



NOTICE OF FUNDING OPPORTUNITY

Federal Fiscal Year 2020 Hazardous Materials Emergency Preparedness Program

AWARD INFORMATION

Federal performance period:	October 1, 2019 – September 30, 2020
Sub-recipient performance period:	Twelve (12) months
Individual competitive projects:	\$15,000.00 maximum award amount

One applicant may fill out and submit multiple applications within IntelliGrants. It is possible the applicant may receive funding for multiple projects or none. Partial awards may also be available and applicants should anticipate utilizing other funding sources to fulfill a partially awarded project.

APPLICATION DEADLINE

Grant application(s) must be submitted no later than: October 11, 2019, at 5:00 p.m. EST

PRE-APPLICATION REGISTRATION REQUIREMENTS

Applicants intending to apply for this funding opportunity must meet four (4) registration requirements. Two (2) are federal and two (2) are state stipulations. Prior to submitting an application, an applicant must:

1. Have a federal Data Universal Numbering System (DUNS) number;
2. Be registered in the federal System for Award Management (SAM);
3. Be registered as a vendor with the State of Indiana; and
4. Be registered as a bidder with the State of Indiana.

Detailed information regarding DUNS, SAM, vendor and bidder registration are provided in this Notice of Funding Opportunity (NOFO) in Appendix A and should be reviewed and followed to ensure these requirements have been satisfied.

IDHS CONTACT INFORMATION

If applicants have any questions about the information contained within the NOFO or need technical assistance in completing a grant application, please contact IDHS Grants Management through the support ticket system at <http://dhs.in.gov/grants.htm>

TABLE OF CONTENTS

- PROGRAM OVERVIEW5
 - Introduction5
 - Program Synopsis5
 - Eligibility Criteria6
 - Match Requirement6
- FUNDING GUIDELINES7
 - Planning7
 - Training7
 - Exercises9
 - Equipment9
 - Travel10
- UNALLOWABLE COSTS12
 - Pre-Award Expenditures12
 - Travel12
 - Unauthorized Exercise Costs12
 - Prohibited Equipment12
 - Food Costs12
 - Unallowable Preparedness Expenditures13
 - Unallowable Training Expenditures13
- GRANT INFORMATION15
 - Funding Profile15
 - Problem Statement15
 - Needs Assessment15
 - Project Summary15
 - Project Scope15
 - Project Goal, Objectives, and Outcomes16
 - Project Milestones16
 - Funding Sustainability16

Challenges.....	16
Budget.....	16
AWARD DETERMINATIONS.....	17
Financial Risk Assessment.....	17
Scoring.....	17
Tier One.....	17
Tier Two.....	17
Tier Three.....	17
Tier Four.....	17
AWARD NOTIFICATION.....	18
SUB-RECIPIENT GRANT AGREEMENT REQUIREMENTS.....	19
REPORTING.....	20
Quarterly Program Reports.....	20
Closeout Reporting Requirements.....	20
Other Reports.....	21
ADDITIONAL INFORMATION.....	22
Dates to Know: FFY 2019 HMEP.....	22
2019.....	22
2020.....	22
Performance Period.....	22
Monitoring.....	22
Federal Funding Accountability and Transparency Act.....	23
Supplanting.....	23
Funding Restrictions.....	24
Travel.....	24
2 CFR. Part 200.....	24
Supporting Documentation Requirements.....	24
APPENDIX A: Required Registrations.....	25
Data Universal Numbering System number.....	25
System for Award Management (SAM).....	25
Vendor registration with the State of Indiana.....	26
Bidder registration with the State of Indiana.....	26
APPENDIX B: Application Outline.....	29
Grant Application Mechanism and Methodology.....	29

Grant Application Framework.....	29
Application Section	Error! Bookmark not defined.
Project Title & Funding Profile	32
Problem Statement & Analysis	33
Goals, Objectives and Outcomes	34
Hazardous Material Emergency Preparedness (HMEP) Section	35
Budget Forms Section	39
Certified Assurances & Special Provisions	43
Attachments:.....	43
Submitting Application	44
APPENDIX C: Sample System for Award Management Letter	44

PROGRAM OVERVIEW

Introduction

The Hazardous Materials Transportation Uniform Safety Act of 1990 allows the Department of Transportation to provide assistance to public sector employees through states, territories, and federally recognized Native American tribes for emergency response. The purpose of this program is to increase the effectiveness of the safe and efficient handling of hazardous material incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act (EPCRA) and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations. The Hazardous Materials Emergency Preparedness Grant Program (HMEP) offered by the state of Indiana specifically supports the development, improvement and exercising of emergency plans under EPCRA as well as training public sector employees to respond to accidents and incidents involving hazardous materials.

This program is funded by registration fees collected from hazardous material (hazmat) shippers and carriers who offer transportation or transport certain hazmat by intrastate, interstate or foreign commerce in accordance with 49 CFR Part 107, Subpart G. These fees fund training and planning grants, monitoring and technical assistance, curriculum development and staffing costs.

Program Synopsis

The HMEP grant program is to protect against the risks to life, property and the environment that are inherent in the transportation of hazardous material in intrastate, interstate and foreign commerce (Title 49 U.S.C. § 5101). The HMEP grant program supports the emergency preparedness and response efforts of states, federally recognized Native American tribes, and territories that deal with hazardous materials emergencies, specifically those involving transportation. This grant also aids sub-recipients in meeting the requirements of §§ 301 and 303 of the Emergency Planning and Community Right-to-Know Act of 1986 (Title 42 U.S.C. Chapter 116).

EPCRA has established the following Local Emergency Planning Committee (LEPC) functions and priorities:

- To encourage and support emergency planning for responding to chemical accidents;
- To provide local governments and the public with information about possible chemical hazards in their communities;
- Prepare and update a comprehensive local emergency response plan that address the reported hazardous substance in the county or planning district;
- Exercise the LEPC plan annually (tabletop, functional, full-scale); and
- Maintain a roster of members comprised of local/state government, law enforcement, emergency management, fire department, emergency medical services, Health, environment, transportation, broadcast/print media, industry, community groups and hospital.

The purpose of this notice is to provide:

- Formal grant guidance and application materials needed to apply for funding under HMEP; and
- Administrative requirements that must be met by all sub-recipients in order to meet the requirements of federal regulations, mandates and orders.

Eligibility Criteria

Local units of government are eligible to apply for HMEP funding. Additionally, applicants are required to submit an active LEPC budget to be considered for funding. Each eligible applicant must have an active:

- Data Universal Numbering System (DUNS) number;
- Unique Entity Identifier and System for Award Management (SAM);
- Vendor registration with the State of Indiana; and
- Bidder registration with the State of Indiana

Match Requirement

There is no match requirement for sub-recipients.

FUNDING GUIDELINES

Funding guidelines established within this section support the development, improvement and implementation of emergency plans as established by the Hazardous Materials Transportation Uniform Safety Act. In general, applicants should consult with IDHS Grants Management prior to requesting any expenditure that does not clearly meet the allowable expense criteria established by this NOFO.

Planning

The HMEP grant program can support a range of emergency preparedness and management planning activities associated with the transportation of hazardous materials.

Activities relating to **Hazardous Material Plans** can include, but are not limited to, the following:

- Developing, improving and implementing emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986;
- Workshops, drills and exercises associated with hazmat emergency plans;
- Risk assessments to enhance plans;
- Capability assessments that evaluate the ability for first responders, non-governmental organizations and other involved stakeholders to respond to a hazmat emergency;
- Gap analysis to enhance planning objectives;
- Improving interagency interoperability to better respond to and mitigate hazmat incidents;
- Determining commodity flow transportation patterns of hazmat and developing and maintaining a system to keep such information current;
- Assessing the need for regional hazmat emergency response teams;
- Providing technical staff to support planning efforts; and
- Aerial photography for use with Commodity Flow Study research.

Activities relating to **Planning Courses** can include, but are not limited to, the following:

- Courses aimed at developing, improving and implementing emergency plans under the Emergency Planning and Community Right-to-Know Act (EPCRA) §§ 301 and 303 (Title 42 U.S.C. Chapter 116);
- Hazmat transportation emergency preparedness and response courses;
- Hazmat risk analysis;
- Commodity flow study courses; and
- Regional response strategy selection courses.

Training

Allowable training-related costs under the HMEP grant program include the establishment, support, conduct and attendance of training courses.

Training activities can include, but are not limited to, the following:

- Reimbursement for instructor(s) and trainees for tuition and travel expenses (lodging and per diem) to and from a training facility;
- Facility rental cost reimbursement; and
- Expenses associated with training (i.e. staff to support the training effort, evaluation forms, etc.).

National Fire Protection Association 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, or Occupational Safety and Health Administration 29 CFR § 1910.120, Hazardous Materials course activities can include, but are not limited to, the following:

- Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) training with a transportation tie-in;
- Hazmat incident command system (ICS), which includes the following courses:
 - ICS-100: Introduction to the Incident Command System;
 - ICS-200: Incident Command System for Single Resources and Initial Action Incidents;
 - ICS-300: Intermediate Incident Command System; and
 - ICS-400: Advanced Incident Command System.
- Hazmat awareness, operations, technician, specialist and refresher courses;
- Hazmat Incident Commander;
- Hazmat Officer/Safety Officer;
- Industrial Fire Fighting (i.e. rail yards, fuel transfer facilities and ports);
- Confined space rescue;
- Hazmat basic life support/advanced life support;
- Chemistry for Emergency Responders;
- Marine Operations (i.e. ship-board rescue, firefighting and hazmat)
- Airport Rescue Fire Fighting (i.e. aircraft response and rescue)
- Explosive ordinance disposal/explosives in transportation;
- Radiological (i.e. sources in transportation, **but not weapons of mass destruction**);
- Tank Car Specialty;
- Intermodal Tank Specialty;
- Marine Tank Vessel Specialty;
- Flammable Liquid Bulk Storage;
- Flammable Gas Bulk Storage;
- Radioactive Material Specialty in Transportation;
- First Receiver Awareness Training;
- Explosive Ordinance Disposal/Explosives in Transportation;
- Crude oil training; and
- Cargo Tank Specialty.

Other preparedness training courses/activities can include, but are not limited to, the following:

- Ammonia, ethanol, chlorine response;
- Alternative fuels (i.e. used in transportation);
- Developing a Plan of Action;
- Chemistry of Hazmat-Part I/II;
- Surveying a Hazmat Incident;
- Level A/Level B Personal Protective;
- Hazmat for Emergency Management System (EMS);
- Hazmat for Dispatcher;
- Hazmat Containers;
- Hazardous Materials Monitoring Refresher;

- Hazmat Level B Dress-out and Decon;
- Hazmat Technical Decon Refresher;
- Hazmat Containment and Control;
- Haz-Cat Training;
- Pipeline Incident Response Training;
- Hazmat IQ Training (i.e. above and below the line, advanced IQ, and tox medic);
- Emergency medical technician (EMT) training for hazmat;
- Employee Hazmat Emergency Response Readiness Training;
- Creating and maintaining hazmat emergency response training websites;
- CAMEO training (i.e. related to transportation); and
- TRANSCAER.

Equipment, supplies and materials related to training can include, but are not limited to, the following:

- Computer equipment used exclusively for HMEP activities (i.e. approved computer-based training activities);
- Rental equipment necessary to provide training;
 - Equipment costs are expected to not exceed 5 percent of the total cost of the proposed project and must be fully justified.
- Publications, manuals, and other materials necessary to provide training and/or used by instructor(s) and trainees;
 - May include the printing, copying and distribution costs (i.e. costs to mail materials to trainees in advance of the first training session).
- CBRNe Magazine;
- Simulation software for hazmat training courses;
- Hazmat training suits for specific transportation related exercises; and
- Firefighting foam for specific transportation related exercises.

Exercises

Exercises conducted with HMEP grant support must be related to the transportation of hazardous materials.

Allowable exercise related costs can include expenditures utilized to develop, deliver and evaluate an exercise. This includes costs related to planning, meeting space and other costs associated with conducting a meeting, facilitation costs, materials and supplies, travel and documentation. Sub-recipients are encouraged to use free public space/locations/facilities, whenever available, prior to the rental of space/locations/facilities. Exercises should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills.

Before reimbursement will be authorized, documentation validating exercise completion will be required in IntelliGrants.

Equipment

Under the HMEP grant program, allowable equipment expenditures must be directly related to and utilized in a HMEP exercise within the performance period. If an applicant is awarded

HMEP funds for equipment related to a HMEP exercise, documentation validating exercise completion will be required in IntelliGrants before reimbursement will be authorized.

Examples of allowable preparedness expenditures include:

- Computer equipment dedicated to HMEP activities (i.e. use for operations purposes is not allowable); and
- Supplies and equipment required for HMEP-funded exercises and activities.

Supplies are defined as necessities, by ownership or rental, for the physical needs and comfort of the participants and training recipients.

Supplies can include, but are not limited to, the following:

- Classroom tents;
- Tables;
- Chairs;
- Water coolers;
- Portable toilets;
- Wash stations;
- Public address systems;
- Generators;
- Fuel for generators;
- Waste management;
- Outdoor fans;
- Projectors and screens;
- Video recording services;
- Safety gloves;
- Safety glasses;
- Pens, pencils, books, brochures, certificates; and
- Advertising costs.

All equipment must, when practicable, be tagged with the following text: “Purchased with funds provided by the U.S. Department of Transportation – PHMSA”.

The Pipeline and Hazardous Materials Safety Administration (PHMSA) has developed an Expenditures and Activities Guide that outlines allowable costs and general guidelines the HMEP grant program must adhere to. The Expenditures and Activities Guide can be found at the following website: <https://www.phmsa.dot.gov/grants/hazmat/hazardous-materials-emergency-preparedness-hmep-grant>.

Travel

Travel costs (i.e. airfare, mileage, per diem, hotel) are allowable expenditures for applicants who are on travel status as provided for in this NOFO. Travel activities can include, but are not limited to, the following:

- National Association of SARA Title III Program Officials (i.e. NASTTPO);
- Hazmat Continuing Challenge;
- COLDZONE;
- Transportation Community Awareness and Emergency Response (i.e. TRANSCAER);

- TRANSCAER educates emergency responders and their communities and includes safety training cars from the Firefighters Education and Training Foundation.
- IAFC International Hazmat Conference; and
- Midwestern Hazmat Conference.

UNALLOWABLE COSTS

The following section outlines unallowable costs under the HMEP program; however, this is not a complete listing of unallowable expenditures. Applicants should consult with IDHS Grants Management regarding any expenditure that does not clearly meet the allowable/unallowable expense criteria established by this Notice of Funding Opportunity (NOFO).

Pre-Award Expenditures

An expenditure incurred prior to the notification of award is considered a pre-award cost. Pre-award expenditures are unallowable under this program.

Travel

International travel is not an allowable cost under this program.

Unauthorized Exercise Costs

Unauthorized costs include reimbursement for the maintenance and/or wear and tear costs of general use vehicles (i.e. construction vehicles) and emergency response apparatus (i.e. fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage. Unauthorized costs include equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (i.e. electronic messaging signs).

Additionally, unauthorized costs include durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct.

Prohibited Equipment

Grant funds may not be used for the purchase of prohibited equipment. Refer to IB 407 Use of Grant Funds for Controlled Equipment for the complete prohibited equipment list. For additional information on prohibited equipment see Executive Order (EO) 13688 Federal Support for Local Law Enforcement Equipment Acquisition, and the Recommendations Pursuant to Executive Order 13688. Per DOT policy, the purchase of weapons and weapon accessories is not allowed with HMEP funds. Small unmanned aircrafts (i.e. drones) are not allowable for this grant cycle.

Food Costs

With the exception of food costs associated with travel/per-diem, food costs will not be approved. In all cases where food is permitted, costs must be reasonable. Costs will be determined to be reasonable if the per person (documented participants) cost for food is equal to or less than the permitted per-diem for the meal provided according to the U.S. General Services Administration thresholds. Unallowable food costs include: light refreshments for morning or afternoon breaks (such as coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips or muffins) and any food costs associated with the cost of entertainment.

*However, hydration beverages (water or sports drinks) provided during a training or exercise session is allowable provided the sub-recipient submits a roster showing the number of trained individuals and the quantity of hydration beverages purchased.

Unallowable Preparedness Expenditures

Unallowable preparedness expenditures can include, but are not limited to, the following:

- Natural disaster exercises (i.e. urban avalanches, pandemic flu, wildfire, earthquake etc.);
- All-hazards warning system drills;
- Joint terrorism task force exercises;
- Tier II chemical inventory reports;
- Tier II databases Web-emergency operations center mapping;
- Public officials conference (i.e. without a connection to hazardous materials transportation);
- Town-wide alert system;
- Development and distribution of a hazmat calendar;
- Expenses counted as match funds toward another federal grant program or cooperative agreement;
- Purchase of cellular telephone(s);
- Any costs unallowable or stated as ineligible in 49 CFR part 110 and 2 CFR 200 part 400;
- Any cost specifically prohibited in the general terms and conditions of the award, PHMSA policy as detailed in the expenditures guide, or special terms and conditions listed on the grant agreement
- Membership fees and subscriptions, except as otherwise noted; and
- Stipends.

Unallowable Training Expenditures

Unallowable training expenditures can include, but are not limited to, the following:

- Courses not related to hazmat emergency response;
- Professional board accreditation and certification;
- Emergency preparedness presentation to child care providers;
- School violence prevention;
- Weapons of mass destruction (WMD) terrorism courses;
- Weapons of mass destruction (WMD) radiological training;
- Mobile meth lab training;
- Active shooter training;
- Pandemic flu exercises;
- Joint terrorism task force (JTTF) exercises;
- Equipment for the purpose of response operations including:
 - Self-contained breathing apparatus (SCBA);
 - Personal protective equipment (PPE) ; and
 - Monitoring equipment
- Overtime of trainees and any other employees who “backfill” positions of trainees during the period of training;
- Expenses counted as match funds toward another federal grant program or cooperative agreement;
- Entertainment costs;

- Purchase of cellular telephone(s);
- Any costs disallowable or stated as ineligible in 49 CFR part 110 and 2 CFR 200 part 400;
- Any cost specifically prohibited in the general terms and conditions of the grant award, or identified in PHMSA policy guidance, or as a special terms and conditions listed on the NGA; and
- Stipends.

Other unallowable costs include, but are not limited to, the following:

- General-purpose vehicles (patrol cars, executive transportation, fire apparatus, and non-CBRNE (chemical/biological/radiological/nuclear/explosive) tactical/armored assault vehicles;
- Mileage for government owned vehicle(s);
- Parking tickets or other traffic tickets;
- Sole source contracts and procurements not pre-approved by IDHS;
- Stand-alone working meals;
- Supplanting of any expense currently budgeted;
- Entertainment expenditures;
- Laundry expenditures; and
- Late payment fees.

GRANT INFORMATION

The following information about the proposed project is required to complete a grant proposal.

Funding Profile

Applicants are required to provide information about previously funded HMEP projects, IDHS funding received and grant funding received from other entities.

Problem Statement

The problem statement is the description of the issue that currently needs to be addressed. The problem statement, written in one sentence, will establish the issues and information that will be discussed, and what the rest of the proposal will revolve around. A problem statement should document the severity of the problem by including baseline data (i.e. community demographics) that characterizes the target audience to be served by the project. Applicants also should provide a brief description of the problem or set of problems that can be addressed through the project's proposed strategies. Applicants will be asked to identify the planning/assessment tool utilized to identify the problem of the proposed project.

Needs Assessment

The needs assessment section of the proposal is an opportunity for an applicant to provide information about how the problem or issue was identified and the mechanism utilized to identify the issue (i.e. commodity flow study etc.). Applicants should describe the tool utilized to identify the issue (i.e. commodity flow study etc.) and a synopsis of the critical findings.

In the event a formalized mechanism (i.e. commodity flow study etc.) was not utilized as the primary means in identifying the problem or issue, applicants must clearly explain how the problem or issue was identified. For example, an after action report may indicate the need for certain equipment to respond appropriately to a particular situation. In this case, an applicant may apply for equipment funding if the need is narrated clearly within the grant proposal. The after action report must be attached with the grant proposal within IntelliGrants. Applicants with questions on how to draft a clear needs assessment narrative are encouraged to contact IDHS Grants Management for technical assistance.

Project Summary

Applicants must provide a detailed project description in the project summary section. Applicants should include a narrative regarding how the proposed project will address/alleviate the issue identified in the problem statement. A strong project summary will include a clear and full description of the proposed project, strategies to the identified issue in the problem statement, a list of involved stakeholders and an indication of how long it will take to see results from the proposed project.

Project Scope

Applicants will be asked to identify the scope of the project by selecting one or more of the following activities:

- Planning expenditures;
- Training expenditures;
- Equipment expenditures;

- Exercise expenditures; and
- Travel expenditures.

Applicants will be asked to provide additional information about the project activities selected in the project scope section.

Project Goal, Objectives and Outcomes

Applicants must describe the primary goal of the proposed project and how the expenditures support the project activities. The proposed project's goal must be followed with objectives and outcomes that will identify how the gaps/shortfall will be lessened with the completion of the project. The objectives must be specific, measurable, attainable, relevant and time-bound. The outcomes are the desired changes or results the proposed project will eventually accomplish. They are the desired end-state, which the applicant strives to achieve and can include visionary language. Project outcomes show the gap between what is and what could be.

Project Milestones

Applicants must describe the proposed project's milestones. Milestones are a critical point of achievement for applicants to demonstrate progress towards an objective or goal. In effect, these are mini-performance targets marking specific incremental progress that build up to achieving the overarching goal of the proposed project.

Funding Sustainability

Funding from grant sources should be viewed as "seed funds" used to start a project or as "supplementary funds" used to support a project with an existing budget, therefore an applicant must identify a strategy of obtaining permanent financial support. Applicants should provide an estimated funding plan (i.e. a self-imposed step down plan) for the next three years, showing the anticipated levels of HMEP funding. Applicants should describe the amount of funding and include three (3) potential funding source(s). Applicants should give consideration regarding future maintenance costs, material costs, etc., and explain how those costs will be paid. Applicants should also give consideration to the future of the project if HMEP funds are eliminated.

Challenges

Applicants must describe any non-financial challenges that may impact the ability to successfully complete the proposed project. If challenges do not exist, an applicant must indicate this.

Budget

A line item budget must be included with each grant proposal. All items included in the budget must be allowable, allocable, reasonable and necessary. Budget line items must be specific. For example, a line item simply described as "training" will not be acceptable. The line item should include the specific training that is being requested (i.e. ICS Training).

The grant proposal and budget must be submitted by 5:00 pm EST on October 11, 2019 through IntelliGrants to be considered for funding. Late submissions will not be accepted.

AWARD DETERMINATIONS

Financial Risk Assessment

The Uniform Guidance 2 CFR Part 200 Uniform Administrative Guidance, Cost Principles and Audit Requirements for Federal Awards requires both federal and pass-through entities, such as IDHS, to review the merit and risk associated with a potential sub-recipient prior to making the award. In evaluating the risks posed by sub-grant applicants, the awarding agency may use a risk-based approach and consider any items such as: financial stability, quality of grant management systems, history of performance, quarterly progress reports and audit findings.

Scoring

IDHS utilizes a four tiered review process when generating funding strategies.

Tier One

IDHS will conduct an initial screening of the applications to check for completeness of the application. Identifying information within the grant applications will be removed by IntelliGrants to reduce the likelihood of reviewer bias. Incomplete applications will be removed from the review process and will not receive funding.

Tier Two

Applications will be reviewed by a grant application review committee. Grant applications will be scored in accordance with federal and state requirements and funding priorities. The committee will generate funding recommendations.

Tier Three

The IDHS Executive Team will assess the committee's recommendations and formulate a finalized funding strategy. IDHS will submit the funding strategy to the Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration for approval. Once approval has been obtained from DOT, the funding strategy will be presented to the IDHS executive director.

Tier Four

The IDHS executive director has the ultimate discretion to award funding. Applicants who receive HMEP funding will be notified electronically.

There is no guarantee of funding for any applicant.

AWARD NOTIFICATION

IDHS Grants Management will contact HMEP sub-recipients via email when funding determinations have been finalized. HMEP sub-recipients will receive an award letter that will include the following information:

- Sub-recipient name;
- Sub-recipient award amount;
- Sub-recipient performance period;
- Federal award identification number (FAIN);
- Total amount of the federal award;
- Federal awarding agency;
- Federal award date; and
- CFDA Number.

Any special conditions placed on the sub-recipient's award will be communicated to the applicant during the award process. Special conditions must be met or resolved prior to reimbursement.

Sub-recipients may be asked to adjust their budget as a special condition of the award. Budget modifications must be submitted through IntelliGrants and approved before a grant agreement can be sent for signature through the state's supplier contracts module.

Sub-recipients must confirm acceptance of the HMEP award and can find directions to do so within the award letter.

NOTE: IDHS must run clearance checks with the Department of Workforce Development, Department of Revenue, Indiana Secretary of State, and federal System for Award Management. If an applicant is not in good standing or has an outstanding issue with the state of Indiana, then the applicant cannot receive an award or proceed with the contracting process until these issues are addressed and made current. In the event IDHS finds that an entity does not pass a clearance check, IDHS will notify the entity and it is the entity's responsibility to correct the issue. IDHS cannot correct these matters on behalf of the sub-recipient. In the event a sub-recipient does not correct these matters, IDHS must rescind the sub-grant award.

SUB-RECIPIENT GRANT AGREEMENT REQUIREMENTS

In order to receive funding, all HMEP sub-recipients must agree to the following:

- Enter into a sub-grant agreement with IDHS;
- Agree to abide by all provisions of the sub-grant agreement;
- Abide by all the federal terms and conditions in the sub-grant agreement;
- Sign the sub-grant agreement electronically using the state's supplier contracts module;
- Include the authorized signatory information in the submitted application;
- Submit all reports in the prescribed format and time frames as determined by IDHS;
- Comply with federal cost principals contained in the 2 CFR 200 located at the following:
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

REPORTING

Program and Fiscal Reports

Reimbursement requests will occur as part of the “Fiscal Reports” within IntelliGrants. **With the migration to the new system, grantees are limited to submitting four (4) program and fiscal reports per year; one per quarter.** This will coincide with quarterly reimbursements for eligible expenses.

A quarterly report schedule will be provided to sub-recipients following award notification. Program and fiscal reports serve an important function within the overarching grant cycle. Program reports can serve as a means of communication between sub-recipients and IDHS Grants Management. For example, the sub-recipients are asked to indicate if barriers exist to achieving project success. IDHS Grants Management asks this question to determine if technical assistance is needed to assist sub-recipients. Moreover, program reports are aggregated into the quarterly and annual HMEP reports IDHS is required to submit to DOT. The information entered into the program reports is critical to ensuring the HMEP fund is supported in future congressional sessions.

Program reports are a requirement of the HMEP program and should be submitted in a timely fashion. Incomplete, incorrect or late reports could impact an applicant’s ability to receive future grant funding with IDHS

Closeout Reporting Requirements

IDHS Grants Management will close out the grant sub-award when all applicable administrative actions and all required work of the award have been completed by the sub-recipient. This section summarizes the actions that the sub-recipient must take to complete the closeout process in accordance with 2 CFR. § 200.343 and IDHS policy and procedure.

Within 45 days of the end of the period of performance, sub-recipients must submit a final program report detailing accomplishments throughout the period of performance and a qualitative summary outlining the impact of all the accomplishments grant funds supported. If the final program report omits activities, the report will be returned and additional information will need to be included in order to satisfy this requirement. Funding obligations must be made prior to the end date of the sub-grant agreement. All outstanding expenses must be paid and final requests for expenditures must be submitted within 45 days from the end date of the sub-grant.

Additionally, the sub-recipient must liquidate all obligations incurred under this award no later than 45 calendar days after the end date of the performance period of the performance. If a sub-recipient fails to liquidate their obligations within this time period, IDHS may disallow the costs associated with those unliquidated obligations. The sub-recipient must have updated the IntelliGrants Inventory module to include any equipment purchased with grant funds.

After final reports have been reviewed and approved by IDHS Grants Management, a closeout notice will be completed to close out the grant. The closeout notice will indicate the period of performance as closed, list of de-obligated funds, address requirements for record retention and disposition and list equipment reporting requirements.

Other Reports

IDHS Grants Management may ask for additional reports throughout the HMEP performance period. These report could include but are not limited to:

- Exercise reports;
- Training reports;
- Financial data/reports;
- Gap analysis; and
- Equipment inventory reports.

ADDITIONAL INFORMATION

Dates to Know: FFY 2020 HMEP

2019

- October 1 – FFY 2020 HMEP performance period begins

2020

- January 15 – Grant progress reports due
- April 15 – Grant progress reports due
- July 15 – Grant progress reports due
- September 30 – Grant funded asset inventory due
- November 15 – HMEP final requests for expenditures due
- November 15 – Final progress report due

Performance Period

The FY 2020 HMEP performance period is October 1, 2019, to September 30, 2020. Sub-recipients should begin their projects on October 1, 2019. Projects must be started no later than December 1, 2019 (i.e. 60 days after the performance period has begun).

Sub-recipients that are unable to initiate projects by December 1, 2019, (i.e. 60 days after the performance period has begun) are required to submit a letter to IDHS Grants Management through the HMEP program manager or IDHS Grants mailbox at grants@dhs.in.gov. The letter should include the following:

1. Description of the project delay;
2. Actions taken to mitigate the project delay;
3. Activities planned to initiate the project within 30 days.

Failure to have the funded project started within 90 days from October 1, 2019, will result in the cancellation of the grant and the de-obligation of all awarded funds.

The end of the performance period for HMEP is September 30, 2020. The following activities must be completed by September 30, 2020:

1. Project activities listed in the applicant's grant proposal;
2. Funding obligations.

Within 45 days of September 30, 2020, (i.e. end of the performance period) the following must be completed:

1. All outstanding expenses must be paid;
2. Final request for expenditure must be submitted within IntelliGrants.

Monitoring

IDHS Grants Management must monitor sub-recipients as a requirement of the federal award to assure compliance with applicable federal and state requirements and performance expectations are being achieved. Sub-recipients will be monitored by a member of the IDHS Grants Management compliance team using a combination of desk reviews and site visits. The IDHS Grants Management compliance team generates the initial risk determination by

completing the IDHS Grants Management risk assessment form for each applying entity. Risk determinations, post-award, will be completed as necessary by the IDHS Grants Management compliance team.

Federal Funding Accountability and Transparency Act

The Federal Funding Accountability and Transparency Act (FFATA) requires that certain information be collected as it relates to awards given to sub-recipients in amounts greater than or equal to \$30,000.00 for all awards beginning October 1, 2015.

IDHS Grants Management will collect the following information from IntelliGrants and other sources as needed:

- Data Universal Numbering System;
- Mailing address to include street address, city, state, zip code + 4, county and country;
- Award amount (i.e. total amount of the award for the specific grant being reported);
- Grant agreement execution date (i.e. the date the sub grant agreement is fully executed by the state);
- Project description (i.e. a brief description of the project); and
- The unique number assigned to each sub-grant agreement created for IDHS.

FFATA requires the following questions to be answered:

- In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive:
 - 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants and/or cooperative agreements; and
 - \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants and/or cooperative agreements?
- Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 78o (d)) or section 6104 of the Internal Revenue Code of 1986?
- If you answered 'No' to Q2, then provide the name and total compensation for the five (5) most highly compensated executives in your business or organization (the legal entity to which this DUNS number is assigned).

FFATA requires that all reports be submitted into the Federal Funding Accountability Transparency Act Sub-award Reporting System (FSRS) system by the end of the month, following the month in which the sub-grant agreement is executed.

This information will be posted to a dedicated website (i.e. <http://www.USASpending.gov>).

Supplanting

Federal funds must be used to supplement existing funds for project activities. Federal funds cannot replace (i.e. supplant) non-federal funds that have been appropriated for the same purpose.

If supplanting is determined, sub-recipients will be required to repay grant funds expended in support of those efforts.

Funding Restrictions

Federal funds made available through this sub-award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Sub-award funds may not be used for matching funds for any other federal award, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

Travel

Domestic travel costs are allowed under this program, as provided for in this NOFO.

2 CFR. PART 200

Compliance with all the requirements in 2 CFR. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) is obligatory under this program.

Supporting Documentation Requirements

Per the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards through the Office of Management and Budget Guidance Code of Federal Regulations (2CFR Part 200), sub-recipients are required to submit documentation showing that expenses:

- Occurred;
- Are allowable; and
- Are reasonable.

Before reimbursement will be authorized for expenditures, sub-recipients are required to upload supporting documentation via IntelliGrants.

IDHS CONTACT INFORMATION

If applicants have any questions about the information contained within the NOFO or need technical assistance in completing a grant application, please submit a support ticket through the tracking system at <http://dhs.in.gov/grants.htm>

APPENDIX A: REQUIRED REGISTRATIONS

Data Universal Numbering System number

All applicants must have (or obtain) a Data Universal Numbering System (DUNS) numbers. A DUNS number is a unique, nine-character number regulated by Dun and Bradstreet used to identify an organization. The federal government uses the DUNS number to track how federal money is allocated. The DUNS number is a required field in the HMEP application for funding.

Most large organizations already have a DUNS number. Applicants should contact their grant administrator, financial department, chief financial officer or authorizing official to identify their organization's DUNS number.

Applicants can receive a DUNS number, at no cost, by calling the DUNS number request line at (866) 705-5711 or can visit the DUNS website at the following site:

<http://fedgov.dnb.com/webform/displayHomePage.do>.

Do not use Chrome to receive a DUNS number. Please use a different browser. Chrome does not support all of the features for DUNS.

The information listed below is needed to search for a DUNS number:

- Name of organization
- Organization address
- Organization phone number

The information listed below is needed to obtain a DUNS number:

- Name of organization
- Organization address
- Name of the chief executive officer (CEO) or organization owner;
- Legal structure of the organization (i.e. corporation, partnership, proprietorship);
- Year the organization started;
- Primary type of business; and
- Total number of employees (full and part-time).

You will also need two forms of acceptable documentation. Both documents must clearly show the correct legal business name of your organization and include the current physical address. If applicants believe they possess an active DUNS number, they should call the request line to verify their DUNS number.

System for Award Management (SAM)

SAM is a web-based, government-wide application that collects, validates, stores and disseminates business information about the federal government's trading partners in support of the contract awards, grants and electronic payment processes. Entities are responsible for ensuring that their information is current and correct in SAM in accordance with paragraph (b) of Federal Acquisition Regulation (FAR) clause 52.232-33 or Title 2 of the Code of Federal

Regulations Part 25 (2 CFR § 25.310 and Appendix A), as applicable, and should routinely review such information for accuracy.

In SAM, an individual, company, business or organization is referred to as an “entity.” Individuals register themselves or their entity to do business with the U.S. Federal Government by completing the registration process in SAM.

Once a DUNS number has been obtained, **an applicant must register the number in SAM.**

Applicants should contact their grant administrator, financial department, chief financial officer or authorizing official to identify whether their organization has already registered with SAM. If the organization is already registered, take note of who is listed as the E-Business Point of Contact (EBiz POC). It is the EBiz POC within an organization who must register an organization with SAM.

To register with SAM, go to the [SAM website](#) with the following information:

- [DUNS number](#);
- [Taxpayer Identification Number \(TIN\) or Employment Identification Number \(EIN\)](#);
- Identification of an E-Business Point of Contact (EBiz POC) for the organization; and
- [Notarized letter](#) that identifies an authorized Entity Administrator.

The EBiz POC must renew an organization's SAM registration annually.

When registering a new entity or renewing/updating an existing entity in SAM, a [notarized letter](#) that identifies an authorized entity administrator must be submitted. An authorized entity administrator is an authorized officer, agent or representative who is responsible for the following activities in SAM:

- Manage the entity's registration record;
- Identify associated users (if applicable); and
- Select the appropriate user roles.

SAM will not activate or renew an entity's registration without this notarized letter. A template of the letter can be found in Appendix D.

Generally, after completing the online registration and sending the notarized letter confirming the entity administrator, it takes [up to two weeks to register with SAM](#), then one business day for updates made in SAM to be reflected. However, an organization must first have an EIN. If an organization does not have an EIN, it may take an additional [five weeks to request and obtain an EIN from the IRS](#).

Please note that SAM will not support Internet Explorer versions older than IE11. SAM can be accessed through Internet Explorer version of IE11 or higher, or with another supported browser type such as Chrome, Firefox or Safari. Another option to find the SAM website is to place “System for Awards Management” into any search engine and the SAM web address will be generated.

Vendor registration with the State of Indiana

Applicants must be an active vendor in good standing with the State of Indiana. To register as a vendor with the state, please visit the State of Indiana Auditor's website at:

<http://www.in.gov/auditor/2340.htm> and complete the W-9 Form and Automated Direct Deposit

Authorization Agreement SF# 47551. Applicants must use the IRS legal name of the entity on these forms. Please send the completed forms to the IDHS Grants Management inbox at grants@dhs.in.gov.

To assist in this process title the subject line as “Vendor Number Application for [insert your applicant name here].” The forms will be assigned to a project manager to ensure a timely registration. Please plan accordingly and allow for a minimum of ten (10) days for this registration process to be completed once forms have been submitted. IDHS must relay this information to the Auditor’s office for processing and does not have control over the speed at which the vendor form is processed. High volume requests to the Auditor’s office will sometimes delay this process more than two weeks. Once the completed forms have been processed and a vendor number has been generated, IDHS Grants Management will contact the applicant with the applicant’s vendor number. Applicants who are unsure if a vendor number has already been registered for their agency should contact IDHS Grants Management through the support ticket system at <http://dhs.in.gov/grants.htm> for verification. **A vendor can only have one vendor number because the vendor number is linked to a vendor’s federal tax ID (FEIN).** In order to verify the vendor information on file with the State, IDHS will need to have the correct FEIN.

Bidder registration with the State of Indiana

The State of Indiana requires all entities who receive funds from the state to be registered as a bidder. **An applicant can begin the bidder registration process while the vendor form paperwork is processed.** There is no cost to become a registered bidder and the process takes approximately 20 minutes to complete.

To become a registered bidder, applicants must go to this link: <http://www.in.gov/idoa/2464.htm>. After clicking on the link, click on the “Create New Bidder Profile” tab to start the registration process.

The State of Indiana will run a nightly batch process that will link your vendor number to your bidder registration number, but this process will not be run if your bidder registration is not fully completed. To register as a bidder the applicant will need a copy of the Instructions (https://www.in.gov/idoa/files/Proc_BidderProfileCreationGuide.pdf) and the following information:

- Organization’s legal name
- Owner’s gender: If your organization is a corporation or has multiple owners and you are unable to declare an owner’s gender, you will need to choose “Male” as the owner’s gender
- Owner’s ethnicity: If your organization is a corporation or has multiple owners and you are unable to declare an owner’s ethnicity, you will need to choose “Caucasian” as the owner’s ethnicity.
- Taxpayer ID number
- CEO name
- Submitter name
- Email ID (Required in order to receive solicitations)
- Receive orders preference (email, mail or fax)

- Indiana Veteran Owned Small Business
- Minority/Women Business Enterprises
- Small business classification
- Secretary of State registration
- NAICS code
- The NAICS code is also called the Business Activity Code. It is on the following federal Income Tax returns: Individual - Form 1040 - Schedule C, Page 1, Line B Partnership - Form 1065 - Page 1, Line C Corporation - Form 1120 - Page 2, Schedule K, Line 2a Sub Chapter S Corporations - Form 1120S - Page 1, Line B
- Mailing address
- United Nations Standard Product and Services Code (UNSPSC)

Once you have gathered all of this information you will need to launch the Bidder Profile Registration process on Step 3 you can do so here:

https://fs.gmis.in.gov/psp/guest/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL After completing Part 2 of the Bidder profile registration you will receive an email from GMIS that contains your Bidder profile user ID and temporary password to use to finalize your profile set-up. Use the link in the email to navigate back to your profile or log-in to launch Part 3 from here <https://fs.gmis.in.gov/psp/fsprd/SUPPLIER/ERP/?cmd=login>.

If these processes have already been completed, the requirement has been met. Applicants should not duplicate the processes. Please keep in mind that until these processes are complete, a grant application will not be accepted.

APPENDIX B: APPLICATION OUTLINE

The online FFY 2020 HMEP Grant program application is available through IDHS's grants management system, [IntelliGrants](#) (click on link). All required forms have been incorporated into the online Hazardous Material Emergency Preparedness (HMEP) application

Applicants can save, retrieve, update and revise their work through the end of the application period prior to submission. Applicants should save their work often as the electronic application includes a time-out feature. If no "save" activity is detected for a period of time, the application will time-out and all information that is not saved could be lost. Therefore, it is recommended that applicants type information offline using a word processing program then cut-and-paste the text into the appropriate sections within the application to avoid losing any information.

The automated system does not allow an applicant to submit an incomplete application and alerts the applicant when required information has not been entered.

Please note: To ensure that the appropriate pages populate in the IntelliGrants system and the information has been saved, click on the "Save" or the "Save/Next" button periodically.

Grant Application Mechanism and Methodology

Grant applications and budgets are to be completed via the IntelliGrants system.

Once the applicant has all the required information listed within this NOFO and is logged into IntelliGrants, applicants should click on the following boxes or select from the drop-down menu to begin their application:

1. Click "View Opportunities" under the header "View Available Proposals";
2. Select "Indiana Department of Homeland Security";
3. Click "Filter";
4. Click "Apply Now" for the Hazardous Material Emergency Preparedness (HMEP) Application 2020; and then
5. Click "I Agree" once you are ready to apply for the Hazardous Material Emergency Preparedness (HMEP) application

Grant Application Framework

1. Once the applicant clicks "I Agree" they are taken to the "Application Menu – Forms" webpage.
2. Below the "Application Menu – Forms" header there is a table titled "Forms".
3. Click on the "Contact Information" link below the "Forms" header.

Competitive Application Section

1. Contact Information
 - a. Organization (This is auto-populated information taken from the System Administrator Form.)
 - i. Select your organization's county from drop-down box.
 - ii. Enter your organization's "true" Bidder ID (Contact IDHS Grants if needing help). The full and exact Bidder ID should be entered. Do not enter all zeros or numbers other than your organization's registered bidder number. If you need assistance with your bidder number, please submit a support ticket at <http://dhs.in.gov/grants.htm>

- b. Project Location
 - i. Select your organization’s county from drop-down box.
 - ii. If address is same as Organization subsection above, check the box “Same as above.” Do not attempt to fill out the “Street Address Line 1”; “Street Address Line 2”; “Street Address Line 3”; “City”; or “Zip” Boxes
 - iii. If address is not the same as Organization box above, fill in appropriate address boxes including city, state and zip with the appropriate address.
 - iv. Complete the phone number with the following format
 - 1. (AREA CODE) FIRST THREE – LAST FOUR x EXT
 - 2. For example if the area code is 234; the phone number is 5642422 and the extension is 5678. Then you would type it in as (234) 564-2422 x 5678
 - 3. If the contact does not have an extension at the 234-564-2422 phone number the applicant would type into the box: (234) 564-2422
 - v. Complete the fax number (if applicable) and email boxes with the contact’s information
- c. Project Director: The main point of contact who will be initiating and submitting the grant application
 - i. Select Project Director’s name from the drop-down box.
 - ii. If address is same as Organization subsection above, check the box “Same as above”
 - iii. If address is not the same as Organization box above, fill in appropriate address boxes including city, state and zip.
 - iv. Complete the phone number with the following format even if it is the same as the subsection above
 - 1. (AREA CODE) FIRST THREE – LAST FOUR x EXT
 - 2. For example if the area code is 234; the phone number is 5642422 and the extension is 5678. Then you would type it in as (234) 564-2422 x 5678
 - 3. If the contact does not have an extension at the 234-564-2422 phone number the applicant would type into the box: (234) 564-2422
 - v. Complete the fax number (if applicable) and email boxes even if it is the same as the subsection above.
- d. Fiscal Agent: The main point of contact for financial information for the organization
 - i. Type in name and title of fiscal agent.
 - ii. Fill in name of organization if different than the applying organization.
 - iii. If address is same as Organization subsection above, check the box “Same as above.”
 - iv. If address is not the same as Organization box above, fill in appropriate address boxes including city, state and zip.
 - v. Complete the phone number with the following format even if it is the same as the subsection above
 - 1. (AREA CODE) FIRST THREE – LAST FOUR x EXT
 - 2. For example if the area code is 234; the phone number is 5642422 and the extension is 5678. Then you would type it in as (234) 564-2422 x 5678
 - 3. If the contact does not have an extension at the 234-564-2422

phone number the applicant would type into the box: (234) 564-2422

- vi. Complete the fax number (if applicable) and email boxes even if it is the same as the subsection above.
- e. Alternative Contact: A second point of contact for the grant to serve as an alternative for the project director
 - i. Type in name of alternative contact.
 - ii. If address is same as Organization subsection above, check the box "Same as above."
 - iii. If address is not the same as Organization box above, fill in appropriate address boxes including city, state and zip.
 - iv. Complete the phone number with the following format even if it is the same as the subsection above
 - 1. (AREA CODE) FIRST THREE – LAST FOUR x EXT
 - 2. For example if the area code is 234; the phone number is 5642422 and the extension is 5678. Then you would type it in as (234) 564-2422 x 5678
 - 3. If the contact does not have an extension at the 234-564-2422 phone number the applicant would type into the box: (234) 564-2422
 - v. Complete the fax number (if applicable) and email boxes even if it is the same as the subsection above.
- f. Signatory: The person who is able to sign the grant agreement on behalf of your organization. If awarded, the signatory will receive an email to the email provided notifying the signatory the contract is ready to sign. Signatories must use the external signer username and password to log into the State Contract Management (SCM) portal and sign the award agreement. New signatories will receive a separate email with her or his external signer username and a temporary password. Existing signatories will only receive the email requesting signature of the award agreement.
 - i. If the Signatory is the same as the Project Director. Click the "Same as Project Director" button.
 - ii. Type in name of signatory if different than the project director.
 - iii. If signatory is different than the project director, fill in appropriate address boxes including city, state and zip.
 - iv. Complete the phone number with the following format even if it is the same as the subsection above
 - 1. (AREA CODE) FIRST THREE – LAST FOUR x EXT
 - 2. For example if the area code is 234; the phone number is 5642422 and the extension is 5678. Then you would type it in as (234) 564-2422 x 5678
 - 3. If the contact does not have an extension at the 234-564-2422 phone number the applicant would type into the box: (234) 564-2422
 - v. Complete the fax number (if applicable) and email boxes even if it is the same as the subsection above.
- g. SAM Expiration Date: Please reference the SAM information in the EMPG NOFO
- h. Fiscal Information: This section asks for the organization's audit report conducted by the Indiana State Board of Accounts. The following questions will be asked:
 - i. Audit Report

1. To find the audit report, please click the link <https://secure.in.gov/apps/sboa/audit-reports/#/> which is a searchable database.
 2. To narrow your search you may select options within the search fields of the database, some examples of the search fields include; year, county and unit type.
 3. When the search populates, choose the **federal single audit**. If the federal single audit cannot be found for the most recent year, please choose from the search fields the prior year to find the federal single audit.
 4. Once the audit has been located, download the PDF from the database in order to upload into the IntelliGrants system.
 5. To upload the audit to the IntelliGrants system. Click on the “Choose File”. The button is located below the “Fiscal Information” header.
 6. Select the file by searching for the file name in the search bar.
 7. Click on the file
 8. Select “Open”
- ii. Date of most recent audit: The report date will be located either in the search or on the cover sheet of the audit report.
 - iii. Any adverse audit findings is a “yes” or “no” question.
 1. If yes is selected, please describe the adverse audit findings found in the report.
 2. Corrective Action – If there was a corrective action plan to the adverse findings, please upload the corrective action plan.
- i. Internal Controls
 - i. This is a narrative box for the organization to describe the internal controls are policies, processes and systems implemented to provide assurances that your organization can comply with all rules, regulations and laws governing this grant. Examples include: how does your organization account for grant funds, track programmatic achievements, maintain adequate records or exercise control over the grant? Please keep in mind the 4000 character limit.
 - j. IDHS funding
 - i. This is a “yes” or “no” radio button for applicants who have received funding from IDHS in the last 24 months.
 1. When selecting “yes”, additional questions will auto-populate in the next section for you to answer.
 - k. Disclosure of other funding related to Public Safety
 - i. This is a “yes” or “no” radio button for applicants who receive grant funding for public safety from other funding sources.
 1. When selecting “yes”, additional questions will auto-populate in the next section for you to answer.

Project Title & Funding Profile

- a. Project Title
 - i. Type in your organization’s project title (This will become the application(s) unique identifier)
- b. Project Summary: This is blank field for applicants to provide a detailed description of the project.

- ii. A strong project summary will include a clear and full description of the proposed project, solutions or remedies to the problem or issues identified, and a listing of any partners involved in the project.
- c. New or Continuation project: This is a drop-down box for the applicant to select one of the following choices based on the option that best describes their project:
 - i. New project
 - 2. Select this option, if the project has not been previously funded through the Foundation program
 - a. Applicants who have received funding for one type of activity (i.e. equipment) and are currently seeking support for another activity should select the “New project” option.
 - ii. Continuation project
 - 3. Select this option, if the project has been previously funded through the HMEP program
 - a. Applicants are required to provide information about previously funded HMEP projects, IDHS funding received and grant funding received from other entities within the past 24 months
- d. Previous IDHS Funding: If “yes” was selected on the previous page, this table is auto-populated. Applicants should enter the year of the award, select the grant name, enter the amount of the funding received, and the purpose/project scope of the award within the past 24 months.
 - i. For example: Entity “X” received \$4,000 to purchase equipment in FFY 2018 from the HMEP Grant.
- e. Disclosure of Grant Funding: If “yes” was selected on the previous page, this table is auto-populated. Applicants should enter the year of the award, select the grant name, enter the amount of the funding received, and the purpose/project scope of the award within the past 24 months
 - i. For example: Entity “X” received \$20,000 from the Indiana Criminal Justice Institute to purchase equipment in FFY 2018.

Problem Statement & Analysis

- a. Problem Statement & Analysis: The problem statement, will establish the issues and information that will be discussed, and what the rest of the proposal will revolve around. A problem statement should document the severity of the problem by including baseline data (i.e. community demographics) that characterizes the target audience to be served by the project. Applicants also should provide a brief description of the problem or set of problems that can be addressed through the project’s proposed strategies.
- b. Identify which planning/assessment tool was utilized to identify the problem. Please choose from the following options from the dropdown list.
 - i. Hazard Mitigation Plan
 - ii. THIRA
 - iii. Threat Assessment
 - iv. After Action Report
 - v. Other, if “other” is selected, please specify the planning/assessment tool used.
- c. Project Description
 - i. This is a blank field for the applicant to provide a detailed description of the full project to be implemented.

- d. Funding Sustainability
 - i. This is a blank field for applicants to identify a strategy of obtaining permanent financial support. Please refer to the “Grant Information” in the HMEP NOFO.
- e. Challenges: this is a blank field for applicants to describe any non-financial challenges that may influence the ability to successfully complete the proposed project. Please refer to the “Grant Information” in the HMEP NOFO.
 - i. If challenges do not exist, an applicant must indicate this and explain why the project will not encounter any challenges.
- f. Project Milestones
 - i. This is a fill in the blank table for applicants to identify the proposed project milestones. Please reference the “Grant Information” section of the HMEP NOFO for more information about project milestones
 - ii. For additional milestone boxes, select the plus (+) button

Goals, Objectives and Outcomes

Applicants must describe the primary goal of the proposed project and how the expenditures support the selected core capability. The proposed project’s goal must be followed with objectives and outcomes that will identify how the gaps/shortfall will be lessened with the completion of the project.

The objectives must be specific, measurable, attainable, relevant and time-bound. The outcomes are the desired changes or results the proposed project will eventually accomplish. They are the desired end-state, which the applicant strives to achieve and can include visionary language.

Project outcomes show the gap between what is and what could be. A project may have more than one goal. If a project does have more than one goal, this will need to be added by clicking on the “ADD” button at the top of the screen after the “Save” button has been clicked on.

- a. Goal
 - i. Applicants must identify the goal of the proposed project and how grant funds will be used to support the project.
- b. Overall Project Categories
 - i. Please select one or more of the following categories in which your project best fits:
 1. Life Saving Activities
 2. Day-to-day operations
 3. Improving existing capabilities
 4. Emergency Management
 5. Public Safety Improvements
 6. School Safety
 7. Terrorism Preparedness
 8. Other: if selecting “other,” please specific the category in the blank text box
 - ii. Objectives

1. The proposed project's goal(s) must be followed with objectives that will identify how the gaps/shortfall will be lessened with the completion of the project. The objectives must be specific, measurable, attainable, relevant and time-bound.
 - b. Select the plus (+) button if more "Objective" box(es) are needed.
- iii. Outcomes
 1. The proposed project's objective(s) must be followed with outcomes that will identify how the gaps/shortfall will be lessened with the completion of the project. The outcomes are the desired changes or results the proposed project will eventually accomplish. Project outcomes show the gap between what is and what could be.
 - c. Select the plus (+) button if more "Outcome" box(es) are needed.
- iv. Outcome Category
 1. Please select one of the following categories in which describe the stated outcome:
 - d. Exercise
 - e. Training
 - f. Personnel
 - g. Plans
 - h. Equipment/Supplies
 - i. Other: if selecting "other," please specific the category in the blank text box

Hazardous Material Emergency Preparedness (HMEP) Section

HMEP Project Scope

Applicants will be required to answer the following questions for HMEP specific grant applications.

1. Planning, Organization, Equipment, Training, or Exercise (POETE)

The core capability gap identified will need to be characterized through the POETE (planning, organization, equipment, training or exercise). More than one POETE may be selected; however do not select Organization.

*Reminder – the POETE categories selected will populate the POETE overview and budget pages.

- i. Planning
- ii. Organization
- iii. Equipment
- iv. Training
- v. Exercise

1. Planning, Organization, Equipment, Training, Exercise (POETE) Overview

This section of the application is the POETE overview where the total amounts requested for each POETE category will need to be entered.

- a. Planning - total amount to be requested for Planning
- b. Organization - total amount to be requested for Organization

- c. Equipment - total amount to be requested for Equipment
- d. Training - total amount to be requested for Training
- e. Exercise - total amount to be requested for Exercise

Each amount entered in the POETE Overview section should reflect the total amount requested to support each POETE sub-category and discipline selection

POETE Category Sub-Sections

- a. This section breaks out the POETE Overview by sub-category, disciplines, description and the amount for each POETE selected on the previous page. To create additional rows for each POETE, click on the “+” button at the end of the row.
- b. Items chosen in the sub-category will have parenthesis denoting which budget category will populate. For example: if materials are being requested for planning purposes and you choose under the planning sub-category; (Equipment greater than \$500) Materials required to conduct planning activities, an equipment budget form will populate based on this selection.
- c. For each POETE sub-category line item(s) and discipline(s) selected, the amounts entered must be calculated and transferred to the total amount requested for each POETE budget form.

Below are the drop-down options for each POETE category:

Planning

Planning Sub-Category

- 1. Develop and enhance plans and protocols
- 2. Develop and implement homeland security support programs and adopt ongoing DHS National Initiatives
- 3. Develop or conduct assessments
- 4. Develop related terrorism prevention activities
- 5. Develop scenario plans that incorporate the range of prevention, protection, response and recovery activities
- 6. Hiring of full or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)
- 7. Public Education and Outreach
- 8. (Equipment greater than \$500) Materials required to conduct planning activities
- 9. (Supplies less than \$500) Materials required to conduct planning activities
- 10. Travel/per diem related to planning activities

Planning Discipline

- 1. Agriculture
- 2. Cyber Security
- 3. Emergency Management
- 4. Emergency Medical Services (non fire-based)
- 5. Emergency Medical Services (fire based)
- 6. Fire Service
- 7. Health Care

8. Hazmat
9. Law Enforcement/LEPTA
10. Public Health
11. Public Safety Communications
12. Public Works

Equipment

Equipment Sub-Category

1. Personal Protective Equipment
2. Explosive Device Mitigation and Remediation Equipment
3. CBRNE Operational and Search and Rescue Equipment
4. Information Technology
5. Cybersecurity Enhancement Equipment
6. Interoperable Communications Equipment
7. Detection Equipment
8. Decontamination Equipment
9. Medical Equipment
10. Power Equipment
11. Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Reference Materials
12. CBRNE Incident Response Vehicles
13. Terrorism Incident Prevention Equipment
14. Physical Security Enhancement Equipment
15. Inspection and Screening Systems
16. Animal and Plants Equipment
17. CBRNE Prevention and Response Watercraft
18. CBRNE Aviation Equipment
19. CBRNE Logistical Support Equipment
20. Intervention Equipment and
21. Other Authorized Equipment

Equipment Discipline

1. Agriculture
2. Cyber Security
3. Emergency Management
4. Emergency Medical Services (non fire-based)
5. Emergency Medical Services (fire based)
6. Fire Service
7. Health Care
8. Hazmat
9. Law Enforcement/LEPTA
10. Public Health
11. Public Safety Communications
12. Public Works

Training

Training Sub-Category

1. (Consultants & Contractors) Full or part-time staff or contractors/consultants
2. (Equipment greater than \$500) Develop, deliver and evaluate training
3. (Supplies less than \$500) Develop, deliver and evaluate training
4. (Training) Certification/Re-certification of instructors
5. (Training) Other items
6. (Training) Training workshops and conferences
7. Travel

Training Discipline

1. Agriculture
2. Cyber Security
3. Emergency Management
4. Emergency Medical Services (non fire-based)
5. Emergency Medical Services (fire based)
6. Fire Service
7. Health Care
8. Hazmat
9. Law Enforcement/LEPTA
10. Public Health
11. Public Safety Communications
12. Public Works

Exercise

Exercise Sub-Category

1. (Consultants & Contractors) Full or part-time staff or contractors/consultants
2. (Equipment greater than \$500) Develop, deliver and evaluate exercise
3. (Exercise) Exercise planning workshop
4. (Exercise) Implementation of HSEEP
5. (Exercise) Other items
6. (Supplies less than \$500) Develop, deliver and evaluate exercise
7. Travel

Exercise Discipline

1. Agriculture
2. Cyber Security
3. Emergency Management
4. Emergency Medical Services (non fire-based)
5. Emergency Medical Services (fire based)
6. Fire Service
7. Health Care
8. Hazmat
9. Law Enforcement/LEPTA
10. Public Health
11. Public Safety Communications
12. Public Works

Budget Forms Section

Based on the POETE sub-category selected in the POETE Overview, related budget pages will auto-populate into the following budget forms; Supplies, Training, Exercise, Equipment, Travel and Consultants and Contractors

If a budget form populates or doesn't populate, please refer back to the Planning, Organization, Equipment, Training and Exercise (POETE) Overview form and revise the selections and make the appropriate additions or deletions to include total amounts.

Applicants must include all project expenditures in the budget section.

Budget Form - Exercise

In the exercise form, there will be a summary for the sub-category and the discipline from the POETE Overview selections. The sub-category and discipline will be summarized in each budget form, outlining the amount of funds to enter for each budget form page. In this page the following questions will need to be answered in the table.

- a. Brief description of exercise scenario
- b. Exercise name
- c. Subcategory - The sub-category name should match the sub-category selection. If "other" is selected, an additional text/box is available to specify the exercise requested.
- d. Discipline - The discipline name should match the discipline selection.
- e. Enter the estimated exercise start date
- f. Enter the estimated exercise end date
- g. Enter the number of anticipated participants
- h. Enter the exercise costs- Grant costs entered must equal the amount selected for the sub-category and discipline.

Additional Question

Narrate how funds will be utilized by the proposed project. If requesting an increase to a prior grant with the same project scope, please explain how the additional funds will enhance or expand the current project being funded.

Budget Form – Training

In the training form, there will be a summary for the sub-category and the discipline from the POETE Overview selections. The sub-category and discipline will be summarized in each budget form, outlining the amount of funds to enter for each budget form page. In this page the following questions will need to be answered in the table.

- a. Brief description of training scenario
- b. Training or course name/ID Number
- c. Subcategory- The Sub-category name should match the sub-category selection. If "other" is selected, an additional text/box is available to specify the training requested.
- d. Discipline - The discipline name should match the discipline selection.
- e. Enter the estimated training start date
- f. Enter the estimated training end date
- g. Enter the number of anticipated participants
- i. Enter the training costs - Grant costs entered must equal the amount selected for the sub-category and discipline.

Additional Question

Narrate how funds will be utilized by the proposed project. If requesting an increase to a prior grant with the same project scope, please explain how the additional funds will enhance or

Budget Form – Supplies

Supplies is defined as expendable tangible personal property having per unit cost threshold of less than \$500.00. In the supplies costs form, there will be a summary for the sub-category and the discipline from the POETE Overview selections. The sub-category and discipline will be summarized in each budget form, outlining the amount of funds to enter for each budget form page. In this page the following questions will need to be answered in the table.

- a. Identify the supply item
- b. Choose the correct AEL (if applicable) – leave blank if there is not an AEL assigned to the supply item.
- c. Enter the type of item in the description box
- d. Identify the POETE selection – The POETE dropdown options should match the POETE selection.
- e. Discipline – The discipline name should match the discipline selection.
- f. Choose the scope from the drop down list – the dropdown selection will be based on information entered on the planning, training and exercise forms. For example, the project scope for supplies being purchased is for an exercise.
- g. Enter the number of units
- h. Enter the price per unit
- i. Enter the percentage funded by the grant

Additional Questions

1. How will the supplies facilitate meeting the stated project goals?
2. Narrate how funds will be utilized by the proposed project. If requesting an increase to a prior grant with the same project scope, please explain how the additional funds will enhance or expand the current project being funded

Budget Form – Equipment

Equipment is defined as any item non-expendable personal property having per unit cost threshold greater than or equal to \$500 and a useful life of one or more years. In the equipment costs form, there will be a summary for the sub-category and the discipline from the POETE Overview selections. The sub-category and discipline will be summarized in each budget form, outlining the amount of funds to enter for each budget form page. In this page the following questions will need to be answered in the table.

- a. Identify the supply Item
- b. Choose the correct AEL (if applicable) – leave blank if there is not an AEL assigned to the supply item.
- c. Enter the type of item in the description box
- d. Identify the POETE selection – The POETE dropdown options should match the POETE selection.
- e. Discipline – The discipline name should match the discipline selection.

- f. Choose the scope from the drop down list – the dropdown selection will be based on information entered on planning, training and exercise forms. For example, the project scope for equipment being purchased is for an exercise.
- g. Enter the number of units
- h. Enter the price per unit
- i. Enter the percentage funded by the grant
- j. Can the equipment items be deployed to support emergency or disaster operations for an Emergency Management Assistance Compact request?
- k. Can the equipment items be shared to support emergency or disaster operations for an Emergency Management Assistance Compact request?
- l. Is it anticipated this equipment item will be sole sourced?
 - i. If yes, then provide a brief justification as to why

Additional Questions

1. Narrate how purchasing equipment will facilitate meeting the stated project goals and objectives.
2. If requesting more than one piece of equipment, please prioritize the request from highest to lowest priority
3. Narrate how funds will be utilized by the proposed project. If requesting an increase to a prior grant with the same project scope, please explain how the additional funds will enhance or expand the current project being funded

Budget Form – Travel

In the travel costs form, there will be a summary for the sub-category and the discipline from the POETE Overview selections. The sub-category and discipline will be summarized in each budget form, outlining the amount of funds to enter for each budget form page. In this page the following questions will need to be answered in the table.

If more than one travel is being requested, a new page will need to be added. This can be completed by saving the page and clicking on the “add” button at the top of the page.

1. Travel

- a. Purpose of travel – choose from the following
 - ii. Planning – Select the planning name/description from the dropdown list
 - iii. Training – Select the training/course ID
 - iv. Exercise – Select the exercise name
- b. Is this for a conference? If yes, provide the name of the conference
- c. Enter the start and end dates for the trip
- d. Enter the location of travel
- e. Enter the total number of travelers – the number of travelers entered here will populate the number of boxes for the names of travelers
- f. Name of traveler(s) – Enter the names of the people traveling

2. Travel Expense

- a. choose one
 - i. Per diem

- ii. Airfare
 - iii. Mileage
 - iv. Lodging
 - v. Rental Car
 - vi. Registration Fee
 - vii. Other
 - viii. Identify the POETE selection – The POETE dropdown options should match the POETE selection.
- b. Discipline – The discipline name should match the discipline selection. Enter the quantity.
 - c. Enter the cost per day, item or mile
 - d. Enter the percentage to be funded by the grant

Additional Questions

1. Describe why travel and/or training is necessary for the project.
2. Narrate how funds will be utilized by the proposed project. If requesting an increase to a prior grant with the same project scope, please explain how the additional funds will enhance or expand the current project being funded

Budget Form – Consultants

In the consultants form, there will be a summary for the sub-category and the discipline from the POETE Overview selections. The sub-category and discipline will be summarized in each budget form, outlining the amount of funds to enter for each budget form page. In this page the following questions will need to be answered in the table.

1. Consultants
 - a. Type in the name of consultants or contractors
 - b. Enter the service provided by consultant or contractor
 - c. Identify the POETE selection – The POETE dropdown options should match the POETE selection.
 - d. Discipline – The discipline name should match the discipline selection.
 - e. Choose the scope from the drop down list – the dropdown selection will be based on information entered on the planning, training and exercise forms. For example, the project scope for consultants is to develop or enhance cybersecurity plans.
 - f. Provide the hourly rate
 - g. Provide the number of hours
 - h. Enter the percentage to be funded by the grant
 - i. Is it anticipated this service will be sole sourced?
 - i. If yes, provide a brief justification as to why
2. Contractors/Instructors
 - a. Type in the name of consultants or contractors
 - b. Enter the service provided by consultant or contractor
 - c. Identify the POETE selection – The POETE dropdown options should match the POETE selection.
 - d. Discipline – The discipline name should match the discipline selection.

- e. Choose the scope from the drop down list – the dropdown selection will be based on information entered on the planning, training and exercise forms. For example, the project scope for consultants is to develop or enhance cybersecurity plans.
- f. Provide the hourly rate
- g. Provide the number of hours
- h. Enter the percentage to be funded by the grant
- i. Is it anticipated this service will be sole sourced?
 - i. If yes, provide a brief justification as to why

Additional Questions

1. Will there be travel expenses for the consultants and contractors. If travel is to be utilized a travel page will need to be completed. This can be added from the POETE Overview
2. Explain why consultant or contractual services are necessary
3. Describe the purpose of the contracted service(s)
4. What was the basis for the selection of the consultant or contractor? (ex. Open bidding, sole source, etc.)

Note: Any contracted services must be acquired in accordance with state procurement guidelines which may be found at: www.in.gov/idoa/2944.htm. Narrate how funds will be utilized by the proposed project. If requesting an increase to a prior grant with the same project scope, please explain how the additional funds will enhance or expand the current project being funded

Budget Summary

This section is auto-populated form based on the information entered into the budget forms. This is to give an overview of the grant request.

Certified Assurances & Special Provisions

There are three check boxes certifying that the information contained in the grant application is accurate. Once all of the checkboxes have been completed, click on the “save/next” button or the “save” button in order for the signature title and date to populate.

Attachments:

HMEP Required Attachments include:

1. When requesting equipment, please upload the 3 quotes obtained for each type of equipment in the section.
2. When requesting contractor services, please upload the 3 quotes obtained for each contractor listed in the budget.
3. When requesting consultant services, please upload the 3 quotes obtained for each consultant listed in the budget.
4. Assessment tool such as: Hazard Mitigation Plan, THIRA, Threat Assessment, After Action Report.
5. Job Descriptions.
6. Upload any other pertinent information regarding your application that would assist in reviewing the application.

Submitting Application

Before submitting the application, it is highly recommended to click the “global errors” button at the top of the screen next to the “Save & Submit” button and the “Show Help” button. Clicking “global errors” will show any application forms or pages that have errors and gives the applicant opportunity to correct the errors. Once the application has been submitted in the IntelliGrants system, changes cannot be made by the applicant and IDHS is unable to return an application.

APPENDIX C: SAMPLE SYSTEM FOR AWARD MANAGEMENT LETTER

System for Award Management (SAM)

Background

The System for Award Management (SAM) is a computer system accessed by the Internet managed by the U.S. Government. Entities must have an active registration in SAM to do business with the U.S. Government. An “entity” is the company, business, or organization registering in SAM. Each entity is represented by a nine-digit unique entity identifier, the Data Universal Numbering System (DUNS®) Number as issued by Dun & Bradstreet.

Only individuals who are authorized to represent a particular entity, or individuals representing themselves as an entity, may register an entity in SAM. Accessing or using SAM, or information contained therein, for any unauthorized or illegal purposes, may have civil and criminal penalties, and may negatively impact the status of the SAM registration maintained for the entity.

Instructions to Entity

1. **Single Entity.** Use this template to formally appoint an Entity Administrator for 1) a single, domestic entity located in the U.S. or its outlying areas, or 2) a single, international entity that uses banking information from a U.S. financial institution in their SAM entity registration.
2. **Complete the template.** Fill in the blanks. Enter the highlighted information on the next two pages. **Do not include this instruction page in your letter.**
3. **Print the letter on your entity’s letterhead.** If you don’t have letterhead, enter your entity’s legal business name and physical address at the top of the letter before printing.
4. **Sign the completed letter in the presence of the notary.** Make sure the person who signs the letter is someone with signatory authority, i.e. who can make commitments on behalf of the entity like an executive, officer, partner, or other authorized signatory. The notary will confirm the signatory’s identity in accordance with your state’s notary procedures.
5. **Mail the completed, signed, notarized letter.** Your letter will be reviewed for completeness upon receipt at the Federal Service Desk at:

FEDERAL SERVICE DESK
ATTN: [SAM.GOV](https://sam.gov) REGISTRATION PROCESSING
460 INDUSTRIAL BLVD
LONDON, KY 40741-7285
UNITED STATES OF AMERICA

If incomplete or incorrect, you will be contacted. Your registration will not be activated until an approved letter is on file.

[Insert Date]

FEDERAL SERVICE DESK
ATTN: SAM.GOV REGISTRATION PROCESSING
460 INDUSTRIAL BLVD
LONDON, KY 40741-7285
UNITED STATES OF AMERICA

SUBJECT: Information Required to Activate SAM Entity Registration

Purpose of Letter

The purpose of this letter is to formally appoint an Entity Administrator for the named Entity and to attest to the accuracy of the information contained in the entity registration.

Designation of Entity Administrator

I, **[Insert Name and Title of Signatory]**, the below signed individual, hereby confirm that the appointed Entity Administrator is an authorized officer, agent, or representative of the Entity. This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

Entity Covered by this Letter

DUNS® Number: _____

Legal Business Name: _____

Physical Address: _____

Entity Administrator Contact Information

Full Name: _____

Phone Number: _____

Email Address: _____

*The Entity Administrator must have an individual user account in SAM associated with the email address listed.

Account Administration Preference (ONLY CHOOSE ONE)

You must choose **ONE** of the two following statements by checking the applicable box.

Remember, there is no cost to register in SAM -- it is free. However, if you choose to have a third-party agent administer your SAM registration, with or without an associated fee, you must check the Third-Party Agent Designation box below.

Self-Administration Confirmation

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of the Entity listed above. I have checked the Self-Administration Confirmation box to indicate that the designated Entity Administrator is not a third-party agent.

Third-Party Agent Designation

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do hereby authorize **[insert full name, phone number, address, and email address of the Third-Party Agent]** (Designated Third-Party Agent) to act on behalf of the Entity listed above. This authorization permits the Designated Third-Party Agent to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein. I have checked the Third-Party Agent Designation box and completed the above information to indicate that the designated Entity Administrator is a third-party agent.

Attestation

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrator listed above has an individual SAM User Account created with the email address provided in this letter.
- The banking information provided for Electronic Funds Transfer on the Financial Information Page in the SAM.gov registration for the Entity above is correct and accurate.

Respectfully,

[Insert Full Name of Signatory]
 [Insert Title of Signatory (i.e. Executive etc.)]
 [Insert Email of Signatory]
 [Insert Entity Legal Business Name]
 [Insert Entity Physical Address]

TO BE COMPLETED BY NOTARY

(in accordance with State notary requirements)

State of _____

County of _____

This instrument was acknowledged before me this _____ day of _____ (month),
 _____ (year), by _____ (name of officer or
 agent, title or officer or agent) of _____ (name of entity).

_____ Personally Known

_____ Produced Identification

Type of ID and Number on ID _____

(Seal)

 Signature of Notary

 Name of Notary

(Typed, Stamped or Printed)

Notary Public, State of _____