
Foreward

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I. Background

The U.S. Department of Homeland Security (DHS), through the Office for Domestic Preparedness (ODP), is providing financial assistance directly to the Northern Virginia Emergency Response Coalition (NVERC) which consists of thirteen healthcare facilities. This financial assistance in the amount of \$250,000 is being provided to fund a Domestic Preparedness Coordinator, administrative support, planning expenses, and authorized office supplies.

The Office for Domestic Preparedness transferred from the U.S. Department of Justice, Office of Justice Programs (OJP), to the U.S. Department of Homeland Security effective March 1, 2003. The OJP Office of the Comptroller (OC) will continue to provide fiscal support and oversight to the FY 2003 NVERC Grant for the effective period of performance for the grant.

II. The Fiscal Year 2003 Northern Virginia Emergency Response Coalition Grant Program

A. Authorized Program Purpose

Funding for the FY 2003 NVERC grant program is limited to:

- Hiring a Domestic Preparedness Coordinator
- Hiring administrative support
- Planning expenses
- Authorized office supplies

The FY 2003 NVERC grant program will seek to improve the coordination and capabilities of NVERC to address the critical preparedness needs of its thirteen healthcare facilities.

ODP will provide support services to assist you in completing your application. Please consult your respective Program Manager using ODP's toll-free number (1-800-368-6498).

B. Program Requirements

Receipt of funds under ODP's FY 2003 NVERC grant program is contingent upon the submission of the on-line FY 2003 grant application. ***Application for funding under this program must be submitted within 45 days of the solicitation being posted in OJP's web-based Grants Management System (GMS). In addition, funds provided as part of the FY 2003 NVERC grant program must be obligated within 45 days of the grant award date.***

C. Authorized Program Expenditures

1. Disaster Preparedness Coordinator: Funds for this program may be used

to hire a full or part-time disaster preparedness coordinator to complete and implement a facility-wide preparedness plan for the Northern Virginia Emergency Response Coalition.

2. Planning and Administrative Funds: Funds for this program may be used to pay for activities associated with the completion and implementation of a facility-wide preparedness plan that addresses the needs and objectives of the Northern Virginia Response Coalition, including: 1) updating and refining facility-wide preparedness plans; 2) hiring of full or part-time staff or contractors/consultants to assist with the collection of the needs assessment data and updating of the facility-wide preparedness plans; 3) travel expenses; 4) meeting-related expenses; 5) conducting local or regional plan implementation meetings; 6) hiring of full or part-time staff or contractors/ consultants to assist with the implementation and administration of the facility-wide preparedness plan; and, 7) the acquisition of authorized office equipment. (Note: Authorized office equipment includes personal computers, laptop computers, printers, LCD projectors and other equipment or software which may be required to support implementation of the facility-wide preparedness plan.) For a complete list of allowable meeting-related expenses, please review the OJP Office of the Comptroller (OC) Financial Guide at: <http://www.ojp.usdoj.gov/FinGuide>

D. Unauthorized Program Expenditures

1. Planning and Administrative Funds: Funds intended for planning and administrative purposes may not be used for: 1) activities unrelated to the completion and implementation of a facility-wide preparedness plan; 2) for personnel, equipment, contractors/consultants, or meeting-related expenses procured prior to the award date of the grant or otherwise budgeted for with state or local funds.

III. Eligible Applicants and Funding Availability

The FY 2003 NVERC grant program is solely intended to improve coordination and capabilities to address critical preparedness needs of the Northern Virginia Emergency Response Coalition's thirteen healthcare facilities.

IV. Application Guidance

Applications need to be prepared according to the directions contained in Section V and section VI of this booklet.

ODP only accepts applications electronically through the Grant Management System (GMS) located on the Office of Justice Programs (OJP) web site. Instructions regarding electronic submissions through GMS are provided on the OJP web site at www.ojp.usdoj.gov/fundopps.htm. Assistance with GMS may also be obtained by contacting ODP at: 1-800-368-6498.

Notice of the availability of funds under the FY 2003 Northern Virginia Emergency Response Coalition grant program will be published in the *Federal Register*. This program is eligible for coverage under Executive Order 12372, Intergovernmental Review of Federal Programs. Additional application guidelines and forms are available by contacting ODP at 1-800-368-6498.

Questions regarding the application process, issues related to acquiring a Disaster Preparedness Coordinator, planning and office supplies, administrative support, and programmatic matters involving application submission requirements, application content requirements and other administrative inquiries relating to the FY 2003 Northern Virginia Emergency Response Coalition grant program can be directed to the ODP Helpline at 1-800-368-6498.

V. Application Requirements

A. On-Line Application: The on-line application must be completed and submitted by the applicant using the OJP GMS system described above. This on-line application replaces the following previously required paper forms:

- Standard Form 424, Application for Federal Assistance
- Standard Form LLL, Disclosure of Lobbying Activities
- OJP Form 4000/3, Assurances
- OJP Form 4061/6, Certifications
- Equipment Coordination Certification
- Non-Supplanting Certification

When completing the on-line application, applicants should identify their submissions as new, non-construction applications. These grants are offered by the U.S. Department of Homeland Security. The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is "Office for Domestic Preparedness FY 2003 Northern Virginia Emergency Response Coalition grant program." When referring to this title, please use the following CFDA number: 16.007. ***The project period will be for a period not to exceed 24 months.***

B. Supplemental Documents: The following documents must be completed and attached to the on-line application as file attachments:

- **Program Narrative:** The Northern Virginia Response Coalition must provide a Program Narrative. The Program Narrative should contain a discussion of the information outlined in Section VI of this booklet. Information that may adversely impact the jurisdiction's response plans should be clearly identified and marked "Sensitive Information." This document should be attached under "Program Narrative".
- **Planning and Administrative Budget:** The Northern Virginia Emergency Response Coalition may use funds from the planning and administrative

funds allocation to cover costs associated with completing and implementing their facility-wide preparedness plan. The NVERC may also use funds to hire a full or part-time disaster preparedness coordinator. The NVERC must provide a Planning and Administrative Budget Detail Worksheet for direct costs associated with these functions. This worksheet should address the intended use of these funds for travel, meeting related expenses; contractor/consultant support, personnel, office equipment and meeting-related expenses (see Appendix A).

- C. Freedom of Information Act (FOIA):** ODP recognizes that much of the information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552 (FOIA), all determinations concerning the release of information of this nature will be made on a case-by-case basis by the DHS Departmental Disclosure Officer, and may well likely fall within one or more of the available exemptions under the Act.

Applicants are also encouraged to consult their own state and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. At the same time, applicants should be aware that any information created exclusively for the purpose of applying for and monitoring grants hereunder is the property of the U.S. Government, and shall not otherwise be disclosed or released pursuant to state or local law or regulation.

VI. Program Narrative

This section should be used to update ODP on the progress of the program, describe any changes to the Northern Virginia Emergency Coalition's facility-wide preparedness plan and provide an overview of the organization's implementation plan for the Fiscal Year 2003 NVERC grant program. Specifically, the program narrative should address the following areas:

- 1. Program Implementation Status:** The Northern Virginia Emergency Response Coalition must use this section to address progress in completing and implementing its facility-wide preparedness plan.
- 2. Planning and Administrative Budget:** The Northern Virginia Emergency Response Coalition must provide a brief narrative that details how the funds provided through the FY 2003 NVERC grant program will be allocated for costs related to the completion and implementation of its facility-wide preparedness plan.

VII. Administrative Requirements

A. Single Point of Contact (SPOC) Review: Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state SPOC, if one exists and if this program has been selected for review by the state. Applicants must contact their state SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be provided.

B. Financial Requirements

1. Non-Supplanting Certification: This certification, which is a required component of the on-line application, affirms that federal funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the preaward review, postaward monitoring, and the audit. Applicants or grantees may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

2. Match Requirement: None

3. Assurances: The on-line application includes a list of assurances that the applicant must comply with in order to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. You will be agreeing to these assurances when you submit your application on-line through GMS.

4. Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement: This certification, which is a required component of the on-line application, commits the applicant to compliance with the certification requirements under 28 CFR part 69, New Restrictions on Lobbying, and 28 CFR part 67, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Homeland Security in awarding grants.

5. Suspension or Termination of Funding: DHS may suspend or terminate funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to comply with the requirements or statutory objectives of federal law.

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- Failing to make satisfactory progress toward the goals or objectives set forth in this application.
 - Failing to follow grant agreement requirements or special conditions.
 - Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
 - Failing to submit required reports.
 - Filing a false certification in this application or other report or document.

Before taking action, ODP will provide the grantee reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

VIII. Reporting Requirements

The following reports are required of all program participants:

- **Financial Status Reports (Standard Form 269A):** Financial Status Reports are due within 45 days of the end of each calendar quarter. A report must be submitted for every quarter the award is active, including partial calendar quarters, as well as for periods where no grant activity occurs (see Appendix C). The OJP OC will provide a copy of this form in the initial award package. Future awards and fund drawdowns will be withheld if these reports are delinquent. The final financial report is due 120 days after the end date of the award period.
- **Program Progress Reports:** Program Progress Reports are due within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. ***Guidance on specific topics to be addressed is included in Appendix C.*** The OJP OC will provide a copy of this form in the initial award package. Future awards and fund drawdowns will be withheld if these reports are delinquent. The final programmatic progress report is due 120 days after the end date of the award period.
- **Financial and Compliance Audit Report:** Recipients that expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards and OMB Circular A-133. Audit reports are currently due to the Federal Audit Clearinghouse no later than 9 months after the end of the recipient's fiscal year. In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY 2003 SHSGP assistance for audit and examination

purposes, provided that, in the opinion of the Secretary of Homeland Security or the Comptroller General, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the grant.

- **Required Performance Related Information:** To insure compliance with the Government Performance and Results Act, Public Law 103-62, this solicitation notifies applicants that ODP's performance under this solicitation is measured by: 1) Evaluation of a facility-wide preparedness plan that improves coordination and capabilities of the Northern Virginia Emergency Response Coalition to address the critical preparedness needs of its thirteen healthcare facilities. Applicant will be required to: 1) Submit a facility-wide preparedness plan.



Appendix A

Sample Planning and Administrative Budget Detail Worksheet

Fiscal Year 2003 Planning and Administrative Support Budget Detail Worksheet

Organization: _____

Date: _____

Organization Planning Total: \$250,000.00

Instructions

Part I: Planning and Administrative Costs - For planning and administrative funds that will be used please:

- Provide, for each Planning and Administrative Budget Category, a brief description of how the funds will be used and indicate the amount allocated to the category. Use additional pages as needed.
- Indicate the total allocation at the bottom of the chart.

Planning/Administrative Budget Category	Item	Amount
Disaster Preparedness Coordinator		
Personnel (Full, Part-time)		
Sub-Total:		
Contractors/Consultants		
Sub-Total:		
Travel		
Sub-Total:		
Meeting Expenses		
Sub-Total:		
Office Equipment		
Sub-Total:		
Supplies		
Sub-Total:		
Total Jurisdictional Allocation:		



Appendix B
Application Checklist

Application Checklist

On-Line Application

File Attachments:

Program Narrative

-Program Implementation Status

-FY 2003 Planning and Administrative Budget Plan

Planning and Administrative Budget



Appendix C

Grant Reporting Requirements

Grant Reporting Requirements

I. Financial Status Reports (SF-269A)

Financial Status Reports are due within **45** days after the end of each calendar quarter. A report must be submitted for every quarter that the award is active, including partial calendar quarters, as well as for periods where no grant activity occurs (see below).

	Report Period	Report Due By	Report Period	Report Due By	Report Period	Report Due By	Report Period	Report Due By	
<i>First Quarter</i>	1/1 - 3/31	5/15							
<i>Second Quarter</i>			4/1 - 6/30	8/14					
<i>Third Quarter</i>						7/1 - 9/30	11/14		
<i>Fourth Quarter</i>							10/1 - 12/31	2/14	

II. Program Progress Reports

Program Progress Reports are due within **30** days after the end of the reporting periods, which are June and December 31, for the life of the award.

	Report Period	Report Due By	Report Period	Report Due By
<i>First Quarter</i>	1/1 - 6/30	7/31		
<i>Second Quarter</i>				
<i>Third Quarter</i>			7/1 - 12/31	1/31
<i>Fourth Quarter</i>				

Each Program Progress Report must provide an update on the following activities that occurred during the designated reporting period:

1) Describe progress made to date in implementing this grant.

Planning and Administrative Allocation

Report hiring of additional staff and activities they have pursued. Additionally, indicate steps taken to facilitate the facility-wide preparedness plan. Describe meetings and assessment/strategy training sessions that have occurred. Note any difficulties and indicate if technical assistance is needed.

2) Additionally, use the Progress Report to:

- Describe progress made to date on achieving the organization's overall goals and objectives as identified in the preparedness plan.
- Briefly explain how ODP resources (other than those already addressed above) are contributing to attaining the overall goals and objectives identified in the preparedness plan.
- Identify other significant activities/ initiatives your organization is pursuing to enhance overall preparedness capabilities, particularly those initiatives not previously addresses in the facility-wide preparedness plan or not being supported by ODP resources.
- Identify problems your organization is encountering regarding the implementation of any area of the facility-wide preparedness plan, and any steps taken by your organization to resolve these problems/ issues.
- If applicable, briefly describe any unique initiatives/ promising practices your organization has undertaken that may be applicable to other healthcare facilities.
- If applicable, provide any feedback on the ODP grant process. Identify any other issues or concerns not addressed above.