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The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2019 Transit Security Grant Program (TSGP)

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

A. <u>Program Description</u>

Issued By

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

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

97.075

Assistance Listings Title (formerly CFDA Title)

Rail and Transit Security Grant Program

Notice of Funding Opportunity Title

Transit Security Grant Program

NOFO Number

DHS-19-GPD-075-00-01

Authorizing Authority for Program

Section 1406 of the *Implementing Recommendations of the 9/11 Commission Act of 2007* (Pub. L. No. 110-53) (6 U.S.C. § 1135)

Appropriation Authority for Program

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

Program Type

New

Program Overview, Objectives, and Priorities

Overview

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

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

Objectives

Within this broader construct, the objective of the FY 2019 TSGP is to provide funds to eligible public transportation systems (which include intra-city bus, ferries, and all forms of passenger rail) for the protection of critical transportation infrastructure and the travelling public from acts of terrorism and to increase the resilience of transit infrastructure.

Performance Metrics

Performance metrics for this program are as follows:
- Percentage of funding building new capabilities; and
- Percentage of funding sustaining existing capabilities.

Priorities

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

1) Enhancing the protection of soft targets/crowded places;

2) Enhancing weapons of mass destruction (WMD) and improvised explosive device (IED) prevention, detection, response, and recovery capabilities;

3) Enhancing cybersecurity; and

4) Addressing emergent threats, such as unmanned aerial systems (UAS).

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

1) Effective planning;

2) Training and awareness campaigns;

3) Equipment and capital projects; and

4) Exercises.

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

Priority Areas	Core Capabilities Enhanced	Example Project Types*
National Priorities		

Enhancing the Protection of Soft Targets/Crowded Places	• Interdiction & disruption
	• Screening, search, & detection
	• Access control & identity verification
	• Physical protective measures
		• Physical security enhancements at rail and bus stations located in historically eligible Urban Area Security Initiative (UASI) cities
		  o Security cameras (CCTV)
		  o Security screening equipment for people and baggage
		  o Access controls
		    ▪ Fencing, gates, barriers, etc.
		• Use of Visible, Unpredictable Deterrence, to Include Operational Packages
		  o Explosive Detection Canine teams
		  o Mobile Screening Teams
		  o Anti-terrorism Teams

Enhancing WMD & IED Prevention, Detection, Response, & Recovery Capabilities	• Interdiction & disruption • Screening, search, & detection	• Chemical Biological Radiological Nuclear and Explosive (CBRNE) detection, prevention, response, and recovery equipment • Explosives detection canine teams

Enhancing Cybersecurity	• Cybersecurity	• Projects that enhance the cybersecurity of:
		  o Access controls; sensors; security cameras; badge/ID readers; Industrial Control Systems (ICS)/ Supervisory Control and Data Acquisition (SCADA) systems; process monitors and controls
		  o Passenger/vehicle/cargo security screening equipment (cybersecurity assessments are allowable)

Priority Areas	Core Capabilities Enhanced	Example Project Types*
Addressing Emergent Threats, such as UAS	• Interdiction & disruption • Screening, search & detection	• UAS detection technologies
Enduring Needs		

Planning	• Planning
	• Risk management for protection programs & activities
	• Risk & disaster resilience assessment
	• Threats and hazards identification
	• Operational coordination
		• Development of:
		  o System-wide Security Risk Management Plans
		  o Continuity of Operations Plans
		  o Response Plans/Station Action Plans
		• Efforts to Strengthen Governance Integration Between/Among Regional Partners

Training & Awareness	• Long-term vulnerability reduction • Public information & warning	• Active Shooter Training • Security Training for Employees • Public Awareness/Preparedness Campaigns
Equipment & Capital Projects	• Long-term vulnerability reduction • Infrastructure systems • Operational communications • Interdiction & disruption • Screening, search & detection • Access control & identity verification • Physical protective measures	• Top Transit Asset List Risk Remediation • Protection of Other High-Risk, High-Consequence Areas or Systems That Have Been Identified Through System-wide Risk Assessments
Exercises	• Long-term vulnerability reduction	• Response Exercises

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: $88,000,000

Period of Performance: 36 Months

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

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

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

Funding Instrument: Grant

C. Eligibility Information

Eligible Applicants
Eligible Rail, Intra-City Bus, and Ferry systems are identified in the table below. Eligibility does not guarantee grant funding.

Eligibility Criteria
Agencies eligible for the FY 2019 TSGP are determined based upon daily unlinked passenger trips (ridership) and transit systems that serve historically eligible Urban Area Security Initiative (UASI) jurisdictions as indicated below.

Certain ferry systems are eligible to participate in the FY 2019 TSGP and receive funds under this program. However, any ferry system electing to participate in and receive funds under the FY 2019 TSGP will not be eligible to participate under the FY 2019 Port Security Grant Program (PSGP) and will not be considered for funding under the FY 2019 PSGP. Likewise, any ferry system that participates in the FY 2019 PSGP will not be eligible for funding under the TSGP.

Sections 1405 (6 U.S.C. § 1134) and 1406 (6 U.S.C. § 1135) of the Implementing Recommendations of the 9/11 Commission Act of 2007 require that high risk public transportation agencies that receive grant funding develop a security plan based on a security assessment. Additionally, the statutes direct that grant funds be used to address items in the security assessment or the security plan. **To be eligible for the FY 2019 TSGP, transit agencies must have developed or updated their security plan.** The security plan must be based on a security assessment, such as the Baseline Assessment for Security Enhancement (BASE), which is performed by the Transportation Security Inspectors-Surface Division of the Transportation Security Administration (TSA). This security assessment must have been conducted within the three years prior to receiving an FY 2019 TSGP award. A copy of the security plan and security assessment must be provided to DHS/FEMA upon request. Please see the Preparedness Grants Manual for more information on security plan requirements.

Entities providing transit security (e.g., city/county police departments or the public transportation agencies' own police departments) for a public transportation agency must approve the security plan. The signature of a responsible official from the agency's transit security provider serves as this approval. If there is more than one provider in the core service area, all transit security providers must review and concur with the plan. Associated documentation of this approval must be provided to DHS/FEMA upon request. In addition, agencies' transit security providers are encouraged to review the Investment Justifications (IJs) prior to submission.

Each public transportation agency receiving funds through this program must also participate in a Regional Transit Security Working Group (RTSWG) or develop a RTSWG if one does not already exist. The RTSWG should serve as the forum for regional partners to discuss risk, planning efforts, and mitigation strategies. These discussions should be held regardless of funding to continue enhancing the overall security of the region. Regional working groups are a best practice for enhancing security and are encouraged for all jurisdictions.

FY 2019 Eligible TSGP Applicants

State	Urban Area	Eligible System*
AZ	Phoenix Area	City of Phoenix Public Transit Department
		Valley Metro Regional Public Transportation Authority
	Tucson Area	City of Tucson Transit
CA	Fresno Area	Fresno Area Express
	Greater Los Angeles Area (Los Angeles/Long Beach and Anaheim/Santa Ana UASI Areas)	City of Los Angeles Department of Transportation
		Foothill Transit
		Long Beach Transit
		Los Angeles County Metropolitan Transportation Authority
		Montebello Bus Lines
		Omnitrans (San Bernardino)
		Orange County Transportation Authority (OCTA)
		Santa Monica's Big Blue Bus
		Southern California Regional Rail Authority (Metrolink)
	Sacramento Area	Sacramento Regional Transit District
	San Diego Area	North San Diego County Transit District (NCTD)
		San Diego Metropolitan Transit System (MTS)
	San Francisco Bay Area	Alameda-Contra Costa Transit District (AC Transit)
		Altamont Commuter Express (ACE)
		Central Contra Costa Transit Authority
		Golden Gate Bridge, Highway and Transportation District
		Peninsula Corridor Joint Powers Board (Caltrain)
		San Francisco Bay Area Rapid Transit District (BART)
		San Francisco Municipal Railway (MUNI)
		San Mateo County Transit Authority (SamTrans)
		Santa Clara Valley Transportation Authority (VTA)
		Transbay Joint Powers Authority
		Water Emergency Transit Authority
CO	Denver Area	Regional Transportation District
	Greater National Capital Region (National Capital	Arlington Transit (ART)
		City of Alexandria (Alexandria Transit Company)
		Fairfax County Department of Transportation

State	Urban Area	Eligible System*
DC/ MD/ VA	Region and Baltimore UASI Areas)	Maryland Transit Administration (MTA)
		Montgomery County Department of Transportation
		Potomac and Rappahannock Transportation Commission
		Prince George's County Department of Public Works and Transportation
		Virginia Railway Express (VRE)
		Washington Metropolitan Area Transit Authority
FL	Jacksonville Area	Jacksonville Transportation Authority
		Broward County Division of Mass Transit
	Miami/Fort Lauderdale Area (Miami and Fort Lauderdale UASI)	Miami-Dade Transit
		South Florida Regional Transportation Authority (Tri-Rail)
	Orlando Area	Central Florida Regional Transportation Authority
		Central Florida Commuter Rail Transit (SunRail)
	Tampa Area	Hillsborough Area Regional Transit Authority (HART)
		Pinellas Suncoast Transit Authority
GA	Atlanta Area	Georgia Regional Transportation Authority
		Metropolitan Atlanta Rapid Transit Authority (MARTA)
HI	Honolulu Area	City and County of Honolulu Department of Transportation Services
IL	Champaign-Urbana Area	Champaign-Urbana Mass Transit District
IL/IN	Chicago Area	Chicago Transit Authority (CTA)
		Northeast Illinois Commuter Railroad Corporation (METRA)
		Northern Indiana Commuter Transportation District (NICTD)
		PACE Suburban Bus
IN	Indianapolis Area	Indianapolis Public Transportation Corporation
KY	Louisville Area	Transit Authority of River City
KS	Kansas City Area	Kansas City Streetcar
LA	New Orleans Area	Jefferson Parish Department of Transportation
		New Orleans Regional Transit Authority (NORTA)
MA	Boston Area	Massachusetts Bay Transit Authority (MBTA)
	Springfield Area	Pioneer Valley Transit Authority
MI	Detroit Area	City of Detroit Department of Transportation
		Detroit Transportation Corporation
		Suburban Mobility Authority for Regional Transportation
	Lansing Area	Capital Area Transportation Authority
MN	Twin Cities	Metro Transit
MO	Kansas City Area	Kansas City Area Transportation Authority
MO-IL	St. Louis Area	Bi-State Development Agency (Metro)
		Madison County Transit District
NC	Charlotte Area	Charlotte Area Transit System (CATS)
NM	Albuquerque Area	Sun Tran of Albuquerque
NV	Las Vegas Area	Regional Transportation Commission of Southern Nevada

State	Urban Area	Eligible System*
	Reno Area	Regional Transportation Commission of Washoe County
NY	Albany Area	Capital District Transportation Authority
	Buffalo Area	Niagara Frontier Transportation Authority
	Rochester Area	Rochester Genesee Regional Transportation Authority
NY/NJ/ CT	New York City/Northern New Jersey Area (New York City and Jersey City/Newark UASI Areas)	Connecticut Department of Transportation
		Connecticut Transit
		Metropolitan Transportation Authority (MTA) (all components)
		New Jersey Transit Corp. (NJT)
		New York City Department of Transportation
		Port Authority of New York and New Jersey (PANYNJ)
		Westchester County Department of Transportation
OH	Cincinnati Area	Southwest Ohio Regional Transit Authority
		Transit Authority of Northern Kentucky
	Cleveland Area	The Greater Cleveland Regional Transit Authority
	Columbus Area	Central Ohio Transit Authority
	Dayton Area	Greater Dayton Regional Transit Authority
OR	Eugene Area	Lane Transit District
	Portland Area	Clark County Public Transportation Benefit Area (C-TRAN)
		Tri-County Metropolitan Transportation District (Tri-Met)
PA	Pittsburgh Area	Port Authority Of Allegheny County
PA/DE/ NJ	Philadelphia Area	Delaware River Port Authority (DRPA)
		Delaware Transit Corporation
		New Jersey Transit
		Pennsylvania Department of Transportation
		Southeastern Pennsylvania Transportation Authority
PR	San Juan Area	Metropolitan Bus Authority
		Puerto Rico Highway and Transportation Authority (heavy rail)
RI	Providence Area	Rhode Island Public Transit Authority
TN	Memphis Area	Memphis Area Transit Authority
	Nashville Area	Nashville Metropolitan Transit Authority
TX	Austin Area	Capital Metropolitan Transportation Authority
	Dallas/Fort Worth/Arlington Area	Dallas Area Rapid Transit (DART)
		Fort Worth Transportation Authority (The T)
		Trinity Railway Express (TRE)
	El Paso Area	Mass Transit Department City of El Paso
	Houston Area	Metropolitan Transit Authority of Harris County
	San Antonio Area	VIA Metropolitan Transit
UT	Salt Lake City Area	Utah Transit Authority
VA	Norfolk Area	Hampton Roads Transit
	Richmond Area	Greater Richmond Transit Company
WA	Seattle Area	Central Puget Sound Regional Transit Authority (Sound Transit)
		King County Department of Transportation
		Pierce County Public Transportation Benefit Area Corporation (Pierce Transit)

State	Urban Area	Eligible System*
		Snohomish County Transportation Benefit Area Corporation (Community Transit) Washington State Ferries (WSF)
WA	Spokane Area	Spokane Transit Authority
WI	Madison Area	Madison Metro Transit
	Milwaukee Area	Milwaukee County Transit System

Eligibility does not guarantee grant funding.

Other Eligibility Criteria

National Incident Management System (NIMS)

Prior to allocation of any federal preparedness awards in FY 2019, recipients must adopt and/or maintain implementation of the National Incident Management System (NIMS). Please see the Preparedness Grants Manual for more information on NIMS.

Cost Share or Match

There is no cost share requirement for the FY 2019 TSGP.

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov: April 12, 2019

Application Submission Deadline: May 29, 2019, at 5:00 p.m. ET

All applications **must** be received by the established deadline. The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of the full application. **DHS/FEMA will not review applications that are not received by the deadline or consider these late applications for funding.** DHS/FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances.

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

Anticipated Funding Selection Date: August 2, 2019

Anticipated Award Date: September 30, 2019

Other Key Dates:

Event	Suggested Deadline For Completion
Obtaining DUNS Number	May 1, 2019
Obtaining a valid EIN	May 1, 2019
Updating SAM registration	May 1, 2019
Starting application in Grants.gov	May 1, 2019
Submitting the initial application in Grants.gov	May 22, 2019
Submitting the final application in ND Grants	May 29, 2019, 5:00 p.m. ET

Agreeing to Terms and Conditions of the Award
By submitting an application, applicant agrees to comply with the requirements of this NOFO and the associated terms and conditions should it receive an award.

Address to Request Application Package
Please see the Preparedness Grants Manual for information on requesting and submitting an application.

Content and Form of Application Submission
Please see the Preparedness Grants Manual for information on preparing and submitting an application.

Unique Entity Identifier and System for Award Management (SAM)
See the Preparedness Grants Manual for information on the Unique Entity Identifier and SAM.

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

How to Register to Apply through Grants.gov
Please see the Preparedness Grants Manual for information on preparing and submitting an application.

How to Submit an Initial Application to DHS via Grants.gov
Please see the Preparedness Grants Manual for information on preparing and submitting an application.

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

For assistance registering for the ND Grants system, please contact ndgrants@fema.gov or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see https://www.fema.gov/non-disaster-grants-management-system

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

In ND Grants applicants will be prompted to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they have all the information required:
- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities

In addition, applicants must submit copies of the following in ND Grants:
- Standard Form 424D, Standard Assurances (Construction) if applying for funds to use for construction;
- Standard Form 424C, Budget Information (Construction) if applying for grants to support construction;
- Investment Justification(s);
- Detailed Budget(s);
- Five-Year Security Capital and Operational Sustainment Plan, if applying for Operational Packages; and
- Indirect Cost Agreement, if applicable

TSGP-Specific Application Instructions
All applicants will submit their TSGP grant application and associated investment justifications, including detailed budgets and associated Memoranda of Understanding (MOU)/Memoranda of Agreement (MOA), as a file attachment within ND Grants prior to the application deadline.

Investment Justification (IJ)
As part of the FY 2019 TSGP application process, applicants must develop a formal IJ that addresses each initiative being proposed for funding, including a project's M&A costs. **An agency may submit up to eight IJs. Agencies may also submit up to five additional IJs for projects related to law enforcement providers that are not part of the public transportation agency.** Law enforcement providers may only submit projects that support a transit system's operational security capability and capacity. IJs must demonstrate how proposed projects address gaps and deficiencies (identified in a current vulnerability assessment) in current programs and capabilities and must link to one or more core capabilities identified in the Goal. Please see www.grants.gov for the IJ

template.

Applicants may attach the vulnerability assessment or cite relevant sections/passages within an IJ to demonstrate the linkage between the project request and the identified vulnerability. IJs should also describe an agency's current security posture to demonstrate why the proposed project is necessary and appropriate. IJs must demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by DHS/FEMA. Applicants shall submit a separate IJ for each proposed project. TSGP projects must be: 1) both feasible and effective at reducing the risks for which the project was designed and 2) able to be fully completed within the three-year period of performance. Applicants must ensure that IJs are consistent with all requirements outlined in this NOFO.

Applicants must provide information in the following categories for each proposed investment:
  - A. Background
  - B. Strategic and Program Priorities
  - C. Impact
  - D. Funding/Implementation Plan

Applicants must use the following file naming convention when submitting the IJs as part of the FY 2019 TSGP:
  Region_Agency Name_IJ Number (Example: Chicago_CTA_IJ 1)

Operational Packages (OPacks)
Applicants that meet basic OPack eligibility requirements may elect to pursue OPack funding, such as Canine Teams, Mobile Explosive Screening Teams, and Anti-Terrorism Teams, for new capabilities as well as to sustain existing OPacks. Applicants pursuing both new OPacks and sustainment funding for existing OPacks must indicate in their IJs which option is the higher priority for their agency. Additionally, applicants pursuing either new teams or sustainment of existing teams must include the number of OPack teams already in place (either funded by the agency or by the TSGP).
In addition, recipients must commit to minimum training standards to be set by DHS/FEMA for all federally funded security positions.

In order for an application for an OPack to be considered eligible, it must include a *Five-Year Security Capital and Operational Sustainment Plan*. Please see www.grants.gov for the required template.

Detailed Budget
Applicants must provide a detailed budget for the funds requested. The detailed budget must be submitted with the grant application as a file attachment within ND Grants.

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,

any appropriate narrative, and a detailed justification of M&A costs. A recipient may not obligate, expend, or draw down funds until a budget and budget narrative have been approved by DHS/FEMA. The budget detail worksheet may be used as a guide to assist applicants in the preparation of the budget and budget narrative.

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

Detailed budgets must be submitted with the grant application as a file attachment within ND Grants. Applicants must use the following file naming convention when submitting detailed budgets as part of the TSGP:

> ***Region_Agency Name_IJ Number_Budget (Example: Chicago_CTA_IJ _1_Budget)***

Sensitive Security Information (SSI) Requirements
A portion of the information that is routinely submitted in the course of applying for funding or reporting under certain programs or that is provided in the course of an entity's grant management activities under those programs that are under Federal control may be subject to protection under an SSI marking and must be properly identified and marked accordingly. SSI is a control designation used by DHS/FEMA to protect transportation security-related information. It is applied to information about security programs, vulnerability and threat assessments, screening processes, technical specifications of certain screening equipment and objects used to test screening equipment, and equipment used for communicating security information relating to air, land, or maritime transportation. Further information can be found at 49 C.F.R. Part 1520, Protection of Sensitive Security Information. For the purposes of the TSGP, and due to the high-frequency of SSI found in TSGP-related IJs, all TSGP IJs shall be considered SSI and treated as such until they have been subject to review for SSI by DHS/FEMA. Therefore, applicants shall label all application documents as SSI in accordance with 49 C.F.R. § 1520.13.

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

Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (*See* https://www.archives.gov/federal-register/codification/executive-order/12372.html; https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf).

Funding Restrictions

Pre-Award Costs

Pre-award costs are not allowable and will not be approved, with the exception of costs resulting from pre-award grant writing services provided by an independent contractor that shall not exceed $1,500.00.

Direct Costs

Please see the Preparedness Grants Manual for additional information on Direct Costs.

Construction and Renovation

Construction and renovation costs to achieve capability targets related to preventing, preparing for, protecting against, or responding to acts of terrorism are allowed under this program. For construction costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds for construction or renovation. Additionally, recipients are required to submit a SF-424C Budget and budget detail citing the project costs.

Operational Overtime

Operational Overtime costs are allowed under this program.

Travel

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

Maintenance and Sustainment

Maintenance and Sustainment related costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA Policy FP 205-402-125-1 (http://www.fema.gov/media-library/assets/documents/32474).

Management and Administration (M&A) Costs

Management and administration costs are allowed. Recipients may use *up to* 5 percent (5%) of the amount of the award for their M&A and subrecipients may use *up to* 5 percent (5%) of the amount of they receive for M&A. M&A activities are those defined as directly relating to the management and administration of TSGP funds, such as financial management and monitoring. M&A expenses must be based on actual expenses or known contractual costs. Requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement. M&A costs are not operational costs. They are the necessary costs incurred in direct support of the grant or as a consequence of the grant and should be allocated across the entire lifecycle of the grant. Examples include preparing

and submitting required programmatic and financial reports, establishing and/or maintaining equipment inventory, documenting operational and equipment expenditures for financial accounting purposes, and responding to official informational requests from state and federal oversight authorities. If an applicant uses an outside consultant or contractor to provide pre-award grant writing services or post-award grant management services, the following considerations and restrictions shall apply.

Authorized Use of Contractual Grant Writers and/or Grant Managers
A grant applicant may procure the services of a contractor to provide support and assistance for pre-award grant development services (grant writing) or post-award grant management and administrative services (grant management). As with all federal grant-funded procurements, grant writer or grant management services must be procured in accordance with the federal procurement standards at 2 C.F.R. §§ 200.317 – 200.326. Please see the Preparedness Grants Manual for additional information regarding Procurement Integrity, particularly the sections applicable to non-state entities that discuss organizational conflicts of interest under 2 C.F.R. § 200.319(a) and traditional conflicts of interest under 2 C.F.R. § 200.318(c)(1).
DHS/FEMA considers a contracted grant-writer to be an agent of the recipient for any subsequent contracts the recipient procures under the same federal award in which the grant-writer provided grant writing services. Federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of such specifications. A state must follow the same policies and procedures it uses for procurements of its non-federal funds, pursuant to 2 C.F.R. § 200.317.
Regardless of whether an applicant or recipient uses grant writing and/or grant management services, the recipient is solely responsible for the fiscal and programmatic integrity of the grant and its authorized activities and expenditures. The recipient must ensure adequate internal controls, including separation of duties, to safeguard grant assets, processes, and documentation, in keeping with the terms and conditions of its award, including this NOFO, and 2 C.F.R. Part 200.

Grant Writers
Grant writing contractors may assist the applicant in preparing, writing, and finalizing grant application materials and assisting the applicant with handling online application and submission requirements in Grants.gov and ND Grants. Grant writers may assist in a variety of ways up to and including the actual submission of the application. Ultimately, however, the applicant that receives an award is solely responsible for all grant award and administrative responsibilities.

By submitting the application, applicants certify that all of the information contained therein is true and an accurate reflection of the organization and that regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by DHS/FEMA. These actions include but are not limited to the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the DHS Office of the Inspector General.

To assist applicants with the cost of grant writing services, DHS/FEMA is permitting a one-time pre-award cost of no more than $1,500 per applicant per year for contractual grant writing services as part of the recipient's M&A costs. This is only intended to cover costs associated with a grant writer and may not be used to reimburse an applicant for its own time and effort in the development of a grant application. Additionally, an applicant may be required to pay this fee with its own funds during the application preparation and submission period; if the applicant subsequently receives an award, it may then request to be reimbursed once grant funds become available for that cost, not to exceed $1,500.00. If an applicant does not receive an award, this cost will not be reimbursed by the Federal Government. Applicants must understand this risk and be able to cover this cost if an award is not made.

If an applicant intends to request reimbursement for this one-time pre-award cost, it must include this request in its application materials, including in the Budget Detail Worksheet for each Investment Justification. Failure to clearly identify this as a separate cost in the application may result in its disallowance. This is the only pre-award cost eligible for reimbursement. Recipients must maintain grant writer fee documentation including, but not limited to: a copy of the solicitation, such as a quote request, rate request, invitation to bid, or request for proposals, if applicable; a copy of the grant writer's contract agreement; a copy of the invoice or purchase order; and a copy of the cancelled check or proof of payment. These records must be made available to DHS/FEMA upon request.

Grant Managers
Grant management contractors provide support in the day-to-day management of an active grant and their services may be incurred as M&A costs of the award. Additionally, recipients may retain grant management contractors at their own expense.

Restrictions
Pursuant to 2 C.F.R. Part 180, recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by the federal Government from receiving funding under federally funded grants or contracts. Recipients must verify that a contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to 2 C.F.R. § 180.300. FEMA recommends recipients use SAM.gov to conduct this verification.
Further, regardless of whether any grant writer fees were requested, unless a single contract covering both pre- and post-award services was awarded to the grant writer and procured in compliance with 2 C.F.R. §§ 200.317 – 200.326, federal funds cannot be used to pay the grant writer to provide post-award services.

Indirect (Facilities & Administrative [F&A]) Costs
Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414, but to charge indirect costs to this award, an applicant must have an approved indirect cost rate and a fully executed indirect cost agreement that was negotiated with its cognizant federal agency. A copy of the fully executed agreement, which includes the approved rate, is

required at the time of application and must be provided to DHS/FEMA before indirect costs are charged to the award.

Except for entities covered under 2 C.F.R. Part 200, Appendix VII, § D.1.b, if a recipient has never received a negotiated indirect cost rate, under 2 C.F.R. 200.414(f), it may charge a de minimis rate of 10% of modified total direct costs (MTDC), which may be used indefinitely. As a reminder, if an applicant will be acting as a pass-through entity, the applicant, as the recipient, will be responsible for negotiating and/or monitoring any of its subrecipients' indirect costs.

E.   Application Review Information

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

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

FY 2019 TSGP applications will be evaluated through a review process for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments.

Applications requesting funds will be reviewed and selected based on the following criteria:

1. **Risk Group Score.** The applicant agency's risk group score is a score of 1-10, generated for each transit agency based on assessed risk to its transit system. This score is calculated by a risk process developed and maintained by DHS/FEMA and TSA.

2. **Funding Priority Areas Score.** Projects will be awarded up to 7 points, based on the extent to which they align with the TSGP Funding Priority Areas. Please see the Preparedness Grants Manual for additional information.

3. **Risk Mitigation Score.** Projects will be evaluated based on the potential risk mitigation of the project (as determined by the information provided in their IJs). This score has several components and is calculated by the average of the applicable sub-components described below. The total possible score for risk mitigation is 28.

   a. **Cost effectiveness.** Projects will be awarded up to 12 points, based on the expected impact on security relative to the investment.

   b. **Ability to reduce risk of catastrophic events.** Projects will be awarded up to 12 points, based on an applicant's ability to reduce risk associated with

potential terrorist attacks and all other types of hazards.

    c. **Sustainability without additional federal funds and leveraging of other funding.** Projects will be awarded up to 2 points based on the extent to which an applicant exhibits a likelihood of success or continued success without requiring additional federal assistance.

    d. **Timelines.** Projects will be awarded up to 2 points based on an evaluation of an applicant's ability to complete the proposed project within submitted timeframes and how quickly the project can be implemented once funding is received, due to planning activities, contracting issues, construction requirement(s), or other such factors.

4. **Regional Collaboration Component Score.** Projects will be given an additional 0-1.5 points based on the degree of collaboration with other regional partners.

DHS/FEMA headquarters grants management specialists will also conduct financial risk assessments using the following criteria:

- Allowability, allocability, and financial reasonableness of the proposed budget and investment information, and
- Whether a recipient meets the financial and legal requirements listed in 2 C.F.R. Part 200.

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

- DHS/FEMA is required to review and consider any information about the applicant in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS) and is also accessible through the SAM website.

- An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.

- DHS/FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants, as described in 2 C.F.R. § 200.205.

F. Federal Award Administration Information
Notice of Award
Please see the Preparedness Grants Manual for information on Notice of Award.

Administrative and National Policy Requirements
Please see the [Preparedness Grants Manual](#) for information on Administrative and National Policy requirements, including the DHS Standard Terms and Conditions.

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

G. DHS Awarding Agency Contact Information

Contact and Resource Information

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

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

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

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

Systems Information
Grants.gov
For technical assistance with [Grants.gov](#), please call the customer support hotline at (800) 518-4726.

Non-Disaster (ND) Grants

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

Payment and Reporting System (PARS)

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

H. Additional Information

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

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

In response to recent disasters, FEMA has introduced a new lifelines construct, to enable the continuous operation of government functions and critical business essential to human health, safety, or economic security during and after a disaster. To learn more about lifelines, please refer to the Preparedness Grants Manual, or visit https://www.fema.gov/media-library/assets/documents/177222.