



U.S. DEPARTMENT OF HOMELAND SECURITY

Fiscal Year 2007
INFRASTRUCTURE PROTECTION PROGRAM:
INTERCITY BUS SECURITY GRANT PROGRAM

PROGRAM GUIDANCE AND APPLICATION KIT

January 2007



OFFICE OF GRANTS AND TRAINING

KEY CHANGES IN FY 2007

The Fiscal Year 2007 (FY07) Infrastructure Protection Program (IPP) contains significant improvements based upon extensive outreach to FY06 IPP participants and stakeholders. In addition, the risk analysis assessments that form the basis for eligibility under the IPP have been simplified, refined and considerably strengthened.

Potential applicants will have more time this year to complete the application process. The Department of Homeland Security (DHS) has also created multiple opportunities for applicants to have consultations with the Department's grant program and subject matter experts prior to final review of applications.

This year's IPP grants strengthen DHS's ability to protect from inappropriate public release of security- and business-sensitive information that will be provided with grant applications. To increase program flexibility, the period for compliance under IPP grants has been extended from 30 to 36 months. New federal legislation requires compliance with federal energy policy laws and certain other administrative requirements. This year, Amtrak is eligible to participate in the rail transit security program, rather than being eligible under a separate program.

As with other DHS infrastructure grant programs, the largest portion of the Intercity Bus grant dollars will be awarded to the highest risk fixed route intercity and charter bus services and for projects that offer the maximum return on investment for risk reduction.

All applicants are required to read and conform to all requirements of this grant guidance document and must have read and accepted all program guidance as binding.

CONTENTS

KEY CHANGES IN FY 2007	i
CONTENTS	ii
INTRODUCTION.....	1
PART I. AVAILABLE FUNDING AND ELIGIBLE APPLICANTS.....	5
PART II. APPLICATION EVALUATION PROCESS.....	8
PART III. PROGRAM REQUIREMENTS	11
APPENDIX 1 ALIGNMENT OF IPP WITH THE NATIONAL PREPAREDNESS ARCHITECTURE	18
APPENDIX 2 IBSGP ALLOWABLE EXPENSES.....	19
APPENDIX 3 <i>GRANTS.GOV</i> QUICK-START INSTRUCTIONS	23
APPENDIX 4 INVESTMENT JUSTIFICATION	31
APPENDIX 5 FY07 URBAN AREA SECURITY INITIATIVE JURISDICTIONS	38
APPENDIX 6 SAMPLE BUDGET DETAIL WORKSHEET	39
APPENDIX 7 AWARD AND REPORTING REQUIREMENTS	44
APPENDIX 8 ADDITIONAL RESOURCES	50

INTRODUCTION

The Intercity Bus Security Grant Program is one of five grant programs that constitute the Department of Homeland Security Fiscal Year 2007 Infrastructure Protection Program (IPP).¹ The IPP is one tool among a comprehensive set of measures authorized by Congress and implemented by the Administration to help strengthen the nation's critical infrastructure against risks associated with potential terrorist attacks.

The vast bulk of America's critical infrastructure is owned and/or operated by state, local and private sector partners. The funds provided by this Intercity Bus Security Grant Program (IBSGP) are primarily intended to support the work of owners and operators of fixed route intercity and charter bus services.

The purpose of this package is to provide: (1) an overview of the IBSGP; and (2) the formal grant guidance and application materials needed to apply for funding under the program. Also included is an explanation of DHS management requirements for implementation of a successful application.

Making an application for significant Federal funds under programs such as this can be quite complex and occasionally frustrating. Our job at DHS is to provide clear guidance and efficient application tools to assist applicants. Our customers are entitled to effective assistance during the application process, and transparent, disciplined management controls to support grant awards. We intend to be good stewards of precious Federal resources, and commonsense partners with our state and local colleagues.

We understand that individual Intercity Bus systems will have unique needs and tested experience about how best to reduce risk locally. Our subject matter experts will come to the task with a sense of urgency to reduce risk, but also with an ability to listen carefully to local needs and approaches. In short, we commit to respect flexibility and local innovation as we fund national homeland security priorities.

A. Federal Investment Strategy.

The IPP is an important part of the Administration's larger, coordinated effort to strengthen homeland security preparedness, including the security of America's critical infrastructure. The IPP implements objectives addressed in a series of post 9/11 laws, strategy documents, plans, Executive Orders, and Homeland Security Presidential Directives (HSPDs) outlined in Appendix 1. Of particular significance are the National Preparedness Goal and its associated work products, including the National Infrastructure Protection. The National Preparedness Goal is an all-hazards vision

¹ The IPP's other components include grants targeted for intracity rail and bus transit systems (including Amtrak and ferry systems), marine ports, the trucking industry's Highway Watch® program and the Buffer Zone Protection Program for other high-risk infrastructure facilities.

regarding the nation's four core preparedness objectives: prevent, protect, respond and recover from terrorist attacks and catastrophic natural disasters.

The National Preparedness Goal defines a vision of what to accomplish and a set of tools – including IPP grant investments – to forge a unified national consensus about what to do and how to work together at the Federal, State, local, and tribal levels. Private sector participation is integral to the Goal's success.² It outlines 15 scenarios of terrorist attacks or national disasters that form the basis of much of the Federal exercise and training regime. In addition, it identifies some 37 critical capabilities that DHS is making the focus of key investments with State, local and tribal partners.

DHS expects its critical infrastructure partners – including recipients of IPP grants – to be familiar with this national preparedness architecture and to incorporate elements of this architecture into their planning, operations and investments to the degree practicable. Our funding priorities outlined in this document reflect National Preparedness Goal's priority investments as appropriate. Programmatic requirements or priority investment categories reflecting the national preparedness architecture for this IPP grant program are identified below.

B. Funding Priorities.

The funding priorities for the FY07 IBSGP reflect the Department's overall investment strategy, in which two priorities have been paramount: risk-based funding and regional security cooperation.

First, and based upon ongoing intelligence analysis, extensive security reviews, consultations with industry partners and Congressional direction, DHS has once again focused the available intercity bus grant dollars on operators serving the Nation's highest-risk metropolitan areas.

Second, DHS places a very high priority on ensuring that all IBSPG applications reflect robust regional coordination and an investment strategy that institutionalizes regional security strategy integration. This priority is a core component in the Department's statewide grant programs and the Urban Area Security Initiative grants.

In addition to these two overarching priorities, the Department identifies the following five specific priorities as our highest priority selection criteria for the FY07 IBSGP:

- 1. Protection of high risk/high consequence assets that have been identified through system-wide risk assessments.** It is imperative that bus companies focus countermeasure resources on their highest risk, highest consequence assets such as terminals, stations, bus lots, command and control centers, and fleets.

² The National Preparedness Goal and its supporting documents were published in draft form in March 2005. After extensive stakeholder outreach, the final Goal documents are expected to be published very early in 2007. For purposes of aligning applications under the TSGP, applicants can rely on the existing draft Goal, available at: <http://www.ojp.usdoj.gov/odp/assessments/hspd8.htm> .

Specific attention must be paid to the prevention, detection, and response to incidents involving Improvised Explosive Devices (IEDs). Specific attention must also be paid to prevention, detection, and response capabilities related to CBRNE devices.

- 2. Use of visible, unpredictable deterrence.** Visible and unpredictable security activities instill confidence and comfort in the passengers, yield an increase in suspicious activity reporting, and deter attacks by disrupting the ability to plan and orient preparatory activities. Bus companies can obtain the resources and tools through the IBSGP that enhance the effectiveness of these types of security activities. These tools and emerging technologies enable security patrols and front-line employees to intervene more effectively in seeking to detect and deter terrorist surveillance and preparatory actions.
- 3. Targeted antiterrorism training for key front-line and operations center staff.** Intercity bus owners/operators can use IBSGP funds to obtain the resources and tools needed to provide antiterrorism training for these key personnel. The employee training program must address individual employee responsibilities and provide basic security awareness to front-line employees, including equipment familiarization, assessing and reporting incident severity, appropriate responses to protect self and passengers, use of protective devices, crew communication and coordination, and bus and facility evacuation procedures. Antiterrorism training should also include operations (command and control) center staff that would be in direct communication with an operator before, during, and after any incident.
- 4. Emergency preparedness drills and exercises.** Intercity bus owners/operators can use IBSGP funds to obtain the resources and tools needed to provide emergency preparedness drills and exercises for these key personnel. The emergency drill and exercise program must test operational protocols that the company plans to implement in the event of a terrorist attack. Particular focus should be applied toward training to prepare for terrorist attacks, natural disasters or other emergencies, and consist of live situational exercises involving various threat and disaster scenarios, table top exercises, and methods for implementing lessons learned.
- 5. Public awareness and preparedness campaigns.** Bus companies can obtain the resources and tools needed to enhance the effectiveness of these types of security activities through the IBSGP. The public awareness and preparedness campaign must employ announcements, postings in stations and motorcoaches, and other media to ensure awareness of a heightened alert and actions the public can take to contribute to enhanced system security. It is the responsibility of a bus company to inform the passengers of actions that can be taken to contribute to enhanced security throughout a company's network.³

³ For more information about citizen preparedness, see the Citizen Corps website at <http://www.citizencorps.gov/>.

Note: As in FY06, the program will continue to de-emphasize the procurement of closed-circuit television cameras (CCTV) for vehicles as a deterrent to terrorism.

C. Allowable Expenses.

Specific investments made in support of the funding priorities discussed above generally fall into one of three categories. FY07 IBSGP allowable costs are therefore divided into the following three categories:

1. Training
2. Exercises
3. Management and administration

Appendix 2 provides additional detail about each of these three allowable expense categories, as well as a section that identifies several specifically unallowed cost items.

PART I. AVAILABLE FUNDING AND ELIGIBLE APPLICANTS

This section summarizes the total amount of funding available under the FY07 IBSGP, the basic distribution method used to administer the grants and identifies the bus systems eligible for FY07 funding.

A. Available Funding.

In FY07, the total amount of funds distributed under the IBSGP will be \$11.64 million. The available funding will be divided into two pools, as summarized in Table 1. Applicants with fleets in excess of 250 over-the-road buses will be placed in Tier I. All other applicants will be placed in Tier II.

Table 1. FY07 IBSGP Funding by Tier

RISK TIER	FY07 FUNDING
TIER I	\$8,150,000
TIER II	\$3,490,000
TOTAL:	\$11,640,000

B. Selection of Eligible Applicants.

The FY07 DHS Appropriations Act provides discretionary funds for a grant program to address security enhancements for fixed route intercity and charter bus transportation services. Eligibility for funding under both Tier I and Tier II is limited to applicants meeting one or both of the following criteria:

- Own/operate fixed route intercity bus transportation providing services to a defined Urban Area Security Initiative (UASI) jurisdiction.
- Own/operate a charter bus service using over-the-road buses and provide a minimum of **50 trips** annually to one or more defined UASI jurisdictions.

The following definitions are applicable for the purpose of meeting FY07 program eligibility requirements:

- **Fixed route, intercity bus service** is defined as passenger transportation service provided to the general public for compensation over specified, pre-determined, and published routes between cities or terminals using over-the-road-buses.
- **Charter bus service** is defined as a bus service that operates neither over fixed routes nor on regular schedules. A charter bus service is characterized by the rental of a bus and the services of a driver to a person or group where all passengers embark and disembark at the same point. A charter bus service must use over-the-road buses.
- **An over-the-road bus** is defined as a vehicle designated for long-distance transportation of passengers, characterized by integral construction with an elevated passenger deck located over a baggage compartment and at least 35 feet in length with a capacity of more than 30 passengers.
- **An Urban Area Security Initiative (UASI) jurisdiction** is defined in the Homeland Security Grant Program (HSGP) FY2007 Program Guidelines and Application Kit. Please see: www.ojp.usdoj.gov/odp/grants/hsgp2007.htm
- A **Trip** is defined as a single bus journey from an embarkation point to the furthest destination in that journey. For example, a trip from New York City to Denver to San Francisco would be considered a single trip. A trip is made to a defined UASI jurisdictions if at any point in the trip the bus stops in a UASI jurisdiction and embarks or disembarks passengers. For example, a trip from Newburgh, NY to Manhattan to Charleston, WV is a trip to a defined UASI jurisdiction if passengers embark or disembark in Manhattan. Appendix 5 provides a list of FY07 UASI jurisdictions.

Note: Intracity bus service is not eligible for funding under the FY07 IBSGP. Funding for intracity bus security is being addressed through the FY07 Transit Security Grant Program.

B.1 – Data Submission Requirements. To be considered under Tier I, the applicant must demonstrate that it owns or operates a fleet of more than 250 over-the-road buses used in fixed route or charter service categories deemed as eligible. The operators shall provide the following data as part of their applications:

- Total number of over-the-road buses in service (excluding vehicles not in operation).
- Total number of over-the-road buses in eligible service categories.
- Number of over the road buses used to serve qualifying UASI areas, specifying the number used in each service category by the UASI being served and the number of these service that serve multiple UASI areas.

B.2 -- Ineligible Service Categories.

- School buses
- Fixed service routes under contract to Transit authorities within UASI areas
- Fixed service routes not stopping in qualifying UASI areas

Note: Eligible applicants may submit one application for funding of up to three projects. If a bus company operates both a fixed route and a charter bus service, only one application may be submitted for that company. However, the specific projects included in that application may address one or both of the services, assuming both are eligible under the FY07 IBSGP guidelines.

C. Eligible Applicants and Role of State Administrative Agencies.

G&T will ensure that SAAs are aware of bus projects funded under this program.

PART II.

APPLICATION EVALUATION PROCESS

This section summarizes the overall timetable for the FY07 program, and core process and priorities that will be used to assess applications under the FY07 IBSGP. The next section provides detailed information about specific application requirements and the process for submission of applications.

A. Overview -- Application Deadline and Review Process.

Completed Applications must be submitted to DHS via grants.gov (see below for details about this Federal grants application tool) *no later than 11:59 PM EST, March 6, 2007.*

The FY07 IBSGP will use risk-based prioritization consistent with DHS policy. The following method of selection will be followed under this program:

- G&T, in conjunction with TSA, will verify compliance with each of the administrative and eligibility criteria identified in the application kit.
- Eligible applications will be reviewed and scored by a Federal interagency working group, including representatives from TSA, FMCSA, and G&T.
- TSA and G&T will review the interagency recommendations and make recommendations for funding to the Secretary of Homeland Security.

B. IBSGP Program Management: Roles and Responsibilities at DHS.

Within DHS, the Transportation Security Administration (TSA) by law has the lead for managing the Department's security oversight and security programs for the intercity bus industry. TSA provides intercity bus system subject matter expertise within DHS and determines the primary security architecture for the IBSGP program. Its subject matter experts have the lead in crafting all selection criteria associated with the application review process. TSA coordinates daily with the DHS Chief Intelligence Officer to review intelligence reporting and craft intelligence risk assessments related to the transportation sector.

The Department's Grants and Training (G&T) organization has the lead for designing and operating the administrative mechanisms needed to manage the Department's core grant programs, including this IPP grant program. In short, G&T is responsible for ensuring compliance with all relevant Federal grant management requirements and delivering the appropriate grant management tools, financial controls, audits and program management discipline needed to support the IBSGP. While both TSA and

G&T interface directly with our intercity bus stakeholders, TSA will prioritize specific investments and set security priorities associated with the IBSGP.

Effective management of the IBSGP entails a partnership within DHS, the boundaries of which have been defined by Secretary Chertoff. In order to make this partnership seamless to our external partners, upon award of a FY07 IBSGP grant, two individuals will be identified for each intercity bus company who will serve as primary account managers -- one individual from TSA and one from G&T. These two individuals will be assigned to be turnkey facilitators for our grant recipients. They will meet directly with grantees as needed, and will coordinate with each other routinely to facilitate support for the individual companies in a given region. These individuals will be the one-stop IBSGP account managers for our customers.

C. Evaluation Criteria.

The factors that will be considered in the evaluation of the Investment Justifications and Detailed Budgets are:

- 1. Funding priorities.** Projects will be evaluated and prioritized based on the extent to which they address the specific funding priorities contained in this *FY07 Program Guidance and Application Kit*.
- 2. Cost effectiveness.** Projects will be evaluated and prioritized on the expected impact on security relative to the investment.
- 3. Ability to reduce risk of catastrophic events.** Projects will be evaluated and prioritized on their ability to reduce risk.
- 4. 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. Projects will also receive additional preference based on the commitment of an applicant to provide a cash match or operational equivalent, regardless of amount and source. Projects will, however, be considered regardless of whether there is a match or equivalent.
- 5. Timelines.** Projects will be evaluated and prioritized on the ability of the applicant to complete the proposed project within submitted timeframes.

D. Grant Application Support from DHS.

During the application period, DHS will identify multiple opportunities for a cooperative dialogue between the Department and potential applicants. This commitment is intended to ensure a common understanding of the funding priorities and administrative requirements associated with the FY07 IBSGP, and to help in submission of projects that will have the highest impact on reducing risks for the Intercity Bus systems and their customers.

PART III. PROGRAM REQUIREMENTS

This section provides detailed information about specific application requirements and the process for submission of applications.

A. General Program Requirements.

In administering the program, the eligible intercity bus system(s) must comply with the following general requirements:

1. **Management and Administration.** Any management and administration (M&A) costs associated with individual projects submitted for consideration of funding under the FY07 IBSGP must be included in the budget for that project. M&A costs associated with managing the overall IBSGP award itself must be accounted for separately. M&A costs may not exceed three percent of the total grant award.
2. **Minimum Project Amounts.** For Tier I applicants, the minimum amount that may be requested for projects focused on training and/or exercises is \$50,000. The minimum amount that may be requested for other projects is \$100,000. For Tier II applicants, the minimum amount that may be requested for projects focused on training and/or exercises is \$5,000. The minimum amount that may be requested for other projects is \$25,000.
3. **Matching Funds.** There is no match requirement for the FY07 IBSGP. However, the Department is considering a match requirement for the FY08 IBSGP, and service providers are strongly encouraged to factor this into their fiscal planning for the next Federal fiscal year.

B. Application Requirements.

The following steps must be completed using the on-line *grants.gov* system to ensure a successful application submission:

1. **Application via grants.gov.** DHS participates in the Administration's e-government initiative. As part of that initiative, all IBSGP applicants must file their applications using the Administration's common electronic "storefront" -- grants.gov.
2. **Application deadline.** Completed Applications must be submitted to grants.gov no later than **11:59 PM EST, March 6, 2007**.

- 3. Valid Central Contractor Registry (CCR) Registration.** The application process also involves an updated and current registration by the applicant and the applicant's Business Point of Contact through the CCR. Eligible applicants must confirm CCR registration at <http://www.ccr.gov>, as well as apply for FY07 IPP funding through [grants.gov](http://www.grants.gov) at <http://www.grants.gov>.

While registration with [grants.gov](http://www.grants.gov) and the CCR is a one-time process, new applicants are strongly encouraged to complete their registrations at least ten (10) days prior to the March 6, 2007 application deadline.

- 4. On-line application.** The on-line application must be completed and submitted using [grants.gov](http://www.grants.gov) after CCR registration is confirmed. The on-line application includes the following required forms and submissions:

- Standard Form 424, Application for Federal Assistance
- Standard Form 424B Assurances
- Standard Form LLL, Disclosure of Lobbying Activities
- Standard Form 424A, Budget Information
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Any additional Required Attachments

The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is "*Intercity Bus Security Grant Program*." **The CFDA number is 97.057.** When completing the on-line application, applicants should identify their submissions as new, non-construction applications.

- 5. Project period.** The project period will be for a period not to exceed 36 months.
- 6. DUNS number.** The applicant must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number with their application. This number is a required field within [grants.gov](http://www.grants.gov) and for CCR Registration. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.
- 7. Investment Justifications.** As part of the application process, applicants must develop a formal Investment Justification that addresses each initiative being proposed for funding. These Investment Justifications must demonstrate how proposed projects address gaps and deficiencies in current programs and capabilities. Additional details and templates for the Investment Justification may be found in Appendix 4.
- 8. Detailed budget.** The applicant must also provide a detailed budget for the funds requested. The budget must be complete, reasonable and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all

project-related costs and any appropriate narrative. The budget should also demonstrate any match. Additional details and templates for the Detailed Budget may be found in Appendix 6.

9. Standard financial requirements.

9.1 -- Non-supplanting certification: This certification affirms that grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review, as well as in the pre-award review, post-award monitoring and any potential audits. Applicants or grantees may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

9.2 -- Assurances: Assurances forms (SF-424B and SF-424D) can be accessed at <http://apply.grants.gov/agency/FormLinks?family=7>. It is the responsibility of the recipient of the Federal funds to understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. The applicant will be agreeing to these assurances upon the submission of the application.

9.3 -- Certifications regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirement: This certification, which is a required component of the on-line application, commits the applicant to compliance with the certification requirements under 28 CFR part 67, *Government-wide Debarment and Suspension (Non-procurement)*; 28 CFR part 69, *New Restrictions on Lobbying*; and 28 CFR part 83 *Government-wide Requirements for Drug-Free Workplace (Grants)*. All of these can be referenced at: http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfrv2_04.html.

9.4 -- Accounting System and Financial Capability Questionnaire: All nongovernmental (non-profit and commercial) organizations that apply for IPP funding that have not previously (or within the last 3 years) received funding from G&T must complete the Accounting System and Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>.

10.10. Technology requirements.

10.1 -- National Information Exchange Model. To support homeland security, public safety, and justice information sharing, G&T requires all grantees to use the latest National Information Exchange Model (NIEM) specifications and guidelines regarding the use of Extensible Markup Language (XML) for all IPP awards. Further information about the required use of NIEM specifications and guidelines is available at <http://www.niem.gov>.

10.2 -- Geospatial guidance. Geospatial technologies capture, store, analyze, transmit, and/or display location-based information (i.e., information that can be linked to a latitude and longitude). State, local, and industry partners are increasingly incorporating geospatial technologies and data in an effort to prevent, protect against, respond to, and recover from terrorist activity and incidents of national significance. DHS encourages grantees to align geospatial activities with the guidance available on the G&T website at <http://www.ojp.usdoj.gov/odp/grants/hsgp.htm>.

11. Administrative requirements.

11.1 -- Freedom of Information Act (FOIA). DHS recognizes that much of the information submitted in the course of applying for funding under this program or provided in the course of its grant management activities may be considered law enforcement sensitive or otherwise important to national security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under Federal control is subject to requests made pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the DHS FOIA Office, and may likely fall within one or more of the available exemptions under the Act. The applicant is encouraged to consult its own State and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. The applicant may also consult G&T regarding concerns or questions about the release of information under state and local laws. The grantee should be familiar with the regulations governing Protected Critical Infrastructure Information (6 CFR Part 29) and Sensitive Security Information (49 CFR Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

11.2 -- Protected critical infrastructure information (PCII). The PCII Program, established pursuant to the Critical Infrastructure Information Act of 2002 (CII Act), created a new framework, which enables State and local jurisdictions and members of the private sector, voluntarily to submit sensitive information regarding critical infrastructure to DHS. The Act also provides statutory protection for voluntarily shared CII from public disclosure and civil litigation. If validated as Protected Critical Infrastructure Information, these documents can only be shared with authorized users who agree to safeguard the information.

PCII accreditation is formal recognition that the covered government entity has the capacity and capability to receive and store PCII. DHS encourages all SAAs to pursue PCII accreditation to cover their state government and attending local government agencies. Accreditation activities include signing an MOA with DHS, appointing a PCII Officer, and implementing a self-inspection program. For

additional information about PClI or the accreditation process, please contact the DHS PClI Program Office at pcii-info@dhs.gov.

11.3 -- Compliance with federal civil rights laws and regulations. The grantee is required to comply with Federal civil rights laws and regulations. Specifically, the grantee is required to provide assurances as a condition for receipt of Federal from DHS that its programs and activities comply with the following:

- *Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et. seq.* – no person on the grounds of race, color or national origin will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity receiving Federal financial assistance. More information can be found at: <http://usinfo.state.gov/usa/infousa/laws/majorlaw/civilr19.htm>.
- *Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794* – no qualified individual with a disability in the United States, shall, by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity receiving Federal financial assistance. More information can be found at: <http://www.section508.gov/index.cfm?FuseAction=Content&ID=15>.
- *Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq.* –discrimination on the basis of sex is eliminated in any education program or activity receiving Federal financial assistance. More information can be found at: <http://www.usdoj.gov/crt/cor/coord/titleix.htm>.
- *The Age Discrimination Act of 1975, as amended, 20 U.S.C. 6101 et. seq.* – no person in the United States shall be, on the basis of age, excluded from participation in, denied the benefits of or subjected to discrimination under any program or activity receiving Federal financial assistance.

Grantees must comply with all regulations, guidelines, and standards adopted under the above statutes. The grantee is also required to submit information, as required, to the DHS Office for Civil Rights and Civil Liberties concerning its compliance with these laws and their implementing regulations.

11.4 -- Services to limited English proficient (LEP) persons. Recipients of DHS financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of limited English proficiency. To ensure compliance with Title VI, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written

translation, where necessary. The grantee is encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. For additional information, see <http://www.lep.gov>.

11.5 -- Integrating individuals with disabilities into emergency planning.

Executive Order #13347, entitled "Individuals with Disabilities in Emergency Preparedness" and signed in July 2004, requires the Federal government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. Consequently, Federal agencies are required to: (1) encourage consideration of the needs of persons with disabilities in emergency preparedness planning; and (2) facilitate cooperation among Federal, state, local, and tribal governments, private organizations, non-governmental organizations, and the general public in the implementation of emergency preparedness plans as they relate to individuals with disabilities.

Further information can be found at the Disability and Emergency Preparedness Resource Center at <http://www.dhs.gov/disabilitypreparedness>.

11.6 -- Compliance with the National Energy Conservation Policy and Energy Policy Acts.

In accordance with the FY07 DHS Appropriations Act, all FY07 grant funds must comply with the following two requirements:

- None of the funds made available through the IPP shall be used in contravention of the Federal buildings performance and reporting requirements of Executive Order No. 13123, part 3 of title V of the National Energy Conservation Policy Act (42 USC 8251 et seq), or subtitle A of title I of the Energy Policy Act of 2005 (including the amendments made thereby).
- None of the funds made available through the IPP shall be used in contravention of section 303 of the Energy Policy Act of 1992 (42 USC13212).

11.7 -- National Environmental Policy Act (NEPA). NEPA requires DHS to analyze the possible environmental impacts of each construction project funded by a DHS grant. The purpose of a NEPA review is to weigh the impact of major Federal actions or actions undertaken using Federal funds on adjacent communities, water supplies, historical buildings, endangered species, or culturally sensitive areas prior to construction. Grantees may be required to provide additional detailed information on the activities to be conducted, locations, sites, possible construction activities, possible alternatives, and any environmental concerns that may exist. Results of the NEPA Compliance Review could result in a project not being approved for DHS funding, the need to

perform an Environmental Assessment or draft an Environmental Impact Statement.

C. Intercity Bus Application Checklist.

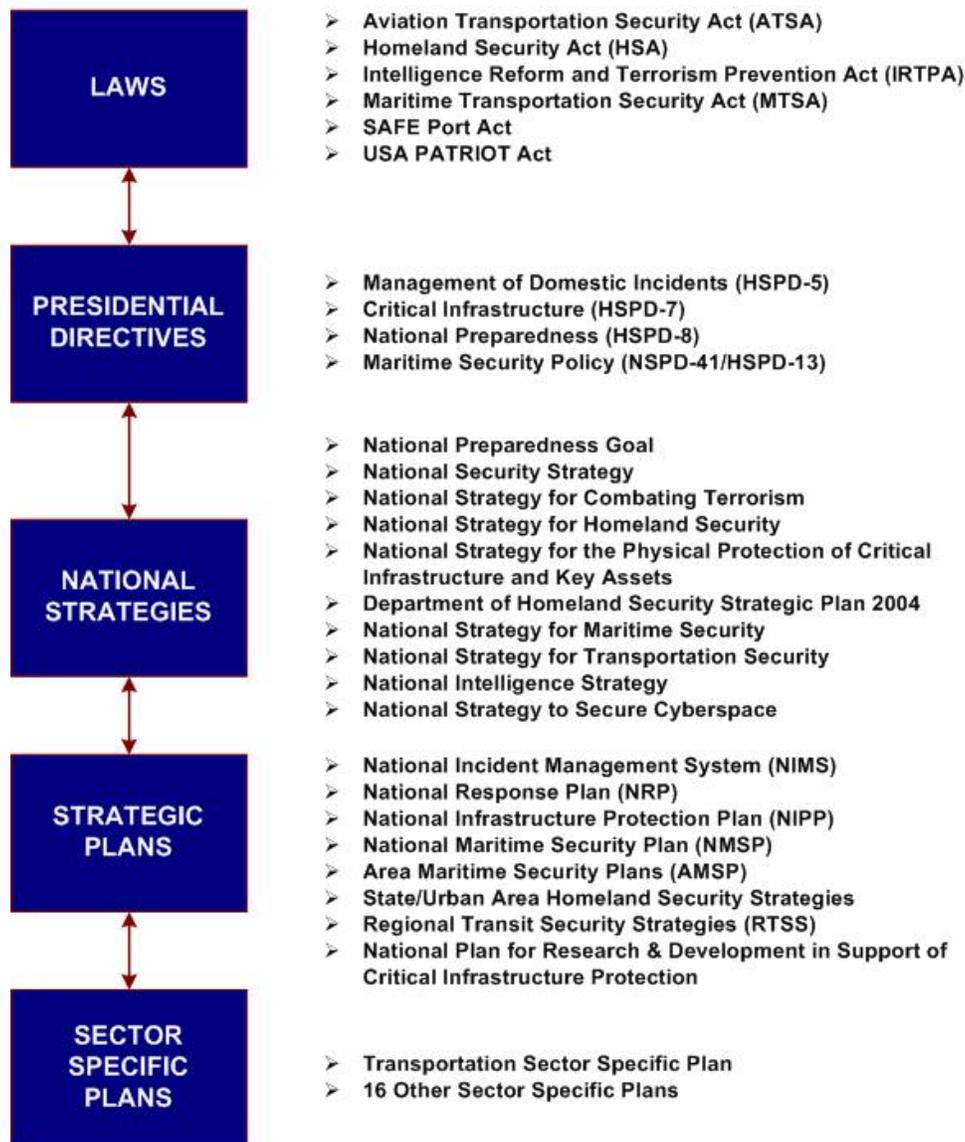
All IBSGP applicants must complete the following:

- 1. SF-424 Grant Application with Certifications (through [grants.gov](https://www.grants.gov))**
 - Non-Supplanting Certification
 - Assurances
 - Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement
- 2. DUNS Number (through [grants.gov](https://www.grants.gov) form)**
- 3. Investment Justification (through [grants.gov](https://www.grants.gov) file attachment) See Appendix 4.**
- 4. Detailed Budget (through [grants.gov](https://www.grants.gov) file attachment) See Appendix 6.**
- 5. Accounting System and Financial Capabilities Questionnaire, if applicable (through [grants.gov](https://www.grants.gov) file attachment)**

Appendix 1 Alignment of IPP with the National Preparedness Architecture

Figure 1, below, graphically summarizes key elements of the national preparedness architecture. The Infrastructure Protection Program seeks maximum alignment with this architecture.

**Figure 1.
Laws, Strategy Documents, Directives and Plans That Impact the Infrastructure Protection Program**



Appendix 2

IBSGP Allowable Expenses

A. Overview.

Specific investments made in support of the funding priorities discussed above generally fall into one of three categories. FY07 IBSGP allowable costs are therefore divided into the following three categories:

1. Training
2. Exercises
3. Management and administration

The following provides guidance on allowable costs within each of these areas:

1. Training. FY07 IBSGP funds may be used for the following training activities:

- **Training Workshops and Conferences.** Grant funds may be used to plan and conduct training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and training plan development.
- **Full or Part-Time Staff or Contractors/Consultants.** Full or part-time staff may be hired to support training-related activities. The services of contractors/ consultants may also be procured by the State in the design, development, conduct, and evaluation of CBRNE training. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.
- **Overtime and Backfill Costs.** Overtime and backfill costs associated with the design, development and conduct of CBRNE training are allowable expenses. Payment of overtime expenses will be for work performed by recipient or sub-recipient employees in excess of the established work week (usually 40 hours) related to the planning and conduct of the training project(s). Further, overtime payments and backfill costs associated with sending personnel to training are allowable, provided that the event being attended is a DHS-approved course. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.
- **Travel.** Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s) or for attending DHS-approved courses. These costs must be in accordance with state law as highlighted in the *OGO Financial Management Guide*. States must also follow state regulations regarding travel. If a state or territory does not have a travel policy they must follow federal guidelines and rates, as explained in the *OGO Financial Management Guide*. For further information on federal law pertaining to travel costs please refer to: http://www.dhs.gov/xlibrary/assets/Grants_FinancialManagementGuide.pdf.

- **Supplies.** Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).
- **Other Items.** These costs include the rental of space/locations for planning and conducting training, badges, etc.

Note: FY07 IBSGP funding is not intended as a hiring program and funds may not be used to support hiring that would support new or existing full-time employee positions.

2. Exercises. FY07 IBSGP funds may be used for the following exercise activities:

- **Exercise Planning Workshop.** Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development.
- **Contractors/Consultants.** Contractors/Consultants staff may be hired to support exercise-related activities. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of terrorism exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.
- **Overtime and Backfill Costs.** Overtime and backfill costs associated with the design, development and conduct of terrorism exercises are allowable expenses. Payment of overtime expenses will be for work performed by recipient or sub-recipient employees in excess of the established work week (usually 40 hours) related to the planning and conduct of the exercise project(s). Further, overtime payments and backfill costs associated with sending personnel to exercises are allowable, provided that the event being attended is a DHS sponsored exercise. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.
- **Travel.** Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with state law as highlighted in the *OGO Financial Management Guide*. States must also follow state regulations regarding travel. If a state or territory does not have a travel policy they must follow federal guidelines and rates, as explained in the *OGO Financial Management Guide*. For further information on federal law pertaining to travel costs please refer to:
http://www.dhs.gov/xlibrary/assets/Grants_FinancialManagementGuide.pdf.
- **Supplies.** Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment).

- **Other Items.** These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.

3. Management and Administrative (M&A) Costs. FY07 IBSGP funds may be used for the following M&A costs:

- **Hiring of full-time or part-time staff or contractors/consultants:** To assist with the management of the FY07 IBSGP.
- **Travel expenses:** To assist with the management of the FY07 IBSGP.
- **Meeting-related expenses:** To assist with the management of the FY07 IBSGP.

For a complete list of allowable meeting-related expenses, please review the *OGO Financial Management Guide* available at:

http://www.dhs.gov/xlibrary/assets/Grants_FinancialManagementGuide.pdf.

B. Other Authorized Expenditure Guidance.

- **Vehicle security enhancements** that focus on theft prevention, real-time bus inventory, tracking, monitoring, and locating technologies. Applicants are discouraged from submitting projects that propose the use of CCTV as an on-board deterrent to terrorism.
- **Emergency communications technology** that focus on theft prevention, real-time bus inventory, tracking, monitoring and locating technologies.
- **Coordinating with local police and emergency responders** that are evaluated as activities to address the response to and recovery of a catastrophic event and/or a terrorist attack.
- **Facility security enhancements** that focus on lighting, fencing, securing gates, door access codes, cameras, etc.
- **Training and Exercises** that focus on domain awareness training and participating in exercises to coordinate and prepare for an incident or attack.
- **Improvement of ticket identification and further implementation of passenger and baggage screening enhancements** that focus on programs which utilize an established methodology for screening passengers, their carry-on baggage, and/or their checked baggage, for weapons and/or explosives.
- **Driver security enhancements** that focus on protection for the bus driver to prevent would-be terrorists from immobilizing the driver and/or hijacking the bus.

C. Unallowable Costs.

FY07 IBSGP funds may **not** be used for the following activities:

- Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers and related equipment (other than for allowable M&A activities, or otherwise associated preparedness or response functions), general-use vehicles, licensing fees, recurring operating costs (e.g., cell phone services, maintenance contracts, etc.), weapons systems and ammunition
- Activities unrelated to the completion and implementation of projects approved under the IBSGP
- Personnel costs (except as noted under Allowable Training, Exercise, and Management & Administration Costs above)
- Maintenance costs
- Monthly service charges or recurring costs
- Pre-agreement costs (i.e., costs incurred prior to the start of the grant period)
- Construction projects

Appendix 3

Grants.Gov Quick-Start Instructions

DHS participates in the Bush Administration’s e-government initiative. As part of that initiative, all IBSGP applicants must file their applications using the Administration’s common electronic “storefront” -- grants.gov.

Application attachments submitted via grants.gov must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt). Use the Catalog of Federal Domestic Assistance (CFDA) number listed in the relevant program guidance section of this document in grants.gov.

This Appendix is intended to provide guidance on the various steps and activities associated with filing an application using grants.gov.

Step 1: Registering.

Registering with grants.gov is a one-time process; however, if you are a first time registrant **it could take 3-5 business days to have your registration validated, confirmed, and receive your user name and password**. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. While your registration is pending, you may continue with steps 2, 3, and 4 of these instructions. Registration must be complete for you to be able to submit (step 5) and track (step 6) an application.

1. Establishing an e-business point of contact. Grants.gov requires an organization to first be registered in the CCR before beginning the grants.gov registration process. If you plan to authorize representatives of your organization to submit grant applications through grants.gov, proceed with the following steps. If you plan to submit a grant application yourself and sign grant applications and provide the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed to DUNS Number and then skip to the Authorized Organization Representative and Individuals section.

Go to www.grants.gov, and click on the “Get Started” tab at the top of the screen.

- Click the “e-Business Point of Contact” option and click the “GO” button on the bottom right of the screen. If you have already registered with grants.gov, you may log in and update your profile from this screen.
- To begin the registration process, click the “Register your Organization [Required]” or “Complete Registration Process [Required]” links. You may print a registration checklist by accessing www.grants.gov/assets/OrganizationRegCheck.pdf.

2. DUNS number. You must first request a Data Universal Numbering System number. Click “Step 1. Request a DUNS Number.” If you are applying as an individual, please skip to “Authorized Organization Representative and Individuals.” If you are applying on behalf of an organization that already has a DUNS number, please proceed to “Step 2. Register with Central

Contractor Registry (CCR).” You may obtain a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1–866–705–5711.

3. Central Contractor Registry. Registering with the CCR, updating or changing your profile could take up to three to five business days to be confirmed and validated. This delay could prevent your application from being submitted by the deadline specified, so you should register or make changes to your profile as early in the process as possible.

Once you have a DUNS number, click on “Step 2. Register with Central Contractor Registry (CCR).” Here you are required to designate an individual as a point of contact. This point of contact is the sole authority for the organization and has the capability of issuing or revoking another individual’s authority to submit grant applications through *grants.gov*.

A registration worksheet is provided to assist in the CCR registration process at <http://www.ccr.gov>. It is recommended you review the “Tips for registering with the CCR” at the bottom of this template.

- Go to <http://www.ccr.gov> or click on the CCR icon in the middle of the screen to begin the registration process. To see if your organization is already registered, click “Search CCR” at the top left side of the screen. Search entries must be exact to accurately search the database. If your organization is already registered, you can scroll down and see who the e-Business point of contact is for your agency. If your organization is not already registered, return to the CCR home page and click “Start New Registration” at the top left of the screen.
- If you have problems or questions about the CCR registration process, please contact the CCR Assistance Center at 1–888–227–2423.
- Once your registration is complete, you will receive an e-mail with a Trading Partner Identification Number (TPIN) and Marketing Partner Identification Number (MPIN) number. You will need the MPIN number to register with [grants.gov](http://www.grants.gov). If your organization is already registered with the CCR, you will need to obtain the MPIN number from your e-Business POC.

4. Authorize your Organization Representative. Click “Step 3. Authorize your Organization Representative.” Follow steps 1-4. You will need your DUNS + 4 digit number and the MPIN number CCR e-mailed to you.

5. Log in as e-Business Point of Contact. You may now go to “Step 4. Log in as e-Business Point of Contact.” Here you may authorize or revoke the authority of the Authorized Organization Representative. Once you are logged in, go to Step 2. *Downloading the Application Viewer*, below.

6. Authorized Organization Representative and Individuals. If you plan to submit a grant application as an individual or an Authorized Organization Representative, with authority to sign grant applications and the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed with the following steps:

- Go to www.grants.gov and click on the “Get Started” tab at the top of the screen.

- Click the “Authorized Organization Representative (AOR)” option and click the “GO” button to the bottom right of the screen. If you are applying as an individual, click the “Individuals” option and click the “GO” button to the bottom right of the screen.
- If you have previously registered as an AOR, you may start searching for this grant opportunity from this page. Otherwise, you must complete the first-time registration by clicking “Complete First-Time Registration [Required].” You also may click on “Review Registration Checklist” and print a checklist for the following steps (see www.grants.gov/assets/AORReqCheck.pdf).
- Individuals may click the “registration checklist” for help in walking through the registration process.

7. Credential Provider. Once you have entered the registration process, you must register with the credential provider, to safeguard the security of your electronic information. You must have your agency’s or individual DUNS + 4 digit number to complete this process. Now, click on “Step 1. Register with a Credential Provider.” Enter your DUNS number and click “Register.” Once you have entered the required information, click the “Submit” button.

If you should need help with this process, please contact the Credential Provider Customer Service at 1–800–386–6820. It can take up to 24 hours for your credential provider information to synchronize with grants.gov. Attempting to register with grants.gov before the synchronization is complete may be unsuccessful.

8. grants.gov. After completing the credential provider steps above, click “Step 2. Register with grants.gov.” Enter the same user name and password used when registering with the credential provider. You will then be asked to provide identifying information and your organization’s DUNS number. After you have completed the registration process, grants.gov will notify the e-Business POC for assignment of user privileges.

Complete the “Authorized Organization Representative User Profile” screen and click “Submit.”
Note: Individuals do not need to continue to the “Organizational Approval” step below.

9. Organization Approval. Prior to submitting a grant application package, you must receive approval to submit on behalf of your organization. This requirement prevents individuals from submitting grant application packages without permission. A notice is automatically sent to your organization’s e-Business POC. Then, your e-Business POC approves your request to become an AOR. You may go to <http://www.ccr.gov> to search for your organization and retrieve your e-Business POC contact information.

Once organization approval is complete, you will be able to submit an application and track its status.

Step 2: Downloading the Application Viewer.

You may download the PureEdge Viewer while your registration is in process. You also may download and start completing the application forms in steps 3 and 4 below. This application viewer opens the application package needed to fill out the required forms. The download process can be lengthy if you are accessing the Internet using a dial-up connection.

- From the [grants.gov](http://www.grants.gov) home page, select the “Apply for Grants” tab at the top of the screen.
- Under “Apply Step 1: Download a Grant Application Package and Applications Instructions,” click the link for the PureEdge Viewer (<http://www.grants.gov/DownloadViewer>). This window includes information about computer system requirements and instructions for downloading and installation.

If you are a Macintosh user, please read the PureEdge Support for Macintosh white paper available at

www.grants.gov/GrantsGov_UST_Grantee!/SSL!/WebHelp/MacSupportforPureEdge.pdf.

- Scroll down and click on the link to download the PureEdge Viewer (www.grants.gov/PEViewer/ICSViewer602_grants.exe).
- You will be prompted to save the application. Click the “Save” button and the “Save As” window opens. Select the location where you would like to save PureEdge Viewer and click the “Save” button.
- A window appears to show the progress of the download. When the downloading is complete, click to close the dialog box.
- To install the PureEdge Viewer, locate the file on your computer and click to open it. When you are prompted to run the file, click “RUN.” Click “Yes” to the prompt to continue with the installation. The ICS InstallShield Wizard extracts the necessary files and takes you to the “Welcome” page.
- Click “Next” to continue.
- Read the license agreement and click “Yes” to accept the agreement and continue the installation process. This takes you to the “Customer Information” screen.
- Enter a User Name and a Company Name in the designated fields and click “Next.”
- The “Choose Destination Location” window prompts you to select the folder in which PureEdge Viewer will be installed. To save the program in the default folder, click “Next.” To select a different folder, click “Browse.” Select the folder in which you would like to save the program, click on “OK,” then click “Next.”
- The next window prompts you to select a program folder. To save program icons in the default folder, click “Next.” To select a different program folder, type a new folder name or select one from the list of existing folders, then click “Next.” Installation will begin.
- When installation is complete, the “InstallShield Wizard Complete” screen will appear. Click “Finish.” This will launch the “ICS Viewer Help Information” window. Review the information and close the window.

Step 3: Downloading an Application Package.

Once you have downloaded the PureEdge Viewer, you may download and view this application package and solicitation instructions.

- From the [grants.gov](https://www.grants.gov) home page, select the “Apply for Grants” tab at the top of the screen.
- Click “Apply Step 1: Download a Grant Application Package and Application Instructions.”
- Enter the CFDA number for this announcement, **97.057**. Then click “Download Package.” This will take you to the “Selected Grants Application for Download” results page.
- To download an application package and its instructions, click the corresponding download link below the “Instructions and Application” column.
- Once you select a grant application, you will be taken to a “Download Opportunity Instructions and Application” screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the “Submit” button.
- After verifying that you have downloaded the correct opportunity information, click the “Download Application Instructions” button. This will open a PDF of this grant solicitation. You may print the solicitation or save it to your computer by clicking either the print icon at the top tool bar or the “File” button on the top tool bar. If you choose to save the file, click on “Save As” and save to the location of your choice.
- Click the “Back” Navigation button to return to the “Download Opportunity Instructions and Application” page. Click the “Download Application Package” button. The application package will open in the PureEdge Viewer.
- Click the “Save” button to save the package on your computer. Because the form is not yet complete, you will see a prompt that one or more fields may be invalid. You will complete these fields in step 4, but for now, select “Yes” to continue. After you click “Yes,” the “Save Form” window will open.
- Save the application package to your desktop until after submission. Select a name and enter it in the “Application Filing Name” field. Once you have submitted the application through [grants.gov](https://www.grants.gov), you may then move your completed application package to the file location of your choice.
- Click the “Save” button. If you choose, you may now close your Internet browser and complete your application package offline by double clicking the icon on your desktop. You do not have to be connected to the Internet to complete the application package in step 4 below.

Step 4: Completing the Application Package.

This application can be completed entirely offline; however, you will need to log in to *grants.gov* to submit the application in step 5.

- Locate the application package you saved on your computer. When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the “Save” button at the top of the screen.
- Enter a name for your application package in the “Application Filing Name” field. This can be a name of your choice.
- Open and complete all the mandatory and optional forms or documents. To complete a form, click to select the form, and then click the “Open” button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message or the field will turn red, indicating a change needs to be made.
- Mandatory forms include the: (1) Application for Federal Assistance (SF-424); (2) Assurances for Non-Construction Programs (SF-424B); and (3) Disclosure of Lobbying Activities (SF-LLL). These forms can also be viewed at <http://apply.grants.gov/agency/FormLinks?family=7>. Other mandatory forms are identified in Part III.
- When you have completed a form or document, click the “Close Form” button at the top of the page. Your information will automatically be saved.
- Next, click to select the document in the left box entitled “Mandatory Documents.” Click the “=>” button to move the form or document to the “Mandatory Completed Documents for Submission” box to the right.
- Some mandatory documents will require you to upload files from your computer. To attach a document, select the corresponding form and click “Open.” Click the “Add Mandatory Attachment” button to the left. The “Attach File” box will open. Browse your computer to find where your file is located and click “Open.” The name of that file will appear in the yellow field. Once this is complete, if you would like to attach additional files, click on the “Add Optional Attachment” button below the “Add Mandatory Attachment” button.
- An “Attachments” window will open. Click the “Attach” button. Locate the file on your computer that you would like to attach and click the “Open” button. You will return to the “Attach” window. Continue this process until you have attached all the necessary documents. You may attach as many documents as necessary.
- Once you have finished, click the “Done” button. The box next to the “Attach at Least One Optional Other Attachment” will now appear as checked.
- *Note:* the name of these buttons will vary depending on the name of the form you have opened at that time; i.e., Budget Narrative, Other Attachment, and Project Narrative File.

- To exit a form, click the “Close” button. Your information will automatically be saved.

Step 5: Submitting the Application.

Once you have completed all the yellow fields on all the forms and saved the application on your desktop, check the application package for errors. This can be done any time throughout step 4 above and as often as you like.

- When you are ready to submit your final application package, the “Submit” button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on “Submit.” This will take you to a “Summary” screen.
- If your “Submit” button is not activated, then click the “Check Package for Errors” button at the top of the “Grant Application Package” screen. PureEdge Viewer will start with the first form and scan all the yellow fields to make sure they are complete. The program will prompt you to fix one error at a time as it goes through the scan. Once there are no more errors, the system will allow you to submit your application to grants.gov.
- Review the application summary. If you wish to make changes at this time, click “Exit Application” to return to the application package, where you can make changes to the forms. To submit the application, click the “Sign and Submit Application” button.
- This will take you to a “Login” screen where you will need to enter the user name and password that you used to register with grants.gov in “Step 1: Registering.” Enter your user name and password in the corresponding fields and click “Login.”
- Once authentication is complete, your application will be submitted. Print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into grants.gov. The confirmation e-mail will give you a grants.gov tracking number, which you will need to track the status of your application. The confirmation e-mail will go to the e-Business POC; therefore, if you are submitting on behalf of someone else, be sure the e-Business POC is aware of the submission and that a confirmation e-mail will be sent.
- When finished, click the “Close” button.

Step 6: Tracking the Application

After your application is submitted, you may track its status through grants.gov. To do this, go to the grants.gov home page at <http://www.grants.gov>. At the very top of the screen, click on the “Applicants” link. Scroll down the “For Applicants” page and click the “Login Here” button. Proceed to login with your user name and password that was used to submit your application package. Click the “Check Application Status” link to the top left of the screen. A list of all the applications you have submitted through grants.gov is produced. There four status messages your application can receive in the system:

- **Validated.** This means your application has been scanned for errors. If no errors were found, it validates that your application has successfully been submitted to *grants.gov* and is ready for the agency to download your application.
- **Received by Agency.** This means DHS downloaded your application into our electronic Grants Management System (GMS) and your application is going through our validation process to be successfully received on our end.
- **Agency Tracking Number Assigned.** This means GMS did not find any errors with your package and successfully downloaded your application into our system.
- **Rejected With Errors.** This means your application was either rejected by *grants.gov* or GMS due to errors. You will receive an e-mail from *grants.gov* customer support, providing details of the results and the next steps required. Most applications are rejected because: (1) a virus was detected; (2) you are using a user name and password that has not yet been authorized by the organization's e-Business POC; or (3) the DUNS number you entered on the SF-424 form does not match the DUNS number that was registered in the CCR for this organization.

If you experience difficulties at any point during this process, please call the [grants.gov](https://www.grants.gov) customer support hotline at 1-800-518-4726.

Appendix 4 Investment Justification

A. Investment Justification Overview.

As part of the application process, applicants must develop a formal Investment Justification that addresses each initiative being proposed for funding. These Investment Justifications must demonstrate how proposed projects address gaps and deficiencies in current programs and capabilities.

Eligible applicants may submit one application for funding of up to three investments. A separate Investment Justification must be submitted for each proposed project. Applicants should follow the format below for this file attachment.

Note: The Investment Justification must demonstrate the organization’s ability to provide tangible, physical security enhancements consistent with the purpose of the program and guidance provided by DHS. Applicants must ensure that the Investment Justification is consistent with all applicable requirements outlined in this application kit.

B. Investment Justification Template.

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

1. Background;
2. Strategic and program priorities;
3. Impact;
4. Funding and implementation Plan.

Investment Heading	
State	
Bus System Name	
Urban Area(s) Served	
Investment Name	
Investment Phase	
Requested Amount	\$

I. Background

Note: *This section only needs to be completed once per application, regardless of the number of investments proposed. The information in this section provides background/context for the investment(s) requested, but does not represent the evaluation criteria used by DHS for rating individual investment proposals. It will also be used to confirm eligibility.*

I.A. Identify the bus system and that system’s point(s) of contact (POC) and Chief Executive Officer (CEO), as well as the POC and CEO for additional bus systems/partners.	
Word Limit	Not to exceed ½ page
Response Instructions	<p>Identify the following:</p> <ul style="list-style-type: none"> • POC’s name and title; • POC’s full mailing address; • POC’s telephone number; • POC’s fax number; • POC’s email address; • CEO’s name; • CEO’s full mailing address; • CEO’s telephone number; • CEO’s email address; • POC and CEO information (as above) for additional bus systems/partners; and, • Include the corresponding information for the single authorizing official for your organization—i.e., the individual authorized to sign a grant award.

I.B. Describe the extent of your operations in UASI jurisdictions. (Note – this response will help DHS determine your eligibility to participate in the FY07 IBSGP.)	
Page Limit	Not to exceed ¼ page
Response Instructions	<p>Provide:</p> <ul style="list-style-type: none"> • A list of UASI jurisdictions serviced; • <i>For charter services only</i>, the number of trips annually to each UASI jurisdiction (must be a minimum of 50 trips); and, • A source, such as a web site or brochure, which would allow DHS to verify service provided.

I.C. Describe the size of your fleet. (Note – this response will help DHS determine the Tier in which you will compete for funding as part of the FY07 IBSGP.)	
Page Limit	Not to exceed ¼ page
Response Instructions	<p>Provide:</p> <ul style="list-style-type: none"> • The number of over-the-road buses in your fleet; and, • A source, such as a web site or brochure, which would allow DHS to verify fleet size.

I.D. Describe your system infrastructure and scope of operations for fixed-route services and/or charter services.	
Page Limit	Not to exceed 2 pages
Response Instructions	<p>For fixed-route services, address each of the following factors:</p> <ul style="list-style-type: none"> ○ System Infrastructure; ○ Area of Operations; ○ Number of Passengers (Annually); ○ Number of Miles Driven (Annually); ○ Number of Employees (Specify categories, such as drivers, administration, management, and mechanics); ○ Description of Terminals/Bus Lots: <ul style="list-style-type: none"> ➤ Number of Terminals/Bus Lots (Owned/Leased and Operated); ➤ Location (street address and city) of each Terminal/Bus Lot (within which UASI jurisdiction it is located); ○ Passenger Traffic for Each Terminal; ○ Other tenants at Each Terminal (other bus companies); ○ Any other important system features. <p>For charter services, address each of the following factors:</p> <ul style="list-style-type: none"> ○ Company Infrastructure; ○ Area of Operations; ○ Number of Passengers (Annually); ○ Number of Employees (Specify categories, such as drivers, administration, management, and mechanics); ○ Description of Bus Lots: <ul style="list-style-type: none"> ➤ Number of Bus Lots (Owned/Leased and Operated); ➤ Location of each Bus Lot (within which UASI jurisdiction it is located); and, ○ Any other important features of the charter service.

II. Strategic and Program Priorities

II.A. Provide a brief abstract for this investment.	
Page Limit	Not to exceed 1 page
Response Instructions	<p>Provide a succinct statement summarizing this investment, addressing the following questions:</p> <ul style="list-style-type: none"> ● What bus security risk will the project address? ● How will the investment address a transportation security need? ● How will the investment enhance overall system security?

II.B. Describe how the investment will address one or more of the Intercity Bus Security Fundamentals, as well as its relevance to the National Preparedness Goal and Target Capabilities List.	
Page Limit	Not to exceed 1 page
Response Instructions	<ul style="list-style-type: none"> • Describe how, and the extent to which, the proposed investment addresses one or more of the following: <ul style="list-style-type: none"> ○ Protection of high risk/high consequence assets (identified through individual system risk assessments); ○ Visible/unpredictable deterrence; ○ Targeted anti-terrorism training for employees; ○ Emergency preparedness drills and exercises; and, ○ Public awareness and preparedness campaigns. <p><i>Note: If this investment is for a facility security enhancement, you must identify the exact location of the facility.</i></p> <ul style="list-style-type: none"> • Regardless which priority above is addressed through the investment, ensure that your response includes a justification for your approach to accomplishing your goals and objectives. Provide an explanation that considers answering such questions as: <ul style="list-style-type: none"> ○ Has a security assessment been conducted? If so, identify who conducted the assessment, when it was completed, and summarize the results; ○ How does the proposed approach achieve the best possible balance of enhanced security and cost effectiveness available to your organization? ○ Other unique, organization-specific factors leading to this project investment? • Describe how the proposed investment addresses one or more National Priorities within the interim National Preparedness Goal. • Describe how the proposed investment addresses one or more of the 37 Capabilities listed in the Target Capabilities List.

III. Impact

III.A. Describe how the project offers the highest risk reduction potential at the least cost.	
Page Limit	Not to exceed ½ page
Response Instructions	<ul style="list-style-type: none"> • Discuss the how the project will reduce risk in a cost effective manner. <ul style="list-style-type: none"> ○ Discuss how this investment will reduce risk (e.g., reduce vulnerabilities or mitigate the consequences of an event) by addressing the needs and priorities identified in earlier analysis and review; and, ○ Identify the nature of the risk, why you consider it a risk, and how the risk and need are related to show how addressing the need through this investment will also mitigate risk (e.g., reduce vulnerabilities or mitigate the consequences of an event).

III.B. Discuss the anticipated impacts of the investment in terms of your implementation metrics of success outputs and outcomes.	
Page Limit	Not to exceed ½ page
Response Instructions	<ul style="list-style-type: none"> • Outline the expected, high-level impacts this investment is expected to attain/achieve if implemented. • Explain at a high level how IBSGP funding will help achieve these impacts – briefly define your metrics of success in either: <ul style="list-style-type: none"> ○ <i>Outputs (i.e., X people will be trained as a result of this program), or</i> ○ <i>Outcomes (i.e., This training has been shown to increase X standard of preparedness by Y% and therefore we estimate that we will increase our baseline preparedness by Z% after the implementation of this project)</i>

IV. Funding & Implementation Plan

IV.A. Investment Funding Plan.	
Page Limit	Not to exceed 1 page
Response Instructions	<ul style="list-style-type: none"> • Complete the chart below to identify the amount of funding that is being requested for <u>this investment only</u>; • Funds should be requested by allowable cost categories (as identified in the FY07 IBSG Program Guidance and Application Kit); • Applicants must make funding requests that are reasonable and justified by direct linkages to activities outlined in this particular investment; and, Applicants must indicate whether additional funding (non-FY07 IBSGP) will be leveraged for this investment. <p><i>Note: Investments will be evaluated on the expected impact on security relative to the amount of the investment (i.e., cost effectiveness). An itemized Budget Detail Worksheet and Budget Narrative must also be completed for this investment. See Appendix 6 of this document for a sample format.</i></p>

The following template illustrates how the applicants should indicate the amount of FY07 IBSGP funding required for the investment, how these funds will be allocated across the cost elements, and any match being offered:

	FY07 IBSGP Request Total	Cash Match	Grand Total
<i>Facility Security Enhancements</i>			
<i>Enhanced Ticket Identification and Passenger Screening</i>			
<i>Vehicle and Driver Security Enhancements</i>			
<i>Emergency Communications</i>			
<i>Coordination with Local Police and Emergency Responders</i>			
<i>Training</i>			
<i>Exercises</i>			
<i>M&A</i>			
Total			

IV.B. Identify up to five (5) potential challenges to the effective implementation of this investment (e.g., stakeholder buy-in, sustainability, aggressive timelines).	
Page Limit	Not to exceed ½ page
Response Instructions	<p>To identify potential challenges:</p> <ul style="list-style-type: none"> • Consider the necessary steps and stages that will be required for successful implementation of the investment; • Identify areas of possible concern or potential pitfalls in terms of investment implementation; and, • Explain why those areas present the greatest challenge to a successful investment implementation. <p>Identify the top challenges (up to 5):</p> <ul style="list-style-type: none"> • For each identified challenge, provide a brief description of how the challenge will be addressed and mitigated, and indicate a probability of occurrence (high, medium, or low); • The response should focus on the implementation only

IV.C. Discuss funding resources beyond FY07 IBSGP that have been identified and will be leveraged to support the implementation and sustainment of this investment, including matching resources.	
Page Limit	Not to exceed ½ page
Response Instructions	<ul style="list-style-type: none"> • In addition to the required cash match, discuss other funding sources (e.g., non-IBSGP grant programs, public or private agreements, future fiscal year grants) that you plan on utilizing for the implementation and/or continued sustainment of this investment; • If no other funding resources have been identified beyond the required cash match, or if none are necessary, provide rationale as to why the requested FY07 IBSGP funding is sufficient for the implementation and sustainment of this investment.

IV.D. Provide a high-level timeline, milestones and dates, for the implementation of this investment. Possible areas for inclusion are: stakeholder engagement, planning, major acquisitions/purchases, training, exercises, and process/policy updates. <u>Up to 10</u> milestones may be provided.	
Page Limit	Not to exceed 1 page
Response Instructions	<ul style="list-style-type: none"> • Only include major milestones that are critical to the success of the investment; • While up to 10 milestones may be provided, applicants should only list as many milestones as necessary to sufficiently describe the project; • Milestones are for this discrete investment – those that are covered by the requested FY07 IBSGP funds and will be completed over the 36-month grant period; • Milestones should be kept to high-level, major tasks that will need to occur; • Identify the planned start date associated with the identified milestone. The start date should reflect the date at which the earliest action will be taken to start achieving the milestone; • Identify the planned completion date when all actions related to the milestone will be completed and overall milestone outcome is met; and, • List any relevant information that will be critical to the successful completion of the milestone (such as those examples listed in the question text above). • Examples of possible milestones: <ul style="list-style-type: none"> • Define kill switch implementation plan • Complete installation • Complete successful test of kill switches

C. Investment Justification Submission and File Naming Convention.

Applicants must use the following file naming convention when submitting required documents as part of the FY07 IBSGP.

Investment Justification (through grants.gov file attachment)
 Legal Name of Bus Company_IJ Number (Example: ABC Bus Lines_IJ#1)

Appendix 5

FY07 Urban Area Security Initiative Jurisdictions

Anaheim/Santa Ana Area (CA)
Atlanta Area (GA)
Baltimore Area (MD)
Bay Area (CA)
Boston Area (MA)
Buffalo Area (NY)
Charlotte Area (NC)
Chicago Area (IL)
Cincinnati Area (OH)
Cleveland Area (OH)
Columbus Area (OH)
Dallas/Fort Worth/Arlington Area (TX)
Denver Area (CO)
Detroit Area (MI)
El Paso Area (TX)
Fort Lauderdale Area (FL)
Honolulu Area (HI)
Houston Area (TX)
Indianapolis Area (IN)
Jacksonville Area (FL)
Kansas City Area (MO)
Las Vegas Area (NV)
Los Angeles/Long Beach Area (CA)
Memphis Area (TN)
Miami Area (FL)
Milwaukee Area (WI)
National Capital Region (DC)
New Orleans Area (LA)
New York City/Northern New Jersey Area (Includes New York City Area and Jersey City/Newark Area)
Norfolk Area (VA)
Oklahoma City Area (OK)
Orlando Area (FL)
Philadelphia Area (PA)
Phoenix Area (AZ)
Pittsburgh Area (PA)
Portland Area (OR)
Providence Area (RI)
Sacramento Area (CA)
San Antonio Area (TX)
San Diego Area (CA)
Seattle Area (WA)
St. Louis Area (MO)
Tampa Area (FL)
Tucson Area (AZ)
Twin Cities Area (MN)

Appendix 6 Sample Budget Detail Worksheet

OMB Approval No. 1121-0188

Purpose. The Budget Detail Worksheet may be used as a guide to assist applicants in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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Note: Personnel costs are only allowable for direct management and administration of the grant award, i.e., preparation of mandatory post-award reports.

TOTAL _____

B. Fringe Benefits. Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
----------------------	--------------------	-------------

TOTAL _____

Total Personnel & Fringe Benefits _____

C. Travel. Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
--------------------------	-----------------	-------------	--------------------	-------------

TOTAL _____

D. Equipment. List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Note: Organization’s own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the “Supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

TOTAL _____

E. Supplies. List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. (Note: Organization’s own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
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TOTAL _____

F. Consultants/Contracts. Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	-------------------------	--------------------	-------------

Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
-------------	-------------

Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

Subtotal _____

TOTAL _____

G. Other Costs. List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

Important Note: If applicable to the project, construction costs should be included in this section of the Budget Detail Worksheet.

TOTAL _____

H. Indirect Costs. Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant’s accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Federal Amount</u>	<u>Non-Federal Amount</u>
A. Personnel	_____	_____
B. Fringe Benefits	_____	_____
C. Travel	_____	_____
D. Equipment	_____	_____
E. Supplies	_____	_____
F. Consultants/Contracts	_____	_____
G. Other	_____	_____
Total Direct Costs	_____	_____
H. Indirect Costs	_____	_____
* TOTAL PROJECT COSTS	_____	_____

Federal Request _____

Non-Federal Amount _____

Detailed Budget Submission and File Naming Convention.

Applicants must use the following file naming convention when submitting required documents as part of the FY07 IBSGP.

Detailed Budget (through grants.gov file attachment)

Legal Name of Bus Company_IJ Number_Budget (Example: ABC Bus Lines_IJ#1_Budget)

Appendix 7

Award and Reporting Requirements

A. Grant Award and Obligation of Funds.

Upon approval of an application, the grant will be awarded to the grant recipient. The date that this is done is the “award date.” The signed award document with special conditions must be returned to:

**Office of Justice Programs,
Attn: Control Desk – G&T Award
810 7th Street, N.W., 5th Floor
Washington, DC 20531.**

An obligation is defined in the *Office of Grant Operations (OGO) Financial Management Guide* as a legally binding liability under a grant, sub-grant, and/or contract determinable sums for services or goods incurred during the grant period.

The period of performance is 36 months from the date of award. Any unobligated funds will be deobligated by DHS at the end of this period. Extensions to the period of performance will be considered only through formal requests to G&T with specific and compelling justifications why an extension is required.

B. Post Award Instructions.

G&T's OGO will provide fiscal support and oversight of the grant programs, while the OJP Office of the Comptroller will continue to provide support for grant payments. The following is provided as a guide for the administration of awards. Additional details and requirements may be provided to the grantee in conjunction with finalizing an award.

1. Review award and special conditions document. Notification of award approval is made by e-mail through the OJP Grants Management System (GMS). Once an award has been approved, a notice is sent to the e-mail address of the individual who filed the application, as well as to the authorized grantee official. Carefully read the award and any special conditions or other attachments.

If you agree with the terms and conditions, the authorized official should sign and date both the original and the copy of the award document page in Block 19. You should maintain a copy and return the original signed documents to:

**Office of Justice Programs
Attn: Control Desk - G&T Award
810 Seventh Street, N.W., 5th Floor
Washington, DC 20531**

If you do not agree with the terms and conditions, contact the awarding G&T Program Manager as noted in the award package.

2. Read the guidelines. Read and become familiar with the “*OGO Financial Management Guide*” which is available at 1-866-9ASKOGO or online at:

http://www.dhs.gov/xlibrary/assets/Grants_FinancialManagementGuide.pdf.

3. Complete and return ACH form. The Automated Clearing House (ACH) Vendor/Miscellaneous Payment Enrollment Form (refer to Step 3 attachment) is used to arrange direct deposit of funds into your designated bank account.

4. Access to payment systems. OJP uses the Phone Activated Paperless System (PAPRS) to request funds. Grantees will receive a letter with the award package containing their PIN to access the system and Grant ID information.

5. Reporting Requirements. Reporting requirements must be met during the life of the grant (refer to the *OGO Financial Management Guide* and the specific program guidance for a full explanation of these requirements, special conditions and any applicable exceptions). The payment system contains edits that will prevent access to funds if reporting requirements are not met on a timely basis. Refer to Step 5 attachments for forms, due date information, and instructions.

6. Questions about your award? A reference sheet is provided containing frequently asked financial questions and answers. Questions regarding grant payments should be addressed to the OJP Office of the Comptroller at 1-800-458-0786 or email at: askoc@ojp.usdoj.gov. Questions regarding all other financial/administrative issues should be addressed to the OGO Information Line at 1-866-9ASKOGO (927-5646) or email at: ask-ogo@dhs.gov.

Note: If you have any questions about GMS, need to establish a GMS account, or require technical assistance with accessing your award, contact the GMS Hotline at 1-888-549-9901.

C. Drawdown and Expenditure of Funds.

Following acceptance of the grant award and release of any special conditions withholding funds, the grantee can drawdown and expend grant funds through the Phone Activated Paperless System (PAPRS). There is a limited pool of grantees that may use the Automated Standard Application for Payments (ASAP).

In support of continuing efforts to meet the accelerated financial statement reporting requirements mandated by the U.S. Department of the Treasury and the Office of Management and Budget (OMB), payment processing will be interrupted during the last five working days of each month. Grant recipients should make payment requests before the last five working days of the month to avoid delays in deposit of payments.

For example, for the month of October, the last day to request (draw down) payments was October 24, 2006. Payments requested after that date were processed when the regular schedule resumed on November 1, 2006. A similar schedule will follow at the end of each month.

Grant recipients should request funds based upon immediate disbursement requirements. Funds will not be paid in a lump sum, but rather disbursed over time as project costs are incurred or anticipated. Recipients should time their drawdown requests to ensure that Federal cash on hand is the minimum needed for disbursements to be made immediately or within a few days. Grantees may elect to draw down funds up to 120 days prior to expenditure/

disbursement. DHS strongly encourages recipients to draw down funds as close to expenditure as possible to avoid accruing interest.

Funds received by grantees must be placed in an interest-bearing account and are subject to the rules outlined in the Uniform Rule 28 CFR Part 66, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, at:

http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfrv2_04.html and the Uniform Rule 28 CFR Part 70, Uniform Administrative Requirements for Grants and Agreements (Including Sub-awards) with Institutions of Higher Education, Hospitals and other Non-profit Organizations, at: http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfrv2_04.html. These guidelines state that entities are required to promptly, but at least quarterly, remit interest earned on advances to:

**United States Department of Health and Human Services
Division of Payment Management Services
P.O. Box 6021
Rockville, MD 20852**

The sub-grantee may keep interest amounts up to \$100 per year for administrative expenses for all Federal grants combined. Please consult the OGO *Financial Management Guide* or the applicable OMB Circular for additional guidance. Although advance drawdown requests may be made, State grantees remain subject to the interest requirements of the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 C.F.R. Part 205. Interest under CMIA will accrue from the time Federal funds are credited to a State account until the time the State pays out the funds or transfers the funds to a sub-grantee.

Note: Although advance drawdown requests may be made, State grantees remain subject to the interest requirements of the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 CFR Part 205. Interest under CMIA will accrue from the time Federal funds are credited to a State account until the time the State pays out the funds for program purposes.

D. Reporting Requirements.

1. Financial Status Report (FSR) -- required quarterly. Obligations and expenditures must be reported to G&T on a quarterly basis through the FSR, which is due within 30 days of the end of each calendar quarter (e.g., for the quarter ending March 31, FSR is due on April 30). Please note that this is a change from previous fiscal years. A report must be submitted for every quarter the award is active, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs will be withheld if these reports are delinquent.

FSRs must be filed online through the Internet at: <https://grants.ojp.usdoj.gov>. Forms and instructions can be found at: <http://www.ojp.usdoj.gov/forms.htm>. Grantees are reminded to review the following documents and ensure that grant activities are conducted in accordance with the applicable guidance:

- [OMB Circular A-102](http://www.whitehouse.gov/omb/circulars/index.html), *Grants and Cooperative Agreements with State and Local Governments*, at: <http://www.whitehouse.gov/omb/circulars/index.html>
- [OMB Circular A-87](http://www.whitehouse.gov/omb/circulars/index.html), *Cost Principles for State, Local, and Indian Tribal Governments*, at: <http://www.whitehouse.gov/omb/circulars/index.html>

- [OMB Circular A-110](#), *Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations*, at <http://www.whitehouse.gov/omb/circulars/index.html>
- [OMB Circular A-21](#), *Cost Principles for Educational Institutions*, at: <http://www.whitehouse.gov/omb/circulars/index.html>
- [OMB Circular A-122](#), *Cost Principles for Non-Profit Organizations*, at: <http://www.whitehouse.gov/omb/circulars/index.html>

For FY07 awards, grant and sub-grant recipients should refer to the OGO Financial Guide. All awards from FY05 and earlier are still governed by the OJP Financial Guide, available at: <http://www.ojp.usdoj.gov/FinGuide>. OGO can be contacted at 1-866-9ASKOGO or by email at: ask-OGO@dhs.gov.

Required submission: Financial Status Report (FSR) SF-269a (due quarterly).

2. Categorical Assistance Progress Report (CAPR). Following an award, the awardees will be responsible for providing updated obligation and expenditure information on a regular basis. The CAPR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30, and on January 30 for the reporting period of July 1 through December 31). Future awards and fund drawdowns may be withheld if these reports are delinquent. The final CAPR is due 90 days after the end date of the award period.

Block #12 of the CAPR should be used to note progress against the proposed project. The grantor agency shall provide sufficient information to monitor program implementation and goal achievement. At a minimum, reports should contain the following data: (1) As applicable, the total number of items secured under this grant (e.g., access controls, surveillance, physical enhancements, and vessels) to date, and (2) for other items acquired through this grant, a brief description and total number of items obtained to date.

CAPRs must be filed online through the internet at: <https://grants.ojp.usdoj.gov>. Forms and instructions can be found at: <http://www.ojp.usdoj.gov/forms.htm>.

Required submission: CAPR (due semiannually).

3. Exercise Evaluation and Improvement. Exercises implemented with grant funds should be threat- and performance-based and should evaluate performance of critical prevention and response tasks required to respond to the exercise scenario. Guidance on conducting exercise evaluations and implementing improvement is defined in the *Homeland Security Exercise and Evaluation Program (HSEEP) Volume II: Exercise Evaluation and Improvement* located at: <http://www.ojp.usdoj.gov/G&T/docs/HSEEPv2.pdf>. Grant recipients must report on scheduled exercises and ensure that an AAR and IP are prepared for each exercise conducted with G&T support (grant funds or direct support) and submitted to G&T within 60 days following completion of the exercise.

The AAR documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan (IP) outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the AAR. Generally the IP, with at least initial action steps, should be included in the final AAR. G&T is establishing a

national database to facilitate the scheduling of exercises, the submission of the AAR/IPs and the tracking of IP implementation. Guidance on the development of AARs and IPs is provided in Volume II of the HSEEP manuals.

Required submissions: AARs and IPs (as applicable).

4. Financial and Compliance Audit Report. Recipients that expend \$500,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accountability Office, *Government Auditing Standards*, located at: <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, located at: <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year. In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY07 IPP assistance for audit and examination purposes, provided that, in the opinion of the Secretary of Homeland Security or the Comptroller General, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller General, through any authorized representative, access to, and the right to examine all records, books, papers or documents related to the grant.

The State shall require that sub-grantees comply with the audit requirements set forth in *OMB Circular A-133*. Recipients are responsible for ensuring that sub-recipient audit reports are received and for resolving any audit findings.

5. Federal Funding Accountability and Transparency Act. While there are no State and Urban Area requirements in FY07, the Federal Funding Accountability and Transparency Act of 2006 may affect State and Urban Area reporting requirements in future years. The Act requires the Federal government to create a publicly searchable online database of Federal grant recipients by January 1, 2008 with an expansion to include sub-grantee information by January 1, 2009

6. National Preparedness Reporting Compliance. The Government Performance and Results Act (GPRA) requires that the Department collect and report performance information on all programs. For grant programs, the prioritized Investment Justifications and their associated milestones provide an important tool for assessing grant performance and complying with these national preparedness reporting requirements. DHS will work with grantees to develop tools and processes to support this requirement. DHS anticipates using this information to inform future-year grant program funding decisions.

7. National Assessment of State and Local Preparedness. HSPD-8 calls for an assessment of national preparedness. Furthermore, the FY07 DHS Appropriations Act requires a comprehensive national assessment of State and local preparedness in FY07. Additional guidance will be provided during the grant period regarding these requirements. DHS will strive to ensure reporting requirements support State and local level performance management requirements, where applicable. Congress also requires a Federal Preparedness Report on the Nation's level of preparedness for all hazards, including natural disasters, acts of terrorism, and other man-made disasters, including an estimate of the amount of Federal, State, local, and tribal expenditures required to attain the National Preparedness Priorities by October 4, 2007, and annually thereafter.

8. Catastrophic Resource Report. The Department is also required to develop and submit an annual Catastrophic Resource Report which estimates the resources of DHS and other Federal agencies needed for and devoted specifically to developing the capabilities of Federal, State, local, and tribal governments necessary to respond to a catastrophic incident. This requirement includes an estimate of State, local, and Tribal government catastrophic incident preparedness.

9. State Preparedness Report. Congress requires that States receiving DHS-administered Federal preparedness assistance shall submit a State Preparedness Report to the Department on the State's level of preparedness by January 4, 2008, and annually thereafter. The report shall include: (1) an assessment of State compliance with the national preparedness system, NIMS, the NRP, and other related plans and strategies; (2) an assessment of current capability levels and a description of target capability levels; and (3) an assessment of resource needs to meet the National Preparedness Priorities, including an estimate of the amount of expenditures required to attain the Priorities and the extent to which the use of Federal assistance during the preceding fiscal year achieved the Priorities.

E. Monitoring.

Grant recipients will be monitored periodically by DHS staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based reviews and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, performance and administrative issues relative to each program and will identify areas where technical assistance and other support may be needed.

The recipient is responsible for monitoring award activities, to include sub-awards, to provide reasonable assurance that the Federal award is administered in compliance with requirements. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining of adequate financial records, and refunding expenditures disallowed by audits.

F. Grant Close-Out Process.

Within 90 days after the end of the award period, grantees must submit a final FSR and final CAPR detailing all accomplishments throughout the project. After these reports have been reviewed and approved by G&T, a Grant Adjustment Notice (GAN) will be completed to close out the grant. The GAN will indicate the project as being closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FSR. After the financial information is received and approved by OGO, the grant will be identified as "Closed by the Office of Grant Operations."

Required submissions: (1) final SF-269a, due 90 days from end of grant period; and (2) final CAPR, due 90 days from the end of the grant period.

Appendix 8 Additional Resources

This Appendix describes several resources that may help applicants in completing an IPP application.

1. Centralized Scheduling & Information Desk (CSID) Help Line. The CSID is a non-emergency resource for use by emergency responders across the nation. CSID is a comprehensive coordination, management, information, and scheduling tool developed by DHS through G&T for homeland security terrorism preparedness activities. The CSID provides general information on all DHS Grant programs and information on the characteristics of CBRNE, agro-terrorism, defensive equipment, mitigation techniques, and available Federal assets and resources.

The CSID maintains a comprehensive database containing key personnel contact information for homeland security terrorism preparedness programs and events. These contacts include personnel at the Federal, State and local levels. The CSID can be contacted at 1-800-368-6498 or askcsid@dhs.gov. CSID hours of operation are from 8:00 am–6:00 pm (EST), Monday-Friday.

2. Office of Grant Operations (OGO). G&T’s Office of Grant Operations will provide fiscal support, including pre- and post-award administration and technical assistance, of the grant programs included in this solicitation, with the exception of payment related issues.

For financial and administrative questions, all grant and sub-grant recipients should refer to the OGO *Financial Management Guide* or contact OGO at 1-866-9ASKOGO or ask-ogo@dhs.gov. All payment related questions should be referred to the Office of Justice Programs/Office of the Comptroller (OJP/OC) Customer Service at 1-800-458-0786 or askoc@ojp.usdoj.gov. All grant and sub-grant recipients should refer to the OGO *Financial Management Guide*.

3. GSA’s Cooperative Purchasing Program. The U.S. General Services Administration (GSA) offers an efficient and effective procurement tool for State and local governments to purchase information technology products and services to fulfill homeland security and other needs. The Cooperative Purchasing Program allows for State and local governments to purchase from Schedule 70 (the Information Technology Schedule) and the Consolidated Schedule (containing IT Special Item Numbers) only. Under this program, State and local governments have access to over 3,000 GSA Schedule contractors who have voluntarily modified their contracts to participate in the Cooperative Purchasing program.

State and local governments can find eligible contractors on GSA’s website, www.gsaelibrary.gsa.gov, denoted with a  symbol. Assistance is available from GSA at the local and national level. For assistance at the local level visit www.gsa.gov/csd to find the point of contact in your area and for assistance at the national level, contact Patricia Reed at patricia.reed@gsa.gov, 213-534-0094. More information is available at www.gsa.gov/cooperativepurchasing.

4. Exercise Direct Support. DHS has engaged multiple contractors with significant experience in designing, conducting, and evaluating exercises to provide support to States and local jurisdictions in accordance with State Homeland Security Strategies and HSEEP. Contract

support is available to help States conduct an Exercise Plan Workshop, develop a Multi-year Exercise Plan and build or enhance the capacity of States and local jurisdictions to design, develop, conduct, and evaluate effective exercises.

In FY07, states may receive direct support for three exercises: one Training & Exercise Planning Workshop (T&EWP), one discussion-based exercise; and one operations-based exercise. While states are allowed to submit as many direct support applications as they choose, they are strongly encouraged to give careful thought to which exercises will require the additional assistance that will be provided through the direct support program. Exercises involving cross-border or mass-gathering issues will be counted against the number of direct-support exercises being provided to states.

Applications for direct support are available at <http://hseep.dhs.gov> and are reviewed on a monthly basis. The Homeland Security Exercise and Evaluation Program offers several tools and resources to help design, develop, conduct and evaluate exercises.