



U.S. DEPARTMENT OF HOMELAND SECURITY

FISCAL YEAR 2009

DRIVER'S LICENSE SECURITY GRANT PROGRAM

GUIDANCE AND APPLICATION KIT

DECEMBER 2008



U.S. DEPARTMENT OF HOMELAND SECURITY

Title of Opportunity: FY 2009 Driver's License Security Grant Program

Funding Opportunity Number: DHS-09-GPD-089-1993

Federal Agency Name: FEMA Grant Programs Directorate (GPD)

Announcement Type: Initial

Dates: Completed applications must be submitted **no later than 11:59 PM EST, February 27, 2009.**

Additional Overview Information: As appropriated by the *Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009* (Public Law 110-329) and authorized by Title II of the *REAL ID Act of 2005, Title II: Improved Security for Driver's License and Personal Identification Cards (REAL ID Act of 2005)* Division B of the *Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Tsunami Relief, 2005* (Public Law 109-13), States¹ are invited to apply for funds under this solicitation. The FY 2009 Driver's License Security Grant Program guidance is designed to encourage all States and territories to apply for program funding. States are invited to submit proposals under this grant program that will further secure their driver license/identification card issuance processes and assist States in meeting the minimum standards outlined in the REAL ID Act and rule.

The purpose of the FY 2009 Driver's License Security Grant Program is to enhance baseline State driver's license and identification card issuance capabilities. This grant differs from the FY 2008 REAL ID Demonstration Grant Program in two respects. First, the REAL ID Demonstration Grant Program gave priority to multi-state projects to improve both state and inter-state data verification capabilities. The FY 2009 Program will accept any proposal that improves state capabilities consistent with the requirements of the REAL ID rule. The second difference between the FY 2009 Driver's License Security Grant Program and FY 2008 REAL ID Demonstration Grant Program is the fact that FY 2009 Program will contain pre-determined target allocation funds to all 56 States and Territories (whereas the FY 2008 Program funds were awarded to States and Territories based upon both competitive evaluations and number of DL/IDs issued). The new method of allocation will expedite delivery of equitable funding to all States and Territories.

¹ For purposes of the REAL ID Act, "State" is defined at sec. 201(5) as "a State of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, the Northern Mariana Islands, the Trust Territory of the Pacific Islands, and any other territory or possession of the United States."

CONTENTS

Contents.....	1
Part I. FUNDING OPPORTUNITY DESCRIPTION.....	2
Part II. AWARD INFORMATION	4
Part III. ELIGIBILITY INFORMATION	6
A. Eligible Applicants.....	6
B. Cost Sharing	6
C. Restrictions	6
Part IV. APPLICATION AND SUBMISSION INFORMATION.....	7
A. Address to Request Application Package	7
B. Content and Form of Application	7
C. Submission Dates and Times	10
D. Intergovernmental Review	11
E. Funding Restrictions	11
F. Other Submission Requirements	12
Part V. APPLICATION REVIEW INFORMATION	14
A. Review Criteria.....	14
B. Anticipated Announcement and Award Dates	14
Part VI. AWARD ADMINISTRATION INFORMATION	15
A. Notice of Award	15
B. Administrative and National Policy Requirements	15
C. Reporting Requirements	22
Part VII. FEMA CONTACTS.....	27

PART I.

FUNDING OPPORTUNITY DESCRIPTION

On September 11, 2001, 18 of the 19 terrorists who committed attacks on the United States had been issued U.S. identification documents, including driver's licenses. The FY 2009 Driver's License Security Grant Program is designed to address a key recommendation of the 9/11 Commission to improve the integrity and security of State-issued driver's licenses and identification cards. Meeting the minimum requirements of the FY 2009 Driver's License Security Grant Program will help States improve State driver's license (DL) and identification card (ID) issuance capabilities. In addition, the REAL ID Act of 2005 (Public Law 109-13) and the REAL ID Final Rule published in January 2008 (6 CFR Part 37) are intended to encourage States to work collectively to develop more secure systems to verify an applicant's identity before issuing a driver's license or identification card that can be accepted for official purposes. According to the Act, "the term 'official purpose' includes but is not limited to accessing Federal facilities, boarding federally regulated commercial aircraft, entering nuclear power plants, and any other purposes that the Secretary shall determine."

The FY 2009 Driver's License Security Grant Program provides the second round of funding available to all U.S. States and territories driver's licensing authorities, i.e., motor vehicle agencies, for FY 2009 Driver's License Security Grant Program related projects. Previously, the Department of Homeland Security (DHS) awarded:

- \$79,875,000 to 48 States and territories under the FY 2008 REAL ID Demonstration Grant Program
- \$4,000,000 to the Commonwealth of Kentucky to continue the REAL ID Pilot Project already underway to test a birth records verification software tool
- \$3,000,000 to the Commonwealth of Kentucky for the FY 2008 Vital Events Verifications State Project Grant that will provide all States the electronic capability to verify birth records

As appropriated by the *Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009* (Public Law 110-329) and authorized by Title II of the *REAL ID Act of 2005*, Division B of the *Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Tsunami Relief, 2005* (Public Law 109-13), States² are invited to apply for funds under this solicitation. The FY 2009 Driver's License Security Grant Program guidance is designed to encourage all States and territories to apply for program funding. States are invited to submit proposals under this grant program that will further secure their DL/ID issuance processes and assist States in meeting the

² For purposes of the REAL ID Act, "State" is defined at sec. 201(5) as "a State of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, the Northern Mariana Islands, the Trust Territory of the Pacific Islands, and any other territory or possession of the United States."

minimum requirements outlined in the REAL ID Act and rule. Specifically, DHS encourages States to submit proposals that:

- Have the greatest impact upon reducing the issuance and use of fraudulent driver's licenses and identification cards.
- Reduce the costs of program implementation for individuals, States, and the Federal Government.
- Expedite State progress toward compliance with program implementation including prioritizing material compliance and measuring progress.
- Plan and expedite State-specific activities to connect to the verification hub (the federated querying system being developed by the States to support the data and document verification requirements of the REAL ID Act).

DHS will make grants to State motor vehicle licensing authorities to improve State DL/ID issuance processes, enhance security and develop innovative solutions with broad applicability for FY 2009 Driver's License Security Grant Program implementation. These solutions should improve business processes, IT, infrastructure and DL/ID document and issuance security. Grant award recipients may use grant dollars to fulfill the statutory minimum issuance standards of the REAL ID Act in one of two ways:

1. Begin or continue State-specific process, security, infrastructure and IT improvements consistent with the REAL ID Act and final rule.
2. Develop and implement policies, procedures, and protocols, following the uniform set of standards established by the States to capture, manage, and verify applicant data under the provisions of the REAL ID Act.

PART II. AWARD INFORMATION

This section summarizes the award period of performance and the total amount of funding available under the FY 2009 Driver's License Security Grant Program, describes the basic distribution method used to determine final grants awards, and identifies all eligible applicants for FY 2009 funding.

Award Period of Performance

The period of performance of this grant is 36 months. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications why an extension is required.

Available Funding

In FY 2009, the total amount of funds distributed under the FY 2009 Driver's License Security Grant Program will be \$48,575,000. All 56 States and territories will receive a base amount with the balance of funds distributed based on the total number of DL/IDs issued in each State. For the purposes of this grant, States are grouped into four categories based upon the number of DL/IDs issued. The available target funding allocations are summarized in Table 1 below. The amount of award may be adjusted from the allocations in Table 1 below if:

- (1) Some states do not apply;
- (2) Some states ask for less than the amount allocated; or
- (3) Individual state applications are inconsistent with program requirements.

If the total of all state awards is less than \$48,575,000 for any of these reasons, remaining program funds will be redistributed to applicant States and territories based on the formula.

Special note: All jurisdictions are reminded to complete and submit their FY 2008 REAL ID Grant Program revised program and budget narratives as soon as possible. FY 2009 grant funding will not be awarded to any State that has not accepted its FY 2008 REAL ID Demonstration Grant and submitted its budget and narrative requirements by the FY 2009 Driver's License Security Grant Program application deadline of February 27, 2009.

**Table 1. FY 2009 Driver's License Security Grant Program
Target Funding Allocations**

State/Territory	FY 2009 Allocation	State/Territory	FY 2009 Allocation
Alabama	\$1,060,774	Montana	\$600,000
Alaska	\$600,000	Nebraska	\$755,987
American Samoa	\$600,000	Nevada	\$755,987
Arizona	\$1,060,774	New Hampshire	\$755,987
Arkansas	\$755,987	New Jersey	\$1,060,774
California	\$1,648,250	New Mexico	\$755,987
Colorado	\$755,987	New York	\$1,648,250
Connecticut	\$755,987	North Carolina	\$1,060,774
Delaware	\$600,000	North Dakota	\$600,000
District of Columbia	\$600,000	Northern Mariana Islands	\$600,000
Florida	\$1,648,250	Ohio	\$1,060,774
Georgia	\$1,060,774	Oklahoma	\$755,987
Guam	\$600,000	Oregon	\$755,987
Hawaii	\$755,987	Pennsylvania	\$1,060,774
Idaho	\$755,987	Puerto Rico	\$600,000
Illinois	\$1,648,250	Rhode Island	\$600,000
Indiana	\$1,060,774	South Carolina	\$755,987
Iowa	\$755,987	South Dakota	\$600,000
Kansas	\$755,987	Tennessee	\$755,987
Kentucky	\$755,987	Texas	\$1,648,250
Louisiana	\$1,060,774	U.S. Virgin Islands	\$600,000
Maine	\$755,987	Utah	\$755,987
Maryland	\$755,987	Vermont	\$600,000
Massachusetts	\$1,060,774	Virginia	\$1,060,774
Michigan	\$1,060,774	Washington	\$1,060,774
Minnesota	\$755,987	West Virginia	\$755,987
Mississippi	\$755,987	Wisconsin	\$755,987
Missouri	\$755,987	Wyoming	\$600,000
Total			\$48,575,000

PART III.

ELIGIBILITY INFORMATION

A. Eligible Applicants

To be eligible to receive FY 2009 Driver's License Security Grant Program funding, applicants must meet NIMS compliance requirements. The NIMSCAST will be the required means to report FY 2008 NIMS compliance for FY 2009 preparedness award eligibility. All State and territory grantees were required to submit their compliance assessment via the NIMSCAST by September 30, 2008 in order to be eligible for FY 2009 preparedness programs. The State or territory department/agency grantee reserves the right to determine compliance reporting requirements of their sub-awardees (locals) in order to disperse funds at the local level.

For FY 2009, there are no new NIMS compliance objectives. If FY 2008 NIMS compliance was reported using NIMSCAST and the grantee has met all NIMS compliance requirements, then NIMSCAST will only require an update in FY 2009. Additional information on achieving compliance is available through the FEMA National Integration Center (NIC) at <http://www.fema.gov/emergency/nims/>.

B. Cost Sharing

There is no required cost sharing, matching, or cost participation for the FY 2009 Driver's License Security Grant Program.

C. Restrictions

Please see Part IV.E. for Management & Administration (M&A) limits and allowable/unallowable costs guidance.

PART IV.
**APPLICATION AND SUBMISSION
INFORMATION**

A. Address to Request Application Package

DHS participates in the Administration's e-government initiative. As part of that initiative, all applications must be filed using the Administration's common electronic "storefront" -- [grants.gov](http://www.grants.gov). Eligible MVAs/DMVs must apply for funding through this portal, accessible on the Internet at <http://www.grants.gov>. To access application forms and instructions, select "Apply for Grants," and then select "Download Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this announcement. Select "Download Application Package," and then follow the prompts to download the application package. To download the instructions, go to "Download Application Package" and select "Instructions." If you experience difficulties or have any questions, please call the -- [grants.gov](http://www.grants.gov) customer support hotline at (800) 518-4726.

B. Content and Form of Application

1. On-line application. The on-line application must be completed and submitted using [grants.gov](http://www.grants.gov) after Central Contractor Registry (CCR) registration is confirmed. The on-line application includes the following required forms and submissions:

- Budget Narrative and Budget Detail Worksheet
- Program Narrative and Program Management Capabilities Work Plan
- Confirmation from the applicant that the State Administrative Agency and Homeland Security Advisor have been provided copies of the applicant's proposals
- Standard Form 424, Application for Federal Assistance
- Standard Form 424A, Budget Information
- Standard Form 424B Assurances
- Standard Form LLL, Disclosure of Lobbying Activities

The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is "*Driver's License Security Grant Program*." The CFDA number is **97.089**.

2. Application via [grants.gov](http://www.grants.gov). FEMA participates in the Administration's e-government initiative. As part of that initiative, all applicants must file their applications using the Administration's common electronic "storefront" -- [grants.gov](http://www.grants.gov).

Eligible MVAs/DMVs must apply for funding through this portal, accessible on the Internet at <http://www.grants.gov>.

3. **DUNS number.** The applicant must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number with their application. This number is a required field within [grants.gov](http://www.grants.gov) and for CCR Registration. Organizations should verify that they have a DUNS number, or take the steps necessary to obtain one, as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at (866) 705-5711.
4. **Valid Central Contractor Registry (CCR) Registration.** The application process also involves an updated and current registration by the applicant. Eligible applicants must confirm CCR registration at <http://www.ccr.gov>, as well as apply for funding through [grants.gov](http://www.grants.gov) at the time of application.
5. **Program Narrative and Program Management Capabilities Work Plan (Parts I and II).** The required Program Narrative with an associated Program Management Capabilities Work Plan (Parts I and II) provides the State with a Driver's License Security Grant Program implementation roadmap and tells DHS how grant funding will be used. The Program Narrative is a separate document from the Program Management Capabilities Work Plan (Parts I and II), both of which help to assess program implementation potential and a State's management procedures and capabilities. The Program Narrative and Program Management Capabilities Work Plan must be submitted through www.grants.gov

Successful FY 2009 Driver's License Security Grant Program applicants must comply with the following general requirements:

Program Narrative. Applicants should ultimately ensure that their proposals describe the following:

- The State's progress in meeting the requirements of the REAL ID Act and final rule
- The State's current driver's licensing issuance processes and personal identification system capabilities
- State policies and procedures that will be changed to become consistent with the standards of the REAL ID Final Rule; these may include business rules and processes for Driver's License and Identification Card (DL/ID) card issuance and personal identification verification
- Measures States take to protect the security and privacy of personal identifiable information
- Actual FY 2009 Driver's License Security Grant Program requirements and or compliance benchmarks the State intends to meet with this grant funding.

The following is the overall concept for the Program Narrative. The format of the Program Narrative should include an Introduction section as well as a section focusing on Management Objectives.

i. Introduction

"[State Agency Name] will strengthen its DL/ID issuance procedures and IT systems used to capture, store, manage, and verify the personal identification information of individuals applying for Driver's License and Identification Card (DL/ID) compliant DL/IDs. These improvements include process and system modifications that will be needed pursuant to the REAL ID Act of 2005, that protect against identify theft or fraud, and strengthen both physical and personnel security and the integrity of the driver's license data.

ii. Management Objectives. Include the critical elements of the management capabilities section (Parts I and II) (see below) and describe the agency's ability to design, manage and implement the programmatic requirements to improve its driver's license issuance processes to be consistent with REAL ID Act of 2005 and final rule requirements.

- **Program Management Capabilities Work Plan (Part I).** Please provide a description of current resource management capabilities the State needs to develop, implement, and manage the programmatic requirements associated with implementing the FY 2009 Driver's License Security Grant Program. When describing current management capabilities, consider including discussions and information such as the following:
 - Major organizations in the State, committees, and other structures accountable for implementing the initiatives
 - State staffing/resource levels within these core organizations responsible for program administration and oversight
 - Initiatives to reduce fraud and improve the security of driver's licensing issuance authorities and motor vehicle operations involved with issuing ID cards or driver's licenses.

- **Program Management Capabilities Work Plan (Part II).** The following basic goals and objectives for the FY 2009 Driver's License Security Grant Program should be considered in your State's Program Management Work Plan:
 - Reduce the costs of FY 2009 Driver's License Security Grant Program implementation for individuals, States, and the Federal government

- Develop improvements to State-centric license issuance processes, policies, security, IT personal identification information security and verification capabilities
- Reduce the potential for fraudulent issuance and use of driver's licenses and ID cards
- Involve proven technology solutions
- Design solutions that can be used or adopted by other States
- Include privacy and security impact assessments and/or provisions
- Will be completed by May 11, 2011.

Budget and Budget Narrative Requirements. All FY 2009 Driver's License Security Grant Program award recipients are required to submit a detailed budget and budget narrative addressing related costs and expenses, as a part of the application. This budget narrative should be detailed and should serve to: (1) explain how the costs were estimated, and (2) justify the need for the costs incurred to the measurable achievement outcomes as stated in the work plan. For clarification purposes, the narrative should include tables describing cost and expense elements (e.g. equipment list with unit costs/quantity). The budget must be complete, reasonable and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs and any appropriate narrative.

The following may be used as a guide to assist applicants in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form).

Submission and File Naming Convention.

The Detailed Budget must be submitted with the grant application as a file attachment within grants.gov. Applicants must use the following file naming convention when submitting required documents as part of the FY 2009 Driver's License Security Grant Program: "FY 2009 Driver's License Security Grant Program <State Abbreviation>".

C. Submission Dates and Times

Completed applications must be submitted electronically through www.grants.gov **no later than 11:59 PM EST, February 27, 2009**. Late applications will neither be considered nor reviewed. Upon successful submission, a confirmation e-mail message will be sent with a grants.gov tracking number, which is needed to track the status of the application.

D. Intergovernmental Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact their State SPOC to determine if the program has been selected for State review. Executive Order 12372 can be referenced at <http://www.archives.gov/federal-register/codification/executive-order/12372.html>. The names and addresses of the SPOCs are listed on OMB's home page available at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

E. Funding Restrictions

Specific investments made in support of the funding priorities are discussed in Part I, FUNDING OPPORTUNITY DESCRIPTIONS. FY 2009 Driver's License Security Grant Program allowable costs include paying for planning, equipment and personnel costs that broadly support expenditures in the following three categories:

1. Management and administration costs
 2. Communications and information technologies such as (IT) computing hardware and software
 3. Upgrades to existing facilities to improve the security and capabilities of license production, issuance, and enrollment systems.
- **Management and Administration (M&A) Limits:** A maximum of three percent (3%) of funds awarded may be used for Management and Administrative purposes associated with this grant award. **M&A costs include the following categories of activities:**
 - Hiring of full-time or part-time staff or contractors/consultants
 - DHS travel-related expenses
 - DHS meeting-related expenses
 - Acquisition of authorized office equipment, including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which may be required to implement FY 2009 Driver's License Security Grant Program requirements
 - Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc.
 - Leasing and/or renting of space for newly hired personnel to administer FY 2009 Driver's License Security Grant Program grant funding
 - **Allowable Costs:** Allowable costs are divided into planning, equipment, and systems development categories. The following provides general allowable costs guidance:

Planning

FY 2009 Driver's License Security Grant Program funds may be used for a variety of planning activities, and must appear in the detailed budget and budget narrative which include:

- Costs associated with establishing and participating in State-to-State Verification Governance Body
- Costs associated with personal identification system enhancements
- Costs associated with development of project's final report
- Developing or enhancing plans and protocols
- Costs associated with hiring personnel and consultants to oversee planning and management activities as well as complying with reporting/data collection requirements, and requests for data by DHS/OPD or FEMA/GPD
- Personnel to assist with the design, requirements, implementation and evaluation of FY 2009 Driver's License Security Grant Program

Equipment

FY 2009 Driver's License Security Grant Program funding may be used for a variety of limited equipment purchases that must appear in the detailed budget and budget narrative, to include:

- Software associated with systems integration
- Hardware associated with systems integration
- Equipment related to information capture, storage, processing, and verification

Personnel

States must include personnel cost estimates in their detailed budget and budget narrative.

- **Unallowable Costs:** Several costs, such as using grant funds for the construction of new facilities or hiring of law enforcement personnel for activities unrelated to the FY 2009 Driver's License Security Grant Program are unallowable under this program. For guidance and clarification regarding these unallowable costs, applicants should contact their FEMA Region; contact information is located on Page 28 ("FEMA Regions") of this Kit.

F. Other Submission Requirements

1. As part of the program guidance, each applicant must provide a copy of its proposal to both the State Administrative Agency (SAA) and State Homeland Security Advisor (HSA) in their States. FY 2009 Driver's License Security Grant Program activities should be closely coordinated with the HSA and SAA to maximize the DHS Homeland Security Grant Program (HSGP) strategic planning efforts and integration

by calling (800) 368-6498.

askcsid@dhs.gov, or

PART V.

APPLICATION REVIEW INFORMATION

A. Review Criteria

Grant proposals will be reviewed by a National Review Panel staffed by FEMA/GPD and the DHS Office of Policy and will be evaluated for possible grant funding based upon the effectiveness of the proposal submitted and the applicant's potential to successfully improve the States driver's license and identification card processes, security, IT and infrastructure to be consistent with REAL ID Act and final rule requirements. The funding formula may be altered or changed from the allocations if the total number of States submitting grant applications differs, or if individual applications propose uses of funds inconsistent with standards established in the REAL ID Act or final rule. The Department encourages grant applications that propose DL/ID card issuance and IT system enhancement solutions as a means of strengthening the security and integrity of the issuance processes States use, and to safeguard against and protect individuals from personal identify theft or fraud. Prospective applicants should submit their grant applications according to the instructions in this solicitation. FEMA/GPD will provide grant recipients with official notification of the grant award after the National Review Panel process and final selections for grant funding are complete. Upon approval of the program narrative and associated budget and budget narrative, an FY 2009 Driver's License Security Grant Program Grant Program award will be issued by FEMA/GPD.

B. Anticipated Announcement and Award Dates

Awards will be made on or before September 30, 2009.

PART VI.

AWARD ADMINISTRATION INFORMATION

A. Notice of Award

Upon approval of an application, the grant will be awarded to the grant recipient. The date that this is done is the “award date.” Notification of award approval is made through the Grants Management System (GMS). Once an award has been approved, a notice is sent to the authorized grantee official. Follow the directions in the notification and log into GMS to access the award documents. The authorized grantee official should carefully read the award and special condition documents. If you do not receive a notification, please contact your Program Analyst for your award number. Once you have the award number, contact the GMS Help Desk at (888) 549-9901, option 3, to obtain the username and password associated with the new award.

The period of performance is 36 months. Any unobligated funds will be deobligated at the end of the 90 day close-out period. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justifications why an extension is required.

B. Administrative and National Policy Requirements

1. **State Preparedness Report.** The *Post-Katrina Emergency Management Reform Act of 2006* (Public Law 109-295) requires any State that receives Federal preparedness assistance to submit a State Preparedness Report to DHS. FEMA will provide additional guidance on the requirements for updating State Preparedness Reports. **Receipt of this report is a prerequisite for applicants to receive any FY 2009 DHS preparedness grant funding.**
2. **Standard Financial Requirements.** The grantee and any subgrantee shall comply with the current version of all applicable laws and regulations. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:
 - 2.1 -- **Administrative Requirements.**
 - 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
 - 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)

2.2 -- Cost Principles.

- 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
- 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
- 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
- Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

2.3 -- Audit Requirements.

- OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

2.4 -- Duplication of Benefits. There may not be a duplication of any federal assistance, per A-87, Basic Guidelines Section C.3 (c), which states: Any cost allocable to a particular Federal award or cost objective under the principles provided for in this Circular may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by law or terms of the Federal awards, or for other reasons. However, this prohibition would not preclude governmental units from shifting costs that are allowable under two or more awards in accordance with existing program agreements.

3. Non-supplanting Requirement. Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or grantees may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

4. Technology Requirements.

4.1 -- National Information Exchange Model (NIEM). FEMA requires all grantees to use the latest NIEM specifications and guidelines regarding the use of Extensible Markup Language (XML) for all grant awards. Further information about the required use of NIEM specifications and guidelines is available at <http://www.niem.gov>.

4.2 -- Geospatial Guidance. Geospatial technologies capture, store, analyze, transmit, and/or display location-based information (i.e., information that can be linked to a latitude and longitude). FEMA encourages grantees to align any geospatial activities with the guidance available on the FEMA website at <http://www.fema.gov/grants>.

4.3 -- 28 CFR Part 23 guidance. FEMA requires that any information technology system funded or supported by these funds comply with 28 CFR Part 23, Criminal Intelligence Systems Operating Policies, if this regulation is determined to be applicable.

5. Administrative Requirements.

5.1 -- Freedom of Information Act (FOIA). FEMA recognizes that much of the information submitted in the course of applying for funding under this program or provided in the course of its grant management activities may be considered law enforcement sensitive or otherwise important to national security interests. While this information under Federal control is subject to requests made pursuant to the Freedom of Information Act (FOIA), 5 U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the FEMA FOIA Office, and may likely fall within one or more of the available exemptions under the Act. The applicant is encouraged to consult its own State and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process. The applicant may also consult FEMA regarding concerns or questions about the release of information under State and local laws. The grantee should be familiar with the regulations governing Sensitive Security Information (49 CFR Part 1520), as it may provide additional protection to certain classes of homeland security information.

5.2 -- Protected Critical Infrastructure Information (PCII). The PCII Program, established pursuant to the Critical Infrastructure Information Act of 2002 (Public Law 107-296) (CII Act), created a new framework, which enables State and local jurisdictions and members of the private sector to voluntarily submit sensitive information regarding critical infrastructure to DHS. The Act also provides statutory protection for voluntarily shared CII from public disclosure and civil litigation. If validated as PCII, these documents can only be shared with authorized users who agree to safeguard the information.

PCII accreditation is a formal recognition that the covered government entity has the capacity and capability to receive and store PCII. DHS encourages all MVAs/DMVs to pursue PCII accreditation to cover their State government and attending local government agencies. Accreditation activities include signing a memorandum of agreement (MOA) with DHS, appointing a PCII Officer, and implementing a self-inspection program. For additional information about PCII or the accreditation process, please contact the DHS PCII Program Office at pcii-info@dhs.gov.

5.3 -- Compliance with Federal civil rights laws and regulations. The grantee is required to comply with Federal civil rights laws and regulations. Specifically, the grantee is required to provide assurances as a condition for receipt of Federal funds that its programs and activities comply with the following:

- *Title VI of the Civil Rights Act of 1964, as amended, 42. U.S.C. 2000 et. seq.* – no person on the grounds of race, color, or national origin will be excluded from participation in, be denied the benefits of, or be otherwise

subjected to discrimination in any program or activity receiving Federal financial assistance.

- *Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794* – no qualified individual with a disability in the United States, shall, by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity receiving Federal financial assistance.
- *Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq.* – discrimination on the basis of sex is eliminated in any education program or activity receiving Federal financial assistance.
- *The Age Discrimination Act of 1975, as amended, 20 U.S.C. 6101 et. seq.* – no person in the United States shall be, on the basis of age, excluded from participation in, denied the benefits of or subjected to discrimination under any program or activity receiving Federal financial assistance.

Grantees must comply with all regulations, guidelines, and standards adopted under the above statutes. The grantee is also required to submit information, as required, to the DHS Office for Civil Rights and Civil Liberties concerning its compliance with these laws and their implementing regulations.

5.4 -- Services to limited English proficient (LEP) persons. Recipients of FEMA financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, natural origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of limited English proficiency. To ensure compliance with Title VI, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The grantee is encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. For additional information, see <http://www.lep.gov>.

5.5 -- Integrating individuals with disabilities into emergency planning. Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against people with disabilities in all aspects of emergency mitigation, planning, response, and recovery by entities receiving financial from FEMA. In addition, Executive Order 13347, *Individuals with Disabilities in Emergency Preparedness* signed in July 2004, requires the Federal Government to support safety and security for individuals with disabilities in situations

involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. Executive Order 13347 requires the Federal government to encourage consideration of the needs of individuals with disabilities served by State, local, and tribal governments in emergency preparedness planning.

FEMA has several resources available to assist emergency managers in planning and response efforts related to people with disabilities and to ensure compliance with Federal civil rights laws:

- **Comprehensive Preparedness Guide 301 (CPG-301): Interim Emergency Management Planning Guide for Special Needs Populations:** CPG-301 is designed to aid tribal, State, territorial, and local governments in planning for individuals with special needs. CPG-301 outlines special needs considerations for: Developing Informed Plans; Assessments and Registries; Emergency Public Information/Communication; Sheltering and Mass Care; Evacuation; Transportation; Human Services/Medical Management; Congregate Settings; Recovery; and Training and Exercises. CPG-301 is available at <http://www.fema.gov/pdf/media/2008/301.pdf>.
- **Guidelines for Accommodating Individuals with Disabilities in Disaster:** The Guidelines synthesize the array of existing accessibility requirements into a user friendly tool for use by response and recovery personnel in the field. The Guidelines are available at <http://www.fema.gov/oe/reference/>.
- **Disability and Emergency Preparedness Resource Center:** A web-based “Resource Center” that includes dozens of technical assistance materials to assist emergency managers in planning and response efforts related to people with disabilities. The “Resource Center” is available at <http://www.disabilitypreparedness.gov>.
- **Lessons Learned Information Sharing (LLIS) resource page on Emergency Planning for Persons with Disabilities and Special Needs:** A true one-stop resource shop for planners at all levels of government, non-governmental organizations, and private sector entities, the resource page provides more than 250 documents, including lessons learned, plans, procedures, policies, and guidance, on how to include citizens with disabilities and other special needs in all phases of the emergency management cycle.

LLIS.gov is available to emergency response providers and homeland security officials from the Federal, State, and local levels. To access the resource page, log onto <http://www.LLIS.gov> and click on *Emergency Planning for Persons with Disabilities and Special Needs* under *Featured Topics*. If you meet the eligibility requirements for

accessing Lessons Learned Information Sharing, you can request membership by registering online.

5.6 -- Compliance with the National Energy Conservation Policy and Energy Policy Acts. In accordance with the *Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, 2009* (Public Law 110-329), grant funds must comply with the following two requirements:

- None of the funds made available shall be used in contravention of the Federal buildings performance and reporting requirements of Executive Order 13123, part 3 of title V of the National Energy Conservation Policy Act (42 USC 8251 et. Seq.), or subtitle A of title I of the Energy Policy Act of 2005 (including the amendments made thereby).
- None of the funds made available shall be used in contravention of section 303 of the Energy Policy Act of 1992 (42 USC13212).

5.7 -- Environmental and Historic Preservation Compliance. FEMA is required to consider the potential impacts to the human and natural environment of projects proposed for FEMA funding. FEMA, through its Environmental and Historic Preservation (EHP) Program, engages in a review process to ensure that FEMA-funded activities comply with various Federal laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898). The goal of these compliance requirements is to protect our nation's water, air, coastal, wildlife, agricultural, historical, and cultural resources, as well as to minimize potential adverse effects to children and low-income and minority populations.

The grantee shall provide any information requested by FEMA to ensure compliance with applicable Federal EHP requirements. Any project with the potential to impact EHP resources cannot be initiated until FEMA has completed its review. Grantees may be required to provide detailed information about the project, including the following: location (street address or map coordinates); description of the project including any associated ground disturbance work, extent of modification of existing structures, construction equipment to be used, staging areas, access roads, etc.; year the existing facility was built; natural, biological, and/or cultural resources present in the project vicinity; visual documentation such as site and facility photographs, project plans, maps, etc; and possible project alternatives.

For certain types of projects, FEMA must consult with other Federal and State agencies such as the U.S. Fish and Wildlife Service, State Historic Preservation Offices, and the U.S. Army Corps of Engineers, as well as other agencies and organizations responsible for protecting natural and cultural resources. For

projects with the potential to have significant adverse effects on the environment and/or historic properties, FEMA's EHP review and consultation may result in a substantive agreement between the involved parties outlining how the grantee will avoid the effects, minimize the effects, or, if necessary, compensate for the effects.

Because of the potential for significant adverse effects to EHP resources or public controversy, some projects may require an additional assessment or report, such as an Environmental Assessment, Biological Assessment, archaeological survey, cultural resources report, wetlands delineation, or other document, as well as a public comment period. Grantees are responsible for the preparation of such documents, as well as for the implementation of any treatment or mitigation measures identified during the EHP review that are necessary to address potential adverse impacts. Grantees may use these funds toward the costs of preparing such documents and/or implementing treatment or mitigation measures. Failure of the grantee to meet Federal, State, and local EHP requirements, obtain applicable permits, and comply with any conditions that may be placed on the project as the result of FEMA's EHP review may jeopardize Federal funding.

Recipient shall not undertake any project having the potential to impact EHP resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and **modifications to buildings, structures and objects** that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. **Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not eligible for FEMA funding.**

For more information on FEMA's EHP requirements, MVAs/DMVs should refer to FEMA's Information Bulletin #271, *Environmental Planning and Historic Preservation Requirements for Grants*, available at <http://ojp.usdoj.gov/odp/docs/info271.pdf>. Additional information and resources can also be found at <http://www.fema.gov/plan/ehp/ehp-applicant-help.shtm>.

5.8 -- Royalty-free License. Applicants are advised that FEMA reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes: (a) the copyright in any work developed under an award or sub-award; and (b) any rights of copyright to which an award recipient or sub-recipient purchases ownership with Federal support. Award recipients must agree to consult with

FEMA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

5.9 -- FEMA GPD Publications Statement. Applicants are advised that all publications created with funding under any grant award shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."

5.10 -- Equipment Marking. Applicants are advised that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."

5.11 -- Disadvantaged Business Requirement. Applicants are advised that, to the extent that recipients of a grant use contractors or subcontractors, such recipients shall use small, minority, women-owned or disadvantaged business concerns and contractors or subcontractors to the extent practicable.

5.12 -- National Preparedness Reporting Compliance. *The Government Performance and Results Act (Public Law 103-62) (GPRA)* requires that the Department collect and report performance information on all programs. For grant programs, the prioritized Investment Justifications and their associated milestones provide an important tool for assessing grant performance and complying with these national preparedness reporting requirements. FEMA will work with grantees to develop tools and processes to support this requirement. FEMA anticipates using this information to inform future-year grant program funding decisions. Award recipients must agree to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within their grant agreement. This includes any assessments, audits, or investigations conducted by the Department of Homeland Security, Office of the Inspector General, or the Government Accountability Office.

C. Reporting Requirements

Reporting requirements must be met throughout the life of the grant. Please note that FEMA Payment and Reporting System (PARS) contains edits that will prevent access to funds if reporting requirements are not met on a timely basis.

- 1. Financial Status Report (FSR) -- required quarterly.** Obligations and expenditures must be reported on a quarterly basis through the FSR, which is due within 30 days of the end of each calendar quarter (e.g., for the quarter ending

March 31, FSR is due no later than April 30). A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld if these reports are delinquent. The final FSR is due 90 days after the end date of the performance period.

FSRs **must be filed online** through the PARS.

Reporting periods and due dates:

- October 1 – December 31; *Due January 30*
- January 1 – March 31; *Due April 30*
- April 1 – June 30; *Due July 30*
- July 1 – September 30; *Due October 30*

- 2. Categorical Assistance Progress Report (CAPR).** Following an award, the awardees will be responsible for providing updated obligation and expenditure information on a semi-annual basis. The applicable MVAs/DMVs are responsible for completing and submitting the CAPR reports. Awardees should include a statement in the narrative field of the CAPR that reads: *See BSIR.*

The CAPR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1 though December 31). Future awards and fund drawdowns may be withheld if these reports are delinquent.

Driver’s License Security Benchmarks. As part of the semi-annual CAPRs, the following checklist must be included by the grantee.

Driver’s License Security Benchmarks				
#	Does the State	Yes	No, will meet by [date]	Comments
1	Subject each applicant to a mandatory facial image capture and retain such image even if a driver license (DL) or identification card (ID) is not issued			
2	Have each applicant sign a declaration under penalty of perjury that the information presented is true and correct, and retain this declaration pursuant to § 37.31.			
3	Require an individual to present at least one of the source documents listed in subsections (i) through (x) when establishing identity			
4	Require documentation of: <ul style="list-style-type: none"> • Date of birth • Social Security Number • Address of principal residence • Evidence of lawful status 			

5	Have a documented exceptions process that meets the requirements established in 37.11(h)(1)-(3) (if States choose to have such a process)			
6	Make reasonable efforts to ensure that the applicant does not have more than one DL or ID already issued by that State under a different identity			
7	Verify lawful status through SAVE or another method approved by DHS			
8	Verify Social Security account numbers with the Social Security Administration or another method approved by DHS			
9	Issue DL and IDs that contain Level 1, 2 and 3 integrated security features			
10	Surface (front and back) of cards include the following printed information in Latin alpha-numeric characters: <ul style="list-style-type: none"> • Full legal name • Date of birth • Gender • Unique DL/ID number • Full facial digital photograph • Address of principal residence [with exceptions] • Signature [with exceptions] • Date of transaction • Expiration date • State or territory of issuance 			
12	Issue temporary or limited-term licenses to all individuals with temporary lawful status and tie license validity to the end of lawful status			
13	Have a documented security plan for DMV operations consistent with 6 CFR 37.41.			
14	Have protections in place to ensure the security of personally identifiable information			
15	Require all employees handling source documents or issuing DLs or IDs to attend and complete the AAMVA approved (or equivalent) fraudulent document recognition training and security awareness training			
16	Conduct name-based and fingerprint-based criminal history and employment eligibility checks on all employees in covered positions or an alternative procedure approved by DHS			
F1	Retain copies of the application, declaration and source documents. Paper copies and microfiche must be retained for a minimum of seven years. Digital images must be retained for a minimum of ten years			
F2	Implement documented procedures for controlling access to facilities and systems involved in the enrollment, manufacture, production and issuance of DL/IDs			
F3	Ensure the physical security of locations where DL/IDs are manufactured or produced, and the security of document materials and papers of which such cards are produced			

CAPRs must be filed online at <https://grants.ojp.usdoj.gov>. Guidance and instructions can be found at <https://grants.ojp.usdoj.gov/gmsHelp/index.html>.

Required submission: CAPR (due semi-annually).

- 3. Biannual Strategy Implementation Reports (BSIR).** Following an award, the awardees will be responsible for providing updated obligation and expenditure information on a semi-annual basis. The applicable SAAs are responsible for completing and submitting the BSIR reports which is a component of the CAPR. The BSIR submission will satisfy the narrative requirement of the CAPR. SAAs are still required to submit the CAPR with a statement in the narrative field that reads: *See BSIR.*

The BSIR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1 through December 31). Updated obligations and expenditure information must be provided with the BSIR to show progress made toward meeting strategic goals and objectives. Future awards and fund drawdowns may be withheld if these reports are delinquent.

Required submission: BSIR (due semi-annually).

- 4. Financial and Compliance Audit Report.** Recipients that expend \$500,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accountability Office, *Government Auditing Standards*, located at <http://www.gao.gov/govaud/ybk01.htm>, and *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*, located at <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year. In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY 2009 Driver's License Security Grant Program assistance for audit and examination purposes, provided that, in the opinion of the Secretary or the Comptroller, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller, through any authorized representative, access to, and the right to examine all records, books, papers or documents related to the grant.

The State shall require that sub-grantees comply with the audit requirements set forth in *OMB Circular A-133*. Recipients are responsible for ensuring that sub-recipient audit reports are received and for resolving any audit findings.

Monitoring

Grant recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met. Programmatic monitoring may also include the Regional Federal Preparedness Coordinators, when appropriate, to ensure consistency of project investments with Regional and National goals and policies, as well as to help synchronize similar investments ongoing at the Federal, State, and local levels.

Monitoring will be accomplished through a combination of office-based reviews and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, performance and administrative issues relative to each program and will identify areas where technical assistance and other support may be needed.

The recipient is responsible for monitoring award activities, to include sub-awards, to provide reasonable assurance that the Federal award is administered in compliance with requirements. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining of adequate financial records, and refunding expenditures disallowed by audits.

Grant Close-Out Process

Within 90 days after the end of the period of performance, grantees must submit a final FSR and final CAPR detailing all accomplishments throughout the project. After these reports have been reviewed and approved by FEMA, a close-out notice will be completed to close out the grant. The notice will indicate the project as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FSR. The grantee is responsible for returning any funds that have been drawdown but remain as unliquidated on grantee financial records.

Required submissions: (1) final SF-269a, due 90 days from end of grant period; and (2) final CAPR, due 90 days from the end of the grant period (the final CAPR will not be accepted without submission of the final BSIR).

PART VII.

FEMA CONTACTS

This section describes several resources that may help applicants in completing an FEMA grant application and to help in submission of projects that will have the highest impact on reducing risks.

- 1. Centralized Scheduling & Information Desk (CSID) Help Line.** CSID is a non-emergency resource for use by emergency responders across the nation. CSID is a comprehensive coordination, management, information, and scheduling tool developed by DHS through FEMA for homeland security terrorism preparedness activities. CSID provides general information on all FEMA grant programs and information on the characteristics of CBRNE, agro-terrorism, defensive equipment, mitigation techniques, and available Federal assets and resources.

CSID maintains a comprehensive database containing key personnel contact information for homeland security terrorism preparedness programs and events. These contacts include personnel at the Federal, State and local levels. CSID can be contacted at (800) 368-6498 or askcsid@dhs.gov. CSID hours of operation are from 8:00 am–6:00 pm (EST), Monday-Friday.

- 2. Grant Programs Directorate (GPD).** FEMA GPD will provide fiscal support, including pre- and post-award administration and technical assistance, to the grant programs included in this solicitation. Financial monitoring will be performed by the FEMA Regional Grants Management Staff. Additional guidance and information, including the Regional financial points of contact, can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.
- 3. FEMA Regions.** FEMA Regions provide grant management support for FY 2009 Driver's License Security Grant Program grant awards after FEMA GPD issues the award. These contacts include:

FEMA Region I	(617) 832-4752
FEMA Region II	(212) 680-3647
FEMA Region III	(215) 931-5586
FEMA Region IV	(770) 220-5304
FEMA Region V	(312) 408-5395
FEMA Region VI	(940) 898-5575
FEMA Region VII	(816) 283-7084
FEMA Region VIII	(303) 235-4625
FEMA Region IX	(510) 627-7021
FEMA Region X	(425) 487-4693

4. **GSA's State and Local Purchasing Programs.** The U.S. General Services Administration (GSA) offers two efficient and effective procurement programs for State and local governments to purchase products and services to fulfill homeland security and other technology needs. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term, indefinite delivery, indefinite quantity, government-wide contracts with commercial firms of all sizes.

- Cooperative Purchasing Program
Cooperative Purchasing, authorized by statute, allows State and local governments to purchase a variety of supplies (products) and services under specific GSA Schedule contracts to save time, money, and meet their everyday needs and missions.

The Cooperative Purchasing program allows State and local governments to purchase alarm and signal systems, facility management systems, firefighting and rescue equipment, law enforcement and security equipment, marine craft and related equipment, special purpose clothing, and related services off of Schedule 84 and Information Technology products and professional services off of Schedule 70 and the Consolidated Schedule (containing IT Special Item Numbers) **only**. Cooperative Purchasing for these categories is authorized under Federal law by the *Local Preparedness Acquisition Act* (Public Law 110-248) and Section 211 of the *E-Government Act of 2002* (Public Law 107-347).

Under this program, State and local governments have access to GSA Schedule contractors who have voluntarily modified their contracts to participate in the Cooperative Purchasing program. The U.S. General Services Administration provides a definition of State and local governments as well as other vital information under the frequently asked questions section on its website at <http://www.gsa.gov/cooperativepurchasing>.

- Disaster Recovery Purchasing Program
GSA plays a critical role in providing disaster recovery products and services to Federal agencies. Now State and Local Governments can also benefit from the speed and savings of the GSA Federal Supply Schedules. Section 833 of the *John Warner National Defense Authorization Act for Fiscal Year 2007* (Public Law 109-364) amends 40 U.S.C. §502 to authorize GSA to provide State and Local governments the use of ALL GSA Federal Supply Schedules for purchase of products and services to be used to *facilitate recovery from a major disaster declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act or to facilitate **recovery** from terrorism or nuclear, biological, chemical, or radiological attack.*

GSA provides additional information on the Disaster Recovery Purchasing Program website at <http://www.gsa.gov/disasterrecovery>.

State and local governments can find a list of contractors on GSA's website, <http://www.gsaelibrary.gsa.gov>, denoted with a  or  symbol.

Assistance is available from GSA on the Cooperative Purchasing and Disaster Purchasing Program at the local and national levels. For assistance at the local level, visit <http://www.gsa.gov/csd> to find a local customer service director in your area. For assistance at the national level, contact Tricia Reed at tricia.reed@gsa.gov or (571) 259-9921. More information is available on all GSA State and local programs at: www.gsa.gov/stateandlocal.

- 5. Homeland Security Preparedness Technical Assistance Program.** The Homeland Security Preparedness Technical Assistance Program (HSPTAP) provides direct support assistance on a first-come, first-served basis (and subject to the availability of funding) to eligible organizations to enhance their capacity and preparedness to prevent, protect against, respond to, and recover from terrorist and all hazard threats. In addition to the risk assessment assistance already being provided, FEMA also offers a variety of other direct support assistance programs.

More information can be found at http://www.fema.gov/about/divisions/pppa_ta.shtm.

- 6. Lessons Learned Information Sharing (LLIS) System.** LLIS is a national, online, secure website that houses a collection of peer-validated lessons learned, best practices, AARs from exercises and actual incidents, and other relevant homeland security documents. LLIS facilitates improved preparedness nationwide by providing response professionals with access to a wealth of validated front-line expertise on effective planning, training, equipping, and operational practices for homeland security.

The LLIS website also includes a national directory of homeland security officials, as well as an updated list of homeland security exercises, events, and conferences. Additionally, LLIS includes online collaboration tools, including secure email and message boards, where users can exchange information. LLIS uses strong encryption and active site monitoring to protect all information housed on the system. The LLIS website is <https://www.LLIS.gov>.

- 7. Information Sharing Systems.** FEMA encourages all State, regional, local, and Tribal entities using FY 2009 funding in support of information sharing and intelligence fusion and analysis centers to leverage available Federal information sharing systems, including Law Enforcement Online (LEO) and the Homeland Security Information Network (HSIN). For additional information on LEO, contact the LEO Program Office at leoprogramoffice@leo.gov or (202) 324-8833. For additional information on HSIN and available technical assistance, contact the HSIN Help Desk at (703) 674-3003.