

Contents

I.	Background - FY 2003 Counter-Terrorism Institute Grant Program	1
II.	Program Guidelines	1
III.	Funding Availability and Eligible Applicants	1
IV.	Application Guidance	2
V.	Application Requirements	2
VI.	Program Narrative	3
VII.	Administrative Requirements	3
VIII.	Reporting Requirements	5
Appendix A	Sample Budget Detail Worksheet	7
Appendix B	Coordination Certification	19
Appendix C	Application Checklist	21

I. Background

The U.S. Department of Homeland Security (DHS), through the Office for Domestic Preparedness (ODP) is providing funding for the Fiscal Year 2003 Counter-Terrorism Institute Grant Program. These institutes, which include the Oklahoma City National Memorial Institute for Prevention of Terrorism, the Institute for Security Technology Studies (Dartmouth), and New York University Center's for Catastrophe Preparedness and Response, are dedicated to research, development and analysis in mitigating and deterring the effects of domestic terrorism. The funding will be used for projects such as the following: establishing an interactive lessons learned center, establishing sources of information on anti-terrorism, developing an outreach program to improve public awareness and education on terrorism, developing cybersecurity tools, enhancing medical and public health capabilities during times of crisis, and developing state-of-the art training for first-responders.

II. Program Guidelines

A. Authorized Program Purpose and Expenditures

Funding for the Fiscal Year 2003 Counter-Terrorism Institute Grant Program is authorized by: Public Law 108-7 - Omnibus Appropriations Act of 2003. The Fiscal Year 2003 Counter-Terrorism Institute Grant Program seeks to build on progress made in the last five years towards deterring, reducing and mitigating the effects of domestic terrorism.

B. Unauthorized Program Expenditures

Grant funds awarded under this program may not be used for costs unrelated to the FY 03 Counter-Terrorism Institute Grant Program or for costs incurred prior to the award start date of the grant.

III. Funding Availability and Eligible Applicants

Eligible applicants and funding amounts are specified in the table below. Grants must be signed by the director of the project designated to administer this program.

Eligible Applicants

Award Amount

Oklahoma City National Memorial Institute
for the Prevention of Terrorism (MIPT)

\$18,000,000

Institute for Security Technology Studies (Dartmouth)	\$18,000,000
New York University's Center for Catastrophe Preparedness and response	\$ 7,000,000

IV. Application Guidance

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

The Department of Homeland Security, Office for Domestic Preparedness now only accepts applications electronically through the Grant Management System (GMS) located on the OJP web site. Instructions regarding electronic submissions through GMS are provided on the OJP web site at www.ojp.usdoj.gov/fundopps.htm.

Questions regarding the application process, programmatic questions involving application submission requirements, application content requirements, or other administrative inquiries relating to this program can be directed to the Office for Domestic Preparedness 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
- Coordination Certification
- Non-Supplanting Certification

When completing the on-line application, the applicant should identify their submissions as new, nonconstruction applications. These grants are offered by The U.S. Department of Homeland Security, Office for Domestic Preparedness. The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is "Office for Domestic Preparedness Fiscal Year 2003 Counter-Terrorism Institute 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 36 months.

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

- **Program Narrative:** Applicant must provide a Program Narrative. The Program Narrative should contain a brief discussion of the information outlined in Section VI of this booklet. This document should be attached under “Program Narrative.”
- **Budget Detail Worksheet:** Applicant must include a detailed budget for the project. The budget must be complete, reasonable and cost-effective. The budget should also provide the basis for computation of all program-related costs. A sample of this document is included in Appendix A and should be attached under “Budget Detail Worksheet.”
- **Coordination Certification:** Applicant must include a certification that states that efforts will be coordinated with other ongoing Federal initiatives related to deterring, reducing and mitigating the effects of domestic terrorism on U.S. soil. A copy of the required certification is provided in Appendix B, and should be attached under “Other Program Attachments.”

VI. Program Narrative

The program narrative should be brief and include the following information:

1. Program Implementation: Applicant must provide a description for the use of the FY 2003 Counter-Terrorism Institute Grant Program funds. They will discuss how they will utilize these funds to prepare, prevent and respond to domestic terrorism.

2. Project Performance Measurement: To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, the applicant is required to collect and report data that measures the results of the programs implemented with this grant. A strategic plan will be provided by the recipient and will serve as the basis for measuring and monitoring the accomplishments of the grant program.

Your assistance in obtaining this information will facilitate future program planning and will allow the Office for Domestic Preparedness to provide Congress with measurable results of federally funded programs.

VII. Administrative Requirements

A. General Requirements

1. 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. Applicant 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 for equipment purchases and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the pre-award review, post-award monitoring, and the audit. Applicant/grantee may be required to supply documentation certifying that a reduction of 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 a Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact upon which reliance will be placed by the Office for Domestic Preparedness in awarding grants.

5. Suspension or Termination of Funding: The Office for Domestic Preparedness 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.
- Failure to make satisfactory progress toward the goals or strategies set forth in this application.
- Failure to follow grant agreement requirements or standard 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.
- Failure 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). The OJP Office of the Comptroller 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. The OJP Office of the Comptroller 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 nine months after the end of the recipient's fiscal year.
- **Monthly Financial Report:** Monthly financial reports are due by the 15th of each month, outlining the obligation and expenditure status of the funding for the previous month. Institutes must submit this report through e-mail to their ODP Program Manager. This report will include the following categories: starting balance, expenditures and obligated funds. A template for this information can be obtained by calling 1-800-368-6498.

In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, or records of recipients for the Office for Domestic Preparedness Fiscal Year 2003 Counter-Terrorism Institute Grant Program 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.

Appendix A

Sample Budget Detail Worksheet

Fiscal Year 2003 Counter-Terrorism Institute Grant Program

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

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

Name/Position

Computation

Cost

TOTAL _____

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

Name/Position

Computation

Cost

TOTAL _____

Total Personnel & Fringe Benefits _____

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

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

TOTAL _____

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

Item

Computation

Cost

TOTAL _____

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

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
----------------------------	---------------------------	--------------------

TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

TOTAL _____

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

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from ODP.

Name of Consultant Service Provided Computation Cost

Subtotal _____

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

Item Location Computation Cost

Subtotal _____

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

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

Subtotal _____

TOTAL _____

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

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

TOTAL _____

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

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

TOTAL _____

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

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

Federal Request

Non-Federal Amount _____

Appendix B
Coordination Certification

**Fiscal Year 2003
Counter-Terrorism Institute Grant Program**

Coordination Certification

I certify that:

Use of these funds to prevent, reduce and mitigate the effects of domestic terrorism will be coordinated with other ongoing Federal initiatives to ensure the projects are not in conflict or unnecessarily duplicative of other government funded counter-terrorism efforts.

Director:

Name

Title

Appendix C

Application Checklist

Application Checklist

- I. On-Line Application
- I. File Attachments:
 - A. Program Narrative
 - B. Budget Detail Worksheet
 - C. Coordination Certification