § 200.320(a)(1)(iii)-(iv). The federal simplified acquisition threshold is currently \$250,000, and a non-state entity may use a lower threshold but may not exceed the federal threshold when using small purchase procedures under a FEMA award.

See 2 C.F.R. §§ 200.216, 200.471, and Appendix II as well as section D.12.a of the NOFO regarding prohibitions on covered telecommunications equipment or services.

b. *Competition and Conflicts of Interest*

Among the requirements of 2 C.F.R. § 200.319(b) applicable to all non-federal entities other than states, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a non-federal entity develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when

those former employees worked on such activities while they were employees of the non-federal entity.

Under this prohibition, unless the non-federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.327, federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Per 2 C.F.R. § 200.319(c), non-federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed SLTT geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Under 2 C.F.R. § 200.318(c)(1), non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of

conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. If the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local, tribal, or territorial government, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

c. *Supply Schedules and Purchasing Programs*

Generally, a non-federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

I. GENERAL SERVICES ADMINISTRATION SCHEDULES

States, tribes, and local governments, and any instrumentality thereof (such as local education agencies or institutions of higher education) may procure goods and services from a General Services Administration (GSA) schedule. GSA offers multiple efficient and effective procurement programs for state, tribal, and local governments, and instrumentalities thereof, to purchase products and services directly from pre-vetted contractors. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term government-wide contracts with commercial firms that provide access to millions of commercial products and services at volume discount pricing.

Information about GSA programs for states, tribes, and local governments, and instrumentalities thereof, can be found at <https://www.gsa.gov/resources-for/programs-for-State-and-local-governments> and <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments>.

For tribes, local governments, and their instrumentalities that purchase off of a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, tribes, local governments, and their instrumentalities will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.327, such as solicitation of minority businesses, women’s business enterprises, small businesses, or labor surplus area firms (§ 200.321), domestic preferences (§ 200.322), contract cost and price (§ 200.324), and required contract provisions (§ 200.327 and Appendix II).

II. OTHER SUPPLY SCHEDULES AND PROGRAMS

For non-federal entities other than states, such as tribes, local governments, and nonprofits, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements to be permissible under federal requirements, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the non-federal entity complies with state and local law, regulations, and written procurement procedures;
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the non-federal entity and other similar types of entities;
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount, and geography;
- The procurement of the original contract or purchasing schedule complied with all the procurement standards applicable to a non-federal entity other than states under at 2 C.F.R. §§ 200.317 – 200.327; and
- With respect to the use of a purchasing schedule, the non-federal entity must follow ordering procedures that adhere to applicable state, tribal, and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans with its OTVTP Program Analyst or FEMA Grants Management Specialist.

d. *Procurement Documentation*

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. States and territories are encouraged to maintain and retain this information as well and are reminded that in order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

6. Record Retention

a. *Record Retention Period*

Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award generally must be maintained for at least three years from the date the final FFR is submitted. See 2 C.F.R. § 200.334. Further, if the recipient

does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period **may be longer than three years or have a different start date** in certain cases. These include:

- Records for real property and equipment acquired with federal funds must be retained for **three years after final disposition of the property**. *See* 2 C.F.R. § 200.334(c).
- If any litigation, claim, or audit is started before the expiration of the three-year period, the records **must be retained until** all litigation, claims, or audit findings involving the records **have been resolved and final action taken**. *See* 2 C.F.R. § 200.334(a).
- The **record retention period will be extended if the recipient is notified in writing** of the extension by FEMA, the cognizant or oversight agency for audit, or the cognizant agency for indirect costs. *See* 2 C.F.R. § 200.334(b).
- Where FEMA requires recipients to report program income after the period of performance ends, the **program income record retention period begins at the end of the recipient's fiscal year in which program income is earned**. *See* 2 C.F.R. § 200.334(e).
- For indirect cost rate proposals, cost allocation plans, or other rate computations records, the start of the record retention period depends on whether the indirect cost rate documents were submitted for negotiation. If the **indirect cost rate documents were submitted for negotiation, the record retention period begins from the date those documents were submitted** for negotiation. If indirect cost rate documents were **not submitted for negotiation, the record retention period begins at the end of the recipient's fiscal year or other accounting period covered by that indirect cost rate**. *See* 2 C.F.R. § 200.334(f).

b. *Types of Records to Retain*

FEMA requires that non-federal entities maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Cancelled checks

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of cancelled checks for verification. *See, e.g.,* 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

In order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g). Non-federal entities who fail to fully document all purchases may find their expenditures questioned and subsequently disallowed.

7. Actions to Address Noncompliance

Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient. This potential or actual noncompliance may be discovered through routine monitoring, audits, closeout, or reporting from various sources.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.208 and 200.339, FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. § 200.339, or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to 44 C.F.R. Parts 7 and 19.

In the event the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA might take other remedies allowed under 2 C.F.R. § 200.339. These remedies include actions to disallow costs, recover funds, wholly or partly suspend or terminate the award, initiate suspension and debarment proceedings, withhold further federal awards, or take other remedies that may be legally available. For further information on termination due to noncompliance, see the section on Termination Provisions in the NOFO.

FEMA may discover and take action on noncompliance even after an award has been closed. The closeout of an award does not affect FEMA's right to disallow costs and recover funds as long as the action to disallow costs takes place during the record retention period. *See* 2 C.F.R. §§ 200.334, 200.345(a). Closeout also does not affect the obligation of the non-federal entity to return any funds due as a result of later refunds, corrections, or other transactions. 2 C.F.R. § 200.345(a)(2).

The types of funds FEMA might attempt to recover include, but are not limited to, improper payments, cost share reimbursements, program income, interest earned on advance payments, or equipment disposition amounts.

FEMA may seek to recover disallowed costs through a Notice of Potential Debt Letter, a Remedy Notification, or other letter. The document will describe the potential amount owed, the reason why FEMA is recovering the funds, the recipient's appeal rights, how the amount can be paid, and the consequences for not appealing or paying the amount by the deadline.

If the recipient neither appeals nor pays the amount by the deadline, the amount owed will become final. Potential consequences if the debt is not paid in full or otherwise resolved by the deadline include the assessment of interest, administrative fees, and penalty charges;

administratively offsetting the debt against other payable federal funds; and transferring the debt to the U.S. Department of the Treasury for collection.

FEMA notes the following common areas of noncompliance for FEMA's grant programs:

- Insufficient documentation and lack of record retention.
- Failure to follow the procurement under grants requirements.
- Failure to submit closeout documents in a timely manner.
- Failure to follow EHP requirements.
- Failure to comply with the POP deadline.

8. Audits

FEMA grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award. Recipients and subrecipients must retain award documents for at least three years from the date the final FFR is submitted, and even longer in many cases subject to the requirements of 2 C.F.R. § 200.334. In the case of administrative closeout, documents must be retained for at least three years from the date of closeout, or longer subject to the requirements of 2 C.F.R. § 200.334. If documents are retained longer than the required retention period, the DHS OIG, the GAO, and the pass-through entity, as well as FEMA in its oversight capacity, have the right to access these records as well. *See* 2 C.F.R. §§ 200.334, 200.337.

Additionally, non-federal entities must comply with the single audit requirements at 2 C.F.R. Part 200, Subpart F. Specifically, non-federal entities, other than for-profit subrecipients, that expend \$750,000 or more in federal awards during their fiscal year must have a single or program-specific audit conducted for that year in accordance with Subpart F. 2 C.F.R. § 200.501. A single audit covers all federal funds expended during a fiscal year, not just FEMA funds. The cost of audit services may be allowable per 2 C.F.R. § 200.425, but non-federal entities must select auditors in accordance with 2 C.F.R. § 200.509, including following the proper procurement procedures. For additional information on single audit reporting requirements, see section F of this NOFO under the header "Single Audit Report" within the subsection "Additional Reporting Requirements."

The objectives of single audits are to:

- Determine if financial statements conform to generally accepted accounting principles (GAAP);
- Determine whether the schedule of expenditures of federal awards is presented fairly;
- Understand, assess, and test the adequacy of internal controls for compliance with major programs; and
- Determine if the entity complied with applicable laws, regulations, and contracts or grants.

For single audits, the auditee is required to prepare financial statements reflecting its financial position, a schedule of federal award expenditures, and a summary of the status of

prior audit findings and questioned costs. The auditee also is required to follow up and take appropriate corrective actions on new and previously issued but not yet addressed audit findings. The auditee must prepare a corrective action plan to address the new audit findings. 2 C.F.R. §§ 200.508, 200.510, 200.511.

Non-federal entities must have an audit conducted, either single or program-specific, of their financial statements and federal expenditures annually or biennially pursuant to 2 C.F.R. § 200.504. Non-federal entities must also follow the information submission requirements of 2 C.F.R. § 200.512, including submitting the audit information to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The audit information to be submitted include the data collection form described at 2 C.F.R. § 200.512(b) and Appendix X to 2 C.F.R. Part 200 as well as the reporting package described at 2 C.F.R. § 200.512(c).

The non-federal entity must retain one copy of the data collection form and one copy of the reporting package for three years from the date of submission to the Federal Audit Clearinghouse. 2 C.F.R. § 200.512; *see also* 2 C.F.R. § 200.517 (setting requirements for retention of documents by the auditor and access to audit records in the auditor's possession).

FEMA, the DHS OIG, the GAO, and the pass-through entity (if applicable), as part of monitoring or as part of an audit, may review a non-federal entity's compliance with the single audit requirements. In cases of continued inability or unwillingness to have an audit conducted in compliance with 2 C.F.R. Part 200, Subpart F, FEMA and the pass-through entity, if applicable, are required to take appropriate remedial action under 2 C.F.R. § 200.339 for noncompliance, pursuant to 2 C.F.R. § 200.505.

9. Payment Information

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 SF-1199A, Direct Deposit Form.

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. For additional information, refer to <https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true>.

10. Whole Community Preparedness

Preparedness is a shared responsibility that calls for the involvement of everyone—not just the government—in preparedness efforts. By working together, everyone can help keep the nation safe from harm and help keep it resilient when struck by hazards, such as natural disasters, acts of terrorism, and pandemics.

Whole Community includes:

- Individuals and families, including those with access and functional needs
- Businesses
- Faith-based and community organizations

- Nonprofit groups
- Schools and academia
- Media outlets
- All levels of government, including state, local, tribal, territorial, and federal partners

The phrase “Whole Community” often appears in preparedness materials, as it is one of the guiding principles. It means two things:

1. Involving people in the development of national preparedness documents.
2. Ensuring their roles and responsibilities are reflected in the content of the materials.

11. Disclosure of Application Materials

When submitting your application, Grant Applicant should identify any copyrighted materials, trade secrets, commercial or financial information, with a suitable notice or legend in the submissions set forth herein. Provided you, the Grant Applicant, provides an adequate notice or legend detailing its confidential nature, DHS will maintain the data in confidence, to the extent permitted by applicable law, and disclose and use only for carrying out DHS’ responsibilities under, or otherwise consistent with the terms of, this NOFO, or in compliance with an order by a court, or in defense of DHS (as it sees necessary) during litigation. Further, to ensure adequate protection by DHS, in any communications with DHS, including e-mail correspondence, Grant Applicant agrees to identify any information in such application or communication it considers to be commercial or financial information that the Grant Applicant customarily keeps private or closely-held.

Following the close of the application period, DHS will release a listing of all entities that have applied for a grant pursuant to this NOFO, including the following information: Application Number, Application Track, Project Type, Organization Name, Amount of Funds Requested, City, State, and Organization Type. After final awards are made under this opportunity and awardees have been identified, notified, and publicly released, DHS will release the applications of all awarded grant projects with the exception of Personally Identifiable Information, and information determined to be law enforcement sensitive or proprietary in nature, including financial and commercial information noted above, following consultation with each recipient. DHS plans to withhold unsuccessful applications in full.

If DHS receives a request for any Grant Applicant Data provided to DHS as a result of this NOFO (e.g., Freedom of Information Act), DHS will provide Grant Applicant with prompt written notice, unless it is readily determined by DHS that the information should not be disclosed or, on the other hand, that the information lawfully has been published or otherwise made available to the public. DHS will afford Grant Applicant a period of at least ten (10) working days in which to object to the disclosure of any specified portion of the information and to state fully all grounds upon disclosure is opposed. DHS will consider all such specified grounds for nondisclosure prior to making an administrative determination of the issue and, in all instances in which the determination is to disclose, provide the submitter with a detailed statement of the reasons for which its disclosure objections are not sustained. DHS will provide Grant Applicant with written notice of any final administrative disclosure determination not less than 10 (ten) working days prior to a specified disclosure date, in

order that the matter may be considered for possible judicial intervention. DHS will notify Grant Applicant promptly of all instances in which requesters have brought suit seeking to compel disclosure of Grant Applicant Data.

12. Appendices

- A. **Goals, Objectives, and Outcomes**
- B. **Application Tracks and Project Types**
- C. **Contents and Format of Project Narrative**
- D. **Research and Resources**
- E. **Budget Template**

Appendix A: Goals, Objectives, and Outcomes

On September 20, 2019, DHS released its Strategic Framework for Countering Terrorism and Targeted Violence (CTTV). The Framework's third goal, "Prevent Terrorism and Targeted Violence," outlines the Department's approach to the prevention of targeted violence and terrorism. This approach is focused on the establishment and expansion of locally-based prevention frameworks. Goal 3 of the CTTV explicitly calls out DHS grant funding as a mechanism to accomplish this goal.

The Department's Office for Targeted Violence and Terrorism Prevention (OTVTP) is tasked with equipping and empowering local efforts that prevent individuals from radicalizing to violence and to intervene with individuals who have (or are) radicalizing to violence. Radicalizing to violence is the process wherein an individual comes to believe that the threat or use of violence is necessary – or justified – to accomplish a goal. OTVTP is focused on ensuring prevention programming is institutionalized at the local level across the country. In engaging the whole of society at the local level, OTVTP seeks to ensure that vulnerable populations are protected. The primary goal of this grant program, therefore, is to establish and enhance locally-based prevention frameworks and programs. In doing so, this grant program directly supports the implementation of Goal 3. The following grant-related objectives, outcomes, and outcome indicators align with the objectives found in Goal 3 of the CTTV.

A local prevention framework is a flexible model that attempts to reach all segments of the local society to ensure a variety of objectives are met. Achieving this framework requires significant and continued stakeholder engagement at the state and local level to build transparent and trusted relations among the whole of society. Such relationships reduce risk, enhance resilience, ensure information sharing, and fulfill requests for service. Building and sustaining these relationships is therefore a core goal of all prevention frameworks.

Each community is unique – with different resources, population compositions, infrastructures, political climates, local needs, and relationship challenges. Local dynamics may impact the reception, support, and success of prevention programs. These local dynamics are key to building a local prevention framework that is supported by residents.

Goal of the TVTP Grant Program: Establish, expand and/or enhance local targeted violence and terrorism prevention frameworks.

Objective 1: The local community has awareness of the radicalization to violence process and what the threat of targeted violence and terrorism looks like.

- Outcome: Increase societal awareness of targeted violence, terrorism and the process of radicalization to violence.
- Outcome: Increase media literacy and online critical thinking initiatives.
- Outcome: Increase skills in identifying and avoiding narratives related to recruitment and mobilization to violence

Objective 2: The local community has awareness of both the risk factors for – and the protective factors against - radicalizing to violence.

- Outcome: Increase individual resilience to make populations less susceptible to risks of targeted violence and terrorism.
- Outcome: Increase resilience to narratives on recruitment and radicalization to violence.
- Outcome: Increase digital awareness-raising campaigns for conflict resolution and/or reduction of inter-group tensions.
- Outcome: Increase digital awareness-raising campaigns promoting social capital, sense of belonging, and feeling of security.
- Outcome: Increase narratives challenging recruitment/terrorism narratives.
- Outcome: Increase digital awareness-raising campaigns challenging targeted violence and terrorism.

Objective 3: Members of the local community engage among the broadest set of local stakeholders that sustain trusted partnerships and increase communications addressing radicalization to violence.

- Outcome: More jurisdictions/regions adopt comprehensive prevention frameworks to govern their prevention activities.
- Outcome: Increase access to threat assessment and management services.
- Outcome: More communities have programming to enhance resilience to targeted violence and terrorism narratives.
- Outcome: Enhanced social cohesion programs supporting prevention efforts aimed at targeted violence and terrorism, inter alia.

Objective 4: Members of the local community have the ability to act on their awareness training and help members of their community before they threaten other members of the community by knowing how to contact – and understanding the role of – threat assessment and management teams.

- Outcome: Increase engagement with individuals online with risk-factors for targeted violence and terrorism.
- Outcome: Enhanced capability to directly resolve risk factors with individuals engaged online.
- Outcome: More effective mechanisms for local citizens to refer and connect individuals with risk factors to online or offline intervention capability.

Objective 5: Members of the local community have access to multi-disciplinary (psychologists, educators, faith leaders, medical personnel, inter alia) threat assessment and management teams that can intervene with an individual who has radicalized to violence *before* it becomes a criminal justice issue.

- Outcome: Referring and connecting individuals with risk factors to online or offline intervention capability.

Objective 6: The local community has a variety of programs (e.g, service activities, career centers, after-school groups, mentoring, inter alia) that address risk factors while also providing services supporting threat management approaches.

- Subobjective: Communities develop and implement recidivism reduction programming to address individuals convicted of crimes related to terrorism and targeted violence or who become at-risk for terrorism and targeted violence while in correctional facilities.
 - Outcome: State and local correctional facilities establish programs to provide services and resources to inmates and returning citizens with a conviction for a targeted violence or terrorism related offense.
 - Outcome: State and local correctional facilities develop mechanisms to assess risk of targeted violence or terrorism in their populations.
 - Outcome: State and local correctional facilities address drivers of radicalization in their facilities.
 - Outcome: State and local probation and parole authorities establish programs to provide resources with individuals with a conviction for a targeted violence or terrorism related offense or who are at-risk to commit targeted violence or terrorism.

Appendix B: Application Tracks and Project Types

DHS seeks to fund proposals from this announcement to assist in the development of local prevention frameworks through three application tracks:

1. **Promising Practices: Multiple Projects.** 1) This track will fund multiple prevention programs to enhance or expand an existing local prevention framework that reaches all segments of their locality, or 2) to establish a new local or regional prevention framework. This is the only track that allows for multiple projects types in a single application. Project types submitted must align with the general project types, including required elements, outlined under the “Promising Practices” track. Applicants in this track have already met one or more of the Objectives of a local prevention framework as outlined in Appendix A.
2. **Promising Practices: Single Project.** This track will fund specific prevention programs from discrete categories (see below) that have been previously implemented either locally or in other parts of the U.S. as part of a local prevention framework. It is expected that these programs will support either existing or future local prevention frameworks. Applicants in this track are required to 1) identify the practice they are modeling their proposal on, 2) identify and provide any previous assessments or evaluations on the practice, and 3) identify any changes in the project’s theory of change from the practice they are implementing. Project types submitted must align with the general project types, including required elements, outlined under the “Promising Practices” track.
3. **Innovation:** This track is for projects that approach the broader goal of targeted violence and terrorism prevention in new or untested ways. This can include 1) a different theory of change for a “Promising Practices” project or 2) a new theory of change that has not been previously implemented. DHS anticipates making approximately \$5,000,000 in awards in the Innovation Track.

All applicants seeking funds under this announcement should indicate clearly which one (1) track/project type they are applying to and adhere to the requirements and other guidance provided in each track/project description.

Each project contains a target funding level; this is neither a maximum nor a minimum.

Applicants are encouraged to build a budget that best reflects the lowest cost to accomplish their project, considering among other things the size of their proposed audience, local cost of living, prevailing wages, or costs of procuring necessary services. The needs assessment described in Appendix C should identify if there are resources in other programs that can be leveraged to lower the cost to the federal award. While all projects should contain a clear estimation of the size of their audience and other factors impacting their budgets, proposed projects that request an award amount that deviates more than 50% from the target award amount listed must include a clear justification for the deviation in the budget narrative submitted with their application.

All projects require the recipient to gather and report to DHS on specific program monitoring measures, or in some cases, identify performance measures that align with the goal, objectives, and outcomes in Appendix A. Upon award, DHS will provide additional

guidance to grantees clarifying expectations around program monitoring measures and grantees, by virtue of applying, agree to meet DHS’ expectations for data collection. Applicants should refer to Section F “Privacy of Project Participants” and “Protection of Human Subjects in Research” when designing their data collection methods; adherence to these provisions helps ensure that project participants are properly protected in accordance with federal laws and regulations and any applicable state, tribal, or local laws.

Promising Practices-Multiple Projects Track

Project Type Description: DHS seeks applicants to propose the formation of an integrated local prevention framework. Such a framework should provide a comprehensive approach to:

1. Raising awareness of radicalization to violence,
2. Raising awareness of the risk factors for – and the protective factors against - radicalization to violence,
3. Ensuring members of the local community engage the broadest set of local stakeholders that sustain trusted partnerships and increase communications addressing radicalization to violence,
4. Ensuring members of the local community have the ability to act on their awareness training by knowing how to contact – and understand the role of – threat assessment and management teams,
5. Ensuring members of the local community have access to multi-disciplinary threat assessment and management teams, and
6. Ensuring the local community has a variety of programs that address risk factors while also providing services supporting threat management approaches.

Successful applicants will describe how the various activities included in their funding request will support a comprehensive approach that is in alignment with the Strategic Framework for Countering Terrorism and Targeted Violence. Entities that require participation of other organizations will include sufficient evidence that there is support for such work through letters of support, letters of intent, or memoranda of understanding.

1. Required Program Monitoring Measures:
 - a. All required performance measures for projects from the “Promising Practices Track” that are proposed.
 - b. Other measures sufficient to ensure the project is being implemented as designed and as determined by DHS following award.
2. Anticipated Award Range: \$100,000 to \$750,000. The requested amount should be broken down by each project included in the application. The budget narratives should

consider the guidance on the target award amounts of the included projects and include well supported costs associated with operating other activities proposed. Applicants are also required to provide an assessment of the severability of the proposed projects and rank order the projects by priority in the event there is not sufficient funding to fund the entire proposal.

Promising Practices-Single Project Track

Track Description: Eligible entities may request funding to implement a prevention project that has already been implemented in another local community – or expand an existing program to a new or larger target population. Each of these project types can assist state, tribal, and local partners as well as nonprofits and institutions of higher education build basic prevention capabilities in their communities or fill a specific gap in capabilities. These projects are organized by the local prevention framework objectives.

Objective 1: The local community has awareness of the radicalization to violence process and what the threat of targeted violence and terrorism looks like

1. Raising Societal Awareness,
 - a. Eligible entities may apply for funding to develop and deliver awareness training for community members (law enforcement, service providers, faith leaders, and other audiences). Applicants may also apply for programs that use a “train-the-trainer” model to train members of the community to provide awareness training themselves. Training shall focus on risk factors for radicalization to violence. DHS has an existing training curriculum available for the public and law enforcement (this curriculum, the Law Enforcement Awareness Briefing (LAB), is a *train-the-trainer* model). Existing DHS awareness briefings can be customized for local needs. Applicants may propose specific training development and delivery to specialized audiences such as faith groups, schools, workplaces, etc.
 - b. Required Program Monitoring Measures:
 - a. Number of training session conducted.
 - b. Number of participants at each training session.
 - c. Aggregated level demographic information of participants.
 - d. Other measures sufficient to ensure the project is being implemented as designed and as determined by DHS following award.
 - c. Target Award Amount: \$150,000
2. Media Literacy and Online Critical Thinking Initiatives

- a. Eligible entities may apply to develop and deliver media literacy/online critical thinking education as part of standalone classes or integrated into a larger curriculum. Topics covered in proposed curricula shall include understanding bias in communication, recognizing and verifying sources of information, and how communications attempt to target or persuade individuals and groups. Applicants should describe the main themes of lesson plans that will be included in the proposed curricula.

Successful applicants will demonstrate ready access to the target population for the curricula such as school, school district, college/university, community learning center, or other entity with access to an appropriate target population with a letter of support/intent from a school.

- b. Required Program Monitoring Measures:
 - i. Number of participants enrolled in course.
 - ii. Number of participants who complete course.
 - iii. Aggregate level demographic information on participants.
 - iv. Aggregated data on results of skills-based tests.
 - v. Other measures sufficient to ensure the project is being implemented as designed and as determined by DHS following award
- c. Target Award Amount: \$100,000

Objective 2: The local community has awareness of both the risk factors for – and the protective factors against - radicalizing to violence.

3. Civic Engagement

- a. Eligible entities may apply for funding to build or expand programs that encourage community engagement, education, and resilience against radicalization to violence. Applicants for this project must describe how the intended activities will address early-stage radicalization to violence through coordination and engagement activities that reduce community vulnerability to associated risk factors or enhance protective factors. Applicants must describe how intended outcomes seek to increase community resilience to radicalization to violence through the understanding of threat prevention, improved social cohesion, reduced inter-group tensions, or reduced youth vulnerability.
- b. Required Performance Measures
 - i. Number of community engagement events.
 - ii. Number of participants at community engagement events.
 - iii. Aggregate level demographic information on participants.
 - iv. Other measures sufficient to ensure the project is being implemented as designed and as determined by DHS following award

- c. Target Award Amount: \$50,000

4. Youth Resilience Programs

- a. Eligible entities may apply for funding to establish or expand programming to develop protective factors in youth. Examples of protective factors include social capital, sense of belonging, and feelings of security. Applicants must address the development and implementation of programs that target the reduction of risk factors to violence, including leadership, mentorship, employment skill building, or civic engagement. [NOTE: Minors are a vulnerable population and therefore have additional protections under The Common Rule for human subject research. Applicants must submit evidence that their project(s) has gone through an Institutional Review Board (IRB) review].
- b. Required Program Monitoring Measures:
 - i. Number and type of engagements/services provided.
 - ii. Other measures sufficient to ensure the project is being implemented as designed and as determined by DHS following award.

- c. Target Award Amount: \$75,000

Objective 3: Members of the local community engage among the broadest set of local stakeholders that sustain trusted partnerships and increase communications addressing radicalization to violence.

5. Threat Assessment and Management Teams

- a. Eligible entities may apply for funding to develop a threat assessment and management capability. This capability must include training for practitioners, development of protocols for handling referrals, and work with individuals with risk factors for targeted violence and terrorism.
- b. Required Program Monitoring Measures:
 - i. Number of members of threat assessment and management team including professional background or other organizational affiliation (e.g., school counselor, faith leader, etc.).
 - ii. Information regarding how often team meets and for what purpose
 - iii. Number of cases opened including:
 - a. Identified risk factor(s)
 - b. Identified behavioral changes
 - c. Identified extremist ideology (if any)
 - d. Specific grievance (if identified)
 - iv. Number of referrals for outside services including service type (e.g., mental health, substance abuse, job skills, housing assistance)

- v. Case status: (active, in progress, closed).
 - a. If “closed,” outcome of case (e.g., resolved, referred to law enforcement, etc.).
 - vi. Anonymized case studies illustrating the threat management process
 - vii. Other measures sufficient to ensure the project is being implemented as designed and as determined by DHS following award
- c. Target Award Amount: \$300,000

Objective 4: Members of the local community have the ability to act on their awareness training and help members of their community before they threaten other members of the community by knowing how to contact – and understanding the role of – threat assessment and management teams.

6. Bystander Training

- a. Eligible entities may apply for funding to deliver Bystander Training in their local community. If applicants propose developing training, topics covered in the curricula shall include risk factors, behavioral changes, and provide a locally-relevant list of services or contact information for providers to make referrals. Applicants should describe the main themes of the training that will be included in the proposed curricula. Successful applicants will demonstrate ready access to their target population.

DHS also has an existing training curriculum that may be used that aims to enhance the ability of individuals to recognize signs of radicalization to violence and, when safe to do so, take appropriate steps to engage with individuals in their social, family, or professional circles to provide them with assistance, refer them to other resources or services, or refer them to law enforcement if there is a risk of imminent harm. The training curriculum can be provided during the application period upon request. The training has a section that is customizable and minor modifications can be made with prior approval. Successful applicants will propose their intended target audience(s) and how they will engage individuals to participate. The training is appropriate for a general adult audience, and DHS seeks applications that will provide it to a general audience, as well as applications that propose audiences that may have a force-multiplying factor, such as professionals who engage with populations with risk factors for violence.

- b. Required Program Monitoring Measures
 - i. Number of participants who received training.
 - ii. Aggregate level demographic information of participants.

- iii. Other measures sufficient to ensure the project is being implemented as designed and as determined by DHS following award.

c. Target Award Amount: \$100,000

7. Referral Services

- a. Eligible entities are invited to apply for funding to establish or expand a referral service (telephone, text, app, online, etc.) to address crises with callers, assessing whether they have risk factors for targeted violence or terrorism, and providing resources and referrals to individuals seeking help.

Successful applicants will have an implementation plan that describes the methods for training hotline counselors, establishing protocols for referring callers for additional assessment and management resources or to law enforcement if there is an imminent threat of harm, and a description of where individuals will be referred.

- b. Required Program Monitoring Measures:

- i. Number of calls, by type of call
- ii. Number of individuals referred to additional services
- iii. Number of callers referred for threat assessment and management
- iv. Number of calls referred to law enforcement.
- v. Other measures sufficient to ensure the project is being implemented as designed and as determined by DHS following award

c. Target Award Amount: \$150,000

Objective 5: Members of the local community have access to multi-disciplinary (psychologists, educators, faith leaders, medical personnel, inter alia) threat assessment and management teams that can intervene with an individual who has radicalized to violence *before* it becomes a criminal justice issue.

8. Recidivism Reduction and Reintegration

- a. Eligible entities are invited to apply for funding to develop institutional or community-based recidivism reduction and reintegration programs, to reduce risk factors and promote protective factors in individuals re-entering society, following release, and in probation or deferral programs. Applications should describe the risk factors they will examine and how they will select individuals for participation in the programming and the services to be provided (For example, individuals who have previously committed hate crimes). The application should also describe the assessment tools and other methods they will use to measure progress of individuals through the program

- b. Required Program Monitoring Measures

- i. Number of individuals recommended for violence rehabilitation program(s).
- ii. Number of individuals enrolled in violence rehabilitation program.
- iii. Number of individuals that completed violence rehabilitation programming.
- iv. Status of cases (active, in progress, closed). If “closed,” outcome of case (e.g., resolved, referred to law enforcement, USAO, etc.).
- v. Other measures sufficient to ensure the project is being implemented as designed and as determined by DHS following award.

c. Target Award Amount: \$200,000

[NOTE: Prisoners are a vulnerable population and therefore have additional protections under The Common Rule for human subject research. Applicants must submit evidence that their project(s) has gone through an Institutional Review Board (IRB) review].

Objective 6: The local community has a variety of programs (e.g. service activities, career centers, after-school groups, mentoring, inter alia) that address risk factors while also providing services supporting threat management approaches.

Innovation Track

DHS seeks to continue to spur innovation in prevention by soliciting applications for new project ideas that can enhance prevention capabilities in local prevention frameworks. Any projects that meet one of the six local prevention framework objectives are eligible, especially projects that implement one or more of the priorities in Section A. All applicants must specify which local prevention framework Objective their proposed project will meet. Projects in this category should still have a well-developed theory of change but have not yet been implemented in the U.S. DHS anticipates making approximately \$5,000,000 in awards in the Innovation Track and anticipates making awards in the range of \$300,000.00 to \$750,000.00.

Required Performance Measures: Measures sufficient to ensure the project is being implemented as designed and as determined by DHS following award.

Appendix C: Contents and Format of Project Narrative

Applications must include a detailed narrative about the project being proposed. The Project Narrative is submitted as a single attachment to the application in ND Grants. It serves as the primary document that DHS reviews and scores. There is no government form for this document.

The Project Narrative consists of a **cover page**, **body**, and **appendices**. The page limits for the body are based on which track the application is being submitted to:

Promising Practices: Single Project Track – 5 pages

Promising Practices: Multiple Project Track – 10 pages

Innovation Track – 15 pages

The **cover page** must clearly show:

- The name of the entity applying
- The primary location (city/county and state/D.C./territory) of the applicant and the location(s) of activities (if different)
- The name of the application track
- The name of the project type (or types if applying in Promising Practices: Multiple Project Track)
- The amount of funds requested
- **Project abstract, approximately 200 words, suitable for public release, describing the core elements of the proposed project**

The **body** of the Project Narrative shall include the following numbered sections (please use the same numbers in the submitted narrative):

1. Needs Assessment

A needs assessment is a systematic approach used to identify capacity and gaps between current conditions and desired outcomes. A needs assessment helps to clarify and improve program design and implementation by helping applicants focus on how their proposal will help their community. While there are multiple ways to undertake a needs assessment, specific information that must be included in a proposal for funding are:

- The target population for services (the group of individuals that are expected to use the proposed program)
- The estimated number of people in that target population
- An inventory of other programs that currently serve the target population

A needs assessment should be able to identify other services that are available to the target population including how they are similar/different to the proposed project. If this proposal is to expand capacity of an already existing program, please note that here.

2. Program Design

Please describe how the proposed program is designed. This design should include the following specific information:

- *A problem statement:* This is a clear description of the issue, challenge, or need the program seeks to address and serves as the program focus based on the FY2020 Targeted Violence and Terrorism Prevention Grant Program objectives outlined in Appendix A of this announcement.

- *Program goals and objectives:*
 - Goals: Visionary long-term statements that are not resource dependent but should explain how this program supports the Department of Homeland Security's Strategic Framework for Countering Terrorism and Targeted Violence
 - Objectives: Specific, measurable, achievable, relevant, and time-bound (SMART). Objectives are statements of the conditions the program is expected to achieve within the timeframe of the grant and using the resources provided.
- *Logic model:* A logic model is a tool to systematically document – and visually represent – program investments, activities, desired results, and the relationship between them. The creation of the logic model is a critical step for both program design and performance management. This is the model that states how – and why – the program will work to achieve objectives and goals. A logic model will visually demonstrate how inputs lead to activities, which lead to outputs, which lead to short-term outcomes, and finally result in long-term outcomes. Logic models must include the following:
 - *A theory of change:* a brief statement that ties the logic model together by summarizing why, based on evidence and consideration of other possible programs, the changes described in the logic model are expected to occur. These are often written as “if/then” statements that link existing conditions to desired changes. If there is previous research/evidence to support the theory of change, it should be included here.
 - *Short- and Long-term outcomes:*
 - *Short-term Outcomes:* Short-term outcomes describe the immediate effects of the program (such as raising awareness, increased knowledge, changed attitude, changed behavior, etc.). Short-term outcomes are typically linked to program objectives. Applicants that include the optional performance measures will receive additional points.
 - *Long-term Outcomes:* Long-term outcomes refer to the desired end-state (ultimate results) of the program – the program goals.
 - Outputs: The direct, tangible results of program activities. They are (often) easy to count (e.g., the number of people trained, the number of briefings held, etc.).
 - Activities: The actions/events undertaken by the program to produce a desired outcome. Activities often have a clear link to the problem statement.
 - Inputs: The resources invested to start and maintain program implementation. These include financial resources, time, personnel, materials, supplies, etc. Inputs affect the scope of the program, the number of activities, and what outputs and outcomes are achievable.
 - Contextual factors and underlying assumptions: What conditions, stakeholders, funding, or other factors are inherent to the program design and execution and may or may not influence program success. How are these factors being accounted for in the design and how the program may be evaluated?
- Likelihood of Success: Describe the evidence that demonstrates that the proposed strategy and approach are likely to lead to the anticipated outcomes.
- 3. **Organization and Key Personnel**
 Describe your organization and the key personnel who will be working on the project. Include details on how the expertise of the key personnel will be used to carry out the project. If necessary include position descriptions when the personnel have not yet been hired. Changes in key personnel are permissible, but need to be communicated to OTVTP, if it is

anticipated key personnel will depart prior to the period of performance commencing, only include information about the position and qualifications for the position. Resumes/CVs for key personnel should be included as attachments.

4. Sustainability

Please include a discussion of how the capabilities of your proposed project will be sustained following the period of performance.

5. Budget Detail and Narrative

The applicant must present a budget that identifies and explains all direct and indirect costs. These costs and all other expenses must be presented in a table format following the template in Appendix E. The budget portion of the application narrative should be a combination of a narrative and completed table.

Appendices

A. Completed Implementation and Measurement Plan (IMP) Template

The completed IMP Template must include the required performance measures indicated for each project type. The IMP will allow recipients to:

- Plan your project by outlining the activities to be accomplished, timeframes, and resources needed (personnel, equipment, meeting space, et.al.), and how project results will be sustained.
- Manage implementation of your project by enabling you to track implementation against expectations.
- Report quarterly on your progress in implementing the project.
- Assess outcomes by identifying the indicators and data you will use to assess level and type of outcomes achieved, the data collection methods to be used, and timeframes for collecting data, noting that some indicators may require collection of baseline data at the start of the project for comparison.

B. Resumes/CVs of Key Personnel

Include resumes/CVs of Key personnel, including but not limited to anyone engaged in training, engaging with project audiences/participants, conducting threat assessments, or managing the project.

C. Documentation of Commitment/Support

Please include letters of commitment or support (or other documentation such as Memorandum of Understanding/Agreement) of any outside entities or senior officials of agencies or jurisdictions described in your application that are critical to the success of the project.

D. Letters of Recommendation (Optional)

Applicants may attach up to three letters of recommendation from subject matter experts in the field of targeted violence or terrorism prevention or key stakeholders in the planned area of performance which recommend their application to DHS.

Formatting Requirement:

- Must use Adobe Portable Document Format (PDF)

- Spacing: 1.0
- Typeface: Times New Roman 12 pt. font (exceptions for citations and tables)
- Margins: 1 inch
- Indentation/Tabs: Applicant's discretion
- Page Orientation: portrait; exception: landscape may be used for tables and IMP
- Citations (in-text, endnote/footnote): Allowed. Typeface allowed for citations: Times New Roman, 10, 11, or 12 pt. font sizes
- Graphics such as pictures, models, charts, and graphs will be accepted (within the page limits) but are not required.
- Primary font color will be black; however, other colors may be used for emphasis as appropriate.
- Bold or italicized font may be used.
- Table format is acceptable where appropriate (e.g. logic model, timelines) but not mandatory (exception: the budget section must follow the table template provided in Appendix E of this notice).

Appendix D: Research and Other Resources

The FY2020 Targeted Violence and Terrorism Prevention Grant Program has based its program objectives on The Department of Homeland Security's ***Strategic Framework for Countering Terrorism and Targeted Violence***. Applicants are strongly encouraged to build their applications in line with the goals and objectives of this document as well as other evidence.

See: https://www.dhs.gov/sites/default/files/publications/19_0920_pley_strategic-framework-countering-terrorism-targeted-violence.pdf

Additional resources that may be useful for applicants are provided below to assist applicants in developing and constructing their grant applications. Applicants may consider using other resources that do not appear in this list as well.

The Department of Homeland Security's Office for Targeted Violence and Terrorism Prevention maintains a webpage with information and resources for applicants as well as a page on the last cycle of terrorism prevention grants. On these pages, applicants can find information helpful to complete their application and information about the previous cycle of grants including previous recipients, a preliminary performance report, quarterly reports, and a conceptual framework of the grants program.

See FY2020 Targeted Violence and Terrorism Prevention Grant Program: <https://www.dhs.gov/tvtpgrants>

See FY2016 Countering Violent Extremism Grant Program: <https://www.dhs.gov/cvegrants>

The Department of Homeland Security Compliance Assurance Program Office (CAPO) maintain resources for grantees to ensure compliance with Human Subject Research protections that are a requirement of this program. Additional information on the review process is available from DHS CAPO.

DHS CAPO Institutional Review Board/Human Subjects Research Training Materials:

- [November 2020 HSR Technical Assistance Presentation to FY 20 Grantees](#)
- [January 2021 HSR Training for OTVTP Program Analysts/Staff](#)

DHS CAPO Determination Materials:

- [Form Instructions](#)
- [Determination Request Form](#)
- [Determination Process Checklist](#)

The Rand Corporation developed the ***Evaluation Toolkit for Countering Violent Extremism*** that helps program managers focus on core program components, the logic model that visually displays the program and the theory of change and identify ways to assess

progress. This toolkit was sponsored by the Department of Homeland Security's Office of Community Partnerships – the current Office of Targeted Violence and Terrorism Prevention. While focused on violent extremism, it is also useful for programs focused on preventing targeted violence.

See: https://www.rand.org/content/dam/rand/pubs/tools/TL200/TL243/RAND_TL243.pdf

The U.S. Institute for Peace (USIP) works internationally on preventing/countering violent extremism (P/CVE). While international programs pose their own, unique challenges, USIP has produced several products on some of the difficulty in assessing terrorism prevention programs.

See: Measuring Up: Monitoring and Evaluating P/CVE Programs <https://www.usip.org/publications/2018/09/measuring-monitoring-and-evaluating-pcve-programs>

See: Taking Stock: Analytic Tools for Understanding and Designing P/CVE Programs <https://www.usip.org/publications/2018/09/taking-stock-analytic-tools-understanding-and-designing-pcve-programs>

Research Resources:

The Rand Corporation produced an exhaustive study of terrorism prevention in the United States that validated the Department's approach to terrorism prevention. This report conducts an analysis of prior and ongoing terrorism prevention activities and makes recommendations for future efforts and approaches.

See: https://www.rand.org/pubs/research_reports/RR2647.html

The Department of Justice's National Institutes of Justice has funded work multiple research efforts related to terrorism. Of particular note is ***Risk Factors and Indicators Associated with Radicalization to Terrorism in the United States: What Research Sponsored by the National Institute of Justice Tells Us*** - a meta-analysis of previous research on terrorism. In addition, the National Institute of Justice has run a Domestic Radicalization to Terrorism program that has funded multiple project since its inception in 2012. Project descriptions as well as links to articles produced from that research are available on their website.

See: <http://www.nij.gov/topics/crime/terrorism/pages/domestic-radicalization.aspx> (General webpage with links to articles)

See: <https://www.ncjrs.gov/pdffiles1/nij/251789.pdf> ("Risk Factors and Indicators Associated with Radicalization to Terrorism in the United States")

See: <https://nij.ojp.gov/topics/articles/research-domestic-radicalization-and-terrorism> (NIJ project descriptions and links to articles)

The National Consortium for the Study of Terrorism and Responses to Terrorism (START) the University of Maryland maintains catalogs of their ongoing and completed research with access to published research which includes many CVE and related research projects.

See: <https://www.start.umd.edu/research>.

The U.S. Secret Service's National Threat Assessment Center (NTAC) provides guidance and training on threat assessment and training. NTAC has become a leading expert on research and investigations on school shootings as well as other types of targeted violence.

See: <https://www.secretservice.gov/protection/ntac/>

The Centers for Disease Control's (CDC) Division of Violence Prevention focuses research on early prevention of violence within a public health model. The CDC also maintains current research on the efficacy of violent prevention programs on their webpage.

See: <https://www.cdc.gov/violenceprevention/publichealthissue/index.html>

The Department of Homeland Security's Science and Technology Directorate (S&T) maintains a webpage on terrorism prevention that includes research products, fact sheets, and evaluations of efforts. S&T works collaboratively with the Office for Targeted Violence and Terrorism Prevention.

See: <https://www.dhs.gov/science-and-technology/terrorism-prevention>

Appendix E: Budget Worksheet

Budget Category	Federal Request
Personnel	\$0
Fringe Benefits	\$0
Travel	\$0
Supplies	\$0
Contractual	\$0
Other	\$0
<i>Total Direct Costs</i>	\$0
Indirect Costs	\$0
TOTAL PROJECT COSTS	\$0