



Federal Emergency Management Agency
United States Fire Administration
Emmitsburg, MD 21727



**FEDERAL EMERGENCY MANAGEMENT AGENCY
NATIONAL EMERGENCY TRAINING CENTER
UNITED STATES FIRE ADMINISTRATION**

**REQUEST FOR ASSISTANCE (RFA)
NATIONAL FIRE SAFETY CAMPAIGN GRANT PROGRAM
EME-2000-SO-0045**

Dear Grant Applicant:

The Federal Emergency Management Agency, U.S. Fire Administration (USFA), is issuing this RFA to implement a competitive \$250,000.00 grant program to assist eligible organizations with their current fire prevention/reduction educational initiatives for high-risk groups. The USFA intends to award, on a competitive basis, ten (10) grants of \$25,000.00 each as a result of this RFA. It is the hope of the U.S. Fire Administrator that the grant recipients' programs can be replicated for use by other organizations that teach and reinforce fire safety education and initiatives, and can be used as "best practices" examples within USFA curriculum.

To be eligible, applicants must either be a fire organization (excludes Federal/military fire departments) or a community-based, grass roots, non-fire organization or other established non-profit organization that can demonstrate that it works in partnership with a local fire department toward increasing the public's knowledge and awareness of the importance of fire safety and prevention. Examples of non-fire and fire organizations follow:

(1) Non-fire Organizations:

Community-Based Organizations, Non-Profit Organizations, Civic Organizations (i.e., civic clubs, youth or senior citizen organizations, fraternities/sororities, etc.), Schools (i.e., public or private schools: kindergarten through high school, colleges, universities, etc.)

(2) Fire Organizations:

Fire Departments (i.e., municipal, volunteer, private), Fire Professional Organizations (at the local level), Fire Historical or Educational Organizations.

The grants will be limited to U.S. organizations and the funds are intended for use in the U.S. and its protectorates only.

Grants awarded under this program will support existing programs only; the funds may not be used to create or establish a new program. The applicant's public fire safety and prevention program must have been in place for at least one (1) year.

Grantees are not to use this grant to purchase or acquire: fire prevention equipment or apparatus; office furniture and equipment such as computers and telephones; contractors, subcontractors or instructors for the program. Nor may grantees use this grant to lease, rent, alter, or construct real property.

Enclosed is an application package that must be completed and returned by **4:00 p.m. Eastern Standard Time on Monday, July 24, 2000**. Applications received after this date will be accepted only if sent via the United States Post Office and postmarked on or before the above due date. An original and five (5) copies of your application package must be mailed to the following address:

National Emergency Training Center
Procurement, E-115
16825 South Seton Avenue
Emmitsburg, MD 21727
ATTN: Cindy Adams

The application package consists of an SF424 which must be completed, a set of grant articles for the applicant's information (these will be completed upon award), an SF424A which must be completed (Section B, column (1), and Sections C through F), an SF424B which must be read and signed, and a set of standard certifications which must be read and signed. Instructions for completing the forms are attached.

In addition to completing the above information, all applicants are required to submit the following supplemental information as part of their application package:

1. Provide a one (1) page (maximum) summary that describes how the applicant meets the eligibility requirements addressed above. Each applicant must be either a fire organization or non-fire organization; the applicant's public fire safety and prevention

program must have been in place for at least one (1) year; and the applicant must be located in the United States. Each of the three (3) criteria should be addressed separately.

2. Provide a project narrative, not to exceed five (5) pages (maximum), that describes in detail how the applicant intends to use the grant funding. This narrative must include, but need not be limited to, specific program goals, target audience(s) reached, innovative methodologies used, the program's current operating budget/program funding level/source of funding, number of citizens served, partnerships with local fire departments and other organizations in carrying out the program, and means by which the program is promoted (Please include samples of any existing promotional materials -- i.e., print, audio, video, and media coverage -- for review).

Also critical to the narrative is a description of program results addressing: achievement of program goals (provide statistics), reduction of fire loss of life or property (provide statistics), publicity received (copies of media coverage), and other measures of success (provide evidence of measured results).

Finally, the narrative must include an analysis of the growth potential for the program describing how the funds will be used to expand the program to reach a larger target audience(s).

Accepted applications that meet the eligibility requirements will be evaluated by the USFA to determine the merits of the project narrative description and other supplemental information. The following evaluation criteria will be used to rank/score the applications:

- (1) Demonstrated relevance/need for the program (15 points);
- (2) Applicant's past use of resources for the program and proposed future use of resources (25 points);
- (3) Measured results of program and future goals (30 points); and,
- (4) Demonstrated growth potential and replicability of the program (30 points).

In the event that there are more than ten (10) applications in line for an award, the Government may use geographic distribution and/or target audience diversity for the final selection of awardees.

You will be notified if your organization has been selected for an award under this grant program immediately upon completion of evaluations. An award document will then be sent to you for signature.

If you have any questions regarding this RFA package please call Cindy Adams at (301) 447-1221 or me at (301) 447-1058.

Sincerely,

A handwritten signature in black ink, appearing to read "B. McCreary", with a long horizontal flourish extending to the right.

Bryan S. McCreary
Assistance Officer

Enclosures

**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approval No. 0348-0043

		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier FME-2000-SO-0045
5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit:	
Address (give city, county, State, and zip code):		Name and telephone number of person to be contacted on matters involving this application (give area code)	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <input type="text"/> <input type="text"/> - <input type="text"/>		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> <ul style="list-style-type: none"> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____ 	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Othe(specify): _____		9. NAME OF FEDERAL AGENCY: Federal Emergency Management Agency	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: There is no CDA Number for this grant initiative. <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):			
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
b. Applicant	\$.00		
c. State	\$.00		
d. Local	\$.00		
e. Other	\$.00		
f. Program Income	\$.00		
g. TOTAL	\$.00		
		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Type Name of Authorized Representative		b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed	

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$

7. Program Income	\$	\$	\$	\$	\$
-------------------	----	----	----	----	----

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

GRANT ARTICLES

- ARTICLE I - PROJECT DESCRIPTION
- ARTICLE II - PERIOD OF PERFORMANCE
- ARTICLE III - ESTIMATED COST
- ARTICLE IV - REQUEST FOR ADVANCE/REIMBURSEMENT
- ARTICLE V - PAYMENT OF ADVANCE/REIMBURSEMENT
- ARTICLE VI - FINANCIAL REPORTS
- ARTICLE VII - PERFORMANCE REPORTS
- ARTICLE VIII - PROJECT OFFICIALS
- ARTICLE IX - BUDGET
- ARTICLE X - TYPE OF INSTRUMENT
- ARTICLE XI - INTERGOVERNMENTAL REVIEW OF FEMA ASSISTANCE PROGRAMS
- ARTICLE XII - PROVISIONS INCORPORATED BY REFERENCE
- ARTICLE XIII - ORDER OF PRECEDENCE
- ARTICLE XIV - CONTENTS OF GRANT

ARTICLE I - PROJECT DESCRIPTION

The Narrative Project Description submitted by the Grantee with its application package is hereby incorporated into this grant award.

ARTICLE II - PERIOD OF PERFORMANCE

The period of performance of this grant shall be 12 months from date of award.

ARTICLE III - AMOUNT AWARDED

This agreement is for the support of the Recipient's existing program as identified in the Narrative Project Description. Grant funds shall not be used for any other purposes.

The scope and conditions of the tasks to be undertaken by the Recipient with the amount of money identified in Block 14 of the coversheet (FEMA Form 40-21), "ASSISTANCE AMOUNT", during the time identified as the "PERFORMANCE PERIOD" are contained in the Narrative Project Description.

ARTICLE IV - REQUEST FOR ADVANCE/REIMBURSEMENT

The Recipient shall submit a completed Standard Form 270 (SF270) to the addresses indicated below to request reimbursement or advance payment hereunder. In order to request an advance, the Recipient must maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and their disbursement. Each SF270 shall show the grant number, cost for billing period, and costs to date.

<u>No. of Copies</u>	<u>Addressee</u>	<u>Mailing Address</u>
Original & 1	Document Control	Federal Emergency Management Agency National Emergency Training Center ATTN: Budget, E-104 16825 S. Seton Avenue Emmitsburg, MD 21727
1	Contract Specialist	Federal Emergency Management Agency National Emergency Training Center

Satellite Procurement Office, E-115
ATTN: Cindy Adams, E-115E
16825 S. Seton Avenue
Emmitsburg, MD 21727

ARTICLE V - PAYMENT OF ADVANCE/REIMBURSEMENT

Payment under this grant will be made by direct wire transfer through the Treasury Financial Communications Systems (TFCS) upon receipt of a completed SF270.

In order to comply with the TFCS, the Department of Treasury direct wire pay system, the following information must be clearly shown on the face of each invoice/voucher:

1. Full name, title, phone number, and complete mailing address of responsible official(s), (i) to whom check payments are to be sent, and (ii) who may be contacted concerning the bank account information requested below.
2. Name, address, and telegraphic abbreviation of the receiving financial institution.
3. Receiving financial institution's 9-digit American Bankers Association (ABA) identifying number for routing transfer of funds. (Provide this number only if the receiving financial institution has access to the Federal Reserve Communications System.)
4. Recipient's name and account number at the receiving financial institution to be credited with the funds.
5. If the receiving financial institution does not have access to the Federal Reserve Communications System, provide the name of the correspondent financial institution through which the receiving financial institution receives electronic funds transfer messages. If a correspondent financial institution is specified, also provide:
 - (a) Address and telegraphic abbreviation of the correspondent financial institution.
 - (b) The correspondent financial institution's 9-digit ABA identifying number for routing transfer of funds.

ARTICLE VI - FINANCIAL REPORTS

The Recipient shall submit an original and two (2) copies of Financial Reports in accordance with 44 CFR Part 13 or OMB Circular A-110. If recipients request funds on a cost reimbursable basis, the SF270 shall suffice for the financial report. If the recipient requests funding on an advance basis, financial reports must be submitted using the SF272. Financial reports must be submitted on an annual basis.

ARTICLE VII - PERFORMANCE REPORTING

A. Semi-Annuals

Only a final report will be required under this Grant award.

B. Final Report

The Recipient shall submit an original and two (2) copies of a final report, which details all of the work performed under this Grant. The report shall be submitted within three (3) months after project completion.

C. Report Distribution

The Recipient shall submit financial, performance, and final reports to the addresses indicated below:

<u>No. of Copies</u>	<u>Addresses</u>
1 Original	Federal Emergency Management Agency National Emergency Training Center Satellite Procurement Office, E-115 ATTN: Cindy Adams, E-115E 16825 S. Seton Avenue Emmitsburg, MD 21727
1 Copy	Federal Emergency Management Agency ATTN: Denise Brown Federal Center Plaza, Room 806 500 C Street S.W. Washington, DC 20472

ARTICLE VIII - PROJECT OFFICIALS

A. Roles

The Project Manager (PM) is designated by the Recipient and shall be the principal official of the Recipient involved in the project. The PM is responsible for assuring performance of the tasks outlined in this grant and compliance with all of its provisions. His/Her primary interaction with the Federal Government for technical guidance shall be with the FEMA Project Officer.

The Project Officer (PO) shall be an official at FEMA. The PO designated by FEMA shall be responsible for the review and monitoring of the stages of work, deliverables and technical monitoring of the performance of the tasks prescribed in the Project Description.

The Assistance Officer (AO) has full authority to negotiate, administer and execute all business matters of this grant. Further, should any changes to the scope, budget, schedule or any other terms of the agreement become necessary, only the AO shall have the authority to amend the grant.

The Project Officer does not have the authority to alter any obligations under this grant. He/She is not authorized to make any representations or commitments or any kind on behalf of the Assistance Officer of the Government. Any circumstances that may arise requiring a change in terms of this grant shall be referred to the Assistance Officer by the Project Officer with his/her recommendations. The Assistance Officer shall retain final authority to implement any changes to this grant.

B. Identification

The Project Manager is:

The Project Officer is: Denise Brown
(202) 646-3731

The Assistance Officer is: Bryan S. McCreary
(301) 447-1058

ARTICLE IX - BUDGET

The Recipient shall incur costs in conformance with the budget shown below. The Recipient shall follow prior approval requirements found in the Emergency Management and Assistance Regulations, 44 CFR, Part 13.30. For non-construction grants, transfers of funds between total direct cost categories in the approved budget shall receive the prior approval of FEMA when such transfers exceed ten (10) percent of the total budget.

	<u>BUDGET</u>	
Personnel		\$ _____
Fringe Benefits		\$ _____
Equipment		\$ _____
Supplies		\$ _____
Contractual		\$ _____
Other		\$ _____
Total		\$ _____

ARTICLE X - TYPE OF INSTRUMENT

This is a grant award. During the period of this agreement, this Agency may review and approve each stage of work before the next one begins and/or collaborate and participate with the Recipient in the performance of project activities.

ARTICLE XI - INTERGOVERNMENTAL REVIEW OF FEMA ASSISTANCE PROGRAMS (APPLICABLE TO GRANTS WITH STATE AND LOCAL GOVERNMENTS)

Applicants are hereby advised that they shall send copies of their assistance applications to their respective state single point of contact at the earliest date after application development. The latest date an application copy should be submitted to the single point of contact is the date the application is due to FEMA. If you do not know your state's single point of contact, you can call the FEMA Assistance Officer to obtain that information. The state review period will end sixty days after the date the application is sent by the applicant to the respective single point of contact. Applicants shall be advised that failure to comply with this requirement may unnecessarily delay award. Applicants shall also be advised that FEMA has a responsibility to accommodate,

explain or consider all comments received from the state's single point of contact as required by Executive Order 12372, Intergovernmental Review of Federal Programs.

ARTICLE XII - PROVISIONS INCORPORATED BY REFERENCE

The following provisions are hereby incorporated into this grant by reference:

44 CFR	Emergency Management and Assistance Regulations
44 CFR, Part 13	Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments
44 CFR, Part 7	Nondiscrimination in Federally-Assisted Programs (FEMA)
44 CFR, Part 14	Administration of Grants: Audits of State and Local Governments
44 CFR, Part 17	Government-wide Debarment and Suspension (non Procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)
44 CFR, Part 18	New Restrictions on Lobbying
44 CFR, Subchapter B	Insurance and Hazard Mitigation (if applicable)
44 CFR, Subchapter C	Fire Prevention and Control (if applicable)
44 CFR, Subchapter D	Disaster Assistance (if applicable)
44 CFR, Subchapter E	Preparedness (if applicable)
OMB Circular A-50	Audit Follow-up
OMB Circular A-102	Grants and Cooperative Agreements with State and Local Governments

OMB Circular A-110	Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
OMB Circular A-133	Audits of States, Local Governments and Non-Profit Organizations
Treasury Circular No. 1075	Regulations Governing Withdrawal of Cash From the Treasury for Advances Under Federal Grant and Other Programs (31 CFR 205)
Assurances	Grant/Cooperative Agreement Application and Assurances Contained Therein

ARTICLE XIII - ORDER OF PRECEDENCE

In the event of an inconsistency in this grant, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

1. Cover Page and Articles
2. Project Description

ARTICLE XIV - CONTENTS OF GRANT

This grant, No. EME-2000-GR- consists of the following:

FEMA Assistance Award/Amendment (FEMA Form 40-21)

Schedule of Articles I through XIV

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Instruction for Certification

1. By signing and/or submitting this application or grant agreement, the recipient is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance was placed when the agency determined to award the grant/cooperative agreement. If it is later determined that the recipient knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For recipients other than individual, Alternate I applies.
4. For recipients who are individuals, Alternate II applies.

Certification Regarding Drug-Free Workplace Requirements

Alternate I

- A. The recipient certifies that it will provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the recipient's workplace and specifying that actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing a drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The recipient's policy maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of a grant/cooperative agreement be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant/cooperative agreement, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
 - (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace and through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The recipient shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant/cooperative agreement:

Alternate II

The recipient certifies that, as a condition of the recipient, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the grant/cooperative agreement.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS--PRIMARY COVERED TRANSACTION

Instructions for Certification:

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in a denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined

that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal it will include the clause titled "Certification Regarding DEBARMENT, Suspension, Eligibility and Voluntary Exclusion--Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List (Tel. #).

9. Nothing contained in the foregoing shall be construed to require establishment of a system records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except the transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended,

debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS--PRIMARY COVERED TRANSACTIONS:

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION--LOWER TIER COVERED TRANSACTIONS:

Instructions and Certification:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participants knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its

certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List (Tel. #).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION--LOWER TIER COVERED TRANSACTIONS:

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

[FR Doc. 88-111561 Filed 5-25-88; 8:45 am]

_____ ORGANIZATION NAME	_____ APPLICATION NO.
_____ NAME & TITLE OF AUTHORIZED REPRESENTATIVE	_____ DATE
_____ SIGNATURE	