

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2019 Intercity Passenger Rail (IPR) Program**

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

A. Program Description

Issued By

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

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

97.075

Assistance Listings Title (formerly CFDA Title)

Rail and Transit Security Grant Program

Notice of Funding Opportunity Title

Intercity Passenger Rail Program

NOFO Number

DHS-19-GPD-075-00-02

Authorizing Authority for Program

Section 1513 of the *Implementing Recommendations of the 9/11 Commission Act of 2007* (Pub. L. No. 110-53) (6 U.S.C. § 1163)

Appropriation Authority for Program

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

Program Type

New

Program Overview, Objectives, and Priorities

Overview

The Fiscal Year (FY) 2019 Intercity Passenger Rail (IPR) – Amtrak program is one of four grant programs that constitute DHS/FEMA’s focus on transportation infrastructure security activities. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by the Administration to help strengthen the Nation’s critical infrastructure against risks associated with potential terrorist attacks. IPR provides funds to Amtrak to protect critical surface transportation infrastructure and the traveling public from acts of terrorism, major disasters, and other emergencies. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, the IPR program supports the goal to Strengthen National Preparedness and Resilience.

The 2018-2022 FEMA Strategic Plan creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. IPR supports the goal of Relying the Nation for Catastrophic Disasters. We invite all of our stakeholders and partners to also adopt these priorities and join us in building a more prepared and resilient Nation.

Objectives

Within this broader construct, the objective of the FY 2019 IPR is to provide funds to the National Railroad Passenger Corporation (Amtrak) for the protection of critical transportation infrastructure and the travelling public from acts of terrorism and to increase the resilience of transportation infrastructure.

Performance Metrics

Performance metrics for this program are as follows:

- Percent Change in the relative risk score for the top fifty (50) most critical assets.
- Percentage of funding building new capabilities
- Percentage of funding sustaining existing capabilities

Priorities

Given the evolving threat landscape, it is incumbent upon DHS/FEMA to continuously evaluate the national risk profile and set priorities that help ensure appropriate allocation of scarce security dollars. In assessing the national risk profile for FY 2019, four priority areas emerge:

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

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

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

The table below provides a breakdown of these priority areas for the FY 2019 IPR, showing both the core capabilities impacted as well as examples of eligible project types for each area. A detailed description of allowable investments for each project type is included in the [Preparedness Grants Manual](#).

FY 2019 IPR Funding Priorities

Priority Areas	Core Capabilities Enhanced	Example Project Types
National Priorities		
Enhancing the Protection of Soft Targets/Crowded Places	<ul style="list-style-type: none"> • Interdiction & disruption • Screening, search & detection • Access control & identity verification • Physical protective measures 	<ul style="list-style-type: none"> • Physical security enhancements at rail and bus stations located in historically eligible Urban Area Security Initiative (UASI) cities <ul style="list-style-type: none"> ○ Security cameras (CCTV) ○ Security screening equipment for people and baggage ○ Access controls <ul style="list-style-type: none"> ▪ Fencing, gates, barriers, etc. • Use of Visible, Unpredictable Deterrence, to Include Operational Packages <ul style="list-style-type: none"> ○ Explosive Detection Canine Teams ○ Mobile Screening Teams ○ Anti-Terrorism Teams
Enhancing WMD & IED Prevention, Detection, Response & Recovery Capabilities	<ul style="list-style-type: none"> • Interdiction & disruption • Screening, search & detection 	<ul style="list-style-type: none"> • Chemical Biological Radiological Nuclear and Explosives (CBRNE) detection, prevention, response, and recovery equipment • Explosive Detection Canine Teams
Enhancing Cybersecurity	<ul style="list-style-type: none"> • Cybersecurity 	<ul style="list-style-type: none"> • Projects that enhance the cybersecurity of: <ul style="list-style-type: none"> ○ Access controls; sensors; security cameras; badge/ID readers; Industrial Control Systems (ICS)/Supervisory Control and Data Acquisition (SCADA); process monitors and controls; etc. ○ Passenger/vehicle/cargo security screening equipment (cybersecurity assessments are allowable)
Addressing Emergent Threats, such as UAS	<ul style="list-style-type: none"> • Interdiction & disruption • Screening, search & detection 	<ul style="list-style-type: none"> • UAS detection technologies

Priority Areas	Core Capabilities Enhanced	Example Project Types
Enduring Needs		
Planning	<ul style="list-style-type: none"> • Planning • Risk management for protection programs & activities • Risk & disaster resilience assessment • Threats and hazards identification • Operational coordination 	<ul style="list-style-type: none"> • Development of: <ul style="list-style-type: none"> ○ System-wide Security Risk Management Plans ○ Continuity of Operations Plans ○ Response Plans/Station Action Plans • Efforts to Strengthen Governance Integration Between/Among Regional Partners
Training & Awareness	<ul style="list-style-type: none"> • Long-term vulnerability reduction • Public information & warning 	<ul style="list-style-type: none"> • Active Shooter Training • Security Training for Employees • Public Awareness/Preparedness Campaigns
Equipment & Capital Projects	<ul style="list-style-type: none"> • Long-term vulnerability reduction • Infrastructure systems • Operational communications • Interdiction & disruption • Screening, search & detection • Access control & identity verification • Physical protective measures 	<ul style="list-style-type: none"> • Top Transit Asset List Risk Remediation • Protection of Other High-Risk, High-Consequence Areas or Systems That Have Been Identified Through System-wide Risk Assessments
Exercises	<ul style="list-style-type: none"> • Long-term vulnerability reduction 	<ul style="list-style-type: none"> • Response Exercises

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: \$10,000,000

Projected number of Awards: 1

Period of Performance: 36 months

Extensions to the period of performance are allowed. For additional information on period of performance extensions, please refer to the [Preparedness Grants Manual](#).

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

Projected Period of Performance End Date(s): August 31, 2022

Funding Instrument: Cooperative Agreement

C. Eligibility Information

Eligible Applicants

National Railroad Passenger Corporation (Amtrak) is the only eligible entity.

Eligibility Criteria

Sections 1405 (6 U.S.C. § 1134) and 1406 (6 U.S.C. § 1135) of the Implementing Recommendations of the 9/11 Commission Act of 2007 require that high risk public transportation agencies that receive grant funding develop a security plan based on a security assessment. Additionally, the statutes direct that grant funds be used to address items in the security assessment or the security plan. To be eligible for the FY 2019 IPR, Amtrak must have developed, or updated, its security plan. The security plan must be based on a security assessment, such as the Baseline Assessment for Security Enhancement (BASE), which is performed by the Transportation Security Inspectors-Surface Division of the Transportation Security Administration (TSA). This security assessment must have been conducted within the last three years prior to receiving an FY 2019 IPR award. A copy of the security plan and security assessment must be provided to DHS/FEMA upon request. Please see the [Preparedness Grants Manual](#) for more information on security plan requirements. Entities providing transit security (e.g., city/county police department or a public transportation agency's own police department) for a public transportation agency must approve the security plan. The signature of a responsible official from the agency's transit security provider serves as this approval. If there is more than one provider in the core service area, all transit security providers must review and concur with the plan. Associated documentation of this approval must be provided to DHS/FEMA upon request. In addition, the agency's transit security provider is encouraged to review the Investment Justifications (IJs) prior to submission.

National Railroad Passenger Corporation (Amtrak), in receiving funds through this program, must participate in Regional Transit Security Working Groups (RTSWG's) in participating urban areas. The RTSWG should serve as the forum for regional partners to discuss risk, planning efforts, and mitigation strategies. These discussions should be held regardless of funding to continue enhancing the overall security of the region. Regional working groups are a best practice for enhancing security and are encouraged for all jurisdictions.

Other Eligibility Criteria

National Incident Management System (NIMS)

Prior to allocation of any Federal preparedness awards in FY 2019, recipients must adopt and/or maintain implementation of the NIMS. For further information on NIMS requirements, please see the [Preparedness Grants Manual](#).

Cost Share or Match

There is no cost share or cost match requirement for the FY 2019 IPR program.

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov: April 12, 2019

Application Submission Deadline: May 29, 2019 at 5:00 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 the full application. **DHS/FEMA will not review applications that are received after the deadline or consider these late applications for funding.** DHS/FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant’s control that prevent submission of the application by the deadline, or other exigent or emergency circumstances.

Applicants experiencing technical issues must notify the FEMA Headquarters (HQ) Program Analyst prior to the application deadline. If applicants do not know their FEMA HQ Program Analyst or if there are programmatic questions or concerns, please contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by e-mail at askcsid@fema.gov, Monday through Friday, 9:00 a.m. – 5:00 p.m. ET.

Anticipated Funding Selection Date: August 2, 2019

Anticipated Award Date: Before September 30, 2019

Other Key Dates

Event	Suggested Deadline For Completion
Obtain DUNS Number	May 1, 2019
Obtain a valid Employer Identification Number (EIN)	May 1, 2019
Update SAM registration	May 1, 2019
Submitting initial application in Grants.gov	May 22, 2019
Submitting final application in Non-Disaster Grants System (ND Grants)	May 29, 2019, 5:00 pm ET

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.

Address to Request Application Package

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

Content and Form of Application Submission

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

Unique Entity Identifier and System for Award Management (SAM)

See the [Preparedness Grants Manual](#) for information on Unique Entity Identifier and SAM.

Electronic Delivery

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

How to Register to Apply through Grants.gov

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

How to Submit an Application to DHS via Grants.gov

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

Submitting the Final Application in Non-Disaster Grants System (ND Grants)

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

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

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

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

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

IPR Specific Application Instructions

All applicants will submit their IPR grant application and associated IJs, including detailed budgets and associated Memoranda of Understanding (MOU)/Memoranda of Agreement (MOA), as a file attachment within [ND Grants](#) prior to the application deadline.

Investment Justification (IJ)

As part of the FY 2019 IPR application process, applicants must develop a formal IJ that addresses each initiative being proposed for funding, including a project's M&A costs. Applicants may submit up to 15 IJs. The IJ must demonstrate how proposed projects address gaps and deficiencies in current programs and capabilities and link to one or more core capabilities identified in the National Preparedness Goal. Applicants are encouraged to submit a separate IJ for each proposed project. IPR projects must be: 1) feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the 3-year period of performance. Applicants must ensure that the IJs are consistent with all applicable requirements outlined in this application kit. IJs must be submitted with the grant application as a file attachment within [ND Grants](#). Applicants must use the following file naming convention when submitting IJ attachments through [ND Grants](#) as part of the FY 2019 IPR program:

Name of Applicant_IJ Number (Example: Amtrak_IJ 1)

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

- I. Background
- II. Strategic and Program Priorities
- III. Impact
- IV. Funding/Implementation Plan

Operational Packages (OPacks)

Applicants that meet basic OPack eligibility requirements may elect to pursue OPack funding, such as Canine Teams, Mobile Explosive Screening Teams, and Anti-Terrorism Teams, for new capabilities as well as to sustain existing OPacks. Applicants pursuing both new OPacks and sustainment funding for existing OPacks must indicate in their IJs which option is the higher priority for their agency. Additionally, applicants pursuing either new teams or sustainment of existing teams must include the number of OPack teams already in place (either funded by the agency or by the IPR).

In addition, recipients must commit to minimum training standards to be set by DHS/FEMA for all Federally funded security positions.

Detailed Budget

Applicants must provide detailed budgets for the funds requested. The detailed budgets must be submitted with the grant application as a file attachment within [ND Grants](#). The budgets must be complete, reasonable, and cost-effective in relation to the proposed projects. The budgets should provide the basis of computation of all project-related costs, any appropriate narrative, and a detailed justification of M&A costs. Applicants receiving funds may not obligate, expend, or draw down funds until budgets and budget narratives have been approved by DHS/FEMA. The budget detail worksheet may be used as a guide to assist applicants in the preparation of budgets and budget narratives.

Note: Design and Planning/Engineering costs must be clearly identified in a separate line item in order for partial funding to be released prior to Environmental Planning and Historic Preservation (EHP) review and approval.

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

Detailed budgets must be submitted with the grant application as a file attachment within [ND Grants](#). Applicants must use the following file naming convention when submitting detailed budgets as part of the IPR application process:

Agency Name_IJ Number_Budget (Example: Amtrak IJ _1_Budget)

Sensitive Security Information (SSI) Requirements

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

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

Timely Receipt Requirements and Proof of Timely Submission

Online Submissions: As application submission is a two-step process, the applicant with the AOR role who submitted the application in Grants.gov will receive an acknowledgement of receipt, a tracking number (GRANTXXXXXXXX) from Grants.gov, and an Agency Tracking Number (EMX-2019-XX-XXXX) with the successful transmission of their initial application. This notification does not serve as proof of timely submission, as the application is not complete until it is submitted in ND Grants. All applications must be received in ND Grants by 5:00 PM Eastern Time on May 29, 2019. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

Funding Restrictions

Federal funds made available through this award may be used for the purposes set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal awards, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity. For additional information on allowable costs and Funding Restrictions, please refer to the [Preparedness Grants Manual](#).

Cost Principles

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

Direct Costs

Construction and Renovation

Construction and renovation costs to achieve capability targets related to preventing, preparing for, protecting against, or responding to acts of terrorism are allowed under this program. For construction costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds for construction or renovation. See the [Preparedness Grants Manual](#) for additional information. Additionally, recipients are required to submit an SF-424C Form and Budget detail citing the project costs.

Operational Overtime

Operational Overtime costs are allowed under this program.

Travel

Domestic travel costs are allowed under this program as described in this NOFO. International travel is not an allowable cost under this program unless approved in advance by DHS/FEMA.

Maintenance and Sustainment

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

Management and Administration (M&A) Costs

Management and administration costs are allowed. Recipients may use *up to* 5 percent (5%) of the amount of the award for their M&A. M&A activities are those defined as directly relating to the management and administration of IPR funds, such as financial management and monitoring. Management and administrative expenses must be based on actual expenses or known contractual costs. M&A requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement.

M&A costs are not operational costs. They are the necessary costs incurred in direct support of the grant or as a consequence of the grant and should be allocated across the entire lifecycle of the grant. Examples include preparing and submitting required programmatic and financial reports, establishing and/or maintaining equipment inventory, documenting operational and equipment expenditures for financial accounting purposes,

and responding to official informational requests from state and federal oversight authorities.

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

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

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

E. Application Review Information

Application Evaluation Criteria

Programmatic Criteria

The FY 2019 IPR applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. Amtrak is the only entity eligible to submit an application for the IPR program and must comply with all administrative requirements described herein — including the submission of IJs, budgets, and other application materials as required.

Investment justifications will be reviewed and selected based on the following criteria:

- 1. Funding priorities.** Projects will be evaluated and prioritized based on the extent to which they address the specific funding priorities contained in this NOFO.
- 2. Ability to reduce risk of catastrophic events.** Projects will be evaluated and prioritized on their ability to reduce risks associated with potential terrorist attacks and all other types of hazards.
- 3. Sustainability without additional federal funds and leveraging of other funding.** Projects will be evaluated and prioritized regarding the extent to which they exhibit a likelihood of success or continued success without requiring additional federal assistance.
- 4. Timeline.** Projects will be evaluated and prioritized on Amtrak's to complete the proposed project within submitted timeframes.

Grant projects must be both (1) feasible and effective at reducing the risks for which the project was designed and (2) able to be fully completed within the 3-year period of performance.

DHS/FEMA will use the information provided in the application as well as any supporting documentation to determine the feasibility and effectiveness of grant projects. Information that would assist in this feasibility and effectiveness determination includes the following:

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

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

Financial Integrity Criteria

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

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

Supplemental Financial Integrity Review

If the anticipated federal share of a federal award will be greater than the simplified acquisition threshold, currently \$250,000 (*see* Section 805 of the National Defense Authorization Act for Fiscal Year 2008, Pub. L. No. 115-91, OMB Memorandum M-18-18 at <https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>; *see also* [FEMA GPD Information Bulletin No. 434, Increases and Changes to the Micro-Purchase and Simplified Acquisition Thresholds](#)):

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

Review and Selection Process

Amtrak is the only eligible entity for the FY 2019 IPR program.

F. Federal Award Administration Information

Notice of Award

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

Administrative and National Policy Requirements

Recipients should apply the cost principles in the Federal Acquisition Regulation (FAR) in lieu of the cost principles at 2 C.F.R. Part 200, Subpart E, when expending funds associated with IPR awards. Any conflicts between 31.2 of the FAR and 2 C.F.R. Part 200, Subpart E shall be resolved in favor of the applicable provision in Subpart 31.2 of the FAR. Please see the [Preparedness Grants Manual](#) for further information on Administrative and National Policy requirements.

Reporting

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

G. DHS Awarding Agency Contact Information

Contact and Resource Information

Centralized Scheduling and Information Desk (CSID)

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

GPD Grant Operations Division

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

FEMA Regional Offices

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

GPD Environmental Planning and Historic Preservation (GPD EHP)

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

Systems Information

Grants.gov

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

Non-Disaster (ND) Grants

For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at ndgrants@fema.gov or (800) 865-4076, Monday through Friday, 9:00 a.m. – 5:00 p.m. ET.

Payment and Reporting System (PARS)

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

H. Additional Information

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

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

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